Accreditation

Cerro Coso Community College
is accredited by the
Western Association of Schools and Colleges
and is fully approved by the
Board of Governors,
California Community Colleges
and other state and federal agencies.
The University of California,
California State Universities
and other Universities
and colleges grant credit to lower division
transfer courses completed at
Cerro Coso Community College.
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Welcome to Cerro Coso Community College. We are excited that you made us your choice and we want to make your time with us a meaningful experience that will assist you in reaching your goal. The college community at Cerro Coso is made up of dedicated faculty and staff at all our campuses and centers. You are provided the opportunity to embrace learning inside and outside of the classroom and will find that your education and services are not place and time bound if you choose to take advantage of our virtual campus, ‘CCOnline’.

The motto of Cerro Coso Community College is to educate, innovate, inspire and serve. As a student you will experience this through the learning environment and by the support services provided you by our excellent faculty and support staff. Many of our staff are alumni of Cerro Coso and have chosen to work at the college to serve and encourage you along the way.

There are many opportunities to become involved while attending Cerro Coso. You can take part in student senate/government and clubs, student activities, student ambassadors, attend sporting events, guest lectures, or become members of the Honors Program, Phi Theta Kappa, as well as travel abroad with faculty leaders. Information about college events and these groups can be found on our web site, http://www.cerrocoso.edu.

You will find that your educational experience to be one of excellence whether you are preparing to transfer, to become gainfully employed, or to gain additional workforce skills. Most importantly we encourage you to take full advantage of the community college experience we offer and to become a lifelong learner.

I wish you success as you embark upon this higher education journey and look forward to celebrating each milestone you reach!

Jill Board
President
KERN COMMUNITY COLLEGE DISTRICT AND CERRO COSO COMMUNITY COLLEGE ADMINISTRATION

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Ms. Jennifer Curtis, Administrative Assistant to the President
History
Cerro Coso Community College was established in 1973 as a separate college within the Kern Community College District. Cerro Coso Community College has five instructional sites (Eastern Sierra Centers in Bishop and Mammoth Lakes, Indian Wells Valley, Kern River Valley, and East Kern), which together form the largest geographical service area (18,000+ square miles) of any community college in California and which serve a population of approximately 85,000. A leader in online education, Cerro Coso Community College has been offering online courses since 1997 and offers 13 Associate degrees entirely online and as many as 160+ courses online each year, with approximately 180 sections per semester. Cerro Coso Community College is a member college of the Kern Community College District and is fully accredited by the Western Association of Schools and Colleges and approved by the University of California and the State Department of Education.

Values
At Cerro Coso Community College, we value:

• **Student learning** and student success in all areas of endeavor;
• **Creativity** and the implementation of best practices in a rapidly changing world;
• **Accountability** to our students for their learning experience, our communities for good stewardship of public funds,
• **Diversity** in our students, our communities, our environment, and our programs and services;
• **Our Communities** and the partnerships and relationships we build with them; and
• **Our Faculty and Staff** who turn the wheels of learning.

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

Mission
The mission of Cerro Coso Community College is to provide outstanding educational programs and services tailored to the students in the communities and rural areas we serve. We demonstrate a conscious effort to produce and support student success and achievement through traditional and distance delivery.

To accomplish this mission we will provide:

• transfer and career technical education
• remedial instruction
• comprehensive support services
• learning opportunities that develop ethical and effective citizenry
• continuing education that is compatible with the institutions primary mission

Strategic Goals, 2012-2015
The Cerro Coso Community College Strategic Plan for 2012-2015 focuses on five strategic goals. These goals are:

1. Foster student success through sustained continual quality improvement of instruction and student services.
2. Provide a quality learning environment which enhances student engagement.
3. Improve our response to community needs through transfer programs, area workforce development, quality student services, and provision of customized educational opportunities.
4. Operate at the level of continual quality improvement for strengthening institutional effectiveness.
5. Increase the percentage of total resources allocated toward the successful achievement of student learning.

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

**Student Right-To-Know**

In compliance with the Student Right-To-Know (SRTK) Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer rates to all current and prospective students. These rates are based on a limited cohort (or group) of students which are tracked for a three-year period. The cohort is limited because it includes only students who entered Cerro Coso Community College in the fall term as first-time, full-time students seeking a degree, certificate or transfer. Students included in the 2009 SRTK Cohort were tracked from Fall 2009 through Spring 2012 to determine their academic outcomes during the time period.

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

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

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

<table>
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<th>2008 SRTK Cohort</th>
<th>Cerro Coso</th>
<th>State Wide</th>
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<td>Completion Rate</td>
<td>8.79%</td>
<td>25.08%</td>
</tr>
<tr>
<td>Transfer Rate</td>
<td>19.67%</td>
<td>14.36%</td>
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These rates do not represent the completion and transfer rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period. For more information on SRTK methodology, interpretation, and rates at other community colleges, you can visit the College Chancellor’s Office website at [http://srtk.cccco.edu/](http://srtk.cccco.edu/).

**Equal Employment Opportunity Statement**

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

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

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

**Unlawful Discrimination**

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

Vice President of Student Services Coordinator, Title IX
ABOUT THE COLLEGE

(pertaining to gender equity, including sexual harassment)

Coordinator, Title VI and Section 504/ADA (pertaining to race, color, or national origin, and disability)

Cerro Coso Community College
3000 College Heights Blvd.
Ridgcrest, CA 93555
(760) 384-6249
(760) 384-6110 (TDD Only)

A complaint of alleged unlawful discrimination may be filed within one year of the alleged discrimination. For complaint forms or additional information, contact one of the following:

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

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

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

Students with Disabilities

Cerro Coso Community College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college’s courses, programs, and activities, including extracurricular activities. Students with disabilities who are requesting academic accommodations or auxiliary aids should contact the ACCESS Programs Office at (760) 384-6250. Participation by students with disabilities in ACCESS Programs is voluntary.

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Declaración De Igualdad De Oportunidad

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

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

Discriminación Ilegal

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

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

Cerro Coso Community College
3000 College Heights Blvd
Ridgcrest, CA 93555
(760) 384-6249
(760) 384-6110 (TDD Only)

Una queja de discriminación ilegal supuesta se puede ser registrada dentro del termino de un año de ocurrida la supuesta discriminación. Para obtener formas de quejas o información adicional usted puede ponerse en contacto con la siguiente persona:

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

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

Vice-Chancellor, Human Services
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
(661) 336-5140
Any student choosing not to participate in the program may elect an alternate path for services through the Office of Student Learning. See the Vice President of Student Services for options or alternatives to services otherwise provided by ACCESS Programs.

Confidentiality Of Student Records

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

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

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

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

Policy Concerning Sexual Harassment

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

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

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

Special Admission for K-12 Students

Students who are enrolled in K-12 programs may be admitted by Special Admission—Attending this college while still enrolled in grades K-12 upon recommendation of the school principal or designee, and with parent consent. Cerro Coso Community College is authorized to restrict the admission or enrollment of K-12 students based on age, completion of a specified grade level, and demonstrated eligibility for instruction using approved assessment methods and procedures adopted by the Board of Governors. After submitting a college application or update form, students must obtain a Concurrent Enrollment Form, from the Cerro Coso Community College Counseling Office, have it appropriately filled out by their school principal or designee, secure a parent signature, and then meet with a college counselor for approval. Cerro Coso Community College enrollment fees of $46/unit are waived for K-12 students. Non-resident tuition will apply if the K-12 student is an international student, is not a California resident or has not lived in California for one year and one day prior to enrolling at Cerro Coso Community College. Please see the Tuition and Fees section in this catalog. By enrolling in a college level course, the K-12 student is agreeing that he or she will be responsible for communicating with their instructors, studying at least two hours for every hour of course (minimum), turning in college level assignments complete and on time, and purchasing all textbooks within the first week of course(s). If the K-12 student is uncertain about carrying out any of these responsibilities, a college course may not be the best option for him or her, at this time. Please contact a college counselor if you have any questions.

Residency Determination

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

- If the applicant is under the age of 18, his/her parents must have resided within the state of California for 12 consecutive months with the intent to stay preceding the first day of the semester.
- If the applicant is 19 years or older, the applicant must have resided within the state of California for 12 consecutive months with the intent to stay preceding the first day of the semester.
- Active duty military students stationed outside California that maintain their California residency are California residents for enrollment purposes.

Non-California Residents

- Students who are not residents of the state of California as of the day immediately preceding the first day of classes in any given semester will be required to pay out-of-state tuition fees.
- Active duty military and their dependents stationed in California are treated as California residents for enrollment purposes.
- Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fees if their parents or legal guardian reside outside the state even though such minors may have lived in the state of California for one year or more. Non-residents who wish to become residents of California must reside in the state for one year and one day prior to the beginning of the semester and show evidence of the intent to establish residency during that same time (e.g. a filed CA state income tax form, a driver's
Change of Residence Status

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

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

1. Physical Presence in California
   • Student/parent (as applicable) must have documentation of physical presence in California one year preceding the first day of the semester.
   • Student leaving California temporary for educational purposes must show that California was claimed as residency at institution attended
   • Student does not have conduct inconsistent with a claim of California residency. (see below)

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

2. Intent to stay in California

   In addition to physical presence in California for one year preceding the semester, a student must show they intended to make California the home for other than temporary purposes for one year preceding the semester. At least two documents will be required to review your request for residency. Examples of showing intention to stay are:
   • Obtaining a California driver’s license one year preceding semester
   • Possessing California motor vehicle license plates
   • Registering to vote in California one year preceding semester
   • Paying California taxes as a California resident for the entire year
   • Rental agreement/ house payment for one year preceding the semester

   Conduct inconsistent with a claim of California residence includes:
   • Keeping an out of state driver’s license
   • Attending an out-of-state institution as a resident of that other state
   • Being the petitioner for a divorce in another state
   • Declaring nonresidence for state income tax purposes
   • Living in other state between school semesters
   • Registered to vote in another state
   • Employment in another state using that state for income tax purposes

   NOTE: Additional documentation may be requested upon review.

International Students

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

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

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

Admissions Form

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

Use of Identification Numbers

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

Changing Name, Address, Telephone, Email

Students may change their name by bringing photo identification to the Office of Admissions and Records. They may change their address, telephone number, or e-mail address on the web by logging onto InsideCC. Once logged in, they must select the “Student” tab, select “Banner Self Service”, and finally, select “Personal Information”.

Personal Identification Number

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

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

MATRICULATION

Student Rights and Responsibilities

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

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

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

You agree to:

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

Cerro Coso Community College agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.
- Provide for assessment of your skills in conjunction with counseling/advisement.
- Provide assessment for math, reading, and English placement.
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- Provide evaluation of your educational progress, which is available through counseling and other support services.
- Provide a wide variety of course offerings, including pre-collegiate basic skills.
- Provide advisement of all nonexempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on probation.

Additional Rights of Students

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

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

Matriculation Status

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

- Students with an Associate Degree or higher are considered fully matriculated.
- A student is exempt from assessment upon satisfactory completion of course work equivalent to college level English or college level math.
- A student may be exempt based on special circumstances. These will be reviewed on an individual basis upon appeal to the Vice President of Student Services.

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

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

Course Requisites: Prerequisites, Co-requisites, and Advisories

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Assessment Policies for Students with Disabilities

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college’s courses, programs, and activities, including extracurricular activities. For more information on the academic accommodations, auxiliary aides and other resources available to students with verified disabilities, contact ACCESS Programs at (760) 384-6250.

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

Exemptions

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

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

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

Student Educational Plans

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

Course Admission Policy

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

New students and continuing students who were registered on Monday of the third week of courses are assigned early registration appointments for the following semester in the following order:

Students who belong to specific groups or special programs and who have completed matriculation as follows:

- Day 1 through Day 2 — Veterans, former Foster Youth, and EOPS
- Day 3 — Honor Students
- Day 4 through Day 10 — continuing students with less than 100 units attempted (excluding students on Academic Standing Probation 2)
- Day 11 through Day 14 — new students not mentioned above
- Day 15 — Open Registration (may be tiered over three days giving priority to students who have completed some but not all matriculation components)

Registering by Web

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

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

Waitlist

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

Drop for Non-payment

Prior to the last day of open registration, students will be dropped from their courses for non-payment of enrollment fees of $100.00 or more ten (10) days after the date they registered for the particular course(s). Beginning the first day of the term, students will not be dropped for non-payment of enrollment fees; however, they will have a hold placed on their transcripts, grades, diplomas, and registration privileges until their enrollment fees are paid. Any account balance older than 120 days may be subject to the collections process. Non-attendance or non-payment does not release students from their responsibility and may result in failing grades being awarded and fees owed.

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

Study Load

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

Minimum Study Loads

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

1. Financial Aid Unit Requirements/Veterans or Dependents of Veterans:
   - Regular Semester
     - Full-time - 12 units
     - Three-fourths time - 9-11½ units
     - One-half time - 6-8½ units
     - Less than half time* - 5½ units or less
   - Summer Session
     - Full-time - Please see counselor
     - Three-fourths time - Please see counselor
     - One-half time - Please see counselor
     - Less than half time* - Please see counselor
   *Less than one-half time and active duty is limited to tuition and fees only under Chapters 30, 33, and 35.

2. “F-1” Visa - 12 units per semester is the full-time load to maintain visa status.
3. Intercollegiate Athletics - 12 units or more per semester are required to meet eligibility for intercollegiate athletic participation.

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

5. Federal or College Work Study requires six (6) units for eligibility to participate.

Repeating a Course

Certain Cerro Coso Community College courses are identified in the course description sections of the catalog as repeatable.

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

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

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

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

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

Remedial Coursework Limitation

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

Auditing a Course

The audit option is designed to help students achieve educational goals related to the college’s core missions of transfer, workforce preparation, and basic skills remediation. It is not designed as a work-around to repeatability limitations in physical education and performance arts. No audit requests will be approved for such activity courses. Students wishing to audit a graded course may do so only under the following conditions and only with the signature of the instructor and the permission of the Vice President of Academic Affairs.

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

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

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

Petition for audit forms are available in the Counseling Centers and Admissions and Records Office at each campus.
obligation with the college the hold will be removed.

**Academic Standing**

Students who are not in good academic standing will have a hold placed on their record until they meet with a counselor to make plans to improve their grades. These holds will prevent registration.

Students living in the local service area will be required to attend a Probation/Disqualification Workshop on campus in order for the hold to be lifted for registration.

**Probation**

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

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

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

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

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

**Removal from Probation**

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

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

**Disqualification**

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

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

**Readmission**

A student who is disqualified is ineligible to attend Cerro Coso Community College. Readmission may be considered after the disqualified student attends a Probation/Disqualification workshop and completes a Petition for Readmission with a Counselor and the Petition for Readmission is approved by the Vice President of Student Services or designee. A readmitted student will be restricted to specific courses or programs and a limitation will be placed on the number of units attempted. Contact the Counseling Office for specific Probation/Disqualification workshop dates.

**ALTERNATE COURSE FORMATS**

**Distance Education**

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

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

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

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

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

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

Information is available by calling Counseling Student Services (760) 384-6219.

**COLLEGE TUITION, FEES, AND FEE REFUNDS**

Note: All fees and tuition charges are current as of May 2014 and subject to change pending California legislative action and/or KCCD Board action.

**Enrollment Fee**

California does not charge tuition for a community college education. However, all California Community College students are charged a state-mandated enrollment fee of $46 a unit with no cap on the fee; e.g., 10 units = $460.00, 12 units = $552.00, etc.

**Non-Resident Tuition**

All non-resident students will be charged out-of-state tuition at the rate of $193 per unit. This is in addition to the required enrollment fee. Non-resident tuition will be assessed immediately up to and including a maximum of 15 units or a total of $2,895.00 per semester. In addition, a Capital Outlay fee of $14.00 per unit will be charged to all non-resident students, both foreign and domestic. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees.

**Enrollment Fee Deadline**

Enrollment fees are due at the time of registration. However, there is a ten (10) day grace period from the date of registration to pay accrued fees.

**Drop for Non-Payment**

Prior to the last day of open registration, students will be dropped for non-payment of enrollment fees of one hundred dollars ($100.00) or more ten (10) days after the date that they registered for the particular course(s). Students whose unpaid enrollment fees total less than one hundred dollars ($100.00) will not be dropped for non-payment, but will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid.

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

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

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

**Parking Fees**

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

Parking permits are not required on weekends. Visitor parking and handicapped parking is enforced at all times.

**Student Representation Fee**

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

**Refund of Student Representation Fee**

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

**Textbooks**

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

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

**Instructional/ Special Materials Fees**

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

**Refunds**

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

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

It is the student’s responsibility to withdraw from a course in a timely manner. A student entitled to receive an enrollment fee refund must apply for the refund before the end of the second consecutive semester of nonattendance (summer session is not considered a semester), and must use the appropriate campus refund form. All applications for refunds must be submitted to the Business Office before a refund can be processed.

**Cerro Community College OneCard**

All students will receive a OneCard. Students enrolled in on site courses on the Ridgecrest/IWV campus will receive a OneCard with MasterCard/US Bank logo. Financial aid students will have disbursement options based on the card received. (Please refer to Financial Aid section.)

Students are invited to purchase a Student Government sticker for their card for $8.00 per semester. This sticker signifies membership in the Student Government of Cerro Coso Community College and entitles student to membership in the Community Discount Program, SGCC events, and discount admission to museums, galleries, theaters, ski packages, and computer/software sales. Funds collected support the student association, student clubs, co-curricular events, and scholarships. The Student Government sticker can be purchased at the Admission and Records Office, Business Office, or by selecting it online and adding it to your total balance. To receive the sticker, go to the Office of Student Activities or Administrative Office at your campus.

**Online Student Requesting Student Government Sticker**

If you are an online student and would like a Student Government sticker for your OneCard please do the following:

Email our Student Government office and provide:

- Student ID# or SSN
Term for which enrolled
• Proof of payment for Student Government Sticker

Send the information above to:
Anna Sue Eldridge
aeldridg@cerrocoso.edu
(760) 384-6353

Or mail to:
Office of Student Government
3000 College Heights Blvd.
Ridgecrest, CA 93555

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

Active Participation and Attendance Policies

Regular active participation is expected of all students enrolled in the college.

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

A student shall be dropped by the instructor for lack of active participation prior to the census (20%) date and any time up to the 60% date when the student is not actively participating according to the practice established by the instructor and communicated in the syllabus.

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

Students MAY be dropped when non-consecutive absences number the equivalent of two weeks of the course, or the equivalent amount of time for a short-term class, recorded from the first day of instruction.

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

Students who have been absent or not actively participating in a course should notify the instructor of the reason. Notification in no way relieves the students of responsibility for work missed. Faculty members may give consideration to excusing students from courses to participate in scheduled college activities—e.g. athletics, music, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

First Day Drop

Onsite students MUST show up on the first day of the course if they are registered for the course or if they are on the waitlist. Students who DO NOT attend the first course meeting will be DROPPED from the course or the waitlist. Students who attend the first session may be moved from the waitlist to the course based on the enrollments available and the students’ position on the waitlist. Students dropped for non-attendance will not be able to re-enroll.

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

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

Late Add Policy

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

Withdrawing from Courses

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

A student may drop a course and receive a “W” up to and including the last day of the 10th week of instruction or the first 60% of the term, whichever is less.
Courses dropped prior to the third week or first 20% of the term will not be included as part of the student’s permanent record. For courses dropped from the third week to the withdrawal deadline date, a “W” will be recorded. After the withdrawal deadline, a grade symbol other than a “W” will be recorded. It is not appropriate to use an “I” (incomplete) as a withdrawal grade.

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

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

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

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

**Withdrawal after Deadline**

A student may contact the Vice President of Student Services regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. This must be done by the last day of courses and prior to the beginning of the final examination period for the term in which the withdrawal will apply. A withdrawal petition must be signed by the student, instructor, and the Vice President of Student Services. Documentation of extenuating circumstance will be required.

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

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

**Withdrawing from the College**

Students who find it necessary to withdraw from the college are required to return all checked-out supplies, equipment, and library books, and pay all fines and debts owed the college. Any account balance older than 120 days may be subject to the collections process.

**College Transcripts**

Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After two free transcripts have been provided for the student, all additional copies are $4.00 each. Rush transcripts are $8.00.

Upon written application an official transcript of all work completed at Cerro Coso Community College will be prepared and forwarded in accordance with the wishes of the student. Students have the right to notify the college that their date of birth (DOB) not be included in their transcripts. However, DOB is a very useful identifier, and students are encouraged to have it displayed on transcripts. Under no circumstances can Cerro Coso Community College release or mail a transcript originally issued by another educational institution. Electronic transcript requests are submitted online or requests may be submitted on the appropriate form at Admissions and Records.

**Verification of Enrollment or Degrees**

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

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

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

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

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

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

Assessment Center

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

Career and Transfer Center

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

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

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

Career Planning/Placement Services

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

Outreach Programs and Services

The Counseling Office conducts and coordinates campus tours for prospective students, high school visitations, and contacts with community groups for recruiting purposes, and represents the college at various events and activities.
Disabled Student Programs and Services (DSPS)

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

Extended Opportunity Programs and Services (EOPS)

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

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

Cooperative Agencies Resources for Education (CARE)

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

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

California Work Opportunities and Responsibility to Kids (CalWORKs)

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

Veterans’ Services

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

Eligibility for educational benefits is determined through an application process by the Veterans Administration (VA).

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

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

1. Fill out the application for federal VA benefits at http://www.gibill.va.gov/. The VA may require first-time applicants to send a copy of their DD214 form to Muskogee, OK (VA Regional Office, PO Box 8888, Muskogee, OK 74402-8888) before their application can be processed.

2. Contact a college counselor or educational advisor to establish an appropriate educational objective and initiate a Student Educational Plan (SEP) The VA requires a Program Approval and the SEP update to be completed with an educational advisor or counselor for every semester that the student receives benefits. Contact the Counseling Office at (760) 384-6219.
3. Order official transcripts from any previously attended regionally accredited institution, including military transcripts. Admission with previously earned credits will be granted upon official transcripts showing satisfactory scholarship and honorable dismissal from the institution previously attended. The counseling staff evaluates and applies appropriate credit to your Student Educational Plan. The inclusion of accepted, accredited units from submitted official transcripts, including military transcripts is required on the SEP update by the second semester of attendance. Please have official transcripts mailed to: Cerro Coso Community College c/o Office of Admissions and Records 3000 College Heights Blvd. Ridgecrest, CA 93555

NOTE: These steps are in addition to the steps necessary to become a matriculated student at Cerro Coso Community College. See Matriculation.

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

Child Development Center

Cerro Coso Community College offers Child Development Centers/Lab Schools in Ridgecrest and in California City. The Child Development Centers/Lab Schools provide care and developmentally appropriate experiences for toddlers and preschool-age children in full-day, full-year programs. We also offer a part-day, part-year program for 3-5 year old children.

Child Development programs are open to all families. Children of working parents or college students may qualify for state subsidized child care according to family income and size.

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

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

Financial Assistance

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

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

Step 1 - The Financial Aid Application
Fill out the Free Application for Federal Student Aid (FAFSA) or Renewal Application at FAFSA on the Web each academic year. (http://www.fafsa.ed.gov/) A Student Aid Report from the U. S. Department of Education will be sent to you and each school you list on your FAFSA. The Cerro Coso Community College Title IV school code (010111) must be listed on your FAFSA.

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

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

Step 3 - The Verification Process
The Federal Processing Center selects applications for a process called verification. Please understand that during the verification process, you may be asked to provide additional documents or clarification of your original FAFSA information. If the result is a change to your Expected Family Contribution (EFC), you will be required to submit appropriate changes to your FAFSA. Please note that changes made on your FAFSA can take an additional two
to students. Below is a brief description of the various sources of financial aid available:

- **Part-time Student Employment**—an opportunity for students to obtain entrance level job skills and experience. All student employees are paid at current minimum wage rates.
- **Federal Work Study (FWS)**—is federally-funded, part-time student employment for students eligible and receiving a Federal Pell Grant.

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

- Enrollment of at least 1/2 time (6 units in Fall or Spring, 3 units in Summer)
- Maintenance of a minimum 2.0 GPA
- Completion of less than 90 units

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

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

**CARE Grants**—are grants funded through the State of California and are available to students meeting a specific academic and economic need.

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

- **Cal Grant A** provides tuition for students from low- and middle-income families with financial need and academic ability. Cal Grant A recipients attending a California community college will have their awards reserved until they transfer to a 4-year college or university.

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

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

A student can receive only one Cal Grant award.

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

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

Satisfactory Academic Progress Policy (SAP) For Financial Aid Programs

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

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

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

1. Academic Requirements
   Students meeting all of the following requirements are considered to be acceptable for SAP and can be considered for financial aid or reinstatement of financial aid:
   a. Qualitative Measure—Maintain a minimum cumulative Grade Point Average (GPA) of 2.00. A, B, C, D, and F grades are used to calculate a student’s GPA.
   b. Quantitative Measure (Pace of Progression)—Receive credit for at least 67% of the total units attempted. Withdrawals (W), Incompletes (I or IP), No Credit (N, NC, or NP), Report Delay (RD) and Failing (F) grades are considered units attempted. Transferable units accepted by the institution from prior colleges or universities will be included when determining a student’s pace of progression.
   c. Maximum Timeframe—Have attempted less than 150% of the maximum cumulative units required for completion of their program, for example: Most certificate programs require 30 units to graduate; the maximum timeframe to complete the program would be 45 units. Most degree or transfer programs require 60 units or more to graduate; the maximum timeframe to complete the program would be 90 attempted units.
   i. Up to 30 units of remedial coursework may be excluded from the student’s cumulative units attempted.
   ii. Repeated coursework and courses disregarded under Academic Renewal/Grade Forgiveness will be excluded from units attempted. Students may only receive federal financial aid funding for one repeat of a previously taken course.
   iii. All transferred units accepted by the institution from prior colleges or universities will be included when determining a student’s maximum timeframe.
   iv. If, at any point in time, it is determined that the student cannot complete their course of study within the maximum timeframe, the student will be immediately disqualified from future financial aid for the remainder of his or her program, even if he or she is meeting the current SAP standards outlined above.

2. Financial Aid Warning
   If a student does not meet all cumulative academic requirements outlined in Section I at the end of a graded semester, the student will be placed on WARNING status. Students who are placed on WARNING status may continue to receive financial aid for one semester, after which the student must meet the requirements outlined in Section I. Students who complete a semester on WARNING must have their academic progress reviewed before their financial aid eligibility for the following
semester is determined. Due to the short time period between semesters, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursement of student aid will also be delayed.

3. Financial Aid Suspension
   If a student does not meet all cumulative academic requirements outlined in Section I at the end of the FINANCIAL AID WARNING semester, or it is determined that the student will not be able to graduate within 150% maximum time frame limit, the student will be placed on financial aid SUSPENSION. Generally, a student who is suspended from financial aid may reestablish financial aid eligibility by meeting all cumulative SAP criteria outlined in Section I. Students placed on SUSPENSION status are not eligible to receive financial aid except for a BOG fee waiver, if eligible. Students who complete a semester on SUSPENSION must have their academic progress reviewed before their financial aid eligibility is determined for the following semester. Due to the short time period between semesters, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursements of student aid will also be delayed.

   Under certain conditions, students placed on SUSPENSION may file an appeal for consideration of reinstatement of financial aid eligibility. The following are examples of reasons a student may file an appeal:
   - Unable to complete their course of study within the maximum timeframe because of a change of academic major
   - Documented serious injury, illness, or medical condition requiring doctor’s care
   - Death of an immediate family member (copy of death certificate required)
   - Documented extenuating circumstances that were beyond the student’s control

   The following are not considered extenuating circumstances beyond a student’s control:
   - Personal problems not requiring professional intervention
   - Poor time management
   - Transportation problems
   - Unaware of academic progress policies or other college requirements
   - Not following assessment test recommendations
   - Not following an academic counselor’s recommendations
   - Child care problems

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

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

Satisfactory Academic Progress Appeal Process

Financial aid eligibility may be reinstated when a student raises their cumulative GPA to a 2.00 and achieve a cumulative completion rate of 67% of all units attempted. Reinstatement of financial aid eligibility may also occur upon approval of a Satisfactory Academic Progress Appeal.

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

Appeals may result in any one of the following actions:
   - Reinstatement on Probation
   - Denial of Reinstatement
Maximum Time Frame Extension Appeal Process

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

If an appeal is approved, coursework will be limited to courses required for the completion of the certificate or degree. In addition, a student must maintain a minimum cumulative GPA of 2.00 and successfully complete all courses listed on their Educational Plan. Failure to meet the requirements of the approved maximum time frame appeal will result in suspension of financial aid eligibility.

If a Maximum Time Frame Appeal is denied, the decision made by the Financial Aid Committee or Director is final and there is no higher appeal process.

Lifetime Eligibility for Pell Grant

Please note effective July 1, 2012, new federal regulations limit the receipt of a Pell Grant to a lifetime limit of up to 6 full-time years (600%). This includes community colleges, vocational schools and four year public and private universities. This limit will be tracked by the U.S. Department of Education.

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

The 600% total eligibility applies at all schools and colleges. However, once you have earned a Bachelor’s Degree, you are no longer eligible for a Pell Grant even if you haven’t received the entire 600% eligibility. In addition, you must also meet and maintain Satisfactory Academic Progress Policy standards to remain eligible each year.

Learning Resource Center (LRC)

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

Learning Assistance Center (LAC)

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

Free, self-paced, individualized GED preparation is available to students who enroll in courses at Cerro Coso Community College. Cerro Coso community College facilitates GED testing. Contact the Counseling for more information.

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

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

Library

The Library assists students and faculty with print, non-print, and online resources in support of instructional and educational goals. The library provides access to information in a variety of ways and formats. In addition to over 53,000 books and e-books in the collection, the library subscribes to over 2 dozen online full-text periodical and multimedia databases. The library is fully automated, with access to the catalog and databases not only on campus but off-campus as well as via the Internet at http://www.cerrocoso.edu/library. Reference librarians are available during library hours to assist library users with research needs.

Services available to all library users include:

- Library research workshops
- Research pod computers (9)
- Study rooms for group work (rooms are available on a first-come basis)
- Photocopying and computer printing (fee for use)
- Internet and computer access via computers in research pod,
CERRO COSO COMMUNITY COLLEGE › 2014-2015 CATALOG

Student Services

Ask a Librarian 24/chat at http://www.cerrocoso.edu/library

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

Student Housing

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

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

Student Activities Program

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

The Student Government of Cerro Coso (SGCC) is the official student organization, with membership open to all students. The SGCC, through its governing body, the Student Senate, promotes the Student Activities Program at the college. A system of self-government has been established by which the students, through democratic action, formulate and execute resolutions and programs and prepare the student body’s annual budget. Students have the opportunity to serve as a club representative or student Senator, to hold office, and to join other college student organizations.

Cerro Coso Community College students can purchase the Coyote Card each semester at the time of registration. Those funds, in turn, support the Student Activities Program which benefits the college and contributes to the welfare of all students. Members are also entitled to reduced or free admission to various on-campus and off-campus events sponsored by the SGCC and discounts at various local businesses.

Student Clubs and Organizations

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

Student Complaint

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in college-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision.

These procedures apply to student complaints such as:

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

These procedures do not apply to student complaints which involve:
STUDENT SERVICES

• Unlawful Discrimination (See Policy 11D4)
• Sexual Harassment (See Policy 11D2)
• Assignment of grades (See Policy 4C4C for final grade changes)

For the complete Student Complaint Policy see Board Policy 4F10 and Procedure 4F10 (a and b).

California Community College Chancellor’s Office Student Complaint Process

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

You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not

resolved at the campus level may be presented:

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

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

Student Conduct

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

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

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

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

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

Coursework is measured in terms of semester units. Generally, a unit equals 18 hours of lecture or 54 hours of lab work or activity per semester. Lecture courses require outside-of-class work that is equal to 2 hours per each hour of lecture. For example, a 3-unit lecture course meets 3 hours per week for a full-term class. This same class would require about 6 additional hours of outside-of-classroom work such as reading, homework, paper writing, research, etc., for a total number of hours per week of 9.

Academic Freedom

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

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

2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.

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

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

Academic Honesty

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

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

Plagiarism and Cheating

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

Definition of Plagiarism

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

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

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

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

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

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

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

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

Academic Renewal

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

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

2. Following the most recent grade to be disregarded a student must have:
   a. completed a minimum of 12 units at a regionally accredited institution with a minimum of a 2.0 GPA
   b. and where more than 12 units have been completed

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

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

If the substandard course work has been taken at another
Academic Exceptions Policy

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

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

1. A single course required for the certificate or degree has not been offered in a timely manner such that students cannot complete their degree when they have otherwise met all requirements for the certificate or degree.

2. A course taken at Cerro Coso Community College or elsewhere, which is not an equivalent course for credit toward the certificate or degree but is related and of equal rigor, may be substituted. Substitution is the recommended option.

3. Substantial revisions in program requirements have eliminated a course and the course is no longer being offered, but using the new program requirements would require additional courses and would not be the student’s preferred catalog choice. (See Catalog Rights)

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

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

Petitions may be obtained in the Counseling Office.

Credits Transferred from Other Institutions

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

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

Transcripts should be sent to:

Cerro Coso Community College
C/o Admissions and Records Office
3000 College Heights Blvd.
Ridgecrest, CA 93555

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

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

Non-Accredited Colleges

Transfer credit will be denied in the case where transfer work is completed at an institution that is not accredited or is not accredited by a recognized accrediting body.

Advanced Placement Program

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

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

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

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

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

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

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

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

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

College Level Examination Program (CLEP)

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

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

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

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>GE Category</th>
<th>Sem. Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp. (with essay) and Rationality</td>
<td>Language and Rationality</td>
<td>4</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Science-History</td>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Language and Rationality</td>
<td>6</td>
</tr>
</tbody>
</table>

- **Subject Examinations:** By passing approved examinations, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree. If a CLEP Subject Examination covers the materials in an existing Cerro Coso Community College course, the CLEP Subject Examination will be the challenge examination for that course. Subject examinations, if applicable, will satisfy general education requirements, but they will not meet minimum proficiency requirements.

**NOTE:** Current CLEP English/No Essay may NOT be used to meet English C101 graduation requirement.

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

International Baccalaureate Diploma Program

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

Military Credit

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

Servicemembers Opportunity Colleges (SOC)

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

Grading System

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

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

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

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

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

Pass/No Pass Grading

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

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

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

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

3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under P/NP grading no later than the first 20% of the term.

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

Grade Point Average (GPA)

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

Grades

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

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

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

Grade Changes

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

HONORS

President’s List

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

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

To be eligible, students must have a minimum 3.25 GPA, including at least 12 units of UC-transferable courses from three or more disciplines, be eligible for English C101, and submit a completed application.

To be certified as an Honors Program graduate, students must complete at least 16 honors units, either through honors classes or contracts, maintain a minimum 3.25 GPA, and meet the Cerro Coso graduation requirements or the transfer requirements to a four-year college.

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

Contact: Christine Swiridoff (760) 384-6312 or honors@cerrocoso.edu

Phi Theta Kappa Honor Society

Cerro Coso Community College is the Beta Kappa Chi chapter of Phi Theta Kappa, the International Honor Society of the Two Year College, founded in 1918. Its mission is to encourage the academic achievement of two-year college students and provide development opportunities through participation in leadership and service. Phi Theta Kappa also offers more than $36 million in scholarships to its members. To be eligible, students must have a minimum 3.50 GPA in 12 or more units of degree- or transfer-level coursework and must maintain a minimum 3.25 GPA until graduation.

To become a member of Phi Theta Kappa, eligible students complete an application and pay the one-time membership fees.

Contact: Christine Swiridoff, (760) 384-6312 or cswirido@cerrocoso.edu
Students have many different goals in mind when they enroll at Cerro Coso Community College. Some plan to earn a certificate to enhance their job skills, while others want to earn a two-year degree, and some plan to transfer to a four-year university. Cerro Coso Community College offers the following certificate and degree programs:

- Associate in Arts and Associate in Science degrees can be used to obtain necessary skills for a range of possible careers, or they may be used to transfer to a four-year institution.
- Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 12.
- Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 18 units in a specific area of study.

Each degree requires students to meet all graduation and general education requirements. Students who plan to seek immediate employment rather than to transfer usually choose to meet the Cerro Coso Community College General Education Requirements on page 41.

Students who wish to transfer to a four-year school select the California State University General Education Breadth (see page 42) to transfer to a California State University or the Intersegmental General Education Transfer Curriculum (IGETC) (see page 43) to transfer to either a University of California Campus or a California State University Campus.

**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 or ENGL C151 (course credit may be applied to graduation requirement in Language and Rationality)

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

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

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

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, C056, C057

Level 3 - MATH C050

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

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

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

- Have an official record of a grade of “C” or better in a course with a prerequisite of MATH C050 or higher, such as MATH C056, MATH C057, 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 41).

Applying for Graduation

Students must complete a petition for graduation request during the semester in which all requirements will be completed. Petitions are available in the Counseling office at the student’s local campus or by request through Online Counseling. Students must verify their eligibility to graduate with a counselor or academic advisor. Students who qualify will receive their diploma in the mail approximately eight weeks after the end of the semester.

Commencement Ceremonies

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

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

Multiple Majors

Two degrees in two different majors may be granted if all requirements for both majors are satisfied and an appropriate application for graduation is completed. All requirements for both degrees must be completed within the semester during which the student applies for graduation.

Additional Associate Degrees

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

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

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

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

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

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

General Education Learning Outcomes

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

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

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

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

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

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

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

Health and Wellness:
- Analyze and apply the principles of health and wellness.

General Education Options to Transfer

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

Associate Degrees for Transfer

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

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

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

**Independent California Colleges and Universities**

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

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

**University of California (UC)**

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

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

Students may transfer a maximum of 70 community college units to a UC. After 70 units of transferable credit have been earned, no further unit credit will be granted for community college courses, although courses may still be used to satisfy subject matter requirements.

**California State University (CSU)**

Students who were ineligible for the California State University on the basis of their high school record may be admitted by achieving a grade point average of 2.0 in a minimum of 60 units of community college work designated as baccalaureate level including making up any missing college preparatory subject requirements.

Students may transfer a maximum of 70 community college units to a state university. After 70 units of transferable credits have been earned, no further unit credit will be granted for community college courses, although courses may still be used to satisfy subject matter requirements.

**California State University Certification Requirement**—Students desiring transfer to the California State University system may conform to either (1) the Intersegmental General Education Transfer Curriculum (IGETC) or (2) CSU General Education Certification. A course taken at another participating institution may be included on Cerro Coso Community College’s certification list if the course would have been certified at the other institution. Students should consult the catalog of the state university of their choice for specific general education information. In some instances, courses required for a given major may not be used for general education purposes even though they are included in the general education list of if the student does not maintain continuous enrollment at Cerro Coso Community College.
acceptable courses. Students are advised to consult with their counselors for additional information.

ASSIST

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

C-ID Course Identification Number

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

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

Students may consult the ASSIST database at [http://www.assist.org/](http://www.assist.org/) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.
ENGLISH COURSE SEQUENCES

ENGL C020
Literacy Skills

ENGL C030
Basic Writing Skills

Supervised Writing Laboratory

ENGL C040
Improving Basic Writing Skills

ENGL C070
Introductory Composition

ENGL C101
Freshman Composition

ENGL C102
Critical Thinking Through Literature

ENGL C111
Intro to Types of Literature
ENGL C141
Creative Writing: Fiction & Poetry
ENGL C221
World Literature I
ENGL C222
World Literature II
ENGL C231
Survey of British Literature I
ENGL C232
Survey of British Literature II
ENGL C235
Introduction to Shakespeare
ENGL C241
Survey of American Literature I
ENGL C242
Survey of American Literature II
ENGL C245
Women’s Literature
ENGL C249
Multi-Ethnic American Literature
MATHEMATICS COURSE SEQUENCES

**AA or AS Option**

- MATH C050 Elementary Algebra
- MATH C055 Intermediate Algebra
- MATH C056 Technical Math for Trades
- MATH C057 Geometry
- MATH C101 Survey of Mathematical Concepts

**IGETC or CSU Certification**

- MATH C050 Elementary Algebra
- MATH C055 Intermediate Algebra
- MATH C121 Elementary Probability/Statistics
- MATH C130 Finite Mathematics
- MATH C131 Basic Functions and Calculus for Business
- MATH C141 College Algebra

**Math, Science, Engineering Pathway**

- MATH C050 Elementary Algebra
- MATH C055 Intermediate Algebra
- MATH C141 College Algebra
- MATH C142 Trigonometry
- MATH C151 Analytic Geometry and Calculus
- MATH C152 Analytic Geometry and Calculus II
- MATH C251 Analytic Geometry and Calculus II
- MATH C255 Ordinary Differential Equations
- MATH C257 Linear Algebra
### TABLE A - GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE

#### AREA 1: NATURAL SCIENCE

(Choose one of the following two options):

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

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

**Life Sciences:**
- ANTH C121
- BOL C101
- BOL C101H
- BOL C105 (L)
- BOL C111 (L)
- BOL C111H (L)
- BOL C112 (L)
- BOL C112H (L)
- BOL C115 (L)
- BOL C121
- BOL C125 (L)
- BOL C141
- BOL C145
- BOL C251 (L)
- BOL C255 (L)
- BOL C262 (L)

**Physical Sciences:**
- CHEM C101 (L)
- CHEM C111 (L)
- CHEM C113 (L)
- CHEM C113H (L)
- CHEM C221 (L)
- CHEM C223 (L)
- CHEM C223H (L)
- GEOG C101
- GEOG C102 (L)
- GEOG C111 (L)
- GEOG C111 (L)
- PHSC C101
- PHSC C105
- PHSC C111
- PHSC C115 (L)
- PHSC C121
- PHSC C122 (L)
- PHSC C125 (L)
- PHSC C131
- PHSC C132 (L)
- PHYS C111 (L)
- PHYS C113
- PHYS C211

#### AREA 2: SOCIAL & BEHAVIORAL SCIENCE

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

**Social:**
- ADMJ C101
- ANTH C111
- ANTH C121
- ANTH C121H
- ANTH C131
- CHDV C104
- CHDV C105
- CHDV C106
- PSYC C101
- PSYC C112
- PSYC C211
- PSYC C241
- PSYC C251
- SOCI C101
- SOCI C131 (D)

**Economics & Political:**
- ECON C101
- ECON C102
- ECON C103
- POLS C101

**Historical:**
- HIST C103
- HIST C103H
- HIST C104
- HIST C104H
- HIST C131
- HIST C131H
- HIST C132
- HIST C132H
- HIST C218

**Interdisciplinary Studies:**
- FILM/SPAN C211
- SOCI C210 (D)
- SOCI C220 (D)

**Ethnic Studies:**
- HIST C209 (D)

#### AREA 3: HUMANITIES

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

**Active Participation:**
- ART C111
- ART C115
- ART C121

**AREA 4: LANGUAGE & RATIONALITY**

- ART C131
- ART C141
- ART C151
- ART C231
- ENGL C141
- MUSC C122
- MUSC C126
- MUSC C131
- MUSC C151

**Social:**
- ART C101 (D)
- ART C105
- ART C106
- ART C106H
- MUSC C101
- MUSC C101H
- MUSC C118
- MUSC C173 (D)
- THEA C101
- THEA C103

**Language:**
- ENGL C102
- ENGL C102H
- ENGL C111
- ENGL C111H
- ENGL C221
- ENGL C222
- ENGL C231
- ENGL C232
- ENGL C235
- ENGL C235H
- ENGL C241
- ENGL C242
- ENGL C245 (D)
- ENGL C249 (D)

**Analytical Thinking:**
- CHDV C121
- HCRS C121
- HIS C101

**Foreign Language:**
- ASL C101
- ASL C102
- FREN C101
- LATN C101
- LATN C102
- LATN C201
- LATN C202
- SPAN C100
- SPAN C101
- SPAN C102
- SPAN C110
- SPAN C171
- SPAN C180

#### AREA 5: INFORMATION COMPETENCY

One course/minimum 1 unit OR pass IC Proficiency Exam.

**Information Competency:**
- IC C075

#### AREA 6: DIVERSITY

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

**Diversity:**
- ART C101
- BSAD C152
- CHDV C125
- CHDV C241
- DMA C113
- ENGL C245
- ENGL C249
- FILM/SPAN C211
- HCRS C250
- HIST C209
- HMSV C102
- MUSC C173
- SOCI C131

#### AREA 7: HEALTH & WELLNESS

Choose from the following options:

**OPTION I:** One course from the following:
- CHDV C121
- HCRS C121
- HIS C101

**OPTION II:** Completion following the three:
- THREE 1-unit P.E. Activity Classes
### TABLE B - CSU GENERAL EDUCATION CERTIFICATION

**AREA A: ENGLISH LANGUAGE COMMUNICATION & CRITICAL THINKING**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses; minimum 9 units required.</td>
<td></td>
</tr>
<tr>
<td>Complete ONE course in Area A1, A2 and A3 with a grade of “C” or better.</td>
<td></td>
</tr>
</tbody>
</table>

**A1. Oral Communication**
- SPCH C101
- SPCH C105

**A2. Written Communication**
- ENGL C101
- CLEP
- AP

**A3. Critical Thinking**
- ENGL C102
- ENGL C102H
- PHIL C205

**AREA B: SCIENTIFIC INQUIRY & QUANTITATIVE REASONING**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses; minimum 10 units required.</td>
<td></td>
</tr>
<tr>
<td>Complete ONE course in Area B1 and ONE course from Area B2; one course MUST have corresponding lab.</td>
<td></td>
</tr>
<tr>
<td>Complete ONE Math course from Area B4 with a grade of “C” or better.</td>
<td></td>
</tr>
</tbody>
</table>

**B1. Physical Science**
- CHEM C101+
- CHEM C111+
- CHEM C111H+
- CHEM C113+
- CHEM C113H+
- CHEM C221+
- GEOG C101
- GEOG C111+
- GEOG C111
- PHSC C101
- PHSC C105
- PHSC C111
- PHSC C115
- PHSC C121
- PHSC C125+
- PHSC C131
- PHYS C111+
- PHYS C113+
- PHYS C211+

**B2. Life Science**
- ANTH C121
- BIOL C101
- BIOL C101H
- BIOL C105+
- BIOL C105H+
- BIOL C111+
- BIOL C111H+
- BIOL C112+
- BIOL C112H+
- BIOL C121
- BIOL C125
- BIOL C141
- BIOL C145
- BIOL C251+
- BIOL C255+
- BIOL C262+
- CLEP
- AP

**B3. Laboratory**
- BIOL C125
- BIOL C145
- GEOG C101
- GEOG C111+
- GEOG C111
- PHSC C101
- PHSC C105
- PHSC C115
- PHSC C122
- PHSC C132

**B4. Mathematics/Quantitative Reasoning**
- MATH C121
- MATH C121H
- MATH C130
- MATH C131
- MATH C141
- MATH C142
- MATH C151
- MATH C152
- MATH C251
- MATH C255
- MATH C257
- CLEP
- AP

**C. ARTS & HUMANITIES**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses; minimum 9 units required</td>
<td></td>
</tr>
<tr>
<td>Select ONE course from Area C1 and ONE from Area C2. Select a THIRD from either area.</td>
<td></td>
</tr>
</tbody>
</table>

**C1. ARTS**
- ART C101
- ART C105
- ART C106
- ART C106H
- ART C111
- ART C121
- ART C131

**C2. Humanities**
- ASL C101
- ASL C102
- ENGL C111
- ENGL C111H
- ENGL C141
- ENGL C221
- ENGL C222
- ENGL C231
- ENGL C232
- ENGL C235
- ENGL C235H
- ENGL C241
- ENGL C242
- ENGL C245
- ENGL C249
- FILM C211
- FREN C101
- LATN C101
- LATN C102
- LATN C201
- LATN C202
- PHIL C101
- PHIL C141
- PHIL C161
- PHIL C164
- SPAN C100
- SPAN C101
- SPAN C102
- SPAN C110
- SPAN C180
- SPAN C211
- CLEP
- AP

**D. SOCIAL SCIENCES**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses; minimum 9 units required</td>
<td></td>
</tr>
<tr>
<td>Select ONE course from THREE DIFFERENT sub-groups.</td>
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</tr>
</tbody>
</table>

**D1. Anthropology & Archeology**
- ANTH C111
- ANTH C121
- ANTH C121H
- ANTH C131

**D2. Economics**
- ECON C101
- ECON C102
- ECON C103
- AP

**D3. Ethnic Studies**
- HIST C209
- SOCI C210
- SOCI C220

**D4. Gender Studies**
- SOCI C220
- SOCI C211

**D6. History**
- HIST C103
- HIST C103H
- HIST C104
- HIST C104H
- HIST C131
- HIST C131H
- HIST C132
- HIST C132H
- HIST C209
- HIST C218
- CLEP
- AP

**D7. Interdisciplinary Social or Behavioral Science**
- CHDV C104
- CHDV C105
- CHDV C106

**D9. Psychology**
- PSYC C101
- PSYC C101H
- PSYC C211
- PSYC C241
- CLEP

**D10. Sociology & Criminology**
- ADMJ C101
- SOCI C101
- SOCI C210
- CLEP

**U.S. HISTORY, CONSTITUTION & GOVERNMENT REQUIREMENT**

The CSU system requires students to demonstrate their competence in U.S. History, Constitution and State, and Local Government (Title V, Admin. Code, Section 40404).

**U.S. History**
- HIST C131
- HIST C131H
- HIST C132
- HIST C132H
- AP

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

**Constitution & Government**
- POLS C101
- POLS C101H
- AP

**AREA E: LIFELONG LEARNING & SELF-DEVELOPMENT**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses; minimum 5 units required</td>
<td></td>
</tr>
<tr>
<td>Select ONE course from E1 and TWO courses from E2.</td>
<td></td>
</tr>
</tbody>
</table>

**E1. Integrated Organism**
- CHDV C106
- HSCI C101
- PSYC C211
- PSYC C251

**E2. Activity**
- TWO Physical Education ACTIVITY courses.
# TABLE C - INTERSEGMENAL GENERAL EDUCATION TRANSFER CURRICULUM

## AREA 1: ENGLISH COMMUNICATION

CSU: 3 courses/minimum 9 units; Complete ONE course in Area A, B and C with a grade of “C” or better.

- **A. English Composition**
  - ENGL C101
  - CLEP (CSU only) AP

- **B. Critical Thinking/Communication**
  - ENGL C102
  - ENGL C102H

- **C. Oral Communication**
  - Required for CSU transfer only
  - SPCH C101
  - SPCH C105

## AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

1 course; minimum 3 units required

Must be completed with a grade of “C” or better.

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

## AREA 3: ARTS & HUMANITIES

3 courses; minimum 9 units required

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

- **A. Arts**
  - ART C101
  - ART C105
  - ART C106
  - ART C106H
  - MUSC C101

- **B. Economics**
  - ECON C101
  - ECON C102
  - ECON C103 AP

- **C. Ethnic Studies**
  - SOCI C210
  - SOCI C220

- **D. Gender Studies**
  - SOCI C220

- **E. Anthropology/Archaeology**
  - ANTH C111
  - ANTH C121
  - ANTH C121H
  - ANTH C131

- **F. History**
  - HIST C131
  - HIST C131H
  - HIST C132
  - HIST C132H
  - HIST C218
  - CLEP AP

- **G. Interdisciplinary Social & Behavioral Sciences**
  - CHDV C104
  - CHDV C106

- **H. Political Science, Government & Legal Institutions**
  - POLS C101
  - POLS C101H

- **I. Psychology**
  - PSYC C101
  - PSYC C101H
  - PSYC C211
  - PSYC C241
  - PSYC C251

- **J. Sociology & Criminology**
  - SOCI C101
  - SOCI C131
  - SOCI C210

- **K. Laboratory Activity**
  - BIOL C125
  - BIOL C145
  - PHSC C105
  - PHSC C115

## AREA 4: SOCIAL & BEHAVIORAL SCIENCES

2 courses; minimum 7 units required

Select ONE course from the Physical Sciences and ONE course from the Biological Sciences. One of the courses from either group MUST be taken with its corresponding lab. Lab courses taken before the corresponding lecture WILL NOT be accepted.

*Indicates Lab Course

- **A. Physical Science**
  - CHEM C101*
  - CHEM C111*
  - CHEM C112*
  - CHEM C113H*
  - CHEM C221*
  - GEOG C101
  - GEOG C111*
  - GEOL C111*
  - PHSC C101
  - PHSC C105
  - PHSC C110
  - PHSC C121
  - PHSC C122
  - PHSC C125*

- **B. Biological Science**
  - ANTH C121
  - BIOL C101
  - BIOL C101H
  - BIOL C105*
  - BIOL C105H*
  - BIOL C111*
  - BIOL C111H*
  - BIOL C112*
  - BIOL C112H*
  - BIOL C121
  - BIOL C125*
  - BIOL C145
  - BIOL C145*
  - BIOL C251*
  - BIOL C255*
  - BIOL C262*

## AREA 5: PHYSICAL & BIOLOGICAL SCIENCES

Required for transfer to UC only

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

- **A. Physical Science**
  - CHEM C101*
  - CHEM C111*
  - CHEM C112*
  - CHEM C113H*
  - CHEM C221*
  - GEOG C101
  - GEOG C111*
  - GEOL C111*
  - PHSC C101
  - PHSC C105
  - PHSC C110
  - PHSC C121
  - PHSC C122
  - PHSC C125*

## AREA 6: LANGUAGE OTHER THAN ENGLISH

Required for transfer to UC only

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

- **Language Other Than English**
  - ASL C101
  - ASL C102
  - LATN C102
  - LATN C201
  - LATN C202
  - SPAN C101
  - SPAN C102
  - SPAN C180

## U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS

One course from each subject area

- **CSU Graduation requirement only**

**NOTE:** Courses used to meet this requirement may be used to satisfy requirements for IGETC. It is at the discretion of each CSU campus to allow double-counting in this area and AREA 4.

- **1. Constitution**
  - POLS C101
  - POLS C101H

- **2. History**
  - HIST C131
  - HIST C131H
  - HIST C132
  - HIST C132H

**IMPORTANT INFORMATION & NOTES**

- All courses completed for IGETC MUST be completed with a “C” or better. Each course must have a minimum of 3 semester/4 quarter units. UC credit may be limited.
  1) No credit given for an introductory course if it was taken after the more advanced course;
  2) credit may be limited for course with overlapping content;
  3) duplicate credit WILL NOT be awarded for both the Honors and regular section of a course. Certification is NOT a UC admission requirement or guarantee.
GENERAL EDUCATION REQUIREMENTS- AA/AS DEGREE

OVERALL REQUIREMENTS
Students must complete a minimum of 60 degree applicable units to include a minimum of 26 units of General Education. 
1. A minimum grade-point average of 2.0 (“C”) is required to meet the AA/AS degree requirements. 
2. A minimum grade of “C” or better is required in each English, reading and math course, as well as each course taken to complete Major requirements. 
3. A minimum of 12 units must be completed at Cerro Coso Community College.

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

MAJOR REQUIREMENTS
Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements and must be completed with a grade of “C” or better.

a. Associate in Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.

b. Associate in Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.

GRADUATION EVALUATION
It is the student’s responsibility to meet with a counselor to request a Graduation Evaluation and Petition to Graduate during the semester that they plan to finish their degree requirements. Official transcripts of any coursework completed at an institution other than Cerro Coso must be on file prior to completion of a Graduation Evaluation.

*NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor.

ADDITIONAL ASSOCIATE DEGREES
Students who hold one Associate degree may qualify for another degree under the conditions that they:
1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and
2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.

**Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester.

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

MINIMUM ADMISSION REQUIREMENTS FOR CSU TRANSFER STUDENTS:
1. Complete 60 semester units of transferable college credit (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.0, in order to be eligible for CSU admission.
2. Complete a minimum of 30 and maximum of 39 semester units from the CSU general education pattern. To be eligible for admission to the CSU campuses, students must complete Area A1, A2, A3, and B4 of the general education pattern.

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

CSU GE CERTIFICATION
Certification means that Cerro Coso Community College has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Coursework from other colleges and universities may be considered for certification, but will need to be evaluated by a Cerro Coso Community College counselor or advisor.

ASSOCIATE ARTS DEGREE
Completion of the CSU General Education Certification and 60 transferable units with a GPA of 2.0, will meet all requirements for an AA degree at Cerro Coso Community College. The IGETC (Central Valley Higher Education Consortium) Transfer Associate Degree guarantees admission to any one of the CVHEC universities: CSU Bakersfield, Fresno, Stanislaus, Fresno-Pacific Valley, University of the Pacific or University of California, Merced. This guarantee applies to admission to the university, rather than to a specific program or major. This associate degree is not recommended for majors that require extensive lower division preparation. Consult with your counselor and visit http://www.collegenext.org/ for more details.

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

CATALOG RIGHTS
Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree requirements published in a subsequent Cerro Coso catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Cerro Coso catalog within the five-year period prior to the students’ graduation. To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more semesters) during the five (5) year period.

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

CSU GENERAL EDUCATION CERTIFICATION

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

MINIMUM ADMISSION REQUIREMENTS FOR UC TRANSFER STUDENTS:
1. Complete 60 semester units of transferable college credit (courses numbered 100-299, baccalaureate transferability is subject to review by individual transfer institutions) with a GPA of at least 2.4.
2. Complete the following course pattern, earning a grade of “C” or better in each course.

A. Two transferable courses in English composition: ENGL 101 AND ENGL 102
B. One transferable course in mathematical concepts & quantitative reasoning: MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257
C. Four transferable courses chosen from at least two of the following subject areas:
   a) Arts & Humanities; b) Social & Behavioral Sciences; c) Physical & Biological Sciences
Completion of the IGETC will satisfy the course pattern requirement for the minimum admission requirements listed above (I2). The IGETC is most advantageous for transfers who have not yet decided on a major or a campus. Once a student has identified a major, it is important for the student to work toward fulfilling any required preparatory courses, particularly in professional or “high unit” majors that select applicant on the basis of satisfaction of lower division major requirements. Students pursuing these types of programs should note that it is more important to complete the required preparatory courses than it is to complete the IGETC.

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

IGETC CERTIFICATION
Certification means that Cerro Coso Community College has verified that a student has completed the lower division general education requirements for the University of California and California State University. Certification is important because without it students will be held to the general education requirements specific to the UC and CSU campuses to which the student transfers. Coursework from other colleges and universities may be considered for certification, but will need to be evaluated by a Cerro Coso Community College counselor.

ASSOCIATE OF ARTS DEGREE
Completion of the IGETC and 60 transferable units (including a minimum of 18 units in an area of emphasis), with a GPA of 2.0 or higher, will meet all requirements for an AA in Liberal Arts at Cerro Coso Community College.

ADVANCED PLACEMENT EXAMINATIONS
Information about AP Exams and how the credit will be applied to the CSU GE Certification is in the College Catalog, which can be obtained at http://www.cerrocoso.edu/ or see a Cerro Coso counselor for more details.
Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETCE, CSU GE, and Associate degree general education (GE) and/or major requirements. Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the AA or GE patterns.

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

<table>
<thead>
<tr>
<th>EXAM</th>
<th>Course Equivalency / GE Area for Cerro Coso SEP</th>
<th>CSU GE</th>
<th>CSU – UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC – UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>ART C105 or ART C106; GE Humanities 3 semester units</td>
<td>Area C1 or C2</td>
<td>3 semester units</td>
<td>6 semester units</td>
<td>Area 3A or 3B</td>
</tr>
<tr>
<td>Art (Studio)</td>
<td>No Course equivalency; GE Elective 3 semester units</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter / 5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology C105; GE Natural Sciences 4 semester units</td>
<td>Area B2 or B3</td>
<td>4 semester units</td>
<td>6 semester units</td>
<td>Area 5B (with lab)</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Score of 3 – MATH C142 Score of 4 or 5 – MATH C151 GE Language and Rationality 5 semester units</td>
<td>Area B4</td>
<td>3 semester units</td>
<td>3 semester units*</td>
<td>Area 2A</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Score of 3 – MATH C151 Score of 4 or 5 – MATH C152 GE Language and Rationality 5 semester units</td>
<td>Area B4</td>
<td>3 semester units</td>
<td>6 semester units*</td>
<td>Area 2A</td>
</tr>
<tr>
<td>AP CALCULUS EXAM LIMITATIONS:</td>
<td></td>
<td></td>
<td>*Only one exam may be used toward transfer</td>
<td></td>
<td>**Maximum credit 8 quarter / 5.3 semester units for both</td>
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<tr>
<td>Chemistry</td>
<td>CHEM C101; GE Natural Sciences 4 semester units</td>
<td>Areas B1 and B3</td>
<td>4 semester units</td>
<td>6 semester units</td>
<td>Area 5A (with lab)</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>No course equivalency; GE Humanities 3 semester units</td>
<td>Area C2</td>
<td>3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>Score of 3 – CSCI C101 3 semester units Score of 4 or 5 – CSCI C101 and C267 6 semester units*</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>2 quarter / 1.3 semester units***</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Score of 3 – CSCI C101 and C267 6 semester units* Score of 4 or 5 – CSCI C267 3 semester units</td>
<td>N/A</td>
<td>6 semester units*</td>
<td>N/A</td>
<td>4 quarter / 2.7 semester units***</td>
</tr>
<tr>
<td>AP CS EXAM LIMITATIONS:</td>
<td>Maximum 6 semester units for both</td>
<td></td>
<td>**Maximum one exam toward transfer</td>
<td></td>
<td>***Maximum 4 quarter / 2.7 semester units for both</td>
</tr>
<tr>
<td>Economics – Macroeconomics</td>
<td>ECON C102; GE Social and Behavioral Sciences 3 semester units</td>
<td>Area D2</td>
<td>3 semester units</td>
<td>3 semester units</td>
<td>Area 4B</td>
</tr>
<tr>
<td>Economics – Microeconomics</td>
<td>ECON C103; GE Social and Behavioral Sciences 3 semester units</td>
<td>Area D2</td>
<td>3 semester units</td>
<td>3 semester units</td>
<td>Area 4B</td>
</tr>
<tr>
<td>EXAM</td>
<td>Course Equivalency / GE Area for Cerro Coso SEP</td>
<td>CSU GE</td>
<td>CSU – UNITS EARNED TOWARD TRANSFER</td>
<td>IGETC</td>
<td>UC – UNITS EARNED TOWARD TRANSFER</td>
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<tr>
<td><strong>English – Language &amp; Composition</strong></td>
<td>ENGL C101; GE Language and Rationality</td>
<td>Area A2</td>
<td>3 semester units</td>
<td>Area 1A</td>
<td>8 quarter / 5.3 semester units*</td>
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<tr>
<td></td>
<td>3 semester units</td>
<td></td>
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</tr>
<tr>
<td><strong>English – Literature &amp; Composition</strong></td>
<td>ENGL C101 or ENGL in Area 3B GE Language and Rationality or Humanities</td>
<td>Area A2 and C2</td>
<td>6 semester units</td>
<td>Area 1A or 3B</td>
<td>8 quarter / 5.3 semester units*</td>
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<tr>
<td></td>
<td>3 semester units</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>AP ENGLISH EXAM LIMITATIONS:</strong></td>
<td></td>
<td>Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken)</td>
<td>4 semester units</td>
<td>Area 5A (with lab)</td>
<td>4 quarter / 2.7 semester units</td>
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<tr>
<td><strong>Environmental Science</strong></td>
<td>No course equivalency; GE Natural Sciences</td>
<td>Area C2</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter / 5.3 semester units</td>
</tr>
<tr>
<td></td>
<td>3 semester units</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>French Language</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C2</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter / 5.3 semester units</td>
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<tr>
<td></td>
<td>5 semester units</td>
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<td></td>
</tr>
<tr>
<td><strong>French Literature</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C2 (if taken prior to Fall 2009)</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter / 5.3 semester units</td>
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<td>3 semester units</td>
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<tr>
<td><strong>German Language</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C2</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter / 5.3 semester units</td>
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<td></td>
<td>5 semester units</td>
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<tr>
<td><strong>Government &amp; Politics – Comparative</strong></td>
<td>No course equivalency; GE Social and Behavioral Sciences</td>
<td>Area D8</td>
<td>3 semester units</td>
<td>Area 4H</td>
<td>4 quarter / 2.7 semester units</td>
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<td></td>
<td>3 semester units</td>
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<tr>
<td><strong>Government &amp; Politics – U.S.</strong></td>
<td>POLS C101; GE Social and Behavioral Sciences</td>
<td>Area D8 and US 2*</td>
<td>3 semester units</td>
<td>Area 4H</td>
<td>4 quarter / 2.7 semester units</td>
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<td>3 semester units</td>
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<tr>
<td><strong>History – European</strong></td>
<td>HIST C103 or C104; GE Social and Behavioral Sciences</td>
<td>Area C2 or D6</td>
<td>3 semester units</td>
<td>Area 3B or 4F</td>
<td>8 quarter / 5.3 semester units</td>
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<tr>
<td><strong>History – U.S.</strong></td>
<td>HIST C131 or HIST C132; GE Social and Behavioral Sciences</td>
<td>Area C2 or D6</td>
<td>3 semester units</td>
<td>Area 3B or 4F</td>
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<tr>
<td><strong>History – World</strong></td>
<td>No course equivalency; GE Social and Behavioral Sciences</td>
<td>Area C2 or D6</td>
<td>3 semester units</td>
<td>Area 3B or 4F</td>
<td>8 quarter / 5.3 semester units</td>
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<td><strong>Human Geography</strong></td>
<td>No course Equivalency; GE Natural Sciences</td>
<td>Area D5</td>
<td>3 semester units</td>
<td>Area 4E</td>
<td>4 quarter / 2.7 semester units</td>
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<tr>
<td><strong>Italian Language &amp; Culture</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C2 (if taken prior to Fall 2010)</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter / 5.3 semester units</td>
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<td></td>
<td>5 semester units</td>
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<tr>
<td><strong>Japanese Language &amp; Culture</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C2</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>8 quarter / 5.3 semester units</td>
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<td>6 semester units</td>
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<tr>
<td><strong>Latin – Vergil</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C2</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>4 quarter / 2.7 semester units</td>
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<td>5 semester units</td>
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<tr>
<td><strong>Latin – Literature</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C2 (if taken prior to Fall 2009)</td>
<td>3 semester units</td>
<td>Area 3B and 6A</td>
<td>4 quarter / 2.7 semester units</td>
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<td></td>
<td>3 semester units</td>
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<tr>
<td><strong>Music Theory</strong></td>
<td>No course equivalency; GE Humanities</td>
<td>Area C1 (if taken prior to Fall 2009)</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter / 5.3 semester units</td>
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<tr>
<td></td>
<td>3 semester units</td>
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</table>

*IGETC and UC units may vary depending on the year of enrollment and specific course offerings.*
## AP Tables

<table>
<thead>
<tr>
<th>EXAM</th>
<th>Course Equivalency / GE Area for Cerro Coso SEP</th>
<th>CSU GE</th>
<th>CSU – UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC – UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics B</td>
<td>No Course equivalency; GE Natural Sciences 4 semester units</td>
<td>Area B1 and B3 4 semester units</td>
<td>6 semester units*</td>
<td>Area 5A (with lab) 4 semester units</td>
<td>8 quarter / 5.3 semester units</td>
</tr>
<tr>
<td>Physics C – Mechanics</td>
<td>No Course equivalency; GE Natural Sciences 4 semester units</td>
<td>Area B1 and B3 4 semester units</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter / 2.7 semester units</td>
</tr>
<tr>
<td>Physics C – Magnetism</td>
<td>No Course equivalency; GE Natural Sciences 4 semester units</td>
<td>Area B1 and B3 4 semester units</td>
<td>4 semester units*</td>
<td>Area 5A (with lab) 3 semester units</td>
<td>4 quarter / 2.7 semester units</td>
</tr>
</tbody>
</table>

**AP PHYSICS EXAM LIMITATIONS:**

- *Maximum 4 semester units toward GE and 6 semester units toward transfer*
- **Maximum 8 quarter/5.3 semester units for both**

<table>
<thead>
<tr>
<th>EXAM</th>
<th>Course Equivalency / GE Area for Cerro Coso SEP</th>
<th>CSU GE</th>
<th>CSU – UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC – UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>PSYC C101; GE Social and Behavioral Sciences 3 semester units</td>
<td>Area D9 3 semester units</td>
<td>3 semester units</td>
<td>Area 4I 3 semester units</td>
<td>4 quarter / 2.7 semester units</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>No Course equivalency; GE Humanities 5 semester units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6A 3 semester units</td>
<td>8 quarter / 5.3 semester units</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>No Course equivalency; GE Humanities 3 semester units</td>
<td>Area C2 3 semester units</td>
<td>6 semester units</td>
<td>Area 3B and 6 3 semester units</td>
<td>8 quarter / 5.3 semester units</td>
</tr>
<tr>
<td>Statistics</td>
<td>MATH C121; GE Language and Rationality 4 semester units</td>
<td>Area B4 3 semester units</td>
<td>3 semester units</td>
<td>Area 2 3 semester units</td>
<td>4 quarter / 2.7 semester units</td>
</tr>
</tbody>
</table>

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Cerro Coso Community College course, e.g. History C131. A student who receives AP credit and then takes the equivalent Cerro Coso Community College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Credit by Advanced Placement exam is noted and listed first on a student’s transcript, with units assigned and no grade.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education=Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply then toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying college’s discipline is located.
The philosophy of Cerro Coso Community College is that the educational program of students should be composed of courses of study meaningful to them and appropriate to their unique life goals. Cerro Coso Community College offers the following certificate and degree programs:

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

- **Certificates of Achievement** are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 12.

- **Job Skills Certificates** are awarded upon the satisfactory completion of coursework less than 18 units in a specific area of study.

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

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

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

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

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

The AA-T and AS-T Degrees for Transfer offered by Cerro Coso are clearly designated in the pages that follow. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

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

All programs offered by the college are approved by the Kern Community College Board of Trustees and the California Community College Chancellor’s Office.
<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
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<tbody>
<tr>
<td>Administration of Justice Associate in Science Degree for Transfer (AS-T)</td>
<td>50</td>
</tr>
<tr>
<td>Business Administration Associate in Arts Degree</td>
<td>50</td>
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<tr>
<td>Business Associate in Science Degree</td>
<td>51</td>
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<tr>
<td>Business Certificate of Achievement</td>
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<tr>
<td>Business Office Technology Associate in Science Degree</td>
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<tr>
<td>Business Office Technology Certificate of Achievement</td>
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<tr>
<td>Business Office Technology Administrative Office Assistant Certificate of Achievement</td>
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<tr>
<td>Business Office Technology Office Clerk Certificate of Achievement</td>
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<tr>
<td>Child Development Associate in Arts Degree</td>
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<tr>
<td>Child Development Associate Teacher Certificate of Achievement</td>
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<td>Child Development Teacher Certificate of Achievement</td>
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<tr>
<td>Child Development Master Teacher Certificate of Achievement</td>
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<tr>
<td>Child Development Site Supervisor Certificate of Achievement</td>
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<tr>
<td>Computer Information Systems Associate in Science Degree</td>
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<td>Computer Information Systems Certificate of Achievement</td>
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<tr>
<td>Computer Science Associate in Science Degree</td>
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<tr>
<td>Computer Science Associate in Science Degree for Transfer (AA-T)</td>
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<tr>
<td>Consumer Science &amp; Technology Certificate of Achievement</td>
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<td>Consumer Science &amp; Technology Certificate of Achievement</td>
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<td>Consumer Science &amp; Technology Certificate of Achievement</td>
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<tr>
<td>Consumer Science &amp; Technology Certificate of Achievement</td>
<td>87</td>
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</tbody>
</table>
Administration of Justice Associate in Science Degree for Transfer (AS-T)

The Associate in Science Degree in Administration of Justice for Transfer (60 units total, 18 units in the major) prepares students for transfer to complete work for a bachelor’s degree in criminal justice or economic crime investigation. Students will be able to describe the individual functions and components of the modern criminal justice system; use introductory concepts of legal research to locate, analyze, and discuss the content of statutory and case law; and explain the underlying cause of antisocial and criminal behavior. Proper selection of curriculum electives further enables students to study other academic disciplines, such as political science, sociology, and public administration. This program is appropriate for students considering law school as well as certain careers in law enforcement. To complete the degree, students must fulfill both of the following requirements:

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

2. Obtainment of a minimum grade point average of 2.0

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

Program Learning Outcomes

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

- Explain the underlying causes of antisocial and criminal behavior.
- Apply Constitutional principles to the practice of criminal justice.
- Articulate, either orally or in writing, concepts or theories applicable to the criminal justice system.

Courses

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

Area A - Complete the following courses:

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

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

- ADMJ C115 Legal Aspects of Evidence ............................................. 3 Units
- ADMJ C121 Community Relations .................................................. 3
- ADMJ C125 Principles of Investigation ................................................. 3
- ADMJ C131 Juvenile Procedures .......................................................... 3
- ADMJ C151 Introduction to Corrections ................................................. 3
- ADMJ C230 Forensic Crime Scene Investigation .................................. 4

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

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

Complete one of the following general education patterns:

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

Business Administration Associate in Arts Degree

The Business Administration Associate in Arts Degree (60 units total, 21 units in the major) is designed to prepare 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 and apply critical thinking skills to technical and economic issues in a global business environment.

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 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 courses to be taken for a grade. Please consult a counselor and visit http://www.assist.org/ to determine any limitations on Pass/No Pass grading in major preparation courses.

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

Program Learning Outcomes

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

• Demonstrate a general understanding of the nature of business.

• Apply critical thinking skills (analysis, synthesis, evaluation) to technical and economic issues in a business environment.

• Recognize 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.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
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</tr>
<tr>
<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON C102</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
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<td>ECON C103</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH C121</td>
<td>Elementary Probability and Statistics</td>
<td>4</td>
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</table>

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 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 AA 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 plan to transfer, consult a counselor and visit http://www.assist.org/ to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

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

Program Learning Outcomes

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

- Demonstrate a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical 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.
- Demonstrate an understanding 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:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
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<tr>
<td>BSAD C110</td>
<td>Introduction to Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>BSAD C141</td>
<td>Human Relations in Business</td>
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<tr>
<td>BSAD C152</td>
<td>Managing Diversity in the Workplace</td>
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<tr>
<td>BSAD C251</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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**Business Certificate of Achievement**

The Business Certificate of Achievement (25 units) is designed to provide non-degree seeking students with a broad preparation for a career in business. Upon completion of this certificate, 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.

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 a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical 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.
- Demonstrate an understanding 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD C100</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>BSAD C101</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C110</td>
<td>Introduction to Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>
CERRO COSO COMMUNITY COLLEGE  2014-2015 CATALOG

BSAD C141  Human Relations in Business ............. 3 Units
BSAD C152  Managing Diversity in the Workplace ............. 3 Units
BSAD C251  Principles of Management and Organization ............. 3 Units
CSCI C101  Introduction to Computer Information Systems ............. 3 Units

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) prepares learners 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. 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.

Program Learning Outcomes

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

- Achieve 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 such as petty cash, bank deposits, accounts receivable, and accounts payable.
- 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 Units
BSAD C145  Business Communication ............. 3 Units
BSOT C100  Introduction to Business Office Technology ............. 3 Units
BSOT C127  MS PowerPoint ..................... 1 Unit
BSOT C132  Intermediate Computer Keyboarding ............. 1 Unit
BSOT C133  Advanced Computer Keyboarding ......... 1 Unit
BSOT C154  Office Personnel Seminar ............. 3 Units
CSCI C070  Computer Literacy ............. 1 Unit
CSCI C121  Beginning Word ..................... 1 Unit
CSCI C123  Beginning Excel ..................... 1 Unit
CSCI C125  Beginning Access ..................... 1 Unit
CSCI C151  Intermediate Word ..................... 1 Unit
CSCI C153  Intermediate Excel ..................... 1 Unit
CSCI C155  Intermediate Access ..................... 1 Unit
CSCI C161  Advanced Word ..................... 1 Unit
CSCI C129  Microsoft Outlook ..................... 1 Unit
CSCI C135  Beginning Adobe Acrobat ..................... 1 Unit
CSCI C163  Advanced Excel ..................... 1 Unit
CSCI C165  Advanced Access ..................... 1 Unit
CSCI C171  Introduction to the Internet ............. 1 Unit

Select 4 units from the following courses:

CSCI C129  Microsoft Outlook ..................... 1 Unit
CSCI C135  Beginning Adobe Acrobat ..................... 1 Unit
CSCI C163  Advanced Excel ..................... 1 Unit
CSCI C165  Advanced Access ..................... 1 Unit
CSCI C171  Introduction to the Internet ............. 1 Unit

Complete one of the following general education patterns:
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.

Program Learning Outcomes

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

- Achieve 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 such as petty cash, bank deposits, accounts receivable, and accounts payable.

- 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 C127 MS PowerPoint ................................ 1
- BSOT C132 Intermediate Computer Keyboarding ....1
- BSOT C133 Advanced Computer Keyboarding ......1
- BSOT C154 Office Personnel Seminar ............... 3
- CSCI C070 Computer Literacy ......................... 1
- CSCI C121 Beginning Word ............................... 1
- CSCI C123 Beginning Excel ............................... 1
- CSCI C125 Beginning Access ............................. 1
- CSCI C151 Intermediate Word .......................... 1
- CSCI C153 Intermediate Excel .......................... 1
- CSCI C155 Intermediate Access ......................... 1
- CSCI C161 Advanced Word ............................... 1
- CSCI C129 Microsoft Outlook ......................... 1
- CSCI C135 Beginning Adobe Acrobat ................. 1
- CSCI C163 Advanced Excel .............................. 1
- CSCI C165 Advanced Access ............................ 1
- CSCI C171 Introduction to the Internet .............. 1

Select 4 units from the following courses:

- CSCI C129 Microsoft Outlook ......................... 1
- CSCI C135 Beginning Adobe Acrobat ................. 1
- CSCI C163 Advanced Excel .............................. 1
- CSCI C165 Advanced Access ............................ 1
- CSCI C171 Introduction to the Internet .............. 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.

Program Learning Outcomes

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

- Achieve 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.

- 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:

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</tr>
<tr>
<td>or CSCI C135</td>
<td>Beginning Adobe Acrobat</td>
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</tbody>
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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.

Program Learning Outcomes

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

- Achieve 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.

- 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.

- Demonstrate accuracy and efficiency using a desktop calculator to perform business
mathematics calculations appropriate for routine office tasks requiring calculation.

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.

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<td>CSCI C125</td>
<td>Beginning Access</td>
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</tbody>
</table>

Child Development Associate in Arts Degree

The Child Development Associate in Arts Degree (60 units total, 30 units in the major) is designed for students interested in infant, toddler, preschool or school-age education. Students may earn an AA degree in Child Development or 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 AA degree. The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing (not Cerro Coso) and include: Assistant Teacher, Associate Teacher, Teacher, Master Teacher, and Site Supervisor.

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

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

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.

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 of the following courses:

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

Select 3 units from the following courses:

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

Observation: Students will be required to observe children in group settings. Students are encouraged to do their observations in licensed centers or licensed family child care homes in their community. Licensed-exempt facilities are acceptable.

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 - Interssegmental General Education Transfer Curriculum

Conditions of Enrollment

Advisory: Level 1 Reading and Writing Advisories:

Students are expected to read a college level textbook, search articles from professional journals, and assigned readings. Reading Level 1 skills prepare students to succeed in CHDV classes by ensuring they have the skills to read textbooks, journal articles, and assigned readings and are able to make connections between regulations, theory and best practice. The ability to make these connections adequately prepares students to participate in discussions, formulate answers for quizzes and exams, and summarize materials read. Reading Level 1 skills also ensure that students will have the ability to identify central points, evaluate sources, distinguish fact from opinion, identify bias, and draw inferences.

Students are expected to write summaries of text chapters, journal articles, and assigned readings, as well as to complete a research paper. Writing Level 1 skills prepare students to succeed in CHDV classes by ensuring they are able to write short essays that synthesize lectures and assigned readings and that are free of major spelling and grammatical errors. Writing Level 1 skills ensure that students are able to compose a formal research paper from multiple sources including finding, evaluating, organizing, synthesizing college-level reading materials, and to construct a detailed outline and annotated bibliography that projects the structure of the research paper and reflects the extent of their literature search and the relevance of the sources chosen. Writing Level 1 skills prepare students to use the corrected proof of their outline to draft a research paper that is properly formatted, written in clear and grammatically-correct prose.

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.

Child Development Associate Teacher Certificate of Achievement

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

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

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

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.

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.

- 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 of the following courses:

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

Perm

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

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

Child Development Teacher Certificate of Achievement

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

The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing...
CERRO COSO COMMUNITY COLLEGE  2014-2015 CATALOG

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.

COMPLETE ALL OF THE FOLLOWING COURSES:

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

PERMIT

STATE OF CALIFORNIA CHILD DEVELOPMENT PERMIT: THE CALIFORNIA COMMISSION ON TEACHER CREDENTIALING GRANTS PERMITS IN ACCORDANCE WITH THE CHILD DEVELOPMENT PERMIT MATRIX. APPLICATIONS ARE SEPARATE FROM CERRO COSO COMMUNITY COLLEGE AND MUST BE SUBMITTED TO CALIFORNIA COMMISSION ON TEACHER CREDENTIALING. CONTACT ANY CHILD DEVELOPMENT FACULTY MEMBER OR VISIT THE CALIFORNIA COMMISSION ON TEACHER CREDENTIALING WEBSITE AT http://www.ctc.ca.gov FOR MORE INFORMATION REGARDING THE PERMIT MATRIX AND PROFESSIONAL GROWTH ADVISORS. FOR ALL PERMITS, ALL COURSE WORK MUST BE COMPLETED WITH A GRADE OF “C” OR BETTER.

TEACHER PERMIT REQUIREMENTS: TEACHER CERTIFICATE REQUIREMENTS PLUS EXPERIENCE OF 175 DAYS OF 3+ HOURS PER DAY WITHIN 4 YEARS PLUS 16 GENERAL EDUCATION UNITS IN ENGLISH/LANGUAGE ARTS, MATH/SCIENCE, SOCIAL SCIENCES, AND HUMANITIES/FINE ARTS.

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 Curriculum .............3
- CHDV C104 Child, Family, and Community ..................3
- CHDV C106 Child Growth and Development ...................3
- CHDV C121 Health, Safety and Nutrition .........................3
- CHDV C125 Diversity in Education ................................3
- CHDV C200 Observation and Assessment .........................3 Units
- CHDV C203 Practicum - Field Experience .........................3
- CHDV C281 Adult Supervision .....................................3

Complete 6 specialization units*:

Infant Care Specialization

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

OR School Age Care Specialization

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

OR  Diversity Specialization

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

OR  Children with Exceptional Needs Specialization

CHDV C111  Principles of Child Guidance ..........3 Units
CHDV C125  Diversity in Education .................3
CHDV C241  The Exceptional Child ..................3

Permit

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

Master Teacher Permit: Teacher Permit
requirements plus 2 units Adult Supervision plus
6 specialization units plus experience of 350 days
of 3+ hours per day within 4 years plus 16 general
education units in English/Language Arts, Math/
Science, Social Sciences, and Humanities/Fine Arts.

Child Development
Site Supervisor
Certificate of Achievement

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

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

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

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

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 schoolage 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 Curriculum .................. 3
CHDV C104 Child, Family, and Community .................. 3
CHDV C106 Child Growth and Development .............. 3
CHDV C111 Principles of Child Guidance .............. 3
CHDV C121 Health, Safety and Nutrition .............. 3
CHDV C125 Diversity in Education .................. 3
CHDV C251 Administration of Child Development Programs I ........... 3
CHDV C252 Administration of Child Development Programs II ........... 3
CHDV C281 Adult Supervision .................. 3

Select 3 units from the following:

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

Permit

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

Site Supervisor Permit: AA degree or 60 units which includes 24 ECE/CHDV units with core courses plus 6 administration units plus 2 adult supervision units. Plus experience of 4 years including at least 100 days supervising adults.

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.

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.
### 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 at least 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 Application Development Using PHP .................. 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 - Interssegmental General Education Transfer Curriculum

Complete all of the following courses:

- **BSAD C100** Introduction to Business .................. 3 Units
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PROGRAMS OF STUDY

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 at least 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 Application Development Using PHP ....................3

Disclosures

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

Computer Science Associate in Science Degree

The Computer Science Associate in Science Degree (60 units total, 31 units in the major) is designed to prepare students for transfer to a four-year institution to continue studies in Computer Science or comparable programs. Upon completion of the degree, the student will be able to demonstrate an understanding of the fundamental mathematical and scientific principles underlying computing and information processing, apply knowledge of the principles of computer science to a variety of problems, and understand the fundamentals of computer organization, architecture and data structures.

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.

Program Learning Outcomes

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

- Demonstrate an understanding of the fundamental mathematical, statistical, and scientific principles underlying computing and information processing.
- Apply knowledge of the principles of computer science to a variety of problems.
- Understand the fundamentals of computer organization, architecture and data structures.
- Discuss social computing issues.

Courses

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

Complete all of the following courses:

CSCI C252 Introduction to Computer Science .....3 Units
CSCI C255 Introductory C++ Programming ........3
or CSCI C267 Introduction to Java Programming ....3
MATH C151 Analytic Geometry and Calculus I .........5
MATH C152 Analytic Geometry and Calculus II ......5
MATH C251 Analytic Geometry and Calculus III .......5
PHYS C111 Mechanics..........................................5
PHYS C113 Electricity and Magnetism ...................5

Complete one of the following general education patterns:
Emergency Medical Technician Job Skills Certificate

The Emergency Medical Technician job certificate (7 units) is designed to provide career pathways into Emergency Medical Services through pre-hospital and clinical education from basic body systems to the intricate and often changing emergent medical care provided to the sick and injured. Successful completion of this job certificate provides a wide range of components for those interested in entering the job market directly or progressing to Paramedic, nursing or moving into pre-medicine to become a Physician Assistant or Medical Doctor.

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

Program Learning Outcomes

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

• Identify the correct sequence of assessments and treatments for patients experiencing cardiopulmonary arrest.
• Identify the etiology, pathophysiology and signs and symptoms of disorders of all body systems.
• Identify critical medical patient conditions using standardized medical patient assessments.
• Identify critical traumatic patient conditions using standardized trauma patient assessments.
• Demonstrate leadership during the management of critical patient conditions.
• Demonstrate the ability to utilize resources to resolve medical and trauma patient conditions.

Courses

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

Complete all of the following courses:

- EMTC C070 CPR for the Healthcare Provider........0.5 Units
- EMTC C105 Emergency Medical Technician..........6.5 Units

Program Learning Outcomes

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

- Demonstrate math and physics preparation for upper division Engineering courses.
- Apply the scientific method to physics and engineering problems.
- Analyze and use basic engineering problem solving methods required in various engineering disciplines.
- Perform hands-on laboratory and/or field experiments of all Engineering classes safely.

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR C110</td>
<td>Introduction to Engineering</td>
<td>4</td>
</tr>
<tr>
<td>MATH C151</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH C152</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C111</td>
<td>Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C113</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
</tbody>
</table>

Select at least 9 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM C111</td>
<td>General Inorganic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CSCI C265</td>
<td>Introductory C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENGR C120</td>
<td>Introduction to Materials Science</td>
<td>4</td>
</tr>
<tr>
<td>ENGR C185</td>
<td>Digital Logic and Design</td>
<td>4</td>
</tr>
<tr>
<td>ENGR C210</td>
<td>Engineering Mechanics: Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR C230</td>
<td>Engineering Circuit Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MATH C251</td>
<td>Analytic Geometry and Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH C255</td>
<td>Ordinary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS C211</td>
<td>Waves, Optics and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

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 - Interssegmental General Education Transfer Curriculum

General Sciences Associate in Arts Degree

The General Sciences Associate in Arts Degree (60 units total, 20-25 units in the major) is designed to prepare students for upper-division course work after transfer to a four-year science degree program. There are several emphases to the General Sciences Degree in order to meet the needs of students interested in biology, chemistry, and physical sciences. Students will demonstrate mastery of the scientific method, including experimental and empirical methodologies characteristic of modern science.

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

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

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

Program Learning Outcomes

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

- Demonstrate proficient preparation for upper division science courses at the appropriate transfer institution in the chosen emphasis: biology, chemistry, or physical science.
- Perform hands-on laboratory and/or field experiments of all science classes safely.
- Demonstrate mastery of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.
- Demonstrate an ability to communicate scientific results, including as appropriate graphically, verbally and in writing.

Courses

Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.
BIOLOGY EMPHASIS: The biology emphasis provides students with the core science courses needed for transfer to a four-year institution. Graduates with a biology emphasis are prepared for further studies which allow work in a variety of fields including: biochemistry, biotechnology, botany, ecology, entomology, genetics, health, immunology, medicine, molecular biology, oceanography, pharmacy, teaching, wildlife management, zoology and related clinical fields. Physics requirements for biology majors can vary among institutions. Students should check with a counselor concerning requirements for specific transfer institutions.

Complete all of the following courses:

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

Complete 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

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

Complete all of the following courses:

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

Complete 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

PHYSICAL SCIENCES EMPHASIS: Provides students who are planning on majoring in physics, geology, astronomy, or other physical sciences with the necessary lower division courses in mathematics and physics. The Math, Chemistry, and Physics requirements for transfer vary among institutions and students should check with a counselor for the specific requirements.

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH C151</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH C152</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C111</td>
<td>Mechanics</td>
<td></td>
</tr>
<tr>
<td>PHYS C113</td>
<td>Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>PHYS C211</td>
<td>Waves, Optics and Modern Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

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
Associate in Science Degree

The Human Services Associate in Science Degree (60 units total, 27 units in the major) prepares students for employment in a broad range of human services settings. It consists of seven core courses and two additional specialized electives courses to develop competencies for specific employment settings. Although some individual courses are offered online, the full certificate is currently not available in online environments.

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/](http://www.assist.org/) to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

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

Program Learning Outcomes

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

- Articulate the board concerns and practices of human services industries.
- Demonstrate three core sets of human services skills: conducting an interview, writing an incident report, participate in team meetings, and provide...
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 C101 Freshman 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
SPCH C105 Interpersonal Communication ........... 3

Complete one of the following general education patterns:

OPTION A Cerro Coso Local General Education Pattern
OPTION B CSU General Education Breadth
OPTION C IGETC - Interssegmental 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. Although individual courses are offered online, the full certificate is currently not available in online environments.

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.

Program Learning Outcomes

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

- Articulate the board concerns and practices of human services industries.
- Demonstrate three core sets of human services skills: conducting an interview, writing an incident report, participate in team meetings, and provide 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 C101 Freshman Composition .................... 4

Select 6 units from the following courses:
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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
SPCH C105  Interpersonal Communication ............... 3

Disclosures

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

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

The Associate in Arts Degree in Kinesiology for Transfer (60 units total, 23-24 units in major) prepares students for transfer to baccalaureate institutions, where they may complete a Bachelor’s degree in Kinesiology or related disciplines. This program is designed to provide students with an introduction to the academic discipline dealing with the art and science contained in human movement. The course of study provides a foundation in the fundamentals of human anatomy, physiology, movement, and the refinement of individual fitness and sport related skills. Opportunities are provided for students to expand their understanding and expertise in a variety of areas. To complete the degree, students must fulfill both of the following requirements:

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

2. Obtainment of a minimum grade point average of 2.0

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

Program Learning Outcomes

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

- Analyze the anatomical and physiological principles of human movement in exercise and sport settings.
- Explain the structure and function of the human body.
- Apply the principles of physical fitness development and maintenance and assess the body’s systematic responses to physical activity.
- Define the importance and benefits of life-long physical activity and wellness.
- Apply techniques of, and demonstrate an advanced level of knowledge, in at least three areas of physical sport skills.

Courses

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

Complete the following courses:

BIOL C251  Human Anatomy ......................... 4 Units
BIOL C255  Human Physiology .......................... 4
PHED C101  Introduction to Kinesiology ............... 3

Choose a minimum of 12 units from below with at least 3 units from Area A:

Area A - Movement Based Courses: (maximum 3) select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units:

Fitness

PHED C103  Aerobic Dance I ......................... 1 Unit
PHED C104  Aerobic Dance II ......................... 1
PHED C105  Weight Training I ......................... 1
PHED C106  Weight Training II ......................... 1
PHED C107  General Conditioning I .................... 1
PHED C108  General Conditioning II ................... 1

Individual Sports

PHED C109  Golf I ........................................ 1 Unit
PHED C110  Golf II ...................................... 1
PHED C113  Tennis I ...................................... 1
PHED C114  Tennis II .................................... 1
**Team Sports**

- PHED C115 Volleyball I ........................................1 Unit
- PHED C116 Volleyball II ........................................1
- PHED C123 Softball I .............................................1
- PHED C124 Softball II ..........................................1

**Area B - Additional Program Requirements:** Select two courses (9-10 units) from the below listed course offerings:

- CHEM C111 General Inorganic Chemistry I ...........5 Units
- CHEM C221 Organic Chemistry I .........................5
- MATH C121 Elementary Probability and Statistics .4
- or MATH C121H Elementary Probability and Statistics – Honors ...............5
- PHYS C111 Mechanics ........................................5

Complete one of the following general education patterns:

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

**Liberal Arts: Arts & Humanities Associate in Arts Degree**

The Liberal Arts: Arts & Humanities Associate in Arts Degree (60 units total, 18 units in the area of emphasis) is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an area of emphasis. This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to California State University (CSU) or University of California (UC) for a major in education or for a major that Cerro Coso does not offer. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

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

A minimum of 18 units are required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis. Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy.

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

Your transfer institution may require some of the 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. Please consult with a counselor or educational advisor if you have any questions about which option is right for you.

**Program Learning Outcomes**

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

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

**Courses**

*Note: Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge
Select at least 18 units from the following courses:

For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis.

**Arts Degree (60 units total, 18 units in the area of emphasis):** The Liberal Arts degrees are designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis”. This emphasis allows students to satisfy general education requirements as well as focus on transferable course work. It is ideal for students who plan on transferring to California State University (CSU) or University of California (UC) for a major in education or for a major that Cerro Coso does not offer. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

Courses in the Liberal Arts: Mathematics & Science AA Degree emphasize the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students completing this
degree may be able to transfer to a four-year degree program in teaching, various health career programs, or environmental studies.

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

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

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

Program Learning Outcomes

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

- Demonstrate a general understanding of the nature of science, the methods applied in scientific investigations, and the value of those methods in developing a rigorous understanding of the physical world.

- Apply multiple approaches to problem solving, using algebraic, graphical, and numerical methods to solve applied problems in other areas of mathematics, natural sciences, computer graphics, and computer animation.

- Demonstrate mastery of the Scientific Method, including the experimental and empirical methodologies characteristic of science and the modern methods and tools used in scientific inquiry.

- Perform hands-on laboratory and/or field experiments of all science classes safely.

- Identify the difference between science and other fields of knowledge. Perform a critical analysis of a topic in order to determine science from pseudoscience.

Courses

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

Select at least 18 units from the following courses. At least one course must be from Mathematics and at least two courses from the sciences, including one laboratory or field experience course (*).

ANTH C121 Physical Anthropology ................. 3 Units
or ANTH C121H Physical Anthropology - Honors .... 4

BIOL C101 Principles of Biology .................. 3
or BIOL C101H Principles of Biology – Honors .... 4

BIOL C105* Concepts of Biology ................... 4
or BIOL C105H* Concepts of Biology – Honors .... 5

BIOL C111* General Biology ........................ 5
or BIOL C111H* General Biology I – Honors ....... 6

BIOL C112* General Biology II ..................... 5
or BIOL C112H* General Biology II – Honors ..... 6

BIOL C125* Survey of Anatomy and Physiology ... 4
or BIOL C121 Survey of Anatomy and Physiology Lecture ..................... 3

BIOL 145* Environmental Studies .................. 4
or BIOL C141 Environmental Studies Lecture ..... 3

BIOL C251* Human Anatomy .................... 4

BIOL C255* Human Physiology .................... 4

BIOL C262* General Microbiology ................. 4

CHEM C101* Introduction to Chemistry .......... 4

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

CHEM C113* General Inorganic Chemistry II .... 5
or CHEM C113H* General Inorganic Chemistry II – Honors ................. 6

CHEM C221* Organic Chemistry I ................ 5

CHEM C223* Organic Chemistry II ................ 5
or CHEM C223H* Organic Chemistry II – Honors .... 6

GEOG C101 Physical Geography Lecture .......... 3

GEOG C102* Physical Geography Laboratory ...... 1

GEOG C111* Physical Geography ................... 4

GEOL C111* Physical Geology ..................... 4

MATH C121 Elementary Probability and Statistics . 4

MATH C121H Elementary Probability and Statistics – Honors ................. 6

MATH C130 Finite Mathematics .................... 4

MATH C131 Basic Function and Calculus ..................... 4

MATH C141 College Algebra ......................... 4

MATH C142 Trigonometry ........................... 4

MATH C151 Analytic Geometry and Calculus I .... 5
Programs of Study

Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree

The Liberal Arts: Social & Behavioral Sciences Associate in Arts Degree (60 units total, 18 units in the area of emphasis) is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an area of emphasis. This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirements, plus focus on transferable course work that relates to majors at those institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

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

A minimum of 18 units are required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis. Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy.

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

Your transfer institution may require some of the major course 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 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. Please consult with a counselor or educational advisor if you have any questions about which option is right for you.

Program Learning Outcomes

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

- Identify and apply methods, such as observation, hypothesis development, experimentation, evaluation of evidence, or measurement and data collection, used by social scientists to study human behavior.
• Identify and analyze theories explaining the individual, social, historical, political, or economic activities of men and women.

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

Select at least 18 units from the following courses:
For depth of study, 2 or more courses in one discipline required. For breadth of study, courses must be taken from 2 or more disciplines within the Area of Emphasis.

ADMJ C101 Introduction to Administration of Justice .......................3 Units
ANTH C111 Cultural Anthropology .................................................3
ANTH C121 Physical Anthropology .................................................3
or ANTH C121H Physical Anthropology - Honors .........................4
ANTH C131 Archaeology .............................................................3
CHDV C104 Child, Family and Community ....................................3
CHDV C105 Introduction to Infant Development .........................3
CHDV C106 Child Growth and Development .................................3
ECON C101 Introduction to Economics .........................................3
ECON C102 Macroeconomics .........................................................3
ECON C103 Microeconomics .........................................................3
HIST C103 Western Civilization I ..................................................3
or HIST C103H Western Civilization I – Honors ...............................4
HIST C104 Western Civilization II ..................................................3
or HIST C104H Western Civilization II – Honors ...............................4
HIST C131 History of United States I ..............................................3
or HIST C131H History of United States I – Honors .........................4
HIST C132 History of United States II ............................................3
or HIST C132H History of United States II – Honors .........................4
HIST C209 History of Mexico .........................................................3
HIST C218 California History ........................................................3
MATH C121 Elementary Probability and Statistics ..................4
POLS C101 American Government .................................................3
or POLS C101H American Government – Honors .........................4
PSYC C101 General Psychology ......................................................3
or PSYC C101H General Psychology – Honors ...............................4
PSYC C211 Lifespan Development .................................................3
PSYC C241 Abnormal Psychology ..................................................3
PSYC C251 Human Sexuality .........................................................3
PSYC C271 Research Methods in the Social and Behavioral Sciences ........................................3

Select at least 18 units from the following courses:

• SOCI C101 Introduction to Sociology ...........................................3
• SOCI C131 Sociology of Gender ..................................................3
• SOCI C210 Diversity and Film ......................................................3
• SOCI C220 Perspectives on Race, Class and Gender .........................3

Complete one of the following general education patterns:

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

Management Associate in Science Degree

The Management Associate in Science Degree (60 units total, 32 units in the major) is designed to provide students with the management skills necessary to succeed in today’s technological business environment. Upon completion of this degree, the student will be able to demonstrate a general understanding of business, apply critical thinking skills to technical and managerial issues, make ethical decisions in a managerial context, and apply management, supervision, and leadership skills in a diverse and complex environment.

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

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

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

Program Learning Outcomes

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

• Demonstrate a general understanding of the nature of business.
• Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.
• Demonstrate the ability to make ethical decisions in a managerial context.
• Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.
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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:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>BSAD C100</td>
<td>Introduction to Business</td>
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<td>BSAD C101</td>
<td>Financial Accounting</td>
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<td>BSAD C102</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BSAD C131</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>BSAD C145</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>BSAD C155</td>
<td>Human Resource Management</td>
<td>3</td>
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<tr>
<td>BSAD C220</td>
<td>Principles of Project Management</td>
<td>3</td>
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<tr>
<td>BSAD C222</td>
<td>Problem Solving and Computer Applications in Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD C251</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer</td>
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</tbody>
</table>

Complete one of the following general education patterns:

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

Management Certificate of Achievement

The Management Certificate of Achievement (32 units) is designed to provide the non-degree seeking student with the management skills necessary to succeed in today’s technological business environment. Upon completion of this certificate, the student will be able to demonstrate a general understanding of the nature of business, apply critical thinking skills to technical and managerial issues, make ethical decisions in a managerial context, and apply management, supervision, and leadership skills in a diverse and complex environment.

Complete each course to be applied toward the certificate with a “C” or better. 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 a general understanding of the nature of business.
- Apply critical thinking skills (analysis, synthesis, evaluation) to technical and managerial issues in a business environment.
- Demonstrate the ability to make ethical decisions in a managerial context.
- Recognize skills necessary to provide management, supervision, and leadership in a diverse and complex environment.

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

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<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>CSCI C101</td>
<td>Introduction to Computer</td>
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Mathematics Associate in Science Degree for Transfer (AS-T)

The Associate in Science Degree in Mathematics for Transfer (60 units total, 22 units in major) prepares students for transfer to the CSU System to earn a baccalaureate in applied or theoretical mathematics, mathematics education, statistics, engineering, natural or physical science, or economics. Upon successful completion of the program students will be able to apply advanced mathematical concepts such as extending the concepts of derivatives, differentials, and integrals to include multiple independent variables, solving simple differential equations of the first and second order, and analyzing and modeling the behaviors of physical phenomena using calculus. Baccalaureate options for students include General Mathematics, Applied Mathematics, Mathematics Education, Statistics, Physics, Chemistry, Biology, Computer
Science, Engineering, Computer Information Systems, Management Information Systems, and Economics. To complete the degree, students must fulfill both of the following requirements:

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

2. Obtainment of a minimum grade point average of 2.0

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

**Program Learning Outcomes**

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

- Use the Cartesian, polar, cylindrical, and spherical coordinate systems effectively.
- Use scalar and vector products in applications.
- Use vector-valued functions to describe motion in space.
- Extend the concepts of derivatives, differentials, and integrals to include multiple independent variables.
- Solve simple differential equations of the first and second order.
- Analyze and model the behaviors of physical phenomena by applying advanced calculus concepts.
- Apply broad mathematical concepts to practical applications.

**Courses**

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

Complete the following courses:

- MATH C151 Analytic Geometry and Calculus I……..5 Units
- MATH C152 Analytic Geometry and Calculus II……..5
- MATH C251 Analytic Geometry and Calculus III……..5

Choose a minimum of 7 units from below with at least 4 units from Area A:

**Area A**

- MATH C255 Ordinary Differential Equations ..........4 Units
- MATH C257 Linear Algebra..............................4

**Area B**

- MATH C121 Elementary Probability and Statistics .4 Units
- or MATH C121H Elementary Probability and Statistics – Honors ..................5
- PHYS C111 Mechanics.....................................5
- CSCI C251 Introduction to Visual Basic Programming ........................................3
- CSCI C252 Introduction to Computer Science ......3
- CSCI C265 Introductory C++ Programming ........3

Complete one of the following general education patterns:

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

**Medical Assisting Associate in Science Degree**

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

Courses required for the Associate degree major at CCCC may not be the same as those required for the major at a four-year school. If you plan to transfer, consult a counselor and 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
PROGRAMS OF STUDY

CERRO COSO COMMUNITY COLLEGE  2014-2015 CATALOG

Courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College.

Program Learning Outcomes

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

- 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

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI C070</td>
<td>Computer Literacy</td>
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<tr>
<td>HRCS C130</td>
<td>Communication in Healthcare</td>
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</tr>
<tr>
<td>HRCS C131</td>
<td>Medical Law and Ethics for Medical Assistants</td>
<td>1.5</td>
</tr>
<tr>
<td>HRCS C132</td>
<td>Electronic Health Record</td>
<td>1.5</td>
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<tr>
<td>HRCS C150</td>
<td>Medical Terminology for the Health Professional</td>
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Administrative Medical Assisting

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tr>
<td>CSCI C121</td>
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<tr>
<td>CSCI C123</td>
<td>Beginning Excel</td>
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<tr>
<td>HRCS C133</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HRCS C134</td>
<td>Medical Insurance and Billing</td>
<td>3</td>
</tr>
<tr>
<td>HRCS C135</td>
<td>Basic ICD and CPT Coding</td>
<td>2</td>
</tr>
<tr>
<td>HRCS C142</td>
<td>Medical Assistant Administrative Externship</td>
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</table>

Clinical Medical Assisting

<table>
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<tr>
<td>HRCS C136</td>
<td>Clinical Medical Assisting I</td>
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<tr>
<td>HRCS C137</td>
<td>Clinical Medical Assisting II</td>
<td>3</td>
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<tr>
<td>HRCS C138</td>
<td>Medication Administration for Medical Assisting</td>
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</tr>
<tr>
<td>HRCS C139</td>
<td>Laboratory Procedures</td>
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<tr>
<td>HRCS C143</td>
<td>Clinical Medical Assistant Externship</td>
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</table>

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.

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.
**Program of Study**

**Clinical Medical Assisting**

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.

**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.*

**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**

- CSCI C121  Beginning Word ................................. 1
- CSCI 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.

**Paralegal Studies Associate in Science Degree**

The Paralegal Studies Associate in Science Degree (60 units total, 31 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.

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.

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.

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 C290 Paralegal Studies Internship ..........2

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 (31 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 C290 Paralegal Studies Internship .................. 2

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 & 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.

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

The Associate in Arts in Psychology for Transfer: This course of study prepares students for transfer to the CSU System to earn a baccalaureate in applied or basic psychology. Upon successful completion of the program students will be able to apply psychological principles to the development of interpersonal, social and occupational skills, compare and contrast major theoretical perspectives in psychology and evaluate psychological and social and cultural data using the scientific method. Baccalaureate options for students include basic psychology, applied psychology, elementary and secondary education, human resources and social work. To complete the degree, students must fulfill both of the following requirements.

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

2. Obtainment of a minimum grade point average of 2.0

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

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

- The student will be able to apply psychological principles to the development of interpersonal, social, and occupational skills.
- The student will be able to compare and contrast the major theoretical perspectives in psychology.
- The student will be able to evaluate psychological data and apply the scientific method to psychological theory.

Courses
Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and
Complete all of the following courses:
MATH C121  Elementary Probability and Statistics  .4
or MATH C121H  Elementary Probability and Statistics - Honors ...............5

PSYC C101  General Psychology..............................3
or PSYC C101H  General Psychology Honors ..............4
PSYC C271  Research Methods in the Social and Behavioral Sciences ........3

**List A - Select one course:**
BIOL C105  Concepts of Biology .........................4
or BIOL C105H  Concepts of Biology Honors ..........5
PSYC C220  Physiological Psychology ..................3

**List B - Select one course or any list A course not used above:**
PSYC C211  Lifespan Development .........................3

**List C - Select one course or any course not selected above:**
PSYC C241  Abnormal Psychology .........................3
PSYC C251  Human Sexuality ..............................3
SOCI C101  Introduction to Sociology .....................3

Complete one of the following general education patterns:

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

**Studio Arts Associate in Arts Degree for Transfer (AA-T)**

The Associate in Arts Degree in Studio Arts for Transfer (60 units total, 24 units in major) prepares students for transfer to complete work for a baccalaureate degree in Arts, Studio Arts, Fine Arts, Art History, or Art Education. Upon successful completion of the program, students will know how to analyze and interpret the formal, technical, and expressive aspects of a work of art, whether as a viewer or creator. They will also demonstrate proficiency in basic art techniques. The program is appropriate for students going on to professional art school, as well as those completing their studies in fine arts, design fields (such as graphic and media arts, industrial and product design), art education, or art therapy. To complete the degree, students must fulfill both of the following requirements:

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

2. Obtainment of a minimum grade point average of 2.0

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

**Program Learning Outcomes**
Upon successful completion of the program, the student will be able to:

- Demonstrate knowledge of the arts through associated terminology, historical practices and contemporary developments.
- Identify the formal, technical and expressive aspects in visual artworks, using critical skills to describe, analyze, interpret and evaluate such works.
- Demonstrate proficiency in basic foundation level art techniques and practices.
- Use a wide range of materials and means of expression to communicate visual ideas, including traditional or digital studio practices.

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

Complete all of the following courses:

- ART C106  History of Western Art II .................3 Units
- ART C111  Two Dimensional Design ...............3
- ART C115  Three Dimensional Design .............3
- ART C121  Drawing I .....................................3
Select 3 units from the following courses:
- ART C105 History of Western Art I .........................3
- ART C101 Introduction to Art .............................3

Select 9 units from the following courses:
- ART C131 Painting I ........................................3
- ART C141 Ceramics I .......................................3
- ART C151 Sculpture I .......................................3
- ART C221 Drawing II .......................................3
- ART C231 Painting II .......................................3
- ART C240 Ceramics II ......................................3

Complete one of the following general education patterns:
- OPTION B CSU General Education Breadth
- OPTION C IGETC—Intersegmental General Education Transfer Curriculum

**Vocational Nursing Associate in Science Degree**

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

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

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

This program prepares students for careers in Vocational Nursing. Vocational Nurses work in physician offices, acute care settings, and long term care 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/](http://www.assist.org/) to identify the courses needed for the major at your transfer school and to develop a plan that will best meet your goals.

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

**Program Learning Outcomes**

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

- 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 C107 Basic Pharmacology ..........................3
- HCRS C113 Vocational Nursing .............................2
- HCRS C070 CPR for the Healthcare Provider ..........6
  or EMTC C070 CPR for the Healthcare Provider ......0.5

**Semester II**
- HCRS C204 Medical Surgical Nursing ....................9 Units
- HCRS C214 Clinical Nursing I .............................6
Programs of Study

Semester III

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<td>HCRS C230</td>
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Select 3 units from the following courses:

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<tr>
<td>HCRS C260</td>
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Complete one of the following general education patterns:

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

Conditions of Enrollment

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<td>BIOL C125</td>
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<td>or BIOL C251</td>
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<td>and BIOL C255</td>
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<td>CSCI C070</td>
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<tr>
<td>HCRS C055</td>
<td>5</td>
</tr>
<tr>
<td>HCRS C150</td>
<td>3</td>
</tr>
<tr>
<td>PSYC C101</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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<tbody>
<tr>
<td>HCRS C100</td>
<td>3</td>
</tr>
<tr>
<td>HCRS C103</td>
<td>3</td>
</tr>
<tr>
<td>HCRS C107</td>
<td>2</td>
</tr>
<tr>
<td>HCRS C113</td>
<td>6</td>
</tr>
<tr>
<td>HCRS C070</td>
<td>0.5</td>
</tr>
<tr>
<td>or EMTC C070</td>
<td>0.5</td>
</tr>
</tbody>
</table>
Semester II
HCRS C204 Medical Surgical Nursing II .......... 9 Units
HCRS C214 Clinical Nursing II ......................... 6

Semester III
HCRS C205 Medical Surgical Nursing III .......... 3.5 Units
HCRS C206 Maternal/Child Nursing .................. 3
HCRS C207 Advanced Pharmacology .................. 1
HCRS C208 Critical Thinking and Leadership for the Vocational Nurse ................. 1.5
HCRS C216 Clinical Nursing III ......................... 6

Select 3 units from the following courses:
HCRS C230 Pharmacology for the Health Professional .......... 3 Units
HCRS 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 Physiology ......................... 4
CSCI C070 Computer Literacy ............................... 1
HCRS C055 Certified Nursing Assistant .................... 5
HCRS C150 Medical Terminology for the Health Professional .......... 3
PSYC C101 General Psychology ............................ 3

Enrollment is through counseling only.

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

Web Professional Associate in Science Degree
(Previously listed as Web Design)

The Web Professional Associate of Science Degree (60 units total, 33 units in major) prepares students for employment or self-employment in the Web industry by emphasizing standards-based coding and scripting, creative problem solving, usability, accessibility, media production, e-commerce concepts, project management, and networking. Students obtain skills in Adobe Dreamweaver, Fireworks, Flash, Illustrator, and Photoshop, as well as open source products. The curriculum has the objective of developing technical and design skills, a combination of competencies that employers and clients value. Students develop realistic expectations about work conditions through individual and collaborative work-based projects and by learning in the same technological environment in which they will eventually work. The curriculum is also designed to equip students for Certified Internet Web Professional certifications, including the Web Foundations Associate Series, the Web Design Specialist, and the E-commerce Specialist.

This degree is NOT specifically designed for transfer. Courses required for the Associate degree major at Cerro Coso Community College may not be the same as those required for a major at a four-year school. If you do plan to transfer, consult a counselor and visit 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.

Program Learning Outcomes

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

- Identify concepts of Internet technology, networking, databases, and electronic communications.
- Demonstrate technical and creative mastery of the creation of Web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of Web content.
- Apply design principles to solve visual communication problems.
- Demonstrate lifelong learning skills in effective collaboration, leadership, written communication, management, and information search and retrieval.

Courses

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

Complete all the following courses.

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<td>Network+ Fundamentals of Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>DMA C102</td>
<td>Digital Imaging</td>
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</tr>
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<td>Accessibility and Usability</td>
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</tr>
<tr>
<td>DMA C117</td>
<td>Web Design w/Dreamweaver</td>
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<tr>
<td>DMA C119</td>
<td>Advanced Web Development</td>
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</tr>
<tr>
<td>DMA C213</td>
<td>Web Development with PHP and MySQL</td>
<td>3</td>
</tr>
<tr>
<td>DMA C280</td>
<td>Web Production Management</td>
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Complete one of the following general education patterns:

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

**Web Professional Certificate of Achievement**

(Previously listed as Web Design)

The Web Professional Certificate of Achievement (33 Units) is designed to prepare students for employment or self-employment in the Web industry by emphasizing standards-based coding and scripting, creative problem solving, usability, accessibility, media production, e-commerce concepts, project management, and networking. Students obtain skills in Adobe Dreamweaver, Fireworks, Flash, Illustrator, and Photoshop, as well as open source products. The curriculum has the objective of developing technical and design skills, a combination of competencies that employers and clients value. Students develop realistic expectations about work conditions through individual and collaborative work-based projects and by learning in the same technological environment in which they will eventually work. The curriculum is also designed to equip students for Certified Internet Web Professional certifications, including the Web Foundations Associate Series, the Web Design Specialist, and the E-commerce Specialist.

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

**Program Learning Outcomes**

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

- Identify concepts of Internet technology, networking, databases, and electronic communications.
- Demonstrate technical and creative mastery of the creation of Web media, such as graphics, motion graphics, and interactive media.
- Use valid markup, cascading style sheets, semantic encoding, accessibility compliance, and error-free scripting in the creation of Web content.
- Apply design principles to solve visual communication problems.
- Demonstrate lifelong learning skills in effective collaboration, leadership, written communication, management, and information search and retrieval.

**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.*

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**Disclosures**

Gainful Employment information for this program may be found at [http://www.cerrcoso.edu/academics/programs](http://www.cerrcoso.edu/academics/programs).
**Welding Technology Associate in Science Degree**

The Welding Technology Associate in Science Degree (60 units total, 21 units in the major) trains students in multiple welding processes and is designed to prepare them for an entry-level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required. Career areas in which welders work include: mining, manufacturing, marine welding, ship building, metal art sculpting, machine shops, construction, railroads, automotive, as well as the aircraft, aerospace and renewable energy industries.

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

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

**Program Learning Outcomes**

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

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Recognize and interpret technical drawings in the planning and fabrication of projects.
- Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
- Apply mathematical concepts to solve problems related to an industrial/technical environment.

**Courses**

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

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Complete one of the following general education patterns:

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

**Welding Technology Certificate of Achievement**

Welding Technology Certificate of Achievement (21 units): This course of study trains students in multiple welding processes and is designed to prepare them for an entry-level welding position in diverse fields. Safe and clean work habits are practiced and personal protective equipment is required. Any student completing the Courses required for the Welding Technology major qualifies for a certificate in Welding Technology.

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.

**Program Learning Outcomes**

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

- Demonstrate competency in major welding processes used in industry.
- Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
- Recognize and interpret technical drawings in the planning and fabrication of projects.
- Demonstrate appropriate workplace safety policies and procedures during welding and fabrication operations.
• Apply mathematical concepts to solve problems related to an industrial/technical environment.

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

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Welding Processes Certificate of Achievement

Welding Processes Certificate of Achievement (12 units): This certificate provides a focus on the major welding and cutting processes for building or upgrading skills and is also a foundation for the two-year degree.

Complete each course to be applied toward the certificate with a grade of “C” or better. 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 competency in major welding processes used in industry.
• Apply welding processes and the use of hand tools and shop equipment to fabricate projects.
• Accurately fabricate items from technical drawings using appropriate math skills.
• Apply and practice workplace safety policies and procedures while learning welding and related skills.

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

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

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

**COURSE CODE INDEX**

**Course Numbers**
Courses are divided into the following major categories:

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

**Course Level and Transfer Codes**

The level and transfer applicability of each course is designated by the following letter symbols:

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

ADMJ C062  A  1.00 Unit
Special Topics in Administration of Justice
Repeat Status: Not repeatable
These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-24 hours lecture/0-54 hours laboratory.

ADMJ C063  A  0.50 Units
Special Topics in Administration of Justice
Repeat Status: Not repeatable
These courses are designed to update current peace officers training with current laws, procedures, and practices. This course does not fulfill core or elective requirements for a certificate or degree in the field of Administration of Justice. 0-16 hours lecture/0-27 hours laboratory.

ADMJ C101  A/UC/CSU  3.00 Units
Introduction to Administration of Justice
Advisory: ENGL C101
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 will explore the development of the criminal justice system, including all sub-systems, interconnectivity of the sub-systems and their role expectations, theories on crime, adjudication, punishment, rehabilitation, education and training for the continued professionalism of the entire system. 54 hours lecture.

ADMJ C105  A/UC/CSU  3.00 Units
Concepts of Criminal Law
Advisory: ENGL C101
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 C101
Repeat Status: Not repeatable
This course will survey and study the role and responsibilities of each segment within the justice system; including, but not limited to, law enforcement, corrections and the judicial system. Legal processes including arrest through trial, sentencing and correctional procedures. Conceptual interpretations of law as reflected in court decisions and how they impact the justice system. 54 hours lecture.

ADMJ C115  A/CSU  3.00 Units
Legal Aspects of Evidence
Advisory: ENGL C101
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 and 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 C101
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 C101
Repeat Status: Not repeatable
This course will provide students with an introduction into the ethics and legalities of criminal investigations. Topics include: fundamentals of investigation; techniques of crime scene searches; and aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation are also covered. 54 hours lecture.

ADMJ C131  A/CSU  3.00 Units
Juvenile Procedures
Advisory: ENGL C101
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 C142  A/CSU  5.00 Units**

**Basic Peace Officer Academy Module III**

Limitation on Enrollment: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.

Repeat Status: Not repeatable

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

**ADMJ C143  A/CSU  12.00 Units**

**Basic Peace Officer Academy Modular Format Level II**

Limitation on Enrollment: Must successfully pass a fingerprint check through the California Department of Justice and meet the entry requirements established by the California Commission on Peace Officer Standards and Training (POST) for this course.

Prerequisite: ADMJ C142

Repeat Status: Not repeatable

This course is designed to fulfill State of California Peace Officer Standards and Training requirements for Level I academy certification. This course prepares students to successfully transition to the Basic Academy Modular Level I Course. 180 hours lecture/108 hours laboratory.

**ADMJ C145  A/CSU  20.00 Units**

**Basic Peace Officer Training Academy**

Limitation on Enrollment: Prospective students will need to go through the selection process given by the course certification holder, the Kern County Sheriff’s Department.

Repeat Status: Not repeatable

This course is designed to fulfill the training requirements established by the California Commission on Peace Officer Standards and Training (POST) for basic peace officer training. 90 hours lecture/810 hours laboratory.
patrol, traffic, public service responsibilities, and their relationship to the justice system. 54 hours lecture.

ADMJ C215  A/CSU  3.00 Units
Patrol Procedures
Advisory: ENGL C101
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 in-field interviewing, person and property searches and arrests will be outlined. The course will cover issues relative to the handling of traffic related problems, civil and domestic disturbances and other community crime related incidents. 54 hours lecture.

ADMJ C230  A/CSU  4.00 Units
Forensic Crime Scene Investigation
Advisory: ENGL C101
Repeat Status: Not repeatable
This course enables students to attain a comprehensive understanding of the processes used to respond to, secure, document, and collect evidence at a crime scene. The legal, ethical, and practical issues involving crime scene investigations are covered in great detail. The coursework includes identifying and working a crime scene in the field. 54 hours lecture.

American Sign Language

ASL C100  A/UC/CSU  3.00 Units
Deaf History
Repeat Status: Not repeatable
This course is about studying American Deaf culture; its historical and cultural characteristics, values, and dynamics; its psychological and social impacts upon the lives of Deaf people; Deaf education; and modern-day perspectives. The focus is on the cultural diversity of the Deaf community within the context of personal and social development, and how this culture has been influenced by forces such as population, resources, social organization, technology, and ideology. 54 hours lecture.

ASL C101  A/UC/CSU  4.00 Units
American Sign Language I
Advisory: ENGL C101
Repeat Status: Not repeatable
This course is an introduction to American Sign Language (ASL), a visual-gesture language used by the deaf community in the United States and Canada, and more importantly, focuses on the development of basic conversation skills emphasizing the culture and history of ASL through in-class and out-of-class requirements. 72 hours lecture.

ASL C102  A/UC/CSU  4.00 Units
American Sign Language II
Prerequisite: ASL C101
Repeat Status: Not repeatable
Students continue to develop and enhance their proficiency in American Sign Language (ASL) usage and knowledge of deaf history and culture. This course encourages students’ communicative competency with emphasis on vocabulary and expressive skills through in-class and out-of-class requirements. 72 hours lecture.

Anthropology

ANTH C111  A/UC/CSU  3.00 Units
Cultural Anthropology
Advisory: ENGL C070
Repeat Status: Not repeatable
This course analyzes social and cultural factors of human behavior in the recent past and present. Students compare and contrast cultural traditions, practices and beliefs, and discuss the associated environmental and social factors that shape human cultures. 54 hours lecture.

ANTH C121  A/UC/CSU  3.00 Units
Physical Anthropology
Advisory: ENGL C070
Repeat Status: Not repeatable
This course examines humans as biological organisms from an evolutionary perspective. Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity among modern populations. 54 hours lecture.

ANTH C121H  A/UC/CSU  4.00 Units
Physical Anthropology: Honors
Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor
Advisory: ENGL C070
Repeat Status: Not repeatable
This course examines humans as biological organisms from an evolutionary perspective. Areas covered include concepts, methods, findings, and issues in the study of the order primates, including relationships between fossil monkeys, apes and humans, and the significance of genetic diversity among modern populations. The honors course provides more content and requires greater
intensity and depth of study than the non-honors class. 72 hours lecture.

**ANTH C131**  A/UC/CSU  3.00 Units
**Archaeology**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course introduces archaeology as a subfield of anthropology that studies humanity’s prehistory, history and present through the study of material remains and the archaeological record of human development from our origins to modern times. 54 hours lecture.

**Art**

**ART C101**  A/UC/CSU  3.00 Units
**Introduction to Art**
Advisory: CSCI C070, ENGL C070
Repeat Status: Not repeatable
Introduction to Art provides the student with a general overview of art history, develops skills in the critical evaluation of art, and encourages the development of personal aesthetics. In addition, the student is given studio art experiences dealing with various studio media in order to reinforce the concepts presented. 27 hours lecture/81 hours laboratory.

**ART C105**  A/UC/CSU  3.00 Units
**History of Western Art I**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the historical development of art and architecture from the Paleolithic Period to the end of the Middle Ages. 54 hours lecture.

**ART C106**  A/UC/CSU  3.00 Units
**History of Western Art II**
Advisory: ENGL C040
Repeat Status: Not repeatable
This course covers the historical development of painting, sculpture, and architecture from Giotto (1300) to the present. It focuses on the important contributions of Western Art. 54 hours lecture.

**ART C106H**  A/UC/CSU  4.00 Units
**History of Western Art II – Honors**
Advisory: ENGL C040
Repeat Status: Not repeatable
This course covers the historical development of painting, sculpture, and architecture from Giotto (1300) to the present. It focuses on the important contributions of Western Art. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.
processing ceramic materials into finished projects. Instruction is directed toward both art and craft, traditional and contemporary. 27 hours lecture/81 hours laboratory.

**ART C151**  A/UC/CSU  3.00 Units
**Sculpture I**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is an introduction to sculptural concepts, processes and techniques. Modern materials and their relationship to design, form, and three-dimensional space is investigated. Students develop perceptual skills that enable them to create sculptures for personal artistic expression. 27 hours lecture/81 hours laboratory.

**ART C221**  A/UC/CSU  3.00 Units
**Drawing II**
Prerequisite: ART C121
Repeat Status: Not repeatable
This is an advanced studio course in representational and experimental drawing with a focus on historical and contemporary drawing styles, concepts, and drawing materials. This class helps the student develop an advanced understanding of the use of black and white drawing media. Students expand perceptual skills that enable them to draw from direct observation and for personal artistic expression. 27 hours lecture/81 hours laboratory.

**ART C231**  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. 27 hours lecture/81 hours laboratory.

**ART C240**  A/UC/CSU  3.00 Units
**Ceramics II**
Prerequisite: ART C141
Repeat Status: Not repeatable
This course provides an opportunity for advanced work in basic ceramic techniques, glaze and clay formulation, and kiln firing. 27 hours lecture/81 hours laboratory.

**Biology**

**BIOL C101**  A/UC/CSU  3.00 Units
**Principles of Biology**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course provides a biological survey for non-majors. Topics cover principles of organization, cell structure and function, metabolism, genetics, organ systems of plants and animals, ecology, evolution, and biodiversity. 54 lecture hours.

**BIOL C101H**  A/UC/CSU  4.00 Units
**Principles of Biology – Honors**
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

**BIOL C105**  A/UC/CSU  4.00 Units
**Concepts of Biology**
Advisory: ENGL C070
Repeat Status: Not repeatable
This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in BIOL C101. 54 lecture/44 hours laboratory.

**BIOL C105H**  A/UC/CSU  5.00 Units
**Concepts of Biology – Honors**
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.

**BIOL C111**  A/UC/CSU  5.00 Units
**General Biology I**
Prerequisite: MATH C055
Advisory: ENGL C070
Repeat Status: Not repeatable
This is an introductory course in biological science with laboratory experience for non-majors. The course illustrates the principles of organization, cell structure and function, genetics, metabolism, organ systems, and reproduction (plant and animal), ecology, evolution, and animal behavior. The course is not open to students with credit in Biology C101. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 lecture/44 hours laboratory.

**BIOL C111H**  A/UC/CSU  5.00 Units
**General Biology I – Honors**
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. 72 hours lecture/54 hours laboratory.

**BIOL C111H**  A/UC/CSU  6.00 Units  
**General Biology I – Honors**

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

Advisory: ENGL C070

Repeat Status: Not repeatable

This is an introductory course for students majoring in biological sciences and related subjects. The course covers: principles of cell biology, metabolism, biochemistry, molecular biology, genetics, and physiology. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 90 hours lecture/54 hours laboratory.

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

Prerequisite: MATH C055

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

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 BIOL C112. 90 hours lecture/54 hours laboratory.

**BIOL C121**  A/UC/CSU  3.00 Units  
**Survey of Anatomy and Physiology Lecture**

Advisory: ENGL C070

Repeat Status: Not repeatable

This course is an introductory anatomy and physiology course for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. Not open to students who have completed BIOL C125. 54 hours lecture.

**BIOL C125**  A/UC/CSU  4.00 Units  
**Survey of Anatomy and Physiology**

Advisory: ENGL C070

Repeat Status: Not repeatable

This course is an introductory anatomy and physiology course for students in health career programs. Emphasis is on the structure and function of human cells, tissues, organs, and organ systems. Human development and heredity are also covered. Laboratory will give hands-on time to learn anatomical structures and perform physiological exercises. Not open to students who have completed BIOL C121. 54 hours lecture/54 hours laboratory.

**BIOL C141**  A/UC/CSU  3.00 Units  
**Environmental Studies Lecture**

Prerequisite: ENGL C070

Repeat Status: Not repeatable

This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Not open to students who have completed BIOL C145. 54 hours lecture.

**BIOL C145**  A/UC/CSU  4.00 Units  
**Environmental Studies**

Prerequisite: ENGL C070

Repeat Status: Not repeatable

This course explores environmental science with a focus on the scientific method. It explores human interactions with the environment and their consequences for living and nonliving systems. Topics include ecologic principles, environmental resources and ways of protecting these resources. Critical evaluation of environmental issues and problems is a focus of this course. Lab, field and computer tools will be used to study the scientific method, experimental design, sampling methods, data gathering and analysis for hands-on experience of environmental sciences. Not open to students who have completed BIOL C141. Field trips required. 54 hours lecture/54 hours laboratory.

**BIOL C251**  A/UC/CSU  4.00 Units  
**Human Anatomy**

Prerequisite: ENGL C070

Repeat Status: Not repeatable

This course includes the study of microscopic and gross anatomy of body systems including skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive,
urinary, endocrine, reproductive and integumentary systems. 54 hours lecture/54 hours laboratory.

**BIOL C255**  
A/UC/CSU  
4.00 Units  
**Human Physiology**

Prerequisite: ENGL C070  
Repeat Status: Not repeatable

This course is designed to provide students with an understanding of the function and regulation of the human body and physiological integration of the organ systems to maintain homeostasis. Course content includes: neural & hormonal homeostatic control mechanisms, musculoskeletal, circulatory, respiratory, digestive, urinary, immune, reproductive, and endocrine systems. 54 hours lecture/54 hours laboratory.

**BIOL C262**  
A/UC/CSU  
5.00 Units  
**General Microbiology**

Prerequisite: ENGL C070  
Advisory: CHEM C101, BIOL C255  
Repeat Status: Not repeatable

This course offers an introduction to major topics and sub-disciplines in microbiology including microbial diversity and classification, microbial anatomy and physiology, microbial genetics, microbial ecology, medical microbiology and immunology, epidemiology and public health, and biotechnology. The course is designed for students interested in health careers. 54 hours lecture/108 hours laboratory.

**Business Administration**

**BSAD C070**  
A  
3.00 Units  
**Business Mathematics**

Advisory: MATH C050  
Repeat Status: Not repeatable

This course provides practice with a wide range of mathematical procedures used in various business applications. Students perform calculations both manually and using a calculator to solve problems in accounting, retail, finance and taxation. Learners will require access to a printing calculator with features including: round off/up key, decimal selector for 0 through 6 plus float, memory keys and 10-12 digit keyboard. 54 hours lecture.

**BSAD C072**  
A  
3.00 Units  
**Introduction to Accounting**

Advisory: BSAD C070, ENGL C070  
Repeat Status: Not repeatable

This course covers basic accounting concepts and procedures required to complete an accounting cycle. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliation, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day record keeping to closing entries and preparation of year end documents balance sheet, income statement, and statement of owner’s equity for a sample merchandising business. 36 hours lecture, 54 hour laboratory.

**BSAD C100**  
A/CSU  
3.00 Units  
**Introduction to Business**

Advisory: ENGL C070, MATH C050  
Repeat Status: Not repeatable

This is a survey course in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the U.S. and a global society. Topics include the impact of these influences on the primary areas of business including the following: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business’ ability to achieve its organizational goals. 54 hours lecture.

**BSAD C101**  
A/UC/CSU  
4.00 Units  
**Financial Accounting**

Advisory: BSAD C072, BSAD C072, MATH C040  
Repeat Status: Not repeatable

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. It includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. 72 hours lecture.

**BSAD C102**  
A/UC/CSU  
4.00 Units  
**Managerial Accounting**

Advisory: BSAD C070, MATH C040  
Prerequisite: BSAD C101  
Repeat Status: Not repeatable

This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. It includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. 72 hours lecture.
COURSE DESCRIPTIONS

**BSAD C110**  A/CSU  3.00 Units
**Introduction to Personal Finance**
Advisory: ENGL C070, MATH C050
Repeat Status: Not repeatable
This course introduces students to the principles of personal financial management. Topics include budgeting, career decisions, tax structure, consumer credit, insurance and retirement, purchasing decisions, savings, and investment. 54 hours lecture.

**BSAD C131**  A/UC/CSU  3.00 Units
**Business Law**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the fundamental legal principles pertaining to business transactions and is an introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. 54 hours lecture.

**BSAD C145**  A/CSU  3.00 Units
**Business Communication**
Advisory: CSCI C121, ENGL C070
Repeat Status: Not repeatable
This course presents the principles and techniques of effective written and oral business communication. Students discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global environment is also emphasized. 54 hours lecture.

**BSAD C152**  A/CSU  3.00 Units
**Managing Diversity - Workplace**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is a survey of the processes involved in creating a workplace environment which is free of bias related to cultural background, gender, lifestyle or other legally relevant classification. Topics include identifying a personal comfort level, skill building in dealing with diversity issues, and the role of diversity in organizational culture. Case studies, exercises for developing competency, and projects are used to assist the students in understanding the material and in developing managerial skills. 54 hours lecture.

**BSAD C155**  A/CSU  3.00 Units
**Human Resource Management**
Advisory: BSAD C100, ENGL C070
Repeat Status: Not repeatable
This course introduces the principles and methods related to the effective use of human resources in organizations. Students gain an understanding of human resources involved in recruitment, selection, and placement of employees with regards to training, experience, and abilities. Topics of total compensation, employee-management relations, and global human resources management are also covered. 54 hours lecture.

**BSAD C171**  A/CSU  3.00 Units
**Introduction to Marketing**
Advisory: BSAD C145, ENGL C070
Repeat Status: Not repeatable
This course introduces the nature and scope of the marketing activity as demonstrated by an integrated, analytic, and practical study of marketing problems. Topics include: how to distribute and sell a product or idea; consumer behavioral patterns; strategy, planning, forecasting, and evaluation of the marketing process. 54 hours lecture.

**BSAD C220**  A/CSU  3.00 Units
**Principles of Project Management**
Advisory: ENGL C070, BSAD C100, CSCI C101
Repeat Status: Not repeatable
This course introduces students to the principles of project management. Topics include project management theory and project initiation, planning, and implementation. Additionally, techniques for selection, monitoring, and controlling are introduced. Students make extensive use of project management software to track resources, tasks, and milestones. 54 hours lecture.

**BSAD C222**  A/CSU  3.00 Units
**Problem Solving and Computer Applications in Management**
Advisory: BSAD C100, CSCI C101, ENGL C070, MATH C050
Repeat Status: Not repeatable
This course uses computer applications and critical thinking skills to solve real-world business problems. Students integrate the use of word processing, spreadsheet, database, presentation, add-in software, and Internet resources to manage data to solve problems. Emphasis is placed on the use of software tools and analysis and modeling techniques to manage and manipulate data sources for decision making. The course assumes prior successful experience with and knowledge of individual Microsoft Office computer applications programs. 54 hours lecture.

**BSAD C251**  A/CSU  3.00 Units
**Principles of Management and Organization**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the formal organization, its environment and structure. Elements of planning, decision making, organizing, staffing, leading, controlling,
and evaluating are covered. Case studies, competency (experiential) exercises, and projects are used to develop managerial skills. This course is a “capstone” for business career students. 54 hours lecture.

**Business Office Technology**

**BSOT C100**  A/CSU  3.00 Units  
*Introduction to Business Office Technology*  
Advisory: CSCI C070, ENGL C040  
Repeat Status: Not repeatable  
This course provides the learner with a survey of skills and topics covered in the Business Office Technology Program certificates and degree. Business English, an orientation to industry standard office software, entry level office procedures, and office ethics are covered. Potential completers of the Business Office Technology certificates and degree are introduced to skills and topics relevant to success as an office clerk, administrative assistant, or office manager. 54 hours lecture.

**BSOT C127**  A/CSU  1.00 Unit  
*Microsoft PowerPoint*  
Advisory: CSCI C070 or CSCI C101 and CSCI C121  
Repeat Status: Not repeatable  
This is a hands-on microcomputer course designed to provide basic understanding of Microsoft PowerPoint. Topics to be covered include planning, creating, editing, viewing, and printing. This course prepares the student to take the core level Microsoft PowerPoint Office Users Specialist certification exam. 9 hours lecture/27 hours laboratory.

**BSOT C131**  A/CSU  1.00 Unit  
*Basic Computer Keyboarding*  
Co-requisite: CSCI C070  
Advisory: CSCI C070, ENGL C101  
Repeat Status: Not repeatable  
Learners are introduced to a computer keyboard with an emphasis on skill-building correct touch typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed. 9 hours lecture/27 hours laboratory.

**BSOT C132**  A/CSU  1.00 Unit  
*Intermediate Computer Keyboarding*  
Advisory: BSOT C131  
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. Successful completion of this class will result in minimum keyboarding speed of 30 wpm net. 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 will result in minimum keyboarding speed of 45 wpm net. 9 hours lecture/27 hours laboratory.

**BSOT C154**  A/CSU  3.00 Unit  
*Office Personnel Seminar*  
Advisory: BSAD C145, CSCI C151  
Repeat Status: Not repeatable  
Capstone course designed to integrate and refine office skills. Students gain skills in communication, information processing, time management, ethics, records management, administrative procedures, customer service, and job search. The workplace of today as well as team work, problem solving, and decision-making skills will be emphasized. 54 hours lecture.

**Chemistry**

**CHEM C101**  A/UC/CSU  4.00 Units  
*Introduction to Chemistry*  
Prerequisite: MATH C055  
Repeat Status: Not repeatable  
This course covers measurement and units in chemistry, properties of matter, the structure of the atom, inorganic compounds, organic compounds, the periodic table, calculations from balanced chemical equations, basic chemical bonding, the ideal gas law, properties of aqueous systems, solutions and other liquids. 54 hours lecture/54 hours laboratory.

**CHEM C111**  A/UC/CSU  5.00 Units  
*General Inorganic Chemistry I*  
Prerequisite: MATH C055  
Repeat Status: Not repeatable  
This course covers matter and measurement, atoms, molecules, ions, calculations with chemical formulas and equations, aqueous reactions and solution stoichiometry, thermochemistry, the electronic structure of atoms, periodic properties of the elements, concepts of chemical bonding, molecular geometry and bonding theories, the gaseous state, intermolecular forces in solids and liquids, modern materials, and properties of solutions. 72 hours lecture/54 hours laboratory.
CHEM C113  A/UC/CSU  5.00 Units
General Inorganic Chemistry II
Prerequisite: CHEM C111
Repeat Status: Not repeatable
This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and organic chemistry. 72 hours lecture/54 hours laboratory.

CHEM C113H  A/UC/CSU  6.00 Units
General Inorganic Chemistry II – Honors
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Prerequisite: CHEM C111
Repeat Status: Not repeatable
This course covers modern materials, properties of solutions, kinetics, chemical and aqueous equilibrium, acids and bases, environmental chemistry, thermodynamics, electro-chemistry, nuclear chemistry, metallurgy, chemical trends in the periodic chart, coordination compounds, and bioorganic chemistry. The honors course provides more content in the form of advanced topics in chemistry and requires greater intensity and depth of study above and beyond that of the non-honors class. 90 hours lecture/54 hours laboratory.

CHEM C221  A/UC/CSU  5.00 Units
Organic Chemistry I
Prerequisite: CHEM C111
Repeat Status: Not repeatable
This course covers structure and bonding, polar bonds, alkanes, cycloalkanes, stereochemistry, synthesis, structure and reactivity of alkenes, synthesis, structure and reactivity of alkynes, handedness in chemistry, synthesis, structure and reactivity of alkyl halides, carbocations, the concept of resonance, nucleophilic substitutions and eliminations, basic biochemistry, mass spectrometry, infrared, nuclear magnetic resonance and ultraviolet spectroscopy and aromaticity. This Organic Chemistry I course is taught according to standards developed by the American Chemical Society. 72 hours lecture/54 hours laboratory.

CHEM C223  A/UC/CSU  5.00 Units
Organic Chemistry II
Prerequisite: CHEM C221
Repeat Status: Not repeatable
This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers and biological systems. Pericyclic carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. This Organic Chemistry II course is taught according to the standards developed by the American Chemical Society. 72 hours lecture/54 hours laboratory.

CHEM C223H  A/UC/CSU  6.00 Units
Organic Chemistry II – Honors
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Prerequisite: CHEM C221
Repeat Status: Not repeatable
This course covers the chemistry of aromatic compounds, alcohols, thiols, ethers, epoxides and sulfides, aldehydes, ketones, carboxylic acid and carboxylic acid derivatives, amino acids, proteins, amines, phenols, carbohydrates, lipids, heterocycles, polymers, biological systems. Pericyclic, carbonyl condensation, alpha substitution and other reaction mechanisms are also covered. This Organic Chemistry II honors course is taught according to the standards developed by the American Chemical Society. This honors course provides more content and requires greater intensity and depth of study than the non-honors Organic Chemistry class. 90 hours lecture/54 hours laboratory.

Child Development

CHDV C100  A/ CSU  3.00 Units
Principles and Practices of Teaching
Advisory: ENGL C070
Repeat Status: Not repeatable
This course provides an examination of the theoretical principles of developmentally appropriate practices applied to programs, environments, with emphasis upon the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting the physical, social, creative, and intellectual development of all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Students are required to observe children in a group setting. 54 hours lecture.

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 young children from birth to age 6. Students will examine a teacher’s role in supporting
development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas includes 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 examines the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development are highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. 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  
Students are introduced to care and education for infants and toddlers. Topics include curriculum, observation, the Pikler Approach, the Gerber philosophy, planning for attachment, special needs, sensory integration, communication, nutrition, and sanitation. Students prepare to understand, respect, and support healthy identity development in infants and toddlers including emphasis on diversity and individuality. Students are encouraged to contemplate their roles in shaping the identity formation of infants and toddlers. Students are required to observe infants and/or toddlers in a group setting. 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 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.

**CHDV C107**  A/CSU  3.00 Units  
*School Age Development*

Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course provides information on school-age developmental needs and stages, techniques for interacting positively and effectively with children, and ideas to assist in meeting the wide range of children’s needs. The design of schedules, policies, the environment and activities are based upon the understanding of children's development, special needs and cultural background. Students are required to observe school-aged children in an out-of-school setting. 54 hours lecture.

**CHDV C111**  A/CSU  3.00 Units  
*Principles of Child Guidance*

Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course introduces positive and effective approaches for guiding children’s behavior in the classroom and family settings. Students are required to observe children in a group setting. 54 hours lecture.

**CHDV C121**  A/CSU  3.00 Units  
*Health, Safety, and Nutrition*

Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course provides an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Students may be required to observe children in a group setting. 54 hours lecture.

**CHDV C125**  A/CSU  3.00 Units  
*Diversity in Education*

Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Students explore various classroom strategies, emphasizing culturally and linguistically appropriate anti-bias approaches that support all children in becoming competent members of a diverse society. This course includes self-examination and reflection on issues related to social identity; stereotypes and bias; social and educational access; media and schooling. Students are
required to observe children and/or environments where children are in a group setting. 54 hours lecture.

**CHDV C145**  
**Language and Literature**  
A/CSU 3.00 Units  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course develops the skills of storytelling and story reading for all ages. Special emphasis is on incorporating reading and writing activities into an emergent literacy program that supports children’s language development through the use of children’s literature. Students are required to observe children in a group setting. 54 hours lecture.

**CHDV C149**  
**Play and Meaning**  
A/CSU 3.00 Units  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course delves into the intricacies of play in the classroom and how children use play to develop meaning. Special emphasis is placed on building play into the curriculum for children aged birth to school age. Students are required to observe children in a group setting. 54 hours lecture.

**CHDV C200**  
**Observation and Assessment**  
A/CSU 3.00 Units  
Advisory: CHDV C102 and CHDV C104 and CHDV C125; CHDV C105 or CHDV C106 or CHDV C107; and CHDV C145 or CHDV C149  
Repeat Status: Not repeatable  
This course focuses on the appropriate use of assessment and observation strategies to document growth and development, develop plans and learn how to join with families and professionals in promoting children’s success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Students are required to observe children in a group setting. 54 hours lecture.

**CHDV C203**  
**Practicum - Field Experience**  
A/CSU 3.00 Units  
Prerequisite: CHDV C100 and CHDV C102 and CHDV C104 and CHDV C125 and CHDV C105 or CHDV C106 or CHDV C107; and CHDV C145 or CHDV C149; and CHDV C200  
Repeat Status: Not repeatable  
Students demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Students work in a supervised field experience and are required to perform at least 54 hours of practicum work under the direct supervision of a Master Teacher (or someone who would qualify as a Master Teacher) in an instructor-approved infant/toddler or preschool program. School-age program placement is restricted to before and after school programs or kindergarten. Participation in a placement setting requires proof of tuberculosis (TB) clearance. 36 hours lecture/54 hours laboratory.

**CHDV C205**  
**Infant and Toddler Curriculum**  
A/CSU 3.00 Units  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
Students learn to plan a responsive and relationship-based curriculum for infants and toddlers by connecting information about development and learning to how the teacher makes decisions about the curriculum. The student learns to observe babies and respond in ways that pro-mote learning and deepen their relationships with their teachers, their parents, and others. The student learns to appreciate that learning for infants and toddlers occurs in spontaneous moments; through brief interactions; and that each shared expression of surprise or joy is a moment of learning. 54 hours lecture.

**CHDV C207**  
**School-Age Curriculum**  
A/CSU 3.00 Units  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course provides information on how to implement quality programs for school-age children. Students learn assessment, planning, implementation, and evaluation of programs. Students use standards for quality school-age care to assess quality indicators in the areas of human relationships, indoor and outdoor environments, and curriculum. Students are required to observe school-aged children in out-of-school settings. 54 hours lecture.

**CHDV C241**  
**The Exceptional Child**  
A/CSU 3.00 Units  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course provides a broad overview of exceptional development, including descriptions, and practical strategies needed for those who live and work with children with exceptional needs. Students may be required to observe children in a group setting. 54 hours lecture.
CHDV C251  A/CSU  3.00 Units
Administration of Child Development Programs I
Advisory: ENGL C070
Repeat Status: Not repeatable
Students are introduced to the principles, techniques and methods for the efficient administration of child development programs. Topics include: budgeting, personnel leadership and management, health and safety, facility design and layout, and regulations including Title 5 of the California Education Code, Title 22 of the California Code of Regulations and California Health and Safety Code. Students are required to observe licensed or license-exempt programs in their community. 54 hours lecture.

CHDV C252  A/CSU  3.00 Units
Administration of Child Development Programs II
Limitation on Enrollment: Completion of 9 units of Child Development course work including CHDV C251
Advisory: ENGL C070
Repeat Status: Not repeatable
Child Development program administrators are managers responsible for providing oversight for all program operations, as well as leadership in child development and the greater community. This course emphasizes the principles, techniques and methods for creating and maintaining a caring, cooperative workplace that respects human dignity, promotes professional satisfaction, and models positive relationships. Students are required to observe licensed or license-exempt programs in their community. 54 hours lecture.

CHDV C281  A/CSU  3.00 Units
Adult Supervision
Advisory: ENGL C070
Repeat Status: Not repeatable
This course addresses the various components of supervision in the early childhood field from the perspective of administration and mentor teaching. Emphasis is on leadership, advocacy, mentoring, and collaborating in a child care environment to develop positive relationships with staff, families, and children. Students are required to observe supervisors currently working in license and licensed-exempt programs in their community. This course satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit. 54 hours lecture.

CSCI C070  A  1.00 Unit
Computer Literacy
Advisory: Reading Level 2
Repeat Status: Not repeatable
This hands-on course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging and Internet browsing and searching. This course includes a brief introduction to industry standard word processing, spreadsheet, and presentation application programs. Computer terminology and identification of fundamental hardware and software applications is introduced. 9 hours lecture/27 hours laboratory.

CSCI C101  A/UC/CSU  3.00 Units
Introduction to Computer Information Systems
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is an examination of information systems and their role in business. Focus is on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Students develop computer-based solutions to business problems. 36 hours lecture/54 hours laboratory. 36 hours lecture/54 hours laboratory.

CSCI C121  A/CSU  1.00 Unit
Beginning Word
Advisory: CSCI C070, ENGL C101
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. This course begins preparation for the Microsoft Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

CSCI C123  A/CSU  1.00 Unit
Beginning Excel
Advisory: CSCI C070, ENGL C101
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. Students will create basic sales or expense reports, family budgets and basic business related spreadsheet documents using Microsoft Excel features and functions. This course begins preparation for the Microsoft Office Specialist certification exam for Excel. 9 hours lecture/27 hours laboratory.

CSCI C125  A/CSU  1.00 Unit
Beginning Access
Advisory: CSCI C070, ENGL C070
Repeat Status: Not repeatable
This hands-on computer course is designed to provide an intermediate understanding of database programs. Fundamental relational database design and management as well as building and editing basic tables, forms, queries, and reports is introduced. This course begins preparation for the core level Microsoft Access Office Specialist certification exam. 9 hours lecture/27 hours laboratory.

**CSCI C129**  
Microsoft Outlook  
A/CSU 1.00 Unit  
Advisory: CSCI C070  
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. 9 hours lecture/27 hours laboratory.

**CSCI C135**  
Beginning Adobe Acrobat  
A/CSU 1.00 Unit  
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.

**CSCI C140**  
A+ Essential Skills for Computers  
A/CSU 2.00 Units  
Advisory: CSCI C101  
Repeat Status: Not repeatable

This course emphasizes a fundamental technical understanding of personal computer hardware, setup, maintenance, and installation in a personal workgroup environment. This course prepares a student for the CompTIA A+ essentials exam for entry level IT Technicians and services as a building block for further certification oriented technical training. 18 hours lecture/54 hours laboratory.

**CSCI C141**  
A+ Standard Skills for IT Technicians  
A/CSU 2.00 Units  
Prerequisite: CSCI C140  
Repeat Status: Not repeatable

This course builds upon the technical understanding of professional computer support and develops competency for troubleshooting in a corporate network environment. This course prepares a student for the CompTIA A+ 220-602 exam for IT Technicians. 18 hours lecture/54 hours laboratory.

**CSCI C143**  
Network+ Fundamentals of Network Technologies  
A/CSU 3.00 Units  
Advisory: CSCI C141 or 1 year equivalent networking experience  
Repeat Status: Not repeatable

This course emphasizes the fundamental technical understanding of computer networks. Network+ is a globally recognized certificate to validate a student’s proficiency installing, configuring and troubleshooting basic network hardware, protocols and services. A successful candidate is prepared to take the Network+ certification exam. This course is ideal for prospective candidates in network administration and/or further training in Microsoft, Linux, and/or network routing and switching. 36 hours lecture/54 hours laboratory.

**CSCI C146**  
Security+ Fundamentals of Network Security  
A/CSU 3.00 Units  
Advisory: CSCI C143 or 2 years equivalent experience in the Information Technology field  
Repeat Status: Not repeatable

This course emphasizes the fundamental technical understanding of computer and network security principals. Security+ is a globally recognized certificate that validates a student’s knowledge in the implementation of practical hardware, software, network and Internet security. A successful candidate is prepared to take the Security+ certification exam. This course is ideal for prospective candidates who want to master practical network and computer security. 36 hours lecture/54 hours laboratory.

**CSCI C151**  
Intermediate Word  
A/CSU 1.00 Unit  
Advisory: CSCI C121  
Repeat Status: 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. This course continues preparation for the Microsoft Office Application Specialist certification exam for Microsoft Word. 9 hours lecture/27 hours laboratory.

**CSCI C153**  
Intermediate Excel  
A/CSU 1.00 Unit  
Advisory: CSCI C123  
Repeat Status: 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.

CSCI C155  A/CSU  1.00 Unit
Intermediate Access
Advisory: CSCI C125
Repeat Status: Not repeatable
This hands-on computer course is designed to provide
an intermediate understanding of database objects and
functionality. Advanced queries, table design, custom
forms and reports are covered along with integrating
Access with the web and other programs. This course
continues study of skills required in preparation for
Microsoft Application Specialist exam for Access. 9 hours
lecture/27 hours laboratory.

CSCI C161  A/CSU  1.00 Unit
Advanced Word
Prerequisite: CSCI 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 on-screen forms and calculations with
advanced table techniques, record macros, and work
with long documents and subdocuments. This course
completes preparation for the expert level Microsoft
Office Application Specialist certification exam for Word. 9 hours
lecture/27 hours laboratory.

CSCI C163  A/CSU  1.00 Unit
Advanced Excel
Prerequisite: CSCI 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.

CSCI C165  A/CSU  1.00 Unit
Advanced Access
Prerequisite: CSCI C155
Repeat Status: Not repeatable
This hands-on computer course is designed to provide an
advanced understanding of entry level creation
and modification of database applications in business.
Action queries, table relationship properties, automating
tasks with macros are covered including Switchboard
development. Visual Basic for Applications is introduced
to enhance database construction and functionality.
Managing with replication and synchronization as well
securing with user level Security Wizard is included. This
course completes study of skills required in preparation for
Microsoft Application Specialist exam for Access. 9 hours
lecture/27 hours laboratory.

CSCI C171  A/CSU  1.00 Unit
Introduction to the Internet
Advisory: CSCI C070
Repeat Status: Not repeatable
This course provides a hands-on introduction to the
Internet and World Wide Web, including electronic
mail, file transfer protocol (FTP), browser use, web page
development, security, e-commerce, search strategies,
copyrights, and social networking. 9 hours lecture/27 hours laboratory.

CSCI C187  A/CSU  1.00 Unit
Introduction to Microsoft Project
Advisory: CSCI C101
Repeat Status: Not repeatable
This course introduces the learner to concepts of project
management and the Microsoft Project program.
Learners learn how to plan projects, create project
schedules, communicate project information, assign
resources and costs to project tasks, and track and
forecast project progress and completion. 9 hours
lecture/27 hours laboratory.

CSCI C241  A/CSU  3.00 Units
Introduction to Telecommunications
Prerequisite: CSCI C101
Repeat Status: Not repeatable
This course is designed to familiarize the student with
the techniques, applications and control of modern
data communications networks. The course provides
the student with a working knowledge of the types
of communications systems and their strengths and
weaknesses in solving various information network
problems. 36 hours lecture/54 hours laboratory.

CSCI C251  A/UC/CSU  3.00 Units
Introduction to Visual Basic Programming
Prerequisite: CSCI C101
Repeat Status: Not repeatable
This course is an introduction to object-oriented
programming and the Integrated Development
Environment (IDE) of Visual Basic, including
fundamentals, logic algorithm development, classes and
objects. 36 hours lecture/54 hours laboratory.
CSCI C252  A/UC/CSU  3.00 Units
Introduction to Computer Science
Prerequisite: MATH C055
Advisory: CSCI C101
Repeat Status: Not repeatable
This course explores topics that provide students with a foundation in computer science. This course covers the fundamental issues of algorithms, computer organization, software, computational theory, fundamental object oriented programming and social and ethical issues of computing. 36 hours lecture/54 hours laboratory.

CSCI C254  A/UC/CSU  3.00 Units
Object Oriented Programming
Prerequisite: CSCI C252
Advisory: MATH C151
Repeat Status: Not repeatable
This course follows the Introduction to Computer Science course with a focus on object oriented programming and design. A greater emphasis is placed on abstraction and using programming to solve a wide range of problems. Intermediate data structures are also addressed including trees, graphs, stacks, queues and linked lists. Students learn how to use the program development life cycle to design, code, and test programs. 54 hours lecture.

CSCI C255  A/UC/CSU  3.00 Units
Discrete Structures
Prerequisite: CSCI C252
Repeat Status: Not repeatable
This course covers mathematical topics essential for work in computer science, including number bases, mathematical induction, sets, functions, recursion, probability, graphs, trees, logic, Boolean algebra, and proof techniques. 54 hours lecture.

CSCI C257  A/UC/CSU  3.00 Units
Computer Architecture and Organization
Advisory: CSCI C252
Repeat Status: Not repeatable
This course covers basic hardware and software structure; I/O and main memory organization; internal representation of data; addressing methods; program control; microprocessors and multiprocessors, and RISC architectures. There is some assembly language programming. 54 hours lecture.

CSCI C265  A/UC/CSU  3.00 Units
Introductory C++ Programming
Prerequisite: CSCI C252 or CSCI C251
Repeat Status: Not repeatable
This course is an introduction to C++ object-oriented programming, including fundamentals, logic, algorithm development, classes, functions and inheritance. 36 hours lecture/54 hours laboratory.

CSCI C267  A/UC/CSU  3.00 Units
Introduction to Java Programming
Prerequisite: CSCI C101, MATH C055
Repeat Status: Not repeatable
This course introduces techniques and principles of problem solving using computer systems with the Java computer programming language. The development of applications and applets with Java will be covered using object-oriented programming techniques. 36 hours lecture/54 hours laboratory.

CSCI C270  A/CSU  3.00 Units
Introduction to Database Design and Management
Advisory: CSCI C101, ENGL C101
Repeat Status: Not repeatable
This course introduces the concepts of database systems, design, and management. The course will cover the relational database model, normalization, entity-relationship diagrams and SQL (Structured Query Language). Additional topics include data warehousing, and web-based database development. 36 hours lecture/54 hours laboratory.

CSCI C280  A/CSU  3.00 Units
Web Application Development Using PHP
Prerequisite: DMA C211
Repeat Status: Not repeatable
This course covers an introduction to the use of the PHP platform to develop dynamic web applications. It covers the origins, syntax and structure of PHP, as well as the PHP-specific commands and objects and their use in PHP development. This course is cross listed with DMA C213. 36 hours lecture/54 hours laboratory.

Counseling

COUN C101  A/UC/CSU  2.00 Units
Tools for College Success
Advisory: ENGL C070
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 will be raised (e.g. equal access, job opportunities and barriers to education) through class discussions and readings. 36 hours lecture.
Digital Media Arts

DMA C102  A/ UC/CSU  3.00 Units
Digital Imaging
Advisory: CSCI C101, ENGL C070
Repeat Status: Not repeatable
In this course, students apply design principles and color theory in the design and enhancement of digital images, including rich web interface images, digital compositions, and digital photographs. Students become proficient in several imaging software applications, including Adobe Photoshop, Adobe Fireworks, and open source digital imaging applications. Digital input and output devices are also discussed. 36 hours lecture/54 hours laboratory.

DMA C111  A/CSU  3.00 Units
Fundamentals of Web Development
Advisory: CSCI C101, ENGL C040
Repeat Status: Not repeatable
This entry-level course provides students with the skills to create web pages in hypertext markup language (HTML) and cascading style sheets (CSS) using a text editor. This course emphasizes current web standards which include code validation, semantics, and separating content from style. Micro formats and modern web trends are also discussed. 36 hours lecture/54 hours laboratory.

DMA C113  A/CSU  3.00 Units
Accessibility and Usability
Advisory: ENGL C070
Repeat Status: Not repeatable
This course examines Web usability and accessibility and provides students with the skills to analyze and critique Web content on those issues. Students learn the critical service that the internet provides in the lives of disabled individuals, they learn how these individuals access and navigate Web content, and they learn how to design Web sites that accommodate them. 54 hours lecture.

DMA C117  A/CSU  3.00 Units
Web Design with Dreamweaver
Prerequisite: DMA C111
Advisory: DMA C102
Repeat Status: Not repeatable
This course provides students with the opportunity to develop and refine visual design skills, building upon students’ previous foundation of digital imaging, XHTML and CSS markup. Students develop an awareness of various web design styles and genre. They also develop proficiency through the intermediate level in the use of web development software, Adobe Dreamweaver. It is essential that students have previous working knowledge of Photoshop or another digital imaging application. DMA C102 is merely an advisory requisite to accommodate students who have acquired such skills through self-study or a course from another college. 36 hours lecture/54 hours laboratory.

DMA C119  A/CSU  3.00 Units
Advanced Web Development
Prerequisite: DMA C111
Advisory: DMA C211
Repeat Status: Not repeatable
This course provides students with the skills to develop content for mobile devices (cell phones, smartphones, PDAs, etc.) using HTML5. Particular emphasis is given to designing for small screens, including interface design, usability, and aesthetic style. 36 hours lecture/54 hours laboratory.

DMA C201  A/CSU  3.00 Units
E-Commerce
Prerequisite: DMA C211
Repeat Status: Not repeatable
This course provides students with a foundation in market analysis, business administration, sales and marketing, management, customer service, product or service development, and financial planning. The course also provides students with an understanding of legal, tax, regulatory, and security issues that apply to e-commerce. Students develop a business concept and create a functioning e-commerce website. 36 hours lecture/54 hours laboratory.

DMA C211  A/CSU  3.00 Units
Web Scripting with JavaScript
Advisory: DMA C111, ENGL C070
Repeat Status: Not repeatable
This course provides students with the skills to create interactive Web pages with JavaScript. Practical application of JavaScript includes navigation rollover effects, manipulating windows, manipulating form data, validating forms, creating drop down menus, and displaying date and time. 36 hours lecture/54 hours laboratory.

DMA C213  A/CSU  3.00 Units
Web Development with PHP and MySQL
Prerequisite: DMA C211, MATH C040, READ C056
Repeat Status: Not repeatable
This course provides students with the skills to create dynamic webpages with PHP and MySQL. Practical applications of PHP include web form data processing, work with MySQL databases, and read and write text files. This course is cross listed with CSCI C280. 36 hours lecture/54 hours laboratory.

DMA C280  A/CSU  3.00 Units
Web Production Management
Prerequisite: DMA C111
Advisory: DMA C102, DMA C113, DMA C117
Repeat Status: Not repeatable
This is a course in web design project planning and production. Students work in teams to design and complete a commercial website. Students develop an understanding of team roles, workflow, budgeting, and legal and technical considerations for completing a project. 36 hours lecture/54 hours laboratory.

**Drafting**

**DRFT C108**  A/CSU  3.00 Units

Reading Technical Drawings
Advisory: ENGL C101
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. This course is cross listed with INDT C108. 54 hours lecture.

**DRFT C111**  A/CSU  3.00 Units

Engineering Drawing I
Advisory: CSCI C070, ENGL C070
Repeat Status: Not repeatable
This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon American Standards Association (ASA) and American National Standards Institute (ANSI) standards. Lettering, basic theory of orthographic projection, detail drawing, use of drafting instruments and equipment, sectioning, auxiliary view-drawings, shop processes, geometric dimensioning and tolerancing for use in detailed working drawings are covered. Computer aided drawing fundamentals using application software such as AutoCAD will be explored in relation to the basics of design. 36 hours lecture/54 hours laboratory.

**DRFT C112**  A/CSU  3.00 Units

Engineering Drawing II
Prerequisite: DRFT C111 or two years of high school drafting with grades of "B" or better.
Advisory: CSCI C101.
Repeat Status: Not repeatable
This course includes fundamentals, techniques, procedures and practices of industrial drafting and design based upon ANSI, ASME, US National CADD and related standards. Computer aided design using AutoCAD 2D and 3D parametric design software, basic theory of orthographic projection, detailed drawings, printing drawings, sectioning, auxiliary view drawings, shop processes, geometric dimensioning and tolerancing and detailed working drawings are included. 36 hours lecture/54 hours laboratory.

**Economics**

**ECON C101**  A/UC/CSU  3.00 Units

Introduction to Economics
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers macro and micro economic concepts as they apply to current economic problems for the non-economics and non-business major. Students analyze the market forces of supply and demand, evaluate economic issues, and examine the efficiency of resource allocation. Economics C101 is a survey of economics for non-economics majors. 54 hours lecture.

**ECON C102**  A/UC/CSU  3.00 Units

Macroeconomics
Prerequisite: MATH C050
Advisory: ENGL C070, MATH C055
Repeat Status: Not repeatable
This is an introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. 54 hours lecture.

**ECON C103**  A/UC/CSU  3.00 Units

Microeconomics
Prerequisite: MATH C050
Advisory: ENGL C070, MATH C055
Repeat Status: Not repeatable
This is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. 54 hours lecture.

**Education**

**EDUC C004**  X  0.00 Units

Supervised Tutoring
Repeat Status: Repeatable 3 times
This class provides tutoring in various academic subjects, through a designated learning center to augment classroom instruction. The course requires a referral from a subject-area instructor, counselor, or Learning Assistance Center instructor. 54 hours open laboratory.

**EDUC C170**  A/CSU  0.50 Units

Tutor Training I
Advisory: Computer Competency and ENGL C101
Repeat Status: Not repeatable

The purpose of training is to develop tutoring methods and skills for students who plan to work as tutors. This training is one part of an International Tutor Certification Program. This course is open to any student; however, training does not ensure a student will be hired as a tutor. 10 hours lecture.

**Electronics Technology**

**ET C101**  A/CSU  4.00 Units
**Electrical Circuit Analysis I**
Prerequisite: MATH C050
Advisory: MATH C056
Repeat Status: Not repeatable

This course introduces students to the fundamentals of electrical analysis, starting from the concepts of energy, power, current, voltage and resistance, and their relationship to each other. Students learn circuit analysis principles for series, parallel, and series-parallel networks using Ohm’s and Kirchhoff’s Laws for both DC and AC circuits. This course has a lab component to allow students to gain hands-on experience in basic circuit analysis. This course is cross listed with RET C 111 . 54 hours lecture/54 hours laboratory.

**ET C105**  A/CSU  4.00 Units
**Electrical Circuit Analysis II**
Prerequisite: ET C101 or RET C111
Repeat Status: Not repeatable

The course covers explanation and computation of impedance in circuits with resistive and reactive components and applying impedance in Ohm’s and Kirchhoff’s Laws for such AC circuits. It also covers low- and high-pass filter concepts for R-C and R-L circuits; transformers; and 3 0 Wye and Delta connected circuits. This course has a lab component to allow students to gain hands-on experience in circuit analysis. This course is cross listed with RET C112. 54 hours Lecture/54 hours laboratory.

**ET C212**  A/CSU  3.00 Units
**Microelectronics**
Prerequisite: ET C105
Repeat Status: Not repeatable

This course covers the basic theory and application of diodes (rectifiers, zener, etc.) bipolar transistors (biasing, small signal amplifiers, large signal amplifiers), transistors used as switches, field effect transistors, feedback, frequency effects, and operational amplifiers. 54 hours lecture.

**ET C222**  A/CSU  3.00 Units
**Digital Circuits/Microprocessors**
Prerequisite: ET C105

Repeat Status: Not repeatable

Introduction to digital electronics which includes: Boolean Algebra, logic gates, numbering systems, digital codes, arithmetic circuits, memory circuits, counting circuits, multiplexers, microprocessor fundamentals, multi-vibrators, and digital-to-analog interfaces. 54 hours lecture.

**Emergency Medical Technology**

**EMTC C070**  A  0.50 Units
**CPR for the Healthcare Provider**
Repeat Status: Not repeatable

This is a Healthcare Provider - CPR Course that meets the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups in a particular setting. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with HCRS C070. 10 hours lecture.

**EMTC C105**  A/CSU  6.50 Units
**Emergency Medical Technician**
Advisory: ENGL C101, HCRS C150
Repeat Status: Not repeatable

This course provides instruction in pre-hospital techniques in the evaluation and emergency medical care through the recognition of signs and symptoms of illnesses and injuries. This course also includes instruction in the care rendered on scene and during transportation by EMT personnel. The student shall meet health requirements to participate in the clinical section of the course. Any expenses involved in meeting the health requirement are at the student’s expense. Failure to meet the health requirements results in student ineligibility for clinical objectives. Upon successful completion of the mandated course criteria the student receives a Certificate of Completion and this qualifies the student to apply and take the national exam for the Emergency Medical Technician, to ultimately qualify for application within the State of California to become certified. The student must provide a valid American Heart Association Healthcare Provider CPR/AED card to the instructor at the first class session to remain enrolled in this course. 90 hours lecture/81 hours laboratory.

**EMTC C106**  A/CSU  0.50 Units
**First Aid/Cardio Resuscitation/Automated External Defibrillator**
Repeat Status: Not repeatable

This course teaches current First Aid instruction for Schools and the Community through discussion,
demonstrations, and practical experiences. It includes Emergency Action Steps; breathing and cardiac problem recognition and care; CPR for adult, child, infant; AED Automated External Defibrillator for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. Note: This course is cross listed with HCRS C106. 10 hours lecture.

EMTC C110 A/CSU 1.50 Units
Emergency Medical Services Instructor
Prerequisite: EMTC C105
Repeat Status: Not repeatable
This course provides techniques of instruction for the new or refreshing EMS instructor. Topics cover principles of: knowing and using effective techniques in the didactic, practical, and clinical educational environments; how to provide the adult learner the best opportunity for success; and how to prepare class, lesson, and program plans; instruction using a variety of audio, visual, and kinesthetic learning techniques. Students present an assigned lecture and practical instruction segment as a part of this course. Computer access with internet connection is required for this course to access the latest national standards and the online class testing site. 18 hours lecture/27 hours laboratory.

EMTC C205 A/CSU 1.50 Units
Emergency Medical Technology – Basic Refresher
Prerequisite: EMTC C105 or current certification as an EMT-B
Advisory: ENGL C101
Repeat Status: Not repeatable
A review of the techniques of emergency medical care through recognition of signs and symptoms of illnesses and injuries. Proper procedures of emergency care and transportation aspects required for Emergency Medical Technician-Basic (EMT-B) personnel. Upon completion of the above objectives and passing the Final Exams, the student will receive a Certificate of Completion and state skills form. This qualifies the student to recertify and/or apply and take the national exam for the EMT-B, to ultimately qualify for application within the State of California. 24 hours lecture/8 hours laboratory.

ENGR C110 A/UC/CSU 4.00 Units
Introduction to Engineering
Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable
This course provides an introduction to the profession of engineering and its connection with society today and in the future. The development of basic engineering skills for future success in the field is emphasized. Engineering disciplines, functions, and employment opportunities are considered. Application of the engineering problem solving method, teamwork, and the design process are practiced. Typical engineering problems are solved aided by use of computer software. College Courses required for individual engineering majors are illustrated. 54 hours lecture/54 hours laboratory.

ENGR C120 A/UC/CSU 4.00 Units
Introduction to Materials Science
Prerequisite: CHEM C111, PHYS C111
Repeat Status: Not repeatable
This course investigates the relationships between microscopic structures and the macroscopic properties of engineering materials including metals, ceramics, glasses, polymers, and composites. Mechanical, thermal, electrical, magnetic and optical properties are examined. Processes for producing and strengthening various materials are introduced. 54 hours lecture/54 hours laboratory.

ENGR C185 A/UC/CSU 4.00 Units
Digital Logic and Design
Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable
This course covers discrete mathematics, logic, Boolean algebra, binary arithmetic, logic gates, combinatorial logic, and minimization techniques. This course also includes an introduction to sequential circuits, state machines and synchronous state machine design. Students design combinatorial circuits, flipflops, multivibrators, registers, and counters. 54 hours lecture/54 hours laboratory.

ENGR C210 A/UC/CSU 3.00 Units
Engineering Mechanics: Statics
Prerequisite: PHYS C111
Repeat Status: Not repeatable
This course covers the analysis of force systems, equilibrium problems, section properties; graphic, algebraic, and vector methods of problem solution for rigid body mechanics. 54 hours lecture.

ENGR C230 A/UC/CSU 4.00 Units
Engineering Circuit Analysis
Prerequisite: PHYS C113
Repeat Status: Not repeatable
This course covers Ohm’s and Kirchhoff’s Law, Mesh and Nodal analysis, basic network theorems, RL and RC transients, phasors and steady-state sinusoidal analysis, first and second order circuits, current, voltage and power relationships. This course is designed for students majoring in electrical and electronics engineering. 54 hours lecture/54 hours laboratory.
Engineering Technology

**ENTC C151** A 3.00 Units
*Introduction to Engineering Design I*
Prerequisite: MATH C050
Advisory: ENGL C040
Repeat Status: Not repeatable

In this course, students learn the different facets of engineering design, including history of design, the steps in the design process, proper sketching techniques, and the use of measurement and tools. Students gain working knowledge of geometric shapes and solids, dimensioning, and 3D modeling. Students also learn to calculate area and properties of solids. 36 hours lecture/54 hours laboratory.

**ENTC C152** A 3.00 Units
*Introduction to Engineering Design II*
Prerequisite: ENTC C151
Repeat Status: Not repeatable

In this course, students learn how to reverse engineer a manufactured product by analyzing its structure, function, and operation. They learn the fundamentals of visual design. Students also examine ethical issues in the design and recycling of manufactured objects. 36 hours lecture/54 hours laboratory.

**ENTC C153** A 3.00 Units
*Principles of Engineering Technology I*
Prerequisite: ENTC C152, MATH C057
Repeat Status: Not repeatable

In this course, students apply concepts of engineering in the design, creation, testing, and evaluation of a compound machine. Topics that are covered include energy-harnessing storage, transportation, and conversion; voltage, current, resistance, conduction, R-values, and radiation; equilibrium of objects at rest or in motion; and materials testing. 36 hours lecture/54 hours laboratory.

**ENTC C154** A 3.00 Units
*Principles of Engineering Technology II*
Prerequisite: ENTC C153
Repeat Status: Not repeatable

In this course, students apply advanced concepts of engineering in the design, creation and testing of a vehicle that stores and releases potential energy for propulsion. Topics include hydraulics, pneumatics, and dynamics, which is concerned with the acceleration of objects in motion. Students learn how engineers use statistics. 36 hours lecture/54 hours laboratory.

**ENTC C155** A 3.00 Units
*Digital Electronics I*
Prerequisite: ENTC C151

Repeat Status: Not repeatable

In this course, students are introduced to basic circuit concepts and the fundamentals of combinational logic. They design several types of integrated circuits, and they use Circuit Design Software (CDS) and a Digital Logic Board (DLB) to simulate and prototype combinational logic designs implemented with programmable logic. 36 hours lecture/54 hours laboratory.

**ENTC C156** A 3.00 Units
*Digital Electronics II*
Prerequisite: ENTC C155
Repeat Status: Not repeatable

In this course, students are introduced to the fundamentals of sequential logic. They use Circuit Design Software (CDS) and a Digital Logic Board (DLB) to simulate and prototype introductory flip-flop applications, medium scale integrated (MSI) circuit counters, and state machines designs implemented with discrete and programmable logic. They also program a microcontroller to maneuver a robot through a design course. 36 hours lecture/54 hours laboratory.

**ENTC C157** A 3.00 Units
*Civil Engineering and Architecture I*
Prerequisite: ENTC C151, MATH C057
Repeat Status: Not repeatable

In this course, students learn the fundamentals of residential architecture, including foundation, framing system, roof design, and insulation. They learn principles of client-centered sustainable and aesthetic design. Students also use 3D architectural design software to document and design a residential building. 36 hours lecture/54 hours laboratory.

**ENTC C158** A 3.00 Units
*Civil Engineering and Architecture II*
Prerequisite: ENTC C157
Repeat Status: Not repeatable

In this course, students learn how commercial building design differs from residential design. Concepts of structural engineering are covered. The criteria and constraints to size and locate new utility service connections are addressed. Codes, regulations, and technical standards are also emphasized. Students synthesize these concepts to create a site design and commercial building design, using 3D architectural design software. 36 hours lecture/54 hours laboratory.
COURSE DESCRIPTIONS

English

**ENGL C020**  
P  
3.00 Units  
**Literacy Skills**  
Repeat Status: Not repeatable  
This course is designed to help students improve their reading and writing skills, learn sentence structures, gain an understanding of basic principles of grammar and spelling, develop their vocabulary, and learn ways to express ideas in short writings. 54 hours lecture.

**ENGL C030**  
P  
4.00 Units  
**Basic Writing Skills**  
Prerequisite: ENGL C020  
Repeat Status: Not repeatable  
This course teaches students to develop and organize ideas in short writings, focusing on the importance of coherent, unified, and well-developed paragraphs with topic sentences and effective supporting detail. The course also covers how to build these paragraphs into short essays and how to revise and edit for correctness. Major principles of grammar are reviewed. 72 hours lecture.

**ENGL C040**  
P  
4.00 Units  
**Improving College Writing Skills**  
Prerequisite: ENGL C030  
Repeat Status: Not repeatable  
This course, which is preparation for college composition, is designed to teach students to write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient supporting details. Students become familiar with a variety of rhetorical modes, are introduced to expository and text-based writing, and complete in-class compositions. Major and minor principles of grammar are reviewed. 72 hours lecture.

**ENGL C042**  
P  
2.00 Units  
**Preparation for Introductory Composition**  
Prerequisite: ENGL C030  
Repeat Status: Not repeatable  
This course, which accelerates preparation for English C070, is designed to raise students’ overall reading and writing skills to college level. Students write short compositions (500-750 words each) with clear organization, development, keywords, thesis, topic sentences, and sufficient details. By completing in-class compositions, students become familiar with a variety of rhetorical modes. Major and minor principles of grammar and mechanics also are reviewed. 18 hours lecture/54 hours laboratory.

**ENGL C070**  
A  
4.00 Units  
**Introductory Composition**  
Prerequisite: ENGL C040, ENGL C042  
Advisory: IC C075  
Repeat Status: Not repeatable  
In this course which prepares students to take university-level classes, students analyze and respond to college-level readings, compose expository and argumentative essays for a variety of rhetorical situations, incorporate outside sources into their writing using proper documentation techniques, and revise for coherence, unity, and development. Students write four to five expository essays including a lengthy research paper (total: 3,500 words). 72 hours lecture.

**ENGL C101**  
A/UC/CSU  
4.00 Units  
**Freshman Composition**  
Prerequisite: ENGL C070  
Repeat Status: Not repeatable  
In this composition course for transfer to four-year institutions, students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources. Students write four to five expository essays including a lengthy research paper (total: 7,000 words). 72 hours lecture.

**ENGL C102**  
A/UC/CSU  
4.00 Units  
**Critical Thinking through Literature**  
Prerequisite: ENGL C101  
Repeat Status: Not repeatable  
In this composition course for transfer to four-year institutions, students develop composition, analytical, and critical reasoning skills through study of literary works (fiction, poetry, drama, and essay). The course emphasizes critical analysis, principles of logic, use of research, and presentation of carefully-reasoned written arguments while developing students’ close reading skills and promoting an appreciation for the aesthetic qualities of literature. Students write four to five expository essays demonstrating sophisticated application of critical thinking skills to literature (total: 8,000 words). 72 lecture hours.

**ENGL C102H**  
A/UC/CSU  
5.00 Units  
**Critical Thinking through Literature: Honors**  
Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor  
Prerequisite: ENGL C101  
Repeat Status: Not repeatable  
In this composition course for transfer to four-year institutions, students develop composition, analytical,
and critical reasoning skills through study of literary works (fiction, poetry, drama, and essay). The course emphasizes critical analysis, principles of logic, use of research, and presentation of carefully-reasoned written arguments while developing students’ close reading skills and promoting an appreciation for the aesthetic qualities of literature. Students write four to five expository essays demonstrating sophisticated application of critical thinking skills to literature (total: 8,000 words). The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra paper assignment beyond that required in the non-honors course. 90 hours lecture.

**ENGL C111** A/UC/CSU 3.00 Units

*Introduction to Types of Literature*

Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces students to the analysis and interpretation of imaginative literature, develops their comprehension of structure, theme, and artistic purpose in works of poetry, drama, and fiction, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. 54 hours lecture.

**ENGL C141** A/UC/CSU 3.00 Units

*Introduction to Creative Writing*

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course introduces students to the study and craft of creative writing. Participants practice writing in various genres such as fiction and poetry, analyze the works of established and student writers, and participate in peer-review within the workshop environment. 54 hours lecture.

**ENGL C221** A/UC/CSU 3.00 Units

*World Literature I*

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course provides a chronological survey of the literature of the world from the Biblical period through the Renaissance. 54 lecture hours.

**ENGL C222** A/UC/CSU 3.00 Units

*World Literature II*

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course provides a chronological survey of the literature of Europe from the seventeenth century through the twentieth century. 54 hours lecture.

**ENGL C231** A/UC/CSU 3.00 Units

*Survey of British Literature I: Beginnings–1785*

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course studies English literature from Anglo-Saxon times to the end of the Eighteenth Century. 54 lecture hours.

**ENGL C232** A/UC/CSU 3.00 Units

*Survey of British Literature II: 1785–Present*

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This course studies British literature from the Romantic Period to the present. 54 lecture hours.

**ENGL C235** A/UC/CSU 3.00 Units

*Introduction to Shakespeare*

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an introduction to Shakespeare's works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare's literary achievements. 54 hours lecture.

**ENGL C235H** A/UC/CSU 4.00 Units

*Introduction to Shakespeare – Honors*

Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an introduction to Shakespeare’s works, including discussion and analysis of selected plays (tragedies, comedies, and histories) and non-dramatic poetry. Some attention may be given to the historical, artistic, literary, theatrical, and social influences of Renaissance England contributing to the development of Shakespeare’s literary achievements. The honors course provides more content and requires greater intensity and depth of study than the non-honors course; the honors course also requires at least one extra research assignment. 72 hours lecture.

**ENGL C241** A/UC/CSU 3.00 Units

*Survey of American Literature I: Beginnings–1865*

Prerequisite: ENGL C070
Repeat Status: Not repeatable

This literature course introduces students to American authors from the Colonial Period to the beginning of the twentieth century. The course emphasizes analyzing texts
and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

**ENGL C242** A/UC/CSU 3.00 Units  
Survey of American Literature II: 1865–Present  
Prerequisite: ENGL C070  
Repeat Status: Not repeatable  
This literature course introduces students to American authors from the 1865 to the present. The course emphasizes analyzing texts and studying the intellectual, social, and cultural history of Americans. 54 hours lecture.

**ENGL C245** A/UC/CSU 3.00 Units  
Women's Literature  
Prerequisite: ENGL C070  
Repeat Status: Not repeatable  
This course studies the literary achievements of women writers and examines the extent to which literature mirrors or shapes historical and social attitudes with particular emphasis on the roles, images, and concerns of women as expressed in literature. 54 hours lecture.

**ENGL C249** A/UC/CSU 3.00 Units  
Multi-Ethnic Literature  
Prerequisite: ENGL C070  
Repeat Status: Not repeatable  
This course studies the contributions to American literature by African Americans, Latino Americans, Asian Americans, Native Americans, and other ethnic minorities and examines the extent to which literature mirrors or shapes historical and social attitudes with particular emphasis on the roles, images, and concerns of ethnic groups as expressed in literature. 54 lecture hours.

**English as a Second Language**

**ENSL C020** P 2.00 Units  
Low Beginning English for Speakers of Other Languages I  
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.  
Repeat Status: Not repeatable  
This course is beneficial to students at a low beginning skill level. Students learn English vocabulary, as well as improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students learn and practice basic English grammar. By giving needs and skills assessments to students, instructors determine personal goals, ability to benefit from the class and skill level. 18 hours lecture/54 hours laboratory.

**ENSL C021** P 2.00 Units  
Low Beginning English for Speakers of Other Languages II  
Prerequisite: ENSL C020  
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.  
Repeat Status: Not repeatable  
This course is beneficial to students that are at a high beginning skill level. Students will learn English vocabularies and improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. Needs and skills assessment will be given to determine personal goals, ability to benefit from the class and skill level. This course can be taken four times. 18 hours lecture/54 hours laboratory.

**ENSL C022** P 2.00 Units  
Low Beginning English for Speakers of Other Languages III  
Prerequisite: ENSL C021  
Advisory: The use of language other than English as a primary language is advised. Students should be literate in their native language. Also, the ability to speak, understand, read, and write English at a survival level is desirable.  
Repeat Status: Not repeatable  
This course is beneficial to students at a low-intermediate skill level. Students learn English vocabulary, as well as improve their listening, speaking, reading, and writing skills. Using both spoken and written drills and exercises, students will learn and practice basic English grammar. By giving needs and skills assessments to students, instructors determine personal goals, ability to benefit from the class, and skill level. 18 hours lecture/54 hours laboratory.

**Film**

**FILM C211** A/UC/CSU 3.00 Units  
Hispanic Cinema  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of
multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. 54 hours lecture.

French

FREN C101  A/UC/CSU  5.00 Units
Elementary French I
Advisory: ENGL C070
Repeat Status: Not repeatable

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

Geography

GEOG C101  A/UC/CSU  3.00 Units
Physical Geography Lecture
Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture course covers the study of the Earth as an integrated system, including Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships and examining current world problems from a geographical perspective. Not open to students who have completed GEOG C111. 54 hours lecture.

GEOG C102  A/UC/CSU  1.00 Units
Physical Geography Laboratory
Prerequisite: GEOG C101
Co-Requisite: GEOG C101
Advisory: ENGL C070
Repeat Status: Not repeatable

This laboratory course provides practical experience in field methods and enhancement of topics in GEOG C101, such as the Earth as an integrated system, Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. Not open to students who have completed GEOG C111. 54 hours laboratory.

GEOG C111  A/UC/CSU  4.00 Units
Physical Geography
Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture and laboratory course covers the study of the Earth as an integrated system. Lecture topics include Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, soils, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding human-land relationships and examining current world problems from a geographical perspective. Meanwhile, laboratory provides practical experience in field techniques and supplemental exercises that enhance and reinforce topics covered in lecture. Not open to students who have completed GEOG C101. 54 hours lecture/54 hours laboratory.

Geology

GEOL C111  A/UC/CSU  4.00 Units
Physical Geology
Advisory: ENGL C101
Repeat Status: Not repeatable

This course covers the study of the earth as an integrated system of hydrologic, tectonic, atmospheric, and human processes, including the origin and evolution of continents, mountains, earth materials, oceans, and life forms. It also covers geologic hazards, such as earthquakes, floods, groundwater contamination, and global climate change. Laboratories are designed to complement and reinforce topics covered in the lecture and will apply geologic principles to local geologic and land use issues such as earthquake hazards, flash floods, and the evolution of landforms in eastern California. 54 hours lecture/54 hours laboratory.

Health Careers

HCRS C055  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. Topics include legal and ethical responsibilities, bedside care, moving and positioning a resident, general observations of a resident’s condition and responsibilities related to care of the elderly resident. Practical bedside skills are practiced by the student in the nursing skills lab. The student gains experience in a long-term care facility. The student must pass the course with a grade of “C” or better. 54 hours lecture/108 hours laboratory.

HCRS C057  A  2.00 Units
Home Health Aide
Prerequisite: Certified Nursing Assistant Certificate
Repeat Status: Not repeatable

This course is designed to prepare the student to work with clients in a home setting doing hands-on patient care. This course focuses on the skills for basic care of residents who need assistance with activities of daily
living, including bathing, hygiene measures, transfers, bed making, cleaning, and homemaking tasks. The State Department of Licensing requires a grade of C or better. 27 hours lecture/27 hours clinical.

**HCRS C068**  
**Medical Assistant Clinical Externship**  
Prerequisite: HCRS C150  
Repeat Status: Not repeatable

The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in office or clinic patient care under the direct supervision of the physician and the office manager and the indirect supervision of the classroom instructor. 160 hours work experience.

**HCRS C070**  
**CPR for the Healthcare Provider**  
Repeat Status: Not repeatable

This is a Healthcare Provider-CPR Course that meets the current American Heart Association standards. The course provides training in emergency treatment for life-threatening cardiopulmonary arrest, airway and breathing management, and foreign body obstructed airway for all age groups in a particular setting. This course also includes one and two rescuer CPR, use of barrier devices, AED use and the prevention of disease transmission. Note: This course is cross listed with EMTC C070. 10 hours lecture.

**HCRS C075**  
**Principles of Intravenous Therapy and Blood Withdrawal**  
Limitations on Enrollment: Must have a current California LVN license or senior standing in a LVN Program, or Interim Permittee status  
Repeat Status: Not repeatable

Principles of Intravenous Therapy and Blood Withdrawal is a course consisting of 27 hours of lecture and 9 hours of clinical experience. The course is designed to enable the Licensed Vocational Nurse to safely initiate and maintain intravenous therapy in a clinical setting. LVN’s successfully completing the course will be certified by the California Board of Vocational Nurse Examiners to initiate and superimpose intravenous fluids. 27 hours lecture/9 hours laboratory.

**HCRS C100**  
**Fundamentals of Nursing**  
Prerequisite: BIOL C125 and/or BIOL C251 and BIOL C255; CSCI C070; HCRS C055; HCRS C150; PSYC C101 or PSYC C101H; Co-requisite: HCRS C111  
Repeat Status: Not repeatable

This theory course begins with an introduction to the roles of the vocational nurse and provides a foundation of basic nursing arts and sciences necessary for the practice of nursing including concepts specific to the gerontological client. Using the nursing process as a framework, concepts of professionalism, growth and development, safety, and health concerns for the adult and geriatric population are discussed. Legal and ethical considerations, cultural diversity, the nursing process, and basic data collection are included as theory topics along with the presentation of basic mental health concepts applicable to the geriatric client. Fundamental nursing skills are discussed in detail with concurrent hands-on practice of skills in the Vocational Nursing Lab I course. 54 hours lecture.

**HCRS C101**  
**Vocational Nursing: Medical-Surgical Nursing I**  
Prerequisite: BIOL C121 and BIOL C122, or BIOL C251 and BIOL C255; PSYC C101 or PSYC C101H; HCRS C150; HCRS C055; CSCI C070  
Co-requisite: HCRS C111  
Advisory: IC C075, MATH C055 or MATH C057 or MATH C101  
Repeat Status: Not repeatable

This course covers fundamentals of nursing including nursing theory and process, basic data collection, assessment, legal and ethical considerations, cultural diversity, geriatrics, nutrition and pharmacology. This course is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and adheres to all state mandated guidelines. 144 hours lecture.

**HCRS C103**  
**Medical Surgical Nursing**  
Prerequisite: HCRS C100, HCRS C107, HCRS C113  
Repeat Status: Not repeatable

This theory course focuses on the application of the nursing process in common health/illness situations. Using the nursing process as a framework, emphasis is placed on the role of the vocational nurse as a provider of care in assisting the adult and geriatric client with chronic disorders affecting the gastrointestinal, genitourinary, endocrine, and integumentary systems. Topics in basic nutrition are also presented including an overview of basic nutrients, basic therapeutic diets and patient education specific to chronic conditions. Basic mental health concepts are introduced. Concepts in this course are correlated with the clinical settings presented in Vocational Nursing Lab I. 54 hours lecture.

**HCRS C106**  
**First Aid/Cardio resuscitation/Automated External Defibrillator**  
Repeat Status: Not repeatable

This course teaches current first aid instruction for Schools and the Community through discussion, demonstrations, and practical experiences. It includes
Emergency Action Steps; breathing and cardiac problem recognition and care; CPR for adult, child, infant; AED Automated External Defibrillator for adult and child, and choking for conscious and unconscious person; wound care; bandaging; shock; poisoning; local poisonous plants and animals; burns; bone and joint injuries including splinting; diabetic emergencies; temperature extremes; and other sudden illnesses. Note: This course is cross listed with EMTC C106. 10 hours lecture.

HCRS C107  A/CSU  2.00 Units
Basic Pharmacology Vocational Nursing
Co-requisite: HCRS C100, HCRS C103, HCRS C113
Repeat Status: Not repeatable
This course is designed to prepare the vocational nurse to function safely when administering medication. Using the nursing process as the framework, concepts of pharmacology, calculations, and nursing considerations that pertain to the safe administration of medication are presented. 36 hours lecture.

HCRS C110  A/CSU  1.00 Units
Principles of Adult Learners
Limitation in Enrollment: This course is required by the BVNPT for all new nursing faculty. Enrollment in course must be approved by Director of Nursing and Instructor. Repeat Status: Not repeatable
A study of the variety of teaching techniques which are applicable to classroom instruction and clinical supervision of students pursuing a health profession. Teaching techniques focus on delivery of the theory and content of a program and assessment of student performance in the classroom and in the clinical setting. The range of teaching techniques from general lecture format to more creative approaches to learning is explored for both theory and clinical courses. 18 hours lecture.

HCRS C113  A/CSU  6.00 Units
Vocational Nursing Laboratory I
Co-requisite: HCRS C100, HCRS C103, HCRS C107
Repeat Status: Not repeatable
This laboratory course focuses on the care role of the vocational nurse in assisting the adult and geriatric client to meet essential activities of daily living. A beginning knowledge of nursing techniques and medication administration with an understanding of the principles, rationales, and procedures for each technique is emphasized. Using the nursing process as a framework, students provide basic care for adult and geriatric clients with various uncomplicated diseases and disorders who require nursing intervention to meet basic human needs. Basic communication techniques for the adult and geriatric client with mental health disorders are integrated throughout. This clinical course includes experience in the skills lab and long term care clinical settings. 324 hours laboratory.

HCRS C121  A/CSU  3.00 Units
Nutrition
Advisory: ENGL C040
Repeat Status: Not repeatable
This course is designed to develop an understanding of the principles of human nutrition, including historical development, underlying physical, mental and emotional health, current world nutrition problems, nutrients and their utilization by the body, and nutritional needs throughout the life cycle. Recent developments in nutrition, food fads and fallacies, and informational nutritional resources are discussed. 54 hours lecture.

HCRS C130  A/CSU  2.00 Units
Communication in Healthcare
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is designed to prepare the student to recognize human behaviors and communicate effectively with clients and other healthcare providers in the workplace. Topics include verbal, nonverbal communication techniques, listening skills, therapeutic communication skills and communicating with other healthcare providers. This course meets the competency standards for CAAHEP and CCBMA certification. 36 hours lecture.

HCRS C131  A/CSU  1.50 Units
Medical Law and Ethics for Medical Assistants
Advisory: ENGL C070
Repeat Status: Non-repeatable
This course is designed to explore the theories, models and principles that serve as guides for ethical behavior within the medical assistant context. The student explores the complexities of the ethical and legal aspects of patient care related to the medical assistant’s practice, all the while emphasizing the importance of principled behavior in personal and professional situations. 27 hours lecture.

HCRS C132  A/CSU  1.50 Units
Electronic Health Record
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of health care data. The focus of this course is system-wide clinical documentation guidelines and regulatory standards. 27 hours lecture.
HCRS C133  A/CSU  3.00 Units
Medical Office Procedures
Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132
Repeat Status: Not repeatable
This course enables the student to gain a wide range of skills that may be required in a medical front office which is an area that is constantly changing. It covers basic office procedures, which include receptionist, appointments, scheduling, telephone techniques, interpersonal relations, computer data entry, oral communication, and medico-legal doctrines. 54 hours lecture.

HCRS C134  A/CSU  3.00 Units
Medical Insurance and Billing
Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132
Repeat Status: Not repeatable
This course presents a thorough discussion of office finance management and insurance. Insurance coding and billing prepares the student to undertake the details necessary for implementing the specialized insurance forms utilized in the modern healthcare system. Included in the course insurance exercises are Blue Cross and Blue Shield, Medicaid-MediCal, CHAMPUS, Unemployment and Worker's Compensation, and Health Maintenance Organizations. 54 hours lecture.

HCRS C135  A/CSU  2.00 Units
Basic ICD and CPT Coding
Prerequisite: HCRS C134 or concurrent enrollment
Repeat Status: Not repeatable
This course presents a thorough discussion of basic International Classification of Diseases (ICD) and current procedural terminology (CPT) coding. Procedural coding and International Classification of Diseases prepares the student to undertake the details necessary for implementing the specialized coding needed for billing insurance companies. 36 hours lecture.

HCRS C136  A/CSU  3.00 Units
Clinical Medical Assisting I
Prerequisite: HCRS C150, HCRS C130, HCRS C131, HCRS C132
Repeat Status: Not repeatable
This is an introductory course designed to provide basic education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include basic infection control; Occupational Safety and Health Act regulations; principles of nutrition; vital signs and height/weight measurements; initial medical record documentation; and maintenance of the clinical facility. Common office practices, such as vital signs are discussed and practiced in the Skills Lab. 45 hours lecture/27 hours laboratory.

HCRS C137  A/CSU  3.00 Units
Clinical Medical Assisting II
Prerequisite: HCRS C136
Repeat Status: Not repeatable
This course is designed to provide advanced education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include patient history and interviewing; techniques of assisting the physician with patients; minor surgeries and sterile dressing changes; staple and suture removal; theory of x-ray examination and treatment; patient education; electrocardiographic methods; and first aid. Common office procedures are discussed and practiced in the Skills Lab. Emphasis is placed the role of the medical assistant. 45 hours lecture/27 hours laboratory.

HCRS C138  A/CSU  2.00 Units
Medication Administration for Medical Assisting
Prerequisite: HCRS C136 or concurrent enrollment
Repeat Status: Not repeatable
This course provides basic education and training in medications and administration for the individual who is interested in working as a Clinical Medical Assistant in the medical back office environment. Topics include basic mathematics, terminology, medication orders, medication administration including oral and injection and documentation. Emphasis is on client education and the role of the medical assistant. 27 hours lecture/27 hours laboratory.

HCRS C139  A/CSU  2.00 Units
Laboratory Procedures
Prerequisite: HCRS C136 of concurrent enrollment
Repeat Status: Not repeatable
This introductory laboratory course provides basic education and training for a medical assistant in a physician's office laboratory. The focus of the training includes methods of specimen collection; principles of routine office laboratory tests; techniques for blood tests; microbiology office procedures; and blood withdrawal. 27 hours lecture/27 hours laboratory.

HCRS C142  A/CSU  1.50 Units
Medical Assistant Administrative Externship
Prerequisite: HCRS C133, HCRS C134, HCRS C135 or concurrent enrollment
Repeat Status: Not repeatable
The Clinical Externship is a practical application of the theory and skills learned in the classroom. The student participates in front office procedures under the direct
supervision of the physician and the office manager and the indirect supervision of the classroom instructor. 90 hours volunteer work experience.

HCRS C143  
**Clinical Medical Assistant Externship**  
Prerequisite: HCRS C136, HCRS C137  
Co-requisite: HCRS C137  
Repeat Status: Not repeatable  
The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in physician’s office or clinic providing patient care under the direct supervision of the physician and the office manager with indirect supervision of the classroom instructor. 90 hours volunteer work experience.

HCRS C150  
**Medical Terminology for the Health Professional**  
Repeat Status: Not repeatable  
This course is designed to familiarize the student with the language of medicine. The components of medical terminology are highly beneficial for any individual with a healthcare employment objective. The course presents the components of medical works including word roots, combining forms, suffixes, and prefixes. Using medical terminology as a focal point, the systems of the body are discussed. 54 hours lecture.

HCRS C204  
**Medical Surgical Nursing II**  
Prerequisite: HCRS C100, HCRS C103, HCRS C107, HCRS C113  
Co-Requisite: HCRS C214.  
Repeat Status: Not repeatable  
This theory course uses the nursing process as a framework to guide the development of critical thinking skills used to determine nursing actions for adult and geriatric clients with cancer and conditions affecting the cardiovascular, lymphatic, musculoskeletal, endocrine, and respiratory systems. The role of the vocational nurse as a provider of care and manager of care related to leadership, supervision, and rehabilitation are also discussed. This course integrates care of the medical surgical client with mental health disorders. Concepts in this course are correlated to the various clinical settings presented in HCRS C214 Clinical Nursing Lab II. 162 hours lecture.

HCRS C205  
**Medical Surgical Nursing III**  
Prerequisite: HCRS C204  
Co-Requisite: HCRS C216  
Repeat Status: Not repeatable  
Using the nursing process as a framework, this theory course reinforces the critical thinking skills necessary to care for adult and geriatric clients with acute and complex medical surgical disease states, including multisystem involvement. The care for the client with increasingly complex mental health conditions is explored. Role expectations related to being a member of the profession are also discussed. Knowledge of nursing principles and leadership/management techniques to determine and prioritize nursing actions are correlated with the clinical settings presented in HCRS C216 Clinical Nursing III. 63 hours lecture.

HCRS C206  
**Maternal and Child Nursing**  
Co-Requisite: HCRS C207 and HCRS C216  
Repeat Status: Not repeatable  
This theory course provides an overview of contemporary family centered childbirth and a foundation for pediatric nursing using growth and development concepts as a framework for presenting health problems and special concerns of the pediatric client. This course focuses on the provider and manager of care role for the vocational nurse in assisting families experiencing common health/illness situations associated with their age group. Using the nursing process and developmental theory as a framework, topics and nursing responsibilities for the normal aspects of the child bearing family and the pediatric client are discussed. The course concepts are correlated with the clinical settings in HCRS C216 Clinical Nursing III. 54 hours lecture.

HCRS C207  
**Advanced Pharmacology**  
Co-Requisite: HCRS C206 and HCRS C216  
Repeat Status: Not repeatable  
This theory course reinforces and emphasizes the basic principles of pharmacology and calculations necessary for safe and effective medication administration. The primary focus is on the pharmacology content and variables that influence drug therapy when caring for the child-bearing family and the pediatric client. Utilization of the pharmacological principles from this course correlates to HCRS C216 Clinical Nursing III. 18 hours lecture.

HCRS C208  
**Critical Thinking and Leadership for the Vocational Nurse**  
Co-Requisite: HCRS C216  
Repeat Status: Not repeatable  
This theory course focuses on the concepts of critical thinking skills and clinical reasoning strategies utilizing a case study approach. Leadership skills, capabilities, and knowledge essential to the vocational nurse including roles and responsibilities, application of the nursing process to problem solving methods, and supervision and
evaluation of the effectiveness and quality of care are discussed. Managerial traits, styles, roles and models are also explored. Critical thinking skills and utilization of the nursing process in clinical decision making are presented and correlated to the Clinical Nursing III course. 27 hours lecture.

**HCRS C214**  A/CSU  6.00 Units  
Clinical Nursing II  
Co-Requisite: HCRS C204  
Repeat Status: Not repeatable  
This clinical lab course concentrates on the application of the nursing process and the continued development of the manager and provider of care roles for adult medical-surgical clients from various cultural and social backgrounds. Clinical experiences build on the basics from first semester as students perform more advanced skills when providing nursing care to clients. Incorporated into the course is the utilization of intermediate assessment, planning, intervention and evaluation under clinical supervision. This clinical course includes acute care and rehabilitation settings which correlate with the topics presented in HCRS C204 Medical Surgical Nursing II. 324 clinical hours.

**HCRS C216**  A/CSU  6.00 Units  
Clinical Nursing III  
Co-Requisite: HCRS C205, HCRS C206, HCRS C207, HCRS C208  
Repeat Status: Not repeatable  
Using the advanced application of the nursing process and developmental theory as a framework to guide the plan of care, students provide care for the childbearing family, pediatric clients and clients with acute medical and surgical illnesses. The care focuses on multiple clients from various ethnic and social backgrounds. Clinical experiences provide opportunities for the demonstration of leadership skills, capabilities and knowledge essential to the role of the vocational nurse as a member of the health care team and supervisor of other vocational nurses and unlicensed health care givers. Application of critical thinking skills and the utilization of the nursing process in clinical decision making are assessed. This clinical course includes settings in acute care, clinics, physician offices for obstetrics and pediatric clients and acute and sub-acute settings for the care of clients with acute medical and surgical illnesses. Clinical content correlates with the Maternal Child theory course and topics in the Medical Surgical Nursing III and critical thinking courses. 324 clinical hours.

**HCRS C230** A/CSU  3.00 Units  
Pharmacology for Health Professionals  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course presents the components of pharmacology including techniques of administration, dosage calculations, foundations of pharmacology, patient education, health promotion, and a detailed overview of each drug class and commonly used drugs by body system. Pharmacology is an integral part of every aspect of health careers and this course is recommended for any individual with a Health Career objective. 54 hours lecture.

**HCRS C240** A/CSU  3.00 Units  
Nutrition and Diet Therapy  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course is designed to provide the student with an understanding of the fundamentals of nutrition related to the promotion and maintenance for optimal health. Practical applications and treatment of nutrition related pathologies are emphasized. Students are introduced to basic scientific knowledge to enable them to evaluate nutritional issues discussed in the mass media. This course presents case studies with care plans and clinical analysis questions for the healthcare provider. It also incorporates standardized nursing terminology. 54 hours lecture.

**HCRS C250** A/CSU  3.00 Units  
Cultural Diversity in Health Care  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course familiarizes the students with the fundamentals of cultural diversity as an integral part of every aspect of health care. This course is encouraged for any individual with a health career objective. Students explore cross-cultural theory and analyze forms of cultural diversity including gender, age, and family. Students analyze how cultural diversity affects health/illness dynamics and how recognition of ethnocentrism and bias can help improve health care delivery. 54 hours lecture.

**HCRS C255** A/CSU  3.00 Units  
Basic Cardiac Rhythm Interpretation  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course is designed to enable students to interpret basic cardiac rhythms in health care related settings. Heart anatomy, physiology, and dysrhythmias relating to atrial and ventricular dysfunction, basic electrical conduction disorders and treatment plans are presented. 54 hours lecture.

**HCRS C260** A/CSU  3.00 Units  
Ethics for the Health Professional  
Advisory: ENGL C070  
Repeat Status: Not repeatable
This course explores the theories, models, and principles that serve as guides for ethical behavior within the healthcare content. Ethics is an integral part of every aspect of health careers and this course is encouraged for any individual with a health career objective. The students explore the complexities created by science and technological advances, the variety of health care settings, and the diversity of patients in their care, all while emphasizing the importance of principled behavior in personal and professional situations. Global issues such as health policy, economics, social, gender, transcultural and spiritual considerations are addressed. 54 hours lecture.

Health Science

HSCI C101  A/UC/CSU  3.00 Units
Principles of Health Education
Advisory: ENGL C070
Repeat Status: Not repeatable
This course provides a fundamental understanding of how the body functions. It involves the study of factors affecting the physical and mental well-being of individuals within the context of the individual, community, society and environment. There is also discussion of heart disease, cancer, smoking, nutrition and physical fitness, human sexuality (reproduction, child birth, and contraception), sexually transmitted diseases, communicable diseases, alcohol and drug abuse. 54 hours lecture.

History

HIST C103  A/UC/CSU  3.00 Units
Western Civilization I
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one’s own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. 54 hours lecture.

HIST C103H  A/UC/CSU  4.00 Units
Western Civilization I – Honors
Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the growth of European civilization. Social, political, and cultural developments are integrated with the introduction of ideas and institutions basic to the understanding of one’s own heritage. This course also covers the development of Western Civilization from the earliest times to the close of the Middle Ages. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

HIST C104  A/UC/CSU  3.00 Units
Western Civilization II
Limitation on Enrollment: Acceptance for the Honors program or eligibility for this honors course as determined in consultation with the instructor
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. 54 hours lecture.

HIST C104H  A/UC/CSU  4.00 Units
Western Civilization: Honors
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the growth and development of European Civilization from the Renaissance to the present, integrating social, political, and cultural developments of European and the Western heritage. Honors students meet one extra hour weekly to discuss and evaluate selected primary source materials. 72 hours lecture.

HIST C131  A/UC/CSU  3.00 Units
History of United States I
Advisory: ENGL C070
Repeat Status: Not repeatable
This course examines the social, political, economic and cultural history of the United States from the establishment of European colonies in the New World through Reconstruction. Special attention is given to the study of select topics, such as the development of American ideologies, institutions, and legal structures. 54 hours lecture.

HIST C131H  A/UC/CSU  4.00 Units
History of the United States I – Honors
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Advisory: ENGL C070
Repeat Status: Not repeatable
This course examines the social, political, economic and cultural history of the United States from the establishment of European colonies in the New World through Reconstruction. Special attention is given to
the study of select topics, such as the development of American ideologies, institutions, and legal structures. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

**HIST C132**  
A/UC/CSU  
3.00 Units  
**History of United States II**
Advisory: ENGL C070  
Repeat Status: Not repeatable  
The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. Special attention will be paid to the study of selected topics, such as American institutions, ideologies, and Constitutional development. 54 hours lecture.

**HIST C132H**  
A/UC/CSU  
4.00 Units  
**History of the United States II – Honors**
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
The course examines the social, political, economic and cultural history of the United States from Reconstruction to the present. Special attention will be paid to the study of selected topics, such as American institutions, ideologies, and Constitutional development. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.

**HIST C209**  
A/UC/CSU  
3.00 Units  
**History of Mexico**
Advisory: ENGL C070  
Repeat Status: Not repeatable  
The course covers Mexican history from Pre-Columbian period to the present. It includes an analysis of the social, cultural, political, and economic aspects of the Mexican past. 54 hours lecture.

**HIST C218**  
A/UC/CSU  
3.00 Units  
**California History**
Advisory: ENGL C070  
Repeat Status: Not repeatable  
The course covers the political, economic, social and cultural development of California from the earliest times to the present. 54 hours lecture.

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### Human Services

**HMSV C101**  
A/CSU  
3.00 Units  
**Introduction to Human Services**
Advisory: ENGL C070  
Repeat Status: Not repeatable  
The purpose of this course is to introduce students to the human service professions and their role in helping people to cope with the problems of living. The course provides a historical overview and contemporary theories, as well as description of service delivery models of human services and allows the student to understand the client as a whole person in a specific context. The course addresses competence, professionalism, legal and ethical issues in human services. 54 hours lecture.

**HMSV C102**  
A/CSU  
3.00 Units  
**Cultural Competence in Human Services**
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course explores the themes of dominant culture and sub-cultures in relations to human services, with special emphasis on the cultural complexities of individuals and communities and culturally skillful interventions. 54 hours lecture.

**HMSV C103**  
A/CSU  
3.00 Units  
**Preparation for Field Work in Human Services**
Prerequisite: HMSV C101  
Repeat Status: Not repeatable  
In this class students integrate theory about human services occupations into actual workplace practices by role-playing work place situations, interviewing people working in different human services settings, discussing and analyzing workplace situations in order to practice professional responses. Students are prepared for internship in a human services work setting. 54 hours lecture.

**HMSV C104**  
A/CSU  
4.00 Units  
**Field Work in Human Services**
Prerequisite: HMSV C103  
Repeat Status: Not repeatable  
This course provides the student with the complete experience of working in a human services setting. Students have the opportunity to apply information, develop and practice skills, participate in a supervisory relationship, receive performance evaluation, and provide feedback to other human services trainees. Students are required to pass a drug screening, and if required by the agency, may need to have a Live Scan at their own expense. Student may need to fulfill other site specific requirements before beginning the internship. To pass this course students must complete 108 intern hours.
with a human services agency. 36 hours lecture/108 work experience.

**HMSV C113  A/CSU  3.00 Units**  
**Intervention Skills in Human Services**

Advisory: ENGL C070  
Repeat Status: Not repeatable  
The purpose of this course is to introduce the student to assessment and treatment skills used in the helping professions. Topics will include: the helping interview, assessment, goal setting, cognitive interventions, and behavior management techniques. 54 hours lecture.

**HMSV C116  A/CSU  3.00 Units**  
**Case Management**

Advisory: ENGL C070  
Repeat Status: Not repeatable  
In this course students are introduced to different models of case management, in the Human Services Field, the core skills which make up case management, the decision making processes of the case management, and the role of the case manager as a human services worker and collaborator with other persons, human services agencies and organizations. 54 hours lecture.

**Industrial Safety**

**INSF C070  A  1.00 Unit**  
**Occupational Safety and Health**

Advisory: ENGL C101  
Repeat Status: Not repeatable  
This course covers issues related to Occupational Health and Safety and includes required instruction to fulfill the training requirements for the Occupational Safety and Health Administration (OSHA) 10 Construction Outreach Training Program. Successful students will receive a course completion card at the end of the course. 18 hours lecture.

**Industrial Technology**

**INDT C056  A  4.00 Units**  
**Technical Math for Trades**

Prerequisite: MATH C050  
Repeat Status: Not repeatable  
In this course students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment. This course is cross listed with MATH C056. 72 hours lecture.

**INDT C060  A  3.00 Units**  
**Mathematical Applications for Trades**

Prerequisite: MATH C040  
Repeat Status: Not repeatable  
This course introduces the practical mathematical skills needed in a wide variety of trade and technical areas. Basic use of scientific calculators to aid in solving real-world problems is included as well as how to use measuring instruments such as calipers, micrometers, and meters. 54 hours lecture.

**INDT C089  A  0.50 Units**  
**Special Topics in Industrial Technology**

Repeat Status: Not repeatable  
In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 9 hours lecture.

**INDT C090  A  1.00 Unit**  
**Special Topics in Industrial Technology**

Repeat Status: Not repeatable  
In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 9 hours lecture/27 hours laboratory.

**INDT C091  A  1.00 Unit**  
**Special Topics in Industrial Technology**

Repeat Status: Not repeatable  
In this course, students learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 18 hours lecture.

**INDT C093  A  2.00 Units**  
**Special Topics in Industrial Technology**

Repeat Status: Not repeatable  
In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 36 hours lecture.

**INDT C094  A  3.00 Units**  
**Special Topics in Industrial Technology**

Repeat Status: Not repeatable  
In this course, students will learn concepts and develop skills and techniques in the selected topic. This course does not fulfill core or elective requirements for certificates and degrees in Industrial Technology. 54 hours lecture.
Information Competency

IC C075  A  1.00 Unit
Introduction to Library Research and Bibliography
Prerequisite: ENGL C040
Advisory: CSCI C070, READ C056, and concurrent enrollment in ENGL C070.
Repeat Status: Not repeatable
This course presents the fundamentals of the research process and documentation styles. The student is introduced to the organization of information in the library setting and learns to access information through the use of online catalogs and databases. The use of the World Wide Web is covered with particular emphasis on evaluation of information contained in web pages. The course covers the use of printed and electronic reference materials and discusses legal and ethical issues of intellectual property including copyright, fair use, and plagiarism. 9 hours lecture/27 hours laboratory.

Latin

LATN C101  A/UC/CSU  4.00 Units
Elementary Latin I
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers the basic structures and vocabulary for understanding reading, writing, and speaking Latin. The class covers pronunciation, comprehension, and structure of the language. 72 hours lecture.

LATN C102  A/UC/CSU  4.00 Units
Elementary Latin II
Prerequisite: LATN C101
Repeat Status: Not repeatable
This course continues coverage of the basic structures and vocabulary for understanding reading, writing and speaking Latin. 72 hours lecture.

LATN C201  A/UC/CSU  4.00 Units
Intermediate Latin I
Prerequisite: LATN C102
Repeat Status: Not repeatable
This course covers intermediate level structures and vocabulary development for reading, writing, and speaking Latin. 72 hours lecture.

LATN C202  A/UC/CSU  4.00 Units
Intermediate Latin II
Prerequisite: LATN C201
Repeat Status: Not repeatable
This course conducts a detailed and intensive reading of books I, II, IV and VI of the Aeneid. A running review of basic grammar structures is also a part of the class. 72 hours lecture

Machine Tool Technology

MCTL C107  A/CSU  2.00 Units
Basic Hand Tools
Advisory: ENGL C101
Repeat Status: Not repeatable
This course prepares students to identify and properly use a variety of hand tools in an industrial environment. Emphasis is placed on safety and the use of the correct tool for a specific task. Students are given hands-on experience with many of the tools during practical lab exercises and demonstrations. 18 hours lecture/54 hours laboratory.

MCTL C111  A/CSU  3.00 Units
Beginning Machine Shop
Advisory: ENGL C070
Repeat Status: Not repeatable
A basic introduction to Machine Shop theory and practice including setup and operation of the lathe, drill press, horizontal and vertical milling machines, metal band saw and pedestal grinder. The use of hand tools and precision measuring tools, layout techniques, and tool sharpening are studied in practical shop applications. 36 hours lecture/54 hours laboratory.

MCTL C112  A/CSU  3.00 Units
Intermediate Machine Shop
Prerequisite: MCTL C111
Repeat Status: Not repeatable
This course provides students with skills in proper and safe use of lathes and milling machines. Students maintain and use comparison and angularity measuring tools and produce parts of moderate complexity to close tolerances. 36 hours lecture/54 hours laboratory.

MCTL C211  A/CSU  3.00 Units
Advanced Machine Shop
Prerequisite: MCTL C112
Repeat Status: Not repeatable
This course provides students with skills in the safe and proper use of precision grinders and band machines. Students also use computer numerical control systems, and gain an understanding of automated manufacturing. 36 hours lecture/54 hours laboratory.

MCTL C212  A/CSU  3.00 Units
Advanced Machine Shop/Tool Problems
Prerequisite: MCTL C211
Repeat Status: Not repeatable
This course provides students with an understanding of quality control techniques in manufacturing. Students describe characteristics of metals and finishes, as well as other manufacturing processes. In this advanced course, students solve a complex manufacturing design problem and produce a product, using appropriate tools and techniques. 36 hours lecture/54 hours laboratory.

**Mathematics**

**MATH C020**  
Basic Arithmetic Skills  
4.00 Units  
Repeat Status: Not repeatable  
Students perform the basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Students work with the concepts of ratios and percents. 72 hours lecture.

**MATH C040**  
Pre-Algebra  
4.00 Units  
Prerequisite: MATH C020  
Repeat Status: Not repeatable  
This course covers basic arithmetic, introductory concepts in algebra, and problem solving techniques. Specific topics include addition, subtraction, multiplication and division of signed numbers, percentage, and applications of these skills. The course introduces algebraic concepts, including algebraic operations of polynomials, solving equations, formulas, and an introduction to solving word problems. 72 hours lecture.

**MATH C050**  
Elementary Algebra  
4.00 Units  
Prerequisite: MATH C040  
Repeat Status: Not repeatable  
This course covers the fundamental algebraic concepts and mathematical processes: first degree equations, special products and factoring, ratios, proportions, radicals, exponents, simultaneous linear equations, quadratic equations, and graphing linear and quadratic functions. 72 hours lecture.

**MATH C055**  
Intermediate Algebra  
4.00 Units  
Prerequisite: MATH C050  
Repeat Status: Not repeatable  
Intermediate Algebra expands on the skills learned in Elementary Algebra and prepares the student for more advanced work in mathematics and science. The course focuses on exponents, factoring, solving linear and quadratic equations, systems of equations, algebraic fractions, graphs of linear and quadratic equations and inequalities, radicals determinants, function notation, and the exponential and logarithmic functions. 72 hours lecture.

**MATH C056**  
Technical Math for Trades  
4.00 Units  
Prerequisite: MATH C050  
Repeat Status: Not repeatable  
In this course students will use mathematical concepts including general mathematics, algebra, areas and volumes, measurement, along with geometric and trigonometric functions, to solve problems related to an industrial/technical environment. This course is cross listed with INDT C056. 72 hours lecture.

**MATH C057**  
Geometry  
4.00 Units  
Prerequisite: MATH C050  
Advisory: Math Level 2  
Repeat Status: Not repeatable  
This course provides a thorough coverage of Euclidean geometry including constructions, parallel lines, congruent triangles, similar triangles, polygons, circles, solid geometry, analytic geometry and transformations. The concept of proof is developed through deductive and inductive reasoning. Students will also be introduced to higher dimensions and non-Euclidean geometries. 72 hours lecture.

**MATH C101**  
Survey of Mathematical Concepts  
3.00 Units  
Prerequisite: MATH C050 or one year of high school algebra with a grade of “C” or better  
Advisory: MATH C055, MATH C057  
Repeat Status: Not repeatable  
Students will explore the history of mathematics, the relationship of mathematics to modern society, elementary theory of probability and statistics, functions and their graphs, number theory, and logic. 54 hours lecture.

**MATH C121**  
Elementary Probability and Statistics  
4.00 Units  
Prerequisite: MATH C055  
Repeat Status: Not repeatable  
This course covers data analysis using descriptive and inferential statistics. Graphs and computations include measures of central tendency and dispersion, correlation and regression, and presentation of data on a histogram, scatter plot, box plot, and the normal curve. Probability concepts include those for discrete and continuous random variables. Sampling and hypothesis testing are covered for means and variances. 72 hours lecture.

**MATH C121H**  
Elementary Probability and Statistics – Honors  
5.00 Units  
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
COURSE DESCRIPTIONS

Prerequisite: MATH C055
Repeat Status: Not repeatable

Elements of descriptive statistics, measures of central tendency, dispersion and presentation of data. Concepts of probability, random variables and normally distributed random variables. Sampling error, sampling processes and the distribution of sample means. Hypothesis testing of means and proportions for one and two populations. Linear regression, the least squares criterion, descriptive and inferential methods using linear regression. One and two way analysis of variance. The honors section provides more content and requires greater intensity and depth of study than the non-honors class. Acceptance for the honors program or eligibility for this honors course as determined in consultation with the instructor. 90 hours lecture.

MATH C130  A/UC/CSU  4.00 Units
Finite Mathematics
Prerequisite: MATH C055
Repeat Status: Not repeatable

Finite Mathematics is designed for students majoring in Business/Economics, Computer Information Systems, and Social Sciences. Topics to be covered include matrices, linear programming, mathematics of finance, sets and Venn diagrams, descriptive statistics, probability and combinations. 72 hours lecture.

MATH C131  A/CSU  4.00 Units
Basic Functions and Calculus for Business
Prerequisite: MATH C055
Repeat Status: Not repeatable

This course emphasizes the concepts of differential calculus and integral calculus as they relate to business and economics. The course integrates rates of change, interest formulas, concepts of demand and elasticity, as well as exponential and logarithmic applications. 72 hours lecture.

MATH C141  A/UC/CSU  4.00 Units
College Algebra
Prerequisite: MATH C055
Repeat Status: Not repeatable

This pre-calculus course is an intensive study of algebraic functions and relations and their graphical representations, exponential and logarithmic functions and their applications, theory of equations, matrices, sequences, series, mathematical induction, the binomial theorem, and an introduction to the theory of limits. 72 hours lecture.

MATH C142  A/CSU  4.00 Units
Trigonometry
Prerequisite: MATH C055
Repeat Status: Not repeatable

Trigonometry is an intensive study of trigonometric and inverse trigonometric functions, the graphical representations of these functions, solving trigonometric equations, verifying identities, solving triangles in the plane and on the sphere, complex numbers and De Moivre’s theorem. Topics in analytic geometry in two and three dimensions, such as polar coordinates and vectors, and their applications are also covered. A symbolic manipulation processor or a graphing calculator is strongly recommended. 72 hours lecture.

MATH C151  A/UC/CSU  5.00 Units
Analytic Geometry and Calculus I
Prerequisite: MATH C141, MATH C142
Repeat Status: Not repeatable

This course provides the student with a good foundation in differential and integral calculus with emphasis on both basic skills and applications. Topics covered include functions; limits; derivatives of polynomial, trigonometric, parametric, and implicit functions; applications of differentiation; the indefinite integral; the definite integral; applications of the definite integral. 90 hours lecture.

MATH C152  A/UC/CSU  5.00 Units
Analytic Geometry and Calculus II
Prerequisite: MATH C151
Repeat Status: Not repeatable

This course is a continuation of Analytic Geometry and Calculus I, extending the skills of differentiation and integration by learning new techniques and working with the transcendental functions. Other major topics include sequences, series, polar coordinates and parameterization of plane curves. 90 hours lecture.

MATH C251  A/UC/CSU  5.00 Units
Analytic Geometry and Calculus III
Prerequisite: MATH C152
Repeat Status: Not repeatable

This course is a continuation of Analytical Geometry and Calculus II, extending the skills of differentiation and integration by learning new techniques and working with partial derivatives and double and triple integrals. Other major topics include cylindrical and spherical coordinates, quadric surfaces, vector functions, vector analysis, Green’s theorem and Stoke’s theorem. 90 hours lecture.

MATH C255  A/UC/CSU  4.00 Units
Ordinary Differential Equations
Prerequisite: MATH C251
Advisory: A computer algebra system or graphing calculator and basic computer skills are strongly recommended
Repeat Status: Not repeatable

This course provides students with a foundations of differential equations of change, motion, and growth
within chemical, physical, biological, and business systems with problem solving and applications. Students are introduced to modeling using mathematical software used in industry to solve complex problems. First, second, and higher order differential equations including Euler’s Method, Eigenvalues, Numerical Methods, Nonlinear Systems, and La Place Transforms are covered. 72 hours lecture.

**MATH C257 A/UC/CSU 4.00 Units**
Linear Algebra
Prerequisite: MATH C152
Repeat Status: Not repeatable
This course covers the following topics: systems of linear equations; matrices; n-dimensional real vector spaces; general vector spaces; linear transformations; eigenvalues and eigenvectors; and applications of the above topics. 72 hours lecture.

**Music**

**MUSC C101 A/UC/CSU 3.00 Units**
Music Appreciation
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is a survey of art music in Western civilization, tracing the development of Western music from approximately 450 A.D. to the present. Topics studied include the elements of music, basic musical forms, music style periods, and the role of music and musicians within the Western world. Musical examples used in class are drawn from a variety of musical styles. Concert attendance is required. 54 hours lecture.

**MUSC C101H A/UC/CSU 4.00 Units**
Music Appreciation Honors
Limitation on Enrollment: Acceptance to the Honors Program or eligibility for this honors course as determined by the instructor.
Advisory: ENGL C101
Repeat Status: Not repeatable
This course is a survey of art music in Western civilization, tracing the development of Western music from approximately 450 A.D. to the present. Topics studied include the elements of music, basic musical forms, music style periods, and the role of music and musicians within the Western world. Musical examples used in class are drawn from a variety of musical styles. Concert attendance is required. 72 hours lecture.

**MUSC C118 A/UC/CSU 3.00 Units**
History of American Pop Music
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is an introduction to the historical and stylistic developments of American popular music, with an emphasis on its social, economic and political consequences. This course studies the development of Anglo-American folk music, African-American music, musical theatre, and various rock styles. Concert attendance required. 54 hours lecture.

**MUSC C122 A/UC/CSU 2.00 Units**
Piano II
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is a continuation of skill development consistent with 1 semester of college piano study. This course includes progressive technical skills, and easy classics. Practice time outside of class is required. 36 hours lecture.

**MUSC C126 A/UC/CSU 2.00 Units**
Beginning Guitar
Repeat Status: Not repeatable
This is a beginning-level guitar course designed to familiarize students with the techniques and repertoire of the guitar. Guitar techniques and repertoire include both classical and popular styles. Students learn to play the instrument through the use of technical exercises and reading music notation. Students learn to play simple chord progressions on the guitar using both strumming and finger-style techniques. Students must provide their own guitar. 27 hours lecture/27 hours laboratory.

**MUSC C131 A/UC/CSU 1.00 Units**
Orchestra
Repeat Status: Repeatable
This course includes the preparation and performance of basic to advanced orchestral works. Participation in a public performance is required. Students are expected to be able to read standard music notation. 54 hours activity.

**MUSC C141 A/UC/CSU 1.00 Units**
Community Band
Repeat Status: Repeatable
This course includes the preparation and performance of basic to advanced concert band and wind ensemble works. Students are expected to be able to read standard music notation. 54 hours activity.

**MUSC C151 A/UC/CSU 1.00 Units**
Choir
Repeat Status: Repeatable 3 times
This course includes the preparation and performance of basic to advanced choral works, including one masterwork yearly. Participation in a public performance is required. Students are expected to be able to read standard music notation. 54 hours activity.

**MUSC C173  A/UC/CSU  3.00 Units**

**Appreciation of Jazz**

Advisory: ENGL C070  
Repeat Status: Not repeatable  
This is a survey of 20th Century jazz styles and performers with a historical background of the antecedents of jazz. This course traces the musical and cultural contributions of diverse racial and ethnic groups that lead to the development of jazz, from its roots in West African music and the slave culture in the United States through the blues, Ragtime, Dixieland, Swing, Bop, Cool, Hard Bop, Free jazz and Fusion styles. Concert attendance required. 54 hours lecture.

**Paralegal Studies**

**PARA C101  A/CSU  3.00 Units**

**Introduction to Paralegal Studies**

Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course introduces students to the analysis and interpretation of imaginative literature, develops their comprehension of structure, theme, and artistic purpose in works of poetry, drama, and fiction, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. 54 hours lecture.

**PARA C112  A/CSU  3.00 Units**

**Legal Research and Writing I**

Advisory: ENGL C070, IC C075  
Repeat Status: Not repeatable  
This course provides students with the knowledge and tools to properly complete legal research. The class examines both primary and secondary sources. Students learn to use correct citation form and complete several research assignments. There is also emphasis on researching Federal and state law using both Internet sources and electronic databases. 54 hours lecture.

**PARA C122  A/CSU  3.00 Units**

**Legal Research and Writing II**

Prerequisite: PARA C112  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
This course focuses on the principles of drafting legal documents and the fundamentals of legal analysis. Students practice writing legal memorandums, court briefs, and correspondence. Students also learn the tools and elements of legal analysis including statutory analysis, case law briefs, issue identification, and counter-analysis. 54 hours lecture.

**PARA C130  A/CSU  3.00 Units**

**Civil Litigation and Procedure I**

Prerequisite: PARA C112  
Repeat Status: Not repeatable  
This course prepares the paralegal student for the litigation process and the rules that guide that process. Students learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. They also examine the process of discovery and the preparation of a pleading. 54 hours lecture.

**PARA C140  A/CSU  3.00 Units**

**Civil Litigation and Procedure II**

Prerequisite: PARA C130  
Repeat Status: Not repeatable  
This course continues the preparation of the paralegal student for the litigation process and the rules that guide that process. Advanced topics to be covered include motions alternative dispute resolution, appeals, and judgments. Additionally, students learn the procedures of a civil case in the state of California. 54 hours lecture.

**PARA C150  A/CSU  3.00 Units**

**Law Office Management**

Prerequisite: PARA C101  
Advisory: ENGL C101  
Repeat Status: Not repeatable  
This course prepares students to manage and operate a professional law office. Students practice skills used in managing clients, the calendar, the filing system, and the law library. Other topics include ethics, marketing billing, and office layout. 54 hours lecture.

**PARA C190  A/CSU  3.00 Units**

**Legal Ethics**

Prerequisite: PARA C101  
Repeat Status: Not Repeatable  
This course in legal ethics prepares students to understand complex concepts of legal careers because all legal professionals are required to act with the same professional care as attorneys. Legal ethics provides a thorough and substantive analysis of the major principles that affect how the practice of law is regulated. 54 hours lecture.

**PARA C210  A/UC/CSU  3.00 Units**

**California and Federal Civil Procedure Legal Forms**

Advisory: PARA C130 or PARA C140  
Repeat Status: Not repeatable
COURSE DESCRIPTIONS

This is a dynamic introduction to legal forms used to initiate California and Federal Civil actions. The course introduces and follows the latest legal form formats of California and the Federal District Courts that are available through the publishers legal form text book and legal form software CD. 54 hours lecture.

PARA C220 A/CSU 3.00 Units

Bankruptcy Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of bankruptcy law and prepares the student to assist in the bankruptcy process. Students will learn the origins of bankruptcy, types of bankruptcy, common forms used, bankruptcy court procedures and how to research bankruptcy laws. 54 hours lecture.

PARA C230 A/CSU 3.00 Units

Probate Law

Prerequisite: PARA C112 or concurrent enrollment
Repeat Status: Not repeatable

This course examines the field of probate law and prepares the student to assist in the administration of an estate. Topics to be covered include wills, conservatorships, guardianships, trusts, estate planning and taxation of estates. 54 hours lecture.

PARA C240 A/CSU 3.00 Units

Criminal Law and Procedure

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of criminal law and procedures that prepares the student to assist in preparation of defense or prosecution of criminals while adhering to U.S. Constitutional safeguards for a defendant. Students learn all aspects of a trial from the development of the case to the appellate process and the procedures of the criminal justice system. 54 hours lecture.

PARA C250 A/CSU 3.00 Units

Family Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of family law. Students examine the legal principles that define relationships, rights and duties within family units. The course includes the history of family law and how it has evolved over the last several decades. 54 hours lecture.

PARA C260 A/CSU 3.00 Units

Personal Injury and Tort Litigation

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course reviews the practice of tort law. Students are introduced to tort liability issues such as assault and battery, negligence, malpractice, product liability, and defamation. The class provides practice with common documents and procedures used in personal injury and other tort cases. 54 hours lecture.

PARA C270 A/CSU 2.00 Units

Real Property Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of real property law and prepares the student to assist in real estate transactions. Topics to be covered include ownership rules, determination of title, acquisition and transfer of property, financing, and taxation. 36 hours lecture.

PARA C280 A/CSU 2.00 Units

Workers’ Compensation Law

Prerequisite: PARA C112
Repeat Status: Not repeatable

This course examines the field of workers’ compensation law and prepares the student to assist in torts resulting from work injuries. Topics to be covered include compensation principles, employer-employee relationship, work injuries and accidents and the workers’ compensation system. 36 hours lecture.

PARA C290 A/CSU 2.00 Units

Paralegal Studies Internship

Repeat Status: Not repeatable

This course enables the paralegal student to obtain practical experience under the supervision of an attorney and/or legal professional. Students gain experience in the daily operations of a typical legal office, legal research, interviewing clients and preparing briefs. The course will also cover job search techniques. Students are responsible for arranging their own assignments. This course should be taken after completing most of the Paralegal Studies program and usually in the last semester before earning the degree. 18 hours lecture/60 hours Volunteer or 75 Paid Hours Work Experience.

Personal Development

PDEV C005 X 0.00 Units

Exam Preparation for the GED

Repeat Status: Not repeatable

This course is designed to prepare students for the General Educational Development Examination (GED). Student participation is required. Assistance is provided for all six subject areas of the GED with emphasis on reading, writing, and mathematics and review of general science, humanities, and social studies. Assistance is
tailored to student need based on instructor assessment. 54 hours open laboratory.

**PDEV C023**  P  2.00 Units  
**Learning Disability Awareness and Study Strategies**

Repeat Status: Not repeatable

This course covers basic learning disability awareness and strategies for college success. Students explore topics of disability awareness, learning styles, information processing, memory techniques, time management, goal setting, concentration, anxiety, and reading systems. Open to any student, this class teaches use of personal strengths, specific skills, and strategies to overcome obstacles to college success for students with disabilities. 36 hours lecture.

**PDEV C025**  P  2.00 Units  
**Study Strategies**

Repeat Status: Not repeatable

This course is designed for students who have the potential to benefit from college Courses but lack specific skills and learning strategies to succeed in those classes. The course focuses on developing planning strategies and using accommodations for long-term project based on the students’ learning styles and/or functional limitations. 36 hours lecture.

**PDEV C035**  P  1.00 Unit  
**Basic Thinking Strategies**

Repeat Status: Not repeatable

Designed for students who want to improve their skills in attention/concentration, memory, spatial processing, and problem solving through the use of computer software and class activities. 18 hours lecture/18 hours laboratory.

**PDEV C051**  A  1.00 Unit  
**Training in Assertiveness**

Repeat Status: Not repeatable

Students will learn and practice methods to effectively communicate their needs desires, and limitations to other people at home, at work, and in other social situations. 18 hours lecture.

**PDEV C052**  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 experience E-mail, online class interactions such as discussion groups and WWW access, and learn about equipment needs and differences between online and on-site Courses. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment. 9 hours lecture/27 hours laboratory.

**PDEV C075**  A  1.00 Unit  
**Career Alternatives**

Repeat Status: Not repeatable

Through this course, students evaluate their individual life-style preferences through use of class assessment tools. Students explore the world of work and educational programs, and have an opportunity to develop career decisions and action plans necessary to achieve individual career goals. 18 hours lecture.

**PDEV C090**  A  1.00 Unit  
**Becoming A Student Ambassador**

Repeat Status: Not repeatable

This course is available to all students interested in acquiring skills necessary to be a student ambassador on campus. The course focuses on developing the interpersonal skills necessary for effective verbal communication and appropriate behavior and dress for the work place. The course provides the necessary information regarding college resources and facilities as well as an understanding of the world of academia to effectively represent the campus in a variety of settings. 18 hours lecture.

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

Advisory: ENGL C070

Repeat Status: Not repeatable

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

**PDEV C106**  A/CSU  0.50 Units  
**Orientation to College**

Advisory: ENGL C070

Repeat Status: Not repeatable

This course is an introductory orientation to becoming a college student. This course contains information on college life, support services, degree and transfer requirements, campus resources, career and college programs, student expectations, student activities and other knowledge associated student success. Students apply the course information to their educational goals and planning. 9 hours lecture.

**PDEV C131**  A/CSU  1.00 Unit  
**Making Transfer Easy**

Advisory: ENGL C070
Repeat Status: Not repeatable

This course provides an introduction to the transfer research process designed for planning long term educational and career goals. Universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships, and supportive services are evaluated. 18 hours lecture.

**PDEV C190**  A/CSU  3.00 Units
**Exploring Leadership**
Prerequisite: PDEV C090
Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces students to the fundamental elements of leadership. Students explore leadership theories and models as well as their own values and beliefs and develop a personal philosophy of leadership that includes an understanding of self, others and community. Students learn how to apply theory into practice as they prepare for leadership roles in college and community. 54 hours lecture.

**Philosophy**

**PHIL C101**  A/UC/CSU  3.00 Units
**Introduction to Philosophy**
Advisory: ENGL C070
Repeat Status: Not repeatable

This course introduces philosophical ideas and methods concerning knowledge, reality and values. Topics of instruction include the sources and limits of knowledge, and the nature of reality. The course also covers the philosophical perspective of the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, and mind. 54 hours lecture.

**PHIL C141**  A/UC/CSU  3.00 Units
**Ethics**
Advisory: ENGL C070
Repeat Status: Not repeatable

Students learn a variety of philosophical approaches to moral reasoning and decision making in different cultural and historical contents. Students analyze how philosophers throughout history have considered ethical issues and they apply philosophical reasoning to contemporary issues related to ethical problems. 54 hours lecture.

**PHIL C161**  A/UC/CSU  3.00 Units
**Introduction to Religious Studies**
Advisory: ENGL C070
Repeat Status: Not repeatable

This course explores and explains the historical role of religion in human life across cultures and examines the place of religion in the global culture of the 21st century. 54 hours lecture.

**PHIL C164**  A/UC/CSU  3.00 Units
**Survey of World Religions**
Advisory: ENGL C070
Repeat Status: Not repeatable

In this course students compare a broad range of religious traditions, including Buddhism, Christianity, Hinduism, indigenous and shamanic traditions, Islam, and Judaism, in terms of their common elements of belief and practice, moral philosophy and ethical codes, and historical development, as well as contrasting their distinctive features. 54 hours lecture.

**PHIL C205**  A/UC/CSU  3.00 Units
**Critical and Comparative Reasoning.**
Advisory: ENGL C070
Repeat Status: Not repeatable

In this course students identify and apply principles of critical and comparative reasoning to the domain of science, as well as analyze science as a method and discipline within the broader questions of human knowledge and methods of inquiry. 54 hours lecture.

**Physical Education**

**PHED C101**  A/UC/CSU  3.00 Units
**Introduction to Kinesiology**
Advisory: ENGL C070
Repeat Status: Not repeatable

This course examines the history and trends in physical education, kinesiology, fitness, and sport. Areas covered include an orientation to major subfields such as exercise physiology, biomechanics, motor learning, sport sociology, and exercise psychology. The course also explores available career opportunities and pathways in the areas of allied health, sport, fitness, physical therapy, teaching, and coaching. 54 hours lecture.

**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 calisthenics. This class is designed to condition the heart and muscles through continuous dance exercises. 54 hours activity.

**PHED C104**  A/UC/CSU  1.00 Unit
**Aerobic Dance II**
Repeat Status: Not repeatable

This is an intermediate course in aerobic exercise that emphasizes rhythmic movements and calisthenics. This
COURSE DESCRIPTIONS

PHED C105  A/UC/CSU  1.00 Unit
_Weight Training I_
Repeat Status: Not repeatable
This course is designed to acquaint students with the proper fundamentals and techniques in a beginning course in weight training. The course includes material specifically related to strength and muscle development. Emphasis is on individualized programs that contour, build, and firm up the human body in the most efficient manner. It also covers proper care and utilization of equipment involved, and the importance of safety. 54 hours activity.

PHED C106  A/UC/CSU  1.00 Unit
_Weight Training II_
Repeat Status: Not repeatable
This intermediate level course is designed to provide knowledge of muscle and strength development. Strong emphasis on weight training program development and adaptation to individual needs is emphasized. 54 hours activity.

PHED C107  A/UC/CSU  1.00 Unit
_General Conditioning I_
Repeat Status: Not repeatable
This is a beginning course in co-educational physical fitness designed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness group fitness program. 54 hours activity.

PHED C108  A/UC/CSU  1.00 Unit
_General Conditioning II_
Repeat Status: Not repeatable
This is an intermediate course in co-educational physical fitness designed to help improve general fitness through exercise. Topics include current scientific trends and methods in fitness and the practical application of physical fitness methods. This course emphasizes the maintenance of an improved level of physical fitness in a group fitness program. 54 hours activity.

PHED C109  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 stretching and principles of warm-up, golf club selection and use, player guidelines, scoring, game etiquette, and safety procedures. The course emphasizes the “one basic golf swing” theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C110  A/UC/CSU  1.00 Unit
_Golf II_
Repeat Status: Not repeatable
The course addresses Intermediate golfers with swing habits that are counterproductive to effective ball striking. Corrective measures are explored; drills, training aids and practice plans prescribed. The intermediate level fundamentals of the golf swing and short game techniques of chipping, pitching, putting and bunker play will be addressed. The course emphasizes the “one basic golf swing” theory and includes extensive practice and play at the local golf course. 54 hours activity.

PHED C113  A/UC/CSU  1.00 Unit
_Tennis I_
Repeat Status: Not repeatable
This is a beginning course in the fundamentals of tennis. This class emphasizes the serve, forehand and backhand ground-strokes, volley, rules of the game and court etiquette. 54 hours activity.

PHED C114  A/UC/CSU  1.00 Unit
_Tennis II_
Prerequisite: PHED C113
Repeat Status: Not repeatable
This is an advanced course in tennis. This class refines the competitive strokes with special emphasis on the lob, smash (overhead), and advanced singles and doubles play. 54 hours activity.

PHED C115  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. Skills include serving, passing, setting, offensive and defensive strategies. 54 hours activity.

PHED C116  A/UC/CSU  1.00 Unit
_Volleyball II_
Repeat Status: Not repeatable
This is an intermediate course designed to refine the fundamental skills of beginning volleyball. Skills include serving, passing, setting, offensive and defensive strategies as well as an introduction to advanced game play. 54 hours activity.

PHED C123  A/UC/CSU  1.00 Unit
_Softball I_
Repeat Status: Not repeatable
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This is a beginning level course designed to introduce basic softball skills. The class emphasizes strategies and fundamentals of offensive and defensive play including batting, bunting, fielding, and throwing. Students participate in practice drills as well as game setting situations. 54 hours activity.

PHED C124  A/UC/CSU  1.00 Unit
Softball II
Repeat Status: Not repeatable
This is an intermediate course designed for the continuation of basic softball skills. Emphasis is placed on the development of defensive tactics by position and special situations like double plays, backing up, pick-off and relay throws. Students participate in practice drills as well as game setting situations. 54 hours activity.

PHED C129  A/UC/CSU  1.00 Unit
Cardiovascular Fitness I
Repeat Status: Not repeatable
This is a beginning course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, treadmills and stair steppers). This class is designed for inactive people who want to begin a cardiovascular exercise program. 54 hours activity.

PHED C130  A/UC/CSU  1.00 Unit
Cardiovascular Fitness II
Prerequisite: PHED C129
Repeat Status: Not repeatable
This is an advanced course in cardiovascular fitness using the machines in the fitness lab (rowers, stationary bikes, and stair steppers). This class is designed for the moderately/advanced fit person who wants to improve his/her cardiovascular fitness level. 54 hours activity.

PHED C131  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. Experiences are provided to help the student understand the benefits, organization, implementation and evaluation of a balanced aerobic fitness program utilizing walking as the primary activity. 54 hours activity.

PHED C132  A/UC/CSU  1.00 Unit
Wellness Walking II
Repeat Status: Not repeatable
This course is designed to build cardio-respiratory stamina and endurance, attack excessive weight, relieve psychological tension, and enhance one’s sense of well-being, using a definitive and strenuous walking plan. This walking program consists of activity alternating from a slow to a vigorous pace. 54 hours activity.

PHED C140  A/CSU  1.00 Unit
Day Hiking
Repeat Status: Not repeatable
Provide an introduction to basic day hiking techniques, first aid, and hike preparedness. Topics include wilderness, hiking in the desert and Eastern Sierra environment, public land management agencies, basic first aid, information resources, special considerations, nutrition and hydration, rules and regulations, and trip planning. Students should expect to participate in group hikes of 3-5 miles. 54 hours activity.

PHED C151  A/UC/CSU  0.50 Units
Conditioning for Competitive Athletes I
Repeat Status: Repeatable 3 times
This is a course designed to improve individual fitness for competitive athletes. It includes principles of kinesiology and the advanced application of physical fitness methods. This course emphasizes the maintenance of a high level of physical conditioning through an individually designed fitness program. 87.5 intercollegiate hours.

PHED C152  A/UC/CSU  1.00 Units
Conditioning for Competitive Athletes II
Repeat Status: Repeatable 3 times
This is an advanced course designed to improve individual fitness for competitive athletes. It includes principles of kinesiology and the advanced application of physical fitness methods. This course emphasizes the maintenance of a high level of physical conditioning through an individually designed fitness program. 175 intercollegiate hours.

PHED C171  A/UC/CSU  1.00 Units
Women’s Intercollegiate Volleyball
Prerequisite: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.
Repeat Status: Repeatable 3 times
This course allows students to participate in advanced level volleyball competition and skill development. The course emphasizes advanced skill, theory, tactics, strategy and intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. 175 intercollegiate hours.
PHED C173  A/UC/CSU  1.00 Units
Intercollegiate Baseball

Prerequisite: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.

Repeat Status: Repeatable 3 times

This course involves participation in competition and skill development for intercollegiate Baseball. There is an emphasis on advanced skill, theory, tactics and strategy utilized in intercollegiate competition. Students must meet California Community College Athletic Association Eligibility Guidelines. 175 intercollegiate hours.

PHED C175  A/UC/CSU  2.00 Units
Competitive Baseball I

Repeat Status: Not repeatable

This is a sport course designed to prepare the athlete for baseball at the competitive level. Skills will be developed through high intensity practice sessions on a daily basis. Offensive and defensive theory will be discussed and put in to practice in game speed situations. 108 hours activity.

PHED C176  A/UC/CSU  2.00 Units
Competitive Baseball II

Prerequisite: PHED C175
Repeat Status: Not repeatable

This is an intermediate level sport course designed to prepare the athlete for baseball at the competitive level. Basic skills will be reviewed. Advanced skills and theory will be introduced. 108 hours activity.

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

Prerequisite: Must meet California Community College Athletic Association Eligibility Guidelines. 1. First year of eligibility: the student-athlete must be enrolled in a minimum of 12 units of course work during the season of sport. 2. Second year of eligibility: the student-athlete must have successfully completed 24 units of course work with a grade point average of 2.0 or above and be enrolled in a minimum of 12 units of new course work during the season of sport.

Repeat Status: Repeatable 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 intercollegiate hours.

PHSC C101  A/UC/CSU  3.00 Units
General Earth Sciences Lecture

Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture course covers the study of the Earth as an integrated system, including Earth surface processes, tectonics and mountain building, surface water and groundwater, Earth-Sun relationships and motions, weather, climatic types, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Not open to students who have completed PHSC C105. 54 hours lecture.

PHSC C105  A/UC/CSU  4.00 Units
General Earth Sciences

Advisory: ENGL C070
Repeat Status: Not repeatable

This lecture and laboratory course covers the study of the Earth as an integrated system. Lecture topics include Earth surface processes, tectonics and mountain building, surface water and groundwater, Earth-Sun relationships and motions, weather, climatic types, soil types, natural hazards, resource management, landforms, and the ocean. An emphasis is placed on understanding geologic issues important to society. Meanwhile, laboratory provides practical experience in field methods and enhancement of lecture topics such as topographic map reading, air photo interpretation, soils, natural hazards, resource management, landforms, Earth-Sun relationships and motions, weather, climatic types and regions, ecosystems, and the ocean. Not open to students who have completed PHSC C101. 54 hours lecture/54 hours laboratory.

PHSC C111  A/UC/CSU  3.00 Units
Physical Science Lecture

Prerequisite: MATH C055
Advisory: ENGL C040, READ C056
Repeat Status: Not repeatable

This course covers conceptual topics in physics and chemistry, with applications to the earth sciences and astronomy, for the non-science major. Topics such as motion, energy, electricity, magnetism, waves, atoms, chemistry and chemical reactions are covered. Not open to students who have completed PHSC C115. 54 hours lecture.
PHSC C115  A/UC/CSU  4.00 Units
Physical Science
Prerequisite: MATH C050
Advisory: ENGL C070
Repeat Status: Not repeatable
This course covers conceptual topics in physics and
chemistry, with applications to the earth sciences and
astronomy, for the non-science major. Topics such as
motion, energy, electricity, magnetism, waves, atoms,
chemistry and chemical reactions are covered. The
laboratory portion of this course covers conceptual
experiments in physics and chemistry, with applications
to the earth sciences and astronomy. Experiments in
motion, energy, electricity, magnetism, waves, atoms,
chemistry and chemical reactions are performed. Not
open to students who have completed PHSC C111. 54
hours lecture/54 hours laboratory.

PHSC C121  A/UC/CSU  3.00 Units
Astronomy Lecture
Advisory: ENGL C040, MATH C050, READ C056
Repeat Status: Not repeatable
This course is a general survey of the physical
Universe from the standpoint of modern astronomy.
The course first introduces the methods and tools used
in astronomy and then applies them to investigate the
many scales of physical structure and phenomena in the
Universe. Topics include Solar System scale objects, such as
planets, moons, asteroids, comets, and meteoroids; stellar scale objects, such as stars, star clusters, and nebulae; galactic scale objects, such as galaxies and galaxy clusters; and finally the entire Universe itself. Not open to students who have completed PHSC C111. 54
hours lecture/54 hours laboratory.

PHSC C122  A/UC/CSU  1.00 Unit
Astronomy Laboratory
Prerequisite: PHSC C121 or concurrent enrollment
Repeat Status: Not repeatable
This course is the laboratory portion of PHSC C121. This
laboratory course covers optical principles, the use of
telescopes and binoculars, the use of star charts and
sky simulation software, and the observation of celestial
objects and phenomena. Not open to students who have completed PHSC C125. 54
hours laboratory.

PHSC C125  A/UC/CSU  4.00 Units
Astronomy
Advisory: ENGL C040, READ C056, MATH C040
Repeat Status: Not repeatable
This lecture and laboratory course is a general survey
of the physical Universe from the standpoint of modern
astronomy. The course first introduces the methods and
tools used in astronomy and then applies them to
investigate the many scales of physical structure and
phenomena in the Universe. Topics include Solar
System scale objects, such as planets, moons, asteroids,
comets, and meteoroids; stellar scale objects, such as stars, star clusters, and nebulae; galactic scale objects, such as galaxies and galaxy clusters; and finally the entire Universe itself. The laboratory portion of this
course covers optical principles, the use of telescopes
and binoculars, the use of star charts and sky simulation
software, and the observation of celestial objects and
phenomena. Not open to students who have completed
PHSC C121. 54 hours lecture/54 hours laboratory.

PHSC C131  A/UC/CSU  3.00 Units
Introduction to Meteorology
Advisory: ENGL C070
Repeat Status: Not repeatable
This introductory course in meteorology emphasizes its
interdisciplinary physical science basis and methods.
Concepts covered include atmospheric composition
and structure, solar-terrestrial relations, radiation, heat
and temperature, air pressure, humidity, atmospheric
stability, clouds and cloud systems, precipitation,
wind and circulation, thunderstorms, tornadoes and
hurricanes, weather analysis and forecasting, and
climate. Special topics of current interest are also
discussed such as El Nino, air pollution, global warming,
ozone depletion, weather modification, and acid rain. 54
hours lecture.

PHSC C132  A/UC/CSU  1.00 Unit
Introduction to Meteorology Laboratory
Co-requisite: PHSC C131
Repeat Status: Not repeatable
This course provides laboratory experience that will
make the topics covered in the Introductory Meteorology
lecture more meaningful and realistic to the student.
Interdisciplinary Physical Science concepts and methods
are used to explain weather phenomena. Included
in the course are measurement of basic weather
parameters (such as temperature, pressure, wind, and
humidity), weather map interpretation, data plotting and
interpretation, instrument usage, and weather analysis
and forecasting. Field activities emphasize the interaction
between weather phenomena and human activity.
Designed for the non-science major. 54 hours laboratory.

Physics

PHYS C111  A/UC/CSU  5.00 Units
Mechanics
Prerequisite: 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 conservation of momentum, energy
and angular momentum, gravitation, fluid statics and
dynamics, oscillation and simple harmonic motion. 63 hours lecture/81 hours laboratory.

**PHYS C113**  A/UC/CSU  5.00 Units  
**Electricity and Magnetism**  
Prerequisite: PHYS C111, MATH C152 or concurrent enrollment  
Repeat Status: Not repeatable  
This course covers electromagnetic principles such as charge and matter, electric and magnetic fields, potential, capacitors, dielectric materials, resistance, current, AC and DC circuits, induction, Maxwell’s equations, and electromagnetic waves. 63 hours lecture/81 hours laboratory.

**PHYS C211**  A/UC/CSU  5.00 Units  
**Waves, Optics and Modern Physics**  
Prerequisite: PHYS C113  
Repeat Status: Not repeatable  
This course covers the laws governing wave motion, thermodynamics, optics, atomic physics, quantum physics, and other aspects of modern physics. 63 hours lecture/81 hours laboratory.

**Political Science**  
**POLS C101**  A/UC/CSU  3.00 Units  
**American Government**  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students undertake a comprehensive analysis of government structure, functions, principles, and problems. 54 hours lecture.

**POLS C101H**  A/UC/CSU  4.00 Units  
**American Government: Honors**  
Limitation on Enrollment: Acceptance for the Honors program or eligibility for this Honors course as determined in consultation with the instructor.  
Advisory: ENGL C070  
Repeat Status: Not repeatable  
The course includes the study of American government with an emphasis on national, state, and local government. In addition, students undertake a comprehensive analysis of government structure, functions, principles, and problems. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. 72 hours lecture.
PSYC C112  A/CSU  3.00 Units
Psychology of Substance Abuse
Advisory: ENGL C070
Repeat Status: Not repeatable
This course provides an overview of the history and theories related to substance abuse, including alcoholism, drug abuse, and chemical dependency. The course addresses cultural, religious, and political influences, as well as public policy issues, prevention, and treatment, including recovery, relapse and self-help models. 54 hours lecture.

PSYC C211  A/UC/CSU  3.00 Units
Lifespan Development
Advisory: ENGL C101
Repeat Status: Not repeatable
This course is a survey of developmental research and theory from the prenatal period through old age. It examines findings in physiological, perceptual, cognitive, social, vocational, and personality development. The course addresses issues in research methodology and applications. 54 hours lecture.

PSYC C220  A/UC/CSU  3.00 Units
Physiological Psychology
Prerequisite: PSYC C101
Advisory: ENGL C101
Repeat Status: Not repeatable
This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders are addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. 54 hours lecture.

PSYC C241  A/UC/CSU  3.00 Units
Abnormal Psychology
Advisory: PSYC C101
Repeat Status: Not repeatable
This course is an introduction to major theories, concepts, of psychopathology, including methods of classification, systems of diagnosis, and treatment methods. 54 hours lecture.

PSYC C251  A/UC/CSU  3.00 Units
Human Sexuality
Advisory: PSYC C101
Repeat Status: Not repeatable
This course covers the complex and diverse physiological, psychological, and socio-cultural aspects of human sexuality. Discussions include evaluation of prominent theories, examination of academic research and exploration of current issues pertaining to human sexuality. 54 hours lecture.

PSYC C271  A/UC/CSU  3.00 Units
Research Methods for Social and Behavioral Sciences
Prerequisite: PSYC C101, MATH C121
Repeat Status: Not repeatable
This course covers research methods in the social and behavioral sciences, as well as reporting results in American Psychological Association (APA) style. These methods include research design (experimental, non-experimental, and quasi-experimental), the interpretation of behavioral data using descriptive and inferential statistics and research ethics. 54 hours lecture.

Renewable Energy Technology
RET C101  A/CSU  1.00 Unit
Introduction to Wind Turbine Technology
Advisory: MATH C050, ENGL C101
Repeat Status: Not repeatable
This course is an introduction to the basic concepts and terminology of how wind energy is captured and transformed into electrical power. Topics include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. The course introduces the student to the physical principles underlying the engineering of wind towers and electrical generators. 18 hours lecture.

RET C102  A/CSU  4.00 Units
Wind Turbine Technician I
Prerequisite: RET C101
Advisory: CSCI C070, ENGL C070
Repeat Status: Not repeatable
This is the first in the series of two Courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. In this course there is a strong emphasis on safety as well as electrical testing equipment, AC and DC theory and hydraulics. 54 hours lecture/54 hours laboratory.

RET C103  A/CSU  4.00 Units
Wind Turbine Technician II
Prerequisite: RET C102
Repeat Status: Not repeatable
This is the second in the series of two Courses designed to instruct students in the fundamentals of wind turbine operation and maintenance and prepare them for positions in the wind industry as technicians. Topics
covered include: Concepts of electronics, mechanical systems, electrical systems, PLC’s, maintenance and trouble shooting, construction, data analysis, and meteorology. 54 hours lecture/54 hours laboratory.

RET C104  A/CSU  1.00 Unit
Introduction to Solar Power Technology
Advisory: ENGL C070
Repeat Status: Not repeatable
This course introduces an overview of the solar energy and power industry and is also an introduction to the basic concepts and terminology of how solar energy is captured and transformed into electrical power. Topics include the history of solar and photovoltaic technology and related safety considerations. 18 hours lecture.

RET C105  A/CSU  3.00 Units
Solar Energy I: Photovoltaic Technology and Applications
Prerequisite: RET C104 or concurrent enrollment
Repeat Status: Not repeatable
This course is designed to prepare the learner with basic knowledge of photovoltaic systems, suitable for a supervised, entry level position with a dealer/installer or other PV industry company. 45 hours lecture/27 hours laboratory.

RET C111  A/CSU  4.00 Units
Electrical Circuit Analysis I
Advisory: MATH C050
Repeat Status: Not repeatable
Students will learn International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm’s and Kirchhoff’s Laws; series and parallel circuit principles; series-parallel, DC resistive networks. Thevenin and Norton’s theorems. Note: This course is cross listed with ET C101. 72 hours lecture

RET C112  A/CSU  4.00 Units
Electrical Circuit Analysis II
Prerequisite: ET C101 or RET C111
Advisory: MATH C142
Repeat Status: Not repeatable
The course will cover power in AC circuits and the application of Kirchhoff’s Law, the concept of dependent sources, Thevenin and Norton equivalent circuits, the phenomena of resonance, transfer functions and filters, and transformers. Note: This course is cross listed with ET C105. 72 hours lecture.

RET C115  A/CSU  4.00 Units
Fundamentals of Electricity
for Renewable Energy
Advisory: INSF C070, MATH C056, RET C100
Repeat Status: Not repeatable
This course introduces students to the basics of direct current (DC) and alternating current (AC) electricity. Students gain a broad understanding of the physics of current flow, what is a circuit, what is isolation and grounding, and what causes arcing as circuit parameters change. Students gain hands-on experience in the application of these concepts and apply safe practices to wire circuits and to troubleshoot faults. 54 hours lecture/54 hours laboratory.

RET C120  A/CSU  4.00 Units
Introductory Hydraulics
Prerequisite: RET C101
Advisory: MATH C050
Repeat Status: Not repeatable
Students will learn the fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System. 72 hours lecture.

RET C121  A/CSU  3.00 Units
Basics of Solar Photovoltaic Technology and Applications
Advisory: RET C100, INSF C070
Repeat Status: Not repeatable
This course provides the learner with the fundamentals to determine the best solar photovoltaic (PV) solutions primarily for residential and commercial installations. It covers estimating energy production, array orientation and tracking, equipment selection, and related siting and construction issues. This course is suitable for gaining knowledge leading to a supervised, entry-level position with a dealer/installer for photovoltaic systems. 36 hours lecture/54 hours laboratory.

RET C161  A/CSU  4.00 Units
Wind Turbine Components and Systems
Prerequisite: MATH C050, RET C100
Repeat Status: Not repeatable
This course introduces students to operational effects on wind turbine generator sub-systems and components and failure mechanisms. It also covers typical monitoring, operation and maintenance issues for these various components and sub-systems. 54 hours lecture/54 hours laboratory.

RET C211  A/CSU  3.00 Units
Principles of Transformers, Motors, Generators, and Controls
Prerequisite: INSF C070, RET C101, RET C115
Repeat Status: Not repeatable
This course provides students with principles of electromagnetic energy conversion as applicable to transformers and AC/DC motors and generators, with emphasis on those used in the wind energy industry and with a view toward safety. Students learn characteristics and applications of each type of motor and generator. Students also gain an understanding of concepts of controlling the motor or generator in an industrial system, such as wind turbine generators. Topics also include single and three phase units and connectivity. Students obtain hands-on experience wiring and controlling motors and generators, some basic troubleshooting skills, and safe practices. 36 hours lecture/54 hours laboratory.

**RET C213**  A/CSU  3.00 Units
**Introduction to Power Electronics and Logic Systems**
Prerequisite: INSF C070, RET C115
Repeat Status: Not repeatable
This course explains principles of power electronics components and their circuit applications and functions. Students also obtain an understanding of timing and digital logic principles, the basics of programmable logic controllers (PLCs) and their applications within the renewable energy industry. The course emphasizes safety aspects of working with high-power devices by covering the principles of proper grounding/bonding, arc-over and the proper use of personal protective equipment and test gear. 36 hours lecture/54 hours laboratory.

**RET C263**  A/CSU  3.00 Units
**Fluid Power — Wind Turbine Pneumatic and Hydraulic Systems**
Prerequisite: INSF C070, RET C100, RET C161
Repeat Status: Not repeatable
The course introduces students to the principles of fluid (gaseous & liquid) flow, the Gas Law, volumetric flow, pressure, lubricity / viscosity, mechanical advantage, etc. Students gain an understanding of hydraulic and pneumatic systems, including understanding schematics (include: US and metric symbology and differences in fittings, etc.). Students learn how impurities and fluid breakdown can cause problems and how to minimize them. Students obtain both classroom and hands-on experience with the identification, inspection and safe hook-up of the hydraulics system components & their functions (pumps, power valves, actuators, power hoses & fittings, power gauges, etc.). This same approach is applied to the pneumatic system components & their functions (pumps, compressors, valves, gauges, etc.). 36 hours lecture/54 hours laboratory.

**SOCI C101**  A/UC/CSU  3.00 Units
**Introduction to Sociology**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course introduces concepts and research findings of contemporary sociology; this includes analyzing human groups such as the family, the peer group, the work group, social class, institutions, mass behavior and culture. Discussion is centered on the effects of social change in an industrial society. 54 hours lecture.

**SOCI C131**  A/UC/CSU  3.00 Units
**Sociology of Gender**
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is an examination of gender roles in the modern world, particularly in the United States, and includes historical, cross-cultural, psychological, sociological and political aspects. The focus of this course is analysis and discussion of gender relations in the home, family and the work place, politics, law, the mass media and health care systems. 54 hours lecture.

**SOCI C210**  A/UC/CSU  3.00 Units
**Diversity and Film**
Advisory: ENGL C070
Repeat Status: Not repeatable
Through the use of films, documentaries and analytical essays students use critical reasoning skills to discover how the structures of race, class and similar constructs have shaped and formed our society and culture. There is analysis, discussion, and written critique of selected films and readings. 54 hours lecture.

**SOCI C220**  A/UC/CSU  3.00 Units
**Perspectives on Race, Class and Gender**
Advisory: ENGL C070
Repeat Status: Not repeatable
In this class, students use critical reasoning skills to discover how the structures of race, class, gender, and similar constructs have shaped and formed our society. The class covers a range of topics, from the philosophical origins of racist thought to an exploration of current buzzwords such as diversity and multiculturalism. Through multiple and varied readings and classroom discussion, students discover the interrelatedness of concepts such as race, class, and gender, and the roots and future of our “melting pot” society. 54 hours lecture.

Spanish

SPAN C100  A/CSU  3.00 Units
Basic Conversational Spanish
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is designed to start students speaking Spanish confidently at a basic level. Emphasis is made on oral practice, pronunciation and vocabulary building. The class develops the students’ speaking skills and understanding of Spanish for practical use in everyday situations. This course is neither a prerequisite nor equivalent to SPAN C101 and can be taken concurrently with SPAN C101. 54 hours lecture.

SPAN C101  A/UC/CSU  5.00 Units
Elementary Spanish I
Advisory: ENGL C101
Repeat Status: Not repeatable
This is an introductory course where students learn basic grammar and vocabulary for speaking, reading, understanding and writing at the beginning level as well as learn about the culture and civilization of the Spanish-speaking world. 90 hours lecture.

SPAN C102  A/UC/CSU  5.00 Units
Elementary Spanish II
Prerequisite: SPAN C101 or two years of High School Spanish or the equivalent
Repeat Status: Not repeatable
This course is a continuation of the introduction to the Spanish language presented in SPAN C101. Students continue to focus on the grammar and vocabulary necessary for speaking, reading, understanding and writing at the high-beginner level as well as learning about the culture and civilization of the Spanish-speaking world. 90 hours lecture.

SPAN C110  A/CSU  5.00 Units
Review of Elementary Spanish
Advisory: SPAN C101 and/or SPAN C102
Repeat Status: Not repeatable

SPAN C171  A/UC/CSU  3.00 Units
Intermediate Conversational Spanish
Advisory: SPAN C102
Repeat Status: Not repeatable
This course improves the student’s ability to communicate in Spanish through vocabulary building, reading, and classroom conversation at a mid to high-intermediate level. Through an interactive classroom approach, students have the opportunity to enhance their oral proficiency as they apply the language to a variety of situations. There is thorough review of grammar concepts for non-native speakers. 54 hours lecture.

SPAN C180  A/UC/CSU  3.00 Units
Spanish for Native Speakers
Advisory: ENGL C070
Repeat Status: Not repeatable
This course is designed for native Spanish speakers, who already speak, read and write the language but wish to develop their fluency further through vocabulary building, spelling and accentuation rules, cognates, grammatical structures and composition. Cultural topics will also be in order for students to have a deeper understanding and awareness of their cultural heritage. This course is taught in Spanish. 54 hours lecture.

SPAN C211  A/UC/CSU  3.00 Units
Hispanic Cinema
Advisory: ENGL C070
Repeat Status: Not repeatable
This class studies Hispanic civilization and culture through films, videos and documentaries, as well as varied readings. There is analysis, discussion, and written critique of selected films from Spain, Latin America and the United States. The class covers a variety of cultural issues such as the art, music, history and politics of the Hispanic world. There is an emphasis on issues of multiculturalism and diversity as illustrated by the films and readings on issues such as race, class, gender and immigration issues. Films are subtitled; no knowledge of Spanish is required. This course is cross listed with FILM C211. 54 hours lecture.
Speech

SPCH C101  A/UC/CSU  3.00 Units
Elements of Speech
Advisory: ENGL C101
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.

SPCH C105  A/UC/CSU  3.00 Units
Interpersonal Communication
Advisory: ENGL C101
Repeat Status: Not repeatable
This course provides an introduction to all aspects of the communication process, including intrapersonal, interpersonal, and group communication as well as speaking in public. The course emphasizes an understanding of communication in everyday life in conjunction with the knowledge of how to present ideas, thoughts, and feelings. Various theories of interpersonal communication are introduced. Participation in a variety of learning experiences is designed to enhance competence and to develop skills in interpersonal relationships. 54 hours lecture.

Welding

WELD C101  A/CSU  3.00 Units
Oxyacetylene Welding
Advisory: ENGL C070
Repeat Status: Not repeatable
In this course students gain practical experience in welding, brazing, soldering, and cutting of steel using oxyacetylene. Topics include safety, metals and their physical properties, setup and use of oxyacetylene equipment, and welding and cutting techniques. 36 hours lecture/54 hours laboratory.

WELD C102  A/CSU  2.00 Units
Shielded Metal Arc Welding
Prerequisite: WELD C101
Repeat Status: Not repeatable
In this course students gain practical, hands-on experience in Shielded Metal Arc Welding (SMAW) as well as learn safety, the different types of SMAW machines, identification of metals, electrode selection and electrical theory. 18 hours lecture/54 hours laboratory.

WELD C200  A/CSU  2.00 Units
Gas Metal Arc Welding (GMAW)
Prerequisite: WELD C101
Repeat Status: Not repeatable
In this course students gain practical experience in Gas Metal Arc Welding (GMAW), Metal Inert Gas (MIG) as well as learn safety, welding and identification of ferrous and non-ferrous metals, shielding gasses, bare and flux cored electrodes, and proper selection of welding materials for different applications. 18 hours lecture/54 hours laboratory.

WELD C201  A/CSU  3.00 Units
Welding Fabrication
Prerequisite: WELD C203
Repeat Status: Not repeatable
This course is designed to enable the student to construct welded projects using the processes learned in previous Courses. The student learns how to read technical drawings and interpret welding symbols, produce shop drawings, and use trade related math in the layout and assembly process. 36 hours lecture/54 hours laboratory.

WELD C203  A/CSU  2.00 Units
Gas Tungsten Arc Welding (GTAW)
Prerequisite: WELD C102, WELD C200
Repeat Status: Not repeatable
who would like to become familiar with a wide range of plays. 54 hours lecture.

Theatre

THEA C101  A/UC/CSU  3.00 Units
Introduction to Theatre
Advisory: ENGL C070
Repeat Status: Not repeatable
Designed for the liberal arts student, this course explores many aspects of the theatre. Students will learn about the key players in the theatre, including the playwright, the director, the actor, and the designer. The goals is to heighten the student’s appreciation and understanding of the art of theatre. The course will cover theatre history and dramatic literature from Ancient Greece to present-day theatre. 54 hours lecture.

THEA C103  A/UC/CSU  3.00 Units
Introduction to Play Reading
Advisory: ENGL C070
Repeat Status: Not repeatable
This course provides an introduction to play reading and prepares students for further study in theatre. Students will read and discuss a variety of play, considering each play from the practical perspective of the actor, director, designer, and technician. The course will also cover the fundamental dramatic elements, styles and genres. This course is ideal for actors and other theatre enthusiasts
This course provides practical experience in Gas Tungsten Arc Welding (GTAW) as well as lectures on safety, welding and identification of exotic metals, types of filler metals and shielding gases. 18 hours lecture/54 hours laboratory.

**WELD C204  A/CSU**

**Pipe and Tube Welding**

Prerequisite: WELD C203

Repeat Status: Not repeatable

This course is designed to help the student develop skills required to be proficient at the welding of pipe and tubing using the SMAW and GTAW processes. Welding position, preparation, and fit-up are covered as well as techniques and special conditions associated with the welding of pipe. 36 hours lecture/54 hours laboratory.
# Administration

**Jill Board**  
President  
- BA Pacific Lutheran University  
- MA California State University, San Bernardino

**Corey J. Marvin**  
Vice President of Academic Affairs  
- BA University of California, Santa Barbara  
- MA University of California, Santa Barbara  
- PhD University of California, Santa Barbara

**Heather B. Ostash**  
Vice President of Student Services  
- BA Fresno State University  
- MA Sonoma State University

**Valerie Karnes**  
Dean, Career Technical Education  
- BA University of California, Davis  
- MA Pepperdine University

**Deanna Campbell**  
Director, Eastern Sierra College Centers, Bishop and Mammoth Lakes  
- BA University of Illinois  
- MA University of Pennsylvania  
- MBA University of Pennsylvania

**Caroline Sanderson**  
Campus Manager, Eastern Sierra College Centers  
- BA University of California, Berkeley

**Kristin Hanle**  
Campus Manager, East Kern Center  
- BA University of Southern California  
- MA University of Phoenix

**Lisa Stephens**  
Campus Manager, Kern River Valley  
- BS Concordia University  
- MSW California State University, Bakersfield

**Gale Lebsock**  
Director, Administrative Services  
- AA Cerro Coso Community College

**Michael Campbell**  
Director, Information Technology  
- BS Montana State University – Northern

**Natalie Dorrell**  
Manager, Public Relations, Marketing, and Development  
- AA Cerro Coso Community College  
- BS University of La Verne

**Jennifer San Nicolas**  
Director, Admissions & Records, Financial Aid, and Veteran’s Affairs  
- AA Antelope Valley College  
- BS Hope International University

**Paula Suorez**  
Director, Counseling & Student Services  
- BA University of California, Santa Barbara  
- MA Chapman University

**Joshua Sine**  
Director, Student Activities & Athletics  
- BS Dixie State College  
- MS Portland State University

**Lisa Couch**  
Accounting Manager  
- AA Cerro Coso Community College  
- BA Bellevue University

**John Daly**  
Manager, Maintenance and Operations

**Jennifer Curtis**  
Administrative Assistant to the President  
- AA Cerro Coso Community College
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<tr>
<th>Name</th>
<th>Department</th>
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<tr>
<td>CHRISTINE L. ABBOTT</td>
<td>English</td>
<td>Professor</td>
<td>BA California State University, Fresno</td>
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<td>MA California State University, Fresno</td>
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<td>SUZANNE AMA</td>
<td>Digital Media Arts</td>
<td>Professor</td>
<td>BFA American Intercontinental University</td>
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<td>MS California State University, East Bay</td>
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<td>VIVIAN BAKER</td>
<td>Child Development</td>
<td>Assistant Professor</td>
<td>AA Cerro Coso Community College</td>
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<td>RICHARD L. BENSON</td>
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<td>DEAN BERNSTEN</td>
<td>Mathematics</td>
<td>Professor</td>
<td>BS California State University, Chico</td>
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<tr>
<td>THOMAS D. FOGGIA</td>
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<td>SARAH KING</td>
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<td>JAMES O’CONNOR</td>
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<td>Journeyman/TQs Pacific Vocational College, British Columbia and British Columbia Institute of Technology</td>
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<td>MARY PEOPLES</td>
<td>Psychology</td>
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<td>BA Central Michigan University MEd Rhode Island College PsyD American Behavioral Studies Institute</td>
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</table>
BOB PHUNG  Mathematics  Assistant Professor  BS California State University, Chico  MA San Jose State University

BONITA ROBISON  Education/Personal Development  Professor  BA Humboldt State University  MA California State University, Bakersfield

STEVE P. ROGERS  Mathematics  Professor  BS California State University, Fullerton  MA California State University, Fullerton

DEBRA RUNDELL  Psychology/Human Services  Professor  BA California State University, Northridge  MS California State University, Northridge

LÖREN SANDVIK  Art  Professor  BFA University of Northern Iowa  MA University of Northern Iowa  MFA California Institute of the Arts

CLAUDIA SELLERS  Biology  Professor  BS University of California, Riverside  MA University of California, Berkeley  PhD University of California, Berkeley

JOSEPH SLOVACEK  Mathematics  Professor  BA Sonoma State University  MA University of California, San Diego

JOHN STENGER-SMITH  Chemistry/Physical Science  Professor  BS University of Delaware  PhD University of Massachusetts, Amherst

NORMAN STEPHENS  Economics/English  Professor  BA University of California, Davis  MA University of Washington

CHRISTINE SWIRIDOFF  English  Professor  BA California State University, Fresno  MA California State University, Fresno  PhD Temple University, Philadelphia

PENNY TALLEY  Special Services  Counseling  Professor  BA California State University, Bakersfield  MS University of La Verne

FRANK TIMPONE  Business  Assistant Professor  BA Baylor University  MBA Florida State University

LAURA VASQUEZ  English  Associate Professor  AA Riverside Community College  BA California State Polytechnic University, Pomona  MA California State Polytechnic University, Pomona

DAVID VILICANA  Industrial Arts  Assistant Professor  AS Universal Technical Institute

MATTHEW WANTA  Nursing  Assistant Professor  BSN University of Wisconsin  CLNC Certified Legal Nurse Consultant  MSN Walden University

RACHEL WINSTON  Mathematics  Professor  BS Syracuse University  MS Pepperdine University  MA California State University, Fullerton  PhD University of Texas, Austin
**KEY TERMS**

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

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

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

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

**Bachelor’s Degree:**
Degree granted by four-year colleges, usually the Bachelor of Arts (BA) or the Bachelor of Science (BS).

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

**Certificate:**
Certificates of Achievement are awarded to students who complete formal instructional programs that are designed to prepare them for a specific field of endeavor, typically a career field with prospects of employment. These programs most often consist of at least 18 units but some are as low as 12. Job Skills Certificates are awarded upon the satisfactory completion of coursework less than 18 units in a specific area of study.

**Cheating:**
The act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means.

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

**Co-requisite:**
Skills or courses which are required to be taken simultaneously with another course.

**College Level Examination Program:**
A means through which academic credit may be given for nontraditional forms of educational experience.

**Credit Course:**
A course for which units are granted.

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

**Degree:**
A formal instructional program of 60 semester units that includes in-depth instruction in a specific subject along with a group of general education courses.

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

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

**Grade Point Average (GPA):**
The average of a student’s grades, defined as total grade points earned divided by total semester units attempted. “Total grade points earned” is obtained by multiplying the grade point value of the specific letter grade (“A” = 4.0) by the unit value of the course.

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

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

**Matriculation:**
The process of assisting students in establishing appropriate educational goals and providing support services to help them to achieve these goals.

**Orientation:**
The process of informing the student of college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.

**Pass/No Pass Grading:**
A grading system allowing a course to be taken for a grade of P (Pass) or NP (No Pass) rather than for a letter grade of “A”, “B”, “C”, “D”, or “F”. This allows students to take courses outside of their major field without the risk of jeopardizing their grade point average.

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

**Plagiarism:**
The act of using the ideas or work of another person or persons as if they were one’s own, without giving credit to the source.

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

**Semester Unit:**
In general, 54 hours of student work which can be lecture, laboratory, or a combination of both lecture and laboratory. Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction. Generally, a “unit” equals 18 hours of lecture or 54 hours of lab work or activity per semester.

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

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

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

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## ACADEMIC CALENDAR

### FEBRUARY

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### MARCH

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*Summer session classes may run any dates within the ten (10) weeks noted.*
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