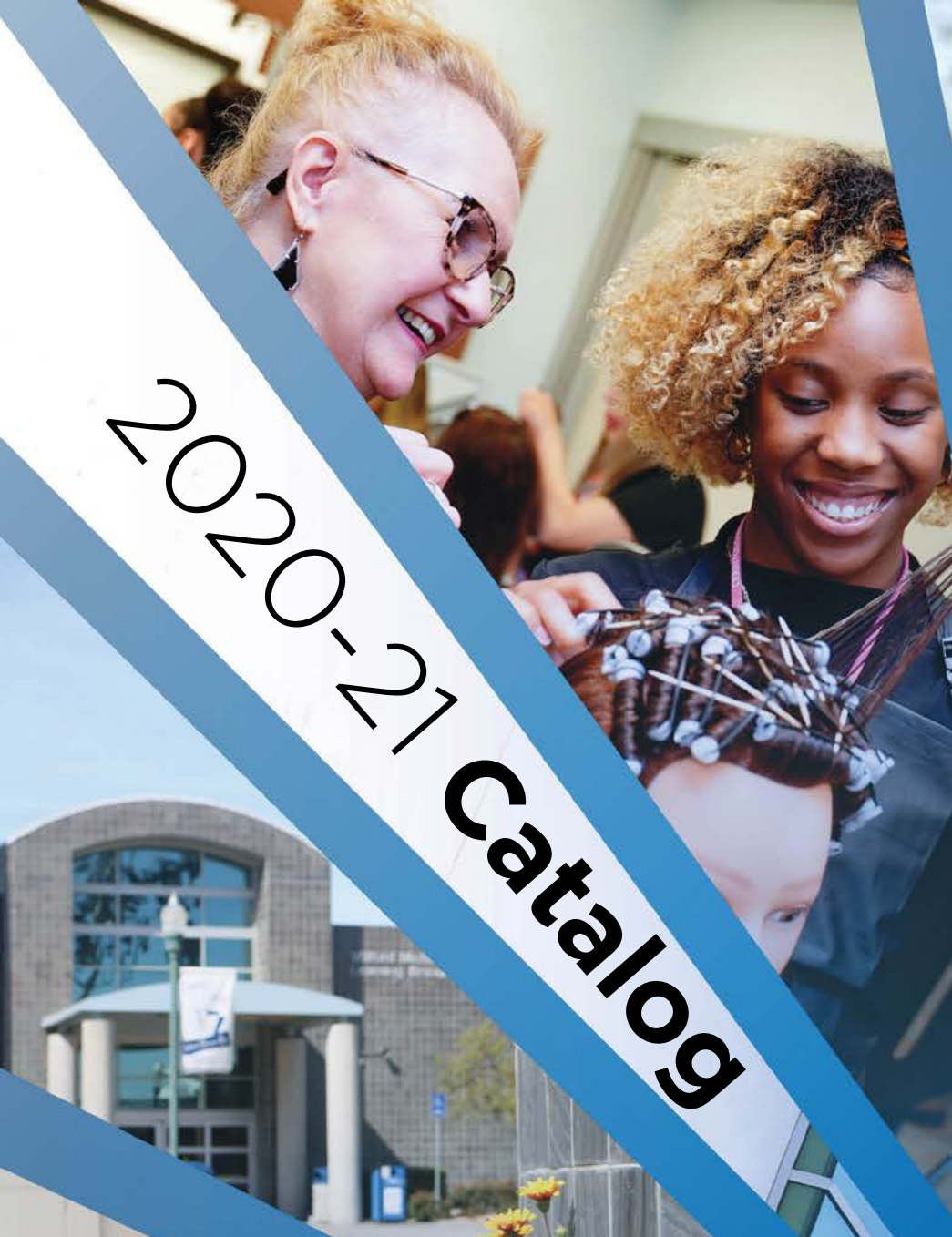


2020-21 Catalog



[www.cerritos.edu](http://www.cerritos.edu)



# Message From The President



## *Welcome to Cerritos College!*

Founded in 1955, Cerritos College is a public comprehensive community college serving an area of 52 square miles of southeastern Los Angeles County. Cerritos College symbolizes many things to many people. This defining fact is reflected in the large number of courses, programs of study, and other opportunities available to students of all backgrounds and ages. We serve over 21,000 students each semester with a focus on transfer, career technical education, and workforce preparation. The college offers 113 associate degrees, 30 associate for transfer degrees, 103 certificates of achievement. In addition, we have 32 transfer guarantee agreements and 6 transfer partnerships.

It is our sincere hope that you will find this information helpful in determining which classes will frame the course of your academic future or develop the skills you need for your current or future career. We are committed to providing accessible, low-cost, and quality education for everyone in our community. We hope that you will discover the greatness of your potential as you pursue your education here. You are our highest priority and our faculty, staff, and administrators are committed to serving you.

Cerritos College is dedicated to advancing the educational experience of its students by continuously updating campus facilities. The renovation of several campus buildings and athletic areas are funded through the passage of local Measure CC and Measure G which provide bond funds for facilities construction and renovation to enhance our educational environment.

I wish you the best in the pursuit of your academic and career goals, both at Cerritos College and beyond.

Sincerely,

Jose L. Fierro, D.V.M., Ph.D.  
*President/Superintendent*



---

## **CERRITOS COMMUNITY COLLEGE DISTRICT ADMINISTRATION**

JOSE L. FIERRO, D.V.M., Ph.D.  
President/Superintendent

RICK MIRANDA  
Vice President of Academic Affairs/Assistant Superintendent

FELIPE R. LOPEZ  
Vice President of Business Services/Assistant Superintendent

ADRIANA FLORES-CHURCH, Ed.D  
Vice President of Human Resources/Assistant Superintendent

DILCIE PEREZ, Ed.D  
Vice President of Student Services/Assistant Superintendent

## **BOARD OF TRUSTEES**

MARISA PEREZ  
President

MARTHA CAMACHO-RODRIGUEZ  
Vice President

JAMES CODY BIRKEY  
Clerk

CARMEN AVALOS  
Trustee

ZURICH LEWIS  
Trustee

DR. SHIN LIU  
Trustee

DR. SANDRA SALAZAR  
Trustee

JOHNNY WALLACE  
Student Trustee

---

## **SERVING THE COMMUNITIES OF**

Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk

## **AND PORTIONS OF**

Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, South Gate



**CATALOG AND ANNOUNCEMENT OF COURSES  
ACADEMIC YEAR 2020-2021**

**CERRITOS COLLEGE  
11110 ALONDRA BOULEVARD  
NORWALK, CALIFORNIA 90650  
(562) 860-2451  
WWW.CERRITOS.EDU**

**CERRITOS COLLEGE  
A PUBLIC COMMUNITY COLLEGE  
ESTABLISHED 1955**

**ACCREDITED BY:**

Accrediting Commission for Community and Junior Colleges of the  
Western Association of Schools and Colleges

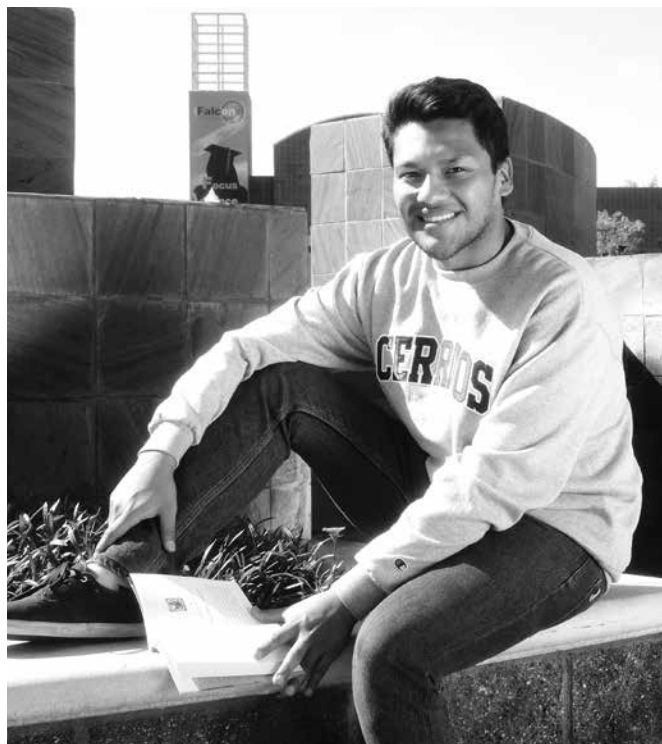
**A MEMBER OF:**

Academic Senate for California Community Colleges  
American Association of Community Colleges  
California Community College Trustees  
Community College League of California

**This information is available on the Internet at  
[www.cerritos.edu](http://www.cerritos.edu)**

In accordance with the Americans with Disabilities Act, this information is available in alternate formats (Braille, enlarged type, e-text, etc.) and may be requested by emailing [ayshin@cerritos.edu](mailto:ayshin@cerritos.edu).

*Disclaimer: Cerritos College has made reasonable efforts to ensure the accuracy of the information contained in the College Catalog at the time of annual publication. The College reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, or any other content, consistent with applicable regulations and laws. Content is subject to change without notice by the administration for reasons of student enrollment, level of financial support, or for any other reason at the discretion of the College. The College Catalog does not constitute a contract or the terms of a contract. The College Catalog is not intended to promulgate all policies, procedures, rules, and regulations of partner organizations, transfer institutions, the College, or the Cerritos Community College District. Students are advised to consult the online version of this catalog and to contact Counseling Services or the applicable administrative office for additional information.*



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## OPEN COURSES

*All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites. Exemptions for state or federal statutes or regulations shall be established and the President/ Superintendent shall establish procedures to establish exemptions for other practical considerations (Board Policy 5052).*

## ACADEMIC FREEDOM

*Cerritos College serves the common good by expanding the boundaries of knowledge and transmitting it imaginatively, preparing students for occupations and preparing them to live successfully in a free society. The fulfillment of this function necessarily rests on the preservation of academic freedom which protects the rights of teachers to teach and students to learn.*

*The exercise of academic freedom is necessary if society is to receive the benefits of honest intellectual search and unbiased transmittal of knowledge. Cerritos College scholars must be free from pressures or demands which restrict their intellectual searches. The transmittal of knowledge at Cerritos College shall not be impeded by special interests, conflicting public opinion, or unpopularity. Cerritos College shall avoid a climate of education in which either students or faculty dare not assert their ideas for fear of reprisal. At the same time, Cerritos College faculty and students have a responsibility, under the guidelines of academic freedom, to engage in teaching and learning that honors and respects divergent viewpoints that are grounded in cultures of reason, logic, evidence, responsible scholarship, and creativity (Board Policy 4030).*

## 2020-2021 ACADEMIC CALENDAR\*

### FALL SEMESTER 2020

Instruction Begins ..... August 17, 2020  
Final Examinations..... December 12-18, 2020  
Fall Semester Ends ..... December 18, 2020

### SPRING SEMESTER 2021

Instruction Begins ..... January 11, 2021  
Final Examinations..... May 15-21, 2021  
Spring Semester Ends ..... May 21, 2021

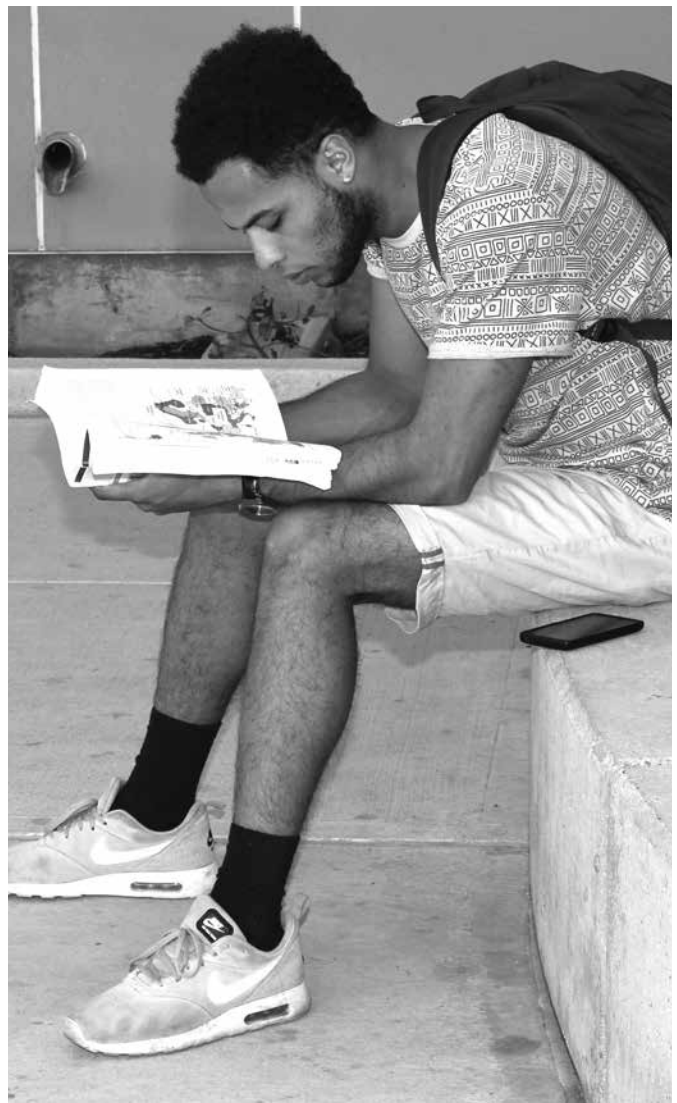
### HOLIDAYS (The College will be closed)

Independence Day ..... July 3-4, 2020  
Labor Day..... September 7, 2020  
Veterans Day Observance ..... November 11, 2020  
Thanksgiving Holiday ..... November 26-29, 2020  
Winter Holiday ..... December 24, 2020-January 4, 2021  
Dr. Martin Luther King, Jr. Birthday Observance ..... January 18, 2021  
Abraham Lincoln Birthday Observance..... February 12, 2021  
George Washington Birthday Observance ..... February 15, 2021  
Spring Recess Friday ..... March 19, 2021  
Memorial Day ..... May 31, 2021

### RECESS

Semester Break ..... December 21, 2020-January 11, 2021  
Spring Recess..... March 15-21, 2021

*\*This calendar is subject to change. The college offers many short-term classes starting at various times throughout the year. The Schedule of Classes contains specific dates, times, procedures, and appointment information.*



### ANNUAL SECURITY REPORT

Cerritos College publishes an Annual Security Report in accordance with the Clery Act. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Cerritos College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department in person or at (562) 860-2451, Ext. 3202. This report is also available on the college website at [www.cerritos.edu/police/annual-security-report.htm](http://www.cerritos.edu/police/annual-security-report.htm).

# Cerritos College Catalog

## WHOM TO CONTACT

Telephone: (562) 860-2451 or (562) 467-5000

### **ADMINISTRATIVE OFFICES**

President/Superintendent .....	2204	<b>EXT</b>
Academic Affairs .....	2218	
Business Services .....	2241	
Human Resources .....	2284	
Student Services .....	2236	

### **DIVISIONS**

Business, Humanities & Social Sciences .....	2752	<b>EXT</b>
Counseling .....	(562) 467-5231 & 2231	
Fine Arts & Communications .....	2600	
Health Occupations .....	2550	
Health, Physical Education, Dance & Athletics .....	2859	
Liberal Arts .....	2858	
Library & Learning Resource Center .....	2430	
Science, Engineering & Mathematics .....	2660	
Student Success .....	7888	
Technology .....	2900	

### **AREAS OF INTEREST**

Accounting .....	2261	<b>EXT</b>
Admissions, Records & Services .....	2211	
Fees (Students) .....	2211	
Refunds (Students) .....	2211	
Academic Probation .....	2231	
Adult Education/Diversity Programs .....	(562) 467-5098	
Advanced Transportation Technology .....	2912	
Art Gallery .....	2616	
Assessment Testing .....	2599	
Athletic Department .....	2862/2864	
Athletic Training Center .....	2882/2884	
Fitness Lab .....	2883	
Weight Training Room .....	2885	
Bookstore .....	2450	
Box Office (Burnight Center) .....	(562) 467-5058	
CalWORKs .....	2593	
Career Center .....	2356	
Career Services .....	2356	
Center for Teaching Excellence .....	7889	
Child Development Center .....	2583	
Communication Center .....	2200	
Community Education .....	(562) 467-5050	
Community Relations .....	2798	
Cosmetology Department .....	2950	
Counseling Services .....	2231	
Culinary Arts .....	2456	
Distance Education .....	7891	
Economic Development .....	2511	
EMERGENCY .....	911	
Extended Opportunity Programs & Services (EOPS) .....	2398	
Facilities .....	2307/2309	
Faculty Senate .....	2219	

### **AREAS OF INTEREST**

Financial Aid .....	2397	<b>EXT</b>
First-Year Experience .....	2782	
Fiscal Services .....	2261	
Foster & Kinship Care Education .....	2578	
Foundation .....	(562) 467-5053	
Information Technology Help Desk .....	(562) 467-5266 & 2166	
International Student Services .....	2133	
Job Placement (Students) .....	2366	
Language Success Center .....	2855	
Learning Communities .....	2782	
Library .....	2430	
Lost & Found .....	2325	
Mail Room .....	2201	
Math Learning Center .....	2659	
Media Services .....	7890	
Mental Health Worker Program .....	2778	
Music Office .....	2629	
Older Wiser Learner (OWL) .....	(562) 467-5098	
Parking .....	2326	
Pathway Programs .....	2212	
Payroll .....	2274	
Police Department .....	2325	
Project HOPE .....	7847	
Public Affairs .....	2544	
Publications (Copy Services) .....	2290	
Purchasing .....	2243	
Radio Station, WPMD 1700AM .....	2626	
Reading Center .....	2856	
Re-entry Resource Center .....	2362	
Research & Planning .....	2192	
Safety Escort .....	3076	
Scholars' Honors Program .....	2728	
School Relations .....	2130	
Sports Information .....	2896	
Staff Development .....	2285	
Student Accessibility Services .....	2335	
Student Affairs Office .....	2473/2475	
Clubs & Organizations .....	2473	
Conduct and Grievance .....	2483	
Student Activities Center .....	2479	
Student Body President .....	2477	
Student Body Vice President .....	2478	
Student Government .....	2477	
Student I.D. Center .....	2120	
Student Health Services .....	2321	
Success Center .....	7891	
Talon Marks (Student Newspaper) .....	2618	
Teacher TRAC .....	2212	
Theatre Office .....	2640	
Transfer Center .....	2154	
Veterans' Education Office .....	3716	
Veterans' Resource Center .....	3716	

# Cerritos College Catalog

## BOARD OF TRUSTEES

President	Marisa Perez
Vice President	Martha Camacho-Rodriguez
Clerk	James Cody Birkey
Trustee	Carmen Avalos
Trustee	Zurich Lewis
Trustee	Dr. Shin Liu
Trustee	Dr. Sandra Salazar
Student Trustee	Johnny Wallace

## ADMINISTRATION

President/Superintendent	Dr. Jose Fierro
Vice President of Academic Affairs/ Assistant Superintendent	Rick Miranda
Vice President of Business Services/ Assistant Superintendent	Felipe Lopez
Vice President of Human Resources/ Assistant Superintendent	Dr. Adriana Flores-Church
Vice President of Student Services/ Assistant Superintendent	Dr. Dilcie Perez

## ACADEMIC AFFAIRS

Dean of Academic Affairs and Strategic Initiatives	Dr. Linda Clowers
Dean of Academic Success	Shawna Baskette
Director, Institutional Effectiveness & Planning	Dr. Amber Hroch
Instructional Dean of Business, Humanities & Social Sciences	Rachel Mason
Instructional Dean of Fine Arts & Communications	Dr. Gary Pritchard
Instructional Dean of Health Occupations	Sandra Marks
Instructional Dean of Kinesiology	Dr. Rory Natividad
Instructional Dean of Liberal Arts	Dr. Frank Mixson
Instructional Dean of Science, Engineering & Mathematics	Andrew Vines
Instructional Dean of Technology	Dr. Yannick Real
Associate Dean of Adult Education/Diversity Programs	Graciela Vasquez
Director of Child Development Center	Debra Ward
Director of Community Education	Dr. Patricia Robbins Smith
Director of Educational Partnerships & Programs	Colleen McKinley
Senior Manager, Dual Enrollment	Carla Yorke
Sector Navigator Advanced Transportation & Logistics	Jannet Malig
Deputy Sector Navigator Advanced Transportation & Logistics	Katherine Mishler
Deputy Sector Navigator Business & Entrepreneur	Judy Fox
Athletic Director	Maria Castro

## BUSINESS SERVICES

Director of Fiscal Services	Noorali Delawalla
Director of Information Technology	Patrick O'Donnell
Director of Physical Plant & Construction Services	Vacant
Director of Purchasing & Contract Administration	Mark Logan
Accounting Manager	Kathryn Burgos
Budget Manager	Conrad Selorio
Facilities Manager	Shannon Kaveney
Manager, Information Technology	Javier Banuelos
Operations Manager	Juan Carlos Serna
Payroll Manager	Deanna Hart
PeopleSoft Database Administrator	Maria Mendez
PeopleSoft Database Administrator	Michael Salazar

## CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

CSEA President	Kathy Hogue
----------------	-------------

## CERRITOS COLLEGE FACULTY FEDERATION – AFT

CCFF-AFT Co-Presidents	Dr. Ralph Casas Veronica Miranda
------------------------	-------------------------------------

## FACULTY SENATE

Faculty Senate President	Dr. April Bracamontes
--------------------------	-----------------------

## FOUNDATION

Executive Director of Foundation & Community Advancement	Carol Krumbach
Director of Community Advancement	Bellegran Gomez

## HUMAN RESOURCES

Director of Human Resources & Risk Management	Nancy Buvinger
Director of Diversity, Compliance & Title IX Coordinator	Dr. Valyncia Raphael

## PUBLIC AFFAIRS

Director of College Relations, Public Affairs & Governmental Relations	Miya Walker
---	-------------

## STUDENT SERVICES

Dean of Enrollment Services	Yvette Tafoya
Assistant Director of Admissions & Records	Sonia Gonzalez
Dean of Counseling Services	Dr. Rosa Prado
Dean of Student Accessibility & Wellness Services	Celeste Phelps
Dean of Student Services	Dr. Elizabeth Miller
Case Manager, Basic Needs	Pamela Sepulveda
Dean of Student Equity & Success	Dr. Luisito Amador
Chief of Campus Police Services	Donald Mueller
Captain of Campus Police Services	Wayne Rehnelt
Director of Career & Assessment Services	Theresa Lopez
Associate Dean of Student Health & Wellness Services	Dr. Hillary Mennella
College Psychologist	Dr. Humberto Hernandez
Director of Student Program Services	Norma Rodriguez
Acting EOPS Assistant Director	Dr. Patricia Robbins Smith
Financial Aid Assistant Director	Jamie Quiroz



## VALUES

*We have strong core values:*

- Support and promote student success
- Promote excellence in teaching, learning, and service
- Support innovation and creativity to enhance and enrich learning
- Celebrate diversity in people, philosophies, cultures, beliefs, programs and learning
- Promote respect and trust in all people regardless of background, including students, community members and employees
- Foster integrity
- Develop nurturing and supportive partnerships with our educational, business and industry communities
- Support comprehensive curricular offerings
- Promote inclusiveness in a collaborative decision-making process

## MISSION

*Cerritos College provides its diverse student population with high-quality, comprehensive instructional programs and support services through clear, equity-minded pathways to their educational goals. In doing so, the college develops culturally competent students with the knowledge, skills, and values that prepare them to be productive members of their local and global communities.*

## VISION

*Cerritos College will provide innovative learning opportunities and support services that will close persistent educational achievement gaps.*



## EDUCATIONAL PHILOSOPHY

*Cerritos College embraces community, diversity, innovation, and active learning. We strive for high academic and ethical standards, as well as academic freedom; we believe in the worth and dignity of all of our learners. In educating, we consider the learner's cognitive growth and emotional and physical well-being. The college prepares individuals for full participation in a complex democratic society as citizens and leaders, for the fulfillment of personal needs, and for the future. We believe that the purpose of education is to cultivate critical thinking skills and enhance the quality of life.*

## COMMITMENT

*The District provides a technologically advanced educational community in which students pursue a variety of educational goals: attainment of an associate degree, transfer to a four-year university, career/technical degree or certificate, or job skills. Achievement of these goals is strongly supported with instruction in basic skills as well as with student and instructional support services. Beyond these college credit programs and services, Cerritos College actively enriches the surrounding community through its varied community education programs.*





## **ACADEMIC INFORMATION**

## Admission to the College

Information is also available in Spanish. See “Información en Español” in the Table of Contents.

Información en español también está disponible. Busque donde diga “Información en Español” en el índice de contenido.

### ADMISSION

Admission to Cerritos College is open to any high school graduate or equivalent. Students who are 18 years and older and do not possess a high school diploma or equivalent, may still attend provided evidence of being able to benefit from instruction can be provided. These students may satisfy the ability to benefit requirement by receiving a passing score on the numerical, reading, and/or writing exam.

Cerritos College does not discriminate in educational and employment opportunities on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

### RESIDENCY

Students entering any of the public community colleges of California are subject to the residence requirements as determined by the State of California. A student whose legal residence is within California is eligible to attend Cerritos College. Residents of any other state or foreign country may be subject to non-resident tuition.

The legal residence of any unmarried student under 18 years of age is considered to be that of the parent or guardian. The student should be prepared to present proof of residence.

Further inquiries may be directed to the Admissions and Records Office at (562) 860-2451, Ext. 2211, or the Cerritos College website at [www.cerritos.edu/admissions-and-records](http://www.cerritos.edu/admissions-and-records).

### APPLICATION

All students requesting admission to Cerritos College must file an application for admission in the Admissions and Records Office. Early submission of admission applications is recommended. It is the responsibility of applicants to submit, under penalty of perjury, honest and true information; any deliberate falsification of information on the application or residence verification may be grounds for dismissal from the College.

Upon receipt of the admission application, the Admissions and Records Office will issue a student identification number and enrollment appointment. A student identification number is necessary to complete the matriculation process: assessment testing, counseling appointment, and enrollment. Additionally, the student identification number is necessary when utilizing MyCerritos as well as other student services.

### TRANSCRIPTS

It may be necessary to submit official transcripts from previous schools, colleges and universities for the establishment of prerequisite eligibility. Transcripts verifying units from other institutions may be used to complete CSU General Education requirements, IGETC requirements, Certificates of Achievement and Associate of Arts Degrees.

### ADMISSION AND ENROLLMENT OF SPECIAL ADMIT MINORS

Special Admit Minors are students enrolled in grades K-12 without high school diplomas, who can benefit from advanced scholastic or career/technical work.

#### High School Juniors and Seniors (Dual Enrollment)

1. The high school principal or designee must recommend and give consent with signature on the Special Admit Minor Form that the student would benefit from college instruction.
2. A parent/guardian must approve the student's participation and give consent by signing the Special Admit Minor Form. Signature of the parent/guardian also acknowledges that the student will conform to all College policies and procedures.

#### Academic Eligibility

- Students planning to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or higher shown on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Student Accessibility Services (SAS) office at Cerritos College. Please call (562) 860-2451, Ext. 2335, for assistance.

#### Limitations on Enrollment

- A high school junior or senior student may be permitted to enroll in up to 8 units. Exceptions may be made, subject to consideration and approval by the Dean of Enrollment Services.
- Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- **Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Dual Enrollment Program.**
- Students will not receive priority enrollment status and will be charged all applicable fees, with the exception of the California Community College in-state per unit enrollment fee.

#### Elementary and Secondary Students Through the 10th Grade (Dual Enrollment)

1. The school principal or designee must recommend and give consent with signature on the Special Admit Minor Form that the student would benefit from college instruction.
2. A parent/guardian must approve the student's participation and give consent by signing the Special Admit Minor Form. Signature of the parent/guardian also acknowledges that the student will conform to all College policies and procedures.

Cerritos College will admit highly gifted elementary students and secondary students through the 10th grade level for enrollment to the College if they are eligible to participate based on the following criteria:

#### Academic Eligibility

- Students must have a cumulative school grade point average of 2.5 or higher, as reflected on the most recent school transcript.
- For all courses attempted, the students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.

- Students who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Student Accessibility Services (SAS) office at Cerritos College. Please call (562) 860-2451, Ext. 2335, for assistance.

### Limitations on Enrollment

- Students in grades K-10 may be permitted to enroll in up to 4 units. Exceptions may be made, subject to consideration and approval by the Dean of Enrollment Services. Enrollment in courses is based on space availability; and College instructor signature is required prior to enrollment.
- Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- **Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Dual Enrollment Program.**
- Students will not receive priority enrollment status and will be charged all applicable fees, with the exception of the California Community College in-state per unit enrollment fee.

### Summer Enrollment of K-12 Students

In addition to the above, minor students wishing to attend summer session must meet the additional criteria:

- The student demonstrates adequate preparation in the discipline to be studied.
- Pre-collegiate courses in English and mathematics may be taken if the student has exhausted all opportunities to enroll in an equivalent course at their school of attendance.

### To Attend Cerritos College as a College Bridge or Dual Enrollment Student, Please Follow the Steps Below:

1. Complete the Dual Enrollment form (check box for College Bridge or Special Admit) and the Cerritos College online Admission.
2. Review class(es) of choice, complete Assessment Test(s) and pre-requisites.
3. Dual Enrollment Students (K-10) must obtain Dean of Enrollment Services signature prior to enrollment.

It is recommended that Dual Enrollment students (11-12 graders) meet with a Cerritos College academic counselor and participate in New Student Orientation.

For more information, please call (562) 860-2451, Ext. 2211.

### ADMISSION OF INTERNATIONAL STUDENTS

The Office of International Student Services (OISS) welcomes “F-1” non-immigrant students to enroll in the college academic program. Cerritos College is a Student Exchange Visitor Program (SEVP) approved institution to admit F-1 students. The OISS provides assistance to international students with admissions, counseling, educational support, and cultural adjustment while pursuing their academic goals. Assistance is also available for international students to submit a Change of Status Petition through the United States Citizenship and Immigration Services (USCIS). Interested students with other visa types (e.g., B-2, H-2, F-2, H-4, E-2, etc.) are encouraged to apply and receive assistance to change to F-1 status through the Office of International Student Services. **F-2 students attending high school should apply for change to F-1 visa status at least 3 – 4 months before graduating. Change of status from B-2 or F-2\* must be approved to F-1 before a student can enroll at Cerritos College.** Medical insurance is mandatory and required for all F-1 students attending Cerritos

College through the college-approved carrier. For information regarding International Students at Cerritos College, please visit the website at [www.cerritos.edu/oiss](http://www.cerritos.edu/oiss) or call us at (562) 860-2451, Ext. 2133.

\* Beginning May 29, 2015, F-2 children and/or the spouse of an F-1 student in the United States may study part-time in any certified program at an SEVP-certified school, so long as the study does not amount to what regulations define as full-time for F-1 students.

### Application Deadlines:

#### Out-of-Country Applicants:

Fall Semester:	March 1 through June 1
Spring Semester:	August 1 through October 1
Summer Semester:	January 1 through March 1

#### Transfers within United States Schools:

Fall Semester:	March 1 through July 1
Spring Semester:	August 1 through November 1
Summer Semester:	January 1 through April 1

### International Student documentation required for Academic Program:

- International Student Application
- Fee of \$50 for new students
- Statement of Support (notarized)
- Bank Certification (verification on bank letterhead signed by a bank official showing at least \$22,000 USD available to the student or equivalent)
- Tuberculin (TB) skin test results (signed by medical professional and dated within two years)
- Transcripts (proof of high school completion or secondary education)
- TOEFL 450 written/paper based or 45 internet based (IBT); IELTS overall band score of 4.5 to 5.0; iTEP 3.0 or higher; Eiken Test score of 2A or higher; Cambridge C1 Advanced Score of 180-199.
- Cerritos College Assessment Test
- Copy of Passport, Visa, and I-94
- Copy of ALL I-20s (if applicable)
- Transfer Authorization (if applicable)
- Proof of Medical Insurance Coverage (available through Relation Insurance Services, [www.4studenthealth.com/cerritos](http://www.4studenthealth.com/cerritos))

### Intensive English Program

Cerritos College is proud to present an Intensive English Program (IEP). The IEP offers students the opportunity to acquire and improve their English skills, for beginners, intermediate, and advanced levels; while providing opportunities for immersion in the diverse cultures found in the United States. Admission, enrollment, and information regarding the Intensive English Program should be directed to the Cerritos College Office of International Student Services. The IEP provides two 16-week sessions (Fall/Spring). Please visit our website at <http://www.cerritos.edu/oiss/intensive-english-program.htm> or call (562) 860-2451, Ext. 2133.

**Cost:** Contact the Office of International Students Services for complete cost information.

### Intensive English Program documentation required:

- International Student Application
- Fee of \$50 for new students
- Statement of Support (notarized)

- Bank Certification (verification on bank letterhead signed by a bank official showing \$12,000 USD or more available to the student or equivalent)
- Tuberculin (TB) skin test results (signed by medical professional and dated within two years)
- Transcripts (proof of secondary school or high school diploma)
- Cerritos College Assessment result (administered upon arrival)
- Copy of Passport, Visa, and I-94
- Copy of ALL I-20s (if applicable)
- Transfer Authorization (if applicable)
- Proof of Medical Insurance Coverage (<https://www.cerritos.edu/oiss/medical-insurance-requirement-1.htm>)

SEVIS Fee (Form I-901): Once a new initial I-20 is issued, a Form I-901 along with a payment of \$200 SEVIS fee must be completed before applying for an F-1 student visa at the U.S. Embassy in your country. For information on paying the SEVIS fee, go to [www.FMJfee.com](http://www.FMJfee.com).

**For further information contact:**

Cerritos College  
Office of International Student Services  
Santa Barbara Building  
11110 Alondra Blvd.  
Norwalk, CA 90650-6298 U.S.A.  
E-mail: [oiss@cerritos.edu](mailto:oiss@cerritos.edu)  
Website: [www.cerritos.edu/oiss](http://www.cerritos.edu/oiss)  
Phone: (562) 860-2451, Ext. 2133

## Expenses

*Information is also available in Spanish. See “Información en Español” in the Table of Contents.*

*Información en español también está disponible. Busque donde diga “Información en Español” en el índice de contenido.*

Students are expected to furnish all textbooks, supplies, materials, equipment, and uniforms as needed for instruction. The cost of these items will depend upon the number or types of classes taken. Textbooks, supplies, and materials are sold in the college bookstore. Additional fees noted below must be paid at time of enrollment.

### STUDENT FEES

**\*Fees are subject to legislative or other authorized changes without prior notice.**

1. Enrollment fees for the community college student are \$46 per unit. **FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO STATE LEGISLATION.**
2. Students who are non-residents of California or International Students, with or without F-1 visas, will be assessed \$310 per unit (\$290 per unit non-resident tuition and a \$20 per unit capital outlay fee) in addition to the \$46 per unit enrollment fee above. Active military personnel and their dependents are exempt for one year from this out-of-state tuition charge. Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them, shall be subject to dismissal from college.
3. Student Health Fee is \$19 per semester, \$16 for summer session. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.

4. Student Activity Fee is \$10 per semester, \$4 for summer session. This fee is automatically charged and is due and payable at enrollment, but may be waived subsequently by the student. Fee purpose and waiver information is available online at the Admissions and Records and Office of Student Affairs websites.
5. On-campus student parking for vehicles will be free. There will be no cost for student parking during the Fall semester 2020, between the hours of 6 am and 10 pm. Students parking in white student stalls will not require a parking permit. All other parking violations will be strictly enforced (i.e. students parking in staff stalls, handicapped and fire zone violations).
6. Lab/materials fees are listed with courses in the class schedule. Please note that failure to pay these fees may result in withdrawal from courses for lack of payment.

Students are required to pay all fees at the time of enrollment. Students adding their names to wait lists will be charged the applicable enrollment fees, tuition, and applicable lab/materials fees. Students who do not pay fees and drop classes after the refund date are still responsible for all fees. **The California College Promise Grant (CCPG) Fee Waiver waives students’ course enrollment fees; however, all other fees, including but not limited to the Student Health fee, Student Activity fee, and applicable lab/materials fees, are due and payable at the time of enrollment.** Payments for the parking, student activity, and student health fees may be subject to additional considerations.

The parking fee is required to park a vehicle on campus. The student activities fee is subject to student waiver. Information is available from the Office of Student Affairs located in the Student Center. The waiver request form is available online at the Admissions and Records forms website. Revenue from the collection of this fee may be used by ASCC to support or oppose political measures. The student health fee may be waived with documentation from the student’s spiritual leader that the student relies on prayer for healing.

### REQUIRED INSTRUCTIONAL AND OTHER MATERIALS FEES

Students may be required to purchase instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District. **These fees are not covered by the California College Promise Grant (CCPG) Fee Waiver (Title 5 Cal. Admin. Code Sec. 59400).**

Any questions with respect to the interpretation of this regulation shall be in writing and addressed to the College’s Vice President of Academic Affairs.

### REFUND POLICIES AND PROCEDURES

It is the student’s responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. Stated deadlines are not adjusted due to late enrollment.

A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders.

Eligible students may file a petition with the district requesting refund of their enrollment fee(s). A refund will not be processed if academic credit has been awarded for the class. Refunds are not automatically processed.

To request a refund, a student must come to the Admissions and Records Office and submit a Refund Request Form. The Refund Request Form is also available online and can be mailed to the Admissions and Records Office. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the college.

A check is the only form of payment that Cerritos College uses to issue refunds. If a payment is made by credit card for any registration transaction, and you drop any or all of your classes within the required refund period, we will NOT credit your credit card account. All refund checks are made payable to the student.

*Refunds are made pursuant to Title 5, Section 58501 or 58501.1.*

## CREDITS/REFUNDS

### Credits

**Enrollment Fee, Non-Resident Tuition, and Capital Outlay Fees** will be credited if the official drop has occurred within the appropriate deadline\* for session or semester. This is in accordance with the Refund of Enrollment Fee regulation, Title 5, 58508. There are no exceptions.

**Student Health, Student Activity<sup>1</sup> and Parking<sup>2</sup> Fees** will be credited only if all classes within the semester have been officially dropped within the appropriate deadline\* for the semester. There are no exceptions.

*\* Deadlines for fee credit are defined as the first two weeks of full semester length classes or 10% of the number of class meetings for short term classes.*

<sup>1</sup> Student Activity sticker for the semester must be surrendered at the time of refund request. No refund will be given if sticker is marked or used.

<sup>2</sup> Parking Permit for the semester must be surrendered at the time of refund request.

### Refunds

A refund request form must be completed to receive credit funds on account. The Refund Request Form is available online at the Admissions webpage under FORMS or in the Admissions and Records Office.

**One Year Limit on Refunds** - Classes must be dropped before filing for a refund. Students seeking refunds must meet the requirements listed above to be eligible. Students must have dropped the class(es) and met the appropriate deadlines before filing for a refund. If these conditions have been met, students have one year from the beginning of the semester in which fees were paid to apply for their refund. Beyond the one year limit, students will no longer be eligible.

### RETURNED CHECK POLICY

Personal checks are not accepted for payment of tuition, fees, and other costs. If a check is accepted for another purpose, a \$25 fee will be charged on all returned and stop payment checks. All fees are subject to change without notice in accordance with action taken by the Board of Trustees. Under state law, including California Civil Code 1719, any person who writes a check which is dishonored for lack of funds is civilly liable, and under the law is liable for at least \$100 or three times the amount of the check plus additional costs.

### FAILURE TO PAY COLLEGE FINANCIAL OBLIGATIONS

Failure to pay a financial obligation will result in an administrative withholding of grades, transcripts, diplomas, or enrollment privileges or any combination thereof. The item or items being withheld shall be released when the financial obligation has been met (California Code of Regulations, Title 5, Section 59410).



## Student Success and Support Programs (SSSP)

Information is also available in Spanish. See “Información en Español” in the Table of Contents.

Información en español también está disponible. Busque donde diga “Información en Español” en el índice de contenido.

### STUDENT RIGHTS AND RESPONSIBILITIES

- (a) All students shall be required to:
  - (1) identify an education and career goal;
  - (2) diligently engage in course activities and complete assigned coursework; and
  - (3) complete courses and maintain progress toward an education goal and completing a course of study.
- (b) Nonexempt first time students shall, within a reasonable period of time, be required to:
  - (1) identify a course of study;
  - (2) be assessed to determine appropriate course placement;
  - (3) complete an orientation provided by the college;
  - (4) participate in counseling, advising, or another education planning service to develop, at a minimum, an abbreviated student education plan (A-SEP).
- (c) For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.
- (d) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester, or a shorter period if required by district or program policy.
- (e) Failure to fulfill the required services listed in (b) may result in a hold on a student’s registration or loss of registration priority until the services have been completed.

### INSTITUTIONAL RESPONSIBILITIES

- (a) The college shall take steps to ensure that information regarding matriculation policies is accessible and available to all students during or prior to enrollment (e.g., during orientation) and is included in class schedules, catalogs, or other appropriate communications describing student rights and responsibilities.
- (b) Once the student has identified a course of study and completed 15 semester units of degree applicable course work, the college shall provide the student with an opportunity to develop a comprehensive student education plan within a reasonable time period. Student responsibilities shall also be identified in the student’s education plan.
- (c) College policy provides that a nonexempt student will have a hold placed on enrollment if a student fails to fulfill the responsibilities set forth in the section, “Student Rights and Responsibilities”.

- (d) The college shall make reasonable efforts to avoid duplication of the orientation, assessment, counseling, advising, or other education planning services, and development of student education plans funded through this subchapter or funded through other programs.
- (e) It is intended that the instructional and student services areas of the college shall use multiple sources of data from student education planning efforts and identified courses of study to coordinate course scheduling.

### ENROLLMENT APPOINTMENT PRIORITY

#### including Orientation, Placement, Counseling, Student Education Plans, Tier Groups, and Probation

The purpose of establishing enrollment priorities is to support students endeavoring to reach their educational goals at Cerritos College by providing priority enrollment to groups of students (as listed herein) with special needs and/or who are in continuing student status, as long as satisfactory progress is made.

### PRIORITY ENROLLMENT CRITERIA AND CONDITIONS

- A. Priority
  1. New students not otherwise exempt, including those in any state-provided priority enrollment groups, must complete assessment, orientation, and counseling with at least an abbreviated student education plan (A-SEP), in order to receive priority enrollment.
  2. First time, beginning with Fall 2014 enrollment, students who have identified a course of study, with appropriate course placement, completed an orientation program provided by the college, and participated in counseling, advising, or another education planning service including at least an abbreviated student education plan (A-SEP), are required to complete a comprehensive student education plan (C-SEP) after completing 15 units of degree-applicable credit course work, or prior to the end of the third (3rd) semester of enrollment, resources permitting.
  3. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they are on any combination of progress or academic probation for two consecutive semesters.
  4. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they have earned 100 degree-applicable, non-basic skills, and non-ESL units. Units for high unit majors and programs may be disregarded to the extent they exceed the number of units required for non-high unit majors and programs. Units from credit by exam, advanced placement, International Baccalaureate, or other similar programs may also be exempted.
- B. Subject to the above, continuing student enrollment appointments shall be set on the basis of units earned and cumulative grade point average at Cerritos College.
- C. Students subject to enrollment priority exclusion shall have a “PRB” negative service indicator, appearing as a Hold in the Student Center in MyCerritos, placed on their enrollment account. The effect shall be to place the student’s access to enroll at the end of the enrollment cycle in the period known as Open Enrollment.
- D. Students excluded from enrollment priority shall be notified of options they may have, and/or are advised to exercise. See also the section of this procedure titled “Appeals and Exemptions”.

## ***Additional Criteria for Enrollment Priority of Certain Students***

- A. Students who are otherwise specified by statute.
- B. Students whose instructional program requires time off-campus or blocks of time associated with scheduled classes for such activities as practice, meetings, counseling, and off-campus time, which limit the choice of class periods.

## **STUDENT GROUPS WITH PRIORITIES**

**Tier 1:** Enrollment appointments for students in Tier 1 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

**Armed Forces Personnel and Recent Veterans:** students who are any member or former member of the Armed Forces of the United States, who is a resident of California, for any academic term, within four years of leaving active duty (Education Code Section 66025.8).

**Foster Youth:** students formally deemed eligible current or former foster youth who are up to, and including, 24 years of age (Education Code Section 66025.9).

**EOPS:** students formally enrolled in Extended Opportunity Programs and Services (Education Code Section 66025.91).

**DSPS:** students who, by their specific disabilities, are enrolled in Disabled Student Programs and Services (Education Code Section 66025.91).

**CalWORKs:** students formally enrolled in the CalWORKs Program (Education Code Section 66025.92).

**Tier 2:** Enrollment appointments for students in Tier 2 groups shall be set in the order of the groups as listed based on units earned and cumulative grade point average, within those groups consistent with applicable regulations.

**Scholars' Honors Students:** students who have been officially admitted to the College's Scholars' Honors Program each term and are currently enrolling in Scholars' Honors Program courses and/or Scholars' Honors contracts.

**Student Athletes:** students who have been identified as eligible to participate in intercollegiate athletics.

**Mandatory Enrollment Requirement Students:** students in compliance with program requirements who must maintain full-time status, with completion time requirements, in order to remain in Cerritos College programs and/or who are in grant-funded programs with enrollment priority requirements.

**Matriculated Students:** students who, prior to their first semester of enrollment, completed the Admission, Orientation, Assessment, and Counseling components of Matriculation.

**Cerritos Complete:** students who graduated from ABC, Bellflower, Downey, Norwalk-LaMirada, and Paramount School Districts who submitted an intent form during their senior year and have completed the mandatory steps for Cerritos Complete by the established deadlines. Students must enroll in math and English/ESL.

**Trial, Grant-funded, or Other Special Groups for Student Success:** students in groups identified for enhanced and/or expedited student success measures where trial, grant-funded, and/or other special, short-term measures are employed.

**Tier 3:** Enrollment appointments for students in Tier 3 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

**Continuing Students:** students who were enrolled in the previous academic year or summer session. Students who do not attend summer session will not lose continuing student status. The definition includes non-credit students who are matriculating to credit student status.

**Returning Students:** students who have completed at least one unit of credit at Cerritos College and are returning after a break of no more than one semester excluding summer session.

**Tier 4:** Enrollment appointments for students in Tier 4 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

**Dual Enrollment (Grades 11-12):** high school juniors and seniors, as provided for and limited in, Board Policy 5010 titled "Admissions and Concurrent Enrollment" and Administrative Procedure 5011 titled "Admission and Concurrent Enrollment of High School and Other Young Students."

**Dual Enrollment (Grades K-10):** talented elementary and secondary students through the 10th Grade, as provided for and limited in, Board Policy 5010 titled "Admissions and Concurrent Enrollment" and Administrative Procedure 5011 titled "Admission and Concurrent Enrollment of High School and Other Young Students."

## **ENROLLMENT LIMITATIONS**

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See Board Policy and Administrative Procedure 4260 titled "Prerequisites and Co-requisites").

***Additional Enrollment Limitations (including, but not be limited to):***

- A. health and safety considerations;
- B. faculty workload;
- C. availability of qualified instructors;
- D. funding limitations;
- E. regional planning;
- F. legal requirements;
- G. facility limitations; and
- H. accreditation, regulatory, and policy requirements.

## ***Priorities When Enrollment Must be Limited***

- A. first come, first served, or other non-evaluative selection techniques, provided all prerequisite and/or course requisites have been met;
- B. in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- C. limiting enrollment to any selection procedure expressly authorized by statute; and
- D. limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

## ***Additional Conditions May Be Applicable to Order of Enrollment***

Course sections funded other than by state apportionment, such as contract education, grant-funded programs, and certain fee-based sections (as permitted by law).

## **LOSS OF ELIGIBILITY FOR CCPG FEE WAIVER**

A student shall become ineligible for a **California College Promise Grant (CCPG) Fee Waiver** if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than 30 days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing CCPG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District has established written procedures by which a student may appeal the loss of a CCPG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and SAS student status.

Foster Youth shall not be subject to loss of CCPG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

## **APPEALS AND EXEMPTIONS**

It is the intent of these procedures to support and promote student success, including program completion, through access to needed courses. Petitions for appeals of, or exemption from, the implementation of these procedures are subject to consideration by the Committee on Academic Records and Standards or its designee.

- A. Students may appeal the loss of enrollment priority and/or loss of the CCPG Fee Waiver due to extenuating circumstances, certain conditions specified on the Enrollment Priorities and/or CCPG Fee Waiver Appeals Form, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- B. Students who have demonstrated significant academic improvement will regain the CCPG Fee Waiver and/or priority enrollment status. It is the student's responsibility to timely verify changes in enrollment priority status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard within a term. The minimum academic standard is a 2.0 grade point average, once the student has attempted 12 semester units; the minimum progress standard is greater than 50% of all units enrolled in being other than "W", "I", "NP", or "NC", once the student has enrolled in a total of at least 12 semester units.
- C. Students may request reinstatement of enrollment priority and/or the CCPG Fee Waiver if an institutional mistake was made.

## **ADMISSIONS**

Complete the Cerritos College admissions application and submit to the Admissions and Records Office, located in the Administration Building. Online applications may be submitted at [www.cerritos.edu](http://www.cerritos.edu) by selecting, "**Future Students/Apply**", "**Apply Online**". Transcripts from other institutions will be required to prove prerequisite eligibility which is strictly enforced at enrollment.

## **PLACEMENT**

Placement is required for first-time, new-to-college students. "placement" means the process of gathering information about an individual student to facilitate his or her success. At Cerritos College, placement includes, but is not limited to, the collection of information regarding a student's study skills, English language proficiency, and/or computational skills. Academic counselors will review high school and/or college transcripts, evidence of an A.A. degree or higher from an accredited institution, learning skills, academic performance, and need for special services. In addition, career assessment is the opportunity to explore career aspirations, goals, skills, interests, and values.

## **DO I NEED TO COMPLETE THE PLACEMENT PROCESS?**

All students will have the opportunity to place into transfer-level English/ESL and Math.

By using high school records or guided self-placement, new and continuing students will identify the English/ESL and Math courses they are eligible to enroll in.

First-time, new-to-college students are required to complete the placement process prior to enrollment. Continuing students who previously received a placement based upon an assessment test are welcome to complete this new placement process.

Depending on when, where or if students attended high school, they will complete either the Self-Report Tool (SRT) or Guided Placement Tool (GPT), which, in most cases, will place students directly into transfer level courses in the areas of math and English or ESL.

How do you complete the SRT/GPT? To access the SRT or GPT, students can log in to their MyCerritos account. The links are located on the right side of the screen under "Placement." For those who prefer to complete the SRT or GPT in person, visit the Assessment Center in MP 206 to get started. Go to our web page at <http://www.cerritos.edu/assessment-center/> for more information. A current Cerritos College student number and photo ID is required when completing the SRT/GPT in person.

Students with a history of special education are encouraged to seek additional course placement guidance from counselors in Student Accessibility Services. Visit <http://www.cerritos.edu/sas/> for more information.

## **STUDENT SUCCESS & SUPPORT PROGRAM (SSSP) EXEMPTION/ EXCEPTION**

Cerritos Community College offers Student Success and Support Services to all new students prior to their enrollment in classes. These services include SRT/Placement, orientation, and counseling. First-time, new-to-college students must complete required SRT/Placement and Orientation-Counseling (AOC) prior to enrollment. Students not required to complete the requirements under established criteria are automatically exempt upon application to the College. Students wishing to pursue another type of exemption must submit a completed Student Success and Support Program (SSSP) Exemption and Exception form to the Admissions and Records Office. SSSP Exemption and Exception forms are available in the Admissions and Records, SRT, and Counseling Offices. If you have special needs for completing SRT/Placement, orientation, or counseling; please contact the Assessment Office of Student Accessibility Services.



## SRT/PLACEMENT EXEMPTIONS

Students who already possess an AA degree or higher from a regionally accredited college are not required to complete the SRT/placement process, but will be required to verify the degree by presenting official documents to the Admissions and Records Office at least 10 working days prior to their enrollment appointment date. A Requisite Clearance form must accompany the documents in order to meet prerequisites.

### SRT/PLACEMENT EXEMPTIONS FOR:

**English** – Students who have completed English courses at another college may not need to complete the English SRT. Please submit proof (official or unofficial transcripts) and a Requisite Clearance form to a counselor or Admissions and Records prior to enrollment.

**Math** – Students who have completed math courses at another college also may not need to complete the math SRT. Please submit proof (official or unofficial transcripts) and a Requisite Clearance form to a counselor or Admissions and Records prior to enrollment. It is strongly recommended that these math courses have been completed within the past 10 years. Advanced Placement Exams – Students who participate in advanced placement courses at their high schools and earn passing scores on AP exams may earn college credit for those courses when they come to Cerritos College. For further details, ask a counselor.

**Chemistry** – Please read the prerequisites and recommendations section with each chemistry class listing. Be sure that the prerequisites are satisfied before enrolling in a course.

**Please note:** *The exceptions listed are SRT/placement options for course clearance or placement. To meet the required reading, math, and English proficiencies necessary to qualify for the Associate in Arts degree, check your catalog or ask a counselor.*

## ACCOMMODATIONS FOR ENGLISH AS A SECOND LANGUAGE

Students planning to take ESL (English as a Second Language) courses will also complete the SRT/GPT. Based upon your experience, skills and confidence using English in your work and daily life, you will receive your placement recommendation for instruction in the appropriate English or ESL course.

## RETEST POLICY

Students who have completed the ACCUPLACER test and wish to retest, will now complete the Self-Reporting Tool (SRT). Students who have completed high school within the last 10 years, will receive course recommendations based on their United States high school records. Based on the cumulative and unweighted United States high school GPA and other academic-related questions, students may be placed directly into transfer level courses in the areas of English, reading, math, or ESL. A current Cerritos College student number and photo ID are required to complete the SRT, which is computerized. For students who completed high school more than 10 years prior to applying to the college, completed the GED or did not complete high school, or are an international student, please contact the Assessment Office for information pertaining to your specific situation.

## PLACEMENT SCHEDULE

Copies of the placement schedule for in-person service are available on the Cerritos College Assessment Office web page, [www.cerritos.edu/assessment-center](http://www.cerritos.edu/assessment-center); at the Admissions and Records Office, Counseling and Career Services; or call (562) 860-2451, x2599 for dates and times. For the current schedule, please refer to the web page, as the schedule is subject to change.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Any student with a verified disability may arrange accommodations for the placement process. A current Cerritos College application must be on file to receive accommodations. Accommodations requests should be made at least 7 days in advance to Student Accessibility Services (SAS). For more information or an appointment, call (562) 860-2451, ext. 2335; (562) 274-7164 (VP); or visit our website at [www.cerritos.edu/sas](http://www.cerritos.edu/sas). Academic Accommodations may include, but are not limited to: readers, writers, or the use of assistive technology.

## FALCON EDGE ORIENTATION

Orientation-Counseling is required for all first-time, new-to-college students. Transfer students are also highly encouraged but not required to complete orientation. An Orientation-Counseling (ORI) hold will appear in the MyCerritos account of all new-to-college students. *Enrollment in classes will not be allowed until the orientation requirement is met.* Exemptions: Re-admit and transfer students, and some additional categories of students. Contact the Counseling Office for more information on exemptions and exceptions.

### Options for Falcon Edge Orientations:

**Online:** Start, stop, and restart anytime! Go to [www.cerritos.edu](http://www.cerritos.edu), log into MyCerritos, and select *Orientation Plus*.

**On-campus:** Day and evening orientations are offered prior to the start of each term. Call the Counseling Office at (562) 467-5231, or go online to [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling) for more information.

## COUNSELING

During the semester, students are highly encouraged to discuss educational goals and to develop an educational plan with a counselor. Counselors are available on an appointment and/or standby basis prior to enrollment. Small group workshops are also offered. During enrollment, counselors are available on a limited standby basis.

Students who are on academic and/or progress probation will be limited in the number of units they may take each semester based upon their GPA and course completion rate. They also risk losing their enrollment priority appointment and as of Fall 2016, may be ineligible for the **California College Promise Grant (CCPG) Fee Waiver** if they remain on probation for two consecutive semesters. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses, as well as re-admit and transfer students, are highly encouraged to develop an educational plan with a counselor. Counselors are available online at [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling). Students can schedule a counseling appointment by calling the Counseling Office at (562) 467-5231.

## FOLLOW-UP

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on and off campus services when appropriate.

## WHAT ARE PREREQUISITES, COREQUISITES AND RECOMMENDATIONS?

It is the intent of Cerritos College to guide students into courses in which they will have the greatest academic success. Therefore, students will find courses which have prerequisites, corequisites and/or recommendations in the course descriptions. This is the case when a specific body of knowledge and/or skill(s) must be learned or demonstrated before the student can be expected to successfully progress to the next level course. For example, ENGL 52 must be taken before ENGL 100. This is an example of courses that must be taken in sequence. Students are encouraged to consult the course descriptions found in the current college catalog for the identification of the prerequisites for a course.

Students currently enrolled in a prerequisite course at Cerritos College will be allowed to enroll in the next sequenced course. For example, students enrolled in ENGL 52 for fall may enroll in ENGL 100 for spring. However, it is the student's responsibility to verify they have passed the prerequisite course. IF a passing grade is not received, the student will be dropped some time during the semester.

Automated prerequisite checking will stop students from enrolling in a class that has a required prerequisite that has not been met. Prerequisites are checked at the time of enrollment (Auto-enroll and Instructor adds). Prerequisites are not checked when classes are added to the shopping cart, but are enforced before completion of enrollment.

To avoid being denied enrollment, students should complete the Cerritos College placement tests or submit transcripts if prerequisite coursework was completed at another institution. Transcripts are accepted in the Admissions and Records Office. Complete the Requisite Clearance Request form available from Counseling, Admissions and Records, or download the form at [www.cerritos.edu/admissions-and-records/online-forms](http://www.cerritos.edu/admissions-and-records/online-forms).

### Definitions for prerequisites, corequisites and recommendations for course preparation:

**Prerequisite** - any requirement which must be satisfied before a student may enroll in a course. In other words, "prerequisite" means a course that a student is required to complete, a test score, or other requirement that demonstrates current readiness for enrollment in a course or educational program. The prerequisites offered at Cerritos College are listed with course titles in the "Announcement of Courses" section of the catalog and in the current Schedule of Classes.

**Corequisite** - a course that a student is required to take at the same time with another course. For example, if a student enrolls in PHAR 60, he/she must take PHAR 60L at the same time.

**Recommendation for course preparation** - a condition of enrollment that a student is strongly suggested to meet before or along with enrollment in a course or educational program but is not required to do so.

"*Passing grade*" is at least a grade of "C" (Satisfactory) or "P" (Pass). Requisite clearance credit will not be granted for substandard course work ("D", "F", "FW", or "NP").

"*Satisfactory grade*" means that, for the course in question, the student's academic record has been annotated with the symbol "A", "B", "C", or "P".

### PREREQUISITE CHALLENGE

A prerequisite may be challenged by students who have presented the appropriate reasons. It is the student's responsibility to provide information to support the challenge. The prerequisite challenge must be filed and resolved prior to the student's enrollment into the course. A Requisite Challenge form can be obtained from the Admissions and Records Office, Counseling Center, or downloaded from [www.cerritos.edu/admissions-and-records/online-forms](http://www.cerritos.edu/admissions-and-records/online-forms).

## Prerequisite Challenge Procedure

1. Complete the Requisite Challenge form.
2. Select one of the four choices listed on the form:
  - A. I will be subject to undue delay in attaining my educational goal because the requisite has not been made reasonably available (must declare educational goal and major).
  - B. The requisite or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
  - C. Challenging the pre or corequisite on the grounds that it was established in violation of regulation or in violation of the District-approved process (student documentation required).
  - D. After careful consideration and against the recommendation of the college, I am requesting placement into the stated course.
3. Submit the completed form to the Academic Records and Standards Committee for approval or denial of request. Please allow at least ten business days for a response.
4. Approval of the prerequisite challenge requires the student to enroll in the course in the Admissions and Records Office in person. MyCerritos will not recognize the approved form. Please **NOTE:** A challenged requisite will not be deemed as a cleared requisite, therefore it will not appear on the transcript nor will it clear a like requisite in the future.
5. Denial of the prerequisite challenge requires the student to complete the clearance process or course listed as the official requisite. There is no appeal process.



## Enrollment Information

Information is also available in Spanish. See “Información en Español” in the Table of Contents.

Información en español también está disponible. Busque donde diga “Información en Español” en el índice de contenido.

### COUNSELING

Of major importance to every student enrolled at Cerritos College is the comprehensive counseling service that is provided to assist students in achieving their educational goals as fully, smoothly, and as efficiently as possible. The constant change of requirements and prerequisites for institutions and occupations make continuing contact with the Counseling staff a vital part of the student’s successful academic experience.

*The counseling service consists of four major functions:*

- (1) assistance in planning academic programs;
- (2) assistance in exploring career possibilities;
- (3) consultation and referral regarding personal problems;
- (4) provision of additional auxiliary services, such as personal development classes, articulation with transfer institutions, referrals to outside agencies, orientation classes, and placement interpretation.

These various services are offered by a professional staff of counselors trained to help students in the appropriate areas of their concerns. The counseling staff works closely with all divisions of the College and keeps abreast of the educational programs both here and at four-year institutions.

Although the use of counseling services is on a voluntary basis, all entering first-time, new-to-college students, F-1 VISA students, and some students on financial aid are required to receive counseling services for program planning before enrollment. Generally, students should schedule an appointment or attend a workshop. Refer to the Counseling website at [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling) for the appropriate services, hours, and general information. Counseling appointments may be made in person in the Counseling Office located in the Administration Building or by calling (562) 467-5231. Limited standby counseling is also available.

Due to the high volume of students seeking counseling before the start of each semester, appointments are limited during the four weeks prior to each semester. Only standby counseling is available during this time. Contact the Counseling Department for hours scheduled for standby counseling.

### PROGRAM PLANNING

Students are expected to take courses on a consecutive basis. Students are not to receive credit for courses which are considered lower in degree of advancement than those already taken. Courses are to be taken in accordance with the student’s ultimate objective and major.

### ADMISSION TO CLASS

Students must be officially enrolled before attending any class. If students are unable to attend the first class meeting, every effort should be made to contact the instructor(s) or the instructor(s) may drop the student as a “no show”.

Students seeking admission into a “closed” class must attend the first day of class. Instructors may add students depending on seat availability and students’ completion of prerequisites, if applicable.

### ADD PROCEDURES

If you wish to add to your class schedule, please follow the steps below:

1. Classes may be added via MyCerritos, Student Center (<http://my.cerritos.edu>).
2. To add a closed class, go to class on the first day and time that it meets; be on time. Respectfully request of the instructor to be added to the class. If the instructor approves, an electronic enrollment will be submitted on your behalf to Admissions and Records. Please note that prerequisites, holds/service indicators (SI), conflicts, and illegal course repetition will be checked. Fee payment deadlines are published in the current schedule of classes. Please refer to MyCerritos (<http://my.cerritos.edu>) or the current schedule of classes for information regarding being dropped from all classes and holds (SI) for lack of payment. Please check your student account via MyCerritos or in the Admissions and Records Office. All enrollments must be completed by the published add deadlines.
3. Adding a class may be prevented due to holds or unauthorized course repetition (see “Repetition of Courses”).

### Level/Section Changes

Level/section changes must be processed in person. Program changes which involve level changes in skill and performance classes may be made by the add deadline. Students may also make level changes in Work Experience classes by the add deadline, but only a reduction of hours may be made after the add deadline.

Section changes may not be made between terms or semesters. A student may not drop a first six/eight week course and then enroll in a second six/eight week course by executing a section change. The student is required to officially drop the first six/eight week class and then pay the appropriate fees to be enrolled in the second six/eight week class. The money will not transfer from one term to another if the drop is processed outside of the refund date.

### DROP PROCEDURES

Pursuant to Title 5, section 58004 and Cerritos College Board Policy, it is the student’s responsibility to participate fully in class(es), once enrollment is complete. However, should it become necessary to drop a class, it is the student’s responsibility to withdraw themselves.

*It is strongly advised that students take the initiative to officially drop themselves. Failure to officially drop from class(es) may result in an “F” grade for each class and a delinquent debt and restrictive hold to the student’s account.*

Classes may be dropped via MyCerritos, Student Center (<http://my.cerritos.edu>). Be mindful of deadline dates for refunds and posting of “W’s” to transcripts. See the “Calendar of Important Dates” in the schedule of classes for specific deadlines. Be sure to verify the drop with a printed receipt.

Deadlines: Dropping a class or classes shall be authorized through the last day of the 14th week of an 18-week term or 75% of a shorter than 18-week term, whichever is less. The academic records of a student who remains in a class beyond the date allowed for drop must reflect an authorized symbol, other than a “W.”

“W’s” are considered “honorable withdrawals” and shall not be used in calculating grade point averages. However, excessive “W’s” shall be used as factors for probation and dismissal procedures. Additionally, a student who has a “W” in the same class two or more times, loses the privilege of priority enrollment for that class. Students may submit a Petition for Course Repetition, which is subject to approval or denial, to the Academic Records and Standards Committee for exceptions to the excessive “W” policy for course repetition.

## Dropping a Class After the Drop Deadline

A student must have documented circumstances beyond his/her control to initiate a drop after the listed deadline. Examples of her circumstances beyond the control of the student include, but are not limited to, the following: accident, illness, change in work schedule, or other documented circumstances. A “W” will be posted to the official transcript. Contact the Dean of Enrollment Services for further information.

## MILITARY WITHDRAWAL

Pursuant to Education Code 66023, the Board of Trustees of Cerritos College makes provisions for non-punitive withdrawals from class of students who are members of an active or reserve United States military service unit who receive orders compelling withdrawal from courses. Upon verification of such orders, a military withdrawal (MW) symbol may be assigned at any time after the period during which no notation is made for withdrawals. There will be no penalty for military withdrawals. Military withdrawal shall not be counted in progress probation and dismissal calculations.

## AUDITING COURSES

Auditing courses is permitted at Cerritos College. An audit student is a student who attends a course or courses for no credit or notation on an official transcript. Auditing may be available, pending signed permission, for any student who wishes to attend a course for information, review purposes, or skill building. Students wishing to audit should be aware that audited courses will NOT appear on the official transcript.

1. The student must be officially admitted to the College.
2. The student must submit the appropriate audit form with the required signatures of the instructor of the course and the division dean. Permission to audit is at the discretion of the instructor and division dean.
3. The fee to audit a class is \$15 per unit (in addition to student fees). Students enrolled in 10 or more units can audit 3 units free (may be 3 one-unit classes). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.
4. Credit students have priority over auditing students. If a course closes after an auditor has been admitted, the auditor may be asked to withdraw to make room for a credit student.

Students may contact the Admissions and Records Office to request the appropriate audit form and for additional information regarding auditing. (Board Policy 4070).

## WAIT LIST

Cerritos College utilizes a “paid” wait list. What this means is that once you have added your name to the wait list, you must pay all applicable fees for that class. Additionally, “auto-enroll” will be in operation. Auto-enroll will automatically enroll students in order from the wait list to the official roster when space becomes available. Each student is limited to a maximum of 10 wait-listed units. Auto-enroll from a wait list will not occur if:

1. Student has a hold (service indicator) on their account.
2. The class requisite has not been met.
3. Unauthorized course repetition would occur.
4. There is a class time conflict. Students may not be enrolled in two classes that meet at the same time.
5. If student is enrolled in a class AND on a wait list for the same course (i.e., enrolled in SOC 101 and #1 on the wait list for SOC 101 at another time) he/she will lose a seat when “auto-enroll” tries to move from the wait list to the official roster due to “Multiple Enrollment”.

Auto-enrollment will continue through the Friday before classes begin. Attendance at the first class meeting is required in order to enroll or remain on the wait list. Failure to attend class DOES NOT create an automatic drop or refund. If you do not want your wait-listed classes, please drop them to avoid a substandard grade and forfeiture of fees.

## REPETITION OF COURSES

At Cerritos College, previous course enrollment is reviewed electronically for prior enrollment attempts. All courses have repeatability limitations.

Students may repeat a course in which a substandard grade (D, F, NP, FW) or “W” in any combination has been received one time. Students receiving any combination of substandard grades may petition the Academic Records and Standards Committee for an exception to the two attempts rule. All petitions are subject to approval or denial. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and annotated in the student’s academic record.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages, but shall not be deleted from the student’s permanent record. Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate annotation. Annotating the permanent academic record shall be done in a manner so that all work remains legible, insuring a true and complete academic history.

Students may use an equivalent course from an accredited college or university to replace a Cerritos College course in which a substandard grade was recorded, if earned subsequent to the substandard grade at Cerritos College. The student must petition the Academic Records and Standards Committee to record the change. The College may honor the prior course repetition actions of other accredited colleges and universities in determining acceptance of credits, subject to student petition to, and approval by, the Academic Records and Standards Committee. (Board Policy 4225 and Administrative Policy 4225)

## Examples of Exceptions for Consideration of Course Repetition Limitations

An Academic Records and Standards Petition must be filed for official consideration of course repetition. All petitions are subject to approval or denial. Contact the Admissions and Records Office for specific directions.

1. Student received an “MW” (Military Withdrawal).
2. Student’s previous grades are a result of documented circumstances beyond his/her control.
3. Cooperative work experience courses, subject to stated maximums, as provided in the College Administrative Procedures.
4. Certain activity or skill building courses, subject to stated maximums, as provided in College Administrative Procedures.
5. Certain classes for students with disabilities, subject to stated qualifications, as provided in College Administrative Procedures.
6. Repetition necessary for legally mandated training. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.
7. After a significant lapse of time, a student may repeat a course in which a grade of “C” or better was received.

## **COURSE REPEATABILITY**

Intercollegiate athletics and some music and theater courses that are required for transfer programs are the only courses that allow for repeatability. There are limitations on repeatability for dance, drama, physical education, visual arts, and most music courses; these courses are offered as single enrollment courses. There will be a notation after the course description if the course allows for repeatability.

The college has developed Families of Courses that include courses related in content (see next page for Families of Courses listed by department). A family of courses may consist of more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including “W”s, will count toward the four-course enrollment limitation. Students can repeat art, dance, drama, music, and physical education courses that are included in Families of Courses in which a grade of “NP”, “D”, or “F” was earned or a “W” was assigned; however, all enrollments count toward the four-enrollment maximum for each family of courses.



**FAMILIES OF COURSES**

**Art and Design**

- 3D Animation*  
ART 191A, 191B, 195
- Calligraphy*  
ART 180, 181, 183A, 183B, 287A, 287B
- Ceramics*  
ART 150, 151, 152, 153, 154, 252, 253
- Computer Graphics*  
ART 184, 186, 189L, 284
- Digital Painting*  
ART 196
- Drawing*  
ART 111, 114, 183, 185, 285
- Foundation Design Principles*  
ART 110, 120, 121
- Graphic Design*  
ART 184, 284
- Lettering and Typography*  
ART 182A, 182B
- Life Drawing*  
ART 112, 213, 214, 232
- Life Painting*  
ART 237, 238, 239
- Motion Graphics*  
ART 198
- Motion Picture Editing*  
ART 192, 192B
- Multimedia Design*  
ART 194
- Painting*  
ART 130A, 130B, 136, 231
- Print Making*  
ART 116, 117, 218, 219
- Water Coloring*  
ART 133A, 133B, 134, 135

**Communication Studies**

- Forensic Activity*  
COMM 231, 232, 233

**Counseling**

- Educational Planning*  
COUN 101A, 101B, 101C

**Dance**

- Adaptive Dance*  
DANC 102
- Ballet*  
DANC 106A, 106B, 107
- Commercial Dance*  
DANC 110, 124, 126
- Dance Composition*  
DANC 130, 130A, 130B
- Dance Documentation*  
DANC 131, 132
- Formal Dance Performance*  
DANC 133, 134, 136, 150
- Informal Dance Performance*  
DANC 50, 135, 151
- Introductory Dance*  
DANC 105
- Modern Dance*  
DANC 108A, 108B, 108C
- Partnering*  
DANC 120, 121, 125
- Tap Dance*  
DANC 142, 143
- Theatrical Dance*  
DANC 112, 140, 141, 144
- World Dance*  
DANC 109, 122, 123

**Film**

- Motion Picture*  
FILM 101, 104, 107, 293
- Television*  
FILM 102, 103

**Journalism**

- College Newspaper*  
JOUR 107, 107A, 107B, 107C, 107D

**Library**

- Library Research*  
LIBR 100, 101

**Music**

- Guitar Studies*  
MUS 120, 121, 122, 123
- Piano*  
MUS 112, 113, 115, 144
- Vocal Studies*  
MUS 116, 117, 118, 119, 143

**Physical Education**

- Adapted Activities*  
PEX 100, 100A
- Adapted Aquatics*  
PEX 105, 106, 106A
- Adapted Fitness*  
PEX 101, 102, 104, 109
- Adapted Individual Sports*  
PEX 108
- Adapted Muscular Conditioning*  
PEX 103, 103A
- Adapted Team Sports*  
PEX 107, 107A
- Aerobics*  
PEX 110, 111, 112, 113
- Badminton*  
PEX 156, 161, 162, 261
- Baseball*  
PEX 163, 263
- Basketball*  
PEX 165, 166, 265, 266
- Bowling*  
PEX 167, 267
- Cardiovascular Fitness*  
PEX 118, 119, 120, 121, 122, 132
- Cheer*  
PEX 169, 170, 171, 271
- Football*  
PEX 172, 272, 274
- General Fitness*  
PEX 124, 126, 130
- Golf*  
PEX 176, 276
- Indoor Fitness*  
PEX 134, 135, 136
- Muscular Conditioning*  
PEX 145, 245, 246
- Pilates*  
PEX 155, 156, 157
- Self Defense*  
PEX 147, 148, 149, 150, 249
- Soccer*  
PEX 177, 178, 179, 278
- Softball*  
PEX 181, 281, 282
- Swimming*  
PEX 184, 185, 186, 284, 285
- Tennis*  
PEX 188, 189, 288, 289
- Volleyball*  
PEX 191, 192, 291, 292
- Walking, Jogging and Running*  
PEX 138, 139, 140, 141, 142, 240
- Water Aerobics*  
PEX 116, 117
- Wrestling*  
PEX 194
- Yoga*  
PEX 151, 152, 153

**Theater**

- Acting*  
TH 107, 110, 111, 212, 213, 216
- Costuming*  
TH 144, 221, 221A
- Crew*  
TH 109, 133, 134
- Improvisation*  
TH 108, 117, 208
- Make-Up*  
TH 123, 123A
- Musical Theater*  
TH 105, 146, 147
- Portable Entertainment*  
TH 223, 224, 225
- Rehearsal and Performance*  
TH 130, 131, 132
- Touring Theater*  
TH 136, 137

## CHANGE OF ADDRESS

Changes in address must be reported immediately to the Admissions and Records Office. Failure to do so may result in a delay of enrollment appointment or other important notifications. Address changes may be made online at [www.cerritos.edu](http://www.cerritos.edu), “My Cerritos”, “Student Center”, “Personal Information.”

## COLLEGE UNITS

Each college course is offered for a particular number of units. Course units are based on the type of course and the number of hours per week it was designed to meet. For examples, a lecture course which meets three hours per week during the regular 18-week semester is worth three units; a laboratory course which meets three hours per week during that same semester is worth one unit.

## STUDY LOAD

In order to meet graduation requirements in four semesters, students should carry an average of 16 units of degree applicable credit each semester. Students desiring to enroll in more than 18 units must have the approval of a counselor. Other unit limitations are:

- Foreign Visa Students: not less than 12 units.
- Intercollegiate Athletes: not less than 12 approved units, throughout season of sport; not less than 24 approved units between seasons of sport.
- Dual Enrollment (K-10th Grade) Students: may enroll in a maximum of 4 units.
- Dual Enrollment (11th-12th Grade) Students: may enroll in a maximum of 8 units.
- Students on probation are limited to the amount of units based on GPA and/or completion rate.

## DEFINITION OF A CLASS HOUR

A “class hour” is the basic unit of scheduled attendance and/or examination and is defined as a period not less than 50 minutes. A “clock hour” is a 60-minute time frame which is composed of one 50-minute class hour and a 10-minute segment referred to as a “passing period” or “break.” Cerritos College classes have been scheduled based on these definitions. Classes that meet for multiple hours may include a 10-minute break between hours but not in the last hour of attendance.

## UNIT CREDIT FOR MILITARY SERVICE

Veterans who have served on active duty a period of one year or longer and who have received other than a dishonorable discharge may be granted four (4) units of credit. The units will be designated as “Military Credit” on the transcript. To apply for these units the veteran must present the D.D. Form 214 to the Admissions and Records Office. Credits are elective credits for the A.A. degree only and do not apply to certificate programs.

## CLASSIFICATION OF STUDENTS

<i>Freshman</i>	One who has earned fewer than 30 units.
<i>Sophomore</i>	One who has earned 30 or more units but fewer than 60 units, or has completed 60 units but does not hold a degree.
<i>Graduate</i>	One who has been awarded the Associate in Arts degree or a higher degree.
<i>Full-time</i>	One who is enrolled in 12 or more units.
<i>Part-time</i>	One who is enrolled in less than 12 units.
<i>Dual Enrollment (11-12)</i>	One currently enrolled in the 11th or 12th grade in high school who desires to enroll for college credit.
<i>Dual Enrollment (K-10)</i>	One currently enrolled in K-10th grade who desires to enroll for college credit.

## PARKING REGULATIONS

On-campus student parking for vehicles will be free. There will be no cost for student parking during the Fall semester 2020, between the hours of 6 am and 10 pm. Students parking in white student stalls will not require a parking permit. All other parking violations will be strictly enforced (i.e. students parking in staff stalls, handicapped and fire zone violations)..

**VEHICLES THAT ARE INCORRECTLY PARKED CAN BE ISSUED A PARKING CITATION. CERRITOS COLLEGE ASSUMES NO LIABILITY AND IS NOT RESPONSIBLE FOR DAMAGE TO OR THEFT OF ANY VEHICLE OR ITS CONTENTS. LOST OR STOLEN PARKING PERMITS ARE NOT REPLACED. PLEASE REFER TO THE COLLEGE CATALOG FOR ADDITIONAL PARKING INFORMATION.**

## PARKING AREAS

Vehicles authorized to park on the Cerritos College campus shall be parked head in only in areas that have been painted with lines indicating parking stalls.

### Designated Parking Areas are Color Coded:

WHITE .....	Student parking
YELLOW .....	Faculty and staff parking or Disabled Parking with Handicapped Placard issued by DMV
GREEN .....	Timed stalls; 2 hour max parking time limit
BLUE .....	Valid “DP” plate or placard.
WHITE GRID MARKED ...	Motorcycle parking only
PINK .....	Cosmetology patron parking located in Lot 8. Pink cosmetology patron parking permit required.

Bicycles must park in designated areas only. All designated student and staff parking areas will be enforced Monday, 7 a.m., through Friday, 11 p.m.

## PARKING ON THE INTERIOR CAMPUS

Bicycles are to park in District-provided racks. Violators will be cited. Only those vehicles with approval from the Campus Police Department or Facilities are permitted to drive and park on the interior and sidewalks of the campus. Violators will be cited and/or the vehicle taken and put into storage.

## OFF-CAMPUS PARKING

Off-campus parking is extremely restricted. Parking in surrounding residential areas is by city-issued permit only. Student vehicles parking in the surrounding neighborhoods will be cited, towed away and impounded by the city at the student’s expense.

The property owners also prohibit student parking in the shopping centers adjacent to campus. Student vehicles in these shopping centers are also towed away by property managers, at the student’s expense.

## RESPONSIBILITIES FOR PENALTIES

The registered owner of any vehicle on campus may be held responsible for liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicles on the Cerritos College campus.

## LIABILITY

Cerritos College assumes no liability and is not responsible for damage or theft of any vehicle or its contents.

## Scholars' Honors Program

The Scholars' Honors Program (SHP) is the academic and social home that Cerritos College provides for talented and motivated students who plan to transfer to four-year institutions. The SHP values students who embrace creativity, innovation, critical thinking, open-mindedness, research, collaboration, lifelong learning, community service, and academic integrity. The SHP provides transfer-bound students with the opportunity to enrich themselves through participation in unique, challenging, and interactive educational experiences. The SHP promotes this goal by providing an office that supports and assists students by offering Honors course sections taught by outstanding professors, and by offering opportunities for students to work one-on-one with these faculty members on undergraduate research projects.

### BENEFITS OF HONORS

- Priority Registration for all Cerritos College Courses
- Special Admissions Agreements with Universities
- Transferable Honors Courses (Lower Class Size)
- Undergraduate Research Opportunities
- Closer Interaction with Honors Faculty
- Designated Honors Counselors
- Special Assistance from the Honors Office
- Private Graduation Ceremony
- Travel to Conferences (all expenses paid)
- Free Access to Libraries at UCLA and UC Irvine
- Honors Courses Designated on Transcripts
- Honors Scholarship & Other Scholarship Opportunities

### TRANSFER PARTNERS

UCLA	LMU
UC Irvine	Smith College
Pomona College	Gonzaga University
Pitzer College	Tufts University
Scripps College	University of Arizona
Mills College	Brandeis University
Amherst College	and other institutions

### MINIMUM CRITERIA FOR ADMISSION

- 3.0 Cumulative GPA
- Consistent Academic Record
- Eligible to enroll in Honors English 100, 103, or 110

### COMPLETION REQUIREMENTS FOR THE PROGRAM

SHP students must maintain a 3.0+ cumulative GPA in all their transferable courses, complete the Honors Writing Requirement, complete Plan C and major requirements, and complete five honors courses with a "B" or better.

### FURTHER INFORMATION CONTACT

- Phone: (562) 860-2451, ext. 2728
- Email: use the "Contact Us" option at [www.cerritos.edu/shp/](http://www.cerritos.edu/shp/)
- Office: LC-206 (2nd floor of the Success Center)

## Educational Partnerships and Programs (EPP)

The Office of Educational Partnerships and Programs (EPP) is dedicated to planning and coordinating the District's K-16 activities to support collaborative partnerships and create a positive and constructive connection with college, school districts, and higher education relations in order to best serve our students.

Programs and Services include:

- Articulation and Dual Enrollment (on high school campuses)
- Cerritos Complete Promise Program
- Learning Communities/First Year Experience (FYE) Program
- President's Scholar's Academy
- Teacher TRAC Program

For more information, visit us on the web at [www.cerritos.edu/epp](http://www.cerritos.edu/epp) or call (562) 860-2451, Ext. 2212.

### ARTICULATION AGREEMENTS

Articulation is a specific class or classes taken by a student in a high school, ROP programs or adult schools where the student receives college credit for the class at Cerritos College. Cerritos College has waived residency requirements for the students to receive college credit.

BENEFITS:

- Students earn college credit while in high school, ROP or adult school program.
- Students do not need to repeat coursework at the college.
- Students get basic skills and knowledge prior to college.
- Ultimately, students decrease the cost of college tuition and textbook fees, and can complete their college program sooner.

For more information, please visit our website at [https://www.cerritos.edu/epp/articulation\\_agreements.htm](https://www.cerritos.edu/epp/articulation_agreements.htm).

### DUAL ENROLLMENT

Dual Enrollment are college classes offered to High School students where they receive both college units and high school credit.

Under Assembly Bill 288 (College and Career Access Pathway Partnership Agreement):

- Intended to reach broader range of students, not just highly gifted or vocational work.
- Emphasis on college and career readiness, CTE and transfer pathways.
- Intended to reduce the number of students needing basic skills math and English instruction at the community college.
- Increases enrollment cap from 11 units to 15 units each semester.
- Permits courses to be taught at high school campus to only high schools students.

BENEFITS:

- Introduction to and preparation for college life
- Ability to explore interests, careers & majors
- Opportunity to address skill gaps
- Accelerated pathway through college that can save time and money

For more information, please visit our website at [https://www.cerritos.edu/epp/Dual\\_Enrollment.htm](https://www.cerritos.edu/epp/Dual_Enrollment.htm).



## PRESIDENT SCHOLARS ACADEMY

The Cerritos College President Scholars Academy is an academy developed to reach out to high school students from ABC, Bellflower, Downey, Norwalk/La Mirada, and Paramount Unified School districts, who are interested in a college experience.

### BENEFITS:

- Small, supportive setting with only 32 high school students
- Helps prepare students for college
- Mandated Weekly Scholar Time
- Friday Internships (Coordinated by the K-12 District)
- Students attend high school in the morning and Cerritos College in the afternoon
- Students graduate with a high school diploma from their high school
- Students earn a minimum of 24.5 Cerritos College units, including 8 units of science and 4 units of English that are transferable to any CSU or UC

For more information, please visit our website at [https://www.cerritos.edu/epp/President\\_Scholars\\_Academy.htm](https://www.cerritos.edu/epp/President_Scholars_Academy.htm).

## Cerritos Complete Promise Program

Cerritos Complete, a California College Promise Program, is our student success initiative that focuses on our students' pledge to earn and complete their degrees or certificates on time. Cerritos Complete is a partnership between Cerritos College and our partner school districts: ABC, Bellflower, Compton, Downey, Lynwood, Norwalk-LaMirada, and Paramount Unified School Districts.

The Cerritos Complete Promise Program is available to high school seniors or those completing equivalency to smoothly transition to college. This program provides opportunities to obtain the skills and knowledge needed for college, explore a variety of careers, save money on their college education, and graduate from college on-time.

### BENEFITS:

- Two-year free tuition (in-state rates only)
- Program pays student Health and Activities Fees
- Early enrollment
- Step-by-step assistance
- One-on-one counseling and advisement
- College preparedness
- Career exploration
- Personalized schedule for Fall and Spring semester

### HIGH SCHOOL SENIOR OR EQUIVALENCY REQUIREMENTS:

- You must be a graduating high school senior, or completing high school equivalency, enrolled in: ABC USD, Bellflower USD, Compton, Downey USD, Lynwood USD, Norwalk-La Mirada USD, or Paramount USD
- You must complete the steps by the deadlines

### HOW DO I SIGN-UP FOR THE CERRITOS COMPLETE PROMISE PROGRAM?

Recruitment starts in January and applications are due by March 2. Visit our website at <http://www.cerritos.edu/cerritoscomplete/> to learn more about the program and view the program steps and deadlines or call (562) 860-2451, ext. 2212.

## Teacher TRAC

The Teacher TRAC program offers many services and pathways for students interested in teaching. Teacher TRAC focuses on preparing future pre-school teachers, elementary school teachers, special education teachers, secondary teachers, and Career Technical Education teachers to transfer for a four-year degree and credential.

For students interested in becoming an elementary school teacher, Teacher TRAC's flagship program is a partnership with California State University, Long Beach. As a student in the integrated, standards-based Teacher TRAC / CSULB program, you can earn your bachelor's degree and multiple-subject teaching credential, and complete your student teaching.

Excellent opportunities are offered through the Teacher TRAC Program. These opportunities include work experience in schools, access to Teacher TRAC counselors, training on how to integrate technology into the classroom, participation in conferences and workshops for teachers, classes targeted for future teachers, and access to Teacher TRAC Scholarships.

Change a life, shape a future, and give back to your community. Become a teacher! California schools need new teachers each year. One of them can be you!

### How do I apply?

Applications for the program are accepted each semester. Visit our website at [www.cerritos.edu/teachertrac](http://www.cerritos.edu/teachertrac) for an application and more information, or call (562) 860-2451, Ext. 2212.

## Learning Communities Program

Learning communities involve the intentional creation of class pairs or clusters. The same group of students is co-enrolled in two or more courses, usually from different disciplines. Students enroll in courses but receive a separate grade for each one. Classroom activities, tests, assignments, field trips, research projects, and educational technology are used to engage students in their own learning, as well as provide them with valuable "real-world" skills.

Perhaps more importantly, the learning community model promotes student-centered learning, with an emphasis on an enriched classroom environment. It promotes greater intellectual growth and genuine mastery of course content through collaborative activities, frequent feedback, and increased student-teacher and student-student interactions.

### What are the benefits of joining a Learning Community?

- Smooth your transition into college
- Meet other students and form lasting friendships
- Learn how to choose your major and reach your academic goals sooner
- Graduate or transfer to a four-year college or university sooner
- Increase your learning and earn better grades

### Are Learning Community courses transferable?

Many of the courses are transferable to the CSU's and UC's. See the Schedule of Classes, the Cerritos College Catalog or meet with your counselor to check specific courses.

### What are the requirements to enroll?

The only requirements to enroll in a Learning Community are that you:

- a) meet the prerequisites for all courses and
- b) enroll in all courses listed for that Learning Community

The prerequisites are listed in the Cerritos College Catalog and must be met prior to enrollment.

### How will Learning Community courses be listed on my transcript?

Your transcript will reflect the classes as separate courses.

## Learning Communities Program

Cerritos College offers three Learning Communities: First Year Experience, Puente Program, and Umoja Success Program. Below are the descriptions of each Learning Community:

### FIRST YEAR EXPERIENCE PROGRAM

First Year Experience program (FYE) is a student success program designed to help students make a smooth and successful transition into college. FYE pairs classes together in “Houses” that focus on an area of interest and/or major; creating cohorts of students with shared interest.

FYE provides a supportive and welcoming learning community environment where students connect with one another and with creative faculty members. The FYE Houses are packaged together during prime class times, so they work well with your schedule and are guaranteed to the first 30 students who sign a contract. FYE also has events during the semester aimed at connecting you to campus and community.

For more information about FYE, please call (562) 860-2451, ext. 2782 or stop by the LCP Office in the Multipurpose Building, Room MP 100 A-E.

### PUENTE PROGRAM

The Puente program is designed to help students achieve academic success, instills a sense of belonging, and guarantees students four transfer courses (schedule on reverse) with textbooks provided at no cost. These courses are all transferable and will get you more familiar with the transfer process, major and career decision process, and build your leadership skills. The most unique aspect of the Puente program is that the professors approach these four subject through a Latina/o perspective. Including Latina/o authors, historical and contemporary issues in the Latina/o community, and different themes pertaining to the Latina/o community.

### UMOJA SUCCESS PROGRAM

Be a part of a community of scholars designed with you in mind! The Umoja Success Program assists African American students and others in achieving academic and life success through the exploration of Black Culture and Hip Hop. The program is a dynamic learning experience shared by a group of students with faculty that is committed to their success. Umoja, a place to call home!

So what’s in it for you? Support, Trips, Free Stuff, and much more. Interested students should complete the Google Doc below, and Umoja will connect with you about joining the community!

If you want to go fast, then go alone. If you’re going to go far, go together! —UMOJA!

## Distance Education Program

Due to the risk of the spread of COVID-19, this academic year, 2020-21, Cerritos College will be delivering most courses online at a distance. Individual sections of courses may be taught “synchronously,” meaning that students will be required to attend class remotely during specific scheduled days and times. Synchronous online courses are listed in the schedule of classes with the designation of “remote” and class days and times are listed. Courses may also be taught “asynchronously,” meaning that students can complete the coursework at any time and are not required to attend class remotely during scheduled times. Asynchronous online classes are listed in the schedule of classes with the designation of “online.” Individual instructors’ will communicate with their students about requirements for tests and labs via email or in an orientation module. Hybrid courses include the combination of traditional in-class meetings with computer-based learning and other instructional technologies.

All online, remote, and hybrid courses carry full academic credit, and the content is equivalent to what you would receive via a more traditional mode of delivery. Students enroll in distance education classes in the same manner as regular classes. Consult the general enrollment procedures in this catalog or in the class schedule for more information.

### What do Distance Education students need to be successful?

- Internet access and basic computer skills (send and receive e-mail messages and attachments, download and manage files, search and navigate the Internet using a browser);
- Awareness of available online library resources and learning support services;
- Time management and organizational skills;
- Motivation and focus; and
- Completion of an online orientation program or equivalent preparation, such as previous online coursework. Your instructor may offer an orientation module to assist you to complete the course successfully online.

Before registering for an online course, you should make sure that your skills are proficient in basic computing, web browsing, e-mail, and word processing. Your instructor will not teach these skills as part of the content of the course.



## Scholarship Regulations

### FINAL EXAMINATIONS

Instructors at Cerritos College have established their course requirements within the framework of the College's philosophy and requirements.

Final examinations are required in all courses. A schedule for final examinations is available in the class schedule and online at [www.cerritos.edu/finalexam](http://www.cerritos.edu/finalexam). Students are expected to take examinations when scheduled; but in the event of an emergency or severe illness, the instructor should be notified.

### GRADING

Accomplishment in course work is indicated by the following symbols:

Symbol	Definition	Grade Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing (earned)	0
FW	Failing, due to lack of participation and failure to withdraw	0
EW	Extenuating withdrawal (without penalty)	
I	Incomplete	-
MW	Military Withdrawal (without penalty)	-
NP	No Pass (less than satisfactory or failing; units not counted in GPA)	-
P	Pass (at least satisfactory, the equivalent of a "C"; units awarded not counted in GPA)	-
*RD	Report Delayed	-
W	Withdrawal	-

\*RD - The RD symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

### GRADE CHANGES

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. The correction of a grade given shall only be allowed for a request initiated within one year following the end of the term in which it was assigned.

Exceptions to the one-year limit on grade changes may be requested by petition of the student in extenuating circumstances. A formal petition must be submitted to the Academic Records and Standards Committee. Extenuating circumstances are verified cases of accident, illnesses, or other circumstances beyond the control of the student (Title 5, Section 55760).

### INCOMPLETE

Students are **not to re-enroll** for a course in which a grade of "I" has been recorded. 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 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 Admissions and Records Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. (Administrative Policy 4230)

### TRANSCRIPTS OF RECORD

A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. If ordered on campus, the first 2 transcripts (whether official or unofficial) and verifications of enrollment are free. For subsequent copies, a fee of \$3 is charged for each regular transcript; a \$10 fee is charged for each rush transcript requested at least 2 hours before closing. The fee for verification of enrollment is \$2 for three to five working days processing time, or \$7 for 24-hour service. Please contact the Admissions and Records Office by phone or check the website at [www.cerritos.edu/MyCerritos](http://www.cerritos.edu/MyCerritos), "Transcripts", for information on ordering transcripts via the web.

### VERIFICATION OF STUDENT STATUS FEES

The following are the fees for verification of enrollment:

- \$2 per verification of status.
- \$5 additional rush fee per verification to be completed within the same business day.

Exemptions for these fees are for verification of enrollment and grade point average for the California Student Aid Commission for financial aid purposes.

### GOOD STANDING

Students are considered to be in good academic standing if s/he maintains a cumulative grade point average of 2.0 or higher for all course work completed, and if the percentage of all units attempted for which entries of "W", "I", and "NP" are recorded does not reach or exceed 50 percent.

### PROBATION

- A. Academic Probation  
Students who have attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the students have earned a grade point average below 2.0 in all units undertaken at Cerritos College.
- B. Progress Probation  
Students who have enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units at Cerritos College which the students have attempted and for which entries of "W", "I", and "NP" are recorded reaches or exceeds 50 percent.

Probation is entered on the student's permanent records and transcripts of record. Students placed on academic or progress probation will be notified at the email address listed on the official college record. (Board Policy 4250 and Administrative Policy 4250)

### PROBATION CLEARANCE

- A. Academic Probation Clearance  
Students may clear academic probation by earning sufficient grade points to raise the cumulative grade point average to 2.0 or higher in the next semester of attendance. Probation status is not cleared by one semester of 2.0 GPA if it does not raise the cumulative GPA to 2.0 or higher.
- B. Progress Probation Clearance  
Students may clear progress probation by decreasing the percentage of "W", "I", or "NP" entries to less than 50 percent of all units in which the students have attempted. (Board Policy 4250)

**STANDARDS FOR DISMISSAL**

- A. Academic Dismissal  
Students are subject to academic dismissal when their GPA is less than 2.0 in 12 units or more for two consecutive semesters on academic probation. Students subject to academic dismissal shall be placed on continued probation when their latest semester's GPA is 2.0 or higher.
- B. Progress Dismissal  
Students who have been placed on progress probation shall be subject to dismissal if the percentage of units in which the students have been enrolled and for which entries of "W", "I", or "NP" are recorded in at least two (2) consecutive semesters reaches or exceeds 50 percent. Students subject to progress dismissal shall be placed on continued probation when no "W", "I", or "NP" entries are recorded for their latest semester.

Students are notified they have been placed on probation shortly after the beginning of the subsequent semester. Dismissal notices are issued before the start of the fall semester. Dismissed students may attend summer session to improve academic deficiencies.

**REINSTATEMENT AFTER DISMISSAL**

- A. Academic Reinstatement  
Students may re-enter the semester following academic dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the accumulated GPA is 2.0 or higher.
- B. Progress Reinstatement  
Students may re-enter the semester following progress dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the percentage of "W", "I", or "NP" entries is less than 50 percent of all units in which the students have enrolled.

**Petitions must be filed prior to the deadline indicated on the readmission petition.**

**REMOVAL FROM CLASS**

A student may be involuntarily removed from a course due to excessive absences, failure to meet prerequisite(s), or as a result of official disciplinary action (California Code of Regulations, Title 5, Section 55003).

**ATTENDANCE**

It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to their instructor to explain the absence. **Students not in attendance or late for the first class meeting are subject to drop. Students who are absent in excess of 10% of the total class hours are subject to drop. Students who are absent during the course add period are subject to drop.** Certain academic and career technical education areas may have stricter attendance requirements.

Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

1. AUTHORIZED ABSENCE: For an approved educational field trip or school activity.
2. EXCUSED ABSENCE: For illness, injury, or quarantine.

NO CREDIT WILL BE GIVEN FOR A CLASS IN WHICH A STUDENT IS NOT OFFICIALLY ENROLLED.

Students must attend the first class meeting or their names may be removed from the roll to allow another student seeking admission to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

**WITHDRAWAL**

Pursuant to Title 5, section 58004 and Cerritos College Board Policy, it is the student's responsibility to participate fully in class(es), once enrollment is complete. However, should it become necessary to withdraw from class, it is the student's responsibility to drop in person in the Admissions and Records Office or through MyCerritos.

***THE ULTIMATE RESPONSIBILITY OF WITHDRAWAL FALLS TO THE STUDENT.***

**How to officially withdraw after enrollment ends:**

Complete an Add/Drop Card (available in the Admissions and Records Office) or for a faster response, use MyCerritos (<http://my.cerritos.edu>). Retain an updated printout for your records.

**ALL WITHDRAWALS MUST BE COMPLETED BY THE LISTED DEADLINES. FAILURE TO OFFICIALLY WITHDRAW FROM CLASS(ES) MAY RESULT IN AN "F/FW" GRADE FOR EACH CLASS. See the "Session Dates and Deadlines" in the Schedule of Classes for specific deadlines.**

Withdrawal resulting in Progress Probation and/or grades resulting in Academic Probation for two consecutive terms causes loss of enrollment priority, with certain exceptions, and is subject to appeal.

**BASIC SKILLS COURSE LIMITATIONS**

No more than a total of thirty (30) units from the pre-collegiate basic skills courses listed below are allowed:

- ENGL 20
- MATH 20, 40
- READ 41, 42, 43, 46, 48, 49

"Basic Skills Course Work" refers to pre-collegiate basic skills courses (i.e., courses in reading, writing, computation, learning skills, study skills) which are designated as non-degree applicable courses, the purpose of which is to prepare students for successful completion of associate in arts degrees, transfer, or certificate courses.

Students enrolled in one or more courses of English as a Second Language (ESL) or students identified as having a learning disability are exempt from the thirty (30) unit limitation. A student who has completed thirty (30) units of basic skills course work, shall be barred from registering in pre-collegiate basic skills classes and referred to other appropriate agencies to develop the skills necessary to enter college-level course work. (Administrative Policy 4222)

**ACADEMIC RENEWAL REGULATIONS**

An Academic Renewal procedure permits alleviation of previously recorded sub-standard ("D", "F", and "NP") academic performance which is not reflective of a student's present demonstrated ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

1. A student may request that up to 30 units substandard course work attempted be annotated and disregarded in the computation of the student's grade point average or requirements for a degree. Only those requested courses with substandard grades will be disregarded.

2. At least twenty-four (24) units of college work from an accredited institution with a grade point average of 2.0 must be completed after the 30 units of course work to be alleviated.
3. A student may be granted academic renewal only once.
4. No alleviated course work shall apply toward degree requirements.
5. In the petition, the student must specify the course(s) to be considered under the academic renewal policy as well as the term in which the course work was attempted.
6. Some senior-level institutions and, possibly, certain out-of-state community colleges do not honor academic renewal. It is the student's responsibility to ensure that his/her transfer institution will approve of academic renewal from Cerritos College.

A student may petition for academic renewal at the Admissions and Records Office.

## **CREDIT BY EXAMINATION**

"Credit by Examination" may be granted for proficiency previously accomplished in other than an accredited institution for experience, study, travel, or for formal service-connected courses essentially equivalent to a course for which credit is being requested. Credit attempted by this method shall be so marked on the student's permanent record on an A-F grading system.

A student may earn up to a maximum of 15 units through "Credit by Examination." Units and grade points earned shall be counted toward the Associate in Arts degree.

Units earned by "Credit by Examination" are not considered as part of the student's official program and will not be used for reports to Social Security, Veterans Administration, or similar agencies. Non-resident students will not be required to pay a tuition fee.

Students interested in "Credit by Examination" should consult with a counselor to discuss the impact of credit by exam grades on the student's academic record. Students planning to transfer should be advised that credit by exam grades may not be accepted by the transfer institution.

Petitions for "Credit by Examination" must be approved by the appropriate division dean. It is the student's responsibility to obtain such approval by the designated deadline. (Deadline dates may vary from department to department. Student should contact the appropriate department regarding deadline dates).

## **ELIGIBILITY GOVERNING "CREDIT BY EXAMINATION"**

1. The student is currently enrolled at Cerritos College.
2. The course is approved for "Credit by Examination". (See the Schedule of Classes for list of approved courses)
3. Student has met prerequisite(s) for the course.
4. The student has not already received credit for a more advanced course which follows this course in sequence.
5. The student has not previously challenged this course.
6. The course is one for which high school or college credit has not been previously granted, unless there is a course articulation agreement between Cerritos College and an educational institution or agency.

A student may earn up to a maximum of 15 units through "Credit by Examination".

Those students planning to transfer should be advised that credit by exam grades may not be accepted. (Board Policy 4235 and Administrative Policy 4235)

## **PASS/NO PASS COURSES**

Title 5, California Administrative Code 55022, permits the granting of credit toward a degree or certificate for courses completed on a Pass/No Pass basis. All sections of the course must be offered in the same manner. Courses may be offered for Pass/No Pass in either of the following categories and will be specified in the catalog:

### *Pass/No Pass Only Grading Basis*

- Courses wherein all students are evaluated on a Pass/No Pass basis only. Please refer to current Schedule of Classes for the list of courses offered as Pass/No Pass only.

### *Optional Pass/No Pass Grading Basis*

- Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Please refer to the current Schedule of Classes for the list of courses offered with the Pass/No Pass option.

No more than fifteen (15) units of Pass/No Pass courses may be completed at Cerritos College, nor may more than fifteen (15) units earned on a Pass/No Pass basis be applied toward the Associate in Arts degree. Some courses are graded entirely on a Pass/No Pass basis. Units earned in such courses shall not be considered as a part of the fifteen (15) unit limit in the optional Pass/No Pass policy.

The decision to elect Pass/No Pass grading must be made by the end of the fifth week of a full semester course or by the first 30 percent of a short-term course, after which no other evaluative grade may be given. Pass/No Pass forms are available online or in the Admissions and Records Office in the Administration Building. Forms must be received and processed by the Admissions and Records Office in order to receive the Pass/No Pass notation.

A grade of "P" is earned for coursework equal to a grade of "C" or better. A grade of "NP" is earned for coursework equal to a grade of "D" or "F". Neither "P" nor "NP" grades are used in computation of grade point average; however, P/NP units will appear on the transcript of record.

A student may reverse P/NP selection to a letter grade, provided the reversal is completed prior to the end of the fifth week of a full semester course or prior to the first 30 percent of a short-term course.

Units attempted for which a grade of "NP" is recorded shall be considered in probation and dismissal procedures. Students may not repeat a course using the P/NP grading basis for a course previously taken for a letter grade.

Students are advised that four-year institutions may limit the number of units acceptable for transfer completed with a P/NP notation. (Administrative Policy 4232)

NOTE: As a result of the shift to online instruction in Spring 2019 due to the COVID-19 pandemic, the California Community Colleges Chancellor's Office (CCCCO) issued a formal memo suspending the regulatory limitations outlined in this section and allowing the P/NP grading option for all courses until further notice. The regulatory limitations related to the P/NP grading option will be restored upon official notification by the CCCCCO.

**ACCEPTANCE OF TRANSFER COLLEGE CREDIT**

A student who presents an official transcript of previous college or university work (other than non-degree applicable course work) in courses comparable to those of Cerritos College, may receive credit towards the Associate in Arts degree from Cerritos College. Before credit can be granted, the course work must have been completed at a college or university that is a member of one of the six regional accrediting associations. Official transcripts must be on file with the Admissions and Records Office. Hand-delivered copies of transcripts are accepted provided they are received in a sealed envelope.

Transfer credit from institutions using the quarter system shall be evaluated as follows:

*The number of quarter units shall be multiplied by two and divided by three to arrive at the approximate number of semester units. (i.e., 4 quarter units equal approximately 3 semester units.)*

Cerritos College is authorized to enroll F-1 non-immigrant students and welcomes applications from such persons. All records of any previous schools (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included.

Prior to the application of credit towards the Associate in Arts degree (A.A.), the international transcript must be submitted to evaluation agencies acceptable to Cerritos College. The college may then choose to accept or not accept the agency's recommendations to award credit towards the Associate in Arts degree.

Since the four-year universities maintain their own individual evaluation staffs, credit from foreign institutions towards the Baccalaureate degree is subject to the universities' review.

International students who wish to enroll as an F-1 status, please refer to the "Admission of International Students" in this catalog. Also, please contact the Office of International Student Services (OISS) at (562) 860-2451, Ext. 2133;; or visit the website at [www.cerritos.edu/oiss](http://www.cerritos.edu/oiss).

**ADVANCED PLACEMENT EXAM CREDIT**

Cerritos College will grant degree-applicable credit for College Board Advanced Placement examinations, based on a policy change from the community college Chancellor's Office resulting from an assembly bill. There is now a uniform statewide community college policy on the use of AP for the A.A. degree. A score of 3, 4 or 5 is required in order to receive units toward the A.A. degree. The number of units earned through Advanced Placement exams will be noted on the student's transcript. AP exams that do not specify a general education area will receive elective credit. AP Credit granted can be used to satisfy Cerritos College General Education requirements for the A.A. degree (Plan A) as follows:

<b>AP Examination</b>	<b>CCC GE Areas</b>	<b>Minimum Semester Units</b>
Art History	Humanities	3
Biology	Natural Sciences	4
*Calculus AB	Language & Rationality	3
*Calculus BC	Language & Rationality	3
*Calculus BC/AB Subscore	Language & Rationality	3
Chemistry	Natural Sciences	4
Chinese Language & Culture	Humanities	5
Comparative Government & Politics	Social/Behavioral Sciences	3
Computer Science A	N/A	3
Computer Science Principles	N/A	3
**English Language & Composition	Language & Rationality	3
**English Literature & Composition	Language & Rationality & Humanities	6
Environmental Science	Natural Sciences	3
European History	Social/Behavioral Sciences or Humanities	3
French Language	Humanities	5
French Literature	Humanities	5
German Language	Humanities	5
Human Geography	Social/Behavioral Sciences	3
Italian Language & Culture	Humanities	3
Japanese Language & Culture	Humanities	5
Latin	Humanities	3
Macroeconomics	Social/Behavioral Sciences	3
Microeconomics	Social/Behavioral Sciences	3
Music	Humanities	3
Physics 1	Natural Sciences	4
Physics 2	Natural Sciences	4
Physics B	Natural Sciences	4
Physics C Mechanics	Natural Sciences	4
Physics C Electricity/ Magnetism	Natural Sciences	4
Psychology	Social/Behavioral Sciences	3
Spanish Language	Humanities	5
Spanish Literature	Humanities	5
*Statistics	Language & Rationality	3
***U.S. Government & Politics	Social/Behavioral Sciences	3
****U.S. History	Social/Behavioral Sciences	3
World History	Social/Behavioral Sciences	3

\*Also satisfies the Mathematics Proficiency Requirement for the A.A. degree.

\*\*Also satisfies the Writing Proficiency Requirement for the AA degree.

\*\*\*Also satisfies American Government-Cerritos GE category 6 b.(2)

\*\*\*\*Also satisfies American History-Cerritos GE category 6 b. (1)

# Cerritos College Catalog

Students wishing to apply AP credits toward one of the transfer general education and unit requirements for admission should consult the appropriate table on the Transfer Center website at [www.cerritos.edu/transfer-center](http://www.cerritos.edu/transfer-center).

Students wishing to apply AP credits toward transfer major requirements should consult the receiving institution's policy which can often be found in the receiving institution's university catalog. A Cerritos College counselor may help you with your inquiries.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) gives college students the opportunity to receive college credit by earning qualifying scores on standardized examinations.

A student must be currently enrolled at Cerritos College at the time they request credit for CLEP exams. Credit will not be granted for courses in which equivalent or more advanced course work has been completed. All official transcripts from CLEP must be submitted directly to the Admissions and Records Office to receive credit. The number of units earned through CLEP will be noted on the student's transcript.

Departmental approval is required to determine whether test scores will satisfy requirements for the major.

Credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university. Currently, the University of California does not accept CLEP Examinations. Please see a counselor for applicability to transfer requirements.

Credit for the American Government exam does not meet the CSU American Institutions requirement. In addition, the English composition requirement currently cannot be met by a CLEP exam.

CLEP Examination	Passing Score	Cerritos College A.A. GE Area	Units Granted
Introductory Sociology	50	Social/Behavioral Sciences-6 b. (3)	3
Natural Sciences	50	Physical Sciences or Biological Sciences -6 a. (1) or 6 a. (2)	3
Pre-Calculus	50	Communication & Analytical Thinking -6 d. (2) & satisfaction of math proficiency requirement	3
Principles of Macroeconomics	50	Social/Behavioral Sciences-6 b. (3)	3
Principles of Microeconomics	50	Social/Behavioral Sciences-6 b. (3)	3
Spanish Level II	63	Humanities-6 c. (2)	3
Trigonometry	50	Communication & Analytical Thinking-6 d. (2) & satisfaction of the math proficiency requirement	3
Western Civilization I	50	Social/Behavioral Sciences-6 b. (3)	3
Western Civilization II	50	Social/Behavioral Sciences-6 b. (3)	3

CLEP Examination	Passing Score	Cerritos College A.A. GE Area	Units Granted
American Government	50	American Government-6 b. (2)	3
American Literature	50	Humanities-6 c. (2)	3
Analyzing & Interpreting Literature	50	Humanities-6 c. (2)	3
Biology	50	Biological Sciences-6 a. (2)	3
Calculus	50	Communication & Analytical Thinking-6 d. (2) & satisfaction of math proficiency requirement	3
Chemistry	50	Physical Sciences-6 a. (1)	3
College Algebra	50	Communication & Analytical Thinking-6 d. (2) & satisfaction of math proficiency requirement	3
College Algebra-Trigonometry- (Discontinued June, 2007)	50	Communication & Analytical Thinking-6 d.(2) & satisfaction of math proficiency requirement	3
French Level II	59	Humanities-6 c. (2)	3
German Level II	60	Humanities-6 c. (2)	3
History, United States I	50	American History-6 b. (1)	3
History, United States II	50	American History-6 b. (1)	3
Human Growth & Development	50	Social/Behavioral Sciences-6 b. (3)	3
Humanities	50	Humanities-6 c. (2)	3
Introductory Psychology	50	Social/Behavioral Sciences-6 b. (3)	3



## Student Rights and Responsibilities

### PREAMBLE

The community college exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility so as not to endanger the rights, goals, and beliefs of other students.

Cerritos College is open to all qualified students regardless of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

### CLASSROOM RIGHTS AND RESPONSIBILITIES

The professor in the classroom and in conference should permit free discussion, inquiry, and expression of thought by the student. Student performance should be evaluated solely on an academic basis, not on opinions or willingness to accept professors' personal beliefs, or conduct unrelated to academic standards. Student should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled. The student has the right to have the course taught in a systematic, meaningful manner and to know at the beginning of the course those academic standards required of the student in the course. Administrative staff and faculty members should respect confidential information about students, such as student views, beliefs and political associations, that is acquired in the course of their work. Transcripts of academic records should contain only information about academic status.

### ON CAMPUS RIGHTS AND RESPONSIBILITIES

Students should be free to examine and discuss all questions of interest to them, and express opinions publicly and privately. They should be free to organize and join associations to promote their common interests. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in that college organization. Campus advisors shall advise organizations in the exercise of their rights and responsibilities.

Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and the advisor shall certify the list of verified members. Campus organizations should be open to all students.

Students and student organizations should be free to support causes by orderly means which do not disrupt the regular and essential operation of the college. Student organizations shall have the right to recommend, invite, and hear any person of their own choosing as long

as such speakers and topics are in accordance with federal, state and local laws, and guarantee the safety of students and protection of public property. Guest speakers invited by students or student organizations should be subjected only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations and guest speakers speak only for themselves.

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy, instruction, the evaluation of professors as it pertains to their course content, and on matters of general interest to the student body.

### IN THE LARGER COMMUNITY

College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As citizens they should be subject to civil law as others and may incur penalties prescribed by civil authorities when violating these laws. Only where the college's interests as an academic community are distinct and clearly involved should the special authority of the college be asserted.

### STUDENT PUBLICATIONS

Student publications and the student press perform the traditional roles of informing, entertaining, and influencing. They are both instructional and informational, and as such should meet the highest academic and professional standards in serving the broad college community and should set forth as the primary goal of the student newspaper the coverage of news events, happenings, and experiences on the college campus.

Associated Student Body, administrative and academic authorities, in consultation with students and advisors have the responsibility to define and clarify the role of student publications, and the standards to be used in their evaluation.

They must also assure that both academic freedom and editorial freedom are protected and exercised so that the integrity of the student publications program and the free press will not be compromised.

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo, and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.

Safeguards to assure freedom of the student press with responsibility should include freedom from censorship or arbitrary control of the press, and protection of editors and managers from arbitrary attack, suspension, or removal because of disapproval of editorial policy or content by any external influence.

### **STUDENT RIGHTS AND GRIEVANCES**

**NOTE:** Complaints under Section 504, Section 508, and/or the Americans with Disabilities Act are to be made to the Section 504/508/ADA Coordinator in the Disabled Student Programs and Services Office or to the Diversity/Compliance/Title IX Officer in the Human Resources Office. Complaints of sexual harassment and other illegal discrimination are to be made to the Diversity/Compliance/Title IX Officer in the Human Resources Office or the Vice President of Human Resources.

If a student files a grievance under this procedure that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately



be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint," or to (ii) the Cerritos College Section 504/ADA Coordinator per Administrative Procedure 3412, for attempted informal resolution or investigation.

## STUDENT GRIEVANCE PROCEDURES

A student of the College may address grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any academic or management employee of the District.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of "Student Rights and Responsibilities," or any state, federal, or local codes. Grades and grading grievances are not addressed within this administrative procedure. The student should refer to "Student Grade Grievance Procedure."

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Office of Student Conduct and Grievance or ASCC Chief Justice or designee shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal.

### GRIEVANCE PROCEDURE (Except Grades and Grading, Sexual Harassment, and Other Illegal Discrimination):

#### STEP I - INFORMAL ACTION

- A. The student with a grievance shall first attempt to resolve the matter by informal discussion with the employee(s) involved.
- B. If the problem is not resolved in step I-A, the student shall then attempt to resolve the matter by informal discussion with the person at the lowest level of supervisory authority for the person with whom there is a complaint.
- C. If the grievant still believes the issue has not been resolved satisfactorily after Step I-B, a student Statement of Grievance form may be obtained from the Office of Student Conduct and Grievance. After completion of the form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Student Conduct and Grievance who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs. This statement must be submitted within 30 instructional days after the grievant has become aware of the act or condition on which the complaint is based. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and administrative offices. All weekend days and college holidays are excluded.
- D. The ASCC Chief Justice or Court designee shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved.

This informal meeting and discussion is intended to include the levels of management or administration concerned with the problem and should be completed within ten instructional days, as such days are defined herein. In the event the informal procedure fails, the formal procedure may be implemented.

#### STEP II - FORMAL ACTION

##### A. PRELIMINARY STEPS

1. If the grievant does not believe the grievance has been resolved, the grievant may request Step II-Formal Action through the ASCC Chief Justice. The Chief Justice upon receiving the request of the grievant shall call a meeting of the Student Grievance Hearing Committee. The Hearing Committee will be composed in the following manner:
  - ASCC Chief Justice or designee and two Court Justices or designees,
  - the Vice President of Academic Affairs or administrative designee,
  - the Faculty Senate President or Senate designee, and
  - one Faculty Senate member, chosen by the Faculty Senate.
 If replaced per section II.A.5. herein, the ASCC Chief Justice or designee or Court Justices or designees substitute(s) shall be appointed by the ASCC Court.
2. The Chief Justice or designee shall serve as the Hearing Committee Chair, but shall have no vote in committee decisions. The five voting members of the Hearing Committee may be selected within the first six weeks of the academic year. Names selected by the Faculty Senate are to be submitted to the Chief Justice. Members of the committee are to serve for an academic year.
3. The Vice President of Academic Affairs or administrative designee shall serve as Hearing Committee Executive Secretary. The Executive Secretary, a voting member of the committee, shall be responsible for keeping necessary records of committee hearings and assist the ASCC Chief Justice in the conduct of the hearing.
4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing or otherwise required by law.
5. No person shall serve as a member of a Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Hearing Committee Chair, who shall determine whether cause for disqualification has been shown. If the Hearing Committee Chair determines that sufficient grounds for removal of a member of the committee have been presented, the Hearing Committee Chair shall remove the challenged member or members and request a substitute from the original appointing constituent group.

##### B. FORMAL HEARING

The Hearing Committee shall conduct its proceedings according to the following procedures:

1. The Hearing Committee must meet within 15 instructional days after informal action has been completed and the grievant has requested a formal hearing.
2. The Chair must notify the parties involved within five instructional days before the hearing of the date, time, and location of the hearing and must include a copy of the written complaint, a copy of the Statement of Student Rights and Responsibilities, and copy of the Grievance Procedure.

3. Four members shall constitute a quorum by which Hearing Committee business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.
  4. The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
  5. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true.
  6. Each party shall have the right to be present, to be accompanied by the person of his or her choice (who may not participate in the hearing), and to question witnesses who are present. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
  7. The hearing shall be recorded by the Coordinator of Student Conduct and Grievance, either by audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The audio or stenographic recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any recognized party to the grievance may request a copy of the recording.
  8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.
  9. The Hearing Committee shall discuss the stated grievance(s), hear testimony, examine witnesses, and receive all available evidence to the charge.
  10. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.
  11. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the appropriate Vice President. The Hearing Committee's decision(s) shall be final unless appealed.
  12. A recording of the proceedings shall be kept in a confidential file in the Office of Student Conduct and Grievance and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.
  13. Reprisals of any kind will not be taken by the District or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.
  14. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.
  15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.
  16. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.
  17. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.
  18. If in the course of the proceedings a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.
- C. APPEALS PROCESS
1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice President provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted to a Vice President/Assistant Superintendent not a direct party to the grievance.
  2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the appropriate Vice President or alternate may accept or reject the Hearing Committee's decision.
  3. If the appropriate Vice President or alternate rejects the Hearing Committee's decision, he or she shall submit his/her decision with the stated reasons for objections to the Hearing Committee within ten instructional days. The Hearing Committee shall within ten instructional days reconsider its decision(s) and submit its decisions to the appropriate Vice President for a final decision.
  4. The appropriate Vice President shall transmit his or her final decision to the parties within ten instructional days.
  5. An appeal of the appropriate Vice President's decision may be submitted to the President/Superintendent by either party within five instructional days of the appropriate Vice President's decision. The President/Superintendent shall transmit his or her final decision to the parties within ten instructional days.
  6. An appeal of the President/Superintendent's decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent's decision. The Board of Trustees may review an appeal for two consecutive regular Board meetings before making a final determination of the matter at the District level.
  7. The President/Superintendent or designee, or Board of Trustees may reject a Hearing Committee decision only after reviewing a transcription of the involved hearing.

## STUDENT GRADE GRIEVANCE PROCEDURE

A student of the College may present a grade grievance. The California Education Code, Section 76224 (quoted below) states for a final course grade the conditions upon which grades or grading can be questioned.

When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

### Definitions

**Fraud** – Fraud consists of some deceitful practice with intent to deprive another of their right.

**Bad Faith** – Intentional design to mislead or deceive another, or neglect or refusal to fulfill some duty or contractual obligation.

**Incompetence** – That a person is incapable, inefficient, and without the qualities needed to discharge their obligations and duties.

**Mistake** – An unintentional act, omission, or error.

**Instructional Day** – Any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days and college holidays are excluded.

### STEP I – INDIVIDUAL ACTION

If a student believes they have valid grounds to challenge a final course grade based on the presence of a mistake, fraud, bad faith, or incompetence, they must first meet with the faculty member to attempt to resolve his or her concern informally. Once grades are available, the student is expected to contact their instructor directly to discuss the dispute. If the instructor is not available or is no longer employed, the student should contact the Division Dean.

When challenging a grade, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

### STEP II – MANAGEMENT ACTION

**NOTE:** If a student files a grade grievance that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint" or to (ii) the Cerritos College Section 504/ADA Coordinator per AP 3412, for attempted informal resolution or investigation.

1. The student will submit the Grade Grievance Form on the Office of Student Conduct and Grievance website within 30 instructional days after the completion of the course about which the grade grievance is filed. Information from the form will be used to create a Grade Grievance Petition, provided to the student during the meeting with the Student Conduct Coordinator. Students may obtain an alternate electronic format of this form by request to the Student Conduct Coordinator or Dean of Student Services. Stated deadline still applies.
2. The Student Conduct Coordinator will meet with the student to review this procedure and the Grade Grievance Petition. The student must schedule and meet with the Student Conduct Coordinator within 10 instructional days of submitting the form. If the student wishes to pursue the grievance, the Student

Conduct Coordinator will sign and date the Petition and provide to the student. In the absence of the Coordinator, the Dean of Student Services will perform these duties.

3. The student will present a copy of the Grade Grievance Petition and all supporting evidence to the applicable Division Dean within 10 instructional days of obtaining the signature of the Student Conduct Coordinator. The Division Dean may schedule a meeting with the student and the faculty if appropriate. The Division Dean shall render a decision, and communicate the decision in writing to all parties within 15 instructional days. The outcome notice must include a summary of the grievance allegations, findings from review of the grievance and supporting evidence, a statement of analysis and determination, and instructions for appeal.

### STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the decision of the Division Dean, he or she may appeal the matter to the Vice President of Academic Affairs or designee within ten instructional days of the Division Dean's recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, the Division Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall transmit his or her decision to the parties within ten instructional days.

The outcome notice must include a summary of the grievance allegations and prior findings, findings from review of the grievance appeal and supporting evidence, a statement of analysis and determination, and instructions for appeal.

### STEP IV – BOARD OF TRUSTEES ACTION

If either party is dissatisfied with the decision of the Vice President of Academic Affairs or designee, an appeal may be submitted to the Board of Trustees. The appeal must be submitted within ten instructional days of the Vice President of Academic Affairs or designee's decision. The Board may review an appeal for two consecutive regular Board meetings during closed session, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level. Following final determination, the outcome will be recorded in the Board minutes and notice provided to all parties in writing from the Office of the President within ten instructional days. The outcome notice must include a summary of the grievance allegations and prior findings, findings from review of the grievance appeal and supporting evidence, and the statement of final determination.

### ADDITIONAL INFORMATION

Most complaints, grievances, and disciplinary matters should be resolved at the college level. If a complaint does not fall into one of the college's established procedures, it may be addressed in writing to the President/Superintendent. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

Matters that are not resolved at the college level may be submitted to one or more of the following agencies for consideration:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process), if the complaint is associated with the institution's compliance with academic program quality and accrediting standards. The ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- If the complaint does not concern the college's compliance with academic program quality and accrediting standards, it may be directed to the California Community Colleges Chancellor's Office by completing the web form found at [www.californiacommunitycolleges.cccco.edu](http://www.californiacommunitycolleges.cccco.edu).

**STANDARDS OF STUDENT CONDUCT**

The President/Superintendent shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions – including but not limited to – the removal, suspension, or expulsion of a student.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District’s student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

Due process requires that in all significant disciplinary situations a student is informed of charges against him/her, is given an opportunity to refute them, and has the opportunity to appeal a decision.

The Board of Trustees shall consider any recommendation from the President/Superintendent for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

Students enrolling in Cerritos College assume an obligation to abide by all District regulations on District-owned or controlled property or at District-sponsored or supervised functions.

Students who fail to adhere to District regulations are subject to disciplinary actions.

In all disciplinary actions, the student shall be informed of the nature of the charges against him/her and given a fair opportunity to refute them. The District shall not be arbitrary in its actions.

The following conduct while on District-owned or controlled property or at District-sponsored or supervised functions shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Assault, battery, or any threat of force or violence, or causing, attempting to cause, or threatening to cause physical injury to another person, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
2. Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object or chemical, including but not limited to any facsimile firearm, knife, or explosive on District-owned or controlled property or at District-sponsored or supervised functions without the prior authorization of the President/Superintendent or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code, Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Theft, attempted theft of, or willful damage to District property or property in the possession of, or owned by, a member of the college community or knowingly receiving stolen property or private property on District premises.
6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
7. Committing sexual harassment as defined by law or by District policies and procedures in person or in an online environment and, when the victim or victims are associated

with the District, whether or not the location is associated with the District.

8. Engaging in harassing or discriminatory behavior based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
10. Willful misconduct that results in injury or death to a student, client, patient, visitor, guest, or to District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Endangering a student, client, patient, visitor, guest, or District employee or contributing to or causing harm to the health, safety, and/or well-being of such others.
12. Disruptive behavior, continual or willful disobedience and/or persistent defiance of the authority, habitual profanity or vulgarity, or abuse of District personnel or where the presence of the student causes a continuing danger to the physical safety of students or others.
13. Cheating, or engaging in other academic dishonesty including copying from another’s work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.
14. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent himself or herself to be a student generally or to be a particular student either in person or in an online environment, and/or impersonating or otherwise misrepresenting oneself to be another person in person or in an online environment.
15. Plagiarism, in individual or group work or in a student publication, including the act of taking the ideas, words or specific substantive material of another and offering them as one’s own without giving credit to the source.
16. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.
17. Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.
18. Lewd, indecent or obscene conduct on District-owned or controlled property; or at District-sponsored or supervised functions; or directed at and for the purpose of harming another individual or group associated with the District, whether carried out in person or in an online environment, and whether or not the location is associated with the District.
19. Engaging in expression that is obscene; libelous or slanderous; or that so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board policy or administrative procedure.
22. Unauthorized use of audio, video or other listening, recording or transmitting device in any classroom, service area or District activity without prior consent of the instructor, service area manager, or activity advisor except as necessary for reasonable accommodation.
23. Failure, as a person involved in sexual activity, to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.
  - Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.
    - a. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
      - i. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
      - ii. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
    - b. In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
      - i. The complainant was asleep or unconscious.
      - ii. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
      - iii. The complainant was unable to communicate due to a mental or physical condition.
24. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's consent or other intentional sexual contact with another person without that person's consent. (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent. (3) Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following: (A) The vagina or anus of a person by any body part of another person or by an object. (B) The mouth of a person by a sex organ of another person.
25. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Prostituting another person. (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent. (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure. (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
26. Misrepresentation of oneself for of an organization to be an agent of the District.
27. Continued disruption on or off District property of the District's educational or student services activities, administrative functions and procedures, public service functions, authorized curricular or co-curricular activities, other functions, or prevention of authorized guests from carrying out the purpose for which they are on District property.
28. Abuse of any person or any possession of any person, on District-owned or controlled property.
29. Violation of state or local laws, Board policies, or administrative procedures concerning the registration of student organizations, the use of District facilities, or the time, place, and manner of public expression.
30. Abusive behavior directed toward coercion of, or hazing of, or bullying of a member of the college community, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
31. Violation of Board policies or administrative procedures governing the use of student user accounts, computers, and telecommunication resources, including but not limited to the unauthorized entry, opening, or viewing of a file; the unauthorized use of another individual's identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of District.
32. Engaging in physical or verbal disruption, intimidation, or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
33. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, alarm, or harass another person, and which causes the person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.

34. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
35. Any other cause not listed above which is identified as "Good Cause" by the Education Code or that disrupts the college, its mission, or campus life.

### ACADEMIC HONESTY/DISHONESTY POLICY

Your instructors are eager to help you succeed in your studies at Cerritos College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job, or to continue on with your education in advanced classes.

Your success depends on a combination of the skill and knowledge of your instructors, and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you, only if it is gained through your own personal efforts. Receiving a grade in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

While in college, you are also shaping the principles which will guide you throughout the rest of your life. Ethical behavior and integrity are a vital part of those principles. A reputation for honesty says more about you, and is more highly prized, than simply your academic skills.

For that reason, academic honesty is taken very seriously by the Cerritos College faculty. The following guidelines have been prepared so that you will understand what is expected of you in maintaining academic honesty.

Academic dishonesty is normally to be dealt with as an academic action by the instructor, reflected in the student's grade in the particular course, rather than through college disciplinary procedures.

No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures. However, plagiarism, cheating, and other forms of academic dishonesty are violations of the college's official Standards of Conduct.

Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include, but not be 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 examination or test when the instructor prohibits such discussion;
- Obtaining copies of an exam without the permission of the instructor;
- Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be exercised by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.

4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Student Conduct and Grievance for further administrative action, such as suspension or expulsion.

### STUDENT DISCIPLINE PROCEDURES

Student Conduct Programs should contribute to the teaching of appropriate individual and group behavior as well as to protecting the campus community from disruption and harm. The Programs should be conducted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the institution. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

The Office of Student Conduct and Grievances is responsible for the student conduct and sanctioning procedures of the college. Inquiries should be directed to the Office of Student Conduct and Grievances.

### STUDENT CONDUCT PROCEDURES AND SANCTIONS

#### Definitions

**District** – The Cerritos Community College District.

**Day** – A day is defined as any day Monday through Friday that all normal College business is conducted, both in the classroom and in the administrative offices. All weekend days and College holidays are excluded.

**Student** – Any person currently enrolled as a student of the District.

**Instructor** – Any academic employee of the District in whose class a student subject to discipline is or was enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Written or Verbal Reprimand** – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

**Disciplinary Probation** – A period on probation that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college for a set period of time.

**Removal from Class** – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

**Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the President/Superintendent or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President/Superintendent or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**Short-term Suspension** – Exclusion of the student by the President/Superintendent or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

**Long-term Suspension** – Exclusion of the student by the President/Superintendent or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

**Expulsion** – Exclusion of the student by the Board of Trustees from the District for one or more terms.

**Short-term Suspensions, Long-term Suspensions, and Expulsions**

Before any disciplinary action to suspend, or expel is taken against a student, the following procedures will apply:

**Notice** – The President/Superintendent or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

- the specific section of the Standards of Student Conduct that the student is accused of violating.
- a short statement of the facts supporting the accusation.
- the right of the student to meet with the Dean of Student Services or designee to discuss the accusation, or to respond in writing.
- the nature of the discipline that is being considered.

**Time Limits** – The notice must be provided to the student within 20 days of the date on which the administration of the college became aware of the conduct; in the case of continuous, repeated, or ongoing conduct of which the administration of the college has become aware, the notice must be provided within 20 days of the date on which the administration became aware that the conduct occurred which led to the decision to take disciplinary action.

**Hearing Officer Meeting** – The student is to have a hearing with the Dean of Student Services or designee serving as the district hearing officer. The hearing must occur no sooner than five days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

**Short-term Suspension** – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the President/Superintendent’s or designee’s decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The President/Superintendent or designee decision on a short-term suspension shall be final.

**Long-term Suspension** – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a long-term suspension. Written notice of the President/Superintendent or designee decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

**Expulsion** – Within 10 days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before expulsion is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.

**Disciplinary Decisions, Sanctions, and Conditions**

**Written or Verbal Reprimand** – May be initiated by any faculty or College manager and sent in writing to the Office of Student Conduct and Grievances. The Disciplinary Officer (Dean of Student Services or designee) shall determine if there exists good and sufficient reason to initiate disciplinary action and the student should be notified of such actions.

**Disciplinary Probation** – Initiated by the Dean of Student Services or

designee. The nature of the misconduct, dates, times, places, and the length of probation shall be placed in writing. Written copies shall be sent to the student and copies filed with the Office of Student Conduct and Grievances.

**Removal from Class** (Education Code Section 76032) – Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Faculty Coordinator for Student Conduct and Grievance and complete a Student Conduct Incident Form. The Faculty Coordinator or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Faculty Coordinator or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Faculty Coordinator, or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

**Immediate Interim Suspension** (Education Code Section 66017) – The President/Superintendent or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.

**Withdrawal of Consent to Remain on Campus** – The President/Superintendent or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Student Services or designee, a written report must be promptly made to the President/Superintendent or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

All applicable conditions of a withdrawal of consent to remain on campus, suspension, or expulsion in effect when a break occurs in the conducting of College business (both in the classroom and in the administrative offices) remain in effect during the break unless specifically excepted in writing by the President/Superintendent or designee.

A withdrawal of consent to remain on campus, suspension, or expulsion prohibits both physical presence on the campus and at a facility or activity operated by the College and any type of online or distance education presence or participation in classes, activities, and/or operations of the College.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

**Clearance to Return** – Prior clearance to return to the college (in-person and/or online) may be required. Clearance requirements may include completion of educational or other courses or processes as specified in the sanction decision. This requirement may include confirmation that the individual is ready for the college classroom and/or that the individual’s continued presence on campus is not a threat to himself/herself, others, and/or the property of the District or others.

**Hearing Panel**

The hearing panel for any disciplinary action subject to hearing by a panel shall be composed of one administrator, two faculty members, and two students.

Unless he or she determines to keep the prior year's appointees in place, the president of the Faculty Senate, and the President of ASCC shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The President/Superintendent or designee shall appoint the hearing panel from the names on these lists plus the Dean of Student Services or designee. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

The hearing panel shall be responsible to the President/Superintendent for reviewing and making a recommendation to the President/Superintendent or designee.

Membership of the hearing panel shall include the following:

1. Two members of the instructional staff appointed by the Faculty Senate.
2. Two ASCC Student Court Justices, or two other students who meet the minimum eligibility requirements to hold office in the ASCC if such justices are party to the matter at hand or are otherwise unavailable to serve, appointed by the ASCC Court Chief Justice or by the Associated Students President, if the Court Chief Justice is a party to the matter.
3. The Disciplinary Officer/Dean of Student Services or designee shall serve as the Chairperson of the Hearing Panel, but will not vote except to break a tie.

### ***Procedures for a Hearing, Disposition, and Imposition of Sanctions***

1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten days of the suspension if the suspension is immediate.
2. Notice shall include date and place of hearing, a statement of all charges, a copy of applicable policies and procedures, the opportunity of the student to appear in person, and the opportunity to present oral and documentary evidence.
3. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the College, and which seems to the hearing panel to be most conducive to the determination of the truth.
4. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
5. The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services or designee.
6. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
7. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
8. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his/her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.
9. The student may represent himself/herself, and may also

have the right to be represented by a person of his/her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request that legal counsel to the college participate in his/her place. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

10. Hearings shall be closed and confidential unless the student requests that it be open to the public. If more than one student's case is under consideration, any and all such other students must also request that the hearing be open to the public in order to make it open to the public. Any such request must be made no less than five days prior to the date of the hearing. Requests contrary to state or federal law or to the safety of the college or participants shall not be approved, subject to appeal to the President/Superintendent or designee.
11. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
12. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall not be considered unavailable for the purposes of this section.
13. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.
14. Within five days following the close of the hearing, the hearing panel shall prepare and send to the President/Superintendent or designee a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the sanction to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

### ***President/Superintendent's Decision***



**Long-term Suspension** – Within five days following receipt of the hearing panel’s recommended decision, the President/Superintendent or designee shall render a final written decision. The President/Superintendent or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel’s decision, the President/Superintendent or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President/Superintendent or designee shall be final.

**Expulsion** – Within ten days following receipt of the hearing panel’s recommended decision, the President/Superintendent or designee shall render a written recommended decision to the Board of Trustees. The President/Superintendent or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel’s decision, he/she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President/Superintendent’s or designee’s decision for expulsion shall be forwarded to the Board of Trustees.

### **Board of Trustees Decision**

**Expulsion** – A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board’s meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify, or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**Time Limits** – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations. Otherwise, the College Catalog, which is updated annually, contains the most recent information regarding student discipline procedures.

Also see BP 5500 titled “Standards of Student Conduct”.

### **THE OFFICE OF STUDENT CONDUCT AND GRIEVANCE**

The Office of Student Conduct and Grievance is responsible for the student conduct and disciplinary procedures of the college. Inquiries should be directed to the Dean of Student Services in the Office of Student Affairs or by calling (562) 860-2451, Ext. 2472.

### **TITLE IX POLICY**

No person shall, on the basis of sex/gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any “...education program of activity which...” benefits from Federal financial assistance (Title IX of the Education Amendments of 1972).

It is the policy of the State of California to afford all persons, regardless of their sex/gender, equal rights and opportunities in the educational institutions of the state (Education Code sections 200-264).

In compliance with Title IX and Board Policy 3410, the District’s educational programs and activities are offered to the community without regard to sex/gender. New Title IX regulations in Spring 2020. The District’s effort to implement the new requirements is ongoing. Please visit the Title IX website at <https://www.cerritos.edu/title-ix> for updated information. Questions regarding Title IX policies affecting the educational program should be directed to the Director of Diversity, Compliance, and Title IX Coordinator by calling (562) 860-2451, Ext. 2276.

### **EQUAL OPPORTUNITY POLICY**

Cerritos College does not discriminate in educational and employment opportunities on the basis of ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin, race, religion (includes religious dress and grooming), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, or on the basis of perception of having one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

The District is strongly committed to achieving staff diversity and the principles of equal opportunity education and employment. The District encourages a diverse pool of applicants for employment and does not discriminate in any of its policies, procedures, or practices. The District encourages applications from all segments of qualified people and Board Policies 3410 and 3420 prohibit discrimination and promote equal opportunity.

Questions concerning the application of these policies may be addressed to the Office of Human Resource Services by calling (562) 860-2451, Ext. 2284.

### **SECTION 504/508, AMERICANS WITH DISABILITIES ACT**

Under Section 504/508/ADA of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Cerritos College will take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of auxiliary aids or academic accommodations. The decision to authorize such aids or accommodations is the responsibility of the Dean, Student Accessibility and Wellness Services (SAWS), Disability Specialist, or counselor after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student with a verified disability and resulting educational limitations to apply for SAS assistance in the Liberal Arts/DSPS building by completing the SAS form entitled “Student Accessibility Services – New Student Application”. The request should be completed with adequate notice provided for an effective response, especially during busy times such as the start of the semester. All authorized accommodations are determined via an interactive process which includes the SAS specialist, the student, and review of disability documentation. It is the student’s responsibility to request in advance to receive the authorized accommodations each semester. If the instructor

denies the classroom-related request(s) the SAWS Dean or designee will intervene with the appropriate academic staff and attempt to resolve the matter. In the event of continued denial of an accommodation request or request for course substitution or waiver, SAS will provide the student with the Academic Accommodations Policy and related procedures/forms. The SAWS Dean or designee will concurrently inform the student that he/she has the right to file a complaint under the College's discrimination complaint procedure and/or the Office for Civil Rights, and will provide the student with the information necessary to do so. Inquiries regarding SAS or the District's non-discrimination policy relative to students, employees, or applicants with disabilities should contact the Director of Diversity, Compliance, and Title IX Coordinator at extension 2276, in the Office of Human Resources.

## Section 504/508 Complaint Procedure

The student should first discuss the complaint regarding discrimination due to a disability with the individual(s) involved or with the Director of Diversity, Compliance, and Title IX Coordinator at extension 2276. Alternatively, the student may submit a complaint electronically at [www.cerritos.edu/sas-complaint](http://www.cerritos.edu/sas-complaint).

## STUDENT RECORDS

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar or designee a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. The College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with

the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### Directory Information

Cerritos College will not release personal data about students without their prior written consent except to persons and agencies authorized by law. The college may make an exception to legitimate inquiries, by providing general directory information to include: name • major field of study • class level • dates of attendance • degrees and awards received • participation in officially recognized activities and sports • weight and height of members of athletic teams, and • previous educational institutions attended.

### Student Records Consent

Cerritos College may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or parties to whom the records may be released. Such consent must be signed and dated by the student. The recipient must be notified that the transmission of the information to others is prohibited (California Administrative Regulations Title 5, section 54616).  
*Reference: Board Policy and Administrative Procedure 5040*

### Withholding of Student Records

Student records may be withheld pending satisfaction of certain requirements, per Board Policy and Administrative Procedure 5035.

### POLICY ON AFFIRMATIVE CONSENT, SEXUAL ASSAULT, AND TITLE IX

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. Board Policy and Administrative Procedure 3540 Sexual and Other Assaults on Campus, operationalize relevant State and Federal Laws. These cover sexual assault, including rape, sexual battery, and threat of sexual assault; dating violence; domestic violence; stalking; and failure to have affirmative consent. District response, including claimant options, victim resources, case investigation, and administrative and law enforcement response are provided in Administrative Procedure 3540. Any student or employee who becomes a victim of sexual assault or sexual misconduct is encouraged to report the matter immediately to Dr. Valyncia C. Raphael, Director of Diversity, Compliance, and Title IX Coordinator in the Office of Human Resources. The phone number for Dr. Raphael is (562) 860-2451, Ext. 2276. The District is dedicated to providing prompt and compassionate services. In the event of an incident, Student Health Services will provide support services and direction. The phone number for Student Health Services is (562) 860-2451, Ext. 2321.

Please see Board Policy 3540 and Administrative Procedure 3540 Sexual and Other Assaults on Campus, for more information. This policy and procedure are on the Board Policy webpage at <http://www.cerritos.edu/board/policies>. New Title IX regulations in Spring 2020. The District's effort to implement the new requirements is ongoing. Please visit the Title IX website at <https://www.cerritos.edu/title-ix> or contact Title IX Coordinator for updated information.

### SEXUAL HARASSMENT

It is the policy of the Cerritos Community College District to

provide an educational, employment and business environment free of unwelcome sexual advances, requests or offers for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by federal and state statutes and Board Policy.

The Board of Trustees and the President/Superintendent have provided regulations and procedures to implement this policy and the regulations and procedures are included as a part of the District's Equal Employment Opportunity Plan and Board Policy.

It is a violation of Board Policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Cerritos Community College District, to engage in sexual harassment as defined in Board Policy and as described below.

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature takes place and:

1. Is made explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Is used as a basis for educational or employment decisions affecting such individual; or
3. Has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive educational or working environment; or
4. Is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District. Informal and formal complaints under this policy shall be processed through the District's Administrative Procedure 3435, Discrimination and Harassment Investigations, through the Director of Diversity, Compliance, and Title IX Coordinator. The District's Policies and Procedures are available on the website at <http://www.cerritos.edu/board/policies>.

**For the purpose of further clarification, sexual harassment includes but is not limited to:**

1. Making written, verbal, physical and/or visual contact with sexual overtones:
  - a. Written examples include but are not limited to suggestive or obscene letters, notes, or invitations.
  - b. Verbal examples include but are not limited to derogatory comments, slurs, jokes, epithets and/or promulgating sexual rumors.
  - c. Physical examples include but are not limited to assault, touching, impeding or blocking movement.
  - d. Visual examples include but are not limited to leering, gestures, or display of sexually suggestive objects, pictures, cartoons or posters.
2. Continuing to express sexual interest after being informed that the interest is unwelcome (Reciprocal attraction is not considered sexual harassment).
3. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response. For example:
  - a. within the work environment - either implying or actually withholding support for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation will be failed.
  - b. within the educational environment - either implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.
4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or

affect the career, salary, and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

It is a violation of Board Policy for any employee to sexually harass another employee.

Informal and formal complaints under Board Policy shall be processed through the District's Administrative Procedure 3435, Discrimination and Harassment Investigations, through the Vice President of Human Resources. The College's policies and procedures are available on the website at <http://www.cerritos.edu/board/policies>.



**CERRITOS COLLEGE ALCOHOL AND DRUG POLICY**

**BP 3550 – Alcohol and Drug Free Environment and Alcohol and Drug Abuse Prevention Program**

The District shall maintain a drug and alcohol free campus/workplace environment for students and employees. The District prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student who violates this policy will be subject to disciplinary action, which may include, but is not limited to, referral to an appropriate rehabilitation program, suspension or expulsion. Any employee who violates this policy will be subject to disciplinary action up to and including termination. The District may refer students and employees who violate this policy to the Campus Police or other appropriate law enforcement agency for appropriate criminal action.

The President/Superintendent shall assure that the District annually distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees and that the District complies with other requirements of the Act.

The President/Superintendent shall ensure that a biennial report is prepared to review the effectiveness of the District’s policies and programs in maintaining a drug and alcohol free campus and workplace environment.

The District is committed to providing its employees and students with an alcohol and drug-free campus and workplace environment. It emphasizes prevention and intervention through education.

**Health Risks That May Be Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

- Partner and/or child abuse.
- Unintended injuries or death, including motor vehicle crashes.
- Sexual assault, including rape, sexual battery, and threat of sexual assault; dating violence; domestic violence; stalking; and failure to have affirmative consent.
- Being hit, otherwise assaulted, violently attacked, and/or murdered by another under the influence.
- Sexual activity without protection against HIV, hepatitis (A, B, and C), and other STDs.
- Unsafe interactions with medications, including more than 150 medications that should not be mixed with alcohol.
- Binge and other drinking behaviors leading to ingestion of toxic amounts of alcohol, which can lead to alcohol poisoning, with effects including mental confusion, stupor, coma, inability to be roused, vomiting, seizures, slow or irregular breathing, hypothermia, bluish skin color, and paleness, and, if left untreated, seizures, permanent brain damage, and/or death.
- Premature births and low birth weights; alcohol and illicit drug-related birth defects, including fetal alcohol syndrome (FAS) involving severe physical, mental, and behavioral problems; and in the case of prenatal cocaine exposure, a 1.5 times increased likelihood of needing special education services in school.
- Suicide.
- Long-term health problems including liver disease; heart disease; cancers including those of the mouth, throat, larynx (voice box), breast, rectum, and colon; and pancreatitis.
- Homelessness.

**Prevention and Intervention Programs**

The District provides education and maintains programs and services designed to aid students, employees and their families in receiving assistance for alcohol and/or drug abuse problems. Included in these educational and assistive programs and services are:

- Notification of the dangers of drug use and dependency in the class schedule;
- Mental health services provided to students through the Student Health Services; and
- An Employee Assistance Program (EAP) for employees and their families.

**Alcohol and Drug Prohibitions**

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of Board Policy 3550, Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, will be addressed by the District. The District will take appropriate action designed to address each specific violation, which may include, but is not limited to:

- Termination of employment,
- Expulsion,
- Referral to Campus Police or other law enforcement agency for prosecution as permitted by law, or
- Mandatory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees of the District will have their fingerprints recorded with the California State Department of Justice and any conviction or violations of the law involving drugs and/or alcohol will be reported to Campus Police and to the Human Resources Office pursuant to the requirements of law. In addition, employees must notify the District within five (5) calendar days of any conviction for violation of a criminal drug statute occurring in the workplace. The District is required to report any violations of criminal drug or alcohol statutes that occur in the workplace to the United States Department of Education on an annual basis.

**Information regarding legal sanctions under federal, state, and local laws is available in the following locations:**

1. Library
2. Office of Human Resource Services
3. Office of Student Affairs
4. Student Health Services

**Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information**

*Referral information and Social Service Directories for Los Angeles and Orange Counties are available in the following locations:*

1. Counseling Center, Ext. 2231
2. Student Health Services, Ext. 2321

**SMOKING POLICY**

Smoking, including the use of electronic cigarettes or other emission-producing products or devices, is prohibited within 20 feet of any exit, entrance, operable window, or ventilation intake of any campus building or structure; in any enclosed area on campus, including lobbies, lounges, courtyards, waiting areas, stairwells, and restrooms that are a part of any building or structure; and in all District vehicles, including gasoline or electric carts.

## Services for Students

### ACCIDENT INSURANCE

Accident insurance is provided by Cerritos College to all enrolled students in the event of an accident or injury during college sponsored and supervised activities. It **may** assist in covering medical bills incurred by students and athletes. There are benefit limitations and some exclusions in the policy, so it is important to work with the Student Health Services staff to insure optimum coverage. Students enrolled at Cerritos College, whose children are injured while using the officially designated childcare facility on campus, are covered by accident insurance. If you have any questions, please contact Student Health Services at (562) 860-2451, Ext. 2321.

### ASSOCIATED STUDENTS

The Associated Students of Cerritos College (ASCC) provides the governing body that finances, organizes, and directs many programs for the student population. It co-sponsors with the district such activities as athletics, choir, band, forensics, drama, and the student newspaper.

The ASCC student government includes legislative, executive, and judicial branches. Participation in these programs and other campus activities has been a significant part of many students' college experience.

### ATHLETICS

Cerritos College is a member of the South Coast Conference. Cerritos men's teams are represented in: Baseball, Basketball, Cross Country, Soccer, Swimming, Tennis, Track & Field, and Water Polo. Wrestling is a member of the Southern California Wrestling Association. Football is a member of the Southern California Football Association.

Cerritos women's teams are represented in: Basketball, Cross Country, Soccer, Softball, Swimming, Tennis, Track & Field, Water Polo, and Volleyball.

### COLLEGE BOOKSTORE

The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts and clothing. MasterCard, Visa, American Express, and Discover are accepted. Visit our website at [www.bkstr.com/cerritosstore/home](http://www.bkstr.com/cerritosstore/home) for more information.

#### Textbook Rental

The bookstore is offering select textbooks for rent. The renter must be 18 years of age with a government issued ID, a valid credit card, and a valid student ID to be eligible to rent. Rented textbooks may be kept for the entire semester in which they are rented and are due back to the bookstore on the last day of finals. Any rented books not returned to the bookstore by the due date will be charged their full price to the renter's credit card plus a processing fee. For more information regarding the textbook rental program, please refer to the rental website at [www.follettrental.com](http://www.follettrental.com).

#### Used Book Buyback At The Bookstore

The bookstore arranges several formal buybacks during the school year, but will buy back a book anytime throughout the year. The Bookstore shall purchase used textbooks adopted for the next academic term in quantities sufficient to meet course requirements at up to 50% of the purchase price. The Bookstore shall purchase used books not adopted for the next academic term or in excess of course requirements at published national market value.

#### Bookstore Refund Policy

1. Non-textbook items may be refunded or exchanged within 48 hours with the original receipt, providing the merchandise is in resalable condition.

2. Textbooks may be refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter.
3. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
4. In addition, upon proof of drop/add, the Bookstore will accept course material returns (textbooks) from students who have dropped a course up to thirty (30) days from the first day of classes or until the end of the official campus drop/add period, whichever comes first.

### CALWORKS

The Cerritos College CalWORKS Program assists students who are receiving cash aid through the state of California CalWORKs Program, are in good standing with the college, and have developed or are in the process of developing a welfare-to-work plan with the local county welfare office. The program provides eligible students with the following support services: academic, career and/or transfer, and personal counseling services; priority enrollment; one-on-one new student orientations; basic needs assistance; math tutoring; computer lab; study rooms; workshops and scholarship opportunities; referrals to campus- and community-based organizations; and up-to-date information regarding welfare regulations, rules, and requirements. The staff advocates for students with the Department of Public Social Services (DPSS) in order to ensure that county, state, and federal regulations are administered fairly and correctly. For eligible students, the CalWORKs Office also provides a work-study program, which includes career guidance, assistance with resume writing, mock interviewing skill building, Pre-Employment Preparation workshops (PEP), and subsidized paid work-study placements on campus.

The CalWORKs office is located in the Santa Barbara Building. To make an appointment with a CalWORKs Counselor, please call (562) 860-2451, Ext. 2593. For additional information, please visit our website at [www.cerritos.edu/calworks](http://www.cerritos.edu/calworks).

### CAREER AND PLACEMENT

The Career Services Office, located on the second floor of the Multi-purpose Building (MP201), offers the following services to assist students in exploring and planning their academic and vocational futures:

#### Placement Office

The Placement Office administers the Self-Report Tool (SRT) for Guided Placement Tool (GPT) for placement into reading, English, math, and ESL courses. The assessment office is located in MP 206. Please refer to the Student Success and Support Program (SSSP) section of this catalog for further information.

#### Career Planning

As part of our commitment to student success, the Career Center will assist students who are undecided about their majors and/or their vocational goals. Comprehensive career counseling and information resources are available to aid in that process. The Career Center is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Summer hours may vary. Call (562) 860-2451, Ext. 2356, for more information.

#### Re-entry Resource Program

The Re-entry Resource Program assists adults returning to school make a smooth transition, overcome barriers unique to returning adults, and successfully attain their college goals and objectives.

Services include personal assistance, orientations, workshops based on re-entry student issues, support groups, and information regarding child care, financial aid, career counseling, job placement and community resources. Re-entry students of varied ages find these services relevant to their needs and interests.

The Re-entry Resource Program is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Summer hours may vary. Call (562) 860-2451, Ext. 2362, for more information.

## Student Employment Resources

Cerritos College students and alumni who are seeking employment may review job listings in Career Services. Additional listings are accessible through the Internet. Assistance in seeking internships is also provided. Handouts on job search resources, resumé writing, and interviewing skills are available on request. Student Employment coordinates the bi-annual job fairs, Employer Business Panel, and on-campus employer information tables.

Student Employment is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Summer hours may vary. For more information call (562) 860-2451, Ext. 2366; email [studentemployment@cerritos.edu](mailto:studentemployment@cerritos.edu); or visit [www.cerritos.edu/job-placement](http://www.cerritos.edu/job-placement).

## CHILD DEVELOPMENT CENTER

The Cerritos College Child Development Center Program is open for services to students, college employees, and the community. The Center is also a laboratory school for future teachers in the field of Early Childhood Education. We are committed to providing an outstanding quality program that is welcoming, nurturing, stimulating, creative, and safe for children ages 2 to 5 years old. We are a 5-star child development program inspired by the Reggio Emilia approach to learning. We pride ourselves on building meaningful relationships where the children, families, and community are at the heart of our preschool program. The Child Development Center is open Monday through Friday, from 7:30 a.m. to 5 p.m.

Due to the ongoing COVID-19 pandemic, students interested in these services may visit our website to fill out a “Request for Child Development Services Form” or call (562) 860-2452, ext. 2583.

## STUDENT ACCESSIBILITY SERVICES (FORMERLY DISABLED STUDENT PROGRAMS AND SERVICES)

Cerritos Community College District affirms its programs and activities are available to all qualified persons without regard to disability. The College is also subject to Sections 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The primary objective of the Student Accessibility Services (SAS) is to provide accommodations for students with a disability in campus programs and activities to the greatest extent feasible. The ability of each student with a disability to function independently in the collegiate environment is the ultimate goal. Inquiries regarding the Student Accessibility Services or the District’s non-discrimination policy relative to Sections 504 and 508 should be directed to the Dean of Student Accessibility and Wellness Services.

Individuals with a disability may receive support services and instruction from Student Accessibility Services at Cerritos. Students with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. The student with a disability seeking admission to Cerritos College must meet these levels of independence: (1) The ability to negotiate the campus facilities independently or with the assistance of an attendant; (2) The ability to take care of personal needs (feeding, toileting) unassisted or to provide one’s own attendant; and (3) The possession of a stable level of health to benefit from a full semester’s work.

All students are provided with an initial interview, counseling, and referral. Non-classroom related assistance for qualified students includes registration assistance, campus orientation, accommodated placement tests, learning disability eligibility assessment, matriculation, and support with disability management issues. For further information or an initial appointment contact SAS at (562) 860-2451, Ext. 2335; (562) 274-7164/VP; or visit our website at [www.cerritos.edu/sas](http://www.cerritos.edu/sas).

SAS services available to qualified students include disability management, in-class aides, note-taking assistance, tutoring referral, test-taking assistance, textbooks in alternate formats, liaison with instructors and other campus offices, community agency resource information, liaison with the Department of Rehabilitation and other agencies, and use of specialized equipment.

## High Tech Center

The High Tech Center (HTC) provides instruction and technology support to students with disabilities. This includes training on the use of assistive technology software. The HTC also houses the Alternate Media Production Center, which produces textbooks and other course materials in alternate formats such as Braille, MP3, and e-text.

## FOOD SERVICES

A food court and cafeteria are located in the Student Center. These, as well as the Culinary Arts Café and Falcon Room, are closed until further notice due to COVID-19 restrictions.

## FOSTER AND KINSHIP CARE EDUCATION PROGRAMS

Foster and Kinship Care Education programs provide foster parents and relative caregivers with educational workshops to enhance and develop parenting skills related to caring for the children in their care. Emancipated foster youth also have the opportunity to take classes to learn independent living skills.

There are two programs under the Foster and Kinship Care Education umbrella:

- 1) **The Resource Family Approval (RFA) Training** is a 12-hour training conducted for prospective foster parents, as is required by the Department of Child and Family Services (DCFS); and
- 2) **Foster & Kinship Care Renewal Courses**, which give care providers the opportunity to take topical courses, which are required in order to maintain a foster parent license.

All of the classes are free to participants. Classes are mainly held on the Cerritos College Campus. To obtain more information or to register for classes, please contact (562) 860-2451, Ext. 2548.

## HEALTH INSURANCE

Supplemental insurance coverage programs are available for health and hospitalization coverage. Students interested should contact Student Health Services at (562) 860-2451, Ext. 2321, for insurance referrals.

## HEALTH SERVICES

Health services are available to all students currently enrolled at Cerritos College upon proof of enrollment. First aid and referrals are available to all faculty, staff, and visitors. Student Health Services is staffed by a group of professionals that include physicians, nurse practitioners, registered nurses, medical assistants, and clerical support. They are all dedicated to your health and wellness. SHS is able to provide basic outpatient services for the diagnosis and treatment of acute and sub-acute illnesses and injuries. A brief overview of services includes urgent care, preventive care, women’s and men’s health care, as well as, chiropractic services, referrals to psychological and optometric services, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, international student, and supplemental insurances are also available through the SHS. We invite you to visit our website at [www.cerritos.edu/shs](http://www.cerritos.edu/shs) or call (562) 860-2451, Ext. 2321. We are located on the southeast corner of campus and would like to extend an invitation for you to stop in and visit us.

## **LIBRARY AND LEARNING RESOURCE CENTER**

The Cerritos College Library and Learning Resource Center (LRC), located near the center of the campus, provides a wide range of materials and services. In addition to several classrooms and faculty offices, the facility houses the Library, an open computer lab, the Center for Teaching Excellence, Media Services (technology and multi-media support for faculty and staff), the Teleconference Center, the Math Learning Center (for semi-independent math courses), and the Success Center. Disabled students have easy access throughout the building via ramps and elevators. All areas of the Library and Learning Resource Center are staffed with qualified personnel who are eager to help you.

### **The Library**

Students, faculty, staff, and district residents are invited to use the College Library, where they can enjoy access to more than 100,000 books and over 200 magazine and newspaper subscriptions in an open stack arrangement. Students, faculty, and staff may use their campus photo ID as their library card, and district residents may purchase a library card at the Circulation Desk. Students, faculty, and staff have access from campus computers, as well as remotely, to a wide variety of literature and reference databases, and all library resources are listed in the online catalog. Library materials are integral to Cerritos College instructional programs, and all are selected cooperatively by classroom and library faculty. The Reserve Book Area, at the Circulation Desk, permits students to check out high-demand materials for limited periods of time. A wide range of research guides and materials related to the Cerritos College curriculum are available in print at the Reference Desk and online via the Web. Computers are available for student use near the Reference Desk for research and in an open lab setting where printers and group study rooms are also available. The Library is open Monday through Friday during the regular school year. For hours of operation and special schedules, please call the Library at (562) 860-2451, Ext. 2430, or visit the website at [www.cerritos.edu/library](http://www.cerritos.edu/library).

### **Success Center**

The Success Center has been established to serve the needs of faculty and students across the campus. The Success Center has set out to provide learning assistance and academic support for students at all levels. Assistance in virtually any subject is available via online tutoring and workshops with qualified tutors and instructors. Faculty and staff in the Success Center involve instructors to develop supplemental instruction in a variety of forms and work with instructors to enhance course offerings. For hours, special schedules, and additional information; please visit the Center's website at [www.cerritos.edu/sc](http://www.cerritos.edu/sc).

### **MENTAL WELLNESS PROGRAM**

Psychological services, crisis intervention, and referrals are available to students experiencing emotional problems or concerns. Please contact Student Health Services at (562) 860-2451, Ext. 2321, for assistance or visit our website at [www.cerritos.edu/shs](http://www.cerritos.edu/shs).

### **STUDENT ACTIVITY STICKER AND IDENTIFICATION CARD**

ASCC utilizes the revenue collected from the Student Activity fee to support academic, extra-curricular, and student life programs, services, and events.

A student activity sticker and identification card can be obtained from the Student I.D. Center which is located in the Admissions and Records Office in the Administration Building.

#### Regular Hours

During fall and spring semesters: 8 a.m. to 7 p.m., Monday through Thursday; 8 a.m. to 12 p.m., Friday. Hours vary during summer sessions. For more information or current hours, call the Student I.D. Center at (562) 860-2451, Ext. 2211.

It is important that students be in possession of their Cerritos College identification card at all times while on the campus. This card is necessary for "buy-backs" in the College Bookstore and it is important to present when using the College Library and Student Health Center.

### **STUDENT ORGANIZATIONS**

Students are encouraged to participate in campus organizations. Cerritos College offers a variety of campus clubs and organizations for every phase of campus life. They provide opportunities for students in social, service, curricular, and special interest programs.

The club program consists of approximately 60 clubs on campus. Every year new clubs are chartered as they are requested by students. Every club on campus is a part of the Inter-Club Council which meets regularly to discuss activities, projects and problems pertaining to its members.

Students currently enrolled with a 2.0 G.P.A. may join a club. Information concerning clubs may be obtained in the Office of Student Affairs.

The Associated Students also co-sponsors with the District such activities as Athletics, Choir, Band, Forensics, Drama, and Talon Marks.

### **TRANSFER CENTER**

The Transfer Center is designed to increase the transfer rate of Cerritos College students to four-year colleges and universities. The Transfer Center provides information on transfer programs, general education requirements, advising, and personal contact with representatives from colleges and universities. For further information, visit [www.cerritos.edu/transfer](http://www.cerritos.edu/transfer).

### **VETERANS' EDUCATION OFFICE**

The Veterans' Education Office offers information regarding applications and certification for benefits for those eligible for Montgomery G.I. Bill, Selected Reserve, VEAP, Vocational Rehabilitation, or Survivors and Dependents of deceased or disabled veterans. The primary function of this office is to certify to the Veteran's Administration that eligible veterans are enrolled at the college and pursuing an approved educational goal.

Staff is available to provide help with processing applications and to do check inquiries to the Veterans' Administration. Veterans must maintain academic progress as outlined in the college catalog. In order to receive benefits, veterans must declare a major and will only be paid for classes required for that major as designated by the veterans' academic counselor.

Visit our website at [www.cerritos.edu/va](http://www.cerritos.edu/va) for more information.

### **VETERANS' RESOURCE CENTER**

The Veterans' Resource Center (VRC) is a one-stop center that houses certifying officials, veteran's counselors, tutors, and other valuable resources. There are computers available for veteran students' use and assistive technology for improved learning. Visit our website at [www.cerritos.edu/va](http://www.cerritos.edu/va) for more information.

## Honors and Awards

### HONOR GRADUATES

The honor graduates are identified by the gold cord worn with their regalia. Graduates who achieved a 3.3 to 3.69 grade point average will graduate “With Honors.” Those receiving a 3.70 to 4.0 will graduate “With Highest Honors.”

Only units earned at Cerritos College may be used in computing the grade point average for honor graduates. To be considered for honor status a minimum of 24 units must be earned at Cerritos College. If you are a spring or summer graduate, your honors for Commencement are based on your GPA up to and including the previous fall semester.

### DEAN’S LIST

Full-time students who achieve a 3.5 grade point average or higher for 12 units or more of college-level courses in a single semester qualify for the Dean’s List.

### PRESIDENT’S LIST

Full-time students with 12 units earned or more of college-level courses in a single semester and who achieve a 4.0 grade point average within those units earned will qualify for the President’s List.

### ACADEMIC EXCELLENCE AWARDS

The Cerritos College Foundation annually sponsors an awards program for those students selected for outstanding academic achievement from the various subject matter areas on campus.

Academic honors are awarded to students who do outstanding work in their major field of study. Students must show promise, possess a current Associated Student Body card, have above average grades, and be recommended by the instructors in their major field.

### ASSOCIATED STUDENTS AWARDS

*The Associated Students offer a number of honors and awards to students for outstanding leadership, service, and academic achievements.*

#### Service and Leadership Awards

The Gold and Silver Falcons are the highest and most prestigious awards that are given to students for service, leadership and scholarship each semester.

Bronze Falcons are awarded to students who excel in leadership and participation in programs sponsored by the Associated Students of Cerritos College.

Service Certificates are awarded in recognition of service and participation in programs sponsored by the Associated Students of Cerritos College.

#### Club/Organization Awards

Clubs and organizations are recognized and honored for their service and participation in various programs. The Associated Students also recognizes and rewards various activity groups on campus, such as Intercollegiate Athletics, Band, Forensics, *Talon Marks*, Theatre, Choir, Pep Squad, and Honor Society.

#### Athletic Awards

The Associated Students of Cerritos College has an excellent athletic awards system for all intercollegiate athletics. This recognition is in the form of banquets, letters, certificates, key chains, plaques, and lifetime passes.

## Student Financial Aid

The Financial Aid Office at Cerritos College is here to provide students and the community with a better understanding of financial aid programs and services available. We value and take pride in the diversity of our students and the support we provide in promoting student success. There are many financial aid programs that can help students with fees, books, supplies, transportation, housing, and other related educational expenses.

### BASIC STUDENT ELIGIBILITY REQUIREMENTS FOR FEDERAL STUDENT AID

- Be enrolled as a regular student in an eligible program which includes certificate, associate in arts degree, or transfer programs
- Cannot also be enrolled in elementary or secondary school
- Have a high school diploma or equivalent
- Make satisfactory academic progress
- Meet enrollment status requirements
- Have resolved any drug conviction issue(s)





- Be a U.S. citizen or eligible noncitizen
- Have resolved any default on an FSA loan or overpayment
- Have a valid social security number
- Men aged 18-25 must register with the Selective Service System or meet exemption requirements
- Resolve any conflicting information

There are also program-specific eligibility requirements that may be required.

## APPLICATION PROCESS

### Step 1 – Apply

- Submit a Free Application for Federal Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov)
- AB 540 students can submit the California Dream Act Application at [www.caldreamact.org](http://www.caldreamact.org).
- List Federal School Code 001161

### Step 2 – Submit Forms

- View “To Do List”, which links to the required documents to complete your file. Documents can be uploaded to the student forms platform.

### Step 3 – Review Awards

- View awards on MyCerritos at <http://my.cerritos.edu/>
- You must meet Satisfactory Academic Progress (SAP) standards to receive awards

### Step 4 – Receive Financial Aid

- Select your refund option at [www.cerritos.edu/financial-aid/](http://www.cerritos.edu/financial-aid/) under “Disbursements”.



## IMPORTANT DATES

**October** – Free Application for Federal Student Aid (FAFSA) and California Dream Act Application become available for upcoming award year. Submit financial aid application online at [www.fafsa.gov](http://www.fafsa.gov).

**March 2nd** – Cal Grant application deadline – Submit both FAFSA or California Dream Act Application and GPA Verification.

**March – April** – Respond to Missing Information Letter (MIL) or view To Do’s on MyCerritos. Submit all required documentation to the Financial Aid Office to meet the priority deadline.

**May – June** – Financial Aid Office begins sending Award Notifications to students via the message center on MyCerritos.

## FEDERAL PROGRAMS

**Federal Pell Grants** are awarded to eligible undergraduate students. The amount of money awarded is based upon a student’s Expected Family Contribution (EFC), the number of units enrolled, and the cost of attendance.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded to eligible undergraduate students with exceptional financial need. It is awarded on a “first-come, first-served” basis and is dependent upon funds available. Students must have a zero EFC and be enrolled in at least six units to receive the funds.

**Federal Work-Study (FWS)** is a program with limited funding which provides employment to help pay for part of a student’s educational costs. This program is based on financial need and, if awarded, is part of a student’s award package. Students on FWS may work approximately 10-12 hours per week on or off campus. Students must submit a separate FWS application, in addition to the FAFSA, to apply for FWS.

**William D. Ford Federal Direct Subsidized and Unsubsidized Loans** must be repaid. Students must complete a Free Application for Federal Student Aid (FAFSA) first. Once a student receives a financial aid award notification, the student may apply for a student loan at [www.cerritos.edu/financial-aid/programs/loans.htm](http://www.cerritos.edu/financial-aid/programs/loans.htm).

Loan amounts will be determined at the time the Financial Aid Office certifies a loan application. Once offered a loan, students must accept/decline the loan on MyCerritos.

Both entrance and exit counseling are requirements of the William D. Ford Federal Direct Loan Program. Students must be enrolled at least half-time to receive a loan. Once a student receives loan funds, the student must maintain reasonable progress toward a certificate, associate degree, or transfer program.

In reviewing a request for any loan, the Financial Aid Office may use “professional judgment” to deny a student a loan on a case-by-case basis. If denied a loan, a student will receive a letter from the Financial Aid Office indicating the reason(s) for the loan denial.

## STATE PROGRAMS

**California College Promise Grant (CCPG)** is a program that provides assistance to cover community college enrollment fees. To be eligible, a student must be a California resident or an AB 540 student, and must qualify under one of the following conditions:

1. Student or parent must currently be receiving Temporary Assistance for Needy Families (TANF)/CalWORKs, Supplemental Security Income (SSI)/State Supplemental Program (SSP), or General Assistance (GA). Documentation is required; or
2. Student must meet income standards based on family size. Documentation may be required; or
3. Student must have submitted a FAFSA or California Dream Act application and have the minimum amount of financial need set by the State; or
4. Students must meet special classification criteria. See application for details or visit the Financial Aid Office.

Students must meet institutional academic and progress standards in order to avoid losing the Promise Grant.

**The Cal Grant Program** is a state-funded educational opportunity program to assist students in paying for a college education. There are entitlement awards as well as competitive awards. Application deadlines are in early March and September for community college students.

All basic Cal Grant eligibility requirements are as follows: a) be a California resident or AB 540 student; b) meet U.S. Selective Service requirements; c) attend a qualifying California postsecondary institution; d) be enrolled at least half-time; e) maintain satisfactory academic progress as defined at the school of attendance; f) have family income and assets below the established ceilings; g) not be in default on any student loan; h) not owe any federal or state grant refund; and i) not have a bachelor's or professional degree before receiving a Cal Grant (except for extended Cal Grant A or B awards for a teaching credential program).

**Cal Grant B Entitlement Awards** are for every graduating high school senior who meets the minimum GPA determined by the state, meets all the Cal Grant requirements and applies by March 2 within one year of graduating (or receiving their GED). This Entitlement Award provides an annual amount for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

**Cal Grant B Competitive Awards** are for students who aren't eligible for the Entitlement awards. Awards are for students who meet the minimum GPA determined by the state, meet all the Cal Grant requirements and apply by either the March 2nd or September 2nd deadline. The award provides an annual amount for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

**Cal Grant C Awards** are available to assist students with tuition, fee, and training costs for occupational or vocational programs. The Cal Grant C award provides for books, tools, and equipment. To qualify for Cal Grant C awards, students must meet basic eligibility requirements and be enrolled in a vocational program that is at least four months in length. For more information, visit the California Student Aid Commission website at [www.csac.ca.gov](http://www.csac.ca.gov).

**Extended Opportunity Program and Services (EOPS)** is a state-funded program that provides educationally and economically disadvantaged students assistance, which includes counseling, tutoring, workshops, grants, and transfer assistance. Admission into the EOPS program requires that a student meet either CCPG A or B standards, complete a FAFSA, or Dream application, enroll in 12 units, and have earned less than 40 degree applicable units from ALL colleges/universities attended.

**The Cooperative Agencies Resources for Education (CARE)** Program is available to students who are current recipients of TANE, in CalWORKs, single, head of household, have at least one child, and have been admitted into the EOPS Program. Students wishing to enter the program must attend an Orientation. Workshops are available.

## SCHOLARSHIPS

Scholarships are like grants; they do not have to be repaid. The Financial Aid Office is the steward of a number of scholarships that may or may not require financial need. Applications are available in the Financial Aid Office. For information on scholarships, visit [www.cerritos.edu/financial-aid/programs/scholarship.htm](http://www.cerritos.edu/financial-aid/programs/scholarship.htm).

## AB 540 AND AB 2000

California's AB 540 law allows qualifying students, including undocumented immigrant students, to pay in-state fees at public colleges including Cerritos College. A student must attend a California high school for three years or more or attended a combination of elementary, middle, and/or high schools in California for a total of three or more years; graduate from a California high school or receive the equivalent of a high school diploma (such as a GED); and file an affidavit with the Admissions and Records Office stating that they will file an application to adjust their immigration status as soon as they are eligible. Students should inquire at the Admissions and Records Office about applying for AB 540 and AB 2000. AB 540 and AB 2000 students are encouraged to search for scholarships for funding their education. Scholarship information can be found at [www.maldef.org](http://www.maldef.org) and [www.latinocollegedollars.org](http://www.latinocollegedollars.org). Additional resources are available at <http://www.cerritos.edu/financial-aid/ab540>.

## RETURN OF TITLE IV FUNDS

Federal aid recipients who withdraw or are dropped from ALL classes by the instructor are subject to new regulations regarding the Return of Title IV funds. Students who withdraw or are dropped from all classes prior to completing more than 60% of the enrollment period are subject to these rules. Based on the date of the complete withdrawal or drop, the Financial Aid Office will determine the amount, if any, of "unearned" federal financial aid received by the student. The calculation will begin by determining the percentage of the enrollment period completed by the students as follows:

$$\frac{\text{Number of days completed}}{\text{Total number of days in the semester}}$$

The result will equal the percentage of the enrollment period completed. The amount of federal financial aid that was paid or could have been paid to the student will be based on this percentage. If the student received more financial aid than the amount earned, the student will be billed for the overpayment. Financial aid recipients should be cautioned to (1) avoid total withdrawal from all classes; (2) successfully complete at least one class during the semester, with a passing grade; and (3) repay any "unearned" financial aid as soon as possible to regain eligibility for financial aid.

Any aid recipient who needs to withdraw from all classes should contact the Admissions and Records Office and the Financial Aid Office. Recipients are encouraged to discuss alternatives to withdrawing from class(es) with their instructor(s) or a counselor before making a final decision.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

## GRANT OVER-AWARDS

There are occasions when students receive financial aid payments based upon misreported information. This results in a grant over-award. Examples of misreported information include inaccurate or omitted income, prior loan defaults or grant overpayments, having a bachelor's degree, not having a high school diploma or GED, forged signatures, and unsatisfactory academic progress, just to name a few.

Students who receive grant funds due to misinformation as noted above are required to repay THE ENTIRE SUM RECEIVED.

## SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

To be eligible for financial aid, students must make satisfactory academic progress toward their educational goal. The Financial Aid Office monitors progress using both Qualitative and Quantitative Standards at the end of each semester.

## Grade Point Average (GPA) Requirement (Qualitative)

Students must maintain a 2.0 cumulative Grade Point Average (GPA). The GPA standard is used at all times in the determination of eligibility for financial aid, even when students do not receive financial aid.

## Unit Completion Requirement - Pace of Progress (Quantitative)

Students are required to complete **67 percent** of the units they have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in this calculation. Units for which a grade of W, NP, NC, and/or F was received are considered as units attempted, but not completed.

### Below are some examples:

**Student A:** Attended Fall and Spring semesters for one year; attempted 24 units, completed 20 units. Pace of progress is calculated as  $20 / 24 = 83$  percent student met the 67 percent requirement.

**Student B:** Attended Fall and Spring for one year; attempted 24 units, completed 15 units. Pace of progress is calculated as  $15 / 24 = 62$  percent; student did not meet the 67 percent requirement.

**Student C:** Attended Fall and Spring semesters for two years; attempted 48 units, completed 36 units. Pace of progress is calculated as  $36 / 48 = 75$  percent; student met the 67 percent requirement.

**Student D:** Attended Fall and Spring semesters for two years; attempted 48 units, completed 33 units. Pace of progress is calculated as  $33 / 48 = 68$  percent; student met the 67 percent requirement.

## Warning

Students will be placed on warning status after a semester if they have not met the unit completion requirement and/or the 2.0 grade point average requirement. If students are placed on Financial Aid Warning status, they may remain eligible for financial aid. Students will receive notification of their status and how to avoid disqualification.

Students will also be placed on Warning status and regain their eligibility if they were previously on disqualification status and are now meeting the GPA and Unit Completion Requirement. If the student meets SAP requirements after previously being on warning, they will be placed on good standing the following semester.

Disqualification Students will be placed on disqualification status after a semester on Warning status, if they still have not met the unit completion requirement and/or the 2.0 grade point average requirement. If a student is placed on disqualification status, they will no longer be eligible to receive financial aid, with the exception of the California College Promise Grant (CCPG).

## Maximum Time Frame Requirement (Quantitative)

Students must complete their educational program within a maximum time frame of 150 percent of the published program's required units at Cerritos College. For example, associate in arts degrees and transfer programs generally require 60 units. Therefore, 150 percent of those programs would be 90 units (60 units x 1.5).

Students will be required to meet with a counselor and create an educational plan based on their educational program once the student attempts the following:

- 60 units (excluding remedial and ESL units) for associate in arts degree or transfer program
- 30 units (excluding remedial and ESL units) for a certificate program

The Financial Aid Office will notify the student regarding their eligibility for financial aid.

If at any point in time it is determined that the student cannot complete their educational program within the 150 percent time frame, they may be immediately disqualified from financial aid (with the exception of the Promise Grant). It is the student's responsibility to read and understand the Financial Aid Satisfactory Academic Progress (SAP) Standards.

## Withdrawals, Incompletes, Repeated Courses, and Transfer Credit

No pass courses, courses noted as excluded, repeated courses, and withdrawals are counted as attempted units in calculating the pace of progress. Courses noted as excluded on the transcripts are not counted for purposes of the cumulative GPA. Grades removed through academic renewal are still counted for pace of progress and GPA requirements. Transfer credits are counted as attempted units and completed units towards the 150 percent maximum time frame. Incompletes are excluded as attempted units for satisfactory Academic Progress (SAP).

## Satisfactory Academic Progress (SAP) Appeals

If a student is disqualified due to GPA, Unit Completion, and/or Maximum Time Frame and wishes to appeal their status, they can complete an appeal form to explain in detail their situation and reason(s) for not meeting the SAP Standards. They must elaborate on what steps they have taken to ensure their academic success and include any supporting documentation with their appeal. The appeal must be submitted to the Financial Aid Office by the posted deadline. Students must also complete the Get SAP online videos as part of the appeal process. They will receive notification by mail. The Financial Aid Office may request further documentation including an Academic Plan or a Work-in-Progress report of the student's current grades. If the appeal is approved, the student will be placed on probation status for the period approved by the committee and may have to meet specific conditions to be reinstated.

## SERVICES

Financial Aid staff provides assistance during office hours. Assistance is available to students with the application process. Students may use the online Contact Us form and questions will be addressed by email.

## CONTACT INFORMATION

The Financial Aid Office is part of Equity and Success and is located in the Administration Building.

For additional information on financial aid, students are encouraged to visit the Financial Aid Office website at: [www.cerritos.edu/financial-aid](http://www.cerritos.edu/financial-aid), or contact the Financial Aid Office by email: [finaid@cerritos.edu](mailto:finaid@cerritos.edu), or by phone at: (562) 860-2451, Ext. 2397. Questions about financial aid can also be answered through Financial Aid TV video clips at: <http://cerritos.financialaidtv.com/>.

**IMPORTANT NOTICE:** *The information contained in this document is subject to state, federal and/or other legislative and regulatory change and may be changed without notice.*

## Associate in Arts Degree Graduation Requirements

The California Community College Board of Governors has authorized the Cerritos College Board of Trustees to confer the Associate in Arts degree. A candidate does not automatically receive the Associate in Arts degree upon completion of unit and course requirements, but is required to file a petition for the degree.

College education is usually thought of as consisting of two parts: specialized education and general education. Specialized education is that which prepares the student for vocational competence or for scholastic attainment in a particular field. This the student accomplishes through the department major.

General education, on the other hand, is that which meets the common goals of all students for personal enrichment and cultural development. Work in this area helps the student increase individual ability as a citizen and improve community, home, and family living.

Although courses may be designed with one or the other of these purposes as the primary gain, all courses are presented with the values of general education in mind. College education then becomes the sum total of all the student's experience in college, and the student's education may be completed in both these areas and be granted the degree of Associate in Arts.

### STATEMENT OF PHILOSOPHY FOR GENERAL EDUCATION COURSEWORK

Cerritos College offers an array of general education coursework to students so that they may learn concepts and methods of inquiry that have breadth, depth and relevance to their lives. The general education curriculum includes coursework from the liberal arts, humanities, science, mathematics, arts and social sciences disciplines. Possession of knowledge from these disciplines will contribute to personal growth, professional development and citizenship by increasing students' awareness of the past and present and by developing their creative, adaptive and critical thinking abilities. The general education curriculum will provide students with opportunities to:

- Develop a lifestyle that will enhance physical and mental health and wellness
- Develop logical and cogent arguments, reaching conclusions that are based on comprehensive inquiry
- Adapt and apply technology to facilitate the acquisition and effective use of information
- Communicate clearly and proficiently through both oral and written expression
- Enhance the appreciation of artistic offerings
- Become informed citizens and problem-solvers to deal with current and future societal issues
- Appreciate the contributions of different cultures, eras, and traditions to the human experience
- Develop an appreciation for the value of ethics, integrity, honesty, self-management, and the welfare of others

### REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

#### SCHOLARSHIP AND RESIDENCE

- A. A student must complete 60 units of degree applicable work with an overall grade point average of "C" or higher (2.0) in all courses.
- B. A student must achieve a grade of Pass, or "C", or higher in each course to be counted for the major. Courses completed for a Certificate of Achievement that are also to fulfill requirements for the major in an A.A. degree must be completed with a grade of Pass, or "C", or higher.
- C. A minimum of 12 units of degree applicable work must be completed at Cerritos College, to meet the residence requirement.

- D. A student may earn multiple Associate Degrees by completing the major requirements for each degree, the appropriate general education for each major, achieve a Pass or "C" grade or better in each major course, a grade point average of "C" (2.0) or higher in all courses, and complete a minimum of 60 degree applicable units.

### PETITION FOR ASSOCIATE IN ARTS DEGREE

1. Students desiring an Associate in Arts degree must file a Petition for Associate in Arts Degree form. The petition may be obtained in the Counseling Center and must be submitted before the deadline posted in the College Schedule of Classes. The petition must be approved and validated by a counselor and the Admissions and Records Office before the degree will be granted.
2. Students not in continuous attendance at Cerritos College must meet degree requirements for graduation in effect at the time of readmission.
3. A student is considered in continuous attendance if he/she receives a grade (A, B, C, D, E, P, NP, I, or W) in any semester, fall or spring, during each academic year. Continuous attendance is not broken at Cerritos College if a student transfers to another accredited institution, maintains his/her continuous attendance at that institution, and returns to Cerritos College to complete his/her degree (Designated programs may require students to return to Cerritos College in good standing. Please check with the Counseling Center regarding these programs).
4. Credit toward the Associate in Arts degree is not granted for non-degree applicable units or classes taken as part of the Adult Education Program.

### STUDENTS WITH BACCALAUREATE DEGREES

Those students who have been awarded a bachelor's degree from an accredited college or university in the United States will be exempt from the Cerritos College general education breadth requirements and the proficiency requirements, should they pursue an associate in arts degree at this institution. Please see your counselor if additional information or clarification is desired.

### ENGLISH/READING COURSE LIMITATIONS

Students completing both English 52 and Reading 54 will be able to count the units from only one course towards the Associate in Arts degree. Please see a counselor for further information.



## Cerritos College

### Associate in Arts Degree

Requirements for the Associate in Arts degree at Cerritos College can be met in one of three different ways: Plan A, B, or C.

**PLAN A** is designed primarily for those students interested in preparing for a vocational career upon graduation. Plan A may also be used by university transfer students and for students in vocational majors who may possibly wish to transfer in the future. However, there are courses listed under Plan A that are not transferable for general education credit to the four-year universities. Therefore, students wishing to use this option should see a Cerritos College counselor for advice in selecting the A.A. General Education plan that in combination with a major will best match their educational and career goals. Please see the Plan A degree description page for further details.

**PLAN B** is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan to combine completion of both the Associate in Arts general education requirements, with one caveat, and the California State University (CSU) General Education Certification pattern. Students should see a counselor for advice on selecting the A.A. General Education plan that in combination with a major will best match their educational and career goals. Please see the Plan B degree description page for further details.

**PLAN C** is designed primarily for students who intend to transfer to the University of California (UC), or who are undecided between transferring to the University of California or the California State University. Students may use this plan to combine completion of both the A.A. degree general education requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Plan C may not be recommended for some majors at certain CSU or UC campuses. Please see the Plan C description page for further details.

*The significant differences between Plan A, Plan B, and Plan C are:*

**PLAN A** requires the completion of a minimum of 18 units of identified general education courses and requirements and a minimum of 18 units of specified “major” courses, proficiency requirements and electives, if necessary, to total a minimum of 60 degree applicable units.

**PLAN B** requires a minimum of 39 units of identified CSU general education courses and requirements plus specified lower-division major preparation, the health and wellness proficiency requirement, and elective courses, if necessary, for a minimum of 60 degree applicable units.

If a student only wishes to transfer at an upper division level and is not seeking an A.A. degree, a minimum of 60 CSU transferable units is required (See transfer requirements for CSU and your counselor).

**PLAN C** requires a minimum of 34 (UC) or 37 (CSU) units of identified general education courses and requirements plus specified lower-division major preparation courses, the health and wellness proficiency requirement, and electives, if necessary, to total a minimum of 60 degree applicable units.

If a student only wishes to transfer at an upper division level and is not seeking an A.A. degree, a minimum of 60 UC transferable units is required (See IGETC, UC transfer requirements, and your counselor).

There are important differences among the three plans. In order to select the plan that best meets each individual’s A.A. and transfer goals, students should see a Cerritos College counselor.



# Associate in Arts Degree for General Education 2020-2021 Plan A Degree and/or Career Option

A total of 60 degree applicable units including the following requirements must be completed to qualify for the A.A. degree:

1. MAJOR PROGRAM REQUIREMENTS:  
Complete all requirements for the chosen major program under "Major Requirements" in the Cerritos College Catalog.
2. MATHEMATICS PROFICIENCY REQUIREMENT:  
This requirement can be met by one of the following options:
  - a. Pass MATH 75, MATH 80, MATH 80B, a transfer-level math course, or PSYC 210 with a grade of "C" or higher or "Pass" at Cerritos College.
  - b. Pass a math course equivalent to MATH 75, MATH 80, MATH 80B, a transfer-level math course, or PSYC 210 with a grade of "C" or higher or "Pass" at another accredited college.
  - c. Receive a score of 3 or better on a Math AP exam (AP Statistics, AP Calculus AB, AP Calculus BC).
  - d. Receive credit by exam for MATH 75 or MATH 80 at Cerritos College.
3. READING PROFICIENCY REQUIREMENT:  
This requirement can be met by one of the following options:
  - a. Completion of READ 54 or READ 97 or READ 102 or equivalent with a grade of "C" or higher or "Pass".
  - b. For other options, see your counselor.
4. WRITING PROFICIENCY REQUIREMENT:  
Completion of ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".
5. HEALTH AND WELLNESS PROFICIENCY REQUIREMENT:  
This requirement can be met by one of the following options:
  - a. Completion with a grade of Pass, or "C", or higher of at least one unit of a course from the approved department list below:  
 Athletics 200L, 201LA, 201LB, 201LC, 202L, 203LA, 203LB, 203LC, 204L, 205LA, 205LB, 205LC, 205LD, 205LE, 206L, 207LA, 207LB, 207LC, 208L, 209LA, 209LB, 209LC, 210L, 211LA, 211LB, 211LC, 212L, 213LA, 213LB, 213LC, 214L, 215LA, 215LB, 215LC, 216L, 217LA, 217LB, 217LC, 218L, 219LA, 219LB, 219LC, 220L, 221LA, 221LB, 221LC, 221LD, 222L, 223LA, 223LB, 223LC, 223LD, 224L, 225LA, 225LB, 225LC, 225LD, 226L, 227LA, 227LB, 227LC, 228L, 229LA, 229LB, 229LC, 230L, 231LA, 231LB, 231LC, 232L, 233LA, 233LB, 233LC, 234L, 235LA, 235LB, 235LC, 235LD, 236L, 237LA, 237LB, 237LC, 240, 241, 242  
 Kinesiology 100, 102, 104, 106, 120, 121, 122, 123, 130, 131, 132, 133, 134, 200, 202, 203, 206, 207, 210  
 Physical Education Exercise 100, 100A, 101, 102, 103, 103A, 104, 105, 106, 106A, 107, 107A, 108, 109, 110, 111, 112, 113, 116, 117, 118, 119, 120, 121, 122, 124, 126, 130, 132, 134, 135, 136, 137, 138, 139, 140, 140D, 141, 142, 145,



147, 148, 149, 150, 151, 152, 153, 155, 156, 157, 161, 162, 163, 165, 166, 167, 169, 170, 171, 172, 176, 177, 178, 179, 181, 184, 185, 186, 188, 189, 191, 192, 194, 240, 245, 246, 249, 261, 263, 265, 266, 267, 271, 272, 274, 276, 278, 281, 282, 284, 285, 288, 289, 291, 292

Other courses that will meet the requirement include Dance 102, 103, 104, 105, 106A, 106B, 106C 107, 108A, 108B, 108C, 109, 110, 112, 115, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 130A, 130B, 133, 134, 135, 136, 140, 141, 142, 143, 144, 150, 151.

- b. Completion of HED 100, 101, 103, 105, or 200; HO 100 or 152; CDEC 161; or WGS 103.
- c. Enrollment and completion of Allied Health program (DA, DH, RN, PTA, PHARM TECH, MA).
- d. For other options, see your counselor.

6. GENERAL EDUCATION REQUIREMENTS: PLAN A 18 UNITS

a. NATURAL SCIENCES: 3 UNITS MINIMUM FROM EITHER PHYSICAL SCIENCES OR BIOLOGICAL SCIENCES

(1) Physical Sciences

Astronomy 102, 103, 104, 105L (lab), 106  
 Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)  
 Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)  
 Energy 100  
 Geography 101, 101L (lab), 103  
 Geology 101 (lab), 102, 102L (lab), 103, 103L (lab), 105L (lab), 201 (lab), 204, 207 (lab), 208, 209  
 Physical Science 100, 112 (lab)  
 Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)

(2) Biological Sciences

Anatomy and Physiology 120 (lab), 150 (lab), 151 (lab), 200 (lab), 201 (lab)  
 Anthropology \*\*110, 115, 115L (lab)  
 Biology \*\*\*105, \*\*\*110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab)  
 Botany 120 (lab)  
 Microbiology 200 (lab)  
 Psychology 241  
 Zoology 120 (lab)

b. SOCIAL AND BEHAVIORAL SCIENCES: 3 UNITS MINIMUM

**NOTE: Completion of a U.S. history or government course which fulfills the California State University requirement taken at any accredited institution may be used in lieu of the course requirement.**

One course from Section b1 or b2 is required.

(1) History 101, 102, 103

(This requirement can be met by successfully passing the College Board's Advanced Placement Exam, American History. Unit credit is awarded for passing the AP exam option with a score of 3 or higher.)

(2) Political Science 101 or 201

(This requirement can be met by successfully passing the College Board's Advanced Placement Exam, Government and Politics: United States. Unit credit is awarded for passing the Advanced Placement exam option with a score of 3 or higher.)

(3) Social and Behavioral Sciences

Administration of Justice 101  
 American Sign Language 220  
 Anthropology 100, 120, 170, 200, 201, 202, 203, 205, 206  
 Business Administration \*\*\*100, \*\*101, \*\*208  
 Child Development 110  
 Child Development/Early Childhood \*\*113  
 Communication Studies 110, 115  
 Counseling \*\*150, \*\*\*200  
 Economics 101, 102, 201, 201M, 202, 202M, 204  
 Environmental Policy 200  
 Finance \*\*125  
 Geography 102, 105, 140  
 Health Education \*\*\*+103  
 History 110, 120, 204, 210, \*\*\*220, \*\*\*221, 230, 235, 241, 242, 245, 246, 250, 255, 260, 265, \*\*270, 275  
 Humanities +107  
 Journalism \*\*\*100  
 Kinesiology +108, \*\*\*211  
 Political Science \*\*\*110, 210, 220, 230, 240, \*\*\*250, \*\*\*260, \*\*280  
 Psychology 101, 150, 251, 261, 271, \*\*\*275  
 Reading \*\*\*101  
 Sociology 101, 110, 120, 201, 202, 205, 210, 215, \*\*225, \*\*\*230, 250  
 Speech Language Pathology \*\*105  
 Women's and Gender Studies 101, \*\*\*+103, 105, 107, +108, 115, 140, 202, 204, 205, 206, \*\*208, 209, 250

c. FINE ARTS AND HUMANITIES: 3 UNITS MINIMUM FROM EITHER FINE ARTS OR HUMANITIES.

(1) FINE ARTS

Architecture \*\*110, 112  
 Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109, \*\*\*110, 113, \*\*\*116, 118, \*\*119A, \*\*\*120, \*\*\*130A, \*\*\*150, \*\*186, \*\*192, 193, \*\*200  
 Communication Studies \*\*148  
 Dance 100, 101  
 Film 159  
 Humanities \*108, \*109, \*\*200  
 Music 100, 101, \*\*\*102, 103, 104, 104B, 105, 180  
 Photography \*\*\*100, 160  
 Theatre 101, 102, 103, 104, \*\*110, 150, RTV \*\*\*151/TH 151, RTV \*\*\*152  
 Women's and Gender Studies 118

(2) HUMANITIES

American Sign Language \*\*\*110, 111, \*\*\*210, \*\*\*211  
 Art \*108, \*109, 124, 125, 207  
 Chinese \*\*\*101, 102, 201, 202, 260  
 Communication Studies \*\*\* 140,  
 English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, \*\*\*231, 232, 233, 234, 235, 236, 237, 238, 239, \*\*242, \*\*243, \*\*244, 245, 246A, 246B, \*\*247, 248A, 248B, 249

French \*\*\*101, \*\*\*102, 201, 202, \*\*\*203, 281, 282, 283, 285  
 German \*\*\*101, 102, 201, 202  
 Humanities 100, \*\*102, \*108, \*109, 125  
 Japanese \*\*\*101, 102, \*\*\*201, \*\*\*202  
 Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206  
 Photography 150  
 Sign Language 101, 102, 201  
 Spanish \*\*\*101, 102, \*\*\*111, 112, 201, 202, 206, 210, 245, 285  
 Women's and Gender Studies 102, 109, 207

- d. LANGUAGE AND RATIONALITY: 6 UNITS MINIMUM  
 Select at least three units from Section D1 and three units from Section D2:

(1) ENGLISH COMPOSITION

English 100, 100S

(2) COMMUNICATION AND ANALYTICAL THINKING

Business Communication \*\*148  
 Communication Studies \*\*60, 100, 103, 120, \*\*\*125, 130, 132, \*\*\*150  
 Computer and Information Sciences \*\*101, \*\*102, \*\*103  
 Engineering Design Technology \*\*131  
 English 103, 110  
 Mathematics \*\*80, \*\*80B, \*\*\*110A, \*\*\*110B, 112, 114, 115, 116, \*\*\*140, 155, 160, 170, 190, 220, 250  
 Philosophy 103, \*\*\*106, \*\*160  
 Psychology 103, 210  
 Reading 103  
 Speech Language Pathology \*\*220

- e. Select an additional general education course from those listed above or a course from Plan B or Plan C so that the earned general education units total at least 18.

- \* These courses appear in more than one category, but may only be counted once.
- \*\* These courses do not meet the General Education Requirements for CSU or IGETC.
- \*\*\* These courses do not meet the General Education Requirements for IGETC.
- + These courses are cross-listed with another course. Cross-listed courses may only receive credit once.



**NOTE:** The preceding graduation requirements apply to students who were in attendance during the 2020-21 school year and thereafter. Students who enrolled prior to Fall 2020 and who have maintained continuous attendance at Cerritos College have the option of meeting the current requirements or those in effect at the time continuous attendance began.



# Associate in Arts Degree for General Education 2020-2021 Plan B CSU General Education Requirements

Plan B is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan to combine completion of both the Associate in Arts general education requirement, with one caveat, and the CSU General Education Certification pattern. Students should see a counselor for advice on selecting the A.A. general education plan that in combination with a major will best match their educational and career goals.

To earn an Associate in Arts degree using Plan B, students must complete a minimum of 60 degree applicable units with an overall grade point average of "C" (2.0) or higher, which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (See description in Plan A).

However, a student may not use Plan B to fulfill the Math Proficiency Requirement for a local, regular (non-AAT/AST) degree if they have taken FIN 125M, Personal Finance. They would have to meet one of the criteria specified in the Math Proficiency Requirement section for Plan A. Students should consult with a counselor if they have questions about this.

If a student wishes only to transfer and is not seeking an A.A. degree, there are no proficiencies required for CSU GE certification. Credits from international transcripts will not be used to certify general education requirements for transfer. Please see a counselor for more information.

It should be noted that completion of the CSU General Education Certification is not required for admission to the CSU nor is it the only way to fulfill the lower division general education requirements. Depending upon the student's major, it may be advantageous to complete the requirements of the specific campus the student plans to attend.

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION REQUIREMENTS

A maximum of 39 units is required to fulfill the CSU lower division general education requirements, with the units to be distributed as follows: Nine (9) units in Area A; nine (9) units in Areas B, C, and D, with no more than 30 units total in areas B through D combined; and three (3) units in Area E.

A letter grade of "C" or higher is required in Oral Communication, Written Communication, Critical Thinking, and Mathematical Concepts.

**Note: Courses appearing in more than one category may be used to satisfy only one category. Such courses are marked with an \*.**

### A. Communications: 9 units minimum.

Must take one course from category 1, 2, and 3

1. Oral Communication  
Communication Studies 100, 120, 125, 130, 132
2. Written Communication  
English 100, 100S

3. Critical Thinking  
Communication Studies 103  
English 103, 110  
Philosophy 103, 106  
Psychology 103  
Reading 103

### B. Natural Science and Mathematics: 9 units minimum. Take a course from category 1, 2 and 3. AT LEAST ONE LABORATORY (LAB) MUST BE INCLUDED IN CATEGORY 1 or CATEGORY 2.

1. Physical Sciences  
Astronomy 102, 103, 104, 105L (lab), 106  
Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)  
Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)  
Energy 100  
Geography 101, 101L (lab), 103  
Geology 101 (lab), 102, 102L (lab), 103, 103L (lab), 201 (lab), 204, 207 (lab), 208, 209  
Physical Science 100, 112 (not considered a LAB science for CSU GE)  
Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)
2. Biological Sciences  
Anatomy and Physiology 120 (lab), 150 (lab), 151 (lab), 200 (lab), 201 (lab)  
Anthropology 115, 115L (lab)  
Biology 105, 110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab), 202  
Botany 120 (lab)  
Microbiology 200 (lab)  
Psychology 241  
Zoology 120 (lab)
3. Mathematical Concepts  
Finance +125M  
Mathematics 110A, 110B, 112, 114, 115, 116, 140, 155, 160, 170, 190, 225, 250  
Psychology 210

+May not be used for any regular (non-AAT/AST) AA Degree.  
Please see a counselor for more information.

### C. Fine Arts and Humanities: 9 units minimum.

Take one course in category 1 and 2. The third course may be taken in either category.

1. Fine Arts  
Architecture 112  
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109, 110, 113, 116, 118, 120, 130A, 150, 193  
Dance 100, 101  
Film 159  
Humanities \*108, \*109  
Music 100, 101, 102, 103, 104, 104B, 105, 180  
Photography 100, 160  
Theatre 101, 102, 103, 104, 150, RTV 151/TH 151, RTV 152  
Women's and Gender Studies 118
2. Humanities  
American Sign Language 110, 111, 210, 211, \*220  
Art \*108, \*109, 124, 125, 207  
Chinese 101, 102, 201, 202, 260  
Communication Studies 140  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 231, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B, 249  
French 101, 102, 201, 202, 203, 281, 282, 283, 285

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German 101, 102, 201, 202  
History \*101, \*102, \*103, \*110, \*120, \*210, \*220, \*221,  
\*230, \*235, \*241, \*242, \*245, \*246, \*250, \*255, \*260, \*265,  
\*275  
Humanities 100, \*108, \*109, 125  
Japanese 101, 102, 201, 202  
Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200,  
201, 203, 204, 205, 206  
Photography 150  
Political Science \*240  
Spanish 101, 102, 111, 112, 201, 202, 210, 245, 260, 285  
Women's and Gender Studies 102, 109, 207

D. Social Sciences: 9 units minimum.

Take one course in category 1, 2 and 3.

1. American History  
History \*101, \*102, \*103  
(Any one of these courses meets the requirement in U.S.  
History.)
2. American Government  
Political Science 101, 201  
(Either of these courses meets the requirement for  
Constitution and American Ideals.)
3. Social, Political, Historical and Economic Institutions  
Administration of Justice 101  
American Sign Language \*220  
Anthropology 100, 120, 170, 200, 202, 203, \*205, 206  
Business Administration 100  
Child Development \*110  
Communication Studies 110, 115  
Economics 101, 102, 201, 201M, 202, 202M, 204  
Environmental Policy 200  
Geography 102, 105, 140  
History \*110, \*120, 204, \*210, \*220, \*221, \*230, \*235, \*241,  
\*242, \*245, \*246, \*250, \*255, \*260, \*265, \*275  
Humanities 107  
Journalism 100  
Kinesiology \*108, 211  
Political Science 110, 210, 220, 230, \*240, 250, 260  
Psychology 101, \*150, 251, 261, 265, 271, 275  
Sociology 101, \*110, \*120, 201, 202, 205, 210, 215, 230, 250  
Women's and Gender Studies 101, 105, 107, \*108, 115,  
140, 202, 204, \*205, 206, 209, 250

E. Self-Development: 3 units minimum.

Take one course from the following:

- Anthropology \*205  
Child Development \*110  
Counseling 200  
Health Education 100, 101, 103, 105  
Health Occupations 152, 245  
Kinesiology 104, \*108  
Psychology \*150, 245  
Reading 101  
Sociology \*110, \*120  
Women's and Gender Studies 103, \*108, \*205

\* These courses appear in more than one category, but may be used only to satisfy one category.

**NOTE: Changes in the above general education requirements may occur from time to time. If courses are added to or deleted from the pattern, it may affect a student's selection of courses. Students do not have catalog rights to a certification pattern, regardless of their continual attendance status.**

CSU Transfer credit is noted in individual catalog course descriptions. A complete list of CSU transferable courses offered by Cerritos College can be found on the ASSIST website at [www.assist.org](http://www.assist.org).



# Associate in Arts Degree for General Education 2020-2021

## Plan C

### Intersegmental General Education Transfer Curriculum (IGETC) For Transfer to UC and CSU

Plan C is designed primarily for students who intend to transfer to the University of California (UC) or are undecided between transferring to the UC or the California State University (CSU). Students may use this plan to combine completion of both the A.A. degree general education requirements and the IGETC General Education requirements.

The purpose of IGETC is to provide an option for students to fulfill lower division general education requirements prior to transferring to a UC or CSU campus.

Depending upon the student's major and campus choice, it may be advantageous to complete the requirements of the specific campus the student plans to attend. In general, it is not advisable for transfer students preparing for majors at any UC campus requiring a high number of units, such as engineering and science, to use IGETC.

Plan C can be fulfilled by completing the IGETC requirements specified for either the UC or CSU.

A letter grade of "C" or higher is required in all Plan C courses.

To earn an Associate in Arts degree using Plan C, students must complete a minimum of 60 degree applicable units with a grade point average of "C" (2.0) or higher, which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (See description in Plan A).

If a student wishes only to transfer and is not seeking an A.A. degree, there are no proficiencies required for IGETC Certification. Credits from international transcripts will not be used to certify general education requirements for transfer. Partial certification may be possible if a student is missing no more than two courses. Please see a counselor for more information.

It should be noted that completion of IGETC is not required for admission to the UC or CSU.

#### AREA 1 ENGLISH COMMUNICATION

CSU: Courses from A, B, and C required.

UC: Courses from A and B required.

- A. ENGLISH COMPOSITION  
(1 course, 3 semesters/4-5 quarter units) English 100, 100S
- B. CRITICAL THINKING-ENGLISH COMPOSITION (1 course, 3 semesters/4-5 quarter units) English 103, 110  
Philosophy 103  
Psychology 103  
Reading 103
- C. Communication Studies 103
- D. ORAL COMMUNICATION (CSU ONLY)  
(1 course, 3 semesters/4-5 quarter units) Communication Studies 100 +, 120, 130, 132+

#### AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semesters/4-5 quarter units)

Mathematics 112+, 114+, 115, 116+, 155+, 160+, 170+, 190, 225, 250

Psychology 210+

#### AREA 3 ARTS AND HUMANITIES

(3 courses, with at least one from A and one from B below;  
9 semesters/12-15 quarter units)

- A. ARTS  
Architecture 112  
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109, 113, 118  
Dance 100, 101  
Film 159  
Humanities \*108, \*109  
Music 100, 101, 103, 104, 104B, 105, 180  
Photography 160  
Theatre 101, 102, 103, 104, 150  
Women's and Gender Studies 118
- B. HUMANITIES  
American Sign Language 111, \*220  
Art \*108, \*109, 124, 125, 207  
Chinese 102, 201, 202, 260  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 231, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B, 249  
French 201, 202, 281, 282, 283, 285+  
German 102, 201, 202  
History \*101+, \*102+, \*103+, \*110, \*120, \*210+, \*230, \*235, \*241, \*242, \*245, \*246, \*250, \*255, \*260, \*265, \*275  
Humanities 100, \*108, \*109, 125  
Japanese 102  
Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206  
Photography 150  
Political Science \*240  
Spanish 102+, 112+, 201, 202, 210, 245, 260, 285+  
Women's and Gender Studies 102, 109, 207

#### AREA 4 SOCIAL AND BEHAVIORAL SCIENCES

(3 courses from at least two disciplines or an interdisciplinary sequence: 9 semesters/12-15 quarter units)

American Sign Language \*220  
Anthropology 100, 120, 170, 200, 202, 203, 205, 206  
Child Development 110  
Communication Studies 110, 115  
Economics 101+, 102, 201, 201M, 202, 202M  
Environmental Policy 200  
Geography 102, 105, 140  
History \*101+, \*102+, \*103+, \*110, \*120, 204, \*210+, \*230, \*235, \*241, \*242, \*245, \*246, \*250, \*255, \*260, \*265, \*275  
Humanities 107  
Kinesiology 108  
Political Science 101+, 201+, 210, 220, 230, \*240  
Psychology 101, 150, 251, 261, 265+, 271  
Sociology 101, 110, 120, 201, 202+, 205, 210, 215, 250  
Women's and Gender Studies 101, 105, 107, 108, 115, 140, 202+, 204, 205, 206, 209, 250

## AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES

(2 courses, one from A and one from B below; at least one course must include laboratory (lab); 7-9 semesters/9-12 quarter units)

### A. PHYSICAL SCIENCES

Astronomy 102+, 103+, 104, 105L (lab) 106  
 Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)  
 Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110+ (lab)  
 Geography 101, 101L (lab), 103  
 Geology 101 (lab), 102, 102L (lab), 103, 103L (lab), 201 (lab), 208, 209  
 Physical Science 100+  
 Physics 100+ (lab), 101+ (lab), 102+ (lab), 201+ (lab), 202+ (lab), 203+ (lab)

### B. BIOLOGICAL/LIFE SCIENCES

Anatomy and Physiology 120+ (lab), 150+ (lab), 151+ (lab), 200+ (lab), 201+ (lab)  
 Anthropology 115, 115L (lab)  
 Biology 115 (lab), 120+ (lab), 200 (lab), 201 (lab), 202  
 Botany 120 (lab)  
 Microbiology 200 (lab)  
 Psychology 241  
 Zoology 120 (lab)

\* These courses appear in more than one category, but may be used only to satisfy one category.

+Credit limitation. UC credit limitations may apply for certain courses in IGETC, as well as other UC transferable courses which are not in IGETC. An explanation for each course which has credit limitations appears in the college catalog course description. For details, see your counselor.

## ADDITIONAL REQUIREMENTS

- A. UC ONLY: Language other than English  
 There are several ways to satisfy this requirement. They include:
  - a. Complete two years of the same foreign language in high school with a grade of "C-" or higher.
  - b. Complete first college course in any foreign language or ASL 110.
  - c. Earn a minimum score of 500 on an appropriate College Board Achievement Test in a foreign language.
  - d. For other options, see your counselor.
  
- B. CSU ONLY: The CSU has a specific American Institutions requirement that is separate from the general education requirements. Courses used to meet the American Institutions requirement may be used to satisfy requirements for the IGETC, at the discretion of the receiving CSU campus. It is recommended that this requirement be met prior to transfer. The following will meet the CSU American Institutions requirement.  
 6 units, one course from Group 1 and one course from Group 2.
 

Group 1:	History 101+, 102+, 103+
Group 2:	Political Science 101+, 201+
  
- C. The UC-bound student should be aware of the American history and institutions requirements at the campus of choice. Requirements may vary. See your counselor for details.



## Transfer Requirements

Students planning to transfer to a four-year college or university should bear in mind that admission and subject requirements will vary from school to school. Consequently, students planning to transfer should study carefully the requirements set forth in the catalogs and brochures of the institutions which interest them. Such publications may be obtained directly from the colleges and universities. A large number of websites allow students to access such information via the Internet. Many of these links are available at the Transfer Center website, [www.cerritos.edu/transfer](http://www.cerritos.edu/transfer). To assure that appropriate transfer coursework is being undertaken at Cerritos College, students should plan to communicate regularly with a counselor.

### INTERSTATE PASSPORT

The Interstate Passport enables the successful transfer of a block of lower-level, general education course credit to other institutions participating in the Interstate Passport Network (IPN). Students who earn their Passport at Cerritos College will not be required to repeat or take additional coursework to meet lower-division, general education requirements in the Interstate Passport's nine areas upon transfer to any other IPN institution. Students with an interest in achieving the Passport-LDGE should visit our website at <http://www.cerritos.edu/interstate-passport> and contact their advisor.

### INDEPENDENT AND OUT-OF-STATE COLLEGES AND UNIVERSITIES TRANSFER REQUIREMENTS

There are many choices for transfer students when deciding to earn a bachelor's degree and beyond. In addition to the California State University and University of California systems, there are many California independent institutions. There are also many colleges, private and public, located throughout the United States to which Cerritos College students can transfer. Each of these institutions has its own unique requirements for admission. In order to determine eligibility, students should refer to the school's catalog or website and consult with a counselor at Cerritos College and/or the university of choice.

### GENERAL EDUCATION REQUIREMENTS FOR INDEPENDENT AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

In planning for transfer, students should consider the general education requirements for all institutions of interest. Many in-state independent institutions accept CSU general education and IGETC. Students transferring to independent or out-of-state institutions should refer to the school's catalog or website and meet with a counselor in order to determine appropriate general education requirements. Cerritos College has articulated general education requirements with a number of independent institutions. You can visit the Transfer Center's website at [www.cerritos.edu/transfer](http://www.cerritos.edu/transfer) for a complete list of articulation agreements.

## THE CALIFORNIA STATE UNIVERSITY TRANSFER REQUIREMENTS

**Lower Division Transfer Requirements**—If you have completed fewer than 60 transferable semester (90 quarter) units, you will qualify for admission if you have a grade point average of 2.0 (C) or higher in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen; i.e., you have completed with a grade of "C" or higher each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifying eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents. **NOTE: Not all California State Universities accept lower division transfers.** Please go to [www.calstate.edu](http://www.calstate.edu) to find out more.

**Test Scores**—Freshmen and transfer applicants, who have fewer than 60 semester or 90 quarter units of transferable college credit, must submit scores, unless exempt, from either the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT). If you are applying to an impacted program and are required to submit test scores, you should take the test no later than December if applying for fall admission.

Registration forms and dates for the SAT and ACT are available from school and college counselors or from a campus testing office. Or you may write to:

The College Board (SAT)	American College Testing Program (ACT)
Registration Unit, Box 592	Registration Unit, P.O. Box 168
Princeton, New Jersey 08541	Iowa City, Iowa 52240

**Freshmen**—The campus to which you are applying will provide information regarding when to submit your official high school transcript. Transcripts must be received in sealed envelopes directly from the high school from which you graduated.

**Upper Division Transfer Requirements**—Completion of at least 60 transferable semester (90 quarter) units, a grade point average of 2.0 (C) or higher in all transferable units attempted (nonresidents must have a grade point average of 2.4), and in good standing at the last college or university attended are required. In addition, you must have completed at least 30 semester (45 quarter) units of college courses with a grade of "C" or higher in each course to be selected from courses in English, arts and humanities, social science, science, and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 general education semester (45 quarter) units (Plan B/Plan C) must include ENGL 100, oral communication, critical thinking, and transferable mathematics with a minimum prerequisite of intermediate algebra. The ENGL 100, oral communication, critical thinking, and transferable mathematics courses must be completed with a grade of "C" or higher.

Although 2.0 is the minimum, the California State University is becoming more competitive and students should try to maintain the highest possible grade point average.

**TOEFL Requirement**—All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years where English is the principal language of instruction must present a minimum score of 500 or above on the Test of English as a Foreign Language. Some campuses may require a score higher than 500.

**Transcripts**—Final official transcripts must be submitted prior to enrollment to verify that all required coursework has been completed successfully. CSU campuses will either delay admission or not permit registration or attendance until receipt of final transcripts.

**Transfers**—Request that official transcripts be sent directly from all colleges or universities previously attended even if no coursework was completed. Transcripts must be received in sealed envelopes from each institution attended. You should keep personal copies of all transcripts and test scores to complete the admission application and for academic advising sessions.

## UNIVERSITY OF CALIFORNIA TRANSFER REQUIREMENTS

The University of California considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You cannot disregard your college record and apply as a freshman.

If you plan to attend a California community college before applying to the university, you should take courses that are transferable, that satisfy university and college requirements, and that fulfill prerequisites in your major. For assistance in planning for transfer to the University of California, see a community college counselor or university advisor. Many of the university admissions advisors are available for appointments through the Transfer Center.

### CALIFORNIA RESIDENTS

There are three ways in which you can meet the University's minimum admission requirements for transfer students. These requirements are described below. Please note that even though options 1 and 2 are possible, the number of University of California campuses actually accepting students with these two options is very limited.

**\*Residency Status:** The requirements for bonafide California residents also apply to dependents of University of California graduates and employees. The manner in which legal residence is defined for tuition purposes is different. If you have questions about your residency status, contact the Admissions or Registrar's Office at the campus you wish to attend.

1. If you were eligible for admission to the University when you graduated from high school—meaning you satisfied the Subject,\* Scholarship, and Examination Requirements—you are eligible to transfer if you have a “C” (2.0) average in your transferable college coursework.
2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement,\* you must take transferable courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of “C” or higher in each of these required courses, and an overall “C” (2.0) average in all UC transferable college coursework. If you completed less than 18 quarter or 12 semester units of UC transferable college coursework, you must satisfy the Examination Requirement for freshman applicants.

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, or you did not meet the Scholarship Requirement and did not complete all the required “a-g” subjects,\* you must:
  - a. Complete 60 semester units or 90 quarter units of UC transferable college credit with a grade point average of at least 2.4, **and**
  - b. Complete a course pattern requirement to include:
    1. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; **and**
    2. One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; **and**
    3. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Please also refer to the section titled “Intersegmental General Education Transfer Curriculum.”

*\*If you graduated from high school before June 1986, your “c” and “f” subject requirements are different from those described previously. Please contact the Admissions Officer at any UC campus for more information.*

### NONRESIDENTS

The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

### COURSES TRANSFERABLE TO UNIVERSITY OF CALIFORNIA

Courses that are accepted by any campus of the University of California as transferable for the 2020-21 school year can be obtained from the course description section in the back of this catalog. Students can also find this information by going to the ASSIST website at [www.assist.org](http://www.assist.org).



## BUSINESS, COMMUNITY & ADULT PROGRAMS

### ECONOMIC DEVELOPMENT/THE CENTER FOR CORPORATE TRAINING

The Economic Development Department provides employee training for companies in various industry sectors, with a focus on Manufacturing Skills and Business and Management Skills. We provide highly customized, cost effective training to meet company's objectives. Training can be conducted, online, on-site at the company facility, or on the college campus. Bilingual training is available for many of the courses.

Most requested training topics include:

#### Business and Management

- Supervisory and Leadership Skills
- Team Building
- Communication Skills
- Business Writing
- Customer Service
- Microsoft Office

#### Manufacturing Skills

- LEAN
- Quality
- Problem Solving
- Blueprint Reading/GD&T
- Shop Math / Shop Inspection
- Industry Safety

State funding may be available to offset training costs. For more information, please visit us online at [www.CerritosTrainsU.com](http://www.CerritosTrainsU.com) or call us at (562) 860-2451, Ext. 2510. We help businesses compete and succeed!

### COMMUNITY EDUCATION

The Community Education department promotes the concept of lifelong learning for the general population. This department provides fee-based, not-for credit classes, workshops and programs that can be taken by members of our community of any age (from 18 months to 90+ years).

We have a wide variety of course offerings for adults in the topic areas of professional development, entrepreneurship and career, personal enhancement, healthy living, enrichment and interests and motorcyclist training programs. For those under the age of 18, we offer classes in academics, art, music, athletics, and movement. Also for this age group, we have a well-established and reputable Summer College for Youth program, where students can choose from over 200 classes, and runs for eight weeks in the summer.

Community Education offers classes/programs throughout the year – the schedule of classes for our department is published three times a year and mailed out to over 175,000 homes in our community. You can always come by our office to pick up a copy of our latest printed schedule, or visit us on the web at [www.CerritosCommunityEd.com](http://www.CerritosCommunityEd.com) to see all that we have to offer.

We are located in the Community Education building in the southwest corner of campus, north of New Falcon Way. Our office hours are Monday through Thursday, 8 a.m. – 6:15 p.m.; Friday, 8 a.m – 5 p.m.; and Saturday, 7:15 a.m. – 1 p.m. For more information call (562) 467-5050.

### ADULT EDUCATION/DIVERSITY PROGRAMS

Adult Education and Diversity Programs provide educational opportunities that address the unique needs of adults in the region. Adult Education courses are noncredit, include open entry, open exit, and have No Registration Fees. Bilingual English and Spanish support is provided. Adult Education courses include categories such as:

- Apprenticeship
- College English Skills
- College English Support
- College Math Support
- Courses for Immigrants - Citizenship
- Elementary and Secondary Basic Skills - GED
- English as a Second Language
- Literacy, Primary, and Secondary Education – Plaza Comunitaria
- Occupational Preparation
- Older Wiser Learner (OWL)
- Preparatory Math
- Vocational English as a Second Language

OWL courses are designed to meet the special needs of older adults. OWL courses are noncredit, open entry, open exit, and have No Registration Fees. Courses include:

- Computers
- Memoir Writing
- Senior Topics
- Stress Management with Exercise

Cerritos College Adult Education programs also provide access and opportunities for Adult Education students to enter credit, orientation, and vocational college programs.

Services include one-stop registration, assessment and counseling. For more information call (562) 467-5098.

To learn about specific classes and programs offered, check the Schedule of Classes.



## Cerritos College Foundation

The Cerritos College Foundation was incorporated in the spring of 1979 as a 501 (c) 3 non-profit organization to serve as a charitable vehicle for the community, individuals, and alumni to assist with financial support to the Cerritos College District beyond that which state funding supports. It is the belief of the Foundation that the growth of Cerritos College must be fostered and supported for the institution to keep its rightful place as one of the finest community colleges in California.

The Cerritos College Foundation currently has a 24-member board of directors representing a wide diversity of business, education and community advocacy. The Foundation currently administers 130 scholarships in 25 areas of study and hosts a premier fundraising event annually. In addition, the Foundation has established long-standing relationships with community and business leaders who sponsor specialized vocational training programs and projects. In its ongoing pursuit of excellence, the Cerritos College Foundation emphasizes the importance of cooperative ventures with those served by the College.

The Foundation's commitment is to develop financial resources which will enhance and cultivate every program offered at Cerritos College. The goal is to continue the tradition of producing high caliber professionals, leaders, artisans and crafters. The commitment is to strengthen the pursuit of a quality education, while meeting the diverse needs of the students and community.



*John Moore and Nancy Blanco*



## ADMISIÓN AL COLEGIO

### Admisión

La admisión a Cerritos College está abierta a cualquier graduado de preparatoria (o escuela secundaria) o su equivalente. Los estudiantes de 18 años de edad o mayores que no hayan obtenido un diploma de preparatoria o su equivalente, podrán asistir siempre y cuando puedan demostrar capacidad de beneficiarse de la enseñanza. Estos estudiantes deberán cumplir con el criterio de admisión de Cerritos College que consiste en obtener un puntaje satisfactorio en el examen de matemáticas, lectura y/o escritura.

Cerritos College no discrimina en oportunidades de educación ni de empleo por la nacionalidad de origen, la religión, la edad, el género, la identidad de género, la expresión de género, la raza o origen, el color, la condición médica, la información genética, la ascendencia, la orientación sexual, el estado civil, la discapacidad física o mental, embarazo, que se perciba que él o ella tenga alguna de las características anteriores, que tenga relación con una persona o un grupo con una o más de estas características reales o percibidas, ni cualquier otro estado que proteja la ley en persona o en un ambiente en línea ni si la víctima o víctimas estén relacionadas con el Distrito, ya sea que la ubicación esté o no relacionada con el Distrito.

### Residencia

Cualquier estudiante que solicite a cualquier colegio comunitario de California está sujeto a requisitos de residencia que son determinados por el estado de California. Un estudiante, cuya residencia legal se encuentra dentro del estado de California, es elegible para asistir a Cerritos College. Los residentes de cualquier otro estado o país extranjero serán sujetos a una colegiatura foránea.

La residencia legal de cualquier estudiante con estado civil soltero menor de 18 años de edad es basada en la residencia del padre o tutor. Todo estudiante deberá estar listo para presentar prueba de residencia en California.

Para preguntas adicionales podrán dirigirse a la Oficina de Admisión y Registro al (562) 860-2451, ext. 2211, o a la siguiente página electrónica [www.cerritos.edu/admissions-and-records](http://www.cerritos.edu/admissions-and-records).

### Solicitud de admisión

Todos los estudiantes que soliciten la admisión a Cerritos College deben presentar una solicitud de admisión en la Oficina de Admisión y Registro. Se recomienda someter su solicitud lo más temprano posible. Es responsabilidad de los solicitantes enviar, bajo pena de perjurio, información honesta y verdadera; cualquier falsificación deliberada de información en la solicitud o verificación de residencia puede ser motivo de expulsión de la universidad.

Tan pronto como la Oficina de Admisión y Registro reciba su solicitud, la procesará y le proporcionará un número de identificación así como la fecha y hora en que usted deberá inscribirse. Dicho número de identificación será necesario para completar el proceso de matriculación: examen de evaluación y ubicación, cita en el centro de consejería y asesoría académica y de matriculación. Este mismo número de identificación es también necesario para utilizar el servicio electrónico MyCerritos al igual que otros servicios estudiantiles.

### Certificado de estudios

Es posible que sea necesario presentar transcripciones oficiales de escuelas, colegios y universidades anteriores para establecer el requisito previo de elegibilidad. Los certificados de estudios que verifiquen los créditos de otras instituciones podrán ser usados para completar los requisitos de educación general de CSU, IGETC, certificados de culminación de cursos, grado de asociado de las artes.

### Solicitud e Inscripción de Admisión especial de menores

Admisión especial de menores son estudiantes inscritos en grados K-12 sin diplomas de secundaria quienes pueden a la vez beneficiarse de un avance educativo o una carrera técnica/vocacional.

### Estudiantes intermedios y avanzados de preparatoria (Programa Puente Universitario)

1. Los directores de escuelas secundarias o encargados deben respaldar y verificar con firma la Forma de Admisión Especial de Menores, dando su consentimiento de que el estudiante es capacitado para recibir instrucción académica universitaria.
2. El padre o tutor debe aprobar la participación del estudiante con firma y consentimiento en la forma Admisión Especial de Menores. Firma del padre o tutor que certifica que el estudiante seguirá las normas y reglas del Colegio.

### Elegibilidad Académica

- Todo estudiante que planea inscribirse en cursos para cualquier carrera, debe tener un promedio de calificación de la preparatoria de 2.0 o más alta en su más reciente certificado de estudios.
- Para inscribirse en cualquier curso, el estudiante deberá completar el proceso de evaluación apropiado y tener los prerrequisitos y/o co-requisitos estipulados del curso deseado.
- Los estudiantes que requieran adaptaciones debido a una discapacidad deberán hacer arreglos a través de su distrito escolar K-12, previa consulta con la Oficina de los Servicios y Programas para estudiantes con discapacidad (DSPS, por sus siglas en inglés) en Cerritos College. Por favor llame al número telefónico (562) 860-2451, ext. 2335, para asistencia.

### Restricciones de inscripción

- Estudiantes de preparatoria del último año (sénior) o del nivel intermedio (junior) podrán ser permitidos inscribirse hasta un máximo de 8 unidades. Habrá excepciones y serán sujetas a consideración y aprobación por el Decano de Admisión, Registro y Asistencia.
- Estudiantes de preparatoria no podrán inscribirse en cursos pre-universitarios (1-99) o cursos de educación física.
- Estudiantes de preparatoria no podrán inscribirse en cursos universitarios para compensar una deficiencia de sus cursos preparatorios.
- Todo estudiante que se haya inscrito previamente y que haya dado de baja sus clases y/o no haya hecho un progreso satisfactorio, no le será permitido continuar en el Programa Puente Universitario.
- Ningún estudiante de preparatoria obtendrá estatus de prioridad de inscripción y será responsable por todos los cobros y cuotas aplicables, con la excepción de la cuota de inscripción del estado por unidad de los Colegios comunitarios de California.

### Estudiantes de Primaria y Secundaria desde el 10° grado (Programa de Admisión Especial)

1. Los directores de escuelas o encargados deben respaldar y verificar con firma la Forma de Admisión Especial de Menores, dando su consentimiento de que el estudiante es capacitado para recibir instrucción académica universitaria.
2. El padre o tutor debe aprobar la participación del estudiante con firma y consentimiento en la forma Admisión Especial de Menores. Firma del padre o tutor que certifica que el estudiante seguirá las normas y reglas del Colegio.

Cerritos College admitirá a estudiantes de primaria y secundaria con talento extraordinario a partir del 10º grado siempre y cuando reúnan los requisitos estipulados a continuación:

#### *Elegibilidad académica*

- El estudiante debe tener un promedio de calificación de 2.5, o más alta, en su más reciente certificado de estudios.
- Para inscribirse en cualquier curso, el estudiante deberá completar el proceso de evaluación del colegio y satisfacer los prerrequisitos y/o co-requisitos estipulados del curso deseado.
- Los estudiantes que requieran adaptaciones debido a una discapacidad deberán hacer arreglos a través de su distrito escolar K-12, previa consulta con la Oficina de los Servicios y Programas para estudiantes con discapacidad (DSPS, por sus siglas en inglés) en Cerritos College. Por favor llame al número telefónico (562) 860-2451, ext. 2335, para asistencia.

#### *Restricciones de inscripción*

- A los estudiantes de 10º grado se les permitirá inscribirse con un máximo de 4 unidades por semestre; excepciones serán consideradas y aprobadas por el Decano de Admisión, Registro y Asistencia. La admisión a cursos está sujeta a la disponibilidad de cupo; también se requiere la aprobación y firma del instructor antes de intentar inscribirse.
- Estudiantes no podrán inscribirse en cursos pre-universitarios (1-99) o cursos de educación física.
- Estudiantes no podrán inscribirse en cursos universitarios para compensar una deficiencia de sus cursos primarios o secundarios.
- Estudiantes que se hayan inscrito previamente y que hayan dado de baja sus clases y/o no hayan hecho un progreso satisfactorio serán permitidos a continuar en el Programa especial de admisión.
- Estudiantes no obtendrán estatus de prioridad de inscripción y serán responsables por todos los cargos y cuotas aplicables, con la excepción de la cuota de inscripción del estado por unidad de los Colegios comunitarios de California.

#### **Inscripción de verano de estudiantes del nivel K-12**

Además de lo anterior mencionado, estudiantes menores de edad que deseen asistir a cursos de verano deberán de cumplir con las siguientes condiciones:

- El estudiante deberá demostrar preparación adecuada en la materia solicitada.
- Los cursos pre-universitarios de inglés y matemáticas podrán tomarse siempre y cuando el estudiante haya agotado todos los recursos para inscribirse en los cursos equivalentes en su escuela actual.

#### **Para asistir a Cerritos College a través del Programa Puente Universitario o Programa de Admisión Especial, siga los siguientes pasos a continuación:**

1. Complete la Forma de admisión especial de menor (marque el casillero Puente Universitario o Admisión Especial) y la entrada en línea del Cerritos College.
2. escoja la(s) clase(s), tome las pruebas de evaluación y ubicación y complete los pre-requisitos.
3. Admisión especial de estudiantes del nivel K-10 deberán obtener la aprobación del Decano de Admisión, Registro y Asistencia antes de inscribirse.

Se recomienda que estudiantes del Programa Puente Universitario (11-12) se entrevisten con un consejero académico y participen en una Orientación Estudiantil de Nuevo Ingreso.

Para más información, comunicarse al (562) 860-2451, ext. 2211.

## **GASTOS**

Se espera que los estudiantes proporcionen todos los libros de texto, suministros, materiales, equipo y uniformes según sea necesario para la enseñanza. El costo de estos artículos dependerá del número o tipos de las clases que tomen. Los libros de texto, los suministros y los materiales se venden en la librería de la universidad. Las cuotas adicionales que se indican a continuación se deben pagar en el momento de la inscripción.

#### **Cuotas del Estudiante**

\*Las cuotas están sujetas a los cambios legislativos u otros autorizados sin previo aviso.

1. Las cuotas de inscripción para los estudiantes de la universidad comunitaria son \$46 por unidad. **LAS CUOTAS ESTÁN SUJETAS A CAMBIO SIN PREVIO AVISO DEBIDO A LA LEGISLACIÓN ESTATAL.**
2. A los estudiantes que no son residentes de California o los estudiantes internacionales, con o sin visa F-1, se les cobrará \$275 por unidad (\$258 por unidad para matrícula de no residente y una cuota de desembolso de capital de \$17) además de la cuota de inscripción de \$46 por unidad anteriormente indicada. El personal militar en servicio activo y sus dependientes están exentos durante un año de este cargo por matrícula fuera del estado. Los estudiantes no residentes que fueron admitidos a una clase o clases sin el pago de la cuota debido a la falsificación de la información presentada por o para ellos, estarán sujetos a expulsión de la universidad.
3. La cuota médica por estudiante es de \$19 por semestre, \$16 por sesión de verano. Los estudiantes que confían en la oración para la sanación y pueden entregar a la universidad la documentación de su líder espiritual, están exentos.
4. La cuota de actividad por estudiante es de \$10 por semestre, \$4 por sesión de verano. Esta cuota se cobra automáticamente y se debe pagar al momento de la inscripción, pero se puede exonerar posteriormente. La información sobre cuotas y exenciones está disponible en línea en los sitios web de Admisiones y expedientes y de la Oficina de asuntos del estudiante.
5. Las cuotas de estacionamiento proporcionan seguridad y mantenimiento para los estacionamientos. El valor del estacionamiento para el estudiante dentro del campus por automóvil es de \$40 por semestre (\$30 para beneficiarios CCPG) y \$25 por sesión de verano. Los ciclomotores y las motocicletas pueden usar las áreas designadas sin costo. Se puede comprar un permiso diario de \$2 de los dispensadores ubicados en los estacionamientos del estudiante.
6. Las cuotas de laboratorio/materiales se indican junto a los cursos en el programa de clases. Tenga en cuenta que la falta de pago de estas cuotas pueden resultar en su retiro del curso por falta de pago.

Se requiere que los estudiantes paguen todas las cuotas al momento de la inscripción. A los estudiantes que agregan sus nombres a las listas de espera se les cobrarán las cuotas correspondientes por inscripción, matrícula y cuotas correspondientes por laboratorio/materiales. Los estudiantes que no pagan las cuotas y abandonan las clases después de la fecha de reembolso continúan siendo responsables de todas las cuotas. **La Exención de cuotas de la Promesa de Beca de Colegio de la California Fee Waiver (CCPG, por sus siglas en inglés) exonera al estudiante de las cuotas de inscripción de cursos; sin embargo, todas las otras cuotas, incluyendo, pero sin limitarse a la cuota médica, cuota de actividad del estudiante y todas las cuotas de laboratorio/materiales vencen y son pagaderas al momento de la inscripción.** Los pagos por estacionamiento, actividad del estudiante y las cuotas médicas para el estudiante pueden estar sujetos a consideraciones adicionales.

La cuota de estacionamiento se requiere para estacionar un vehículo en el campus. La cuota de actividades del estudiante está sujeta a la exención del estudiante. La información está disponible en la Oficina de actividades del estudiante que se encuentra en el Centro estudiantil. El formulario de solicitud de exención está disponible en línea en el sitio web de formularios de Admisiones y expedientes. El dinero recaudado a través de esta cuota lo puede usar ASCC para apoyar u oponerse a medidas políticas. La cuota médica del estudiante se puede exonerar con documentación del líder espiritual del estudiante que indique que el estudiante confía en la oración para la sanación.

### **Cuotas Requeridas de Instrucción y de Otros Materiales**

Se puede pedir a los estudiantes que adquieran materiales de instrucción y otros materiales para un curso con créditos o sin créditos. Tales materiales deberán ser de valor continuo para el estudiante fuera del salón de clases y no deben estar sola ni exclusivamente disponibles del Distrito. **Estas cuotas no están cubiertas por la Exención de subsidios de la Promesa de Beca de Colegio de la California Fee Waiver (CCPG) (Título 5 Cal. Código Admin. Sec. 59400).**

Cualquier pregunta con relación a la interpretación de esta regulación debe ser por escrito y dirigirse al Vicepresidente de asuntos académicos de la universidad.

### **Políticas y Procedimientos de Reembolso**

Es responsabilidad del estudiante solicitar un reembolso. Un estudiante es elegible para un reembolso después de dejar las clases oficialmente. Para ser elegibles para un reembolso, las clases se deben abandonar en el plazo adecuado para la sesión. Los plazos indicados no se ajustan debido a la inscripción tardía.

Un estudiante es elegible para un reembolso si: a) las clases se abandonan dentro del plazo requerido; b) el cambio del programa es resultado de una acción tomada por la universidad para cancelar o reprogramar una clase; c) el estudiante abandona la clase debido a que no cumplió con un prerrequisito o correquisito y/o d) el estudiante es un miembro activo o de reserva de las fuerzas armadas de E.E. U.U. que se retira debido a órdenes militares.

Los estudiantes elegibles pueden presentar una petición con el distrito solicitando el reembolso de sus cuotas de inscripción. No se procesará un reembolso si se otorgó un crédito académico por la clase. Los reembolsos no se procesan automáticamente.

Para solicitar un reembolso, el estudiante debe venir a la Oficina de admisiones y expedientes y presentar un formulario de solicitud de reembolso. El formulario de solicitud de reembolso también está disponible en línea y se puede enviar a la Oficina de admisiones y expedientes. Los reembolsos aprobados se enviarán por correo aproximadamente en cuatro a seis semanas. Asegúrese de que su dirección de correo actual está en el expediente de la universidad.

Un cheque es la única forma de pago que Cerritos College utiliza para el reembolso de fondos. Si el pago se hace con una tarjeta de crédito para cualquier transacción de registro, y usted abandona una o todas las clases dentro del período requerido de reembolso, NO acreditaremos la cuenta de su tarjeta. Todos los cheques de reembolso se hacen a nombre del estudiante.

*Los reembolsos se hacen de conformidad con el Título 5, Sección 58501 o 58501.1.*

### **Créditos/Reembolsos**

#### *Créditos*

**Las cuotas de inscripción, de matrícula de no residente y de desembolso de capital** se acreditarán si el abandono oficial ocurrió dentro del plazo adecuado\* para la sesión o semestre. Esto es de acuerdo con la Regulación de reembolso de cuota de inscripción, Título 5, 58508. No hay excepciones.

**Las cuotas médicas del estudiante, actividad del estudiante<sup>1</sup> y estacionamiento<sup>2</sup>** se acreditarán solo si todas las clases dentro del semestre se abandonaron oficialmente dentro del plazo adecuado\* para el semestre. No hay excepciones.

*\* Los plazos para el crédito de cuotas se definen como las primeras dos semanas para las clases de semestre completo o el 10% del número de reuniones de clase para las clases a corto plazo.*

<sup>1</sup> *La calcomanía de actividad del estudiante para el semestre se debe entregar al momento de la solicitud de reembolso. No se entregará ningún reembolso si la calcomanía está marcada o usada.*

<sup>2</sup> *El permiso de estacionamiento para el semestre se tiene que entregar al momento de la solicitud de reembolso.*

#### *Reembolsos*

Se debe completar un formulario de solicitud de reembolso para recibir fondos de crédito en la cuenta. El formulario de solicitud de reembolso está disponible en línea en la página web de Admisiones bajo FORMS o en la oficina de Admisiones y expedientes.

**Límite de un año para reembolsos:** las clases se deben haber abandonado antes de solicitar un reembolso. Los estudiantes que buscan un reembolso deben cumplir con los requisitos anteriormente mencionados para ser elegibles. Los estudiantes deben haber dejado las clases y cumplir con los plazos adecuados antes de solicitar un reembolso. Si se cumple con estas condiciones, los estudiantes tienen un año a partir del inicio del semestre para el que se pagaron cuotas para solicitar su reembolso. Después de ese límite de un año, los estudiantes ya no serán elegibles.

### **Política de Cheques Rechazados**

No se aceptan cheques personales para el pago de la matrícula, cuotas y otros costos. Si se acepta un cheque para otro propósito, se realizará un cargo de \$25 sobre los cheques de pago rechazados o detenidos. Todas las tarifas están sujetas a cambios sin previo aviso de acuerdo con las decisiones que adopta el Consejo de Administración. Conforme a la ley estatal, incluyendo el Código Civil 1719 de California, cualquier persona que emite un cheque que se rechace por falta de fondos es civilmente responsable y conforme a la ley es responsable de pagar por lo menos \$100 o tres veces el valor del cheque más los costos adicionales.

### **Falta de Pago de las Obligaciones Financieras de la Universidad**

La falta de pago de una obligación financiera resultará en una retención administrativa de calificaciones, expedientes académicos, diplomas o privilegios de inscripción o cualquier combinación de estos. El artículo o artículos que se retengan se liberarán cuando se cumpla con la obligación financiera (Código de regulaciones de California, Título 5, Sección 59410).

## PROGRAMAS DE APOYO Y ÉXITO DEL ESTUDIANTE (Student Success and Support Programs, SSSP)

### Derechos y Responsabilidades de los Estudiantes

- (a) Se debe requerir a los estudiantes que:
  - (1) Identifiquen una meta educativa y profesional.
  - (2) Participen diligentemente en las actividades del curso y completen los trabajos asignados.
  - (3) Completen los cursos y mantengan el progreso hacia un objetivo educativo y concluyan un curso de estudio.
- (b) Los estudiantes de primer ingreso no exentos en un plazo de tiempo razonable, deberán:
  - (1) Identificar un curso de estudio.
  - (2) Realizar una evaluación para determinar la colocación en el curso apropiado.
  - (3) Completar una orientación que establece la universidad.
  - (4) Participar en la consultoría, asesoría u otro servicio de planificación de la educación para desarrollar un plan educativo abreviado.
- (c) A los efectos de esta sección, un estudiante de primer ingreso es un estudiante que se inscribe en la universidad por primera vez, salvo los estudiantes que se transfieren de otra institución de educación superior. Para los propósitos de esta sección, la inscripción por primera vez no incluye la inscripción simultánea cuando todavía se asiste a la escuela secundaria. En la medida en que una universidad tenga la capacidad de exigir y proporcionar los servicios indicados en (b)(1) a (4) a otros estudiantes, nada de lo incluido en esta sección impedirá a la universidad hacerlo.
- (d) Los estudiantes no exentos que hayan cumplido con los servicios identificados en (b)(1) a (4) estarán obligados a terminar un plan de formación integral después de completar 15 unidades semestrales de los cursos con créditos aplicables al grado académico o antes de finalizar el tercer semestre, o bien en un período más corto si lo requiere una política del programa o del distrito.
- (e) El incumplimiento de realizar los servicios requeridos que se enumeran en (b) puede resultar en una retención del registro del estudiante o la pérdida de la prioridad de inscripción hasta que los servicios se hayan completado.

### Responsabilidades Institucionales

- (a) La universidad tomará las medidas necesarias para garantizar que la información sobre las políticas de matriculación sea accesible y está disponible para todos los estudiantes, durante o antes de la inscripción (por ejemplo, durante la orientación) y se incluye en los programas de clase, catálogos u otras comunicaciones apropiadas que describen los derechos y las responsabilidades de los estudiantes.
- (b) Una vez que el estudiante ha identificado un curso de estudio y completó 15 unidades semestrales de trabajo del curso aplicables al grado académico, la universidad debe proporcionarle la oportunidad de desarrollar un plan educativo integral en un plazo razonable. Las responsabilidades estudiantiles también deberán determinarse en el plan de educación del estudiante.
- (c) La política de la universidad establece que un estudiante no exento tendrá una retención de la matrícula si no cumple con las responsabilidades establecidas en la sección “Derechos y responsabilidades de los estudiantes”.

- (d) La universidad hará esfuerzos razonables para evitar la duplicación de la orientación, evaluación, consultoría, asesoría u otros servicios de planificación de la educación y el desarrollo de los planes educativos financiados a través de este subcapítulo o por medio de otros programas.
- (e) Se pretende que el área de servicios estudiantiles y de enseñanza de la universidad utilice diferentes fuentes de datos sobre los esfuerzos de planificación de la educación de los estudiantes y cursos identificados de estudio para coordinar la programación de los cursos.

### Prioridad de la Cita de Inscripción

#### *incluye la orientación, evaluación, consultoría, planes educativos, grupos de nivel, período de prueba*

El propósito de establecer prioridades de inscripción es apoyar a los estudiantes que se esfuerzan por alcanzar sus metas educativas en Cerritos College, proporcionando prioridad de inscripción a grupos de estudiantes (que se enumeran en este documento) con necesidades especiales o que están en condición de estudiantes de reingreso, siempre y cuando el progreso sea satisfactorio.

### Criterios y Condiciones Para la Prioridad de Inscripción

#### A. Prioridad

- (1) Los nuevos estudiantes que no se encuentran exentos de otra manera, entre ellos los que son parte de grupos con prioridad de inscripción que establece el estado, deben completar la evaluación, orientación y consultoría con por lo menos un plan educativo abreviado (A-SEP), a fin de recibir prioridad de inscripción.
  - (2) La primera vez, a partir de la inscripción en el otoño de 2014, los estudiantes que han identificado un curso de estudio, se han evaluado para determinar la colocación apropiada de cursos, completaron un programa de orientación que proporciona la universidad y han participado en la consultoría, asesoría u otro servicio de planificación de la educación que incluye, al menos, un plan educativo abreviado (A-SEP), están obligados a completar un plan educativo integral (C-SEP) después de completar 15 unidades semestrales de los cursos con créditos aplicables al grado académico o antes de finalizar el tercer (3.er) semestre de inscripción, según lo permitan los recursos.
  - (3) Los estudiantes de reingreso, incluidos los de algún grupo con prioridad de inscripción que establece el estado, salvo los jóvenes de crianza actual y anterior que son elegibles, están sujetos a la pérdida de la prioridad de inscripción para los que ordinariamente serían elegibles si están en cualquier combinación de progreso o probatoria académica para dos semestres consecutivos.
  - (4) Los estudiantes de reingreso, incluidos los de algún grupo con prioridad de inscripción que establece el estado, salvo los jóvenes de crianza actual y anterior que son elegibles, están sujetos a la pérdida de la prioridad de inscripción para la que ordinariamente serían elegibles si han obtenido 100 destrezas no básicas aplicables al grado académico y que no son unidades del programa ESL. Las unidades para asignaturas y programas principales podrán ignorarse en la medida en que superen el número de unidades requeridas para asignaturas y programas que no son principales. Las unidades de crédito por examen, colocación avanzada, Bachillerato Internacional u otros programas similares también pueden estar exentos.
- B. Sin perjuicio de lo anterior, las citas de matrícula de los estudiantes de reingreso se establecerán con base en las unidades o el promedio de calificaciones acumuladas en Cerritos College.

- C. Los estudiantes que están sujetos a la exclusión de prioridad de inscripción tendrán un indicador de servicio negativo, que aparece como una retención en el Centro estudiantil en MyCerritos, colocado en su cuenta de la matrícula. El efecto será colocar el acceso del estudiante a matricularse al final del ciclo de inscripción en el período conocido como Inscripción Abierta.
- D. Los estudiantes excluidos de la prioridad de inscripción deben recibir notificación de las opciones que tienen o qué se les aconseja ejercer. Vea también la sección de este procedimiento titulada Apelaciones y Excepciones.

**Crterios adicionales para la prioridad de inscripción de determinados estudiantes**

- A. Los estudiantes que de otra manera se especifican en el estatuto.
- B. Los estudiantes cuyo programa educativo requiere tiempo fuera del campus o bloques de tiempo asociados con las clases programadas para actividades tales como práctica, reuniones, asesoramiento y tiempo fuera de la escuela, lo que limita la elección de los períodos de clase.

**Grupos de Estudiantes con Prioridades:**

**Nivel 1:** las citas de matrícula para los estudiantes en los grupos del Nivel 1 se programarán en todo el nivel con base en las unidades que han obtenido y el promedio de calificaciones acumuladas de conformidad con la normativa aplicable.

**Personal de las Fuerzas Armadas y veteranos recientes:** los estudiantes que son miembros o ex miembros de las Fuerzas Armadas de los Estados Unidos, que son residentes de California, por cualquier plazo académico, dentro de los cuatro años siguientes al cese del servicio activo. (Artículo 66025.8 del Código de Educación)

**Jóvenes de crianza:** los estudiantes que se consideran formalmente como jóvenes de crianza actualmente o en el pasado, que son elegibles hasta los 24 años de edad inclusive. (Artículo 66025.9 del Código de Educación)

**EOPS:** estudiantes matriculados formalmente en los Programas y Servicios de Oportunidad Ampliada (Extended Opportunity Programs and Services, EOPS). (Artículo 66025.91 del Código de Educación)

**DSPS:** estudiantes que por sus discapacidades específicas están inscritos en Programas y Servicios de Estudiantes Discapacitados (Disabled Students Programs and Services, DSPS) (Artículo 66025.91 del Código de Educación)

**CalWORKs:** estudiantes inscritos formalmente en el Programa CalWORKs. (Artículo 66025.92 del Código de Educación)

**Nivel 2:** las citas de matrícula para los estudiantes en los grupos del Nivel 2 se programarán en todo el nivel con base en las unidades que han obtenido y el promedio de calificaciones acumuladas, de conformidad con la normativa aplicable.

**Estudiantes del Programa de Excelencia Académica (Scholars' Honors Students):** los estudiantes que han sido admitidos oficialmente en el Programa de Excelencia Académica cada semestre y en la actualidad se matriculan en los cursos o contratos del Programa de Excelencia Académica (Scholars' Honors Program).

**Estudiantes Atletas:** los estudiantes que se identifican como elegibles para participar en deportes intercolegiales.

**Estudiantes con Requisitos de Inscripción Obligatoria:** los estudiantes en cumplimiento de los requisitos del programa que deben mantener la condición de tiempo completo con los requisitos de tiempo de finalización para permanecer en los programas

universitarios de Cerritos que están en programas financiados con donaciones con necesidades prioritarias de inscripción.

**Estudiantes matriculados:** estudiantes que, antes de su primer semestre de inscripción, completaron la admisión, orientación, evaluación y los componentes de asesoramiento de matriculación.

**Cerritos Complete:** Estudiantes graduados de los Distritos de ABC, Bellflower, Downey, Norwalk-LaMirada y Paramount School Districts que hayan enviado un formulario de intención durante su último año escolar y hayan completado los pasos obligatorios de Cerritos Complete dentro del plazo establecido. Los estudiantes deben inscribirse en matemáticas e Inglés/ESL.

**Grupos de prueba, financiamiento u otros grupos especiales para el éxito estudiantil:** los estudiantes en grupos identificados por medidas mejoradas o aceleradas para el éxito estudiantil donde se emplean las pruebas, financiamiento y otras medidas especiales a corto plazo.

**Nivel 3:** las citas de matrícula para los estudiantes en los grupos del Nivel 3 se programarán en el orden en que los grupos aparecen en la lista y con base en las unidades que han obtenido y el promedio de calificaciones acumuladas, de conformidad con la normativa aplicable.

**Estudiantes de reingreso:** estudiantes que se inscribieron en el año académico anterior o en el curso de verano. Los estudiantes que no asistan al curso de verano no perderán la continuidad de la condición de estudiante de reingreso. La definición incluye a los estudiantes que no tienen créditos, quienes se matriculan en condición de estudiante con crédito.

**Estudiantes que se reinscriben:** los estudiantes que han completado al menos una unidad de crédito en Cerritos College y regresan después de un período de no más de un semestre sin contar el curso de verano.

**Nivel 4:** las citas de matrícula para los estudiantes en los grupos del Nivel 4 se programarán en el orden en que los grupos aparecen en la lista y con base en las unidades que han obtenido y el promedio de calificaciones acumuladas con esos grupos, de conformidad con la normativa aplicable.

**College Bridge Students:** estudiantes de penúltimo y último año de la escuela secundaria, según lo previsto y limitado en la Política del Consejo 5010 titulada Admisiones e inscripción simultánea y el Procedimiento Administrativo 5011 titulado Admisión e inscripción simultánea de la escuela secundaria y otros jóvenes estudiantes.

**Estudiantes de admisión especial (grado K-10):** estudiantes de primaria y secundaria de la escuela secundaria hasta 10o grado, según lo previsto y limitado en la Política del Consejo 5010 titulada Admisiones e inscripción simultánea y el Procedimiento Administrativo 5011 titulado Admisión e inscripción simultánea de la escuela secundaria y otros jóvenes estudiantes.

**Limitaciones de Inscripción**

La inscripción en los cursos y programas se puede limitar a los estudiantes que cumplen los requisitos previos y los requisitos conjuntos establecidos. (Consulte la Política del Consejo y el Procedimiento Administrativo 4260 titulado Requisitos previos y requisitos conjuntos)

**Limitaciones de inscripción adicionales (incluyen, entre otros):**

- A. consideraciones de salud y seguridad;
- B. carga de trabajo de los profesores;
- C. disponibilidad de instructores calificados;
- D. limitaciones de financiamiento;
- E. planificación regional;
- F. requisitos legales;

- G. limitaciones de instalaciones, y
- H. requisitos de acreditación, reglamentación y política.

**Prioridades cuando la inscripción debe limitarse**

- A. Por orden de llegada u otras técnicas de selección no evaluativas, siempre que se hayan cumplido todos los requisitos previos o los requisitos del curso.
- B. En el caso de las competencias intercolegiales, cursos de nivel avanzado o cursos de representación pública, se asignan los lugares disponibles a aquellos estudiantes que se consideren más calificados.
- C. Limitar la inscripción a cualquier procedimiento de selección que los estatutos autoricen expresamente.
- D. Limitar la inscripción en una o más secciones para los estudiantes inscritos en uno o más cursos, siempre que un porcentaje razonable de todas las secciones del curso no tengan tales restricciones.

**Condiciones adicionales pueden ser aplicables al orden de inscripción**

Secciones de los cursos financiados por distribución que no es del estado como la educación por contrato para los empleados de una compañía, los programas financiados con donaciones, y ciertas secciones de paga (según lo permite la ley).

**Pérdida de Elegibilidad para Recibir la Exención de Cuotas de Inscripción de la Promesa de Beca de Colegio de la California Fee Waiver (California College Promise Grant, CCPG)**

Un estudiante ya no será elegible para recibir la Exención de cuotas de inscripción de la Promesa de Beca de Colegio de la California Fee Waiver (California College Promise Grant, CCPG) si al estudiante se le pone en un período de prueba académico o de progreso, o en alguna combinación de estos, durante dos períodos académicos primarios consecutivos. La pérdida de elegibilidad entrará en vigencia en la primera oportunidad de inscripción después de que se haya tomado dicha determinación.

El distrito deberá notificar a los estudiantes sobre su asignación en el período de prueba académico o de progreso a más tardar treinta días después del final del período académico que provocó que al estudiante se le pusiera en un período de prueba. La notificación debe indicar claramente que dos períodos académicos primarios consecutivos en período de prueba ocasionarán la pérdida de la Exención de cuotas de inscripción de la CCPG hasta que el estudiante ya no esté en el período de prueba. La notificación también debe informar a los estudiantes acerca de los servicios de apoyo para estudiantes disponibles para ayudarlos a conservar la elegibilidad.

El distrito adoptará, exhibirá claramente y divulgará políticas que garanticen que los estudiantes estén informados acerca de los servicios de apoyo para estudiantes disponibles para ayudarlos a conservar y restablecer la elegibilidad para calificar para recibir la Exención de cuotas de inscripción de la CCPG. La divulgación incluye, entre otras, información proporcionada en los catálogos de la universidad y en los programas de clases.

El distrito ha establecido procedimientos escritos mediante los cuales un estudiante pueda apelar la pérdida de la Exención de cuotas de inscripción de la CCPG debido a circunstancias atenuantes, o cuando un estudiante con discapacidad solicite, pero no reciba, una adaptación razonable de manera oportuna. Las circunstancias atenuantes son casos verificados de accidentes, enfermedades u otras circunstancias que podrían incluir cambios documentados en la situación económica del estudiante, o bien, evidencia de que el estudiante no pudo obtener servicios de apoyo esenciales para estudiantes. Las circunstancias atenuantes también incluyen la consideración especial de factores específicos relacionados con el estado del estudiante con respecto a la

ayuda para Veteranos, el programa de California de Oportunidades de trabajo y responsabilidad hacia los niños (California Work Opportunity and Responsibility to Kids, CalWORKs), Programa de Oportunidad educativa (Educational Opportunity Program, EOP) y Programas y Servicios para estudiantes discapacitados (Disabled Students Programs & Services, DSPS).

Un joven en régimen de acogida familiar no estará sujeto a la pérdida de la Exención de cuotas de inscripción de la CCPG debido a la asignación en un período de prueba académico o de progreso. Esta exclusión para los Jóvenes en régimen de acogida familiar es válida hasta la fecha que se especifica en la sección 66025.9(c) del Código de Educación.

**Apelaciones y Exenciones**

La intención de estos procedimientos es apoyar y promover el éxito del estudiante, incluyendo la finalización del programa, a través del acceso a los cursos necesarios. Las peticiones de apelación o para la exención de la aplicación de estos procedimientos están sujetas a consideración del Comité de Expedientes y Normas Académicas, o a quien este designe.

- A. Los estudiantes pueden apelar la pérdida de la prioridad de inscripción y/o la pérdida de la Exención de cuotas de inscripción de la CCPG debido a circunstancias atenuantes, ciertas condiciones especificadas en el Formulario de Inscripción de Prioridades y/o la Exención de cuotas de inscripción de la CCPG de Apelaciones, o cuando un estudiante con una discapacidad solicitada, pero que no recibió los ajustes razonables en el momento oportuno. Las circunstancias atenuantes verifican los casos de accidentes, enfermedades u otras circunstancias fuera del control del estudiante.
- B. Los estudiantes que han demostrado una mejora académica significativa restablecerán el estado la Exención de cuotas de inscripción de la CCPG y/o de prioridad de inscripción que perdieron. Es responsabilidad del estudiante verificar oportunamente los cambios del estado de las inscripciones de prioridad. El mejoramiento académico significativo se define como haber logrado por lo menos el promedio de calificaciones mínimo y las normas de progreso mínimas durante el semestre. El nivel académico mínimo es una calificación promedio mínima de 2.0, una vez que el estudiante haya intentado tomar 12 unidades semestrales; el progreso mínimo convencional es superior al 50% de todas las unidades en las que se inscribió que no reciban “W”, “I”, “NP”, o “NC”, una vez que el estudiante se haya matriculado en un total de al menos 12 unidades semestrales.
- C. Los estudiantes pueden solicitar el reintegro de la prioridad de inscripción y/o la Exención de cuotas de inscripción de la CCPG si se cometió un error institucional.

**Admisión**

Complete la solicitud de admisión y sométala a la Oficina de Admisión y Registro de Cerritos College, localizada en el edificio de Administración o en línea: [www.cerritos.edu](http://www.cerritos.edu). Puede someter en línea la solicitud a través del sitio web [www.cerritos.edu](http://www.cerritos.edu) seleccionando la opción para aplicar en línea (“Future Students/Apply”, “Apply Online”). Certificados de estudios de otras instituciones tendrán que comprobar la elegibilidad de prerrequisitos ya que es estrictamente verificado a la hora de inscribirse.

**Examen de evaluación**

El centro de examen de evaluación se encuentra en el segundo piso del Edificio de Usos Múltiples.

“Examen de evaluación” es el proceso de reunir información individual del estudiante para facilitar su éxito. En Cerritos College, la evaluación incluye, pero no se limita a, la recopilación de información pertinente a las habilidades de estudio del estudiante, competencia en el lenguaje de inglés, destrezas de computación, revisión de planes de estudios preparatorios o universitarios, pruebas de certificados de estudios o grado de asociados de educación superior de instituciones acreditadas, destrezas de aprendizaje, rendimiento académico, y la urgencia de servicios especiales. Además, el asesoramiento de carreras le da la oportunidad de explorar y aspirar a carreras, goles, intereses y fomentar valores.

## ¿Necesito tomar un examen de evaluación?

Los estudiantes nuevos para el colegio deben completar la evaluación. Los estudiantes que planean inscribirse en clases de matemáticas, inglés, ó lectura ó que planean obtener un título A.A. deben completar el examen de evaluación antes de inscribirse. Para tomar el examen deberá presentar su número de estudiante y una identificación con fotografía. Todos los exámenes son computarizados.

## Excepciones a la Prueba de Evaluación

Los estudiantes que ya poseen un grado técnico en humanidades (Associate of Arts) o superior en una universidad acreditada de la región no están obligados a realizar las pruebas de evaluación/colocación pero será necesario que comprueben el grado académico mediante la presentación de documentos oficiales ante la Oficina de Admisiones y Registros, por lo menos 10 días hábiles antes de la inscripción.

### Excepciones para la Prueba de Evaluación:

**Inglés** – Es posible que los estudiantes que han completado cursos de inglés en otra universidad no tengan que tomar la evaluación de inglés. Presente evidencia (certificados oficiales o no oficiales) y un formulario de Solicitud de compensación de requisito ante un consejero o la Oficina de Admisiones y Registros antes de la inscripción.

**Matemática** – Si completó un año de Álgebra 1 o superior con calificaciones “B” o más altas en la escuela secundaria, es posible que no tenga que tomar la evaluación de matemática. También es posible que los estudiantes que han completado los cursos de matemática en otra universidad no necesiten tomar la evaluación de matemáticas. Presente evidencia (certificados oficiales o no oficiales) y un formulario de Solicitud de extensión de requisito ante un consejero o la Oficina de Admisiones y Registros antes de la inscripción. Se recomienda que estos cursos de Matemática se completen en los últimos tres años.

**Cursos avanzados de ubicación:** A los estudiantes que hayan participado en los cursos avanzados de ubicación en sus respectivas preparatorias con resultados de 3, 4, o 5 en el examen avanzado de ubicación del consejo universitario, se les otorgarán unidades aplicables para el diploma de grado de asociado.

**Exámenes de colocación avanzada** – Los estudiantes que participan en cursos de colocación avanzada (AP, por sus siglas en inglés) en sus escuelas secundarias y obtienen calificaciones positivas en los exámenes AP pueden obtener créditos universitarios para los cursos cuando vienen a Cerritos College. Para obtener más información, consulte a un consejero.

**Química:** Favor de leer la sección de prerrequisitos y recomendaciones listados en cada clase de química. Asegúrese que los prerrequisitos sean obtenidos antes de inscribirse en un curso.

**Tenga en cuenta:** Las excepciones mencionadas son opciones de la evaluación para determinar elegibilidad para tomar ciertos cursos. Para

*cumplir con los requisitos de lectura, matemáticas, y dominio de el idioma inglés, necesarios para calificar para el título A.A. (Associate in Arts degree), revise su catálogo o pregunte a un consejero.*

## Adaptación para inglés como segundo idioma

Estudiantes que planean tomar cursos de ESL (Inglés como Segundo Idioma) necesitan tomar el examen ESL ACCUPLACER. Los estudiantes pueden tomar el examen durante tiempos de prueba regulares.

## POLÍTICA SOBRE REPETICIÓN DE EXÁMENES

- **ESL (Inglés como segundo idioma), Inglés y Lectura**
- Los alumnos pueden repetir un examen una sola vez después de un período de espera de 18 semanas desde la fecha inicial del examen.
- **Matemáticas**
- Los alumnos pueden repetir un examen hasta cuatro veces dentro de un período de 12 meses (según el Departamento de Matemáticas, los alumnos deben esperar como mínimo tres días hábiles antes de intentar presentar el examen nuevamente. Se recomienda encarecidamente repasar y prepararse antes de un segundo intento).
- Después del cuarto intento, el alumno debe esperar un año de calendario completo desde la fecha del examen inicial para presentar de nuevo el examen.
- Esta política de repetición de exámenes de Matemáticas no se aplica a los alumnos que están inscritos en el curso AED 49.01. Se les informará a los alumnos inscritos en este curso sobre la política de repetición de exámenes al finalizar el curso.
- Se aconseja a los alumnos que deseen repetir el examen que realicen una o más de las actividades preparatorias/de repaso recomendadas. Consulte el enlace de la guía de estudio del Centro de Evaluación en <http://cms.cerritos.edu/assessment-center/assessment-study-guides.htm>.

## Calendario de evaluaciones

Copias de el calendario de los exámenes están disponibles en la página web de Cerritos College Career Services ([www.cerritos.edu/assessmentcenter](http://www.cerritos.edu/assessmentcenter)), o en la Oficina de Admisiones y Registro, Consejería, y el Centro de Servicios de Carrera, o llame al (562) 860-2451, ext. 2599, para fechas y horarios. Hay citas disponibles durante la temporada alta de evaluaciones de Julio-Agosto.

## Asistencia para individuos con discapacidades

Cualquier estudiante con discapacidades auténticas puede buscar asistencia alternativa para la administración de exámenes de ubicación en las áreas de inglés, lectura, matemáticas y ESL. Antes de pedir cualquier acomode, una solicitud de ingreso a Cerritos College deberá estar vigente. Reservaciones por adelantado podrán ser hechas a través del Programa y servicios para estudiantes con discapacidades, (562) 860-2451, ext. 2335. Métodos alternativos de administración de exámenes incluirán tiempo ilimitado, letras amplificadas, lupas o la ayuda de un lector o un escribidor.

## Orientación

La orientación-asesoría es necesaria para estudiantes de primer ingreso, nuevos en la universidad. A los estudiantes de transferencia también se les recomienda mucho pero no se les exige completar la orientación. Una retención de orientación-asesoría (ORI) aparecerá en la cuenta de MyCerritos para todos los nuevos en la universidad. *No se permitirá la inscripción en clases hasta que se haya cumplido con el requisito de orientación.* Exenciones: los estudiantes transferidos

y readmitidos y algunas categorías adicionales de estudiantes. Comuníquese con la Oficina de asesoría para obtener más información sobre exenciones y excepciones.

### Opciones para orientaciones de nuevos estudiantes:

*En línea:* ¡Empiece, deténgase y vuelva a empezar en cualquier momento! Vaya a [www.cerritos.edu](http://www.cerritos.edu), ingrese en *MyCerritos*, y seleccione *Orientation Plus*.

*En el campus:* Se ofrece orientación en el día y la noche antes de empezar cada término. Llame a la Oficina de asesoría al (562) 860-2451, extensión 2231 o vaya en línea a [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling) para obtener más información.

### Asesoría

Durante el semestre, se recomienda mucho a los estudiantes que discutan sus metas educativas y que desarrollen un plan de educación con un asesor. Los asesores están disponibles con cita o sin previa cita antes de la inscripción. También se ofrecen talleres para grupos pequeños. Durante la inscripción, los asesores están disponibles de forma limitada.

A los estudiantes que están en período de probatoria de progreso y/o académica se les limitará la cantidad de unidades que pueden tomar cada semestre con base en su porcentaje de cursos completados y su promedio de calificaciones (GPA, por sus siglas en inglés). También corren el riesgo de perder su nombramiento prioridad de inscripción ya partir de otoño de 2016, pueden ser elegibles para la Promesa de Beca de Colegio de la California Fee Waiver (California College Promise Grant, CCPG) si permanecen en período de probatoria durante dos semestres consecutivos. Los estudiantes que no han declarado una meta educativa y los estudiantes que están inscritos en cursos de habilidades básicas previos a la universidad, así como los estudiantes de reingreso y de transferencia, se les recomienda mucho que desarrollen un plan educativo con un asesor. Los asesores están disponibles en línea en [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling). Los estudiantes pueden programar una cita llamando a la Oficina de asesoría al (562) 860-2451, extensión 2231.

### Seguimiento

El centro de consejería y asesoramiento y la facultad docente proporcionan un número de servicios de seguimiento a los estudiantes matriculados. Esos servicios están diseñados para proveer información pertinente al progreso académico del estudiante. Los servicios especiales son proporcionados a los estudiantes que estén en un periodo de prueba académica y de progreso, a estudiantes en cursos básicos, y a estudiantes que estén indecisos acerca de sus planes educativos. Se remitirán a estudiantes a servicios fuera o dentro del campus según sean apropiados.

### ¿Qué son prerrequisitos, co-requisitos y recomendaciones?

Es determinación de Cerritos College guiar a los estudiantes en los cursos en los cuales ellos tendrán la mayor probabilidad de un éxito académico. Por lo tanto los estudiantes se encontrarán con cursos que tengan prerrequisitos, co-requisitos y/o recomendaciones. Lo anterior describe una necesidad específica de conocimiento y/o destreza que debe de ser aprendida antes que el estudiante intente con éxito continuar al siguiente nivel del curso. Por ejemplo, Inglés 52 deberá tomarse antes que Inglés 100. Este es el ejemplo de un curso que debe tomarse en secuencia. Se les exhorta a los estudiantes a que consulten las descripciones de los cursos en el catálogo del colegio para identificar los prerrequisitos de un curso.

Los estudiantes actualmente matriculados en un curso con prerrequisitos en Cerritos College serán permitidos inscribirse en el siguiente curso en secuencia. Por ejemplo, los estudiantes inscritos en Inglés 52 durante el semestre de otoño podrán inscribirse en Inglés 100 para el semestre de primavera. Sin embargo es la responsabilidad del estudiante asegurarse que ha pasado el curso de prerrequisito. Si recibe

una calificación insatisfactoria, el estudiante será dado de baja durante el curso del semestre.

**Los prerrequisitos verificados electrónicamente impedirán al estudiante inscribirse en una clase que tenga prerrequisitos y que no hayan sido satisfactoriamente terminados. Los prerrequisitos son verificados al momento de inscribirse (ya sea por medio automático o cuando el instructor agrega a un estudiante). Los prerrequisitos no son verificados cuando el estudiante lo selecciona del menú para agregarlos a la “canasta de compra virtual”.**

Para evitar ser denegada la inscripción, los estudiantes deben de completar los exámenes de ubicación de Cerritos College y someter los certificados de estudios si los prerrequisitos de los cursos son completados en otra institución. Los certificados de estudios son aceptados en la Oficina de Admisión y Registro, o baje la forma de la siguiente página electrónica [www.cerritos.edu/admissions-and-records/online-forms](http://www.cerritos.edu/admissions-and-records/online-forms).

### Definiciones para los requisitos previos, requisitos conjuntos y recomendaciones para la preparación de cursos:

Un “**prerrequisito**” es cualquier requisito que deberá cumplirse antes que un estudiante pueda inscribirse en un curso. En otras palabras, un “prerrequisito” significa un curso que a un estudiante se le requiera completar para probar que está listo para inscribirse en un curso o programa educativo.

Un “**co-requisito**” significa un curso que a un estudiante se le requiera tomar conjuntamente con otro curso. Por ejemplo, si un estudiante se inscribe en Farmacia 60, deberá tomar Farmacia 60L en conjunto.

Cuando se hace una “**recomendación**” para prepararse para un curso es una sugerencia altamente recomendada para antes o durante el trayecto de un curso o un programa educativo pero no es requisito.

Una “*nota mínima*” es una calificación mínima de una “C” o “P”. No se otorgará créditos para calificaciones deficientes (“D”, “F”, “FW”, “NP”).

Una “*nota satisfactoria*” significa que, para el curso en cuestión, en el historial académico del estudiante se ha anotado con un símbolo de “A”, “B”, “C”, o “P”.

### Impugnación de los requisitos previos

Un prerrequisito podrá ser desafiado por estudiantes que hayan presentado razones válidas. Es la responsabilidad del estudiante de proveer información que apoye su petición. El prerrequisito a desafiar debe de ser solicitado y resuelto antes que el estudiante se inscriba en el curso. La forma para disputar un prerrequisito puede obtenerse en la Oficina de Admisión y Registro, en el centro de consejería y asesoramiento académico, o bajarla de la página electrónica [www.cerritos.edu/admissions-and-records/online-forms](http://www.cerritos.edu/admissions-and-records/online-forms).

### Procedimiento para presentar impugnación de los requisitos previos:

1. Complete la forma para disputar un prerrequisito.
2. Seleccione una de las cuatro opciones listadas en la forma:
  - A. Seré objeto de demora excesiva en la consecución de mi meta educativa porque el requisito no se ha hecho razonablemente disponible (debe declarar la meta educativa y área de concentración).
  - B. El requisito o limitación de inscripción es ilegalmente discriminatorio o se está aplicando de manera ilegalmente discriminatoria.
  - C. Objetando el pre o correquisito sobre la base de que se estableció en violación del reglamento o en violación del proceso aprobado por el distrito (se requiere la documentación del estudiante).



- D. Después de una cuidadosa consideración y contra la recomendación de la universidad, estoy solicitando la colocación en el curso indicado.
3. Someta la forma completada de su petición a registro académico y comité de regulaciones para su aprobación o negación.
  4. La aprobación de la objeción a los requisitos previos requiere que el estudiante se inscriba personalmente en el curso en la Oficina de Admisiones y Registros. MyCerritos no reconocerá el formulario aprobado. Tenga en cuenta: Un requisito impugnado no se considerará como requisito superado, por lo tanto, no aparecerá en el certificado de notas ni tampoco eliminará un requisito similar en el futuro.
  5. La denegación de la impugnación al requisito previo requiere que el estudiante complete el curso o el proceso de autorización que figura como requisito oficial. No existe proceso de apelación.

## INFORMACIÓN DE MATRICULACIÓN

### Consejería y asesoría académica

Es de mayor importancia saber que cada estudiante inscrito en Cerritos College cuenta con un centro de servicio detallado y extenso de consejería y asesoría académica proveído para asistir a los estudiantes a que logren sus metas académicas de una manera eficiente, completa y sin contratiempos. Los cambios constantes de prerrequisitos y de requisitos por otras instituciones y centros ocupacionales, hace que el contacto continuo del personal de Consejería y asesoría académica sea una parte vital para el éxito y experiencia académica del estudiante.

Los servicios de consejería y asesoría académica consisten en cuatro funciones principalmente:

1. asistencia en planear programas académicos;
2. asistencia en explorar perspectivas y posibilidades de carreras educativas;
3. consultas y remisiones de problemas personales;
4. suministros adicionales de servicios auxiliares tales como clases de superación personal, asistencia para transferirse a otra institución, remisiones a agencias exteriores, orientación de clases y asistencia en interpretación de idiomas.

Estos servicios diversos son ofrecidos por personal profesional entrenado y acreditado para ayudar a estudiantes en las áreas de interés propio. El personal de Consejería y asesoría académica opera en conjunto con todas las divisiones docentes del colegio y se mantiene al tanto de programas educativos tanto dentro del campus como de otras universidades.

A pesar de que el uso de los servicios de asesoría es voluntario, se solicita a todos los estudiantes nuevos, de primer ingreso en la universidad, estudiantes con visa F-1 y algunos estudiantes con ayuda financiera que se reúnan con un asesor para la planificación de un programa antes de la inscripción. Por lo general, los estudiantes deben programar una cita o asistir a un taller. Consulte el sitio web de Consejería en [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling) para obtener información adecuada de los servicios, horarios e información general. Las citas para consejería deberán hacerse en persona en la Oficina de Consejería y asesoría académica localizado en el edificio de Administración o por teléfono (562) 860-2451, ext. 2231. La asesoría de apoyo también está disponible de forma limitada.

Debido a la alta demanda de estudiantes que solicitan servicios de consejería y asesoría académica antes de comenzar un nuevo semestre, citas son limitados durante las primeras cuatro semanas antes de comenzar cada semestre. La asesoría de apoyo solo está disponible durante este horario. Comuníquese al Departamento de Asesoría para obtener los horarios programados para la asesoría de apoyo.

### Plan de estudios

Los estudiantes deben de tomar los cursos en secuencia. Una vez tomado un curso de cierto nivel, los alumnos no recibirán crédito por cursos que son de un nivel más bajo a los que ya se hayan tomado.

### Admisión a clases

Los estudiantes deberán estar oficialmente inscritos antes de asistir a cualquier clase. Si a los alumnos les es imposible asistir al primer día de clases, deberán agotar todos los recursos por contactar al instructor o de lo contrario el instructor podrá darlos de baja por “ausencia”.

Los estudiantes que quieran ingresar a una “clase llena”, deberán estar presentes el primer día de clases. Los instructores podrán agregar a estudiantes a sus clases dependiendo de la disponibilidad de lugares y si los estudiantes han cumplido satisfactoriamente con sus prerrequisitos, si es aplicable.

### Procedimiento para agregar clases

1. Puede inscribirse en clases a través del portal MyCerritos, Centro Estudiantil (<http://my.cerritos.edu>).
2. Pare inscribirse en una clase que está llena, vaya al salón el primer día cuando comienza la clase; esté a tiempo. Pida amablemente al instructor que lo inscriba en la clase; si el instructor lo aprueba, usted no tendrá que hacer nada, la inscripción se hará electrónicamente directamente a la Oficina de Admisión y Registro. Se revisará su récord académico para verificar que cumpla con los prerrequisitos, que not tenga que no tenga detenciones estudiantiles (service indicators –SI), conflictos, o cursos que no han sido aprobados para ser repetidos. Las fechas límite de pago de cuotas están publicadas en el horario de clases actual. Por favor visite MyCerritos en el sitio <http://my.cerritos.edu> o el catálogo de clases para más información acerca de cancelación (dar de baja) de los cursos y detenciones estudiantiles (SI) por falta de pago. Por favor revise su estado de cuenta a través del portal MyCerritos o en la Oficina de Admisión y Registro. Sus matriculaciones deberán ser completadas para las fechas tope publicadas oficialmente.
3. No podrán agregar un curso si tienen una restricción o intentan repetir un curso sin autorización previa. (Vea Repetición de cursos).

### Cambios de nivel/sección

Los cambios de nivel/sección se deben procesar en persona. Los cambios de programa que implican cambios de nivel de las clases de habilidades y rendimiento se pueden hacer antes del plazo para agregar cursos. Los estudiantes también pueden hacer cambios de nivel en clases de experiencia laboral antes del plazo para agregar cursos, pero solo una reducción de horas se puede hacer después de dicho plazo.

Los cambios de secciones no se pueden hacer entre términos o semestres. Un estudiante no puede abandonar un curso de las primeras seis/ocho semanas y luego inscribirse en un curso de las siguientes seis/ocho semanas a través de un cambio de sección. Se requiere que el estudiante abandone oficialmente la primera clase de semana seis/ocho semanas y luego pagar las cuotas adecuadas para inscribirse en la segunda clase de seis/ocho semanas. El dinero no se transferirá de un término a otro si se procesó el abandono fuera de la fecha del reembolso.

### Procedimientos para darse de baja

De acuerdo a la ley Title 5, sección 58004 y a las normas de Cerritos College, es la responsabilidad del estudiante de participar enteramente en clases una vez que la inscripción ha sido completada. Sin embargo, si hay la necesidad de dar de baja una clase, es la responsabilidad del estudiante de darse de baja a sí mismo.

**Se recomienda que los estudiantes tomen la iniciativa de darse de baja oficialmente ellos mismos. Si fallan en darse oficialmente de baja en un curso, como resultado podrán obtener una nota “F” por cada curso y no tendrán acceso a su cuenta estudiantil.**

Puede darse de baja a través del portal MyCerritos, Centro Estudiantil en el sitio <http://my.cerritos.edu>. Asegúrese de verificar las fechas tope para recibir reembolsos y grados de “W”. Consulte el “Calendario de fechas importantes” en el horario de clases para obtener las fechas límite específicas. Asegúrese de verificar que se haya dado de baja e imprima una copia del recibo.

Las fechas tope para dar de baja una o más clases deberán llevarse a cabo el último día de la 14ª semana de un semestre de 18-semanas o cuando se complete el 75% de un término de estudios de menos de 18-semanas o lo que suceda primero. Los archivos académicos de un estudiante que continúe en clases después de la fecha permitida para darse de baja, se les marcará con un símbolo que indique curso autorizado, otro símbolo que no sea una “W”.

El símbolo “W” es considerado “dada de baja confirmada” y no se usará para calcular el promedio de calificación. Sin embargo, el exceso de “W” se usará para determinar factores de periodo de prueba o de expulsión. De igual forma un estudiante que tenga una “W” en la misma clase dos o más veces, pierde el privilegio de prioridad para registrarse para esa clase. Los estudiantes pueden someter la solicitud Petición para repetir un curso, la cual puede ser aprobada o rechazada, a registro académico y comité de regulaciones para una excepción al reglamento para repetir curso por exceso de “W”.

### **Dar de baja una clase después de la fecha tope**

Los estudiantes deberán de haber documentado las circunstancias que pasaron más allá de su control para haberse dado de baja. Ejemplos de dichas circunstancias incluyen, pero no se limitan, lo siguiente: accidentes, enfermedad, cambio de horario en su sitio laboral u otras circunstancias que se puedan documentar. Una “W” oficialmente será anotada permanentemente en su certificado de estudios. Haga una cita con el director de la Oficina de admisión si necesita más información.

### **Militares que se dan de baja**

De acuerdo al código de educación 66023, el Consejo de administración de fideicomisos de Cerritos College no impugna a estudiantes que se dan de baja de clases y que son miembros activos de la reserva del servicio militar de los Estados Unidos y quienes reciben órdenes para darse de baja de cursos. Después de haberse verificado dichas órdenes, el estudiante será dado de baja por la administración de todos los cursos y un símbolo “MW” que significa dado de baja por asuntos militares será asignado. No habrá sanción por darse de baja por asuntos militares. Darse de baja por asuntos militares no se contará para poner en periodo de prueba académica ni expulsión.

### **Oyentes**

Es permitido asistir de oyente a Cerritos College. Un estudiante oyente es un estudiante que asiste a un curso o cursos sin recibir créditos en un certificado oficial de estudios. Ingresar de oyente a cualquier curso será posible solamente con la aprobación del instructor para cualquier estudiante que desee tomar un curso ya sea para superación personal o repasar una materia. Los estudiantes que deseen asistir de oyente deben estar conscientes que los cursos que sean tomados como oyente NO aparecerán en el certificado oficial de estudios. Para cursos de oyente no es necesario tener prerrequisitos.

1. Los estudiantes no podrán asistir de oyente a un curso a menos que hayan agotado todas las posibilidades para tomar el curso por crédito.
2. Si se cumple con los criterios se otorga el permiso para auditar un curso a la discreción del instructor. Se requiere tanto la firma del instructor como del decano de división.

3. Una vez firmado el consentimiento, el estudiante debe someter la forma de oyente a la Oficina de Admisión y Registro cualquier día durante el semestre después del primer día de clases. (El primer día de clases es considerado el primer día que empieza la clase.)
4. Un estudiante oyente puede revertir el estatus de oyente a crédito para recibir crédito por sus clases antes de finalizar la 5ª semana de clases del ciclo escolar semestral o antes del 30% del término de una clase si es un curso de un periodo corto, con la firma autorizada por escrito por el instructor. El pago de clases para oyentes no es reembolsable y los pagos para clases de crédito deberán ser pagados al contado a la hora de elegir la opción para recibir crédito.
5. Un estudiante que optó por crédito puede revertir el estatus de crédito a estudiante oyente antes de finalizar la 5ª semana de clases del ciclo escolar semestral o antes del 30% del término de una clase si es un curso de un periodo corto, con la firma autorizada por escrito por el instructor. El pago de clases con opción crédito no es reembolsable después de la fecha tope para recibir reembolsos y todos los pagos para clases de estatus oyente deberán ser pagados al contado a la hora de elegir la opción oyente.
6. Los estudiantes con opción crédito tienen prioridad sobre los estudiantes con estatus de oyentes. En caso de que un curso cierre después de que un estudiante oyente haya sido admitido, se le podría pedir al estudiante oyente que abandone el curso para ceder su lugar a estudiantes que hayan optado por crédito. Se sugiere enérgicamente el criterio de el profesor.
7. La cuota de clases para oyentes es de \$15.00 dólares por unidad (además de la inscripción estudiantil). Estudiantes inscritos en 10 o más unidades pueden asistir gratis de oyente hasta 3 unidades (puede ser una clase de 3 unidades). Los \$15.00 dólares por unidad por clases para oyentes automáticamente serán cobrados si el estudiante baja de 10 unidades.

Para mas informacion sobre la opción de oyente, estudiantes pueden pedir información en la Oficina de Consejería, la Oficina de Asuntos Académicos, la oficina de el departamento pertinente, o la Oficina de Admisión y Registro. Formas para oyentes pueden ser obtenidas en la Oficina de Admisión y Registro.

### **Lista de espera**

Cerritos College utiliza el sistema lista de espera “pre-pagada”. Esto significa que una vez que usted se haya agregado a una lista de espera de un curso, usted debe hacer todos los pagos pertinentes para ese curso. Consecuentemente la “inscripción automática” entrará en efecto. La “inscripción automática” inscribe oficialmente a estudiantes que están en la lista de espera de un curso siguiendo el orden de prioridad una vez que un espacio se haga disponible. Cada estudiante está limitado a un máximo de 10 unidades en la lista de espera. La “inscripción automática” no procederá si:

1. El estudiante tiene una restricción en su cuenta.
2. El prerrequisito de la clase no ha sido completado.
3. Repetición no autorizado del curso.
4. Hay un conflicto en el horario de clases. El estudiante no se podrá inscribir simultáneamente en dos clases que tengan el mismo horario.
5. Si usted está inscrito en una clase Y ESTÁ en una lista de espera de la misma clase (ej., si Ud. está inscrito en Sociología 101 y también está en el lugar #1 en la lista de espera de otra clase de Sociología 101) perderá el lugar debido a “inscripción múltiple”.

Inscripción automática estará en efecto hasta el viernes antes de que comience la clase. Asistencia el primer día de clases es requerida para inscribirse o permanecer en la lista de espera. Si no se presenta a clases NO implica que se dará de baja automáticamente o recibirá un reembolso. Si usted no desea entrar en la clase, por favor dese de baja de la lista de espera para evitar una calificación deficiente o la pérdida de su reembolso.

### Repetición de cursos

En el Colegio de Cerritos registro de previos cursos es revisado electrónicamente para averiguar previos atentados. Todo los cursos tienen limitaciones de repetición.

Los estudiantes pueden repetir un curso en el que recibieron una vez una calificación deficiente (D, F, NP, FW) o “W” en cualquier combinación. Los estudiantes que reciben cualquier combinación de calificación deficiente pueden pedir al Comité de Normas y expedientes académicos una excepción a la regla de dos intentos. Todas las peticiones son objeto de aprobación o denegación. Al completar un curso repetido, la calificación ganada más recientemente se registrará en el promedio de calificaciones (GPA) acumulativo y se anotará en el registro académico del estudiante.

Cuando un estudiante repite un curso para mejorar deficiencias académicas, la calificación y crédito anterior no se tomarán en cuenta en la computación de el promedio de calificación general, pero permanecerán en su historial académico. Cursos que sean repetidos aparecerán en el historial académico anotados como corresponde. Cuando una repetición de curso ocurra, el historial académico será permanentemente anotado de una manera entendible y verídica.

Los estudiantes pueden transferir cursos equivalentes de cualquier colegio, universidad o institución académica acreditada para remplazar un curso tomado en Cerritos College que haya tenido una deficiencia académica si el curso fué tomado después de haber resultado en deficiencia en Cerritos College. El estudiante deberá someter una petición al Comité de Records y Regulaciones Académicos para que registren el cambio. El colegio puede honrar las acciones de curso previamente repetido de otros colegios o universidades para determinar la aceptación de créditos, sujeta a petición del estudiante y aprobación de el Comité de Records y Regulaciones Académicos.

### Ejemplos de excepciones para la consideración de las limitaciones para repetir un curso

Una petición de Normas y expedientes académicos se debe presentar para consideración oficial de la repetición del curso. Todas las peticiones son objeto de aprobación o denegación. Contacte la Oficina de Admisiones y Registros para instrucciones específicas.

1. Estudiantes que hayan recibido una “MW” (Dado de Baja Militarmente).
2. Estudiantes con deficiencias cuyas calificaciones son resultado de circunstancias fuera de su control.
3. Cursos en cooperación con trabajo de experiencia, sujetos a determinados máximos tal como se definiera en los procedimientos administrativos de el colegio.
4. Ciertos tipos de actividades o cursos para ganar habilidades, sujetos a determinados máximos tal como se definiera en los procedimientos administrativos de el colegio.
5. Ciertos cursos para estudiantes con incapacidades, sujetos a determinados máximos tal como se definiera en los procedimientos administrativos de el colegio.
6. La repetición necesaria debido a un mandato legal para entrenamiento. \*Dichos cursos pueden ser repetidos un sinfín de veces, a pesar de que dicho curso ha sido oficialmente registrado en el plan de estudios o haya tenido una deficiencia en calificación, y la calificación recibida en cada instancia deberá ser incluida en el certificado de estudios como propósito de calcular el promedio de calificación del estudiante (Title 5, Division 6, Ch. 6 Subchapter 9, §55763).
7. Después de un tiempo calificado como significativo tal como se definiera en los procedimientos administrativos de el colegio.

### Repetición de Cursos

A partir del otoño de 2013, cambió la posibilidad de repetición en danza, drama, educación física, artes visuales y la mayoría de cursos de música. Los cursos de deportes intercolegiales y algunos cursos de música y teatro que se requieren para programas de transferencia son los únicos cursos en estas disciplinas que podrán repetirse; todos los otros cursos que anteriormente podían repetirse se ofrecerán ahora como cursos de una sola inscripción. Se hará una anotación después de la descripción del curso que indique si se permite repetirlo.

La universidad ha desarrollado familias de cursos. Las familias de cursos incluyen cursos nuevos y anteriores cuyo contenido está relacionado. Una familia de cursos puede consistir en más de cuatro cursos, pero los estudiantes están limitados a un máximo de cuatro cursos en una misma familia. Además, todas las calificaciones incluyendo las “W” contarán hacia la limitación de inscripción de cuatro cursos. Los estudiantes pueden repetir cursos de arte, danza, drama, música y educación física que se incluyen en las familias de cursos, en los que se obtuvo la calificación de “NP”, “D” o “F” o que se asignó una “W”, sin embargo, todas las inscripciones cuentan hacia el máximo de inscripción de cuatro cursos para cada familia de cursos.

### Cambio de domicilio

Cambios de domicilios deben de ser inmediatamente reportados a la Oficina de Admisión y Registro. Cualquier negligencia tendrá como resultado el retraso de fechas para inscripción o el retraso de otras notificaciones importantes. Los cambios de domicilio pueden hacerse en línea al sitio web [www.cerritos.edu](http://www.cerritos.edu), en el portal My Cerritos.

### Unidades

Cada curso tomado vale cierto número de “unidades”. Este número es determinado dependiendo el tipo de clase y el número de horas que dura por semana. Por ejemplo, una clase de lectura de tres (3) unidades (inglés o salud) equivale a tres horas por semana durante el periodo regular de 18 semanas que dura un semestre, pero una clase de laboratorio de una (1) unidad equivale a tres horas por semana.

### Unidades de estudios por semestre

Para graduarse en cuatro semestres, los estudiantes deberán cursar entre un promedio de 16 unidades transferibles y acreditables por cada semestre. Los estudiantes que deseen tomar más de 18 unidades por semestre, dichas unidades deberán ser aprobadas por un asesor académico. Otras limitaciones en unidades son:

- Estudiantes extranjeros con visa no menos de 12 unidades.
- Los atletas intercolegiales no menos de 12 unidades aprobadas, a lo largo de la temporada deportiva, no menos de 24 unidades aprobadas entre temporadas deportivas.
- Los estudiantes de admisión especial de los grados desde kínder hasta décimo pueden inscribirse en un máximo de 4 unidades.
- Los estudiantes de puente a la universidad de onceavo a doceavo grado se pueden inscribir en un máximo de 8 unidades.
- Los estudiantes en período de prueba se limitan a la cantidad de unidades basado en el GPA y/o tasa de finalización.

### Definición de una hora de clase

Una “hora de clase” es la unidad básica de asistencia programada y/o examen y está definida como un período no menor de 50 minutos. Una “hora de reloj” es un periodo de 60 minutos que está compuesto por una hora de clase de 50 minutos y un segmento de 10 minutos conocido como un “período de cambio” o “descanso”. Las clases programadas para más de una hora tienen fórmulas para mantenerse dentro de esta definición. Por ejemplo, una clase programada de 8:00 a 8:50 ya tiene incorporado el período de cambio y los estudiantes deben

asistir durante los 50 minutos completos. Cerritos College programó las clases para cumplir con el período de cambio y no hay necesidad de salir 10 minutos antes. Las clases que se reúnen durante varias horas pueden asignar un descanso de 10 minutos entre cada hora pero no en la última hora de asistencia. Cerritos College cumple con esos patrones de tiempo.

### **Crédito de unidades por servicio militar**

Soldados que hayan estado al servicio activo por un periodo de un año o más y quienes hayan sido dados de baja honorablemente sin haber desertado podrán recibir cuatro (4) unidades de crédito. Las unidades serán designadas como “Crédito por servicio militar” en el certificado de estudios. Para solicitar estas unidades el militar deberá presentar la forma D.D. #214 a la Oficina de Admisión y Registro. Los créditos serán aplicables al Diploma A.A. solamente y no serán aplicables a ningún programa de certificados.

### **Clasificación de estudiantes**

*Estudiante de primer año (Freshman):* Aquéllos que han acumulados menos de 30 unidades.

*Estudiante de segundo año (Sophomore):* Aquéllos que han acumulado 30 o más unidades pero menos de 60 unidades, o aquellos que han completado 60 unidades y que no tienen un certificado.

*Estudiante graduado:* Aquéllos que han obtenido un grado de asociado de las artes o un grado más alto.

*Estudiante de tiempo completo:* Estudiante inscrito en 12 o más unidades.

*Estudiante de tiempo parcial:* Estudiante inscrito en menos de 12 unidades.

*Programa puente:* Estudiante que en la actualidad asiste al onceavo (11º) o doceavo (12º) grado de la secundaria y quien desea inscribirse para obtener crédito universitario.

*Admisión especial:* Estudiante actualmente inscrito en el décimo grado (K-10th) quien desea inscribirse para obtener crédito universitario.



**CURRICULUM AND  
REQUIREMENTS  
FOR  
MAJORS AND  
CERTIFICATES**



# Curriculum and Requirements for Majors and Certificates

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## TRANSFER MAJOR REQUIREMENTS

Information on the Cerritos College courses needed to meet four-year university major preparation requirements for the transfer majors listed below can be found at the following websites:

Transfer Center:

<https://www.cerritos.edu/transfer-center/>

Articulation and Transfer Guides:

<https://www.cerritos.edu/transfer-center/articulation.htm>

ASSIST (for CSUs and UCs)

Log on: HYPERLINK "<http://www.assist.org>" [www.assist.org](http://www.assist.org)

In Box labeled Transfer Information:

- Select Academic Year
- Select an Institution: Select Cerritos College
- Under "Agreements with Other Institutions", select desired transfer institution destination.
- At top under "View Agreement" By, select major. If not available, select department.
- If only department articulation available, consult with a counselor.

Administration of Justice (Criminal Justice)

Anthropology

Architecture

Art and Design

Biology

Botany

Business Administration

Chemistry

Chicano Studies

Communication Studies

Computer Science

Criminal Justice (see Administration of Justice)

Dance

Dental Hygiene

Economics

Engineering

English

French

Geography

Geology

German

History

Journalism

Mathematics

Microbiology

Music

Nursing

Philosophy

Physical Education

Physics

Political Science

Psychology

Sociology

Spanish

Theatre Arts

Zoology

## CAREER PATHWAYS

In addition, Cerritos College courses needed for career pathways (listed in boldface) can be found at the Transfer Center website address as well <https://www.cerritos.edu/transfer-center/includes/transfer-and-major-paths.htm>. Career Pathways inform students of common course requirements for professional preparation which can be completed at Cerritos College. Career Pathways such as pre-medical studies for medical school preparation are not majors offered at the university level and may not meet all requirements for various transfer majors in this area. Some Career Pathways provide students with a listing of the Cerritos College courses that meet requirements for selected professional programs such as Liberal Studies for elementary school teaching. Career Pathways detail courses that may be taken at Cerritos College and that may or may not count toward a specific major for BA/BS degree requirements. Students following a Career Pathway who plan to transfer should also complete the preparation for a major available for the university where they plan to transfer. Career Pathways do not lead to an AA or AS degree. Students should consult with a counselor regarding options for completing a related associate's degree.

Family and Consumer Science (Career Pathway)

Pre-Chiropractic (Career Pathway)

Pre-Dental (Career Pathway)

Pre-Medical (Career Pathway)

Pre-Optometry (Career Pathway)

Pre-Pharmacy (Career Pathway)

Pre-Physical Therapy (Career Pathway)

Pre-Veterinary (Career Pathway)

Social Work - Human Services (Career Pathway)

Teaching Credential Preparation (Career Pathway)



### CERTIFICATE OF ACHIEVEMENT

Cerritos College is authorized to award a Certificate of Achievement to any student who satisfactorily completes an organized curricula designed for a specific occupational goal. In order to obtain a Certificate, a student must satisfy the following requirements:

1. Complete the course requirements for the chosen program of study as detailed in the “Programs of Study” section of this catalog.
2. Maintain a minimum grade point average of “C” (2.0) in all required courses, including a GPA of 2.0 for all departmental courses specified, as well as a 2.0 for all course outside the major designated as requirements in the curriculum pattern.
3. **A minimum of twelve (12) units of course work within the certificate must be taken at Cerritos College if Certificate of Achievement is to be awarded by this institution.**
4. Upon completion of required course work, file a “Petition for Certificate of Achievement” form. The petitions are available in the Counseling Center.
5. Units earned toward the Certificate of Achievement may be applied toward an Associate in Arts Degree.
6. Credit toward the Certificate of Achievement is not granted for classes taken as part of the Adult Education Program.
7. Courses completed for a Certificate of Achievement that are also to fulfill requirements for the major in an A.A. Degree must be completed with a grade of Pass, or “C” or better.

### REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER ( AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

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 somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a CSU 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.

To find out which CSU campus accepts each degree as similar, please meet with a Cerritos College counselor. You can also locate this information at <https://www2.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

An AA-T or AS-T degree may not be the best option for students intending to transfer to a specific CSU majors or campuses or to a university that is not part of the CSU system.

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.

### REQUIREMENTS

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units. At least 12 of those units must be earned at Cerritos College.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please

consult with a counselor for more information.

3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the Majors, and Certificates section of the catalog. All courses in the major must be completed with a grade of “C” or better or “P” if the course is taken on a “pass-no pass” basis.
4. Certified completion of the California State University General Education –Breadth pattern (CSUGE Breadth-Plan B) OR the Intersegmental General Education Transfer Curriculum (IGETC-Plan C) pattern.

Students pursuing an ADT in Biology or Chemistry have the option of using CSU General Education for STEM or IGETC for STEM. The CSU General Education for STEM requirements can only be used by students pursuing the Biology or Chemistry ADT and the IGETC for STEM requirements can only be used by students pursuing the either the Biology or Chemistry ADT.



## FOR IGETC FOR STEM CERTIFICATION:

### Complete the following courses before transfer:

- All courses in Area 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

### Complete the following courses after transfer:

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.\*

\*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

### For CSU

If any specific AS-T degree allows IGETC for STEM Majors as its general education pattern, the specific courses that should replace the deferred lower division general education courses may be indicated on the Transfer Model Curriculum (TMC) for that discipline.

### For UC

UC will accept IGETC for STEM if the UC school/college/major program to which the student transfers accepts partial IGETC certification.

### For CSU and UC

Alternatively, STEM students may complete the traditional IGETC. However, IGETC and IGETC for STEM Majors may not be appropriate for those colleges or majors which prefer that transfer students follow a more prescribed lower-division curriculum.

## FOR CSU GE BREADTH FOR STEM CERTIFICATION;

### Complete the following courses before transfer:

- All courses in Areas A, B, and E of the traditional GE Breadth curriculum; and
- One course in Area C1 Arts and one course in Area C2 Humanities; and
- Two courses in Area D from two different disciplines

### Complete the following courses after transfer:

- One remaining lower-division general education course in Area C\*;
- One remaining lower-division general education course in Area D.\*

\* These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

## VERIFICATION OF COMPLETION

Locally approved certificate programs may consist of one or more courses that lead to an occupationally relevant set of skills.



## ACCOUNTING PROFESSIONAL ACCOUNTING

### CERTIFICATE OF ACHIEVEMENT

The Professional Accounting Certificate of Achievement is for students working toward a career in accountancy. Mastery of this curriculum will help students lay the groundwork for becoming a Certified Public Accountant. The Professional Accounting education also helps students understand basic accounting functions, financial statement preparation and interpretation, and the role and contribution of accounting in an organization.

<b>ACCOUNTING CORE COURSES:</b>		<b>UNITS</b>
ACCT 101	Fundamentals of Accounting I	3.5
ACCT 102	Fundamentals of Accounting II	3.5
ACCT 131	Computerized Accounting - IBM	3
ACCT 133	Spreadsheet Accounting I	3
ACCT 201	Intermediate Accounting I	3.5
ACCT 202	Intermediate Accounting II	3.5
ACCT 220	Accounting Ethics	4
ACCT 240	Cost Accounting	3.5
ACCT 250	Income Tax Accounting	3
or ACCT 130	Payroll Accounting	(3)
ACCT 260	Governmental and Not-For-Profit Accounting	4
ACCT 270	Fundamentals of Auditing	3
or ACCT 280	Advanced Accounting	(3)
FIN 51	Retirement Planning & Investing	1.5
FIN 125	Personal Finance	3
or FIN 125M	Personal Finance	(3)
or ACCT 60	QuickBooks Accounting	(1.5)
and ACCT 61	Turbo Tax Accounting	(1.5)
	Total Certificate Requirement:	42

Requirements for a Professional Accounting Certificate of Achievement: Complete the required courses (42.0 units) listed above with a grade of "C" or higher or "Pass."

NOTE: Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## ACCOUNTING PROFESSIONAL ACCOUNTING

### ASSOCIATE IN ARTS

The Professional Accounting Associate of Arts Degree is for students working toward a career in accountancy. Mastery of this curriculum will help students begin to lay the groundwork for becoming a Certified Public Accountant. The Professional Accounting education also helps students understand basic accounting functions, financial statement preparation and interpretation, and the role and contribution of accounting in an organization.

<b>ACCOUNTING CORE COURSES:</b>		<b>UNITS</b>
ACCT 101	Fundamentals of Accounting I	3.5
ACCT 102	Fundamentals of Accounting II	3.5
ACCT 131	Computerized Accounting - IBM	3
ACCT 133	Spreadsheet Accounting I	3
ACCT 201	Intermediate Accounting I	3.5
ACCT 202	Intermediate Accounting II	3.5

ACCT 220	Accounting Ethics	4
ACCT 240	Cost Accounting	3.5
ACCT 250	Income Tax Accounting	3
or ACCT 130	Payroll Accounting	(3)
ACCT 260	Governmental and Not-For-Profit Accounting	4
ACCT 270	Fundamentals of Auditing	3
or ACCT 280	Advanced Accounting	(3)
FIN 51	Retirement Planning & Investing	1.5
FIN 125	Personal Finance	3
or FIN 125M	Personal Finance	(3)
or ACCT 60	QuickBooks Accounting	(1.5)
and ACCT 61	Turbo Tax Accounting	(1.5)
	Major Requirement:	42

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units, including: (1) the required Accounting Department courses; (2) A.A. Degree General Education Requirements, and (3) additional elective courses as needed.

## ACCOUNTING VOCATIONAL ACCOUNTING

### CERTIFICATE OF ACHIEVEMENT

The Vocational Accounting Certificate of Achievement is for students looking to obtain a job in the accounting field after completing their course of study at Cerritos College. Mastery of this curriculum will help students lay the groundwork for an entry-level job in the accounting field. The Vocational Accounting education also helps students understand basic accounting functions, financial statement preparation and interpretation, and the role and contribution of accounting in an organization.

<b>REQUIRED MAJOR COURSES:</b>		<b>UNITS</b>
ACCT 100	Introduction to Accounting	3
ACCT 101	Fundamentals of Accounting I	3.5
ACCT 130	Payroll Tax Accounting	3
ACCT 131	Computerized Accounting - IBM	3
ACCT 133	Spreadsheet Accounting I	3
ACCT 250	Income Tax Accounting	3
FIN 51	Retirement Planning & Investing	1.5
FIN 125	Personal Finance	3
or FIN 125M	Personal Finance	(3)
or ACCT 60	QuickBooks Accounting	(1.5)
and ACCT 61	Turbo Tax Accounting	(1.5)
LAW 110	Business Law	3
or BA 100	Fundamentals of Business	(3)
or CIS 101	Introduction to Computer Information Systems	(3)
	Total Certificate Requirements	26

<b>RECOMMENDED ELECTIVE COURSES:</b>		<b>UNITS</b>
ACCT 102	Fundamentals of Accounting II	3.5
BA 100	Fundamentals of Business	3
LAW 110	Business Law	3
BCOT 112	Microsoft Word	3.5
BCOT 147	Business Communications	3
CIS 101	Introduction to Computer Information Systems	3

## Curriculum and Requirements for Majors and Certificates

### REQUIREMENTS FOR A VOCATIONAL ACCOUNTING CERTIFICATE OF ACHIEVEMENT:

Complete the required courses (26 units) listed above with a grade of “C” or higher or “Pass”.

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## ACCOUNTING VOCATIONAL ACCOUNTING ASSOCIATE OF ARTS DEGREE

The Vocational Accounting Associate of Arts Degree is for students looking to obtain a job in the accounting field after completing their course of study at Cerritos College. Mastery of this curriculum will help students lay the groundwork for an entry-level job in the accounting field. The Vocational Accounting education also helps students understand basic accounting functions, financial statement preparation and interpretation, and the role and contribution of accounting in an organization.

<b>REQUIRED MAJOR COURSES:</b>		<b>UNITS</b>
ACCT 100	Introduction to Accounting	3
ACCT 101	Fundamentals of Accounting I	3.5
ACCT 130	Payroll Tax Accounting	3
ACCT 131	Computerized Accounting - IBM	3
ACCT 133	Spreadsheet Accounting I	3
ACCT 250	Income Tax Accounting	3
FIN 51	Retirement Planning & Investing	1.5
FIN 125	Personal Finance	3
or FIN 125M	Personal Finance	(3)
or ACCT 60	QuickBooks Accounting	(1.5)
and ACCT 61	Turbo Tax Accounting	(1.5)
LAW 110	Business Law	3
or BA 100	Fundamentals of Business	(3)
or CIS 101	Introduction to Computer Information Systems	(3)
	Total Major Requirements	26

<b>RECOMMENDED ELECTIVE COURSES:</b>		<b>UNITS</b>
ACCT 102	Fundamentals of Accounting II	3.5
BA 100	Fundamentals of Business	3
LAW 110	Business Law	3
BCOT 112	Microsoft Word	3.5
BCOT 147	Business Communications	3
CIS 101	Introduction to Computer Information Systems	3

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units, including: (1) the required Accounting major courses; (2) A.A. Degree General Education Requirements, and (3) additional elective courses as needed.

## ADMINISTRATION OF JUSTICE

### ASSOCIATE IN ARTS

The administration of justice program prepares students for a career in criminal justice. By completing the program requirements, students gain the ability to apply principles of the justice system, constitutional and procedural considerations affecting arrest, search and seizure, human relations, and concepts of criminal law as well as demonstrate proficiency in report writing and record keeping. Career options include police officer, corrections officer, homeland security, private security, and crime scene investigator.

<b>REQUIRED CORE (21 UNITS)</b>		<b>UNITS</b>
AJ 101	Introduction to Administration of Justice	3
AJ 102	Concepts of Criminal Law	3
AJ 103	Criminal Procedures	3
AJ 104	Criminal Evidence	3
AJ 105	Community Relations	3
AJ 113	Report Writing Procedures	3
AJ 202	Substantive Law	3
<b>DEPARTMENT REQUIREMENTS REQUIRED (12 UNITS)</b>		
AJ 110	Patrol Procedures and Enforcement Tactics	3
AJ 220	Criminal Investigation	3
PSYC 101	General Introductory Psychology	3
or PSYC 261	Social Psychology	(3)
SOC 101	Introductory Sociology Principles	3
or SOC 201	Social Problems	(3)
	Total Degree Requirement	33

### RECOMMENDED ELECTIVES

AJ 71	First Aid-Administration of Justice	2
AJ 107	Introduction to Corrections, Probation and Parole	3
AJ 173	Administration of Justice Occupational Work Experience	3
AJ 208	Special Issues in Law Enforcement	3
AJ 221	Narcotics and Vice Control	3
AJ 222	Juvenile Procedures	3
AJ 298	Directed Studies	1
AJ 299	Directed Studies	2
BCOT 131	Beginning College Keyboarding and Document Processing	3
SPAN 223	Spanish for Health and Medical Careers	3
JOUR 101	Beginning Newswriting and Reporting	3
PHOT 100	Introductory Photography	3
LAW 100	Introduction to California Civil Procedures	3
LAW 101	Introduction to Law	3
LAW 103	Legal Research	3

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units, including: (1) the Administration of Justice Core and Department requirements, (2) A.A. Degree General Education requirements, and (3) additional elective courses as needed.

## ADMINISTRATION OF JUSTICE

### ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

Administration of Justice is the study of the causes, consequences and control of crime. The program leading to the Associate in Science in Administration of Justice for Transfer is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. Although the program's curriculum allows for the development of depth in one of the subject's substantive subsystems (i.e. law enforcement, juvenile, courts or corrections), our objective is to familiarize students with activities in all the above areas. The program is both academic and professional in that it is an interdisciplinary attempt to relate intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency and/or transfer to a college or university.

Students will be prepared to work in a variety of fields, including public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional officers, game wardens, state parks, and private security. Those completing the Associate in Science in Administration of Justice degree will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Criminology, Social Science, and Pre-Law. This degree is for seamless transfer for CSU.

#### REQUIRED COURSES (6 UNITS)

		<b>UNITS</b>
AJ 101	Introduction to Administration of Justice	3
AJ 102	Concepts of Criminal Law	3

#### LIST A

##### Select any TWO of the following courses (6 units total)

AJ 103	Criminal Procedures	3
AJ 104	Criminal Evidence	3
AJ 105	Community Relations	3
AJ 107	Introduction to Corrections, Probation and Parole	3
AJ 220	Criminal Investigation	3
AJ 222	Juvenile Procedures	3

#### LIST B

##### Select any TWO of the following courses (6 units total)

SOC 101	Introductory Sociology Principles	3
PSYC 101	General Introductory Psychology	3
PSYC 210	Elementary Statistics	4
<b>or</b> MATH 112	Elementary Statistics	(4)
AJ 110	Patrol Procedures and Enforcement Tactics	3
AJ 113	Report Writing Procedures	3
AJ 173	Administration of Justice Occupational Work Experience	3
AJ 202	Substantive Law	3
AJ 208	Special Issues in Law Enforcement	3
AJ 221	Narcotics and Vice Control	3
	Total Units for the Major	18-19

### ASSOCIATE IN SCIENCE FOR TRANSFER REQUIREMENTS

#### Complete the following:

- 1) 60 semester or 90 quarter CSU – transferable units
- 2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern

- 3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district
- 4) Obtainment of a minimum grade point average (GPA) of 2.0
- 5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## AMERICAN SIGN LANGUAGE

### ASSOCIATE IN ARTS

The American Sign Language (ASL) Program at Cerritos College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community.

#### CORE REQUIREMENTS: (25 UNITS)

		<b>UNITS</b>
ASL 110	American Sign Language I	4
ASL 111	American Sign Language II	4
ASL 210	American Sign Language III	4
ASL 211	American Sign Language IV	4
ASL 220	Deaf Culture	3

#### List A: (select one) 3 units

ASL 215	Beginning Interpreting and Ethics 1	3
ASL 216	Beginning Interpreting and Ethics 2	3

Total Degree Requirements	22
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### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements above and complete General Education courses to achieve a minimum of 60 units.

## ANTHROPOLOGY

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

Anthropology teaches students the value of the scientific method and cultural relativism, which involves the understanding and appreciation of different societies and their practices and beliefs through cross-cultural comparison. Students with an Associate in Arts degree will be well prepared to further their studies in the field of Anthropology.

#### REQUIRED CORE (9 UNITS)

		<b>UNITS</b>
ANTH 100	Cultural Anthropology	3
ANTH 115	Physical Anthropology	3
ANTH 120	Introduction to Archaeology	3

#### LIST A: Select any of the following courses (3 Units total)

ANTH 115L	Introduction to Physical Anthropology Lab	1
ANTH 170	Introduction to Language and Culture	3
PSYC 210	Elementary Statistics	4

#### LIST B: Select one to two of the following courses or any course from List A not already used (3-5 units total)

SOC 205	Introduction to Social Research Methods	3
GEOG 101	Physical Geology	4

**LIST C: Select one of the following courses or any course from List A or B not already used (3 Units total)**

ANTH 200	Native Peoples of North America	3
ANTH 202	The Maya, Inca & Aztecs: Ancient Civilizations of the Americas	3
ANTH 203	The Anthropology of Magic, Witchcraft, and Religion	3
ANTH 205 or WGS 205	The Anthropology of Sexuality and Gender	3
ANTH 206	The Anthropology of Sexuality and Gender	(3)
ANTH 206	The Anthropology of Death and Dying	3
SOC 101	Introductory Sociology Principles	3
SOC 210	American Minority Relations	3
Total Units for the Major		18-20

**ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER REQUIREMENTS:**

(1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following: (A) The California State University General Education-Breadth Requirement or the Intersegmental General Education Transfer Curriculum (IGETC). (B) Obtainment of a minimum grade point average of 2.0. (2) Also required is that students must earn a "C" or better in all courses required for the major.

**ANTHROPOLOGY**

**ASSOCIATE IN ARTS DEGREE**

		<b>UNITS</b>
ANTH 100	Cultural Anthropology	3
ANTH 115	Physical Anthropology	3
ANTH 120	Introduction to Archaeology	3
ANTH 170	Introduction to Language and Culture	3

**Select any two additional courses as electives for a total of 18 Units.**

ANTH 200	Native Peoples of North America	3
ANTH 201	Native Peoples of California	3
ANTH 202	The Maya, Inca & Aztecs: Ancient Civilizations of the Americas	3
ANTH 203	The Anthropology of Magic, Witchcraft and Religion	3
ANTH 205	The Anthropology of Sexuality and Gender	3
SOC 205	Introduction to Social Research Methods	3

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete a minimum of 60 units to include (1) the above courses and units, (2) the A.A. Degree General Education requirements, and (3) electives as needed

**APPRENTICESHIP: FIELD IRONWORKERS REINFORCING**

**CERTIFICATE OF ACHIEVEMENT**

Field Iron Workers will prepare the student to become a journeymen in the field ironworks field with the required work skills and tasks of the Ironworker including steel and cable reinforcing in concrete construction (rebar work), erections of steel skeleton of buildings, window wall and curtain wall exteriors, rigging of heavy machinery and welding in conjunction with all aspects of these job descriptions. In today's workforce, having an industry certificate and journeyman license is required for employment in these positions. In addition, these workforce skills are necessary to maintain well-paying and sustainable jobs. Students must be a state indentured apprentice in order to qualify for the program.

<b>SEMESTER 1</b>		<b>UNITS</b>
IWAP 40.07	Field Iron Workers Orientation	3
IWAP 40.50	Mixed Base	2
<b>SEMESTER 2</b>		
IWAP 40.12	Iron Workers Reinforcing Iron I	2
IWAP 41.03	Iron Workers Reinforcing II	1
<b>SEMESTER 3</b>		
IWAP 40.56	Iron Workers Trade Science/Iron Worker History	2
IWAP 40.63	Iron Workers Structural Lead Hazard	1.5
<b>SEMESTER 4</b>		
IWAP 40.15	Post Tension I	2
IWAP 41.07	Iron Workers Post Tension II	2
<b>SEMESTER 5</b>		
IWAP 40.09	Iron Workers Gen Rigging/Reinforcing	2
IWAP 40.53	Iron Workers Detailing/Reinforcing Iron	2
<b>SEMESTER 6</b>		
IWAP 40.22	Cranes	2
IWAP 40.10	Iron Workers Welding I	1
<b>SEMESTER 7</b>		
IWAP 40.11	Iron Workers Welding II/Reinforcing	1
IWAP 40.55	Foreman Training	2
<b>SEMESTER 8</b>		
IWAP 41.08	Post Tension III	2
IWAP 41.09	Extension and Review	2
Total Certificate Requirements		29.5



## APPRENTICESHIP: FIELD IRONWORKERS STRUCTURAL

### CERTIFICATE OF ACHIEVEMENT

Field Iron Workers will prepare the student to become a journeyman in the field ironworks field with the required work skills and tasks of the Ironworker including steel and cable reinforcing in concrete construction (rebar work), erections of steel skeleton of buildings, window wall and curtain wall exteriors, rigging of heavy machinery and welding in conjunction with all aspects of these job descriptions. In today's workforce having an industry certificate and journeyman license is required for employment in these positions. In addition, these workforce skills are necessary to maintain well-paying and sustainable jobs. Students must be a state indentured apprentice in order to qualify for the program.

<b>SEMESTER 1 (1ST PERIOD)</b>		<b>UNITS</b>
IWAP 40.07	Field Iron Workers Orientation	3
IWAP 40.50	Mixed Base	2
<b>SEMESTER 2 (2ND PERIOD)</b>		
IWAP 40.21	Iron Workers Structural Steel I	2
IWAP 41.06	Iron Workers Structural Steel II	1.5
<b>SEMESTER 3 (3RD PERIOD)</b>		
IWAP 40.22	Cranes	2
IWAP 40.09	Iron Workers Gen Rigging	2
<b>SEMESTER 4 (4TH PERIOD)</b>		
IWAP 40.63	Iron Workers Structural Lead Hazard	1.5
IWAP 40.10	Iron Workers Welding I	1
<b>SEMESTER 5 (5TH PERIOD)</b>		
IWAP 40.11	Iron Workers Welding II	1
IWAP 40.05	Iron Workers Advanced Welding III	1
<b>SEMESTER 6 (6TH PERIOD)</b>		
IWAP 40.60	Iron Workers Structural Arch Orn I	1.5
IWAP 41.05	Iron Workers Architectural II	1.5
<b>SEMESTER 7 (7TH PERIOD)</b>		
IWAP 40.56	Iron Workers Trade Science/Iron Worker History	2
IWAP 40.61	Iron Workers Structural Precast Concrete/ Qualified Rigger	2
<b>SEMESTER 8 (8TH PERIOD)</b>		
IWAP 41.04	Iron Workers Architectural III	1.5
IWAP 40.26	Iron Workers Metal Building Erect I/Foreman	2
Total Certificate Requirements		27.5

## APPRENTICESHIP: FIRE SPRINKLERS CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement Apprenticeship: Fire Sprinklers will prepare the student to become a journeyman in the field of fire sprinklers with the required skills in hand and power tools; construction plans; steel pipe; copper tube systems and underground pipe. In today's workforce having an industry certificate and journeyman license is required for employment in these positions. In addition, these workforce skills are necessary to maintain well-paying and sustainable jobs. The certificate takes the student through four levels of expertise.

		<b>UNITS</b>
FSAP 72.01	Introduction to Sprinklers	0.5
FSAP 72.02	Fire Sprinklers Hand and Power Tools	0.5
FSAP 72.03	Fire Sprinklers Construction Plans	0.5
FSAP 72.04	Fire Sprinklers Steel Pipe	1
FSAP 72.05	Fire Sprinklers CPVC	0.5
FSAP 72.06	Fire Sprinklers Copper Tube Systems	0.5
FSAP 72.07	Fire Sprinklers Underground Pipe	1
FSAP 72.08	Fire Sprinklers Residential	2.5
FSAP 72.09	Fire Sprinklers Supports and Attachments	0.5
FSAP 72.10	Fire Sprinklers Flanged, Grooved, and Plain End Pipe	0.5
FSAP 72.11	Fire Sprinklers General Trade Math	1
FSAP 72.12	Fire Sprinklers Shop Drawings	1.5
FSAP 72.13	Standard Spray Fire Sprinklers	1
FSAP 72.14	Fire Sprinklers Wet Pipe Systems	1
FSAP 72.15	Fire Sprinklers Dry Pipe Systems	1
FSAP 72.16	Fire Sprinklers Preaction and Deluge	2
FSAP 72.17	Fire Sprinklers Standpipes	1
FSAP 72.18	Fire Sprinklers Water Supplies	0.5
FSAP 72.19	Fire Sprinklers Fire Pumps	2
FSAP 72.20	Specific Sprinklers and Nozzles Application	1.5
FSAP 72.21	Fire Sprinklers System Layout	2.5
FSAP 72.22	Fire Sprinklers Inspection, Testing, and Maintenance	1
FSAP 72.23	Fire Sprinklers Extinguishing Systems	2.5
FSAP 72.24	Fire Sprinklers Foremanship	1
FSAP 72.25	Fire Sprinklers Procedures and Documentation	1
Total Certificate Requirements		28.5

## ARCHITECTURAL COMPUTER-AIDED DRAFTING AND DESIGN

### CERTIFICATE OF ACHIEVEMENT

The Architectural Computer-Aided Drafting and Design (CADD) Certificate prepares students to work as computer-aided drafting/designers in industry and to upgrade the skills of persons presently employed as drafters/designers. This 16-unit certificate will train students in the major CAD programs utilized in industry.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
ARCH 123	Introduction to 2D Computer Aided Drafting	4
ARCH 213	Introduction to 3-D Computer Aided Drafting	4
<b>Choose two of the following courses:</b>		
ARCH 221	AutoCAD Architecture	4
ARCH 223	REVIT Architecture	4
ENGT 259	SolidWorks Introduction	4
Total Certificate Requirement		16

## ARCHITECTURAL DRAFTING AND DESIGN

### CERTIFICATE OF ACHIEVEMENT

The Architectural Drafting and Design Certificate prepares students to work as drafters/designers in industry and to upgrade the skills of persons presently employed as drafters/designers. This 14-unit certificate will train students in the drafting/design techniques utilized in industry.

REQUIRED COURSES	UNITS
ARCH 111 Architectural Drafting and Design I	3
ARCH 121 Architectural Drafting and Design II	3
ARCH 122 Architectural Delineation	2
ARCH 212 Architectural Design Theory I	3
ARCH 222 Architectural Design Theory II	3
	—
Total Certificate Requirement	14

## ARCHITECTURAL PRACTICE

### CERTIFICATE OF ACHIEVEMENT

The Architectural Practice Certificate prepares students to work in the industry and to upgrade the skills of persons presently employed in the industry. This 16-17 unit certificate will train students in the fundamentals of Architectural Practice utilized in industry.

REQUIRED COURSES	UNITS
ARCH 111 Architectural Drafting and Design I	3
ARCH 123 Introduction to 2D Computer Aided Drafting	4
ARCH 212 Architectural Design Theory I	3
<b>Choose two of the following:</b>	
ARCH 110 Introduction to Architecture and Environmental Design	3
ARCH 112 History of Architecture	3
ARCH 113 Building Codes	4
ARCH 114 Green Architecture and LEED	3
	—
Total Certificate Requirement	16-17

## ARCHITECTURAL STUDIES

### ASSOCIATE OF ARTS DEGREE

This program provides a diverse introduction to the field of architecture in preparation for careers in a variety of interdisciplinary and design-related fields. Students are provided with enough of an exposure to the architecture field to decide whether to pursue it professionally or not. In addition, the students can make informed decisions about their future endeavors and role in society.

MAJOR REQUIREMENTS	UNITS
ARCH 110 Introduction to Architecture and Environmental Design	3
ARCH 112 History of Architecture	3
ART 110 Freehand Drawing	3

### ADDITIONAL REQUIREMENTS

### Complete a minimum of 9 units from any of the following courses:

ARCH 111 Architectural Drafting and Design I	3
ARCH 113 Building Codes	3
or ARCH 114 Green Architecture and LEED	(4)
ARCH 123 Introduction to 2D Computer Aided Drafting	4
ARCH 212 Architectural Design Theory I	3
ARCH 222 Architectural Design Theory II	3
ART 113 Art, Science, and Technology	3
ART 120 Two-Dimensional Design	3
ART 121 Three-Dimensional Design	3
	—
Total Degree Requirements	18-20

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of "C" or higher in major/emphasis courses.

## ARCHITECTURAL TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

This program emphasizes the technical aspects of the architectural profession while including its artistic components. Students are provided with an in-depth knowledge of the career and technical skills required to succeed in the profession and to potentially continue their studies at a professional school of architecture.

REQUIRED COURSES (34 UNITS TOTAL)	UNITS
ARCH 110 Introduction to Architecture and Environmental Design	3
or ARCH 114 Green Architecture and LEED	(3)
ARCH 111 Architectural Drafting and Design I	3
ARCH 112 History of Architecture	3
ARCH 113 Building Codes	4
ARCH 121 Architectural Drafting and Design II	3
ARCH 123 Introduction to 2D Computer Aided Drafting	4
ARCH 212 Architectural Design Theory I	3
ARCH 213 Introduction to 3-D Computer Aided Drafting	4
ARCH 221 AutoCAD Architecture	4
or ARCH 223 REVIT Architecture	(4)
ART 110 Freehand Drawing	3
	—
Total Certificate Requirements	34

### Recommended Electives:

ARCH 101 Introduction to Civil Engineering and Architecture	4
ART 185 Rendering I	3
BA 100 Fundamentals of Business	3
PSYC 101 General Introductory Psychology	3
RE 101 Real Estate Principles	3

## ARCHITECTURAL TECHNOLOGY

### ASSOCIATE IN ARTS DEGREE

This program emphasizes the technical aspects of the architectural profession while including its artistic components. Students are provided with an in-depth knowledge of the career and technical skills required to succeed in the profession and to potentially continue their studies at a professional school of architecture.

#### PROGRAM REQUIREMENTS

<b>REQUIRED COURSES (34 Units Total)</b>		<b>UNITS</b>
ARCH 110	Introduction to Architecture and Environmental Design	3
or ARCH 114	Green Architecture and LEED	(3)
ARCH 111	Architectural Drafting and Design I	3
ARCH 112	History of Architecture	3
ARCH 113	Building Codes	4
ARCH 121	Architectural Drafting and Design II	3
ARCH 123	Introduction to 2D Computer Aided Drafting	4
ARCH 212	Architectural Design Theory I	3
ARCH 213	Introduction to 3D Computer Aided Drafting	4
ARCH 221	AutoCAD Architecture	4
or ARCH 223	REVIT Architecture	(4)
ART 110	Freehand Drawing	3
Total Degree Requirements		34

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of "C" or higher in major/emphasis courses.

#### Recommended Electives:

ARCH 101	Intro to Civil Engineering and Architecture	4
ART 185	Rendering I	3
BA 100	Fundamentals of Business	3
PSYC 101	General Introductory Psychology	3
RE 101	Real Estate Principles	3

## ART AND DESIGN

### ART HISTORY

#### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

The Cerritos College Art History Program seeks to provide courses that will fulfill part of the general education requirements for other majors. Our courses are necessary for many students to complete their General Education requirements and for seamless transfer to CSU. The Art History Program is committed to offering required courses to supplement majors in related disciplines, especially Art, Design, and/or Photography majors. For our students' general knowledge and their own lives, art history and the study of visual culture more generally helps to promote a better understanding of an increasingly complex world and to learn tools to better cope with a rapidly changing cultural environment.

<b>REQUIRED CORE (12 Units)</b>		<b>UNITS</b>
ART 101	Art History I: Prehistory to Gothic	3
ART 102	Art History II: Renaissance to Rococo	3
and ART 103	Art History III: Neoclassical to Present	3
ART 110	Freehand Drawing	3

#### LIST A (Select one) 3 Units

ART 104	African Art History	3
ART 105A	The Arts of Latin American and the Caribbean: Pre-Columbian	3
ART 105B	The Arts of Latin America and the Caribbean: Colonial to the Present	3
ART 107	Asian Art History	3

#### LIST B (Select one) 3 Units

ART 112	Life Drawing	3
ART 120	Two-Dimensional Design	3
ART 121	Three-Dimensional Design	3
ART 150	Introduction to Ceramics	3
ART 162	Introduction to Sculpture	3
PHOT 100	Introductory Photography	3

#### LIST C (Select one) 3 Units

ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)
ART 109	Gender and Sexuality in Art	3
or HUM 109	Gender and Sexuality in Art	(3)
ART 113	Art, Science, and Technology	3
ART 118	History of Women in Visual Arts	3
or WGS 118	History of Women in Visual Arts	(3)
ART 119A	Introduction to Museum Studies	3
ART 124	Introduction to Media Studies	3
ART 200	Intermediate Visual and Cultural Studies Special Topics	3
or HUM 200	Intermediate Visual and Cultural Studies Special Topics	(3)
ART 207	Women and Media	3
or WGS 207	Women and Media	(3)
PHOT 150	Photography and Society	3
PHOT 160	History of Photography	3
Total Units for the Major		21

#### ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU - transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of "C" or better in all courses required for the major or area of emphasis.

## CERAMICS

### ASSOCIATE IN ARTS DEGREE

<b>REQUIRED FOUNDATIONAL COURSES (21 UNITS)</b>		<b>UNITS</b>
ART 102	Art History II: Renaissance to Rococo	3
or ART 103	Art History III: Neoclassical to Present	(3)
ART 110	Freehand Drawing	3
ART 112	Life Drawing	3
ART 120	Two-Dimensional Design	3
ART 121	Three-Dimensional Design	3
ART 150	Introduction to Ceramics	3
ART 151	Ceramics – Beginning Wheelthrowing	3
Total Degree Requirements		21

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above core requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

ART 184	Graphic Design I	3
ART 186	Computer Graphics with Adobe Illustrator	3
ART 188	Design for Digital Publishing	3
ART 192	Photoshop/Digital Imaging	3
ART 196	Web Design with Flash and Dreamweaver	3
Total Degree Requirements		33

## DRAWING AND PAINTING

### ASSOCIATE IN ARTS DEGREE

#### REQUIRED FOUNDATIONAL COURSES (24 UNITS)

	UNITS
ART 102 Art History II: Renaissance to Rococo	3
or ART 103 Art History III: Neoclassical to Present	(3)
ART 110 Freehand Drawing	3
ART 112 Life Drawing	3
ART 120 Two-Dimensional Design	3
ART 121 Three-Dimensional Design	3
ART 130A Fundamentals of Painting	3
ART 130B Fundamentals of Painting	3
ART 136 Painting for Art Majors	3
Total Degree Requirements	24

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above core requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

## PRINTMAKING

### ASSOCIATE IN ARTS DEGREE

#### REQUIRED FOUNDATIONAL COURSES (24 UNITS)

	UNITS
ART 102 Art History II: Renaissance to Rococo	3
or ART 103 Art History III: Neoclassical to Present	(3)
ART 110 Freehand Drawing	3
ART 112 Life Drawing	3
ART 116 Beginning Printmaking	3
ART 117 Intermediate Printmaking	3
ART 120 Two-Dimensional Design	3
ART 121 Three-Dimensional Design	3
ART 218 Screenprinting	3
or ART 219 Advanced Etching	(3)
Total Degree Requirements	24

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above core requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

## GRAPHIC DESIGN

### ASSOCIATE IN ARTS DEGREE

	UNITS
ART 102 Art History II: Renaissance to Rococo	3
or ART 103 Art History III: Neoclassical to Present	(3)
ART 110 Freehand Drawing	3
ART 112 Life Drawing	3
ART 120 Two-Dimensional Design	3
ART 121 Three-Dimensional Design	3
ART 182A Lettering and Typography	3

#### RECOMMENDED ELECTIVES

BA 110 Advertising 3, PHOT 100 Introductory Photography 3

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include: (1) Above art courses and units requirements, (2) A.A. Degree General Education requirements and (3) electives as needed.

## STUDIO ARTS

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

#### REQUIRED CORE: (15 UNITS)

	UNITS
ART 102 Art History II: Renaissance to Rococo	3
ART 103 Art History III: Neoclassical to Present	3
ART 110 Freehand Drawing	3
ART 120 Two-Dimensional Design	3
ART 121 Three-Dimensional Design	3

#### LIST A (Select one) 3 units

ART 101	Art History I: Prehistory to Gothic	3
ART 107	Asian Art History	3

#### LIST B (Select three) 9 units

ART 112	Life Drawing	3
ART 116	Beginning Printmaking	3
ART 122	Color Theory	3
ART 136	Painting for Art Majors	3
ART 150	Introduction to Ceramics	3
ART 162	Introduction to Sculpture	3
PHOT 100	Introductory Photography	3

	Total Units for the Major	27
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#### ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis

## DIGITAL ARTS: COMPUTER ANIMATION

### ASSOCIATE IN ARTS DEGREE

The Cerritos College Computer Animation program combines a solid core of art foundation courses to build visual literacy with current computer graphics technology. Students develop technical proficiency and problem solving skills through both traditional and digital media. Students learn the fundamental concepts of visual literacy and critical thinking skills in three dimensional design, 3D modeling and animation that will enable them to pursue upper division coursework or enter the work- force. Students develop personal professional portfolios of their artwork, which enable them to enter the workforce.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
ART 102	Art History II: Renaissance to Rococo	3
or ART 103	Art History III: Neoclassical to Present	(3)
ART 110	Freehand Drawing	3
ART 112	Life Drawing	3
ART 114	Storyboarding & Animation Principles for Film	3
ART 120	Two Dimensional Design	3
ART 191A	3D Computer Animation	3
ART 191B	3D Computer Animation Project	3
ART 193	Motion Picture Editing	3
ART 195	3D Modeling for Animation	3

#### Choose one of the following

ART 121	Three Dimensional Design	3
ART 198	Motion Graphics	3
ART 195B	Advanced 3D Modeling	3
	Total Degree Requirements	30

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include: (1) Above art courses and units requirements, (2) A.A. Degree General Education requirements, and (3) electives as needed.

## DIGITAL ARTS: COMPUTER ANIMATION

### CERTIFICATE OF ACHIEVEMENT

#### PROGRAM REQUIREMENTS

ART 102	Art History II: Renaissance to Rococo	3
or ART103	Art History III: Neoclassical to Present	(3)
ART 110	Freehand Drawing	3
ART 112	Life Drawing	3
ART 114	Storyboarding & Animation Principles for Film	3
ART 120	Two-Dimensional Design	3
ART 121	Three-Dimensional Design	3
ART 191A	3D Computer Animation	3
ART 191B	3D Computer Animation Project	3
ART 193	Motion Picture Editing	3
ART 195	3D Modeling for Animation	3
	Total Certificate Requirements	30

## VISUAL AND CULTURAL STUDIES

### ASSOCIATES IN ARTS DEGREE

The new Visual and Cultural Studies major combines the breadth of an interdisciplinary major with a special focus on visual media. Its Interdisciplinary structure brings together approaches to visual media and cultural production that would usually be separated by discipline.

#### CORE COURSES: UNITS

##### Take 6 units (2 required courses)

HUM 100	The Art of Being Human	3
or ART 100	Introduction to World Art	(3)
ART 125	Introduction to Visual and Cultural Studies	3
or HUM 125	Introduction to Visual and Cultural Studies	(3)

#### Section A: Visual and Cultural Studies

##### Take 6 units (Select 2 courses)

ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)
ART 109	Gender and Sexuality in Art	3
or HUM 109	Gender and Sexuality in Art	(3)
ART 113	Art, Science, and Technology	3
ART 118	History of Women in Visual Arts	3
or WGS 118	History of Women in Visual Arts	(3)
ART 119A	Introduction to Museum Studies	3
ART 124	Introduction to Media Studies	3
ART 200	Intermediate Visual and Cultural Studies Special Topics	3
or HUM 200	Intermediate Visual and Cultural Studies Special Topics	(3)
ART 207	Women and Media	3
or WGS 207	Women and Media	(3)
HUM 107	Men and Masculinities: Constructing Manhood in America	3
or WGS 107	Men and Masculinities: Constructing Manhood in America	(3)
PHOT 150	Photography and Society	3

#### Section B: Art History

##### Take 6 units (Select 1 course in each category)

ART 101	Art History I: Prehistory to Gothic	3
ART 102	Art History II: Renaissance to Rococo	3
ART 103	Art History III: Neoclassical to Present	3
and ART 104	African Art History	3
ART 105A	The Arts of Latin America and the Caribbean: Pre-Columbian	3
ART 105B	The Arts of Latin America and the Caribbean: Colonial to the Present	3
ART 107	Asian Art History	3
PHOT 160	History of Photography	3

#### Section C: Global Studies

##### Take 3 units (Select 1 course)

ENGL 223	Chicana/Chicano Literature	3
ENGL 224	Native American Literature	3
ENGL 225	Mexican Literature and Translation	3
ENGL 226	African American Literature	3
ENGL 237	Asian American Literature	3
ENGL 238	Classic Islamic Literature	3
HIST 110	African American History	3
HIST 220	History of the Americas	3
HIST 221	History of the Americas	3

## Curriculum and Requirements for Majors and Certificates

HIST 230	History of Mexico	3
HIST 235	History of Latin America	3
HIST 260	Survey of the History of Asia	3
HIST 265	Selected Problems in Contemporary Asian History	3
PHIL 104	Philosophy of Cultural Diversity: Challenge and Change	3
PHIL 200	World Religions	3
SPAN 206	Hispanic Literature and the Media	—
	Total Major Requirements	21

### ASSOCIATE IN ARTS IN VISUAL AND CULTURAL STUDIES REQUIREMENTS:

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) General Education in Associate in Arts or the California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## AUTOMOTIVE COLLISION REPAIR

### GENERAL AUTOMOTIVE COLLISION REPAIR CERTIFICATE OF ACHIEVEMENT

The General Automotive Collision Repair Certificate prepares the student for employment as an entry level technician in the automotive collision repair field. Students will learn the estimating process, parts identification, vehicle design, vehicle disassembly and assembly, panel repair, refinishing and welding processes used in the collision field. Graduates are employed as entry-level technicians, paint helpers, estimators, parts technicians, apprentice technicians or are self-employed. Spatial intelligence, cognitive ability and hand-eye coordination are recommended for those entering the program.

REQUIRED CORE COURSES	UNITS
AB 51 Non-Structural Repair	4.5
AB 181 Non-Structural Damage Estimating	3

REQUIRED ELECTIVES	UNITS
AB 54 Advance-Design Panel Repair	4.5
AB 56 Non-Structural Automotive Welding	2
AB 61 Preparation and Spot Refinishing	3
and AB 61L Automotive Refinishing Lab	1.5
	—
Total Certificate Requirement	18.5

## GENERAL AUTOMOTIVE COLLISION REPAIR

### ASSOCIATE OF ARTS

The General Automotive Collision Repair degree option prepares students for employment as an entry level technician. Through a combination of lecture and hands-on lab courses focusing on skills-based learning, students will explore vehicle construction techniques, attachment and refinish of outer panels accompanied with use of specialty equipment and hand tools found in automotive service and repair facilities. Core topics include automotive welding procedures, vehicle disassembly and assembly, outer panel attachment methods, plastic repair, small dent repair, tools, equipment, estimating and refinishing. Design, function and operation of these subjects is included in the degree. Graduates are employed as entry level technicians, estimators, refinish technicians, apprentice technicians or are self-employed.

REQUIRED CORE COURSES	UNITS
AB 51 Non-Structural Repair	4.5
AB 181 Non-Structural Damage Estimating	3
<b>REQUIRED ELECTIVES</b>	
AB 54 Advanced-Design Panel Repair	4.5
AB 56 Non-Structural Automotive Welding	2
AB 61 Preparation and Spot Refinishing	3
and AB 61L Automotive Refinishing Lab	1.5
	—
Total Major Requirement	18.5

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the Total Major Requirements, the General Education requirements for the Associates Degree (Plan A) and electives, if necessary, to achieve a minimum of 60 degree-applicable units.

#### RECOMMENDED ELECTIVES:

AB 52, AB 53, AB 55, AB 57, AB 58L, AB 59M, AB 59B, AB 62, AB 63, AB 64, AB 65, AB 66, AB 67, AB 68L, AB 73, AB 80, AB 83A, AB 83P, AB 83U, AB 86, AB 181, AB 182, AB 183, AB 188, AB 281, AB 282, AB 283, AB 286, AB 287, AB 288.

### GENERAL AUTOMOTIVE COLLISION REPAIR: AUTOMOTIVE REFINISHING

#### CERTIFICATE OF ACHIEVEMENT

The Automotive Refinishing Certificate prepares the student for entry into the automotive refinishing industry. Panel preparation, masking, primers, color systems and application, spot repair, panel and complete refinishing and minor dent repair are included in the course of study. Also covered in the course is hand and power tool, spray equipment and related safety concerns for the technician. Spatial intelligence, cognitive ability and hand-eye coordination are recommended for those entering the program.

REQUIRED CORE COURSES	UNITS
AB 51 Non-Structural Repair	4.5
AB 181 Non-Structural Damage Estimating	3

REQUIRED ELECTIVES	UNITS
AB 61 Preparation and Spot Refinishing	3

## Curriculum and Requirements for Majors and Certificates

<b>and</b> AB 61L	Automotive Refinishing Lab	1.5	AUTO130	Manual Drivetrain and Axles	5
AB 63	Production Refinishing	4.5	AUTO140	Automotive Steering and Suspensions	5
AB 65	Mix and Adjusting Color	2	AUTO150	Automotive Brakes	5
		—	AUTO160	Introduction to Automotive Electrical	5
	Total Certificate Requirement	18.5	AUTO170	Automotive Air Conditioning	4
			AUTO180	Electronic Engine Management Systems	5
				Total Certificate Units	39

### **GENERAL AUTOMOTIVE COLLISION REPAIR: AUTOMOTIVE DAMAGE APPRAISAL AND MANAGEMENT**

#### **CERTIFICATE OF ACHIEVEMENT**

The General Automotive Collision Repair Damage Appraisal and Management Certificate prepares students for a career in automotive damage appraisal and management. Managers and appraisers are needed in dealerships, independent facilities and insurance companies. Encompassing the broad spectrum of vehicle design, manufacturing techniques, repair processes, refinish processes, estimating sequence and software along with shop management practices such as cycle time and throughput will be delivered through the course of study.

<b>REQUIRED CORE</b>		<b>UNITS</b>
AB 51	Non-structural Repair	4.5
AB 181	Non-Structural Damage Estimating	3

<b>REQUIRED ELECTIVES</b>		<b>UNITS</b>
AB83P	Computerized Damage Estimating -Pathways	1.5
AB83U	Computerized Damage Estimating-Ultramate	1.5
AB182	Structural Damage Estimating	3
AB188	Introduction to Automotive Claims Handling	2
AB281	Structural Damage Analysis for Estimators	1
AB282	Steering, Suspension and Powertrain Analysis for Estimators	1
AB283	Advanced-Frame Analysis for Estimators	1
	Total Certificate Requirement	18.5

### **AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY GENERAL TECHNICIAN**

#### **CERTIFICATE OF ACHIEVEMENT**

The General Technician Certificate option prepares students for employment as an entry-level automotive technician. Through courses focusing on the mechanical areas of the vehicles, including basics in engines, suspension, and brakes, students learn how to use specialty equipment and hand tools found in automotive service and repair facilities. Core topics include maintenance and service, engine operation, transmission service and repair, and suspension and brakes diagnosis and repair. Design, function, and operation of all these systems is also included in the certificate. Graduates are employed as entry-level technicians, general service technicians, quick service technicians, tire and brake technicians, apprentice technicians, or are self-employed. Cognitive ability and hand-eye coordination are recommended for those entering the program.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
AUTO110	Automotive Engines	5
AUTO120	Automatic Transmissions and Transaxles	5

### **AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY**

#### **GENERAL TECHNICIAN**

#### **ASSOCIATE IN ARTS**

The General Technician AA option prepares students for employment as an entry-level automotive technician. Through courses focusing on the mechanical areas of the vehicles, including basics in engines, suspension, and brakes, students learn how to use specialty equipment and hand tools found in automotive service and repair facilities. Core topics include maintenance and service, engine operation, transmission service and repair, and suspension and brakes diagnosis and repair. Design, function, and operation of all these systems is also included in the degree. Graduates are employed as entry-level technicians, general service technicians, quick service technicians, tire and brake technicians, apprentice technicians, or are self-employed. Cognitive ability and hand-eye coordination are recommended for those entering the program.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
AUTO110	Automotive Engines	5
AUTO120	Automatic Transmissions and Transaxles	5
AUTO130	Manual Drivetrain and Axles	5
AUTO140	Automotive Steering and Suspension	5
AUTO150	Automotive Brakes	5
AUTO160	Introduction to Automotive Electrical	5
AUTO170	Automotive Air Conditioning	4
AUTO180	Electronic Engine Management Systems	5
	Total Major Units	39

#### **ASSOCIATE OF ARTS DEGREE REQUIREMENTS**

Complete a minimum of 60 units to include the above requirements, General Education requirements, and electives as needed.

#### **RECOMMENDED ELECTIVES**

AUTO 101  
AUTO 105  
AUTO 109

**AUTOMOTIVE MECHANICAL REPAIR  
TECHNOLOGY  
AUTOMOTIVE MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

The Automotive Management certificate option prepares students for employment as an automotive service advisor or entry-level supervisor role. Through courses focusing on the management of personnel, customer service, information technology, and business logistics, students learn how to manage and serve customers' needs at service and repair facilities. Core topics include basic maintenance and service, broad understanding of customer service, automotive dealer and small business management, accessing information specific to the automotive industry, and managing automotive fleets. Graduates are employed as entry-level supervisors, service advisors/writers, or are self-employed. Cognitive ability and critical thinking skills are recommended for those entering the program.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
AUTO 100	Automotive Maintenance and Operation	4
AUTO 190	Automotive Management	3
AUTO 193	Automotive Service Information Management	3
AUTO 194	Retailing Automotive Service	3
AUTO 195	Automotive Customer Relations	3
—		—
Total Certificate Units		16

**AUTOMOTIVE MECHANICAL REPAIR  
TECHNOLOGY  
AUTOMOTIVE MANAGEMENT  
ASSOCIATE IN ARTS**

The Automotive Management degree option prepares students for employment as an automotive service advisor or entry-level supervisor role. Through courses focusing on the management of personnel, customer service, information technology, and business logistics, students learn how to manage and serve customers' needs at service and repair facilities. Core topics include basic maintenance and service, broad understanding of customer service, automotive dealer and small business management, accessing information specific to the automotive industry, and managing automotive fleets. Graduates are employed as entry-level supervisors, service advisors/writers, or are self-employed. Cognitive ability and critical thinking skills are recommended for those entering the program.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
AUTO 100	Automotive Maintenance and Operation	4
AUTO 190	Automotive Management	3
AUTO 193	Automotive Service Information Management	3
AUTO 194	Retailing Automotive Service	3
AUTO 195	Automotive Customer Relations	3
—		—
Total Major Units		16

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete a minimum of 60 units to include the above requirements, the General Education requirements, and electives as needed.

Recommended Courses

- AUTO 55
- AUTO 101
- AUTO 150

**AUTO MECHANICAL REPAIR  
TECHNOLOGY  
ALTERNATIVE FUELS SERVICE TECHNICIAN  
CERTIFICATE OF ACHIEVEMENT**

The Alternative Fuels Service Technician Certificate option prepares students for employment as an entry-level alternative fuels service technician. Through courses focusing on both electrical and mechanical areas of the vehicles, students learn how to use specialty equipment and hand tools found in automotive and alternative fuels service and repair facilities. Core topics include electric vehicle operation, diesel engines, alternative fuel engines, and heavy-duty natural gas engines. Design, function, and operation of all these systems is also included in the certificate. Graduates are employed as entry-level technicians, general service technicians, fleet and municipality technicians, or apprentice technicians. Cognitive ability and hand-eye coordination are recommended for those entering the program.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
AUTO 54	Introduction to Electric Vehicles	4
AUTO 55	Advanced Technology Electric Vehicles	4
AUTO 109	Automotive Diesel Systems	5
AUTO 182	Introduction to Alternative Fuels	3.5
AUTO 183	Compressed Natural Gas Engines	4
—		—
Total Certificate Requirements		20.50

**AUTOMOTIVE MECHANICAL REPAIR  
TECHNOLOGY  
ALTERNATIVE FUELS SERVICE TECHNICIAN  
ASSOCIATE IN ARTS**

The Alternative Fuels Service Technician Associate in Arts option prepares students for employment as an entry-level alternative fuels service technician. Through courses focusing on both electrical and mechanical areas of the vehicles, students learn how to use specialty equipment and hand tools found in automotive and alternative fuels service and repair facilities. Core topics include electric vehicle operation, diesel engines, alternative fuel engines, and heavy-duty natural gas engines. Design, function, and operation of all these systems is also included in the certificate. Graduates are employed as entry-level technicians, general service technicians, fleet and municipality technicians, or apprentice technicians. Cognitive ability and hand-eye coordination are recommended for those entering the program.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
AUTO 54	Introduction to Electric Vehicles	4
AUTO 55	Advanced Technology Electric Vehicles	4
AUTO 109	Automotive Diesel Systems	5



## Curriculum and Requirements for Majors and Certificates

AUTO 182	Introduction to Alternative Fuels	3.5
AUTO 183	Compressed Natural Gas Engines	4
		—
	Total Major Requirements	20.5

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include the above requirements, General Education requirements, and electives as needed.

### RECOMMENDED ELECTIVES

AUTO 100  
 AUTO 101  
 AUTO 160  
 AUTO 260

## ELECTRICAL/DIAGNOSIS TECHNICIAN

### ASSOCIATE OF ARTS

The Electrical/Diagnosis Technician degree option prepares students for employment as an entry-level automotive technician. Through courses focusing on the electrical and computer controlled areas of the vehicles, including basics in electricity, communication, and emission controls, students learn how to use specialty equipment and hand tools found in automotive service and repair facilities. Core topics include electrical systems operation, computer and sensor operation and repair, air conditioning systems, and emission control devices diagnosis and repair. Design, function, and operation of all these systems is also included in the degree option. Graduates are employed as entry-level technicians, general service technicians, apprentice technicians, or are self-employed. Spatial intelligence, cognitive ability, and hand-eye coordination are recommended for those entering the program.

AUTO COURSES	UNITS
AUTO 160 Introduction to Automotive Electrical	5
AUTO 170 Automotive Air Conditioning	4
AUTO 180 Electronic Engine Management Systems	5
AUTO 260 Intermediate Automotive Electrical	4
AUTO 265 Advanced Automotive Electrical	1
AUTO 280 Diagnostic Engine Performance	4
	—
Total Degree Requirements	23

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include the above requirements, the Associate of Arts Degree requirements, General Education requirements, and electives as needed.

### RECOMMENDED ELECTIVES:

AUTO 100	Automotive Maintenance and Operation	4
AUTO 182	Introduction to Alternative Fuels	3.5
AUTO 281	Emission Control Systems - 1997 Standards	5

The Department of Automotive Technology provides students with high quality automotive technology education leading to job opportunities in the automotive industry. Vocational programs in all areas of automotive diagnosis and repair, and manufacture specialty curriculum are offered. Certificates and degrees are available in General Technician, Manufacture Specialty, Electrical/Diagnosis Technician, Alternative Fuels Service Technician, Engine/Machining Technology, and Automotive Management.

## ELECTRICAL/DIAGNOSIS TECHNICIAN

### CERTIFICATE OF ACHIEVEMENT

The Electrical/Diagnosis Technician Certificate option prepares students for employment as an entry-level automotive technician. Through courses focusing on the electrical and computer controlled areas of the vehicles, including basics in electricity, communication, and emission controls, students learn how to use specialty equipment and hand tools found in automotive service and repair facilities. Core topics include maintenance and service, electrical systems operation, computer and sensor operation and repair, air conditioning systems, and emission control devices diagnosis and repair. Design, function, and operation of all these systems is also included in the certificate. Graduates are employed as entry-level technicians, general service technicians, apprentice technicians, or are self-employed. Spatial intelligence, cognitive ability, and hand-eye coordination are recommended for those entering the program.

AUTO COURSES	UNITS
AUTO 160 Introduction to Automotive Electrical	5
AUTO 170 Automotive Air Conditioning	4
AUTO 180 Electronic Engine Management Systems	5
AUTO 260 Intermediate Automotive Electrical	4
AUTO 265 Advanced Automotive Electrical	1
AUTO 280 Diagnostic Engine Performance	4
	—
Total Certificate Requirements	23

### RECOMMENDED ELECTIVES:

AUTO 100	Automotive Maintenance and Operation	4
AUTO 182	Introduction to Alternative Fuels	3.5
AUTO 281	Emission Control Systems - 1997 Standards	5

The Department of Automotive Technology provides students with high quality automotive technology education leading to job opportunities in the automotive industry. Vocational programs in all areas of automotive diagnosis and repair, and manufacture specialty curriculum are offered. Certificates and degrees are available in General Technician, Manufacture Specialty, Electrical/Diagnosis Technician, Alternative Fuels Service Technician, Engine/Machining Technology, and Automotive Management.

## ENGINE/MACHINING TECHNOLOGY

### ASSOCIATE OF ARTS

The Engine/Machining degree option prepares students for employment as an entry-level engine machinist. Through courses focusing on the mechanical areas of the vehicles, including basics in engines, equipment usage, engine rebuilding techniques, and machining practices, students learn how to use specialty equipment and measurement tools found in engine machinist facilities. Core topics include engine operation, measurement techniques, increasing engine power and torque, and engine modifications. Design, function, and operation of all these systems is also included in the degree. Graduates are employed as entry-level engine machinists, general engine technicians, apprentice engine machinists, or are self-employed. Spatial intelligence, cognitive ability, and hand-eye coordination are recommended for those entering the program.

AUTO COURSES	UNITS
AUTO 101 Automotive Service Tools and Equipment	4
AUTO 110 Automotive Engines	5
AUTO 210 Automotive Machine Shop	5
AUTO 211 High Performance Engines	5
AUTO 212 Advanced High Performance Engines	1
	—
Total Degree Requirements	20

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include the above requirements, the Associate of Arts Degree requirements, General Education requirements, and electives as needed.

### RECOMMENDED ELECTIVES:

AUTO 100	Automotive Maintenance and Operation	4
AUTO 105	Pneumatics and Hydraulics	2
AUTO 109	Automotive Diesel Systems	5
AUTO 183	Compressed Natural Gas Engines	4

The Department of Automotive Technology provides students with high quality automotive technology education leading to job opportunities in the automotive industry. Vocational programs in all areas of automotive diagnosis and repair, and manufacture specialty curriculum are offered. Certificates and degrees are available in General Technician, Manufacture Specialty, Electrical/Diagnosis Technician, Alternative Fuels Service Technician, Engine/Machining Technology, and Automotive Management.

## ENGINE/MACHINING TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

The Engine/Machining Certificate option prepares students for employment as an entry-level engine machinist. Through courses focusing on the mechanical areas of the vehicles, including basics in engines, equipment usage, engine rebuilding techniques, and machining practices, students learn how to use specialty equipment and measurement tools found in enginemachinist facilities. Core topics include engine operation, measurement techniques, increasing engine power and torque, and engine modifications. Design, function, and operation of all these systems is also included in the certificate. Graduates are employed as entry-level engine machinists, general engine technicians, apprentice engine machinists, or are self-employed. Spatial intelligence, cognitive ability, and hand-eye coordination are recommended for those entering the program.

AUTO COURSES	UNITS
AUTO 101 Automotive Service Tools and Equipment	4
AUTO 110 Automotive Engines	5
AUTO 210 Automotive Machine Shop	5
AUTO 211 High Performance Engines	5
AUTO 212 Advanced High Performance Engines	1
Total Certificate Requirements	20

### RECOMMENDED ELECTIVES:

AUTO 100	Automotive Maintenance and Operation	4
AUTO 105	Pneumatics and Hydraulics	2
AUTO 109	Automotive Diesel Systems	5
AUTO 183	Compressed Natural Gas Engines	4

The Department of Automotive Technology provides students with high quality automotive technology education leading to job opportunities in the automotive industry. Vocational programs in all areas of automotive diagnosis and repair, and manufacture specialty curriculum are offered. Certificates and degrees are available in General Technician, Manufacture Specialty, Electrical/Diagnosis Technician, Alternative Fuels Service Technician, Engine/Machining Technology, and Automotive Management.

## MANUFACTURE SPECIALTY

### ASSOCIATE OF ARTS

		UNITS
AUTO 73	Work Experience	15
AUTO 111	Automotive Engines	4
AUTO 121	Drivetrain Transmissions and Axles	6
AUTO 151	Automotive Alignment Brake and Suspension	6
AUTO 161	Automotive Electricity	7
AUTO 179	Automotive Air Conditioning	4
AUTO 181	Electronic Engine Management Systems – Corporate	6
Total Degree Requirements		48

\*Up to nine (9) units of AUTO 73 may be substituted with up to nine (9) units from the following courses: AUTO 100, AUTO 101, AUTO 190, AUTO 193, AUTO 194, AUTO 195

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include the above requirements, the Associate of Arts Degree requirements, General Education requirements, and electives as needed.

RECOMMENDED ELECTIVES: WELD 100, MTT 100, BCOT 147, BCOT 148

## MANUFACTURE SPECIALTY

### CERTIFICATE OF ACHIEVEMENT

		UNITS
AUTO 73	Work Experience	15
AUTO 111	Automotive Engines	4
AUTO 121	Drivetrain Transmissions and Axles	6
AUTO 151	Automotive Alignment Brake and Suspension	6
AUTO 161	Automotive Electricity	7
AUTO 179	Automotive Air Conditioning	4
AUTO 181	Electronic Engine Management Systems – Corporate	6
Total Certificate Requirements		48

\*Up to nine (9) units of AUTO 73 may be substituted with up to nine (9) units from the following courses: AUTO 100, AUTO 101, AUTO 190, AUTO 193, AUTO 194, AUTO 195

RECOMMENDED ELECTIVES: WELD 100, MTT 100, BCOT 147, BCOT 148

## BIOLOGY

### ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

Upon completion of the Associate in Science in Biology for Transfer degree, students will have gained an understanding of the fundamental principles of biology and of the scientific process, and will be able to demonstrate the analytical, critical thinking, and communication skills needed for continuing academic achievement and professional success. This Associate in Science in Biology is for seamless transfer to a CSU.

	<b>UNITS</b>
BIOL 200 Principles of Biology	5
BIOL 201 Principles of Biology	5
CHEM 111 General Chemistry	5
CHEM 112 General Chemistry	5
MATH 116 Calculus for Managerial, Biological, and Social Sciences	4
<b>or</b> MATH 170 Analytic Geometry and Calculus I	(4)
PHYS 101 General Physics	4
PHYS 102 General Physics	4
Total Degree Requirements	32

### ASSOCIATE DEGREE FOR TRANSFER COMPLETION REQUIREMENTS:

- 60 semester or 90 quarter CSU-transferable units.
- the IGETC for STEM OR the CSU-GE Breadth for STEM requirements. See catalog listing for a complete explanation of IGETC for STEM and CSU-GE Breadth for STEM requirements.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of "C" or better in all courses required for the major or area of emphasis.

**CAREER OPPORTUNITIES:** After transfer to a four-year college or university and completion of the bachelor's degree program, graduates qualify for graduate study and for professional careers in government, education, and private industry, including environmental consulting, biotechnology, biomedical technology, wildlife conservation, environmental management and conservation, research, healthcare and medicine, law and regulation, environmental and health policy, forensic science, and teaching.

## BIOLOGY

### ASSOCIATE OF ARTS DEGREE

<b>REQUIRED COURSES</b>	<b>UNITS</b>
BIOL 120 Introduction to Biological Science	4
BIOL 200 Principles of Biology	5
BIOL 201 Principles of Biology	5
CHEM 111 General Chemistry	5
CHEM 112 General Chemistry	5

#### Select one of the following two courses:

MATH 116 Calculus for Managerial, Biological, and Social Sciences	4
<b>or</b> MATH 170 Analytic Geometry and Calculus I	(4)
Total Degree Requirements	28

### ADDITIONAL DEGREE REQUIREMENTS

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the AA degree general education requirements, and (3) a grade of "C" or better in all courses required by major.

## BOTANY

### ASSOCIATE OF ARTS DEGREE

<b>REQUIRED COURSES</b>	<b>UNITS</b>
BIOL 120 Introduction to Biological Science	4
BIOL 200 Principles of Biology	5
BIOL 201 Principles of Biology	5
BOT 120 Introduction to Plant Science	4
CHEM 111 General Chemistry	5
CHEM 112 General Chemistry	5

#### Select one of the following two courses:

MATH 116 Calculus for Managerial, Biological, and Social Sciences	4
<b>or</b> MATH 170 Analytic Geometry and Calculus I	(4)
Total Degree Requirements	32

### ADDITIONAL DEGREE REQUIREMENTS

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the AA degree general education requirements, and (3) a grade of "C" or better in all courses required by major.

## BUSINESS ADMINISTRATION

### ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)

This coursework prepares majors for an Associate in Science Degree in Business Administration for transfer. The AS-T is for seamless transfer to a CSU. It also prepares students for college work in upper division Business courses at the four-year institution.

<b>REQUIRED CORE:</b>	<b>UNITS</b>
ACCT 101 Fundamentals of Accounting I	3.5
ACCT 102 Fundamentals of Accounting II	3.5
ECON 202M Principles of Microeconomics	3
ECON 201M Principles of Macroeconomics	3
BA 113 Legal Environment of Business	3
<b>or</b> LAW 110 Business Law	(3)

#### LIST A Select one (4 Units)

MATH 116 Calculus for Managerial, Biological, and Social Sciences	4
MATH 112 Elementary Statistics	4
<b>or</b> PSYC 210 Elementary Statistics	(4)
MATH 115 Finite Mathematics	4

#### LIST B Select two: (6 Units)

#### Any course from List A not already used

CIS 101 Introduction to Computer Information Systems	3
BA 100 Fundamentals of Business	3
BCOT 247 Managerial business Communications	3
Total Major Requirements	26

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU-transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of "C" or better in all courses required for the major or area of emphasis.

## BUSINESS ADMINISTRATION - PLAN A

### ASSOCIATE IN ARTS DEGREE

The Business Administration program provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Business Administration education also helps students understand basic business functions, their interrelationships, and the organization's competitive niche.

#### MAJOR REQUIREMENTS

	<b>UNITS</b>
ACCT 100 Introduction to Accounting	3
ACCT 101 Fundamentals of Accounting I	3.5
BA 113 Legal Environment of Business	3
or LAW 110 Business Law	(3)
CIS 101 Introduction to Computer Information Systems	3
ECON 201 Principles of Macroeconomics	3
or ECON 201M Principles of Macroeconomics	(3)
ECON 202 Principles of Microeconomics	3
or ECON 202M Principles of Microeconomics	(3)
Total Units for the Major	18.5

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the following: (1) major requirements, (2) the A.A. Degree General Education requirements, and (3) electives to achieve a minimum of 60 units.

## BUSINESS ADMINISTRATION

### ASSOCIATE IN ARTS DEGREE

The Business Administration Associate in Arts Degree provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Business Administration education also helps students understand basic business functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

#### BUSINESS CORE COURSES (12 UNITS):

	<b>UNITS</b>
BA 100 Fundamentals of Business	3
BA 120 Management – Accounting and Internal Control	3
BA 132 Computer Applications for Managers	3
BA 156 Motivational Presentation Skills for Managers	3
or BCOT 148 Effective Business Presentations	(3)
or BCOT 247 Managerial Business Communications	(3)
or COMM 100 Introduction to Communication Studies	(3)
or COMM 130 Public Speaking	(3)
Subtotal:	12

#### DEGREE SPECIFIC COURSES (12 UNITS):

	<b>UNITS</b>
BA 113 Legal Environment of Business	3
or LAW 110 Business Law	(3)
BA 114 Marketing	3
BA 115 Management-Business	3
BA 205 Organizational Leadership	3
or BA 208 Leadership for Women in Business	(3)
or WGS 208 Leadership for Women in Business	(3)
Subtotal	12
Total Degree Requirements	24

### REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: PLAN A, PLAN B, AND PLAN C

Complete 60 units to include (1) the Business Core courses (12.0 units) and Degree Specific courses (12 units) listed above with a grade of "C" or higher or "Pass." (2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## BUSINESS ADMINISTRATION

### CERTIFICATE OF ACHIEVEMENT

The Business Administration Certificate of Achievement provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Business Administration education also helps students understand basic business functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

#### BUSINESS CORE COURSES (12 UNITS):

	<b>UNITS</b>
BA 100 Fundamentals of Business	3
BA 120 Management – Accounting and Internal Control	3
BA 132 Computer Applications for Managers	3
BA 156 Motivational Presentation Skills for Managers	3
or BCOT 148 Effective Business Presentations	(3)
or BCOT 247 Managerial Business Communications	(3)
or COMM 100 Introduction to Communication Studies	(3)
or COMM 130 Public Speaking	(3)
Subtotal:	12

#### CERTIFICATE SPECIFIC COURSES (12 UNITS):

	<b>UNITS</b>
BA 113 Legal Environment of Business	3
or LAW 110 Business Law	(3)
BA 114 Marketing	3
BA 115 Management-Business	3
BA 205 Organizational Leadership	3
or BA 208 Leadership for Women in Business	(3)
or WGS 208 Leadership for Women in Business	(3)
Subtotal:	12.0
Total Certificate:	24

# Curriculum and Requirements for Majors and Certificates

## REQUIREMENTS FOR A BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT:

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.”

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives

## BUSINESS ESSENTIALS

### CERTIFICATE OF ACHIEVEMENT

The Business Administration Department is committed to offering courses to supplement majors in related or vocational areas. For Business Administration students’ general knowledge and their own lives, Business helps to promote a better understanding of an increasingly complex world and learn tools to better cope with a rapidly changing world.

The Business Administration programs are stacking and laticing all of the Business Administration certificates using a model that has been developed by the consortium of colleges from Alaska, California, Texas, and Oregon. To align this program with the model, classes were divided in business essential classes and core classes.

<b>BUSINESS CORE COURSES (12-12.5 UNITS)</b>	<b>UNITS</b>
BA 100 Fundamentals of Business	3
or BA 104 Managing Cultural Diversity	(3)
or BA 106 Human Resource Management	(3)
or BA 107 Human Relations in Business	(3)
BA 120 Management Accounting and Internal Control	3
or ACCT 100 Introduction to Accounting	(3)
BA 132 Computer Applications for Managers	3
or CIS 101 Introduction to Computer Information Systems	(3)
or BCOT 114 Introduction to Microsoft Office	(3,5)
BA 156 Motivational Presentation Skills for Managers	3
or COMM 100 Introduction to Communication Studies	(3)
or COMM 130 Public Speaking	(3)
or BCOT 148 Effective Business Presentations	(3)
or BCOT 247 Managerial Business Communications	(3)
—	
Total Certificate Requirements	12-12.5

### Business Essentials Certificate of Achievement:

Complete the BUSINESS CORE COURSES (12-12.5) with a grade point average of “C” or higher or “Pass.”

## BUSINESS MANAGEMENT

### ASSOCIATE IN ARTS DEGREE

The Business Administration: Business Management Associate in Arts which provides student with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Management education also helps students understand basic management functions, their interrelationships, and the organization’s competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12 UNITS):</b>	<b>UNITS</b>
BA 100 Fundamentals of Business	3
BA 120 Management – Accounting and Internal Control	3

BA 132 Computer Applications for Managers	3
BA 156 Motivational Presentation Skills for Managers	3
or BCOT 148 Effective Business Presentations	(3)
or COMM 100 Introduction to Communication Studies	(3)
or COMM 130 Public Speaking	(3)
—	
Subtotal:	12

### DEGREE SPECIFIC COURSES (12 UNITS):

<b>DEGREE SPECIFIC COURSES (12 UNITS):</b>	<b>UNITS</b>
BA 101 International Business	3
or BA 116 Managing Green: Sustainability and Innovation	(3)
or BA 155 Introduction to Global Logistics	(3)
or BA 204 Project Management	(3)
BA 113 Legal Environment of Business	3
or LAW 110 Business Law	(3)
BA 114 Marketing	3
BA 115 Management-Business	3
—	
Subtotal:	12
Total Degree Requirements	24

## REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: BUSINESS MANAGEMENT:

**Plan A, Plan B, and Plan C:** Complete 60 units to include (1) the Business Core courses (12 units) and Degree Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.” (2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## BUSINESS MANAGEMENT

### CERTIFICATE OF ACHIEVEMENT

The Business Administration: Business Management Certificate of Achievement provides student with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Management education also helps students understand basic management functions, their interrelationships, and the organization’s competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

### BUSINESS CORE COURSES (12 UNITS):

<b>BUSINESS CORE COURSES (12 UNITS):</b>	<b>UNITS</b>
BA 100 Fundamentals of Business	3
BA 120 Management – Accounting and Internal Control	3
BA 132 Computer Applications for Managers	3
BA 156 Motivational Presentation Skills for Managers	3
or BCOT 148 Effective Business Presentations	(3)
or COMM 100 Fundamentals of oral Communication	(3)
or COMM 130 Fundamentals of Speaking	(3)
—	
Subtotal:	12

### CERTIFICATE SPECIFIC COURSES (12 UNITS):

<b>CERTIFICATE SPECIFIC COURSES (12 UNITS):</b>	<b>UNITS</b>
BA 101 International Business	3
or BA 116 Managing Green: Sustainability and Innovation	(3)
or BA 155 Introduction to Global Logistics	(3)
or BA 204 Project Management	(3)
BA 113 Legal Environment of Business	3
or LAW 110 Business Law	(3)
BA 114 Marketing	3

## Curriculum and Requirements for Majors and Certificates

BA 115	Management-Business	3	
	Subtotal:	12	
	Total Certificate Requirements	24	

### REQUIREMENTS FOR A BUSINESS ADMINISTRATION: BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT:

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.”

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## BUSINESS MARKETING ASSOCIATE OF ARTS DEGREE

The Business Administration: Business Marketing A.A. Degree provides student with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Marketing education also helps students understand basic management functions, their interrelationships, and the organization’s competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

BUSINESS CORE COURSES (12 UNITS):	UNITS
BA 100 Fundamentals of Business	3
BA 132 Computer Applications for Managers	3
BA 156 Motivational Presentation Skills for Managers	3
or BCOT 148 Effective Business Presentations	(3)
or COMM 100 Introduction to Communication Studies	(3)
or COMM 130 Public Speaking	(3)
BA 157 Principles of Public Relations	3
or JOUR 157 Principles of Public Relations	(3)
	—
Subtotal:	12

DEGREE SPECIFIC COURSES (12 UNITS):	UNITS
BA 101 International Business	3
or BA 155 Introduction to Global Logistics	(3)
BA 110 Advertising and Sales	3
BA 114 Marketing	3
BA 121 Sales	3
	—
Subtotal:	12
Total Degree Requirements	24

### REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: BUSINESS MARKETING.

**Plan A, Plan B, and Plan C:** Complete 60 units to include (1) the Business Core courses (12 units) and Degree Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.” (2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## BUSINESS MARKETING

### CERTIFICATE OF ACHIEVEMENT

The Business Administration: Business Marketing Certificate of Achievement provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Marketing education also helps students understand basic management functions, their interrelationships, and the organization’s competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

BUSINESS CORE COURSES (12 UNITS):	UNITS
BA 100 Fundamentals of Business	3
BA 132 Computer Applications for Managers	3
BA 156 Motivational Presentation Skills for Managers	3
or BCOT 148 Effective Business Presentations	(3)
or COMM 100 Introduction to Communication Studies	(3)
or COMM 130 Public Speaking	(3)
BA 157 Principles of Public Relations	3
or JOUR 157 Principles of Public Relations	(3)
	—
Subtotal:	12

CERTIFICATE SPECIFIC COURSES (12 UNITS):	UNITS
BA 101 International Business	3
or BA 155 Introduction to Global Logistics	(3)
BA 110 Advertising and Sales	3
BA 114 Marketing	3
BA 121 Sales	3
	—
Subtotal:	12
Total Certificate Requirements	24

### Requirements for a Business Administration: Business Marketing Certificate of Achievement:

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.”

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives

## HUMAN RESOURCE MANAGEMENT

### ASSOCIATE IN ARTS DEGREE

The Business Administration: Human Resource Management A.A. Degree provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Human Resource Management education also helps students understand basic management functions, their interrelationships, and the organization’s competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

BUSINESS CORE COURSES (12 UNITS):	UNITS
BA 107 Human Relations in Business	3
BA 120 Management – Accounting and Internal Control	3
BA 132 Computer Applications for Managers	3

## Curriculum and Requirements for Majors and Certificates

BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	—	
	Subtotal:	12

<b>DEGREE SPECIFIC COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 106	Human Resource Management	3
BA 108	Labor Management Relations	3
BA 109	Human Resource Development	3
BA 113	Legal Environment of Business	3
or LAW 110	Business Law	(3)
	—	
	Subtotal:	12
	Total Degree Requirements	24

### REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT.

**Plan A, Plan B, and Plan C:** Complete 60 units to include (1) the Business Core courses (12 units) and Degree Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.” (2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## HUMAN RESOURCE MANAGEMENT CERTIFICATE OF ACHIEVEMENT

The Business Administration: Human Resource Management Certificate of Achievement provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Human Resource Management education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 107	Human Relations in Business	3
BA 120	Management – Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	—	
	Subtotal:	12

<b>CERTIFICATE SPECIFIC COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 106	Human Resource Management	3
BA 108	Labor Management Relations	3
BA 109	Human Resource Development	3
BA 113	Legal Environment of Business	3
or LAW 110	Business Law	(3)
	—	
	Subtotal:	12
	Total Certificate Requirements	24

### REQUIREMENTS FOR A BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT CERTIFICATE OF ACHIEVEMENT:

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.”

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## INTERNATIONAL BUSINESS

### ASSOCIATE IN ARTS DEGREE

The Business Administration: International Business A.A. Degree provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. International Business education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 104	Managing Cultural Diversity	3
BA 120	Management-Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	—	
	Subtotal:	12

<b>DEGREE SPECIFIC COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 101	International Business	3
BA 102	International Business Law	3
or BA 113	Legal Environment of Business	(3)
or LAW 110	Business Law	(3)
BA 114	Marketing	3
BA 152	Fundamentals of Importing and Exporting	3
or BA 155	Introduction to Global Logistics	(3)
	—	
	Subtotal:	12
	Total Degree Requirements	24

### REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: INTERNATIONAL BUSINESS:

**Plan A, Plan B, and Plan C:** Complete 60 units to include (1) the Business Core courses (12 units) and Degree Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.” (2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## INTERNATIONAL BUSINESS

### CERTIFICATE OF ACHIEVEMENT

The Business Administration: International Business Certificate of Achievement provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Human Resource Management education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 104	Managing Cultural Diversity	3
BA 120	Management – Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	Subtotal:	12

<b>CERTIFICATE SPECIFIC COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 101	International Business	3
BA 102	International Business Law	3
or BA 113	Legal Environment of Business	(3)
or LAW 110	Business Law	(3)
BA 114	Marketing	3
BA 152	Fundamentals of Importing and Exporting	3
or BA 155	Introduction to Global Logistics	(3)
	Subtotal:	12
	Total Certificate Requirements	24

## RETAIL MANAGEMENT

### ASSOCIATE IN ART DEGREE

The Business Administration: Retail Management A.A. Degree provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Retail Management education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 107	Human Relations in Business	3
BA 120	Management – Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	Subtotal:	12

<b>DEGREE SPECIFIC COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 106	Human Resource Management	3
BA 114	Marketing	3
BA 115	Management – Business	3
or BA 205	Organizational Leadership	(3)
or BA 208	Leadership for Women in Business	(3)
or WGS 208	Leadership for Women in Business	(3)
BA 118	Retail Management	3
or BA 123	Fundamentals of Retailing	(3)
	Subtotal:	12
	Total Degree Requirements	24

### REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: RETAIL MANAGEMENT:

**Plan A, Plan B, and Plan C:** Complete 60 units to include (1) the Business Core courses (12 units) and Degree Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.” (2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## RETAIL MANAGEMENT

### CERTIFICATE OF ACHIEVEMENT

The Business Administration: Retail Management Certificate of Achievement is a Career Technical Education (CTE) program which provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Retail Management education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 107	Human Relations in Business	3
BA 120	Management – Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	Subtotal:	12

<b>CERTIFICATE SPECIFIC COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 106	Human Resource Management	3
BA 114	Marketing	3
BA 115	Management – Business	3
or BA 205	Organizational Leadership	(3)
or BA 208	Leadership for Women in Business	(3)
or WGS 208	Leadership for Women in Business	(3)
BA 118	Retail Management	3
or BA 123	Fundamentals of Retailing	(3)
	Subtotal:	12
	Total Certificate Requirements	24



**REQUIREMENTS FOR A BUSINESS ADMINISTRATION: RETAIL MANAGEMENT CERTIFICATE OF ACHIEVEMENT:**

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of “C” or higher or “Pass.”

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

**BUSINESS ADMINISTRATION  
ENTREPRENEURSHIP AND INNOVATION**

**CERTIFICATE OF ACHIEVEMENT**

The Business Administration: Entrepreneurship and Innovation Certificate of Achievement is a Career Technical Education (CTE) program which provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Entrepreneurship education also helps students understand basic management functions, their interrelationships, and the organization’s competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12.0 UNITS)</b>		<b>UNITS</b>
BA 106	Human Resource Management	3
BA 120 or ACCT 100	Management Accounting and Internal Control Introduction to Accounting	3 (3)
BA 132	Computer Applications for Managers	3
BA 156 or BCOT 148	Motivational Presentation Skills for Managers Effective Business Presentations	3 (3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	Subtotal:	12

**Certificate Specific Courses (12.0 units)**

BA 113 or LAW 110	Legal Environment of Business Business Law	3 (3)
BA 153	Introduction to Entrepreneurship	3
BA 233	Apple APP Design and Development for Entrepreneurs	3
BA 210	Entrepreneurship and Innovation	3
	Subtotal:	12
	Total Certificate Requirements	24

**REQUIREMENTS FOR A BUSINESS ADMINISTRATION: SMALL BUSINESS MANAGEMENT ENTREPRENEURSHIP CERTIFICATE OF ACHIEVEMENT:**

Complete the Business Core courses (12.0 units) and the Certificate Specific courses (12.0 units) listed above with a grade point average of “C” or higher or “Pass.”

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

**BUSINESS ADMINISTRATION  
ENTREPRENEURSHIP AND INNOVATION**

**ASSOCIATE IN ARTS DEGREE**

The Business Administration: Entrepreneurship and Innovation A.A. Degree is a Career Technical Education (CTE) program which provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Entrepreneurship and Innovation education also helps students understand basic management functions, their interrelationships, and the organization’s competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

<b>BUSINESS CORE COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 106	Human Resource Management	3
BA 120 or ACCT 100	Management Accounting and Internal Control Introduction to Accounting	3 (3)
BA 132	Computer Applications for Managers	3
BA 156 or BCOT 148	Motivational Presentation Skills for Managers Effective Business Presentations	3 (3)
or BCOT 247	Managerial Business Communications	(3)
or COMM 100	Introduction to Communication Studies	(3)
or COMM 130	Public Speaking	(3)
	Subtotal:	12.0

<b>DEGREE SPECIFIC COURSES (12 UNITS):</b>		<b>UNITS</b>
BA 113 or LAW 110	Legal Environment of Business Business Law	3 (3)
BA 153	Introduction to Entrepreneurship	3
BA 233	Apple App Design and Development for Entrepreneurs	3
BA 210	Entrepreneurship and Innovation	3
	Subtotal:	12
	Total Major Requirements:	24

**REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: ENTREPRENEURSHIP AND INNOVATION.**

**PLAN A, PLAN B, AND PLAN C**

Complete 60 units to include 1) the Business Core courses (12.0 units) and Degree Specific courses (12.0 units) listed above with a grade of “C” or higher or “Pass.” 2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## TRAINING AND DEVELOPMENT

### CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BA 124	Fundamentals of Training	3
BA 125	Designing, Developing and Delivering Effective Training Programs	3
BA 126	E-Learning	3
BA 156	Motivational Presentation Skills for Managers	3
Total Certificate Requirements		12

## BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

### GENERAL OFFICE

#### ASSOCIATE OF ARTS DEGREE

DEPARTMENT REQUIREMENTS		UNITS
BCOT 96	Microsoft PowerPoint	1.5
BCOT 97	Microsoft Outlook	1.5
BCOT 112	Microsoft Word	3.5
BCOT 114	Introduction to Microsoft Office	3.5
BCOT 131	Beginning College Keyboarding & Document Processing	3.5
BCOT 147 or BCOT 247	Business Communications Managerial Business Communications	3.0 (3)
BCOT 152	Job Search in the Business Field	1.5
BCOT 161	Principles of Filing	1
BCOT 162	Business Spelling and Proofreading Skills	3
Total Degree Requirements		22

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in General Office and complete the general education requirements and electives to achieve a minimum of 60 degree applicable units.

**RECOMMENDATION:** BCOT 60 and 63 to improve soft skills for interaction with customers and to increase keyboarding skills and employability.

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable. Please see a business counselor or the respective department chairperson for additional alternatives

### GENERAL OFFICE

#### CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS		UNITS
BCOT 60	Customer Service/Telephone Techniques	1
BCOT 96	Microsoft PowerPoint	1.5
BCOT 97	Microsoft Outlook	1.5
BCOT 112	Microsoft Word	3.5
BCOT 114	Introduction to Microsoft Office	3.5

BCOT 131	Beginning College Keyboarding & Document Processing	3.5
BCOT 147 or BCOT 247	Business Communications Managerial Business Communications	3 (3)
BCOT 152	Job Search in the Business Field	1.5
BCOT 161	Principles of Filing	1
BCOT 162	Business Spelling and Proofreading Skills	3
Total Degree Requirements		— 23

**RECOMMENDATION:** BCOT 63 to increase keyboarding speed and employment employability

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable. Please see a business counselor or the respective department chairperson for additional alternatives.

## SECRETARY/ADMINISTRATIVE ASSISTANT

#### ASSOCIATE OF ARTS DEGREE

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
BCOT 96	Microsoft PowerPoint	1.5
BCOT 97	Microsoft Outlook	1.5
BCOT 112	Microsoft Word	3.5
BCOT 113	Microsoft Excel	3.5
BCOT 118	Microsoft Access for Office Technology	1.5
BCOT 131	Beginning College Keyboarding & Document Processing	3.5
BCOT 147 or BCOT 247	Business Communications Managerial Business Communications	3 (3)
BCOT 152	Job Search in the Business Field	1.5
BCOT 155	Administrative Secretarial Procedures	4
BCOT 161	Principles of Filing	1
BCOT 162	Business Spelling and Proofreading Skills	3
Total Degree Requirements		— 27.5

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in General Office and complete the general education requirements and electives to achieve a minimum of 60 degree applicable units.

**RECOMMENDATION:** BCOT 60 and 63 to improve soft skills for interaction with customers and to increase keyboarding skills and employability.

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable.

**NOTE:** Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

Please see Business Counselors or the respective Department Chairperson for additional alternatives.

## Curriculum and Requirements for Majors and Certificates

### SECRETARY/ADMINISTRATIVE ASSISTANT CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BCOT 60 Customer Service/Telephone Techniques	1
BCOT 63 Keyboarding Speed/Control Building	1
BCOT 96 Microsoft PowerPoint	1.5
BCOT 97 Microsoft Outlook	1.5
BCOT 112 Microsoft Word	3.5
BCOT 113 Microsoft Excel	3.5
BCOT 118 Microsoft Access	1.5
BCOT 131 Beginning College Keyboarding & Document Processing	3.5
BCOT 147 Business Communications	3
or BCOT 247 Managerial Business Communications	(3)
BCOT 152 Job Search in the Business Field	1.5
BCOT 155 Administrative Secretarial Procedures	4
BCOT 161 Principles of Filing	1
BCOT 162 Business Spelling and Proofreading Skills	3
	—
Total Certificate Requirements	29.5

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable.

**NOTE:** Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

Please see Business Counselors or the respective Department Chairperson for additional alternatives.

### LEGAL SECRETARY ASSOCIATE OF ARTS DEGREE

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BCOT 81 Legal Office Procedures	4
BCOT 96 Microsoft PowerPoint	1.5
BCOT 97 Microsoft Outlook	1.5
BCOT 112 Microsoft Word	3.5
BCOT 113 Microsoft Excel	3.5
BCOT 118 Microsoft Access	1.5
BCOT 131 Beginning College Keyboarding & Document Processing	3.5
BCOT 147 Business Communications	3
or BCOT 247 Managerial Business Communications	(3)
BCOT 152 Job Search in the Business Field	1.5
BCOT 161 Principles of Filing	1
BCOT 162 Business Spelling and Proofreading Skills	3
LAW 57 Legal Document Procedures	3
LAW 101 Introduction to Law	3
	—
Total Degree Requirements	33.5

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in General Office and complete the general education requirements and electives to achieve a minimum of 60 degree applicable units.

**RECOMMENDATION:** BCOT 60 and 63 to improve soft skills for interaction with customers and to increase keyboarding skills and employability.

**NOTE:** Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable.

Please see a business counselor or the respective department chairperson for additional alternatives.

### LEGAL SECRETARY CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
BCOT 60 Customer Service/Telephone Techniques	1
BCOT 63 Keyboarding Speed/Control Building	1
BCOT 81 Legal Office Procedures	4
BCOT 96 Microsoft PowerPoint	1.5
BCOT 97 Microsoft Outlook	1.5
BCOT 112 Microsoft Word	3.5
BCOT 113 Microsoft Excel	3.5
BCOT 118 Microsoft Access	1.5
BCOT 131 Beginning College Keyboarding & Document Processing	3.5
BCOT 147 Business Communications	3
or BCOT 247 Managerial Business Communications	(3)
BCOT 152 Job Search in the Business Field	1.5
BCOT 161 Principles of Filing	3
BCOT 162 Business Spelling and Proofreading Skills	3
LAW 57 Legal Document Procedures	3
LAW 101 Introduction to Law	3
	—
Total Certificate Requirements	35.5

**NOTE:** Completion of BCOT 96, BCOT 97, BCOT 112, BCOT 113, and BCOT 118 will prepare you for the Microsoft Office Specialist (MOS) Certification test.

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. degree is non-transferable.

Please see a business counselor or the respective department chairperson for additional alternatives.

## CHEMISTRY

### ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

Upon completion of the Associate in Science in Chemistry for Transfer degree, students will have gained an understanding of the fundamental principles of chemistry and of the scientific process and will be able to demonstrate the analytical, critical thinking, and communication skills needed for continuing academic achievement and professional success. This Associate in Science Degree for Transfer in Chemistry is for seamless transfer to a CSU.

**REQUIRED CORE: 36 UNITS**

	<b>UNITS</b>	
CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5
CHEM 211	Organic Chemistry	5
CHEM 212	Organic Chemistry	5
MATH 170	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
PHYS 201	Engineering Physics	4
PHYS 202	Engineering Physics	4
	Total Degree Requirements	36

**ASSOCIATE DEGREE FOR TRANSFER COMPLETION REQUIREMENTS:**

The Associate in Science in Chemistry for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) for STEM requirements with a minimum grade point average of 2.0. This transferable general education option permits students to delay two specified general education courses until after transfer, if desired. Please consult a counselor for details or page 81 in the Cerritos College catalog. All courses in the major must be completed with a grade of "C" or better.

**CAREER OPPORTUNITIES:** After transfer to a four-year college or university and completion of the bachelor's degree program, graduates qualify for graduate study and for professional careers in government, education, and private industry, including agrochemistry, analytical chemistry, astrochemistry, atmospheric chemistry, biochemistry, biomedical technology, biotechnology, catalysis, ceramics industry, chemical engineering, chemical information, chemical sales, chemical technology, chemistry, colloid science, consulting, consumer product research and development, environmental chemistry, environmental consulting, environmental law, environmental management, environmental policy, environmental regulation, ethnobotany, food chemistry, forensic science, geochemistry, government policy, hazardous waste management, healthcare, health policy, inorganic chemistry, materials science, medicine, metallurgy, military systems, oceanography, organic chemistry, paper industry, patent law, perfume chemistry, petroleum and natural gas industry, pharmaceuticals, physical chemistry, plastics industry, polymer industry, R & D management, science writing, software design, space exploration, surface chemistry, teaching, technical writing, textile industry, and water chemistry.

## CHINESE

### ASSOCIATE OF ARTS DEGREE

Cerritos College Chinese Program seeks to provide courses that will fulfill part of the general education requirements for other majors. Our courses are necessary for many students to complete their General Education requirements. The purpose of this major is twofold: to develop proficiency in written and spoken communication as well as to foster an appreciation of cultural diversity and global awareness.

**CORE COURSES:**

	<b>UNITS</b>	
CHIN 101	Elementary Chinese I	5
or CHIN 103	Introduction to Business Chinese	(3)
CHIN 102	Elementary Chinese II	5
CHIN 201	Intermediate Chinese I	5
CHIN 202	Intermediate Chinese II	5
CHIN 260	Chinese Culture and Society	3
	Total Degree Requirements	21-23

**RECOMMENDED ELECTIVES:**

ART 107	Asian Art History
ENG 237	Asian American Literature
PHIL 200	World Religions
HIST 260	Survey of the History of Asia
HIST 265	Selected Problems in Contemporary Asian History
HIST 246	World Civilization from 1500 to Present

**ASSOCIATE OF ARTS IN CHINESE DEGREE REQUIREMENTS:**

Complete the following (1) All the core courses listed above and Associate of Arts general education courses and electives for a total of 60 units (2) Obtainment of a minimum grade point average (GPA) of 2.0 (3) Earn a grade of "C" or better in all the core courses. Students must complete 23 units from the core courses listed above and Associate of Arts general education requirements and electives for a total of 60 units.

## CHICANO STUDIES

### ASSOCIATE IN ARTS

The mission of the Mexican American, Chicana/o, Latina/o Studies Department is to develop in students the academic tools to recognize, critically understand, and appreciate the social, historical, and continuing cultural significance of these communities. The program prepares Chicano Studies majors to effectively transfer to four-year universities, participate in the workplace, and to affect positive change as it relates to local, national and global purposes.

Requiring completion of courses from the fields of History, Art, Women's Studies, Sociology, Philosophy, Psychology, Spanish, English and Anthropology, the Chicano Studies Degree explores intersectionality globally, within Mexican American, Chicana/o and Latina/o communities and racialized societies. To enact change through civic advocacy, majors are empowered to apply their knowledge and skills in the service of their communities and to act in accord with the principles of social justice that they have acquired.

**REQUIRED COURSES (19 UNITS):**

	<b>UNITS</b>	
ENGL 223	Chicana/Chicano Literature	3
ENGL 225	Mexican Literature in Translation	3
SPAN 101	Elementary Spanish	5
or SPAN 111	Elementary Spanish for Spanish Speakers	(5)

## Curriculum and Requirements for Majors and Certificates

SPAN 102	Elementary Spanish	5
or SPAN 112	Elementary Spanish for Spanish Speakers	(5)
SPAN 245	Introduction to Chicano/ Mexican American Culture	3
	Subtotal:	19
<b>Elective Courses Choose two courses (6 – 9 units):</b>		
ANTH 100	Cultural Anthropology	3
ANTH 170	Introduction to Language and Culture	3
ANTH 202	The Maya, Inca and Aztecs: Ancient Civilizations of the Americas	3
ART 105A	The Arts of Latin America and the Caribbean: Pre-Columbian	3
ART 105B	The Arts of Latin America and the Caribbean: Colonial to the Present	3
HIST 120	History of California	3
HIST 230	History of Mexico	3
HIST 235	History of Latin America	3
HO 100	Health of Underserved Communities	3
HUM 108	Black Images in Popular Culture	3
or ART 108	Black Images in Popular Culture	(3)
PHIL 104	Philosophy of Cultural Diversity: Challenge and Change	3
PHIL 200	World Religions	3
PSYC 261	Social Psychology	3
SOC 201	Social Problems	3
SOC 215	Sociology of Cultural Diversity: Challenge and Change	3
SOC 210	American Minority Relations	3
SPAN 201	Intermediate Spanish	5
SPAN 202	Intermediate Spanish	4
SPAN 210	Highlights of Hispanic Culture	3
WGS 101	Issues for Women in American Society	3
WGS 105	Gender Studies and the Chicana/ Latina Experience	3
	Total Degree Requirements	25-28

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the following (1) major requirements, (2) the A.A. Degree General Education requirements for, and (3) electives to achieve a minimum of 60 units.

## CHILD DEVELOPMENT/EARLY CHILDHOOD

This program welcomes students from diverse cultural and ethnic backgrounds. Male students are encouraged to investigate career opportunities in Child Development. The Child Development Department offers several different options for the student interested in working with young children. It is important for you to know, as a Child Development major, when you observe in classrooms to complete your assignments, enroll in CDEC 164 Practicum AND when you apply for a job working in a licensed facility with young children, you will need the following due to the Health & Safety Code:

*Section 1596.7995 (a)(1) Commencing September 1, 2016, a person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, pertussis, and measles (according to most recent CDC Adult Schedule (Adult Immunization Schedules and Tools for Providers/CDC). Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year.*

- 2 Vaccines (MMR- Series of 2 & Pertussis- Tdap, every 10 years)
- FLU shot (between August 1st & December 1st) and
- TB test (within last 2 years, chest X-ray good for 5 years)

\*Documentation of each vaccine, the flu shot and your TB test results will be required. See attached CDEC 164 Practicum form for more information, on page 11). All full-time Child Development Instructors are available to advise students in all of the following areas:

**CERTIFICATES OF ACHIEVEMENT** – This is a carefully planned course of classes that will meet requirements of the Department of Social Services and the Child Development Permit as well as when combined with the required general education classes will lead to an A.A. and AS-T. This offers even greater career options. Petitions for the Certificate of Achievement must be made through the Cerritos College office of Admissions and Records. The deadline for submitting petitions is listed in the Schedule of Classes each semester.

**A. Child Development CORE Certificate** - The 12 unit Child Development CORE Certificate is designed to meet the minimum requirements of the Department of Social Services to teach in licensed private preschools and childcare programs. This is an entry-level career choice. While students are encouraged to pursue additional units in Child Development to advance in the field, the goal is to provide students training to move directly into the workforce completion of the Core Certificate combined with work experience allows students to be eligible for the Associate Teacher level of the Permit.

REQUIRED COURSES		UNITS
CD 110	Child Development	3
CDEC 111	Principles and Practices in Early Childhood Education	3
CDEC 112	Introduction of Curriculum	3
CDEC 113	The Child, Family, and Community	3
	Total Certificate Units	12

\*3 of the 4 above courses must be completed at Cerritos College

**B. Child Development CORE PLUS Certificate** - The 18 unit CORE PLUS Certificate is designed to meet both the minimum requirements of the Department of Social Services to teach in licensed private preschools and childcare programs and to complete an early childhood education specialty focus. The goal is to provide students coursework to move directly into the workforce while working toward an AA degree. Completion of the CORE PLUS Certificate combined with work experience allows students to be eligible for the Associate Teacher level of the Permit.

REQUIRED COURSES		UNITS
CD 110	Child Development	3
CDEC 111	Principles and Practices in Early Childhood Education	3
CDEC 112	Introduction of Curriculum	3
CDEC 113	The Child, Family, and Community	3

6 additional units within Specialty Options Selected from Infant/Toddler Specialization, Special Education Specialization, or ECE Curriculum Planning Specialization (Select 1 specialty option)

### Infant/Toddler Specialization

CDIT 151	Infant and Toddler Development	3
CDIT 152	Infant and Toddler Program	3

or

### Special Education Specialization

CDSE150	Introduction to Children with Special Needs	3
CDSE 152	Curriculum and Strategies for Children with Special Needs	3

or

# Curriculum and Requirements for Majors and Certificates

## ECE Curriculum Planning Specialization (Select 2 out of the 4 below)

CDEC 62	Exploring Creative Art Expression by Children	3
CDEC 63	Early Childhood Experiences in Language Art and Social Science	3
CDEC 65	Music and Movement for Children	3
CDEC 133	Early Childhood Experiences in Math and Sciences	3
Total Certificate Units (12 core + 6 specialty units)		18

## C. Child Development/Early Childhood Certificate of Achievement\*

### START WITH THE CORE CLASSES: UNITS

CD 110	Child Development	3
CDEC 111	Principles and Practices in Early Childhood Education	3
CDEC 112	Introduction of Curriculum	3
CDEC 113	The Child, Family, and Community	3

Completion of any 2 allows you to be eligible for the Assistant level of the Permit.

Completion of all 4 and work experience allows you to be eligible for the Associate Teacher level of the Permit

### NEXT COMPLETE THESE FOUR CLASSES: UNITS

CD 124	Teaching in a Diverse Society	3
CD 139	Observation, Assessment, and Positive Guidance of Childhood Behavior	3
CDEC 161	Health, Safety, and Nutrition	3
CDEC 164	Practicum Field Experience (See note below)	3
Total Certificate Units		24

Note: All four core classes must be completed before enrolling in CDEC 164. Completion of all 8 courses + 16 general education units + work experience allows you to be eligible for the Teacher level of the Permit

SPECIALITY OPTIONS\*(6 additional units required for CD CORE PLUS Certificate and A.A. Degree)

- Specialties also meet the “6 specialization units” required at the Master Teacher level of the Permit
- Courses for specialties also meet general education required “elective” units. Meet with a counselor for accepted “elective” units.

### INFANT/TODDLER SPECIALIZATION UNITS

CDIT 151	Infant and Toddler Development	3
CDIT 152	Care and Education for Infants and Toddlers	3

or

### SPECIAL EDUCATION SPECIALIZATION UNITS

CDSE 150	Intro to Children With Special Needs	3
CDSE 152	Curriculum and Strategies For Children With Special Needs	3

or

### ECE CURRICULUM PLANNING SPECIALIZATION UNITS

#### (Choose 2 out of the 4 below)

CDEC 62	Exploring Creative Art Expression by Children	3
CDEC 63	Early Childhood Experiences in Language Arts and Social Sciences	3
CDEC 65	Music and Movement for Children	3
CDEC 133	Early Childhood Experiences in Math and Sciences	3

## D. Child Development/Preschool Director Certificate of Achievement\*

<b>START WITH:</b>	<b>UNITS</b>
Child Development/Early Childhood Certificate of Achievement	24

### Add one of the 6-unit Optional Specialties (your choice):

6 Unit Specialty Option	6
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### NEXT COMPLETE THESE THREE CLASSES: UNITS

CDEC 166	Administration I: Programs in Early Childhood	3
CDEC 167	Administration II: Personnel and Leadership in Early Childhood	3
CDEC 230	Adult Supervision and Mentoring In Early Care and Education	3
Total Certificate Units		39

## DEGREE OPTIONS

**A.A. Degree – Child Development\*** – This option requires one of the Certificates of Achievement (Child Development/Early Childhood + 6-unit Specialty Option OR Child Development/Preschool Director + 6-unit Specialty Option) and the required general education courses at Cerritos College. Some courses may be transferable; see college catalog and counselor for more information. Petitions for the Certificate of Achievement must be made through the Cerritos College office of Admissions and Records. The deadline for submitting petitions is listed in the Schedule of Classes each semester.

**A.S. Degree – Early Childhood Education for Transfer (AS-T)** – This option is for students who are interested in transferring to a CSU or UC campus. Please meet with a counselor to discuss this option.

### COURSES UNITS

CD 110	Child Development	3
CD 124	Teaching in a Diverse Society	3
CD 139	Observation, Assessment, and Positive Guidance of Childhood Behavior	3
CDEC 111	Principles and Practices in Early Childhood Education	3
CDEC 112	Introduction of Curriculum	3
CDEC 113	The Child, Family, and Community	3
CDEC 161	Health, Safety, and Nutrition	3
CDEC 164	Practicum Field Experience	3
Total Units for the Major		24

### Complete the following:

- 60 semester or 90 quarter CSU-transferable units
- The California State University General-Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern
- A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district
- Obtain a minimum grade point average (GPA) of 2.0
- Earn a grade of “C” or higher in all courses required for the major or area of emphasis

Successful completion of all levels of course work is necessary for completion of, and graduation from, the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

*\*All courses not completed at Cerritos College must be comparable in content, units, and granted by a college or university accredited by the Western Association of School and Colleges. Equivalencies must be determined by the Child Development Department Chairperson.*

**TEACHER TRAC EARLY CHILDHOOD EDUCATION (ECE) PATHWAY**

The Cerritos College Teacher TRAC Early Childhood Education Pathway focuses on students interested in teaching in early childhood programs. Future ECE teachers attending Cerritos College have the opportunity to complete certificates, permits, an A.A. degree and/or AS-T degree. Students can prepare for the workforce and/or transfer to the institution of their choice for a bachelor's degree.

**Opportunities Offered through the Teacher TRAC Program**

- Specialized Counseling with dedicated Teacher TRAC Counselors
- Eligibility to Apply for Scholarships
- Targeted Courses for and with other future teachers
- Internships
- Teaching Conferences and Workshops
- Curriculum Pathways leading to partner universities

For more information about The Early Childhood Education Pathway visit the following link:

[https://www.cerritos.edu/teachertrac/ECE\\_Pathway.htm](https://www.cerritos.edu/teachertrac/ECE_Pathway.htm) or visit any fulltime child development faculty member.

**CHILD DEVELOPMENT PERMIT OPTIONS**

The Child Development Permit – The Child Development Permit is granted by the California Commission on Teacher Credentialing and entitles the holder to teach in state and federally funded programs. This is an expanded career choice and has levels of advancement. The Child Development Department recommends that all Child Development students aspire to the Child Development Permit. Application for the permit is made through the California Commission on Teacher Credentialing. (Please refer to the attached Child Development Permit Matrix.)

- Assistant Teacher
- Associate Teacher
- Teacher
- Master Teacher
- Site Supervisor
- Program Director

For more information about The Child Development Permit visit the following link:

<https://www.cerritos.edu/child-development/child-development-permit-matri.htm> or visit any fulltime child development faculty member.

**COMMUNICATION STUDIES**

**ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)**

The Associate in Arts Degree in Communication Studies for Transfer at Cerritos College provides students with seamless transfer into the CSU system to complete a baccalaureate degree in Communication Studies. By successfully completing the courses for the AA-T, students will gain practical and theoretical understanding for future communication studies work. They will also gain breadth and depth of communication competence to significantly impact future employment and promotion. Furthermore, while meeting the Associate in Arts Degree for Transfer in Communication Studies requirements, students can satisfy up to four different general education transfer requirements (Oral Communication, Social Science, Humanities and Critical Thinking) as well as earn a Certificate of Achievement (12 units).

<b>REQUIRED CORE (3 UNITS - ONE COURSE)</b>	<b>UNITS</b>
COMM 130 Public Speaking	3

**List A (6 units — Choose any two courses)**

COMM 103	Argumentation, Persuasion, and Critical Thinking	3
COMM 120	Interpersonal Communication	3
COMM 132	Small Group Communication	3

**List B (6 units-Choose a minimum of two courses)**

**Any List A course not used above**

COMM 100	Introduction to Communication Studies	3
COMM 110	Intercultural Communication	3
COMM 125	Organizational Communication	3
COMM 140	Oral Interpretation of Literature	3
*COMM 231	Forensics Activity 1 (Competitive Speech and Debate)	1
*COMM 232	Forensics Activity 2 (Competitive Speech and Debate)	2
*COMM 233	Forensics Activity 3 (Competitive Speech and Debate)	3

**List C (3 units-Choose one course)**

**Any List A or B course not used above**

COMM 115	Gender, Communication, and the Digital Revolution	3
or WGS 115	Gender, Communication, and the Digital Revolution	(3)
COMM 145	Storytelling	3
COMM 148	Readers' Theater	3
COMM 200	Contemporary Communication Topics	3
ANTH 100	Cultural Anthropology	3
ENGL 102	Introduction to Literature	3
JOUR 100	Mass Communication and Society	3
PSYC 101	General Introductory Psychology	3
SOC 101	Introductory Sociology Principles	3
Total Units for the Major		18

\* Up to 3 forensics units may be used toward the Associate in Arts Degree in Communication Studies for Transfer (AA-T)

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER REQUIREMENTS

- 1) Completion of 60 semester units or 90-quarter units that are eligible for transfer to the California State University, including both of the following:
  - a) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth)
  - b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district
- 2) Obtainment of a minimum grade point average of 2.0

## COMMUNICATION STUDIES

### ASSOCIATE IN ARTS

The Communication Studies Department at Cerritos College represents some of the most diverse and thorough course offerings at a community college in California. The department reflects its currency in the field by offering a variety of courses to satisfy different general education requirements, as well as offering courses that are reflective of trends in the field. Communication Studies is often referred to as one of the golden four because of its unique ability to solely satisfy a primary general education requirement, oral communication. The Communication Department helps students develop communication skills that prepare them to be productive participants in a global community.

#### Core Requirements Select two courses - (6.0 Units)

COMM 100	Introduction to Communication Studies		3
or	COMM 120	Interpersonal Communication	(3)
COMM 130	Public Speaking		3

#### List A: Select two courses - (6.0 Units)

COMM 103	Argumentation, Persuasion, and Critical Thinking		3
COMM 125	Organizational Communication		3
COMM 132	Small Group Communication		3

#### List B: Select two courses - (6.0 Units)

#### Including any course from the required core or List A that has not been completed

COMM 60	Basics of Speech Communication		3
COMM 110	Intercultural Communication		3
COMM 115	Gender Communication and the Digital Divide		3
COMM 140	Oral Interpretation of Literature		3
COMM 145	Storytelling		3
COMM 148	Oral Interpretation: Reader's Theatre		3
COMM 200	Contemporary Communication Topics		3
COMM 231	Forensics Activity 1 (Competitive Speech and Debate)		1
COMM 232	Forensics Activity 2 (Competitive Speech and Debate)		2
COMM 233	Forensics Activity 3 (Competitive Speech and Debate)		3
			18
Total Major Requirements			18

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the following: (1) major requirements, (2) the AA Degree General Education requirements, and (3) electives to achieve a minimum of 60 units.

## COMMUNICATION STUDIES

### CERTIFICATE OF ACHIEVEMENT

By successfully completing the courses for a Certificate of Achievement in Communication Studies, students will gain breadth and depth of communication competence to significantly impact future employment and promotion. Students can satisfy up to four different general education transfer requirements (Oral Communication, Social Sciences, Humanities and Critical Thinking) as well as build practical and theoretical understanding for future Communication Studies work.

### DIVISION/DEPARTMENT REQUIREMENTS

**Choose 12 units from any of the following courses**

REQUIRED CORE	UNITS
COMM 60 Basics of Speech Communication	3
COMM 100 Introduction to Communication Studies	3
COMM 103 Argumentation, Persuasion, and Critical Thinking	3
COMM 110 Intercultural Communication	3
COMM 115 Gender, Communication and the Digital Revolution	3
or	
WGS 115 Gender, Communication and the Digital Revolution	3
COMM 120 Interpersonal Communication	3
COMM 125 Organizational Communication	3
COMM 130 Public Speaking	3
COMM 132 Small Group Communication	3
COMM 140 Oral Interpretation of Literature	3
COMM 145 Storytelling	3
COMM 148 Readers' Theater	3
COMM 200 Contemporary Communication Topics	3
* COMM 231 Forensics Activity (Competitive Speech and Debate)	1
* COMM 232 Forensics Activity (Competitive Speech and Debate)	2
* COMM 233 Forensics Activity (Competitive Speech and Debate)	3
Total Certificate Requirements	12

\* Up to 3 forensics units may be used toward the speech certificate



## COMPUTER AND INFORMATION SCIENCES

### CLIENT-SIDE WEB PAGE DEVELOPMENT

#### CERTIFICATE OF ACHIEVEMENT

Upon completion of the client-side Web page development certificate of achievement, students will be able to use their cutting-edge skills to gain entry-level jobs, and use the certificate for professional growth, salary increases, job promotions, or career changes in the area of information technology.

DIVISION/DEPARTMENT REQUIREMENTS:		UNITS
CIS 103	Computer Programming Logic	3.5
or CIS 180	Programming in C/C++	(3)
or CIS 183	Programming in Java	(3)
CIS 160	Web Page Development	3.5
CIS 162	HTML and CSS	3.5
CIS 164	JavaScript Programming	3.5
ART 192	PhotoShop/Digital Imaging	3
	Total Certificate Requirements	16.5-17

### CLOUD COMPUTING

#### CERTIFICATE OF ACHIEVEMENT

The Cloud Computing program prepares students to design solutions for Infrastructure as a Service (IaaS) architectures by provisioning computing instances, establishing virtual private networks, managing databases and storage within a secure online environment. Students produce dynamic solutions responsive to information and computing technology workloads with on-demand pay-as-you-go pricing allowing flexibility for small business, entrepreneurship and enterprise adoption. Industry certifications are embedded to prepare for occupations in Cloud Architect, Cloud Support Associate, Cloud Engineer or Cloud Technicians. Some preparation in information technology or computer programming is recommended.

DIVISION/DEPARTMENT REQUIREMENTS		UNITS
CIS 170B	Network+ Certification	3.5
CIS 171A	Introduction to Cloud Computing	3
CIS 171B	Amazon Web Services-Data Storage	3
CIS 171C	Amazon Web Services-Computing Services	3
CIS 171D	Amazon Web Services-Security	3

#### ELECTIVES (SELECT ONE)

CIS 164	JavaScript Programming	3.5
CIS 182	Java Programming	3.5
	Total Certificate Requirement	19

### COMPUTER SCIENCE

#### ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)

REQUIRED CORE (28 UNITS)		UNITS
CIS 183	Java Programming	3
CIS 292	Data Structures	3
CIS 231	Computer Organization and Assembly Language Programming	3
CIS 185	Discrete Structures	3
MATH 170	Analytic Geometry and Calculus I	4

MATH 190	Analytic Geometry and Calculus II	4
PHYS 201	Engineering Physics	4
PHYS 202	Engineering Physics	4
	Total Degree Requirements	28

#### ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

### COMPUTER SCIENCE

#### ASSOCIATE IN ARTS DEGREE

MAJOR REQUIREMENTS		UNITS
CIS 180	Programming in C/C++	3
CIS 280	Object-Oriented Programming in C++	3
MATH 170	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
PHYS 201	Engineering Physics	4
	Total Degree Requirements	18

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the following: (1) major requirements, (2) the A.A. Degree General Education requirements, and (3) electives to achieve a minimum of 60 units.

### CYBERSECURITY

#### ASSOCIATE OF SCIENCE DEGREE

The program is designed to prepare students for the high growth profession – information security, by offering training on the cutting-edge skills and knowledge sought by the industry, aiming to provide students opportunities for career change or advancement.

Graduates of the program will have a comprehensive understanding of the current security challenges in the cyberspace, and will be equipped with the knowledge and skills needed to help design and implement policies and systems able to support a dependable organization's information infrastructure.

Possible career opportunities include entry level cybersecurity analyst, cybersecurity specialist, and cybersecurity engineer, etc.

DIVISION/DEPARTMENT REQUIREMENTS:		UNITS
<b>REQUIRED COURSES</b>		
CIS 103	Computer Programming Logic	3.5
CIS 170A	Networking Fundamentals	3.5
CIS 170H	TCP/IP Fundamentals	3
CIS 170L	Cybersecurity Fundamentals	3.5
CIS 170P	Introduction to Ethical Hacking	3.5
CIS 170R	Computer and Digital Forensics	3.5
CIS 213F	Microsoft Windows Server Administration	3.5
CIS 214	Unix	3.5

# Curriculum and Requirements for Majors and Certificates

## Choose 3.5 units from the following courses:

CIS 170S	Network Defense	3.5
CIS 170I	Cisco Network Security	3.5
		—
	Total Certificate Requirements	31

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the above course requirements, (2) A.S. Degree General Education requirements, and (3) electives as needed.

## CYBERSECURITY

### CERTIFICATE OF ACHIEVEMENT

Upon completion of the Cybersecurity Certificate of Achievement students will be able to use their newly learned skills to gain entry level jobs, use the certificate for professional growth, salary increases, job promotions or career changes in the area of information security/assurance.

#### DIVISION/DEPARTMENT REQUIREMENTS: UNITS

##### REQUIRED COURSES

CIS 103	Computer Programming Logic	3.5
CIS 170A	Networking Fundamentals	3.5
CIS 170H	TCP/IP Fundamentals	3
CIS 170L	Cybersecurity Fundamentals	3.5
CIS 170P	Introduction to Ethical Hacking	3.5
CIS 170R	Computer and Digital Forensics	3.5
CIS 213F	Microsoft Windows Server Administration	3.5
CIS 214	Unix	3.5

## Choose 3.5 units from the following courses:

CIS 170S	Network Defense	3.5
CIS 170I	Cisco Network Security	3.5
		—
	Total Certificate Requirements	31

## MICROCOMPUTER SPECIALIST

### CERTIFICATE OF ACHIEVEMENT

#### DIVISION/DEPARTMENT REQUIREMENTS UNITS

CIS 58A	PC Operating System A+ Certification	3.5
CIS 58B	PC Core Hardware A+ Certification	3.5
CIS 102	Introduction to Microcomputer Hardware and Applications Software	3
CIS 103	Computer Programming Logic	3.5
CIS 151	Microsoft Excel for Information Systems/Information Technology	3.5
CIS 155	Microsoft Access	3
CIS 170A	Networking Fundamentals	3.5
CIS 200A	Apple Mac OS Support Essentials	3.5
ENGL 100**	Freshman Composition	4
		—
	Total Certificate Requirements	31

\*\*Meets A.A. Degree General Education requirement.

**NOTE:** CIS 102, and 103 meet A.A. Degree General Education Communication and Analytical Thinking requirement.

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for Certificate of Achievement in Computer and Information Sciences Microcomputer Specialist and complete General Education requirements and electives to achieve a minimum of 60 units.

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable.

Please see counselors or the respective department for additional alternatives.

## NETWORK/SYSTEMS ADMINISTRATION

### ASSOCIATE OF ARTS DEGREE

The network/systems administration program at Cerritos College is designed to prepare students for a career in the information industry.

Graduates of the program will have a comprehensive understanding of the current communication technologies and commonly used operating systems, will be equipped with the knowledge and skills needed to design and implement a network infrastructure, and will be able to deploy and administer multiple systems in an organization.

The graduates of the program have possible career opportunities including the following occupations: entry-level technical support technician, system administrator, network technician, network administrator, and network engineer.

#### REQUIRED COURSES

CIS 170A	Networking Fundamentals	3.5
CIS 170E	Router Configurations and Protocol	3.5
CIS 170F	Advanced Switching and Routing	3.5
CIS 170G	Wide Area Networks	3.5
CIS 170H	TCP/IP Fundamentals	3
CIS 170K	Introduction to Wireless Networking	3
CIS 200A	Apple Mac OS Support Essentials	3.5
CIS 212	Introduction to Microsoft Windows Administration	3.5
CIS 213F	Microsoft Windows Server Administration	3.5
CIS 214	Unix and Linux Operating Systems	3
		—
	Total Degree Requirements	33.5

## Choose 3.5 units from the following courses:

CIS 103	Computer Programming Logic	3.5
CIS 170B	Network+ Certification	3.5
CIS 170L	Cybersecurity Fundamentals	3.5
		—
	Total Degree Requirements	37

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Meet the requirements of a certificate of achievement in computer and information sciences network systems/administration and complete general education requirements and electives to achieve a minimum of 60 units.

## NETWORK/SYSTEMS ADMINISTRATION

### CERTIFICATE OF ACHIEVEMENT

The network/systems administration program at Cerritos College is designed to prepare students for a career in the information industry by offering training on the cutting-edge skills and knowledge sought by the industry, aiming to provide students with opportunities for career change or advancement.

Graduates of the program will have a comprehensive understanding of the current communication technologies and commonly used operating systems, will be equipped with the knowledge and skills needed to design and implement a network infrastructure, and will be able to deploy and administer multiple systems in an organization.

The graduates of the program have possible career opportunities including the following occupations: entry-level technical support technician, system administrator, network technician, network administrator, and network engineer.

REQUIRED COURSES	UNITS	
CIS 170A	Networking Fundamentals	3.5
CIS 170E	Router Configurations and Protocol	3.5
CIS 170F	Advanced Switching and Routing	3.5
CIS 170G	Wide Area Networks	3.5
CIS 170H	TCP/IP Fundamentals	3
CIS 170K	Introduction to Wireless Networking	3
CIS 200A	Apple Mac OS Support Essentials	3.5
CIS 212	Introduction to Microsoft Windows Administration	3.5
CIS 213F	Microsoft Windows Server Administration	3.5
CIS 214	Unix and Linux Operating Systems	3
		—
		33.5

#### Choose 3.5 units from the following courses:

CIS 103	Computer Programming Logic	3.5
CIS 170B	Network+ Certification	3.5
CIS 170L	Cybersecurity Fundamentals	3.5
		—
	Total Certificate Requirements	37

## PROGRAMMER

### ASSOCIATE OF ARTS DEGREE

DIVISION/DEPARTMENT REQUIREMENTS	UNITS	
CIS 103	Computer Programming Logic	3.5
CIS 180	Programming in C/C++	3
CIS 183	Java Programming	3
CIS 207	Database Design and SQL	3.5
or CIS 208A	Oracle SQL and PL/SQL	(3.5)
CIS 214	Unix and Linux Operating Systems	3
CIS 280X	Object-Oriented Programming in C++	3.5
CIS 282	Advanced Java Programming	3.5
CIS 292	Data Structures	3
ENGL 100**	Freshman Composition	4

#### Choose at least 6 units from the following courses

CIS 160	Web Page Development	3.5
CIS 162	HTML and CSS	3.5
CIS 164	JavaScript Programming	3.5
CIS 170L	Cybersecurity Fundamentals	3.5
CIS 201	Systems Analysis and Design	3

CIS 202A	Project Management for Information Technology	3.5
CIS 202B	Microsoft Project	3.5
CIS 231	Computer Organization and Assembly Language Programming	3
CIS 271/272/273/274	CIS Occupational Work Experience	1/2/3/4
CIS 285A	ASP.NET Programming	3.5
CIS 286	Software Development with C#	3.5
CIS 288	Mobile Application Development	3.5
		—
	Total Degree Requirements	36/37

\*\*Meets AA degree general education requirements.

**NOTE:** CIS 103 meets the AA degree general education requirement for the communication and analytical thinking category.

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Meet the requirements for a programmer associate of arts degree in computer and information sciences and complete general education requirements and electives to achieve a minimum of 60 units.

See Cerritos College graduation requirements.

**NOTE:** Although many of these courses are transferable, this AA degree is nontransferable. Please see counselors or the respective department for additional alternatives.

## PROGRAMMER

### CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS	UNITS	
CIS 103	Computer Programming Logic	3.5
CIS 180	Programming in C/C++	3
CIS 183	Java Programming	3
CIS 207	Database Design and SQL	3.5
or CIS 208A	Oracle SQL and PL/SQL	(3.5)
CIS 214	Unix and Linux Operating Systems	3
CIS 280X	Object-Oriented Programming in C++	3.5
CIS 282	Advanced Java Programming	3.5
CIS 292	Data Structures	3
ENGL 100**	Freshman Composition	4

#### Choose at least 6 units from the following courses:

CIS 160	Web Page Development	3.5
CIS 162	HTML and CSS	3.5
CIS 164	JavaScript Programming	3.5
CIS 170L	Cybersecurity Fundamentals	3.5
CIS 201	Systems Analysis and Design	3
CIS 202A	Project Management for Information Technology	3.5
CIS 202B	Microsoft Project	3.5
CIS 231	Computer Organization and Assembly Language Programming	3
CIS 271/272/273/274	CIS Occupational Work Experience	1/2/3/4
CIS 285A	ASP.NET Programming	3.5
CIS 286	Software Development with C#	3.5
CIS 288	Mobile Application Development	3.5
		—
	Total Certificate Requirements	36/37

# Curriculum and Requirements for Majors and Certificates

## SYSTEMS ANALYST

### ASSOCIATE OF ARTS DEGREE

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
CIS 101 Introduction to Computer Information Systems	3
or CIS 102 Introduction to Microcomputer Hardware and Applications Software	(3)
CIS 103 Computer Programming Logic	3.5
CIS 151 Microsoft Excel for Information Systems/ Information Technology	3.5
CIS 162 HTML and CSS	3.5
or CIS 180 Programming in C/C++	(3)
or CIS 183 Java Programming	(3)
CIS 201 Systems Analysis and Design	3
CIS 202A Project Management for Information Technology	3.5
CIS 202B Microsoft Project	3.5
CIS 207 Database Design and SQL	3.5
or CIS 208A Oracle SQL and PL/SQL	(3.5)
ENGL 100 Freshman Composition	4
	—
Total Degree Requirements	30.5/31

**NOTE:** CIS 101, 102, or 103 meets A.A. degree general education communication and analytical thinking requirements.

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Meet the requirements for the systems analyst certificate of achievement in computer and information sciences.

Complete general education requirements and electives to achieve a minimum of 60 units.

**NOTE:** Although many of these courses are transferable, this certificate/AA degree is nontransferable.

Please see SEM counselors or the respective department for additional alternatives.

## SYSTEMS ANALYST

### CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
CIS 101 Introduction to Computer Information Systems	3
or CIS 102 Introduction to Microcomputer Hardware and Applications Software	(3)
CIS 103 Computer Programming Logic	3.5
CIS 151 Microsoft Excel for Information Systems/ Information Technology	3.5
CIS 162 HTML and CSS	3.5
or CIS 180 Programming in C/C++	(3)
or CIS 183 Java Programming	(3)
CIS 201 Systems Analysis and Design	3
CIS 202A Project Management for Information Technology	3.5
CIS 202B Microsoft Project	3.5

CIS 207 Database Design and SQL	3.5
or CIS 208A Oracle SQL and PL/SQL	(3.5)
ENGL 100 Freshman Composition	4
	—
Total Certificate Requirements	30.5/31

**NOTE:** CIS 101, 102, or 103 meets A.S. Degree general education communication and analytical thinking requirements.

## COSMETOLOGY

### CERTIFICATE OF ACHIEVEMENT

The curriculum prepares the student for the State Board of Cosmetology Examination. Students enrolling in the Cosmetology Programs should contact the Cosmetology Department or a Cosmetology counselor for information regarding the cost of the kit, uniforms, and books. This is a full-time program. Classes meet Monday through Friday, full day. The full-time student may complete the State Board of Cosmetology Examination preparation during two regular semesters and one eight-week summer session over a period of one calendar year; or (2) three regular semesters over a period of one and one-half years.

CORE REQUIREMENTS	UNITS
COS 60A Introductory to Cosmetology I	11
AND COS 60B Introductory Cosmetology II	11

#### Student must choose one of the five options:

##### Option 1:

COS 61A Intermediate Cosmetology I	11
COS 61B Intermediate Cosmetology II	11
COS 62A Advanced Cosmetology I	11
COS 62B Advanced Cosmetology II	11

##### Option 2:

COS 70B Intermediate Cosmetology	9
COS 62A Advanced Cosmetology I	11
COS 62B Advanced Cosmetology II	11
COS 53 Advanced Cosmetology Manipulation	7.5

##### Option 3:

COS 54 Introductory Esthetician	11
COS 54A Advanced Esthetician	11
COS 61A Intermediate Cosmetology I	11
COS 61B Intermediate Cosmetology II	11

##### Option 4:

COS 61A Intermediate Cosmetology I	11
COS 61B Intermediate Cosmetology II	11
COS 70C Advanced Cosmetology Manipulation	9
COS 53 Advanced Cosmetology Manipulation	7.5

##### Option 5:

COS 70B Intermediate Cosmetology	9
COS 62A Advanced Cosmetology I	11
COS 54 Introductory Esthetician	11
COS 54A Advanced Esthetician	11

Total Certificate Requirement	60.5-66
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## COSMETOLOGY

### ASSOCIATE IN ARTS DEGREE

The curriculum prepares the student for the State Board of Cosmetology Examination. Students enrolling in the Cosmetology Programs should contact the Cosmetology Department or a Cosmetology counselor for information regarding the cost of the kit, uniforms, and books. This is a full-time program. Classes meet Monday through Friday, full day. The full-time student may complete the State Board of Cosmetology Examination preparation during two regular semesters and one eight-week summer session over a period of one calendar year; or (2) three regular semesters over a period of one and one-half years.

CORE REQUIREMENTS		UNITS
COS 60A	Introductory to Cosmetology I	11
and COS 60B	Introductory Cosmetology II	11

**Student must choose one of the five options:**

#### Option 1:

COS 61A	Intermediate Cosmetology I	11
COS 61B	Intermediate Cosmetology II	11
COS 62A	Advanced Cosmetology I	11
COS 62B	Advanced Cosmetology II	11

#### Option 2:

COS 70B	Intermediate Cosmetology	9
COS 62A	Advanced Cosmetology I	11
COS 62B	Advanced Cosmetology II	11
COS 53	Advanced Cosmetology Manipulation	7.5

#### Option 3:

COS 54	Introductory Esthetician	11
COS 54A	Advanced Esthetician	11
COS 61A	Intermediate Cosmetology I	11
COS 61B	Intermediate Cosmetology II	11

#### Option 4:

COS 61A	Intermediate Cosmetology I	11
COS 61B	Intermediate Cosmetology II	11
COS 70C	Advanced Cosmetology Manipulation	9
COS 53	Advanced Cosmetology Manipulation	7.5

#### Option 5:

COS 70B	Intermediate Cosmetology	9
COS 62A	Advanced Cosmetology I	11
COS 54	Introductory Esthetician	11
COS 54A	Advanced Esthetician	11
	Total Major Requirement	60.5-66

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the Associate in Arts Degree General Education requirements; (2) electives as needed; (3) major requirements. The curriculum prepares the student for the State Board of Cosmetology Examination. Students enrolling in the Cosmetology Programs should contact the Cosmetology Department or a Cosmetology counselor for information regarding the cost of the kit, uniforms, and books. Students attend class 8:00 a.m. to 5:00 p.m. Monday through Friday. The full-time student may complete the State Board of Cosmetology Examination preparation during two regular semesters and one eight-week summer session over a period of one calendar year; or (2) three regular semesters over a period of one and one-half years.

## ESTHETICIAN

### CERTIFICATE OF ACHIEVEMENT

The curriculum prepares the student for the State Board of Cosmetology Examination for Esthetician. Students enrolling in the Esthetician Major Requirements should contact the Cosmetology Department for information regarding the cost of the kit, uniforms, and books.

REQUIREMENT COURSES		UNITS
<b>OPTION 1</b>		
COS 54	Introductory Esthetician	11
COS 54A	Advanced Esthetician	11
<b>OPTION 2</b>		
COS 55	Esthetician Crossover	6.5
COS 61A	Intermediate Cosmetology I	11
COS 61B	Intermediate Cosmetology II	11
	Total Certificate Requirements	23-27.5

#### Recommended Electives

TH 123	Stage Make Up	3
BA 153	Introduction to Entrepreneurship	3

## ESTHETICIAN

### ASSOCIATES OF ARTS

The curriculum prepares the student for the State Board of Cosmetology Examination for Esthetician. Students enrolling in the Esthetician Major Requirements should contact the Cosmetology Department for information regarding the cost of the kit, uniforms, and books.

REQUIREMENT COURSES		UNITS
<b>OPTION 1</b>		
COS 54	Introductory Esthetician	11
COS 54A	Advanced Esthetician	11
<b>OPTION 2</b>		
COS 55	Esthetician Crossover	6.5
COS 61A	Intermediate Cosmetology I	11
COS 61B	Intermediate Cosmetology II	11
	Total Major Requirements	23-27.5

#### Recommended Electives

TH 123	Stage Make Up	3
BA 153	Introduction to Entrepreneurship	3

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The completion of 60 units to include: 1) The Associate of Arts Degree General Education course requirements and 2) electives as needed and (3) major requirements.

## CULINARY ARTS

Technical Standards/Essential Functions are available for your review on the program's website. They have been designed to give you more information about the profession and important skills/functions. This information will be helpful to assist you in deciding on your career path.

### Program Progression/Completion

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of "C" or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Art degree.

## CULINARY ARTS MANAGEMENT

### ASSOCIATE IN SCIENCE DEGREE

COURSES		UNITS
CA 55	Fundamentals of Responsible Alcohol Service	1
CA 101	Introduction to Food Service, Safety, and Sanitation	1
CA 120	Introduction to the Hospitality Industry	3
CA 180	Introduction to Baking Skills	4
CA 181	Professional Baking and Pastry Production I	5
CA 230	Professional Healthy Cooking	3
CA 240	Human Relations in Hospitality	3
CA 250	Professional Cooking I	7
CA 251	Professional Cooking II	8
CA 252	Professional Cooking III	8
CA 260	Foods Purchase and Control	3
CA 265	Food, Beverage, and Labor Cost Controls	3
Total Degree Requirements		49

### ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the Associate in Science degree general education requirements, and (3) a grade of "C" or higher in all courses required by major.

The Culinary Arts program prepares students for entry-level employment in the foodservice industry. By completing the degree, students acquire knowledge on the fundamentals of foodservice, baking, pastries and overall operations.

**Career Opportunities:** Upon completion of the courses, employment is available in foodservice companies. Typical job opportunities can include but are not limited to: restaurant prep and line cooks, Hotel prep cooks, Line cooks and bakers, Corporate contracted foodservice, Amusement parks as cooks, prep cooks, bakers, Gaming and Casino foodservices, Personal and Private cooks, chefs and caterers.

## CULINARY ARTS MANAGEMENT

### CERTIFICATE OF ACHIEVEMENT

COURSES		UNITS
CA 55	Fundamentals of Responsible Alcohol Service	1
CA 101	Introduction to Food Service, Safety, and Sanitation	1
CA 120	Introduction to the Hospitality Industry	3
CA 180	Introduction to Baking Skills	4
CA 181	Professional Baking and Pastry Production I	5
CA 230	Professional Healthy Cooking	3
CA 240	Human Relations in Hospitality	3
CA 250	Professional Cooking I	7
CA 251	Professional Cooking II	8
CA 252	Professional Cooking III	8
CA 260	Foods Purchase and Control	3
CA 265	Food, Beverage, and Labor Cost Controls	3
Total Certificate Requirements		49

The Culinary Arts program prepares students for entry-level employment in the foodservice industry and for transfer to university hospitality programs. By completing the Certificate students acquire knowledge on the fundamentals of foodservice, baking, pastries and overall operations.

**Career Opportunities:** Upon completion of the courses, employment is available in foodservice companies. Typical job opportunities can include but are not limited to: restaurant prep and line cooks, Hotel prep cooks, Line cooks and bakers, Corporate contracted foodservice, Amusement parks as cooks, prep cooks, bakers, Gaming and Casino foodservices, Personal and Private cooks, chefs and caterers.

## CULINARY ARTS: PROFESSIONAL COOKING

### ASSOCIATE IN SCIENCE DEGREE

COURSES		UNITS
CA 101	Introduction to Food Service Safety and Sanitation	1
CA 120	Introduction to the Hospitality Industry	3
CA 180	Introduction to Baking Skills	4
CA 181	Professional Baking and Pastry Production I	5
CA 230	Professional Healthy Cooking	3
CA 250	Professional Cooking I	7
CA 251	Professional Cooking II	8
CA 252	Professional Cooking III	8
Total Degree Requirements		39

Additional Expenses: Students will be required to purchase a set of knives and two sets of uniforms.

### ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the associate in science degree general education requirements, and (3) a grade of "C" or better in all courses required by major.

## Curriculum and Requirements for Majors and Certificates

### **CULINARY ARTS: PROFESSIONAL COOKING CERTIFICATE OF ACHIEVEMENT**

		<b>UNITS</b>
CA 101	Introduction to Food Service Safety and Sanitation	1
CA 120	Introduction to the Hospitality Industry	3
CA 180	Introduction to Baking Skills	4
CA 181	Professional Baking and Pastry Production I	5
CA 230	Professional Healthy Cooking	3
CA 250	Professional Cooking I	7
CA 251	Professional Cooking II	8
CA 252	Professional Cooking III	8
	Total Certificate Requirements	39

Additional Expenses: Students will be required to purchase a set of knives and two sets of uniforms.

### **CULINARY ARTS: PROFESSIONAL BAKING AND PASTRY ASSOCIATE IN SCIENCE DEGREE**

		<b>UNITS</b>
CA 55	Fundamentals of Responsible Alcohol Service	1
CA 101	Introduction to Food Service, Safety, and Sanitation	1
CA 120	Introduction to the Hospitality Industry	3
CA 180	Introduction to Baking Skills	4
CA 181	Professional Baking and Pastry Production I	5
CA 182	Professional Baking and Pastry Production II	5
CA 260	Food Purchase and Control	3
	Total Degree Requirements	22

Additional Expenses: Students will be required to purchase two sets of uniforms and baking tool it.

CAREER OPPORTUNITIES: Employment as a professional baker, pastry chef, pastry cook, or specialty baker.

#### **ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS**

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the Associate in Science degree general education requirements, and (3) a grade of "C" or better in all courses required by major.

### **CULINARY ARTS: PROFESSIONAL BAKING AND PASTRY CERTIFICATE OF ACHIEVEMENT**

		<b>UNITS</b>
CA 55	Fundamentals of Responsible Alcohol Service	1
CA 101	Introduction to Food Service, Safety, and Sanitation	1
CA 120	Introduction to the Hospitality Industry	3
CA 180	Introduction to Baking Skills	4
CA 181	Professional Baking and Pastry Production I	5
CA 182	Professional Baking and Pastry Production II	5
CA 260	Food Purchase and Control	3
	Total Certificate Requirements	22

Additional Expenses: Students will be required to purchase two sets of uniforms and baking tool kit.

CAREER OPPORTUNITIES: Employment as a professional baker, pastry chef, pastry cook, or specialty baker.

### **HOSPITALITY MANAGEMENT ASSOCIATES IN SCIENCE FOR TRANSFER (AS-T)**

Upon completion of the Associate in Science in Hospitality Management for Transfer degree, students will have gained an understanding of the fundamental principles in hospitality and operational competencies needed for continuing academic achievement and professional success. This Associate in Science Degree for Transfer in Hospitality Management is for seamless transfer to a CSU.

		<b>UNITS</b>
CA 120	Introduction to Hospitality	3

#### **LIST A: Select three courses or (8-9 units)**

ECON 202M	Principles of Microeconomics	3
CA 265	Food, Beverage, and Labor Cost Control	3
CA 270	Hospitality Law	3
CA 250	Professional Cooking I	7

#### **LIST B: Select two courses or (6-7 units) Any courses from List A not already used**

CA 101	Introduction to Food Service, Safety, and Sanitation	1
CA 260	Foods Purchase and Control	3
ACCT 101	Fundamentals of Accounting I	3.5
LAW 110	Business Law	3
MATH 112	Elementary Statistics	4
or PSYC 210	Elementary Statistics	(4)
HO 152	Normal and Therapeutic Nutrition	3

Total Degree Requirements 18-21

#### **ASSOCIATE IN SCIENCE IN HOSPITALITY MANAGEMENT FOR TRANSFER REQUIREMENTS**

Complete the following (1) 60 semester units or 90 quarter units CSU transferable units (2) The California State University-General Education Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of "C" or better in all courses required for the major or area of emphasis.

## DANCE

### ASSOCIATE IN ARTS DEGREE

The Dance Department provides a program of study with an emphasis in concert and world dance forms as well as composition and performance.

REQUIRED CORE: (21 UNITS)	UNITS
DANC 100 Dance Appreciation	3
DANC 101 History of Dance	3
DANC 105 Introduction to Dance Movement	3
DANC 106A Beginning Ballet	2
DANC 106B Intermediate Ballet	2
DANC 108A Dance, Modern, Beginning	2
DANC 108B Dance, Modern, Intermediate	2
DANC 109 Introduction to Dance Cultures of the World	2
DANC 130 Dance Improvisation	2
or DANC 130A Beginning Choreography	(2)

### SELECT A MINIMUM OF 4 UNITS FROM THE COURSES LISTED BELOW:

DANC 103 Dance Conditioning and Alignment	1
or PEX 157 Dance Conditioning and Alignment	(1)
DANC 106C Advanced Ballet	2
DANC 107 Ballet Variations	2
DANC 108C Dance, Modern, Advanced	2
DANC 110 Commercial Dance Foundations	2
DANC 112 Contemporary Dance	2
DANC 115 Liturgical Dance	2
DANC 120 Partnering for Dance	2
DANC 121 Latin Social Dance	2
DANC 122 Middle Eastern Dance	2
DANC 123 African Dance	2
DANC 124 Hip Hop Dance I	2
DANC 125 Introduction to Ballroom Dance	2
DANC 126 Hip Hop Dance II	2
DANC 127 Ballet Folklorico	2
DANC 128 Latin Dance Performance	2
DANC 129 Heels Dance Class	2
DANC 130 Dance Improvisation	2
DANC 130A Beginning Choreography	2
DANC 130B Intermediate Choreography	2
DANC 131 Dance Movement Analysis	2
DANC 132 Dance and Technology	2
DANC 133 Dance Production	2
DANC 134 Dance Performance	2
DANC 135 Dance Workshop	2
DANC 136 Dance Repertory	2
DANC 138 Dance Teaching Methods	2
DANC 140 Beginning Jazz Dance	2
DANC 141 Intermediate Jazz Dance	2
DANC 142 Beginning Tap Dance	2
DANC 143 Intermediate Tap Dance	2
DANC 144 Dance for Musical Theatre	2
DANC 150 Rehearsal for Formal Dance Concerts	2
DANC 151 Rehearsal for Informal Dance Showcases	2
Total Major Requirements	25

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above required courses, (2) Complete the General Education requirements to achieve a minimum of 60 Units.

## COMMERCIAL DANCE

### CERTIFICATE OF ACHIEVEMENT

The goal of the Commercial Dance Certificate of Achievement is to prepare the student for the professional commercial dance field. Building on the skills, etiquette, and ethics built in the Dance Foundations Certificate of Achievement, the Commercial Dance Certificate of Achievement aims to ready dancers for the physical, creative, technical, and technological demands involved in auditioning, rehearsing, and performing in the professional world of commercial dance on stage or screen. Employment opportunities exist in a variety of areas: dance companies; dancer for commercial stage, television, and film; choreographer/performer in music videos; and production choreographer.

Prerequisites: Completion of the Dance Foundations Certificate of Achievement with a minimum GPA of 2.0.

### DIVISION/DEPARTMENT REQUIREMENTS

Complete the Dance Foundations Certificate of Achievement Requirements 20 Units. Plus the following courses:

REQUIRED CORE COURSES (18 UNITS)	UNITS
DANC 106B Intermediate Ballet	2
DANC 108B Intermediate Modern Dance	2
DANC 112 Contemporary Dance	2
DANC 123 African Dance	2
DANC 124 Hip Hop Dance I	2
DANC 126 Hip Hop Dance II	2
DANC 130B Intermediate Choreography	2
or DANC 132 Dance and Technology	(3)
DANC 141 Intermediate Jazz	2
DANC 144 Dance for Musical Theatre	2

### SELECT A MINIMUM OF 6 UNITS FROM THE COURSES LISTED BELOW

#### RECOMMENDED LIST OF ELECTIVES

DANC 50 Individualized Dance Development	1
DANC 101 History of Dance	3
DANC 103 Dance Conditioning and Alignment	1
or PEX 157 Dance Conditioning and Alignment	1
DANC 104 Cardio Barre Conditioning	1
or PEX 137 Cardio Barre Conditioning	1
DANC 106C Advanced Ballet	2
DANC 107 Ballet Variations	2
DANC 108C Advanced Modern Dance	2
DANC 109 Introduction to Dance Cultures of the World	2
DANC 115 Liturgical Dance	2
DANC 120 Partnering for Dance	2
DANC 121 Latin Social Dance	2
DANC 122 Middle Eastern Dance	2
DANC 125 Ballroom Dance	2
DANC 127 Ballet Folklorico	2
DANC 128 Latin Dance Performance	2
DANC 129 Heels Dance Class	2
DANC 130 Dance Improvisation	2
DANC 131 Dance Movement Analysis	2
DANC 132 Dance and Technology	2
DANC 133 Dance Production	2
DANC 134 Dance Performance	2
DANC 135 Dance Workshop	2
DANC 136 Dance Repertory	2



# Curriculum and Requirements for Majors and Certificates

DANC 142	Beginning Tap Dance	2
DANC 143	Intermediate Tap Dance	2
DANC 150	Rehearsal for Formal Dance Concerts	2
DANC 151	Rehearsal for Informal Dance Showcases	2
PEX 136	Stretching and Relaxation	1
PEX 151	Yoga	1
PEX 152	Gentle Yoga	1
PEX 153	Meditative Yoga and Stress Reduction	1
PEX 155	Piyo Introduction to Pilates and Yoga	1
PEX 156	Pilates Conditioning	1
TH 104	History and Appreciation of Musical Theatre	
TH 110	Fundamentals of Acting	3.5
TH 145	Costume Production for Dance	1
TH 146	Musical Theatre Production for Chorus	2
TH 147	Musical Theatre Production for Leading Role	3
TH 222	Stage Lighting	3
		—
	Total Certificate Requirements	24

## DANCE FOUNDATIONS

### CERTIFICATE OF ACHIEVEMENT

The goal of the Dance Foundations Certificate is to provide a broad overview of the dance world, while introducing students to the techniques of several dance genres. This Certificate is designed to familiarize incoming dance students with the immense diversity in the dance world, as well as the work ethic, etiquette, and physical practice required for all dance forms. Prerequisite Skills and Limitations: None

<b>REQUIRED CORE: (20 UNITS)</b>		<b>UNIT</b>
DANC 100	Dance Appreciation	3
DANC 105	Introduction to Dance Movement	3
DANC 106A	Beginning Ballet	2
DANC 108A	Dance, Modern, Beginning	2
DANC 110	Commercial Dance Foundations	2
DANC 130A	Beginning Choreography	2
DANC 140	Beginning Jazz Dance	2
Plus 4 Elective Units from the Course Listed Below		4
		—
	Total Certificate Requirements	20

### SELECT A MINIMUM OF 4 UNITS FROM THE COURSES LISTED BELOW

DANC 109	Introduction to Dance Cultures of the World	2
DANC 121	Latin Social Dance	2
DANC 122	Middle Eastern Dance	2
DANC 123	African Dance	2
DANC 125	Introduction to Ballroom Dance	2
DANC 142	Beginning Tap Dance	2

## DANCE TEACHING

### CERTIFICATE OF ACHIEVEMENT

The goal of the Dance Teaching Foundations Certificate is to familiarize students with basic methodologies to teach multiple dance genres in classroom and studio settings. Courses deepen studies into the historical, pedagogical, anatomical, and stylistic roots of techniques students are seeking to teach; while preparing them to apply for dance and dance-related jobs in studio, classroom, and alternative settings. Students must complete the required courses with a minimum 2.0 GPA. Prerequisite: Completion of the Dance Foundations Certificate of Achievement with a minimum GPA of 2.0.

<b>REQUIRED CORE: (17 UNITS)</b>		<b>UNITS</b>
DANC 50	Individualized Dance Development	1
DANC 101	Dance History	3
DANC 109	Introduction to Dance Cultures of the World	2
DANC 130	Dance Improvisation	2
DANC 130B	Intermediate Choreography	2
or DANC 131	Dance Movement Analysis	(3)
or DANC 132	Dance Technology	(3)
DANC 138	Dance Teaching Methods	3
EDEL 100	Introduction to Teaching & Learning in Diverse Contemporary Classrooms	1
or EDEL 105	Introduction to Teaching	(1)
KIN 205	Anatomical Movement Analysis	3

### SELECT A MINIMUM OF 7 UNITS FROM THE ELECTIVE COURSES LISTED BELOW

DANC 102	Introduction to Adaptive Dance	2
or PEX 104D	Introduction to Adaptive Dance	(2)
DANC 103	Dance Conditioning and Alignment	1
or PEX 157	Dance Conditioning and Alignment	(1)
DANC 104	Cardio Barre Conditioning	1
or PEX 137	Cardio Barre Conditioning	(1)
DANC 106B	Intermediate Ballet	2
DANC 106C	Advanced Ballet	2
DANC 107	Ballet Variations	2
DANC 108B	Intermediate Modern Dance	2
DANC 108C	Advanced Modern Dance	2
DANC 112	Contemporary Dance	2
DANC 114	Liturgical Dance	2
DANC 120	Partnering for Dance	2
DANC 121	Latin Social Dance	2
DANC 122	Middle Eastern Dance	2
DANC 123	African Dance	2
DANC 124	Hip Hop Dance I	2
DANC 125	Introduction to Ballroom Dance	2
DANC 126	Hip Hop Dance II	2
DANC 127	Ballet Folklorico	2
DANC 128	Latin Dance Performance	2
DANC 129	Heels Dance Class	2
DANC 130B	Intermediate Choreography	2
DANC 131	Dance Movement Analysis	3
DANC 133	Dance Production	3
DANC 134	Dance Performance	2
DANC 135	Dance Workshop	2
DANC 136	Dance Repertory	2
DANC 141	Intermediate Jazz	2
DANC 142	Beginning Tap Dance	2
DANC 143	Intermediate Tap	2
DANC 144	Dance for Musical Theatre	2
DANC 150	Rehearsal for Formal Dance Concerts	2

## Curriculum and Requirements for Majors and Certificates

DANC 151	Rehearsal for Informal Dance Showcases	2
PEX 136	Stretching and Relaxation	1
PEX 151	Yoga	1
PEX 152	Gentle Yoga	1
PEX 153	Meditative Yoga and Stress Reduction	1
PEX 155	Piyo Introduction to Pilates and Yoga	1
PEX 156	Pilates Conditioning	1
TH 104	History and Appreciation of Musical Theatre	1
TH 110	Fundamentals of Acting	3.5
TH 133	Stage Crew Production	2
TH 145	Costume Production for Dance	1
TH 222	Stage Lighting	3
	—	
	Total Certificate Requirement	24

### DENTAL ASSISTING

Curriculum leads to a Certificate of Achievement and eligibility to write both the California State Board Examination as a Registered Dental Assistant and the National Certifying Board Examination as a Certified Dental Assistant. Technical Standards/Essential Functions are available for your review on the program's website. They have been designed to give you more information about the profession and important skills/functions. This information will be helpful to assist you in deciding on your career path.

#### PROGRAM MISSION

The Dental Assisting Program integrates well into the educational philosophy, mission and vision of Cerritos College. The program promotes both students' clinical and academic excellence to prepare them to become competent dental professionals. The program collaborates with faculty, administration, and the advisory committee to produce successful and proficient dental assistants to meet the needs of the dentist, patient, and the community it serves

#### PROGRAM GOALS

1. To provide a high caliber curriculum that adheres to the current dental healthcare standards and business office management procedures in the dental field.
2. To develop a sense of responsibility in graduates to practice within the laws and regulations of California and the ethical principles of the American Dental Practice Act and Dental Assisting Code of Ethics.
3. To create a faculty focus on student success through effective teaching practice in both didactic and clinical activities and to provide learning opportunities incorporating modern equipment based on professional trends, oral and written research project, self and peer clinical evaluation and various community projects.
4. To prepare the student for employment as a safe, competent, and regulation-compliant dental healthcare professional.
5. To graduate individuals with the academic knowledge and skills to qualify for and successfully pass both the National Board and State Board examinations.
6. To lay the foundation and allow graduates to continue to plan, attain, and evaluate their educational and career goals regardless of age, gender, cultural, socio-economic status, or ethnicity.
7. To develop effective written, verbal, and non-verbal communication skills for the benefit of patients, colleagues, and other members of the health care team.
8. To provide broad-based education that lays the groundwork for advancement into a variety of dental assisting careers.

9. To provide students the opportunities to develop competencies in the use of safety techniques, exposing, developing, and mounting radiographs.
10. To build in graduates a commitment to lifelong learning, a dedication to fulfillment of personal and professional potential, an a sense of dignity, value and personal worth.
11. To provide students with the following certificates upon satisfactory completion of relative course work:
  - a. California State Radiation License
  - b. Coronal Polish Certificate
  - c. Pit and Fissure Sealant Certificate
  - d. Infection Control Certificate
  - e. Dental Practice Act Certificate

#### LENGTH AND KIND OF PROGRAM

The program is three terms in length (Fall, Spring, and six-week Summer Session). General Education and Dental Assisting classes are scheduled on the college campus and clinical experiences in patient care are scheduled at selected dental schools and private dental offices.

#### ADMISSION REQUIREMENTS

1. Academic requirements
  - a. High school graduation or satisfactory scores on the General Education Development (GED) examination (given at most adult education centers).
  - b. A 2.0 grade point average in all high school and college courses. If high school GPA is less than 2.0, at least 12 units of college course work with a GPA of 2.0 or higher is required.
  - c. Completion of ENGL 52, or ENGL 72, or equivalent with a grade of "C" or higher, or a score on the English Assessment/Placement test sufficient for placement in ENGL 100 or higher.

#### APPLICATION & ADMISSION PROCEDURES

1. Applicants must submit to the Health Occupations Division the following items no later than May 15, unless noted otherwise:
  - a. Completed application signed by the applicant and returned by May 15.
  - b. High school (or equivalent) and college transcripts. Unofficial transcripts can be submitted with application. Official transcripts must be submitted prior to the completion of the first semester of the program.
  - c. English clearance has been met through assessment and/or course completion.
  - d. Applicants completing admission requirements during the spring session must submit a final grade to the Health Occupations Division before May 30.
  - e. Verification of dental employment/volunteer work experience or dental education (if applicable).
2. Selection Criteria
  - a. The program director and faculty, in cooperation with appropriate institutional personnel establish admissions procedures which are non-discriminatory, contribute to the quality of the program and allow selection of students with potential for successfully completing the program. The following point system criteria will be utilized as our program selection process:
    - i. High School Grade Point Average
    - ii. College Grade Point Average
    - iii. Completion of Higher Education College Degree's
    - iv. Completion of ENGL 52 or ENGL 72 or equivalent with a grade of "C" or higher, or a score on the English Assessment/Placement test sufficient for placement in ENGL 100
    - v. Completed Dental Assisting application (with all required documents) by May 15

## Curriculum and Requirements for Majors and Certificates

3. Related work/volunteer experience (office or education) documented from the applications forms. Candidates will be notified of their application status by mail after May 30.
4. Admitted students and alternates will be required to attend a mandatory orientation meeting in July. During the orientation, information will be given regarding textbooks, uniforms, registration procedures, required Cardiopulmonary Resuscitation (CPR), immunizations and a physical exam. Students must provide their own “patients” to meet the following required competencies: Radiology Full Mouth (6-7), Pit and Fissure Sealants (4), and Coronal Polish (3). Details will be discussed during orientation and may incur additional costs.

### HEALTH

1. Physical exam and immunization records must be completed after acceptance into the program and returned prior to the first day of class. All costs are the responsibility of the student.
2. A valid Cardiopulmonary Resuscitation (CPR) certification must be obtained after acceptance into the program and returned prior to the first day of class. It must be obtained through the American Heart Association or American Red Cross. The CPR card must be valid throughout the program. The cost to obtain the CPR card is the responsibility of the student.
3. Applicant must present evidence of physical fitness and ability to perform tasks required of a dental assistant. Employment in this field requires good vision, hearing, and the ability to communicate verbally, nonverbally, and through written word. Students must have the ability to comprehend, analyze, and evaluate patients’ charts in order to provide appropriate treatment. Students must be able to record in the patients’ charts and have manual dexterity to use small instruments to provide patient care. For further details see the Essential Functions section of the department’s website at [www.cerritos.edu/dental-assisting](http://www.cerritos.edu/dental-assisting).
4. The essential requirements of a dental assistant are used in consideration of admission, retention and graduation from the Cerritos College program. Graduates are expected to be fully qualified to enter the profession as an Assistant. It is the responsibility of the student with disabilities to contact DSPS and provide verification of the disability and resulting limitations. Students are responsible to make advance request for those accommodations that he or she feel are reasonable and needed to execute the essential requirements described above.
5. Pregnancy Advisory: all clinical affiliates require immunizations. All students must be immunized to participate in clinical education. Pregnancy may affect immunization and other program requirements. If you are pregnant or planning on pregnancy (while enrolled) please consult with the Program Director. A statement from the student’s healthcare provider noting the student may proceed through the program with “no limitations” will be required of all pregnant students.
6. Latex Advisory: the use of latex/latex based products may exist in the healthcare universal precautions and in environments such as but not limited to the classroom, labs, and clinical sites. Individuals with latex allergies should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.
7. Immunization Advisory: immunization is required in order to participate in clinical education. Individuals with allergies to required immunizations should seek expert advice from their healthcare provider so they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field. A statement from the student’s healthcare provider noting the student may proceed through the program with “no limitations” will be required of all students declaring an immunization allergy.

8. Infection Control Guidelines: Applicants are advised of the following Infection Control Guidelines as outlined by the Center for Disease Control (CDC): The prevention of cross contamination and transmission of infection to all persons, including: patients, Dental Health Care Professionals (DHCP), faculty, students, and non-clinical staff is the professional responsibility of all dental personnel. Cerritos College Dental Assisting program has adopted policies and procedures that represent a comprehensive and practical infection control program, based upon federal guidelines (Center for Disease Control). A fundamental principle of an effective infection control program is to exercise care, precautions and effective control techniques that can keep infectious microbes within manageable limits of the body’s normal resistance to disease. Individuals at high risk of infectious diseases (HBV, HCV and HIV) among DHCP are those who perform tasks that might involve contact with blood, blood-contaminated body substances, other body fluids, or sharps, and should be vaccinated. Vaccination can protect both DHCP and patients from infectious diseases and whenever possible should be completed when DHCP are in training and before they have contact with blood. Compliance with these policies and procedures are an ethical obligation and responsibility of all participants in the delivery of care at Cerritos College. Guidelines for Infection Control in Dental Health Care Setting – 2003, 12/19/03 52(RR17); 1-61. <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm>

### EXPENSES

1. See Cerritos College Catalog for complete list of Cerritos College enrollment fees and out-of-state resident fees.
2. Students may expect to pay approximately \$2,500 for dental assisting project fees, uniforms, and books.
3. Students are responsible for their own living accommodations, including uniform laundry, transportation to extended campuses, and parking fees at extended campuses and volunteer sites.
4. Physical exam, immunizations, and CPR card (BLS Provider or HealthCare Provider) expenses are the student’s responsibility.
5. Upon successful completion of program requirements, the student is eligible to take the State Board Registered Dental Assisting exam and the National Certified Dental Assisting exam (approximately \$700 - costs incurred by student).
6. Upon successful completion of all program requirements, the student will be eligible to receive and wear the Dental Assisting pin which is given at a graduation ceremony. The cost of the pin is incurred by the student.

### ATTENDANCE, SCHOLARSHIP, PROMOTION

1. Attendance: Due to the nature of the Dental Assisting program all students are expected to observe the attendance requirements set by the Dental Assisting department at Cerritos College (see student handbook).
2. Scholarship and Promotion: Successful completion of all levels of course work is necessary for completion of and graduation from the program. Students are required to maintain a “C” or higher in each course in order to progress and complete the program. This is whether enrolled in combined lecture/lab courses or clinical experiences. When content is tiered, each level must be completed according to identified criteria. Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Arts degree.

# Curriculum and Requirements for Majors and Certificates

## **GUIDELINES FOR WITHDRAWAL, DISMISSAL, AND REINSTATEMENT**

1. Withdrawal
  - a. Withdrawal (“W”) may be initiated by either the student or the instructor. Dates for withdrawal without a grade are indicated in the Cerritos College Schedule of Classes.
  - b. When a student is failing clinically, he/she will be encouraged to withdraw from the course. If the clinical failure is related to unsafe clinical practice, and the student does not withdraw when advised to do so, the instructor shall drop the student from the course. A student who has withdrawn or been dropped from a course may not attend after the withdrawal date.
2. Dismissal (Failure) - Criteria for dismissal from course or program may include:
  - a. Final grade below “C” in required dental assisting course.
  - b. Failure to meet attendance requirements.
  - c. Behavior not consistent with Dental Assisting Code of Ethics and the department’s “Code of Ethics and Responsibilities”.
  - d. Failure to comply with established Cerritos College or Dental Assisting department regulations and policies.
  - e. Failure to meet stated objectives in the coursework.
  - f. Placing self or others in physical and/or emotional jeopardy.
  - g. In critical cases, such as unsafe clinical performance, dismissal may occur without prior warning or probation. This action requires the concurrence of the Dental Assisting Program Director, Instructional Dean of Health Occupations and/or Vice President of Academic Affairs.
3. Reinstatement
  - a. Students applying for readmission to the Dental Assisting Program after withdrawal or dismissal must write a letter requesting readmission, addressed to the Director of the Dental Assisting Program.
  - b. Following information must be included in the letter:
    - 1) Circumstances surrounding the withdrawal or dismissal
    - 2) Activities pursued in the interim that demonstrate improvement in the problem areas
    - 3) Reason for requesting readmission
    - 4) School term for which readmission is requested
  - c. Students seeking readmission after one withdrawal/dismissal from the Cerritos College Dental Assisting Program/course will be reinstated contingent upon lab space availability in the priority order of date and time the readmission request is received in the Dental Assisting Department.
  - d. Readmission request letters will be accepted only after letters from the program director have been mailed acknowledging student withdrawal or dismissal. These letters are mailed after the end of the school term in which the withdrawal occurred and are mailed at the same time to all students who did not successfully complete the term. All students requesting readmission will have equal opportunity to apply for space available.
  - e. No student shall be reinstated after two withdrawals/dismissals from the Cerritos College Dental Assisting Program/course. A student who has acquired two withdrawals/dismissals shall have exceeded the repeat policy of the program and shall have no further chance of reentry.
  - f. A student who withdraws from the program for personal reasons (e.g. pregnancy, illness, family crisis, financial difficulties, etc.) will be given additional consideration through faculty review, upon the student’s request describing such reasons.

## **GRADUATION**

1. Graduation Requirements:
  - a. Completion of all Dental Assisting course work with a grade of “C” or higher.
  - b. Completion of ENGL 52, or ENGL 72 or equivalent with a grade of a “C” or higher or satisfactory completion of the English Placement Process with eligibility for ENGL 100.
  - c. Students who successfully complete the Dental Assisting Program will receive the following:
    - i) Infection Control and Dental Practice Act Certificate of Completion
    - ii) Oral Radiology Course Certificate of Completion
    - iii) Coronal Polish Certificate (part of the RDA program certificate)
    - iv) Pit and Fissure Sealant Certificate (part of the RDA program certificate)
    - v) Dental Assisting Certificate of Achievement
    - vi) Eligibility to apply for the State RDA exam and National Certification (CDA) Exam
2. \*Completion of the program does not guarantee licensure or employment. \* The RDA license includes a written, law & ethics exam as well as a background check and fingerprinting. The RDA written, and the law & ethics combined exam is via computer at various computer testing sites. Coronal Polish, Pit and Fissure Sealants are duties that may only be performed with the RDA license. Students and graduates are responsible for understanding the ethical and legal ramifications of performing duties they are not legally allowed to perform even after completing the required educational courses for all RDA duties. After graduation from the program you must have a current RDA license to perform any RDA duties.

All students completing the program will have met the requirements for the 8 hours infection control and 2 hours Dental Practice Act and may perform Dental Assisting duties as assigned by the Dental Board of California.

## **LICENSURE**

The State of California Board of Dental Auxiliaries requires all applicants for the RDA Exam to:

1. Supply their U.S. Social Security Number
2. Complete a Livescan Fingerprint record
  - a. If the applicant has been convicted or plead guilty to any crime in the USA, its territories, military court or foreign country which includes a plea of no contest or any conviction that has been set aside or deferred pursuant to sections 1000 or 1203.4 of the Penal Code, including infractions, misdemeanors, and felonies must provide detail information regarding the conviction to complete the processing of the application and the State will determine if the individual does qualify to take the RDA exam.

## **DISCLAIMER**

The program has made every reasonable effort to determine that everything stated in the catalog is accurate. Matters contained herein, are subject to change without notice by the administration of the department for reasons related to student enrollment, level of financial support or for any reason, at the discretion of the Program. The Program further reserves the right to add, amend or repeal any of the rules, regulations, policies and procedures, consistent with applicable law.

## DENTAL ASSISTING

### CERTIFICATE OF ACHIEVEMENT

FIRST SEMESTER		UNITS
DA 51	Applied Dental Science I	4
DA 52	Dental Radiography I	2
DA 53	Introduction to Chairside Assisting	3
DA 54	Introduction to Operatory Procedures	4
		—
		13
SECOND SEMESTER		
DA 61	Applied Dental Science II	3
DA 62	Dental Radiography II	2
DA 63	Advanced Chairside Assisting	4
DA 64	Dental Office Management	2
DA 65	Clinical I Dental Schools	3
		—
		14
SUMMER SESSION		
DA 75	Clinical II Cooperative Office Training	5
		—
Total Certificate Requirements		32

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

(May be taken prior to or following Certificate of Achievement)

Meet all the requirements as listed for the Certificate of Achievement in Dental Assisting. For an A.A. Degree, a student must also take electives and General Education to achieve a minimum of 60 units.

## DENTAL HYGIENE

A registered dental hygienist is a preventive oral health professional licensed in dental hygiene who provides educational, clinical and therapeutic services supporting total health through the promotion of optimal oral health.

The Dental Hygiene Program is a two-year degree program and includes one summer session. Upon completion of the program, graduating students will receive an Associate in Arts Degree in Dental Hygiene and will qualify to take the National Dental Hygiene Board Examination and a Clinical Board Examination. Successful passage of the examinations qualifies the graduate to apply for dental hygiene licensure in the State of California.

A career in dental hygiene offers multiple opportunities in a variety of settings. A registered dental hygienist may work in such practice settings as: private dental offices and dental clinics; federal, state and local health departments or associated institutions; hospitals and nursing homes; school districts or departments of education; educational programs for dental, dental hygiene and dental assisting students; private business/industry; correctional facilities; private and public centers for pediatric, geriatric and other individuals/groups with special needs; or health maintenance organizations. Technical Standards/Essential Functions are available for you review on the program's website. They have been designed to give you more information about the profession and important skills/functions. This information will be helpful to assist you in deciding on your career path.

Applicants desiring employment in this field are required to have good vision and the ability to communicate orally. In addition, they must have the capacity to comprehend, analyze, evaluate and record in patients' charts, and have the dexterity to use small dental instruments to provide dental hygiene care.

### GOALS AND PROGRAM COMPETENCIES

The philosophy of the Associate Degree Dental Hygiene Program was developed to reflect the philosophy of Cerritos College.

The Dental Hygiene Department believes the program should provide opportunities for the student to reach her/his greatest potential in the profession of dental hygiene so she/he may achieve a sense of dignity, value, and personal worth in the community and in the world of work regardless of age, gender, or ethnicity.

The goals of the dental hygiene program are as follows:

- I. To graduate an individual who is competent in providing preventive, educational, and therapeutic dental health services.
  - A. Graduates must be competent in providing dental hygiene care for the child, adolescent, adult, geriatric, and medically compromised patient.
  - B. Graduates must be competent in providing the dental hygiene process of care which includes assessment, planning, implementation, evaluation, and documentation.
  - C. Graduates must be competent in providing dental hygiene care for all types of periodontal disease including patients who exhibit moderate to severe periodontal disease.
  - D. Graduates must be competent in providing appropriate life support measure for medical emergencies that may be encountered in dental hygiene practice.
- II. To instill within the student a philosophical appreciation of ethical and moral values suited to the laws of the community as outlined by the American Dental Hygienist's Association and the American Dental Association.
  - A. Graduates must be competent in applying ethical, legal, and regulatory concepts to the provision and/or support of oral health care services.
- III. To encourage the student to develop professional behavior that is founded in evidence-based decision making, self-directed learning, and self-assessment to enhance professional competence.
  - A. Graduates must be competent in the application of self-assessment skills to prepare them for life-long learning.
  - B. Graduates must be competent in the evaluation of current scientific literature.
  - C. Graduates must be competent in problem solving strategies related to comprehensive patient care and management of patients.
- IV. To graduate an individual who is competent in providing health education programs to the community supporting total health through the promotion of optimal oral health.
  - A. Graduates must be competent in interpersonal and communication skills to effectively interact with diverse population groups.
  - B. Graduates must be competent in assessing, planning, implementing, and evaluating community-based oral health programs including health promotion and disease prevention activities.
- V. To promote patient satisfaction of the dental hygiene care provided by the student clinician.

## DENTAL HYGIENE PROGRAM REQUIREMENTS

### I. PREREQUISITES

- A. CHEM 100, A&P 200, A&P 201, (or A&P 150 and A&P 151), HO 152 and MICR 200 or equivalent with grades of Pass or “C” or higher.
- B. The acceptance of college work previously completed is at the discretion of Cerritos College and the Dental Hygiene Department. Factors such as elapsed time since the course was completed and grades will be used in determining whether a previously completed course can be accepted towards fulfillment of the graduation requirement. Five years is usually considered maximum elapsed time.
- C. Graduates of foreign dental and dental hygiene programs will not be given priority. Recency of course work still applies.
- D. In an attempt to increase eligibility by repeating a prerequisite course to obtain a higher grade, the Dental Hygiene Department will allow any prerequisite course to be repeated a maximum of ONE time, and will accept the higher of the two grades earned.
- E. A valid CPR certification in Basic Life Support (BLS) is required prior to enrolling the Dental Hygiene Program and must be kept current. The requirement for CPR certification in Basic Life Support can be met by completion of either: an American Heart Association (AHA) or American Red Cross (ARC) course in Basic Life Support or a Basic Life Support course taught by a provider approved by the American Dental Association’s Continuing Education Recognition program (CERP) or the Academy of General Dentistry’s Program Approval for Continuing Education (PACE).

### II. REQUIRED TESTS AND INFORMATION

- A. Cerritos College Assessment Tests Battery  
Receive satisfactory scores on the Cerritos College Assessment/Placement Tests or achieve clearance by taking the appropriate college courses. A 12th grade reading level is required for admission into the program. Students must have clearance for ENGL 100, MATH 80, and READ 54 or equivalent.
- B. Preliminary Transcript Evaluation  
It is the student’s responsibility to make an appointment with the Counseling Department at Cerritos College to verify equivalent prerequisites and other courses required in the program. The Preliminary Transcript Evaluation must be filled out and signed by a Cerritos College counselor and then submitted to the Health Occupations Division Office along with your Dental Hygiene application. To complete this procedure, the student must have official copies of all transcripts from previously attended colleges and documentation of courses in progress.
- C. Application forms  
If not presently enrolled in courses at Cerritos College, apply for admission to the college at the Admissions and Records Office in the Administration building or apply online at [www.cerritos.edu](http://www.cerritos.edu). You will be assigned a student number which you will need to make an appointment with a Dental Hygiene counselor or to attend an application workshop.
- D. Work Experience  
For every related work experience listed, a Verification of Dental Employment form must be completed and mailed to the Health Occupations Division Office. Additional forms are available upon request in the Health Occupations Division Office or online at [www.cerritos.edu](http://www.cerritos.edu) (dental hygiene). Letters of recommendation are not considered.

### III. SELECTION PROCEDURES

- A. Academic evaluation
  1. All required documents, including Dental Hygiene application, preliminary transcript evaluation, verification of dental employment forms, copy of RDA or RDAEF License, ALL official college transcripts, and work-in-progress must be in our possession in the Health Occupations Division Office, by April 1 (of the year of application). It is the applicants responsibility to verify all information has been received by the deadline.
  2. Points will be earned for the following criteria:
    - a. Grade Point Average in prerequisites
    - b. Number of units completed up to 60 semester units
    - c. Overall Grade Point Average for all college courses
    - d. Additional science courses with a grade of “B” or higher
    - e. Related dental work experience
  3. Selection will be based upon academic evaluation and data obtained from the application forms. Candidates will be notified of their application status by mail during the month of May.
  4. There is no yearly waiting list. Candidates not selected must reapply each year and resubmit all application materials.
- B. Health Forms  
Physical examinations, immunization, TB testing and background checks are required prior to patient care and taking the licensure examinations. Health and immunization forms will be issued to those applicants who are accepted in the program. Dental health professionals may be exposed to contagious diseases therefore strict compliance with CDC and OSHA standards are maintained. Policies on bloodborne and infectious diseases are available upon request from the Dental Hygiene Department or can be found on the Dental Hygiene website.

### IV. EXPENSES

- A. See Cerritos College catalog for enrollment and out-of-state resident fees.
- B. The student may expect to spend approximately \$13,000 to \$15,000 for books and instruments, equipment, uniforms, immunizations, and miscellaneous fees. Students are strongly encouraged to join the Student American Dental Hygienists’ Association (SADHA) (\$65.00 annually). Fees are subject to change.
- C. Students are responsible for their own living arrangements, uniform, laundry, and transportation to clinical agencies.

### V. SCHOLARSHIP, ATTENDANCE, PROMOTION, GRADUATION

Scholarship and Promotion: Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive an Associate in Arts degree.

- A. Attendance  
All students are required to observe the attendance requirements of the college. Due to the nature of the Dental Hygiene program it is expected that student will attend all classes.
- B. Scholarship and Promotion  
Students are required to maintain a grade of “C” or higher in each dental hygiene and dental education course in order to progress in the program. Courses are designed to prepare the student to successfully complete program competencies. The program requires the student to take as many as seven courses during any one semester. Consequently, commitment to a rigorous study schedule is imperative. Grade requirements of the college are to be met for all other courses.

# Curriculum and Requirements for Majors and Certificates

## C. Graduation

Petition for graduation will be permitted if the student meets both the College and the Dental Hygiene program requirements for graduation. Upon completion of the program the graduate will be qualified to take the Dental Hygiene National Board and a Regional Board Examination.

## VI. CRIMINAL BACKGROUND CHECKS

- A. Clinical placements are a mandatory component of the curriculum and may require clearance of a criminal background check. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.
- B. Applicants for examination of licensure in the State of California must be fingerprinted and report information related to illegal use of controlled substances, infectious or contagious diseases and any convictions or pleas of no contender even if charges are dismissed. In addition, the application requires specific information related to convictions, misdemeanor or felony, associated with state or federal action. If there is any concern that may prevent licensure after graduation, direct inquiries to the, Dental Hygiene Board of California, 2005 Evergreen Street, Suite 1050, Sacramento, CA 95815 prior to applying to the program.

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Please note, the Dental Hygiene Program requires the student to take as many as seven courses during any one semester. Consequently, commitment to a rigorous study schedule is imperative.

## DENTAL HYGIENE

### MAJOR REQUIREMENTS

#### FIRST YEAR

#### UNITS

##### First Semester

DH 110	Preventive Dentistry I	2
DH 111	Infection Control and Dental Office Emergencies	2
DH 112	Dental Hygiene Radiography	2
DH 114	Dental Hygiene Clinical Sciences I	2
DH 115C	Pre-Clinical Dental Hygiene I	2
DH 116	Head and Neck Anatomy	2
DH 119	Dental Embryology, Histology and Anatomy	2
	Total Units	14

##### Second Semester

DH 120	Preventive Dentistry II	2
DH 125	Dental Hygiene Clinical Sciences II	2
DH 125C	Clinical Dental Hygiene II	3
DH 126	General and Oral Pathology	2
DH 127	Pharmacology	2
DH 128	Management of Pain	2
DH 129	Applied Periodontics	2
	Total Units	15

##### Summer Session

DH 150C	Clinical Dental Hygiene IIA	1
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## SECOND YEAR

### First Semester

DH 232L	Dental Materials Laboratory	1
DH 234	Dental Care for the Special Patient	2
DH 235	Dental Hygiene Clinical Sciences III	2
DH 235C	Clinical Dental Hygiene III	4
DH 238	Community Outreach I	1
DH 239	Introduction to Dental Biostatistics and Research	2
	Total Units	12

### Second Semester

DH 244	Ethical Issues in Dental Hygiene	2
DH 245	Dental Hygiene Clinical Sciences IV	2
DH 245C	Clinical Dental Hygiene IV	4
DH 248	Community Outreach II	1
DH 249	Principles of Community Oral Health	2
	Total Units	11
	Total Degree Requirements	53

### The following requirements also must be completed to qualify for the A.A. Degree:

General Introductory Psychology (PSYC 101)  
 Communication Studies (COMM 100, 103, 120, 125, 130, 132)  
 Freshman Composition (ENGL 100)  
 American Political Institutions (POL 101 or 201) OR  
 History (HIST 101, 102 or 103)  
 Introductory Sociology Principles (SOC 101, 201, 210, 215, PHIL 104, ANTH 100 or 101)  
 \*Humanities or Fine Arts (3 units)

\*See Cerritos College General Education requirements for the appropriate lists of courses acceptable for meeting the Humanities and Fine Arts Requirements.

## EDUCATIONAL TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

The goal of the Educational Technology Program is to provide educators and future educators the tools to increase their knowledge and ability to integrate technology into their teaching practice, as well as to promote awareness of current educational trends relating to the use of technology in education.

#### CORE COURSES:

#### UNITS

EDT 116	Information Literacy for Educators	3
EDT 125	Fundamentals of Online Teaching	2

#### Select any two of the following courses (6 units total)

EDT 133	Spreadsheets for Educators	3
EDT 134	Word Processing for Educators	3
EDT 135	Slide Presentation Software for Educators	3

	Total Certificate Requirements	11
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# Curriculum and Requirements for Majors and Certificates

## ADDITIONAL REQUIREMENTS

You must complete at least 7 units from the list below or any Core courses above not already used:

	<b>UNITS</b>	
EDT 110	Introduction to Educational Technology	2
EDT 112	Creating Virtual Curriculum	3
EDT 117	Creating Digital Project-Based Curriculum	3
EDT 118	Emerging Trends in Educational Technology	3
EDT 122	Fundraising/Grant Writing for Educators	2
EDT 123	Internet Tools for Educators	2
EDT 124	Mobile Technology in Education	3
EDT 127	Fundamentals of Multimedia for Education	2
EDT 132	Using Audio in the Classroom	2
EDT 136	Databases for Educators	3
EDT 137	Creating Educational Media	2
EDT 139	E-Portfolios for Education	2
EDT 140	Exploring Assistive Technology in Education	3
EDT 141	Web Design for Educators	2
EDT 150	Podcasting in Education	2
EDT 151	Online Communication for Educators	2
EDT 170	Using A CMS/LMS for Education	2
—		
Total Certificate Requirements		18

To be awarded a Certificate of Achievement in Educational Technology by the college, a student must complete the 11 units of Core course requirements and 7 additional units to total a minimum of 18 units.

## INSTRUCTIONAL MULTIMEDIA

### CERTIFICATE OF ACHIEVEMENT

The Instructional Multimedia Certificate focuses on fundamental multimedia skills needed to work within today's highly technological educational environments. The program provides foundation for curriculum development, presentation preparation, multimedia enhancements, and other general skills for creating educational materials.

The goal of the Educational Technology Program (and the Instructional Multimedia Certificate that resides therein) is to provide educators and future educators the tools to increase their knowledge and ability to integrate technology into their teaching practice, as well as to promote awareness of current educational trends relating to the use of technology in education.

<b>CORE COURSES:</b>	<b>UNITS</b>	
EDT 127	Fundamentals of Multimedia for Education	2
EDT 132	Using Audio in the Classroom	2
EDT 135	Slide Presentation Software for Educators	3
EDT 137	Creating Educational Media	2
EDT 150	Podcasting in Education	2
—		
Total		11

### ADDITIONAL REQUIREMENTS

You must complete at least 7 units from the list below:

EDT 77	Using Mind-Mapping Tools in Education	2
EDT 110	Introduction to Educational Technology	2
EDT 112	Creating Virtual Curriculum	3
EDT 118	Emerging Trends in Educational Technology	3
EDT 123	Internet Tools for Educators	2
EDT 125	Fundamentals of Online Teaching	2
EDT 140	Exploring Assistive Technology in Education	3

EDT 141	Web Design for Educators	2
ART 196	Web Design with Flash and Dreamweaver	3
PHOT 112	Intermediate Digital Photography	3
—		
Total units to complete certificate		18

To be awarded a Certificate of Achievement in Instructional Multimedia by the college, a student must complete all Core Courses and 7 additional units from the list above to total a minimum of 21 units.

## ECONOMICS

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

<b>MAJOR REQUIREMENTS</b>	<b>UNITS</b>	
ECON 201	Principles of Macroeconomics	3
or ECON 201M	Principles of Macroeconomics	(3)
ECON 202	Principles of Microeconomics	3
or ECON 202M	Principles of Microeconomics	(3)
MATH 80	Intermediate Algebra	4
MATH 114	College Algebra	4
MATH 116	Calculus for Managerial, Biological and Social Sciences	4
—		
Total Degree Requirements		18

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the associate in arts degree general education requirements, and (3) a grade of "C" or better in all courses required by major.

## ECONOMICS

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE (AA-T)

Economics is essential for the understanding of our society. It is the study of how we make choices as individuals and as a society. This study of choices concerns decisions such as what we consume in our everyday lives, how we produce a variety of goods or services, and to whom we distribute these products. In pursuing the Associate in Arts in Economics for Transfer (AA-T) degree, students will learn to use theoretical models and empirical evidence to explain the behavior of individuals, firms, and nations insofar as it relates to the core elements of an economy - consumption, production, and distribution. Students majoring in economics develop analytical, critical thinking, problem solving, and communication skills. This program is for seamless transfer to CSU.

<b>REQUIRED CORE COURSES (12-13 UNITS):</b>	<b>UNITS</b>	
ECON 201M	Principles of Macroeconomics	3
ECON 202M	Principles of Microeconomics	3
MATH 112	Elementary Statistics	4
or PSYC 210	Elementary Statistics	(4)
MATH 116	Calculus for Managerial-Biological-Social Sciences	4
or MATH 170	Analytical Geometry or Calculus	(4)



# Curriculum and Requirements for Majors and Certificates

## LIST A – Select one (3-4 units):

Any course articulate as lower-division preparation in the Economics major at a CSU (3-4)

MATH 115	Finite Mathematics	4
MATH 190	Analytical Geometry & Calculus I	4
ACCT 101	Fundamentals of Accounting I	3.5
ACCT 102	Fundamentals of Accounting II	3.5
CIS 101	Introduction to Computer Information Systems	3
BCOT 247	Managerial Business Communications	3

## LIST B – Select one (3-4 units):

Any LIST A course is not already used. Any CSU Transferable Economics course.

ECON 101	Economic Issues and Policy	3
or ECON 102	Women in the Global Economy	(3)
or WGS 206	Women in the Global Economy	(3)
or ECON 204	Money, Ethics and Economic Justice	(3)
MATH 225	Calculus III	5
	—	
	Total Degree Requirements	20-23

## ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER REQUIREMENT:

(1) Complete 60 semester units or 90-quarter units, which are eligible for transfer to the California State University (CSU) system, 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 or 27 quarter units in a major or area of emphasis, as determined by the community college district.

## ELEMENTARY TEACHER EDUCATION

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE (AA-T)

The Associate in Arts in Elementary Teacher Education for Transfer Degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Elementary Teacher Education, or similar major. Upon completion of the AA-T in Elementary Education, students will be able to:

- defend an educational position, view, or theory from more than one perspective using primary and secondary sources to understand the important arguments in the field of Education
- develop and defend their own educational philosophy and point of view
- demonstrate a basic understanding of pedagogical methodology relevant to each of the courses offered in the program
- demonstrate an enhanced ability to articulate ideas about educational issues
- identify/recognize consistencies and inconsistencies of specific educational theories or worldviews
- use educational language relevant to an issue or theory
- compare and contrast the core of an educational problem, issue, or question
- develop the skills to become responsible participants of complex democratic societies

## REQUIRED CORE: (42 UNITS)

EDEL 200	Introduction to the Teaching Profession	3
CD 110	Child Development	3
BIOL 120	Introduction to Biological Science	4
PS 112	Physical Science for Elementary School Teachers	3
ESCI 110	Introduction to Earth Science	4
MATH 110A	Mathematics for Elementary School Teachers	3
COMM 130	Public Speaking	3
ENGL 100	Freshman Composition	4
ENGL 102	Introduction to Literature	3
GEOG 105	World Regional Geography	3
HIST 102	Political and Social History of the United States 1500s to 1876	3
HIST 245	World Civilization from Antiquity to 1500	3
POL 101	American Political Institutions	3

## LIST A - SELECT one COURSE (3 UNITS)

COMM 103	Argumentation, Persuasion and Critical Thinking	3
ENGL 103	Critical and Argumentative Writing	3
ENGL 110	Critical Thinking Through Literature	4
PHIL 103	Philosophical Reasoning: Critical Thinking in Philosophy	3
PHIL 106	Introduction to Logic	3
PSYC 103	Critical Thinking in Psychology	3
READ 200	Analysis and Critical Reading	3

## LIST B - SELECT ONE COURSE (3 UNITS)

ART 100	Introduction to World Art	3
DANC 101	Dance Appreciation	3
MUS 100	Music Appreciation	3
TH 101	Introduction to Theatre	3

TOTAL UNITS FOR THE MAJOR: 48-49

## ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER REQUIREMENTS:

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## ENGINEERING

### ASSOCIATE OF SCIENCE DEGREE

An associate of science degree in engineering provides students with an introductory knowledge of physics and math and provides the skills necessary to pursue upper-division coursework at a four-year university as well as the experience needed for undergraduate research and entry-level internships. The degree program is composed of some common courses that are consistent with the transfer requirements to both UC and CSU systems and some elective and specialty courses that allow the student to tailor the degree to match the specific requirements of his or her transfer institution. This enables efficient completion of the A.S. degree while simultaneously completing transfer requirements, thus promoting timely completion of a bachelor's degree in any of the engineering disciplines (e.g., mechanical, electrical, aerospace, civil, chemical, etc.).

#### MAJOR REQUIREMENTS

CHEM 111	General Chemistry	5
MATH 170	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
MATH 225	Calculus III	5
PHYS 201	Engineering Physics	4
PHYS 202	Engineering Physics	4
Total Degree Requirements		26

Complete 60 units to include: (1) the common lower-division requirements, (2) at least 3 classes from the common specialty elective list, and (3) the associate of science degree general education requirements.

## ENGINEERING: ELECTRICAL SPECIALTY

### ASSOCIATE OF SCIENCE DEGREE

An associate of science degree in engineering with a specialty in electrical engineering provides students with an introductory knowledge of physics and math and provides the skills necessary to pursue upper-division coursework at a four-year university as well as the experience needed for undergraduate research and entry-level internships. The degree program is composed of some common courses that are consistent with the transfer requirements to both UC and CSU systems and some elective and specialty courses that allow the student to tailor the degree to match the specific requirements of his or her transfer institution. This enables efficient completion of the A.S. degree while simultaneously completing transfer requirements, thus promoting timely completion of a bachelor's degree in electrical engineering.

Electrical engineering does require a great deal of math and science preparation that may lead to a longer time in school and a higher number of units. This should be considered before following this path.

#### CORE REQUIREMENTS

MATH 170	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
MATH 225	Calculus III	5
PHYS 201	Engineering Physics	4
PHYS 202	Engineering Physics	4

#### SPECIALTY REQUIREMENTS

Select three courses from the following:

CHEM 111	General Chemistry	5
CIS 180	Programming in C/C++	3
ENGR 110	Introduction to Engineering	2
ENGR 215	Circuits	3
ENGR 215L	Circuits Laboratory	1

MATH 250	Linear Algebra and Differential Equations	5
PHYS 203	Engineering Physics	4
Total Degree Requirements		27-35

### ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the completion of a CSUGE or IGETC pattern of general education requirements, and (3) a grade of "C" or better in all courses required for the major.

## ENGINEERING: AEROSPACE AND MECHANICAL SPECIALTY

### ASSOCIATE OF SCIENCE

An associate of science degree in engineering with a specialty in either aerospace or mechanical engineering provides students with an introductory knowledge of physics, chemistry, and math, and provides the skills necessary to pursue upper-division coursework at a four-year university as well as the experience needed for undergraduate research and entry-level internships. The degree program is composed of some common courses that are consistent with the transfer requirements to both UC and CSU systems and some elective and specialty courses that allow the student to tailor the degree to match some of the specific requirements of his or her transfer institution. This enables efficient completion of the A.S. degree while simultaneously completing transfer requirements, thus promoting timely completion of a bachelor's degree in either mechanical or aerospace engineering.

#### CORE REQUIREMENTS

		UNITS
CHEM 111	General Chemistry	5
MATH 170	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
MATH 225	Calculus III	5
PHYS 201	Engineering Physics	4
PHYS 202	Engineering Physics	4

#### SPECIALTY REQUIREMENTS

Select three courses from the following:

CHEM 112	General Chemistry	5
CIS 180	Programming in C/C++	3
ENGR 110	Introduction to Engineering	2
ENGR 112	Engineering Graphics	3
ENGR 210	Materials Science and Engineering	4
ENGR 220	Programming and Problem-Solving in MATLAB	3
ENGR 235	Statics	3
ENGR 240	Dynamics	3
ENGR 245	Strength of Materials	3
ENGT 131	Design Fundamentals Including 3D Modeling	3
ENGT 138	Introduction to Engineering Design Using AutoCAD	4
MATH 250	Linear Algebra and Differential Equations	5
PHYS 203	Engineering Physics	4

TOTAL UNITS FOR THE MAJOR 34-40

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Completion of a minimum of 60 semester-units to include (1) the courses listed above, (2) the A.A. degree general education requirements, and (3) a grade of “C” or better in all courses required for the major.

**ENGINEERING DESIGN TECHNOLOGY**

**ASSOCIATE OF ARTS**

Graduates of the ENGT program from Cerritos College find their work in such diverse areas as designing components, tooling and production systems for aircrafts, spaceships, medical devices/artificial organs, process/oil refineries equipment, robots, manufacturing systems, automotive, construction, machineries and general merchandise products. Our students can choose specialization between 3 industry leading CAD systems, and become an expert mechanical designer in AutoCAD™, SOLIDWORKS™ or AutoDesk Inventor™.

<b>COMPLETE THE CORE COURSES</b>		<b>UNITS</b>
ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ET 101	Principles of Engineering Technology	3
ENGT 131	Design Fundamentals Including 3-D modeling	3
MTT 56	CNC Shop Inspection	2
	Total Core	12

**AND**

Chose one of the three offered specialization tracks and complete courses in individual track, and complete all courses within the track:

**2D AND 3-D DESIGN WITH AUTOCAD SPECIALTY TRACK**

ENGT 138	Introduction to Engineering Design Using AutoCad	4
ARCH 213	Introduction to 3-D Computer Aided Drafting	3.5
	Total Track	7.5

**OR**

**3-D PARAMETRIC MODELLING DESIGN WITH SOLIDWORKS SPECIALTY TRACK**

ENGT 259	SolidWorks Introduction	4
ENGT 260	Advanced Modeling Using SolidWorks	4
	Total Track:	8

**OR**

**3-D PARAMETRIC MODELLING DESIGN WITH AUTODESK INVENTOR SPECIALTY TRACK**

ENGT 103	Introduction to Engineering Design Using Inventor	3
ENGT 257	Advanced Modeling Using Inventor	3.5
	Total Track	6.5
Total Engineering Design Technology Certificate		18.5-20

**ENGINEERING DESIGN TECHNOLOGY**

**CERTIFICATE OF ACHIEVEMENT**

Graduates of the ENGT program from Cerritos College find their work in such diverse areas as designing components, tooling and production systems for aircrafts, spaceships, medical devices / artificial organs, process/oil refineries equipment, robots, manufacturing systems, automotive, construction, machineries and general merchandise products. Our students can choose classes between 5 industry leading CAD systems, and become an expert mechanical designer in Fusion 360™, OnShape™, AutoCAD™, SOLIDWORKS™ or AutoDesk Inventor™.

<b>COMPLETE THE CORE COURSES</b>		<b>UNITS</b>
ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT131	Design Fundamentals Including 3-D modeling	3
ET 101	Principles of Engineering Technology	3
MTT56	CNC Shop Inspection	2

**And choose any of the courses listed below, for a total of at least 4 units:**

ARCH 213	Introduction to 3-D Computer Aided Drafting	3.5
ENGT 103	Introduction to Engineering Design Using Inventor	3
ENGT 137	Industrial Design and 3-D Modelling in Fusion360	4
ENGT 138	Introduction to Engineering Design Using AutoCAD	4
ENGT 139	Cloud Based 3-D Modeling with OnShape	4
ENGT 257	Advanced Modeling Using Inventor	3.5
ENGT 259	SolidWorks Introduction	4
ENGT 260	Advanced Modeling Using SolidWorks	4
	TOTAL Engineering Design Technology Certificate	16-20

**Recommended Electives:**

In order to broaden their understanding of design for manufacturing and to further enhance understanding of selected topics in design technologies, students are encourage to take one or more of the recommended elective classes:

ENGT 102, ENGT104, ENGT105, ENGT 106, ENGT133, ENGT 137, ENGT 139, ENGT153, ENGT237, ENGT258, ENT261, ENGT262, ENGT263, ENGT 267, ET102, ET103, ET105, NPD100, NPD101, NPD102, NPD103, NPD105, MTT100, MTT180, MTT51, MTT62, MTT68, PMT100, PMT221, PMT51, PMT70, PMT76, PMT72, PMT59, WELD100, WMT101

**ENGINEERING DESIGN AND PRODUCTION TECHNOLOGY**

**CERTIFICATE OF ACHIEVEMENT**

Graduates of the ENGT program from Cerritos College find their work in such diverse areas as designing components for tooling and production systems for spaceships and medical devices/artificial organs to designing oil refineries equipment, robots, manufacturing systems, automotive and general merchandise products.

<b>REQUIRED COURSES</b>		<b>UNITS</b>
ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 131	Design Fundamentals Including 3-D Modeling	3

## Curriculum and Requirements for Majors and Certificates

ENGT 237	Statics and Strength of Materials Using Simulations	3
MTT 62	Fixture Tooling	2
MTT 68	Computer-Assisted Inspection Using Verisurf	2
NPD 103	Tooling and Materials for New Product Development	3
NPD 105	Mechatronics Integration in New Product Development	3
PMT 100	Plastics Technology	2.5
ENGT 259	SolidWorks Introduction	(4)
<b>and</b> ENGT 260	Advanced Modeling Using SolidWorks	(4)
<b>or</b> ENGT 257	Advanced Modeling Using Inventor	(4)
<b>and</b> ENGT 103	Introduction to Engineering Design Using Inventor	(3)
<b>or</b> ENGT 138	3-D Modeling	(4)
<b>and</b> ENGT 153	Machine Design Applications Using Solid Modeling	(3)
	—	—
	Total Certificate Requirements	29.5-30.5

**RECOMMENDED ELECTIVES:** ENGT 104, Principles of Aerospace Design Technology or ENGT 105, Product Design, Development, and Prototype Fabrication or ENGT 258, Design and Production technology Using Solid Modeling  
(Students that take the ENGT 259 and ENGT 260 will take a total of 30.5 units. Students that take ENGT 257 and ENGT 103 OR ENGT 138 and ENGT 153 will take a total of 29.5 units)

### ENGINEERING TECHNOLOGY

#### ELECTRICAL AND ELECTRONIC ENGINEERING DESIGN TECHNICIAN

##### CERTIFICATE OF ACHIEVEMENT

Engineering Technology focuses on application and implementation of concepts in the engineering field. Our program prepares students to become technicians in industry. Those technicians typically assist engineers on a daily basis. This field of study also provides a general understanding of technology that is very useful in any technical field. Students interested in continuing their studies can transfer to Engineering Technology programs at universities.

	<b>UNITS</b>	
ET 101	Principles of Engineering Technology	3
ET 102	Electronics for Engineering Technologists	3
ENGT 103	Introduction to Engineering Design Using Inventor	3
ENGT 131	Design Fundamentals Including Solid Modeling	3
ENGT 299	Directed Studies	2
<b>or</b> NPD 105	Mechatronics Integration in New Product Development	(3)
	—	—
	Total Certificate Requirements	14-15

### MECHANICAL ENGINEERING DESIGN TECHNICIAN

##### CERTIFICATE OF ACHIEVEMENT

Engineering Technology focuses on application and implementation of concepts in the engineering field. Our program prepares students to become technicians in industry. Those technicians typically assist engineers on a daily basis. This field of study also provides a general understanding of technology that is very useful in any technical field. Students interested in continuing their studies can transfer to Engineering Technology programs at universities.

		<b>UNITS</b>
ET 101	Principles of Engineering Technology	3
ENGT 103	Introduction to Engineering Design Using Inventor	3
MTT 180	Robotics for Computer Numerically Controlled Machines	3

##### Plus one course from the following:

ET 102	Electronics for Engineering Technologists	3
ENGT 104	Principles of Aerospace Design Technology	4
ENGT 131	Design Fundamentals Including 3-D Modeling	3
MTT 51	MasterCAM Milling	3.5
WELD 120	Beginning Arc Welding	5
	—	—
	Total Certificate Requirements	12-14

### ENGINEERING TECHNOLOGY

#### ASSOCIATE OF ARTS DEGREE

The Engineering Technology program prepares students for transfer to Engineering Technology programs at a four-year university and for employment in technical fields. By completing the certificate, students acquire knowledge of the fundamentals of engineering technology and are able to specialize in one of three options. The first option is Electrical and Electronic Engineering Technology, the second option is Mechanical Engineering Technology and the third option is Industrial Engineering Technology. Careers in engineering technology involve assisting engineers in researching, developing, manufacturing, servicing, and maintaining a wide variety of products.

Engineering Technology Certificates of Achievement are available under three options: Electrical and Electronic Engineering Technician, Mechanical Engineering Technician, and Industrial Engineering Technician. The basic core courses must be taken for all three certificate options:

		<b>UNITS</b>
<b>ENGINEERING TECHNOLOGY BASIC CORE COURSES</b>		
ET 93L	Process Control Laboratory	1
ET 101	Principles of Engineering Technology	3
ET 102	Electronics for Engineering Technologists	3
ET 103	Industrial Process Control	2
	—	—
		9

#### ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIAN

ET 91L	Engineering Technology Project Laboratory	1
ET 104	Engineering Technology Project Development	1
ET 105	Industrial Motor Control	2

# Curriculum and Requirements for Majors and Certificates

ENGT 103	Introduction to Engineering Design Using Inventor	3
MTT 180	Robotics for Computer Numerically Controlled Machines	3
		—
		19

## MECHANICAL ENGINEERING TECHNICIAN

ENGT 103	Introduction to Engineering Design Using Inventor	3
MTT 100	Machine Tool Introduction	2
MTT 180	Robotics for Computer Numerically Controlled Machines	3
NPD 104	Programmable Logic Controllers in New Product Development	3
PMT 50	Survey of Hydraulics and Pneumatics	1.5
PMT 100	Plastics Technology	2.5
WELD 100	Welding Fundamentals	2.5
WMT 101	Introduction to Woodworking	3
		—
		29.5

## INDUSTRIAL ENGINEERING TECHNICIAN

ET 91L	Engineering Technology Project Laboratory	1
ET 104	Engineering Technology Project Development	1
ET 105	Industrial Motor Control	2
NPD 104	Programmable Logic Controllers in New Product Development	3
NPD 106	Safety in New Product Development	2
		—
		18

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) the above requirements for a Certificate of Achievement; (2) MATH 140; (3) the Associate of Arts Degree General Education requirements; and (4) electives as needed.

\*Upon completion of the Certificate of Achievement requirements along with the Associate of Arts Degree Requirements, students will receive an Associate of Arts Degree in Engineering Technology

## ENGLISH

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

The English department offers a variety of literature and creative writing classes that assist majors in completing seamless transfer to CSU, as well as in discovering an affinity for literary periods, genres, and authors that inspire specialized study in upper-division coursework upon transfer. Literature classes are offered in 2-year cycles, while creative writing classes are offered annually, ensuring that students have the opportunity to complete transfer requirements while aiding in their educational planning. As students complete their major and degree requirements, or as they add GE or humanities electives, they may select from one of three areas in literature study: survey classes (British, American, World, and Bible as literature), genre classes (novel, short fiction, poetry, drama, film), and classes in culture and diversity (including Asian American, African American, Native American, Chicano/a, Mexican Lit. in Translation, Literature of India, Women's Lit., LGBT Lit, Children's Lit., and Modern and Contemporary Lit.). Students may also pursue one of the Creative Writing Certificate as a means of expanding their writing skills and understanding of the stylistic and technical elements of writing and reading literature.

## REQUIRED CORE (4-6 UNITS)

### Select 1 of 2 Options

#### Option 1: Select two (6 units)

ENGL 102	Introduction to Literature	3
ENGL 103	Critical and Argumentative Writing	3

### OR

#### Option 2: Select one (4 units)

ENGL 110	Critical Thinking through Literature	4
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## LIST A: SELECT TWO (6 UNITS)

ENGL 230A	Introduction to American Literature	3
ENGL 230B	Introduction to American Literature	3
ENGL 246A	Survey of British Literature A: Anglo-Saxon to 18 -Century Literature	3
ENGL 246B	Survey of British Literature B: Romantics to Present	3
ENGL 248A	Masterpieces of World Literature	3
ENGL 248B	Masterpieces of World Literature	3

## LIST B: Select courses based on option chosen in Required Core:

### Option 1: 3 units

### Option 2: 6 units

#### Any LIST A courses not already taken

ENGL 232	Readings in Poetry	3
ENGL 233	Readings in the Novel	3
ENGL 234	Readings in Short Fiction	3
ENGL 235	Readings in the Drama	3
ENGL 225	Mexican American Literature in Translation	3
ENGL 228	Shakespeare's Plays	3
ENGL 240	Creative Writing	3
ENGL 245	World Mythology in Literature	3

## LIST C: SELECT ONE (3-5 UNITS)

Any course from List A and B not already used, OR any language course other than English which is articulated to fulfill CSU GE Area C, or IGETC Area 3B OR any CSU transferable English course:

ASL 110	American Sign Language I	4
ASL 111	American Sign Language II	4
ASL 210	American Sign Language III	4
ASL 211	American Sign Language IV	4
ASL 220	Deaf Culture	3
CHIN 101	Elementary Chinese I	5
CHIN 102	Elementary Chinese II	5
CHIN 201	Intermediate Chinese I	5
CHIN 202	Intermediate Chinese II	5
CHIN 260	Chinese Culture and Society	3
COMM 140	Oral Interpretation of Literature	3
COMM 145	Storytelling	3
ENGL 106	Introduction to Linguistics	3
ENGL 221A	Literature in the Bible: Hebrew Scriptures	3
ENGL 221B	Literature in the Bible: Christian Scriptures	3
ENGL 222	Children's Literature	3
ENGL 223	Chicana/o Literature	3
ENGL 224	Native American Literature	3
ENGL 226	African American Literature	3
ENGL 227	Modern and Contemporary Literature	3
ENGL 231	Literature and Film	3
ENGL 236	Studies in Women's Literature	3
ENGL 237	Asian American Literature	3
ENGL 239	Literature of India	3

## Curriculum and Requirements for Majors and Certificates

ENGL 241	Screenwriting	3
<b>or</b> FILM 241	Screenwriting	(3)
ENGL 242	Writing Poetry	3
ENGL 243	Playwriting	3
ENGL 244	Writing Short Fiction	3
ENGL 247	Writing Creative Nonfiction	3
ENGL 249	LGBT Literature	3
FREN 101	Elementary French	5
FREN 102	Elementary French	5
FREN 201	Intermediate French	5
FREN 202	Intermediate French	4
FREN 203	Intermediate French Advanced Level 1	4
FREN 282	Intermediate Conversational French	3
FREN 283	Beginning Conversational French	3
FREN 285	Romance Linguistics	3
GERM 101	Elementary German I	5
GERM 102	Elementary German II	5
GERM 201	Intermediate German I	4
GERM 202	Intermediate German II	4
JAPN 101	Elementary Japanese I	5
JAPN 102	Elementary Japanese II	5
JAPN 201	Intermediate Japanese I	5
JAPN 202	Intermediate Japanese II	4
SPAN 101	Elementary Spanish	5
SPAN 102	Elementary Spanish	5
SPAN 111	Elementary Spanish for Speakers of Spanish	5
SPAN 112	Elementary Spanish for Speakers of Spanish	5
SPAN 201	Intermediate Spanish	5
SPAN 202	Intermediate Spanish	4
SPAN 210	Highlights of Hispanic Culture	3
SPAN 245	Introduction to Chicano/Mexican American Culture	3
SPAN 285	Romance Linguistics	3
<b>OR any of the following:</b>		
JOUR 100	Mass Communications	3
<b>or</b> JOUR 101	Beginning Newswriting and Reporting	3
COMM 140	Oral Interpretation of Literature	3
HUM 100	The Art of Being Human	3
TH 101	Introduction to the Theatre	3
	<b>TOTAL MAJOR REQUIREMENT</b>	18-21

### ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER REQUIREMENTS:

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## ENGLISH

### ASSOCIATE IN ARTS

The English program teaches students how to read critically and write effectively, and provides students with a foundation of literary knowledge, in an environment that fosters the intellectual discourse. The English degree establishes expertise in reading and writing skills necessary to pursue any liberal arts advanced education or profession.

#### CORE REQUIREMENTS

##### SELECT TWO COURSES (7-8.5 UNITS)

ENGL 100	Freshman Composition	4
<b>or</b> ENGL 100S	Enhanced Freshman Composition	(4.5)
ENGL 102	Introduction to Literature	3
<b>or</b> ENGL 103	Critical and Argumentative Writing	(3)
<b>or</b> ENGL 110	Critical Thinking Through Literature	(4)

#### UNITS

#### Choose 12 units from the following courses

ENGL 221A	Literature in the Bible: Hebrew Scriptures	3
ENGL 221B	Literature in the Bible: Christian Scriptures	3
ENGL 222	Children’s Literature	3
ENGL 223	Chicano/a Literature	3
ENGL 225	Mexican Literature in Translation	3
ENGL 226	African-American Literature	3
ENGL 227	Modern and Contemporary Literature	3
ENGL 228	Shakespeare’s Plays	3
ENGL 230A	Introduction to American Literature	3
ENGL 230B	Introduction to American Literature	3
ENGL 231	Literature and Film	3
ENGL 232	Readings in Poetry	3
ENGL 233	Readings in the Novel	3
ENGL 234	Readings in Short Fiction	3
ENGL 235	Readings in the Drama	3
ENGL 237	Asian American Literature	3
ENGL 239	Literature of India	3
ENGL 240	Creative Writing	3
ENGL 245	World Mythology	3
ENGL 246A	Survey of British Literature: Anglo-Saxon to 18th Century	3
ENGL 246B	Survey of British Literature: Romantics to Present	3
ENGL 248A	Masterpieces of World Literature	3
ENGL 248B	Masterpieces of World Literature	3
ENGL 249	LGBT Literature	3

Total Units for the Major 19-20.5

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the following: (1) Major requirements, (2) the A.A. Degree General Education requirements, and (3) electives to achieve a minimum of 60 units.

## CREATIVE WRITER'S STUDIO

### CERTIFICATE OF ACHIEVEMENT

The goal of the Creative Writer's Studio Certificate is to provide a broad overview of the creative writing world, while introducing students to the techniques of several writing genres. This certificate is designed to familiarize incoming students with the immense diversity in the writing world, as well as the work ethic, professional etiquette, and practice required for all creative writing genres.

**Required Core Total: 6 units**

**Electives: 6 units**

**Total Units: 12 units**

#### Required Core (6 units)

ENGL 240	Creative Writing	3
ENGL 250	Advanced Creative Writing Portfolio	3

#### One Writing Elective and One Literature Elective in the Same Genre (6 units)

ENGL 241	Screenwriting	3
or FILM 241	Screenwriting	(3)
ENGL 231	Literature and Film	3

ENGL 242	Writing Poetry	3
ENGL 232	Readings in Poetry	3

ENGL 244	Writing Short Fiction	3
ENGL 234	Readings in Short Fiction	3

ENGL 243	Playwriting	3
ENGL 235	Reading in the Drama	3

ENGL 247	Writing Creative Nonfiction	3
ENGL 227	Modern and Contemporary Literature	3

#### OR Two Writing Electives (6 units)

ENGL 241	Screenwriting	3
or FILM 241	Screenwriting	(3)
ENGL 242	Writing Poetry	3
ENGL 243	Playwriting	3
ENGL 244	Writing Short Fiction	3
ENGL 247	Writing Creative Nonfiction	3

## CREATIVE WRITING AND GLOBAL POETICS

### CERTIFICATE OF ACHIEVEMENT

The goal of the Creative Writing and Global Poetics Certificate is to provide an intensive workshop atmosphere where students produce creative work with a focus on theory, technique, and practical discipline and to examine traditional and contemporary literature through various genres and communities to enhance an understanding of and appreciation for the craft of writing as well as understanding its historical and literary contexts. Additionally, this certificate introduces students to current market trends and publishing venues for professional writing.

#### CORE REQUIREMENTS

ENGL 100	Freshman Composition	4
or ENGL 100S	Enhanced Freshman Composition	(4.5)
ENGL 102	Introduction to Literature	3
or ENGL 103	Critical and Argumentative Writing	(3)
ENGL 240	Creative Writing	3

or ENGL 241	Screenwriting	(3)
or FILM 241	Screenwriting	(3)
ENGL 250	Advanced Creative Portfolio	3

#### Choose two courses in global poetics from the following:

ENGL 223	Chicana/Chicano Literature	3
ENGL 224	Native American Literature	3
ENGL 226	African-American Literature	3
ENGL 236	Studies in Women's Literature	3
ENGL 237	Asian American Literature	3
ENGL 239	Literature of India	3
ENGL 248A	Masterpieces of World Literature	3
ENGL 248B	Masterpieces of World Literature	3
ENGL 245	World Mythology	3

Total Certificate of Achievement Requirements	19-19.5
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## FILM, TELEVISION AND ELECTRONIC MEDIA

### ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

The Associate in Science for Transfer Degree in Film, Television & Electronic Media is designed to build students' performance skills in the areas of the film, television and digital media industries –including production and operations; to enrich students' aesthetic and intellectual proficiency in film, TV & the digital media landscape; and to provide pre-professional training. The program also offers training in traditional motion picture production, film cinematography and television/audio production as well as contemporary courses in documentary production, motion graphics, commercial/PSA production, and digital media content. This degree provides seamless transfer to the CSU system.

#### REQUIRED CORE SELECT TWO (6 UNITS)

JOUR 100	Mass Communications & Society	3
RTV 151	Motion Picture, Radio and Television	3
or TH 151	Motion Picture, Radio and Television	(3)
FILM 241	Screenwriting	3
or ENGL 241	Screenwriting	(3)

#### LIST A (Select one Audio and one Video or Film Production course) (6 units minimum)

AREA 1: Audio Production		
RTV 152	Introduction to Broadcasting	3
JOUR 125	Audio News Production and Editing	3

#### AREA 2: Video or Film Production

FILM 101	Motion Picture Production	3
FILM 102	Television Production	3

#### LIST B (3 units minimum)

FILM 104	Motion Picture and Digital Cinematography	3
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#### LIST C (3 UNITS MINIMUM)

FILM 256	Documentary Film and Reality Film Production	3
ART 186	Computer Graphics with Adobe Illustrator	3
ART 191A	3D Computer Animation	3
Total Units for the Major		18

### ASSOCIATE IN ARTS IN FILM, TELEVISION, AND ELECTRONIC

# Curriculum and Requirements for Majors and Certificates

## MEDIA FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## FILM PRODUCTION

### ASSOCIATE IN ARTS

#### CAREER OPPORTUNITIES:

Producer	Production Manager
Director	Assistant Director
Production Assistant	Storyboard Artist
Location Manager/Scout	Casting Director
Camera Operator	Assistant Camera Operator
Lighting Director (Gaffer)	Director of Photography/ Cinematographer
Costumer	Prop Master
Grip	Set Dresser
Art Fabrication (making fake props)	Script Supervisor
Hair & Makeup Artist	Music Composer
Wardrobe Stylist	Food Stylist
Editor	Post-Production Supervisor

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

#### TOTAL OF 30 UNITS

#### COMPLETE 12 CORE UNITS

		UNITS
FILM 101	Motion Picture Production	3
FILM 102	Television Production	3
FILM 104	Motion Picture and Digital Cinematography	3
FILM 107	Motion Picture Editing	3

#### Plus a minimum of 18 units from the following

ART 114	Storyboarding & Graphic Novel Illustration	3
ART 192	Photoshop/Digital Imaging	3
ART 193	Motion Picture Editing	3
FILM 103	TV Commercial & PSA Production	3
FILM 159	World Film	3
FILM 160	Great Film Directors	3
FILM 241	Screenwriting	3
or ENGL 241	Screenwriting	(3)
FILM 256	Documentary & Reality TV Production	3
FILM 271	Music Video Production	3
FILM 293	Advanced Motion Picture Editing	3
FILM 294	Advanced Motion Picture Production	3
FILM 298	Directed Studies	1
FILM 299	Directed Studies	2
MUS 100	Music Appreciation	3
MUS 104B	History of Rock Music	3
PHOT 100	Introductory Photography	3
PHOT 110	Intro to Digital Photo	3
PHOT 160	History of Photography	3
TH 150	Appreciation & History of Motion Pictures	3
TH 151	Motion Pictures/Radio & TV	3
or RTV 151	Motion Pictures/Radio & TV	(3)

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the above courses and units, (2) AA Degree General Education requirements, and (3) electives as needed.

## FRENCH

### ASSOCIATE IN ARTS DEGREE

#### REQUIRED CORE: 26 UNITS

		UNITS
FREN 101	Elementary French	5
FREN 102	Elementary French	5
FREN 201	Intermediate French	5
FREN 202	Intermediate French	4
FREN 203	Intermediate French Level I	4
FREN 285	Romance Linguistics	3
	Total Degree Requirements	26

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the following: (1) Major requirements, (2) the A.A. Degree General Education requirements, and (3) electives to achieve a minimum of 60 units.

## GENERAL EDUCATION

### CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION-BREADTH (CSUGE-BREADTH)

#### CERTIFICATE OF ACHIEVEMENT

Students may earn a certificate of achievement in General Education after completing the following transfer General Education requirements below.

California State University General Education-Breadth (CSUGE-B) Students must complete a minimum of 39 units used to satisfy the California State University General Education Breadth (CSUGE-B) requirements (Plan B). Students must complete all the requirements for full certification of the breadth requirements, which includes a grade of “C” or better in Oral Communications, Written Communications, Critical Thinking, and Mathematical Concepts. Consult with a Cerritos College counselor or see the appropriate requirements in the Associate in Arts General Education section of the catalog.

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

#### CERTIFICATE OF ACHIEVEMENT

Students may earn a certificate of achievement in General Education after completing the following transfer General Education requirements below.

Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement

Students must complete a minimum of 34 units used to satisfy the Intersegmental General Education Transfer Curriculum (IGETC) requirements (Plan C). Students must receive full certification of the IGETC pattern which requires a minimum grade of “C” or better in each IGETC course. Consult with a Cerritos College counselor or see the appropriate requirements in the Associate in Arts General Education section of the catalog.



**GEOGRAPHY****ASSOCIATE IN ARTS FOR TRANSFER (AA-T)**

<b>REQUIRED CORE (7 units)</b>	<b>UNITS</b>
GEOG 101 Physical Geography	3
GEOG 101L Physical Geography Laboratory	1
GEOG 102 Natural and Cultural Geography	3

**LIST A: Select 6-8 units**

GEOG 105 World Regional Geography	3
GEOG 140 California Geography	3
ESCI 106 Weather and Climate	3
GEOG 160 Field Studies in Geography	2

**LIST B: Select 6-8 units**

Any course from LIST A not already used.	
GEOG 103 Environmental Geography	3
MATH 112 Elementary Statistics	4
MATH 170 Analytic Geometry and Calculus I	4
BIOL 120 Introduction to Biological Science	4
ANTH 100 Cultural Anthropology	3
GEOL 102 Physical Geology Lecture	3
Total Degree Requirements	19-23

**ASSOCIATE IN ARTS FOR TRANSFER REQUIREMENTS**

(1) Completion of 60 semester units or 90 quarter 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 or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0. (3) Also required is that students must earn a “C” or better in all courses required for the major.

**GEOLOGY****ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)**

<b>REQUIRED CORE: (26 units)</b>	<b>UNITS</b>
GEOL 101 Physical Geology	4
or GEOL 102 Physical Geology Lecture	(3)
and GEOL 102L Physical Geology Laboratory	(1)
GEOL 201 Earth History	4
CHEM 111 General Chemistry	5
CHEM 112 General Chemistry	5
MATH 170 Analytic Geometry and Calculus I	4
MATH 190 Analytic Geometry and Calculus II	4
Total Degree Requirements	26

**ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER COMPLETION REQUIREMENTS**

(1) 60 semester or 90 quarter CSU-transferable units. (2) the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. (3) a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district. (4) obtainment of a minimum grade point average (GPA) of 2.0. earn a grade of C or better in all courses required for the major or area of emphasis

**GERMAN****ASSOCIATE IN ARTS DEGREE**

<b>MAJOR REQUIREMENTS</b>		<b>UNITS</b>
GERM 101 Elementary German		5
GERM 102 Elementary German		5
GERM 201 Intermediate German		4
GERM 202 Intermediate German		4
Total Degree Requirements		18

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete the following: (1) Major requirements, (2) the A.A. Degree General Education requirements and (3) electives to achieve a minimum of 60 units.

**HISTORY****ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)**

Earning an Associate in Arts in History for Transfer degree provides students with a broad understanding of how the past has shaped the present-day United States and the world. Majors explore humanity's social development, including racial and ethnic diversity, gender roles, and migration; examine cultural accomplishments, including language, religion, civilization, and arts; and analyze political shifts, including the rise and fall of nations, spread of political ideals, social movements, revolutions, leaders, and wars. The study of history strengthens students' abilities to communicate clearly in writing and speech, and to evaluate claims and evidence to draw justified conclusions. Completing a History AA-T degree also prepares students for seamless transfer to History programs at California State University.

<b>REQUIRED CORE (6 units)</b>	<b>UNITS</b>
HIST 102 Political and Social History of the United States: 1500s-1876	3
HIST 103 Political and Social History of the United States: 1877-Present	3

**List A: Select two (6 units)**

HIST 241 Western Civilization	3
or HIST 245 World Civilization from Antiquity to 1500	(3)
HIST 242 Western Civilization	3
or HIST 246 World Civilization from 1500 to Present	(3)

**List B – Select one course from each area: (6 units)****Area 1 Diversity (3 units):****Any List A course not already used:**

HIST 245 World Civilization from Antiquity to 1500	3
or HIST 246 World Civilization from 1500 to Present	(3)

**Or A non-western history course (any history course not pertaining to the US or Europe) articulated as fulfilling CSU GE Area C or D or IGETC Area 3 or 4:**

HIST 230 History of Mexico	3
HIST 235 History of Latin America	3
HIST 260 Survey of the History of Asia	3
HIST 265 Selected Problems in Contemporary Asian History	3
HIST 275 Global Studies	3

## Curriculum and Requirements for Majors and Certificates

**Or Any course from the humanities or social sciences (including history) that addresses any historically under-represented group or non-western subject articulated as fulfilling CSU GE Area C or D or IGETC Area 3 or 4:**

HIST 110	African-American History	3
HIST 204	Women in American History	3
or WGS 204	Women in American History	(3)

**Or A language other than English which is articulated as fulfilling CSU GE Area C2 or IGETC Area 3B:**

CHIN 101	Elementary Chinese	5
CHIN 102	Elementary Chinese	5
CHIN 201	Intermediate Chinese I	5
CHIN 202	Intermediate Chinese II	5
FREN 101	Elementary French	5
FREN 102	Elementary French	5
FREN 201	Intermediate French	5
FREN 202	Intermediate French	4
FREN 203	Intermediate French Advanced Level 1	4
FREN 285	Romance Linguistics	3
GERM 101	Elementary German	5
GERM 102	Elementary German	5
GERM 201	Intermediate German	4
GERM 202	Intermediate German	4
JAPN 101	Elementary Japanese	5
JAPN 102	Elementary Japanese	5
JAPN 201	Intermediate Japanese	5
JAPN 202	Intermediate Japanese	4
SPAN 101	Elementary Spanish	5
SPAN 102	Elementary Spanish	5
SPAN 111	Elementary Spanish for Spanish Speakers	5
SPAN 112	Elementary Spanish for Spanish Speakers	5
SPAN 201	Intermediate Spanish	5
SPAN 202	Intermediate Spanish	4
SPAN 205	Advanced Spanish Composition	3
SPAN 206	Hispanic Literature in Media	3
SPAN 210	Highlights of Hispanic Culture	3
SPAN 285	Romance Linguistics	3

**Area 2 (3 units)**

Any History course (including List A courses not already used) or any non-history course from the humanities or social sciences related to history articulated as fulfilling CSU GE Area C or D or IGETC Area 3 or 4:

HIST 101	American History and Constitution	3
HIST 120	History of California	3
HIST 210	History of the United States in the Post World War II Era	3
HIST 220	History of the Americas	3
HIST 221	History of the Americas	3
HIST 250	History of England, Great Britain and the Commonwealth	3
HIST 255	History of Russia	3
ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)
ART 109	Gender and Sexuality in Art	3
or HUM 109	Gender and Sexuality in Art	(3)
SPAN 245	Introduction to Chicano/Mexican American Culture	3
ENGL 221A	Literature in the Bible: Hebrew Scriptures	3
ENGL 221B	Literature in the Bible: Christian Scriptures	3
ENGL 223	Chicana/Chicano Literature	3
ENGL 224	Native American Literature	3
ENGL 225	Mexican Literature in Translation	3

ENGL 226	African American Literature	3
ENGL 228	Shakespeare's Plays	3
ENGL 230A	Introduction to American Literature	3
ENGL 230B	Introduction to American Literature	3
ENGL 236	Studies in Women's Literature	3
ENGL 237	Asian American Literature	3
ENGL 238	Classic Islamic Literature	3
ENGL 246A	Survey of British Literature A: Anglo-Saxon to the 18th Century	3
ENGL 246B	Survey of British Literature B: Romanticism to the Present	3
ENGL 248A	Masterpieces of World Literature	3
ENGL 248B	Masterpieces of World Literature	3
HUM 100	The Art of Being Human	3
HUM 108	Black Images in Popular Culture	3
or ART 108	Black Images in Popular Culture	(3)
HUM 109	Gender and Sexuality in Art	3
or ART 109	Gender and Sexuality in Art	(3)
PHIL 100	Introduction to Philosophy	3
PHIL 102	Introduction to Ethics	3
PHIL 104	Philosophy of Cultural Diversity: Challenge and Change	3
PHIL 105	Philosophy of Art and Beauty	3
PHIL 107	Philosophy of Science and Technology	3
PHIL 108	Philosophy of the Americas	3
PHIL 200	World Religions	3
PHIL 201	Contemporary Philosophy	3
PHIL 204	Philosophy of the Bible I: Hebrew Scriptures	3
PHIL 206	Philosophy of the Bible II: Christian Scriptures	3

**OR**

ANTH 100	Cultural Anthropology	3
ANTH 120	Introduction to Archaeology	3
ANTH 170	Introduction to Language and Culture	3
ANTH 200	Native Peoples of North America	3
ANTH 201	Native Peoples of California	3
ANTH 202	The Maya, Inca and Aztecs: Ancient Civilizations of the Americas	3
ANTH 203	The Anthropology of Magic, Witchcraft and Religion	3
POL 101	American Political Institutions	3
POL 110	California State and Local Government	3
POL 201	Introduction to Political Science and American Government	3
POL 210	International Relations	3
POL 220	Comparative Government	3
POL 230	Contemporary Political Issues: Middle East	3
POL 260	Public Policy and the Supreme Court	3
PSYC 261	Social Psychology	3
SOC 101	Introductory to Sociology Principles	3
SOC 201	Social Problems	3
SOC 202	Gender and Society	3
or WGS 202	Gender and Society	(3)
SOC 210	American Minority Relations	3
SOC 215	Sociology of Cultural Diversity: Challenge and Change	3
WGS 101	Issues for Women in American Society	3
WGS 102	Women and Religion	3
WGS 204	Women in American History	3
or HIST 204	Women in American History	(3)
WGS 206	Women in Global Economy	3
or ECON 102	Women in Global Economy	(3)

Total Degree Requirements 18-20

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER REQUIREMENTS

To complete the Associate of Arts in History for Transfer, a student must meet both of the following requirements:

Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth)

A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0.

MTT 112	Variable Frequency Drives in Automated Manufacturing	2
MTT 180	Robotics for Computer Numerically Controlled Machines	3
ENGT 259	SolidWorks Introduction	4
	Total required Units	19.5

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of "C" or higher in major/emphasis courses.

## INDUSTRIAL ARTS EDUCATION

### ASSOCIATE IN ARTS DEGREE

An Associate of Arts Degree in Industrial Arts Education provides students with an introductory knowledge and variety of technical skills and experiences necessary for undergraduate research and entry-level internships.

REQUIRED COURSES	UNITS	
AUTO 100	Automotive Maintenance and Operation	4
ENGT 116	Blueprint Reading	2
ET 102	Electronics for Engineering Technologists	3
MTT 100	Machine Tool Introduction	2
PMT 100	Plastics Technology	2.5
WELD 100	Welding Fundamentals	2.5
WMT 101	Introduction to Woodworking	3
	Total Degree Requirements	19

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above required courses, (2) Complete the General Education requirements to achieve a minimum of 60 units.

## INDUSTRIAL TECHNOLOGY AUTOMATED MANUFACTURING

### CERTIFICATE OF ACHIEVEMENT

The Industrial Technology Automated Manufacturing – Certificate of Achievement program provides the diverse student body in the surrounding regional community with an education that combines Engineering Design Technology and Machine Tool Technology. Basic and advance training in industrial control, maintenance, numerical control machining and quality control form the fundamental skills necessary for the average and expected working knowledge in industrial technology.

REQUIRED COURSES	UNITS	
MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 68	Computer-Assisted Inspection Using Verisurf	2
MTT 100	Machine Tool Introduction	2
MTT 110	Industrial Maintenance of Machine Tools	2
MTT 111	Programmable Logic Controllers In Automated Manufacturing	2
MTT 112	Variable Frequency Drives in Automated Manufacturing	2
MTT 180	Robotics for Computer Numerically Controlled Machines	3
ENGT 259	SolidWorks Introduction	4
	Total Certificate Requirements	19.5

## INDUSTRIAL TECHNOLOGY AUTOMATED MANUFACTURING

### ASSOCIATE OF ARTS

The Industrial Technology Automated Manufacturing - Associated of Arts program provides the diverse student body in the surrounding regional community with an education that combines Engineering Design Technology and Machine Tool Technology. Basic and advance training in industrial control, maintenance, numerical control machining and quality control form the fundamental skills necessary for the average and expected working knowledge in industrial technology.

The AA in Industrial Technology provides students with technical skills of the field as well as the general education and prepare them for employment with potential for future advancement.

### REQUIRED COURSES

MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 68	Introduction Inspection Using Verisurf	2
MTT 100	Machine Tool Introduction	2
MTT 110	Industrial Maintenance of Machine Tools	2
MTT 111	Programmable Logic Controllers In Automated Manufacturing	2

## INTERPRETING/TRANSLATING CERTIFICATE OF ACHIEVEMENT

CORE REQUIREMENTS	UNITS	
GEOG 105	World Regional Geography	3
POL 210	International Relations	3
BA 101	International Business	3

### Any one of the following

PHIL 200	World Religions	3
ANTH 100	Cultural Anthropology	3

### Division Requirements

ENGL 106	Introduction to Linguistics	3
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# Curriculum and Requirements for Majors and Certificates

## Any one of the following

SPAN 282	Intermediate Conversational Spanish	3
SPAN 283	Advanced Conversational Spanish	3
FREN 202	Intermediate French	4
FREN 203	Intermediate French Advanced Level I	4
GERM 203	Scientific German	4
GERM 204	Scientific German	4
JAPN 102	Elementary Japanese	5
JAPN 201	Intermediate Japanese	5
SPAN 201	Intermediate Spanish	5
and SPAN 202	Intermediate Spanish	4
or SPAN 112	Elementary Spanish for Spanish Speakers	(5)
and SPAN 202	Intermediate Spanish	4
or SPAN 213	Living Spanish Grammar and Written Communication	(2)
SPAN 214	Living Spanish Grammar and Written Communication	(2)
and SPAN 202	Intermediate Spanish	4
Total Certificate Requirements		24

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Interpreting/Translating and complete electives and General Education requirements to achieve a minimum of 60 units.

## INTERNATIONAL STUDIES

### GLOBAL STUDIES

#### ASSOCIATE IN ARTS

The goal of the Cerritos College Associate in Arts in Global Studies is to introduce students to the concept globalization and its implication for their future career in global studies and related disciplines.

<b>Program Requirements</b>	<b>15 units</b>
<b>Division Option Requirements (select one option)</b>	<b>9 units</b>
<b>Total degree requirements</b>	<b>24 units</b>

#### CORE REQUIREMENTS (15 UNITS)

ANTH 100	Cultural Anthropology	3
ECON 201	Principles of Macroeconomics	3
GEOG 105	World Regional Geography	3
HIST 275	Global Studies	3
POL 210	International Relations	3

#### DIVISION REQUIREMENTS (9 units) – Select one option

##### Political-Economic Option (select three courses)

BA 101	International Business	3
ECON 102	Women in the Global Economy	3
or WGS 206	Women in the Global Economy	(3)
HIST 246	World Civilization from 1500 to Present	3
POL 220	Comparative Government	3
POL 230	Contemporary Political Issues: Middle East	3
POL 240	Introduction to Political Theory	3
ECON 202	Principles of Micro Economics	3
or ECON 202M	Principles of Micro Economics	(3)

## Socio-Cultural Option (select three courses)

ANTH 170	Introduction to Language and Culture	3
HUM 100	The Art of Being Human	3
PHIL 200	World Religions	3
SOC 215	Sociology of Cultural Diversity: Challenge and Change	3
COMM 110	Intercultural Communication	3
SOC 101	Introductory Sociology Principles	3
GEOG 102	Cultural Geography	3

**NOTE:** One year of Foreign Language study is recommended

## ADDITIONAL ASSOCIATE DEGREE REQUIREMENTS:

Complete the 15 core units and nine units of one of the two options listed above for a total of 24 major units, and the general education requirements.

## GLOBAL STUDIES

### CERTIFICATE OF ACHIEVEMENT

The goal of the Cerritos College Certificate of Achievement in Global Studies is to introduce students to the concept globalization and its implication for their future career in global studies and related disciplines.

<b>Program Requirements</b>	<b>15 units</b>
<b>Division Option Requirements (select one option)</b>	<b>9 units</b>
<b>Total Certificate requirements</b>	<b>24 units</b>

#### CORE REQUIREMENTS (15 UNITS)

ANTH 100	Cultural Anthropology	3
ECON 201	Principles of Macroeconomics	3
or ECON 201M	Principles of Macroeconomics	(3)
GEOG 105	World Regional Geography	3
HIST 275	Global Studies	3
POL 210	International Relations	3

#### DIVISION REQUIREMENTS (9 units) – Select one option

##### Political-Economic Option (select three courses)

BA 101	International Business	3
ECON 102	Women in the Global Economy	3
or WGS 206	Women in the Global Economy	(3)
HIST 246	World Civilization from 1500 to Present	3
POL 220	Comparative Government	3
POL 230	Contemporary Political Issues: Middle East	3
POL 240	Introduction to Political Theory	3
ECON 202	Principles of Micro Economics	3
or ECON 202M	Principles of Micro Economics	(3)

##### Socio-Cultural Option (select three courses)

ANTH 170	Introduction to Language and Culture	3
HUM 100	The Art of Being Human	3
PHIL 200	World Religions	3
SOC 215	Sociology of Cultural Diversity: Challenge and Change	3
COMM 110	Intercultural Communication	3
SOC 101	Introductory Sociology Principles	3
GEOG 102	Cultural Geography	3

**NOTE:** One year of Foreign Language study is recommended

## GLOBAL RESOURCES

### CERTIFICATE OF ACHIEVEMENT

#### CORE REQUIREMENTS

	UNITS
GEOG 105 World Regional Geography	3
POL 210 International Relations	3
BA 101 International Business	3

#### Any one of the following

PHIL 200 World Religions	3
ANTH 100 Cultural Anthropology	3

#### Division Requirements

ENGL 106 Introduction to Linguistics	3
ESCI 101 Physical Ecology	3

#### SELECT 6 UNITS FROM THE FOLLOWING:

GEOG 101 Physical Geography	3
GEOG 102 Natural and Cultural Geography	3
GEOL 101 Physical Geology	4
ESCI 102 Physical Ecology Field Laboratory	1
ESCI 104 Oceanography	3
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Total Certificate Requirements	24

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Global Resources and complete electives and General Education requirements to achieve a minimum of 60 units.

## WORLD CULTURE

### ASSOCIATE IN ARTS

The goal of the Cerritos College Associate in Arts in International Studies: World Cultures is to introduce students to world cultures and its implication for their future careers in world cultures and related disciplines. Different academic areas across our campus community confirm that accurate information and comprehensive understanding of our global community is a critical requirement for students in the 21st Century.

#### CORE REQUIREMENTS

	UNITS
GEOG 105 World Regional Geography	3
PHIL 104 Philosophy of Cultural Diversity: Challenge and Change	3
ANTH 100 Cultural Anthropology	3
COMM 110 Intercultural Communication	3
SOC 215 Sociology of Cultural Diversity: Challenge and Change	3

#### Any one of the following

HIST 246 World Civilization from 1500 to Present	3
POL 210 International Relations	3
PHIL 200 World Religions	3
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Total Major Requirements	18

NOTE: Second Language Coursework is recommended.

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in World Cultures and complete electives and General Education requirements to achieve a minimum of 60 units.

## WORLD CULTURES

### CERTIFICATE OF ACHIEVEMENT

The goal of the Cerritos College Associate in Arts in International Studies: World Cultures is to introduce students to world cultures and its implication for their future careers in world cultures and related disciplines. Different academic areas across our campus community confirm that accurate information and comprehensive understanding of our global community is a critical requirement for students in the 21st Century.

#### CORE REQUIREMENTS

	UNITS
GEOG 105 World Regional Geography	3
PHIL 104 Philosophy of Cultural Diversity: Challenge and Change	3
ANTH 100 Cultural Anthropology	3
COMM 110 Intercultural Communication	3
SOC 215 Sociology of Cultural Diversity: Challenge and Change	3

#### Any one of the following

HIST 246 World Civilization from 1500 to Present	3
POL 210 International Relations	3
PHIL 200 World Religions	3
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Total Certificate Requirements	18

NOTE: Second Language Coursework is recommended.

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in World Cultures and complete electives and General Education requirements to achieve a minimum of 60 units.

## JOURNALISM

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

#### REQUIRED CORE (9 Units)

	UNITS
JOUR 100 Mass Communications and Society	3
JOUR 101 Beginning Newswriting and Reporting	3
JOUR 107A College Newspaper	3

#### LIST A: (Select one) 3 Units

JOUR 121 Multimedia Reporting	3
JOUR 157 Principles of Public Relations	3
or BA 157 Principles of Public Relations	(3)
JOUR 130 Photo Journalism	3
or PHOT 130 Photo Journalism	(3)
JOUR 107B Intermediate College Newspaper	3

#### LIST B: (Select two) 6 Units

PHOT 100 Introductory Photography	3
ART 188 Design for Desktop Publishing	3
MATH 112 Elementary Statistics	4
POL 101 American Political Institutions	3
POL 220 Comparative Government	3
ENGL 103 Critical and Argumentative Writing	3
PHIL 106 Introduction to Logic	3
ENGL 101 Critical Thinking through Literature	3
Any CSU Breadth courses from two different Areas with A-D	—

Total Degree Requirements 18

**ASSOCIATE IN ARTS IN JOURNALISM FOR TRANSFER REQUIREMENTS**

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

**NOTE:** Students should avoid accumulating additional journalism units as they complete their AA-T degree (which requires 60 unit). Additional units will create graduation problems as the upper division. Many programs require 80 units outside of journalism for the degree and each CSU may require up to 28 upper division units in the major.

**JOURNALISM**

**ASSOCIATE IN ARTS DEGREE**

The goals and objectives of the Journalism AA are to prepare majors for college work in entry-level work in the industry as reporters, content creators, and editors. The program also seeks to provide courses that will fulfill part of the general education requirements for other majors. Students who learn the skill sets offered in the Journalism courses will be able to transfer these skills to a variety of career situations that require the ability to gather information from a variety of sources, synthesize or make sense of that information, and report findings to other audiences. They will also gain an understanding and appreciation for the rights and responsibilities associated with free speech and expression.

<b>CORE REQUIREMENTS (9 UNITS)</b>		<b>UNITS</b>
JOUR 100	Mass Communication and Society	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 121	Multimedia Reporting	3

<b>DEPARTMENT REQUIREMENTS</b>		
(6 units, any combinations)		
JOUR 107A	College Newspaper	3
JOUR 107B	College Newspaper	3
JOUR 107C	College Newspaper	3
JOUR 107D	College Newspaper	3

<b>ADDITIONAL REQUIREMENTS (14 UNITS)</b>		
ART 188	Design for Digital Publishing	3
ART 196	Web Design with Flash and Dreamweaver	3
COMM 125	Organizational Communication	3
JOUR 111	Introduction to Newsletters	1
JOUR 130	Photo Journalism	3
or PHOT 130	Photo Journalism	(3)
JOUR 157	Principles of Public Relations	3
or BA 157	Principles of Public Relations	(3)
JOUR 160L	College Magazine Production	1
JOUR 170	Broadcast News/Webcasting	1
or RTV 170	Broadcast News/Webcasting	(1)
JOUR 298	Directed Studies in Journalism	1
JOUR 299	Directed Studies in Journalism	2
PHOT 100	Introductory Photography	3
PHOT 110	Introduction to Digital Photography	3
Total Major Requirements		29

**NOTE:** Journalism students intending to transfer to a four-year college are referred to the Transfer Journalism Major Requirements of Study.

**JOURNALISM**

**CERTIFICATE OF ACHIEVEMENT**

<b>CORE REQUIREMENTS (9 units)</b>		<b>UNITS</b>
JOUR 100	Mass Communications and Society	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 121	Multimedia Reporting	3

<b>DEPARTMENT REQUIREMENTS (SELECT 6 UNITS)</b>		
JOUR 106	talonmarks.com	1
JOUR 107a	College Newspaper	3
JOUR 107b	Intermediate College Newspaper	3
JOUR 160L	College Magazine Production	1
JOUR 298	Directed Studies in Journalism	1

<b>DEPARTMENT ELECTIVES (Select 6 units)</b>		
JOUR 107C	Intermediate Advanced College Newspaper	3
JOUR 125	Broadcast News Production and Editing	3
JOUR 130	Photo Journalism	3
or PHOT 130	Photo Journalism	(3)
JOUR 157	Principles of Public Relations	3
or BA 157	Principles of Public Relations	(3)
JOUR 170	Broadcast News/Webcasting	1
JOUR 299	Directed Studies in Journalism (should be internship)	2
RTV 152	Introduction to Broadcasting	3

<b>ADDITIONAL REQUIREMENTS (Select 3 units)</b>		
ART 188	Design for Desktop Publishing	3
ART 196	Web Design with Flash and Dreamweaver	3
JOUR 107d	Advanced College newspaper	3
JOUR 111	Introduction to Newsletters	1
JOUR 119	Legal Aspects of Mass Communications	1
or RTV 119	Legal Aspects of Mass Communications	(1)
PHOT100	Introduction to Photography	3
PHOT 110	Introduction to Digital Photography	3
Total Certificate Requirements		24

**PUBLIC RELATIONS**

**CERTIFICATE OF ACHIEVEMENT**

The goals and objectives of the Public Relations Certificate are to prepare majors for entry-level work in the industry as public relations professionals. Students who learn the skill sets offered in the Mass Communications courses will be able to transfer these skills to a variety of career situations that require the ability to gather information from a variety of sources, synthesize or make sense of that information, and report findings to other audiences. They will also gain an understanding and appreciation for advertising, social media, and the rights and responsibilities associated with free speech and expression.

<b>CORE REQUIREMENTS (12 UNITS)</b>		<b>UNITS</b>
JOUR 100	Mass Communications and Society	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 121	Multimedia Reporting	3
JOUR 157	Principles of Public Relations	3
or BA 157	Principles of Public Relations	(3)

## Curriculum and Requirements for Majors and Certificates

### ELECTIVE REQUIREMENTS (6 units, any combination)

ART 188	Design for Desktop Publishing	3
BA 114	Marketing	3
JOUR 107A	College Newspaper	3
JOUR 107B	College Newspaper	3
JOUR 107C	College Newspaper	3
JOUR 107D	College Newspaper	3
JOUR 130	Photo Journalism	3
or PHOT 130	Photo Journalism	(3)
JOUR 160L	College Magazine Production	3
PHOT 100	Introductory Photography	3
PHOT 110	Introduction to Digital Photography	3
RTV 155	Radio Production	3
ART 196	Web Design with Flash and Dreamweaver	3
COMM 125	Organizational Communication	3
JOUR 111	Introduction to Newsletters	1
JOUR 170	Broadcast News/Webcasting	1
or RTV 170	Broadcast News/Webcasting	(1)
JOUR 298	Directed Studies in Journalism	1
JOUR 299	Directed Studies in Journalism	2
		—
	Total Certificate Requirements	18

LAW 105*	Introduction to Federal and California Employment and Labor Law	3
LAW 106*	Bankruptcy Law	3
LAW 107*	Probate Procedures	3
LAW 108*	Family Law Procedures	3
LAW 109*	Torts and Personal Injury	3
LAW 110	Business Law	3
LAW 112*	Estate Planning for the Paralegal	3
LAW 113*	Fundamentals of Alternate Dispute Resolutions	3
LAW 114	Law on the Internet	3
LAW 115*	Elder Law	3
LAW 116*	Criminal Law	3
LAW 119	Legal Aspects of Mass Communications	1
LAW 150*	Intellectual Property Law	3
LAW 160*	California Workers' Compensation Law	3
LAW 171-174*	Legal Occupational Work Experience	1-4
LAW 220*	Landlord and Tenant Law	3
LAW 230*	Corporate Law	3
LAW 260*	Immigration Law	3
		—
	Total Requirements for Section B:	11

\*Denotes legal specialty courses. The ABA requires a minimum of 18 units of legal specialty courses for certificate candidates.

AA Degree Candidates: Must complete a total of 22 units of Core Requirements (Section "A"), 6 units of Legal Specialty courses designated by an (\*) in Section "B," and 5 units of any other courses from the Section "B" requirements. General Education requirements must also be completed to achieve a minimum of 60 degree-applicable units for an A.A. Degree in Paralegal. No course may be taken as "Credit by Exam." A minimum of 12 Paralegal Program units must be taken at Cerritos College. The remainder of the 21 units may be transferred from another American Bar Association approved Paralegal Program, provided the units correspond with the course description of the course seeking to be substituted and a Course Substitution Form is approved.

**This program is approved by the American Bar Association (ABA)**

**Department Recommendation:** It is strongly recommended that all graduates who wish to be assisted with job placement through the Law Department complete LAW 171-174 Legal Occupational Work Experience with a letter of recommendation from their employer.

**Note:** Paralegal means a person who holds himself for herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, government agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Board of California. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law (Business & Professional Code Section 6450) The Legal Minor does not prepare students for a career as a Paralegal and is not approved by the American Bar Association.

## LAW

### PARALEGAL

#### ASSOCIATE IN ARTS DEGREE

The Associates of Arts in Paralegal degree program from our American Bar Association [ABA] approved Paralegal Program is designed to provide the necessities for the graduate to enter the workforce as a paralegal. Employment opportunities for paralegals include: private law practice; governmental agencies such as courts; the private sector in businesses such as title or other insurance companies, in-house patent division with larger corporations, or other businesses with staff attorneys; and in the community service field such as with legal clinics and self-help centers.

#### SECTION A

##### Paralegal Core Requirements for Paralegal Candidates:

		UNITS
LAW 56	Introduction to Computerized Legal Software	3
LAW 100*	Introduction to California Civil Procedures	3
LAW 101	Introduction to Law	3
LAW 102*	Advanced California Civil Procedures	3
LAW 103*	Legal Research	3
LAW 111	Business Law	3
LAW 120*	Legal Ethics	3
LAW 290*	Capstone Course — Paralegal Program	1
		—
	Total Requirements for Section A:	22

#### SECTION B

Must complete 11 additional units from the list below of which 6 units must be courses marked with an asterisk Students are entitled and encouraged to take additional elective courses in addition to the minimum required.

		UNITS
LAW 52	Law Office Management	3
LAW 57	Legal Document Production	3
LAW 65*	Advanced Computerized Legal Software	3
LAW 104*	Advanced Legal Research	3

## PARALEGAL

### CERTIFICATE OF ACHIEVEMENT

The Paralegal Certificate of Achievement from our American Bar Association [ABA] approved Paralegal Program is designed to provide the necessities for the graduate to enter the workforce as a paralegal.

Employment opportunities for paralegals include: private law practice; governmental agencies such as courts; the private sector in businesses such as title or other insurance companies, in-house patent division with larger corporations, or other businesses with staff attorneys; and in the community service field such as with legal clinics and self-help centers.

# Curriculum and Requirements for Majors and Certificates

## SECTION A

### Paralegal Core Requirements for Paralegal Certificate Candidates:

		UNITS
LAW 56	Introduction to Computerized Legal Software	3
LAW 100*	Introduction to California Civil Procedures	3
LAW 101	Introduction to Law	3
LAW 102*	Advanced California Civil Procedures	3
LAW 103*	Legal Research	3
LAW 111	Business Law	3
LAW 120*	Legal Ethics	3
LAW 290*	Capstone Course — Paralegal Program	1
	Total Requirements for Section A:	22

## SECTION B

Must complete 6 additional units from the list below which must be courses marked with an asterisk. Students are entitled and encouraged to take additional elective courses in addition to the minimum required.

		UNITS
LAW 52	Law Office Management	3
LAW 57	Legal Document Production	3
LAW 65*	Advanced Computerized Legal Software	3
LAW 104*	Advanced Legal Research	3
LAW 105*	Introduction to Federal and California Employment and Labor Law	3
LAW 106*	Bankruptcy Law	3
LAW 107*	Probate Procedures	3
LAW 108*	Family Law Procedures	3
LAW 109*	Torts and Personal Injury	3
LAW 110	Business Law	3
LAW 112*	Estate Planning for the Paralegal	3
LAW 113*	Fundamentals of Alternate Dispute Resolutions	3
LAW 114	Law on the Internet	3
LAW 115*	Elder Law	3
LAW 116*	Criminal Law	3
LAW 119	Legal Aspects of Mass Communications	1
LAW 150*	Intellectual Property Law	3
LAW 160*	California Workers' Compensation Law	3
LAW 171-174*	Legal Occupational Work Experience	1-4
LAW 220*	Landlord and Tenant Law	3
LAW 230*	Corporate Law	3
LAW 260*	Immigration Law	3
	Total Requirements with an * for Section B:	6

Certificate Candidates: Must complete a total of 22 units of Core Requirements (Section "A") and 6 units of Legal Specialty courses designated by an\* in Section "B" for a total of 28 units. A student may earn a Paralegal Certificate of Achievement if the student has already completed an AA degree or BA degree from an accredited college or university. Official transcripts must be provided to admissions with proof of degree posted. Degrees earned from international colleges or universities must be evaluated by a Cerritos College-approved international evaluation service. At least 22 units must be taken at Cerritos College. Up to 6 units may be transferred from another American Bar Association approved Paralegal Program, provided the units correspond with the course description of the course seeking to be substituted and a Course Substitution Form is approved. Students must consult with the Counseling Department prior to entering the Certificate Program to verify eligibility. All Law courses that were taken prior to the completion of the student's requisite A.A. or higher Degree will not be counted as part of the certificate units. No paralegal course may be taken as "Credit by Exam."

This program is approved by the American Bar Association (ABA)

**Department Recommendation:** It is strongly recommended that all graduates who wish to be assisted with job placement through the Law Department complete LAW 171-174 Legal Occupational Work Experience with a letter of recommendation from their employer.

**Note:** Paralegal means a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, government agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Board of California. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law (Business & Professional Code Section 6450). The Legal Minor does not prepare students for a career as a Paralegal and is not approved by the American Bar Association.

## LGBT STUDIES

### CERTIFICATE OF ACHIEVEMENT

The LGBT Studies Certificate program seeks to increase understanding and appreciation of the social, historical, and cultural contributions of the LGBTQ+ community. Students will learn the terminology utilized within the academic area of queer studies, and identify the differences between sexual orientation, gender identity, and gender expression. The program also promotes understanding of the intersections of LGBTQ+ identities with those of race, ethnicity, class, and age, among others. Students will also learn about LGBTQ+ individuals, their contributions to U.S. and international cultures, both historical and current, and their struggles and achievements toward equal rights.

#### CORE REQUIREMENTS (6 UNITS)

		UNITS
WGS 140	Introduction to LGBT Studies	3
ENGL 249	LGBT Literature	3

#### Selective a minimum of 9 units from the following courses:

ANTH 205	Anthropology of Sexuality & Gender	3
or WGS 205	Anthropology of Sexuality & Gender	(3)
ART 109	Gender & Sexuality in Art	3
or HUM 109	Gender & Sexuality in Art	3
HIST 103	Political & Social History of the US 1877-Present	3
HIST 204	Women in American History	3
or WGS 204	Women in American History	(3)
Phil 109	Philosophy of the Body, Feminism, and Gender	3
or WGS 109	Philosophy of the Body, Feminism, and Gender	(3)
SOC 202	Gender & Society	3
or WGS 202	Gender & Society	(3)
PSYC 265	Psychology of Gender	3
SOC 120	Introduction to Human Sexuality	3
WGS 101	Introduction to Women's Studies	3
WGS 250	Foundation of Feminist, Gender, and Queer Theories	3
	Total Certificate Requirements	15



## LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences Degree is designed to give students a foundational degree that may either be used as a basis for transfer to a four-year college or university, or to serve those students who wish to enter the workforce prepared with an associate degree. Students wishing to transfer must select General Education Plan B for transfer to a California State University or Plan C for transfer to either a California State University or a University of California. Students planning this degree as preparation for the work force may select Plan A. See the General Education section of this catalog for details. Meeting with a college counselor is highly recommended to prepare for completion of the degree.

In order to qualify for an A.A. Degree in Liberal Arts and Sciences, the following requirements must be met:

1. Completion of Plan A, B, or C of the General Education requirements and meet required proficiencies. These requirements and proficiencies are specified in the Associate in Arts Degree General Education requirements of the catalog.
2. Completion of a minimum of 60 degree-applicable units.
3. Completion of at least one area of emphasis among the following with a grade of Pass or "C" or higher in each course:
  - Art and Culture (21 units)
  - Communication (18 units)
  - Culture and Society (18 units)
  - Earth and Space Sciences (18 units)
  - Historical Perspectives (18 units)
  - Literature and Language (18 Units)
  - Media Studies (18 units)
  - Self-Development and Social Behavior (18 units)
  - Social and Behavioral Sciences (18 units)
  - Visual Communication (18 units)
4. Courses may be used to satisfy both a General Education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is up to each transfer institution.
5. Repeatable courses may be counted toward an area of emphasis only once.
6. Courses that appear in more than one section of an area of emphasis may be applied only once in meeting the requirements for that area of emphasis.

## ART AND CULTURE

Students will begin with an overview of world art history, focusing on patterns within patterns within development of human cultural production. They will take a series of courses designed to introduce them to both Western and Non-Western artistic traditions in the visual, literary, and performing arts. They will complete their studies with advanced courses aimed at developing critical analytical skills as they relate to issues of identity and politics within the arts. Finally, they will choose from electives to broaden their understanding to art and culture today.

This area of emphasis will prepare students for possible baccalaureate degree majors within the fields of art history, arts and humanities, art criticism, theatre, and dance. Students pursuing these studies may seek careers in museum work, allied arts, art foundations, art criticism, theatre and the entertainment industry.

### Section 1 — Required courses

ART 100	Introduction to World Art	3
HUM 100	The Art of Being Human	3
ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)

or ART 109	Gender and Sexuality in Art	(3)
or HUM 109	Gender and Sexuality in Art	(3)

### Section 2 — Western Art History

Choose 3 units from the following courses:

ART 101	Art History 1: Prehistory to Gothic	3
ART 102	Art History 2: Renaissance to Rococo	3
ART 103	Art History 3: Neoclassical to Present	3

### Section 3 — Non-Western Art History

Select 3 units from the following courses:

ART 104	African Art History	3
ART 105A	The Arts of Latin America and the Caribbean: Pre-Columbian	3
ART 105B	The Arts of Latin America and the Caribbean: Colonial to the Present	3
ART 107	Asian Art History	3

### Section 4 — Literary and Performing Arts

Select 3 units from the following courses:

ENGL 232	Readings in Poetry	3
ENGL 235	Readings in the Drama	3
MUS 100	Music Appreciation	3
MUS 101	Introduction to World Music	3
FILM 159	World Film	3

### Section 5 — Art and Culture Electives

Select 3 units from the following courses:

ARCH 112	History of Architecture	3
ART 106	Mexican Art	3
ART 118	History of Women in Visual Arts	3
or WGS 118	History of Women in Visual Arts	(3)
ART 125	Introduction to Visual and Cultural Studies	3
or HUM 125	Introduction to Visual and Cultural Studies	(3)
ART 207	Women and Media	3
or WGS 207	Women and Media	(3)
COMM 140	Oral Interpretation of Literature	3
COMM 145	Storytelling	3
COMM 148	Reader's Theatre	3
DANC 100	Dance Appreciation	3
DANC 101	History of Dance	3
RTV 152	Introduction to Broadcasting	3
TH 101	Introduction to the Theatre	3
TH 102	History of the Classical Theatre	3
TH 103	History of the Modern Theatre	3
TH 104	History and Appreciation of Musical Theatre	3
TH 110	Fundamentals of Acting	3.5
TH 150	Appreciation and History of the Motion Picture	3
TH 151	Motion Pictures, Radio and Television	3
or RTV 151	Motion Pictures, Radio and Television	(3)

TOTAL UNITS ARTS AND CULTURE AREA OF EMPHASIS	21
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# Curriculum and Requirements for Majors and Certificates

## COMMUNICATION

The Communication Area of Emphasis is designed to give the student both foundational and proficient knowledge and skill to communicate effectively in today's world. Students will apply principles of language for clear, concise expression and logical thought. The emphasis begins with courses in oral communication, reading, and written communication. The next level of courses uses these communication methods to express complex concepts and critical opinions in the education as well as the vocational setting.

This area of emphasis will prepare students for possible baccalaureate degree majors in communication, communication studies, public speaking, philosophy, and education. Students pursuing these studies may seek careers in politics, public policy, education, law, and business. Courses that appear in more than one section of an area of emphasis may be applied only once in meeting the requirements for that area of emphasis.

### Section 1 — Communication Courses

Select 6 units from the following courses:

COMM 100	Introduction to Communication Studies	3
or COMM 130	Public Speaking	(3)
COMM 110	Intercultural Communication	3
or COMM 125	Organizational Communication	(3)

### Section 2 — Critical Thinking Courses

Select 3 units from the following courses:

COMM 103	Argumentation, Persuasion, and Critical Thinking	3
ENGL 103	Critical and Argumentative Writing	3
ENGL 110	Critical Thinking through Literature	4
INST 100	Principles and Strategies for Problem Solving	3
PHIL 103	Philosophical Reasoning: Critical Thinking in Philosophy	3
PHIL 106	Introduction to Logic	3
PSYC 103	Critical Thinking in Psychology	3
READ 103	Analysis and Critical Reading	3

### Section 3 — Additional Courses

Select at least 9 additional units from at least two disciplines from the following courses:

COMM 100	Introduction to Communication Studies	3
COMM 103	Argumentation, Persuasion, and Critical Thinking	3
COMM 110	Intercultural Communication	3
COMM 130	Public Speaking	3
COMM 115	Gender, Communication, and the Digital Revolution	3
or WGS 115	Gender, Communication, and the Digital Revolution	(3)
COMM 120	Interpersonal Communication	3
COMM 125	Organizational Communication	3
COMM 132	Small Group Communication	3
COMM 140	Oral Interpretation of Literature	3
COMM 145	storytelling	3
COMM 200	Contemporary Communication Topics	3
COMM 231	Forensics Activity 1 (Competitive Speech and Debate)	3
COMM 232	Forensics Activity 2 (Competitive Speech and Debate)	3
COMM 233	Forensics Activity 3 (Competitive Speech and Debate)	3
COUN 150	Dynamics of Leadership	3

COUN 200	Success in College and Career	3
ENGL 103	Critical and Argumentative Writing	3
ENGL 110	Critical Thinking Through Literature	4
INST 100	Principles and Strategies for Problem Solving	3
LIBR 100	Introduction to Library Resources	1
LIBR 101	Advanced Library Research	1
PHIL 103	Philosophical Reasoning: Critical Thinking in Philosophy	3
PHIL 106	Introduction to Logic	3
PSYC 103	Critical Thinking in Psychology	3
PSYC 220	Research Methods	3
READ 102	Academic Reading in the Content Areas	3
READ 103	Analysis and Critical Reading	3
SOC 205	Introduction to Social Research Methods	3
TOTAL UNITS COMMUNICATION AREA OF EMPHASIS		18

## CULTURE AND SOCIETY

Courses in culture and society are an inter-disciplinary activity, developing a global perspective of how western and non-western societies interconnect and interact, and the dynamics of cultural change. Students will develop a critical framework for a better understanding of diverse cultural and historic identities in societal contexts through the study of history, language, literature, sociology, art and art history, and other humanities and social sciences.

This area of emphasis will prepare students for possible baccalaureate degree majors in history, anthropology, international studies, global studies, political science, and literature. Students pursuing these studies may seek careers in writing, teaching, business, Foreign Service, social service, law, museum direction, and travel and tourism.

Select at least 6 units from Section 1, at least 6 units from Section 2, at least 6 units from Section 3, and at least 3 units from Section 4 for a total of 21 units. Courses that appear in more than one section of an area of emphasis may be applied only once in meeting the requirements for that area of emphasis.

### Section 1 — World Societies

Select 6 units total from at least two disciplines:

	<b>UNITS</b>	
ANTH 100	Cultural Anthropology	3
ANTH 170	Introduction to Language and Culture	3
ANTH 200	Native Peoples of North America	3
COMM 110	Intercultural Communication	3
GEOG 102	Cultural Geography	3
HIST 120	History of California	3
HIST 204	Women in American History	3
or WGS 204	Women in American History	(3)
HIST 210	History of the United States in the Post World War II Era	3
HUM 100	The Art of Being Human	3
PHIL 104	Philosophy of Cultural Diversity: Challenge and Change	3
PHIL 200	World Religions	3
PHIL 201	Contemporary Philosophy	3
SOC 101	Introductory Sociology Principles	3
SOC 201	Social Problems	3
SOC 215	Sociology of Cultural Diversity: Challenge and Change	3
SPAN 210	Highlights of Hispanic Culture	3
WGS 102	Women and Religion	3

# Curriculum and Requirements for Majors and Certificates

## Section 2 — The Arts

Select 6 units total from at least two disciplines:

ARCH 112	History of Architecture	3
ART 100	Introduction to World Art	3
ART 101	Art History I: Prehistory to Gothic	3
ART 102	Art History II: Renaissance to Rococo	3
ART 103	Art History III: Neoclassical to Present	3
ART 104	African Art History	3
ART 105A	The Arts of Latin America and the Caribbean: Pre-Columbian	3
ART 105B	The Arts of Latin America and the Caribbean: Colonial to the Present	3
ART 106	Mexican Art	3
ART 107	Asian Art History	3
ENGL 228	Shakespeare's Plays	3
ENGL 235	Readings in the Drama	3
MUS 101	Introduction to World Music	3
MUS 102	Latino Music	3
DANC 101	History of Dance	3
DANC 109	Introduction to Dance Cultures of the World	3
TH 102	History of the Classical Theatre	3
TH 103	History of the Modern Theatre	3
FILM 159	World Film	3

## Section 3 — World History and Political Institutions

Select 6 units total from at least two disciplines:

HIST 101	American History and Constitution	3
HIST 102	Political and Social History of the United States: 1500s to 1876	3
HIST 103	Political and Social History of the United States: 1877 to Present	3
HIST 110	African-American History	3
HIST 120	History of California	3
HIST 204	Women in American History	3
or WGS 204	Women in American History	(3)
HIST 210	History of the United States Post World War II Era	3
HIST 220	History of the Americas	3
HIST 221	History of the Americas	3
HIST 230	History of Mexico	3
HIST 235	History of Latin America	3
HIST 241	Western Civilization	3
HIST 242	Western Civilization	3
HIST 245	World Civilization from Antiquity to 1500	3
HIST 246	World Civilization from 1500 to Present	3
HIST 250	History of England, Great Britain and the Commonwealth	3
HIST 255	History of Russia and the Soviet Union	3
HIST 260	Survey of the History of Asia	3
HIST 265	Selected Problems in Contemporary Asian History	3
JOUR 100	Mass Communications and Society	3
POL 101	American Political Institutions	3
POL 201	Introduction to Political Science and American Government	3
POL 210	International Relations	3
POL 220	Comparative Government	3
POL 230	Contemporary Political Issues: Middle East	3

## Section 4 — World Literatures

Select 3 units from the following courses:

ENGL 221A	Literature in the Bible: Hebrew Scriptures	3
ENGL 221B	Literature in the Bible: Christian Scriptures	3

ENGL 223	Chicana/Chicano Literature	3
ENGL 224	Native American Literature	3
ENGL 225	Mexican Literature in Translation	3
ENGL 226	African American Literature	3
ENGL 236	Studies in Women's Literature	3
ENGL 237	Asian American Literature	3
ENGL 238	Classic Islamic Literature	3
ENGL 246A	Survey of British Literature A: Anglo-Saxon to 18th Century	3
ENGL 246B	Survey of British Literature B: Romantics to Present	3
ENGL 248A	Masterpieces of World Literature	3
ENGL 248B	Masterpieces of World Literature	3

TOTAL UNITS CULTURE AND SOCIETY AREA OF EMPHASIS 21

† UC credit limits may apply. HIST 101, 101LC, 102, 102LC and 103 are combined: maximum credit, two courses. HIST 103 and 210 combined: maximum credit, one course. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

## EARTH AND SPACE SCIENCES

These courses emphasize the study of our home planet and its place in the universe, both present and past. Students will examine, explore, and synthesize theories relating to the origin and evolution of Earth, our solar system, and the universe in lecture and laboratory environments.

This area of emphasis will prepare students for possible baccalaureate degree majors in astronomy, earth sciences, geology, oceanography, global studies, environmental science and policy, astronomy and natural science.

Students pursuing these studies may seek careers in geology, oceanography, environmental analysis, science education, urban planning, policy administration, and consulting.

Complete at least seven units, including at least one laboratory from Section A; at least eight units, including one laboratory from Section B; at least three units from Section C; and additional units from any of the sections below for a combined total of 18 units.

### Section A — Courses in Astronomy

Choose at least 7 units, including one laboratory, from the following courses:

ASTR 102	Introductory Astronomy: Stars and the Universe	3
ASTR 103	Introductory Astronomy: The Solar System	3
ASTR 105L	Observational Astronomy	1
ASTR 106	History of Astronomy	3

### Section B — Courses in Earth Sciences

Choose at least 8 units, including one laboratory, from the following courses:

ESCI 104	Oceanography	3
ESCI 104L	Oceanography Laboratory	1
ESCI 106	Weather and Climate	3
GEOG 101	Physical Geography	3
GEOG 101L	Physical Geography Laboratory	1
GEOL 102	Physical Geology Lecture	3
GEOL102L	Physical Geology Laboratory	1
GEOG 103	Environmental Geography	3
GEOL 101	Physical Geology	4
GEOL 103	Environmental Geology Lecture	3
GEOL 103L	Environmental Geology Lab	1

# Curriculum and Requirements for Majors and Certificates

## Section C — Courses in Astronomy and Earth Sciences

Choose at least 3 units from the following courses:

ASTR 104	Life in the Universe	3
GEOL 201	Earth History	4
GEOL 204	Geology of the Western National Parks and Monuments	3
GEOL 207	Paleontology, Life of the Past	4
GEOL 209	Natural Disasters	3
TOTAL MINIMUM UNITS EARTH AND SCIENCES		—
AREA OF EMPHASIS		18

## HISTORICAL PERSPECTIVES

The Historical Perspectives area of emphasis gives the students a broad range look at various aspects of history. The courses include history of this region, state, and country; this world, and history of the arts and sciences.

This area of emphasis will prepare students for possible baccalaureate degree majors in history, Eastern studies, Latin American studies, ethnic studies, anthropology, religious studies, and history of science.

Students pursuing these studies may seek careers as an archivist, historian, politician, journalist, educator, or in business, research, government service, and public policy.

### Section 1 — American History

Select at least 6 units from the following courses:

ANTH 200	Native Peoples of North America	3
HIST 101	American History and Constitution	3
HIST 102	Political and Social History of the United States: 1500s to 1876	3
HIST 103	Political and Social History of the United States: 1877 to Present	3
HIST 110	African-American History	3
HIST 120	History of California	3
HIST 204	Women in American History	3
or WGS 204	Women in American History	(3)
HIST 210	History of the United States in the Post World War II Era	3

### Section 2 — World and Ethnic History

Select at least 6 units from the following courses:

ANTH 202	The Maya, Inca and Aztecs: Ancient Civilizations of the Americas	3
HIST 220	History of the Americas	3
or HIST 221	History of the Americas	(3)
HIST 230	History of Mexico	3
or HIST 235	History of Latin America	(3)
HIST 241	Western Civilization	3
or HIST 242	Western Civilization	(3)
or HIST 245	World Civilization from Antiquity to 1500	(3)
or HIST 246	World Civilization from 1500 to Present	(3)
HIST 250	History of England, Great Britain and the Commonwealth	3
or HIST 255	History of Russia and the Soviet Union	(3)
or HIST 260	Survey of the History of Asia	(3)
or HIST 265	Selected Problems in Contemporary Asian History	(3)

## Section 3 — History of the Arts and Sciences

Select at least 6 units from the following courses:

ART 101	Art History I: Prehistory to Gothic	3
or ART 102	Art History II: Renaissance to Rococo	(3)
or ART 103	Art History III: Neoclassical to Present	(3)
ART 104	African Art History	3
ART 105A	The Arts of Latin America and the Caribbean: Pre-Columbian	3
or ART 105B	The Arts of Latin America and the Caribbean: Colonial to Present	(3)
ART 106	Mexican Art	3
ART 107	Asian Art History	3
ART 118	History of Women in Visual Art	3
or WGS 118	History of Women in Visual Arts	(3)
ARCH 112	History of Architecture	3
ASTR 106	History of Astronomy	3
DANC 101	History of Dance	3
MUS 100	Music Appreciation	3
MUS 102	Latino Music	3
MUS 103	Jazz in America	3
MUS 104	American Popular Music	3
MUS 104B	History of Rock Music	3
PHOT 160	History of Photography	3
TH 102	History of the Classical Theatre	3
or TH 103	History of the Modern Theatre	(3)
or TH 104	History and Appreciation of Musical Theatre	(3)
TOTAL UNITS HISTORICAL PERSPECTIVES		—
AREA OF EMPHASIS		18

## LITERATURE AND LANGUAGES

The literature and language emphasis offers students two principal disciplines: the study of literature in English and/or the study of foreign languages. The literature discipline introduces British, American, and world literary history through the study of writers recognized for their significant literary merit. Courses explore the boundaries of literature through genre, period, theme, language, and culture. Students may train in critical and creative writing as well. The languages discipline is sequenced to provide practical competence in French, German, Japanese, Sign Language or Spanish, as well as elementary Chinese. Students perfect their linguistic skills and study original language literary texts to appreciate the nuances of language and global culture.

This area of emphasis will prepare students for possible baccalaureate degree majors in anthropology, literature, cultural studies, and languages. Students pursuing these studies may seek careers in publications, communications, education, media, law, international business, entertainment, administration, the arts, translation, and Foreign Service.

### Section 1

Select 3 units from one of the following:

ANTH 170	Introduction to Language and Culture	3
ENGL 110	Critical Thinking through Literature	4
ENGL 106	Introduction to Linguistics	3

# Curriculum and Requirements for Majors and Certificates

## Section 2

Select a minimum of 15 units from one or more of the following disciplines:

### Art and Culture

ANTH 100	Cultural Anthropology	3
ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)
ART 109	Gender and Sexuality in Art	3
or HUM 109	Gender and Sexuality in Art	(3)
SPAN 210	Highlights of Hispanic Culture	3
SPAN 245	Introduction to Chicano/ Mexican American Culture	3
COMM 148	Readers' Theatre	3
FILM 159	World Film	3

### English

ENGL 221A	Literature in the Bible: Hebrew Scriptures	3
ENGL 221B	Literature in the Bible: Christian Scriptures	3
ENGL 223	Chicana/Chicano Literature	3
ENGL 224	Native American Literature	3
ENGL 225	Mexican Literature in Translation	3
ENGL 227	Modern and Contemporary Literature	3
ENGL 228	Shakespeare's Plays	3
ENGL 230A	Introduction to American Literature	3
ENGL 230B	Introduction to American Literature	3
ENGL 232	Readings in Poetry	3
ENGL 233	Readings in the Novel	3
ENGL 234	Readings in Short Fiction	3
ENGL 235	Readings in the Drama	3
ENGL 240	Creative Writing	3
ENGL 241	Screenwriting	3
or FILM 241	Screenwriting	(3)
ENGL 246A	Survey of British Literature A: Anglo-Saxon to 18th Century	3
ENGL 246B	Survey of British Literature B: Romantics to the Present	3
ENGL 248A	Masterpieces of World Literature	3
ENGL 248B	Masterpieces of World Literature	3

### American Sign Language

ASL 110	American Sign Language I	4
ASL 111	American Sign Language II	4
ASL 210	American Sign Language III	4
ASL 211	American Sign Language IV	4
ASL 220	Deaf Culture	3

### Chinese

CHIN 101	Elementary Chinese I	5
CHIN 102	Elementary Chinese II	5
CHIN 103	Introduction to Business Chinese	3
CHIN 201	Intermediate Chinese I	5
CHIN 202	Intermediate Chinese II	5
CHIN 260	Chinese Culture and Society	3

### French

FREN 101	Elementary French	5
FREN 102	Elementary French	5
FREN 201	Intermediate French	5
FREN 202	Intermediate French	4
FREN 203	Intermediate French Advanced Level 1	4
FREN 281	Beginning Conversational French	3
FREN 282	Intermediate Conversational French	3
FREN 283	Advanced Conversational French	3
FREN 285	Romantic Linguistics	3

### German

GERM 101	Elementary German	5
GERM 102	Elementary German	5
GERM 201	Intermediate German	4
GERM 202	Intermediate German	4
GERM 203	Scientific German	4
GERM 204	Scientific German	4
GERM 281	Beginning Conversational German	3
GERM 282	Intermediate Conversational German	3
GERM 283	Advanced Conversational German	3
GERM 291	German for International Commerce	3
GERM 292	German for International Commerce	3

### Japanese

JAPN 101	Elementary Japanese	5
JAPN 102	Elementary Japanese	5
JAPN 201	Intermediate Japanese	5
JAPN 202	Intermediate Japanese	4
JAPN 281	Beginning Conversational Japanese	3
JAPN 282	Intermediate Conversational Japanese	3
JAPN 283	Advanced Conversational Japanese	3

### Spanish

SPAN 101	Elementary Spanish	5
SPAN 102	Elementary Spanish	5
SPAN 111	Elementary Spanish for Spanish Speakers	5
SPAN 112	Elementary Spanish for Spanish Speakers	5
SPAN 201	Intermediate Spanish	5
SPAN 202	Intermediate Spanish	4
SPAN 281	Beginning Conversational Spanish	3
SPAN 282	Intermediate Conversational Spanish	3
SPAN 283	Advanced Conversational Spanish	3
SPAN 285	Romantic Linguistics	3

TOTAL UNITS LITERATURE AND LANGUAGE 18-22

## MEDIA STUDIES

These courses introduce the student to the role and impact of the mass media and their images in society and provide an exploratory introduction to several mass media major areas of study. This area of emphasis will prepare students for possible baccalaureate degree majors in journalism, mass communications, entertainment and media studies, broadcasting, film, and public relations. Students pursuing these studies may seek careers in screen writing, film and entertainment, mass communications, media, law, education, and journalism.

**Select 18 units from at least two disciplines from the following courses:**

ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)
ART 124	Introduction to Media Studies	3
ART 207	Women in Media	3
or WGS 207	Women in Media	(3)
COMM 130	Public Speaking	3
ENGL 241	Screenwriting	3
or FILM 241	Screenwriting	(3)
JOUR 100	Mass Communications and Society	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 121	Multimedia Reporting	3
JOUR 157	Principles of Public Relations	3
or BA 157	Principles of Public Relations	(3)

## Curriculum and Requirements for Majors and Certificates

RTV 151	Motion Pictures, Radio and Television	3
or TH 151	Motion Pictures, Radio and Television	(3)
RTV 152	Introduction to Broadcasting	3
READ 103	Analysis and Critical Reading	3
TH 150	Appreciation and History of the Motion Picture	3
		—
TOTAL UNITS MEDIA STUDIES AREA OF EMPHASIS		18

### SELF-DEVELOPMENT AND SOCIAL BEHAVIOR

This emphasis provides students with knowledge and understanding of social behavior theories, concepts, and principles as applied to self-development. It is designed to prepare students to use acquired knowledge to communicate and collaborate more effectively. These courses are intended to assist students with the application of this knowledge to their lives in meaningful ways, including student growth, purpose, and vitality. Students will learn to become productive citizens who care for themselves and others and will be prepared to work with people and their communities.

This area of emphasis will prepare students for possible baccalaureate degree majors in social, health, and human services majors. Students pursuing these studies may seek careers in service/ community-oriented fields, fitness, and in health professions. Select at least 6 units from Section 1, at least 3 units from Section 2, and at least 3 units from Section 3. Then complete at least 6 additional units from any section or combination of sections (1, 2, or 3) to reach a total of 18 units.

#### Section 1 — Theory and Background

Select at least 6 units from the following courses:

ANTH 205	The Anthropology of Sexuality and Gender	3
or WGS 205	The Anthropology of Sexuality and Gender	(3)
ANTH 206	The Anthropology of Death and Dying	3
ANTH 170	Introduction to Language and Culture	3
BA 107	Human Relations in Business	3
CD 110	Child Development	3
CDEC 113	The Child, Family, and Community	3
CDIT 151	Infant and Toddler Development	3
COMM 100	Introduction to Communication Studies	3
COMM 103	Argumentation, Persuasion, and Critical Thinking	3
COMM 110	Intercultural Communication	3
COMM 115	Gender, Communication and the Digital Revolution	3
or WGS 115	Gender, Communication and the Digital Revolution	(3)
COMM 120	Interpersonal Communication	3
COMM 125	Organizational Communication	3
COMM 130	Public Speaking	3
COMM 132	Small Group Communication	3
ENGL 106	Introduction to Linguistics	3
GEOG 102	Cultural Geography	3
HIST 101	American History and Constitution	3
HIST 102	Political and Social History of the United States: 1550s to 1876	3
HIST 103	Political and Social History of the United States: 1877 to Present	3
HIST 110	African/American History	3
HIST 120	History of California	3
HUM 107	Men and Masculinities: Constructing Manhood in America	3
or WGS 107	Men and Masculinities: Constructing Manhood in America	(3)
KIN 100	Introduction to Kinesiology	3
KIN 106	Student Athletes in Society	2

KIN 108	Women in Sports	3
or WGS 108	Women in Sports	(3)
KIN 200	Sports Psychology	3
KIN 211	Sport Management	3
POL 101	American Political Institutions	3
POL 201	Introduction to Political Science and American Government	3
PSYC 101	General Introductory Psychology	3
PSYC 150	Personal and Social Adjustment	3
PSYC 220	Research Methods	3
PSYC 245	Drugs and Behavior	3
PSYC 251	Developmental Psychology	3
PSYC 261	Social Psychology	3
PSYC 271	Abnormal Psychology	3
READ 101	Literacy and Learning Strategies for College Success	3
SOC 101	Introductory Sociology Principles	3
SOC 110	Marriage and the Family	3
SOC 120	Introduction to Human Sexuality	3
SOC 202	Gender and Society	3
or WGS 202	Gender and Society	(3)
SOC 201	Social Problems	3
SOC 205	Introduction to Social Research Methods	3
SPAN 245	Introduction to Chicano/ Mexican American Culture	3
TH 108	Improvisation for the Theatre	3.5
TH 110	Fundamentals of Acting	3.5
WGS 101	Issues for Women in American Society	3
WGS 105	Gender Studies and the Chicana/ Latina Experience	3
WGS 209	Gender and Science	3
WGS 250	Foundations of Feminist, Gender, and Queer Theories	3

#### Section 2 — Student Development and Application

Select at least 3 units from the following courses:

COUN 100	Counselor Aide in the Community College	2
COUN 150	Dynamics of Leadership	3
COUN 200	Success in College and Career	3
COUN 210	Job Search Strategies	1
COUN 220	Transition to Universities	3
LIBR 100	Introduction to Library Research	1
LIBR 101	Advanced Library Research	1
READ 101	Literacy and Learning Strategies for College Success	3

#### Section 3 — Student Vitality

Select at least 3 units from the following courses:

HED 100	Contemporary Health Problems	3
HED 101	Stress Management	3
HED 103	Women, Their Bodies and Health	3
or WGS 103	Women, Their Bodies and Health	(3)
HED 105	Mind, Body, and Health	3
HED 200	Nutrition for Health, Fitness and Physical Activity	3
HO 152	Normal and Therapeutic Nutrition	3
KIN 104	Fitness and Wellness	3
KIN 202	Measurement and Interpretation of Fitness	3
PEX 124	Personal Fitness Program	1
PEX 130	Weight Management	1
PEX 136	Stretching and Relaxation	1
PEX 138	Walking for Fitness	1
PEX 141	Jogging for Fitness, Beginning	1

## Curriculum and Requirements for Majors and Certificates

PEX 145	Circuit Weight Training, Beginning	1	HIST 102	Political and Social History of the United States: 1500s to 1876	3
PEX 147	Personal Self Defense	1	HIST 103	Political and Social History of the United States: 1877 to Present	3
PEX 151	Yoga	1	HIST 110	African/American History	3
PEX 156	Pilates Conditioning	1	HIST 120	History of California	3
PEX 240	Jogging for Fitness, Intermediate	2	HIST 204	Women in American History	3
PEX 245	Circuit Weight Training, Intermediate/Advanced	2	<b>or</b> WGS 204	Women in American History	(3)
TOTAL UNITS SELF-DEVELOPMENT AND SOCIAL BEHAVIOR AREA OF EMPHASIS		18	HIST 210	History of the United States in the Post World War II Era	3

### SOCIAL AND BEHAVIORAL SCIENCE

#### ASSOCIATE IN ARTS

The following area of study allows students to take courses that will prepare them for possible majors within the field of social and behavioral science. Courses in the social and behavioral sciences focus on the human and social conditions of society. Courses explain how people behave within their societies and social institutions, including interactions between subcultures, creating an appreciation of human interaction and perceptions of reality. Using critical analysis, students will develop an awareness of social science research methods and theories in the social and behavioral sciences.

This area of emphasis will prepare students for possible baccalaureate degree majors in anthropology, economics, history, political science, psychology, and sociology. Students pursuing these studies may seek careers in social work, counseling, probation and parole, politics, archiving, and business.

#### Select 18 units from at least three different disciplines.

AJ 101	Introduction of Administration of Justice	3	HIST 255	History of Russia and the Soviet Union	3
ASL 220	Deaf Culture	3	HIST 260	Survey of the History of Asia	3
ANTH 100	Cultural Anthropology	3	HIST 265	Selected Problems in Contemporary Asian History	3
ANTH 120	Introduction to Archaeology	3	HIST 275	Global Studies	3
ANTH 170	Introduction to Language and Culture	3	HUM 107	Men and Masculinities: Constructing Manhood in America	3
ANTH 200	Native Peoples of North America	3	<b>or</b> WGS 107	Men and Masculinities: Constructing Manhood in America	(3)
ANTH 202	The Maya, Inca and Aztecs: Ancient Civilizations of the Americas	3	JOUR 100	Mass Communications and Society	3
ANTH 203	The Anthropology of Magic, Witchcraft, and Religion	3	KIN 108	Women in Sports	3
ANTH 205	The Anthropology of Sexuality and Gender	3	<b>or</b> WGS 108	Women in Sports	(3)
<b>or</b> WGS 205	The Anthropology of Sexuality and Gender	(3)	KIN 211	Sport Management	3
ANTH 206	The Anthropology of Death and Dying	3	POL 101	American Political Institutions	3
CD 110	Child Development	3	POL 110	California State and Local Government	3
COMM 110	Intercultural Communication	3	POL 201	Introduction to Political Science and American Government	3
COMM 115	Gender, Communication and the Digital Revolution	3	POL 210	International Relations	3
<b>or</b> WGS 115	Gender, Communication and the Digital Revolution	(3)	POL 220	Comparative Government	3
COUN 200	Success in College and Career	3	POL 230	Contemporary Political Issues: Middle East	3
ECON 101	Economic Issues and Policy	3	POL 240	Introduction to Political Theory	3
ECON 102	Women in Global Economy	3	POL 250	Model United Nations: Theory and Practice	3
<b>or</b> WGS 206	Women in Global Economy	(3)	POL 260	Public Policy and the Supreme Court	3
ECON 201	Principles of Macroeconomics	3	PSYC 101	General Introductory Psychology	3
ECON 201M	Principles of Macroeconomics	3	PSYC 150	Personal and Social Adjustment	3
ECON 202	Principles of Microeconomics	3	PSYC 245	Drug and Behavior	3
ECON 202M	Principles of Microeconomics	3	PSYC 251	Developmental Psychology	3
ECON 204	Money, Ethics, and Economic Justice	3	PSYC 261	Social Psychology	3
ENVS 200	Environmental Policy	3	PSYC 265	Psychology of Gender	3
GEOG 102	Cultural Geography	3	PSYC 271	Abnormal Psychology	3
GEOG 105	World Regional Geography	3	PSYC 275	Cultural Psychology	3
GEOG 140	California Geography	3	SOC 101	Introductory Sociology Principles	3
HIST 101	American History and Constitution	3	SOC 110	Marriage and the Family	3
			SOC 120	Introduction to Human Sexuality	3
			SOC 201	Social Problems	3
			SOC 202	Gender and Society	3
			SOC 205	Introduction to Social Research Methods	3
			SOC 210	American Minority Relations	3
			SOC 215	Sociology of Cultural Diversity: Challenge and Change	3
			SOC 220	Introduction to Human Services	3
			SOC 230	Juvenile Delinquency	3
			SOC 250	Sociology of Aging	3
			WGS 101	Issues for Women in American Society	3

## Curriculum and Requirements for Majors and Certificates

WGS 102	Women and Religion	3
WGS 202	Gender and Society	3
WGS 209	Gender and Science	3
WGS 250	Foundations of Feminist, Gender, and Queer Theories	3
TOTAL UNITS SOCIAL AND BEHAVIORAL SCIENCE AREA OF EMPHASIS		18

### VISUAL COMMUNICATION

This area of emphasis will focus on the power of images and serves as an introduction to techniques for improved visual communication. It starts with a study of images in culture, progresses to visual communication exploration, and culminates with learning hands-on skill development.

This area of emphasis will prepare students for possible baccalaureate degree majors in art, graphic arts, graphic design, desktop publishing, communication, theatre, and photography. Students pursuing these studies may seek careers in film and entertainment, mass communications, media, publishing, photography, education, museum work, web design, theatre stage design, and journalism.

#### Section 1 — Critical Analysis of Images

Select 3 units from the following courses:

ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)
ART 109	Gender and Sexuality in Art	3
or HUM 109	Gender and Sexuality in Art	(3)
ART 113	Art, Science, and Technology	3
ART 118	History of Women in Visual Arts	3
or WGS 118	History of Women in Visual Arts	3
ART 125	Introduction to Visual and Cultural Studies	3
or HUM 125	Introduction to Visual and Cultural Studies	3
PHOT 160	History of Photography	3

#### Section 2 — Theories of Visual Communication

Select 6 units from the following courses:

ART 188	Design for Desktop Publishing	3
JOUR 121	Multimedia Reporting	3
JOUR 130	Photojournalism	3
or PHOT 130	Photojournalism	(3)
PHOT 100	Introductory Photography	3
PHOT 110	Introduction to Digital Photography	3

#### Section 3 — Applied Techniques of Communication

Select 9 units from the following courses:

ART 110	Freehand Drawing	3
ART 114	Storyboard Animation Principles for Film	3
ART 116	Beginning Printmaking	3
ART 120	Two-Dimensional Design	3
ART 130A	Fundamentals of Painting	3
ART 150	Introduction to Ceramics	3
ART 182A	Lettering and Typography	3
ART 184	Graphic Design I	3
FILM 101	Motion Picture Production	3
FILM 102	Television Production	3
TH 193	Motion Picture Editing	3

TOTAL UNITS VISUAL COMMUNICATION AREA OF EMPHASIS		18
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## MACHINE TOOL TECHNOLOGY

### COORDINATE METROLOGY

#### CERTIFICATE OF ACHIEVEMENT

The certificate of achievement in coordinate metrology program prepares students to work with Coordinate Measuring Machines/Arms (CMMs). Those machines are either used during fabrication or machining to assist the machinist, after the fact when the first article is produced, or post production when the part is completed.

Career Opportunities: Upon completion of the courses, employment is available in manufacturing companies where Coordinate Measuring Machines are utilized. Typical job titles can include but are not limited to Quality Control Inspector, Aerospace Engineering, Operations Technicians, Engineering Technicians.

#### REQUIRE COURSES:

		UNITS
ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
MTT 56	CNC Shop Inspection	2
MTT 68	Computer-Assisted Inspection	2
MTT 78	Tool Building Using VeriSurf	1
MTT 168	Advanced Computer-Assisted Inspection Using VeriSurf	1
MTT 100	Machine Tool Introduction	2
Total Certificate Requirement		12

## MACHINE TOOL TECHNOLOGY MACHINIST OPTION

#### ASSOCIATE OF ARTS DEGREE

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 259	SolidWorks Introduction	4
MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 56	CNC Shop Inspection	2
MTT 57	Setup and Operation of CNC Lathes	2.5
MTT 62	Fixture Tooling	2
MTT 68	Computer-Assisted Inspection Using Verisurf	2
MTT 94L	Manual Machining Laboratory	1
MTT 100	Machine Tool Introduction	2
Total Degree Requirements		22

#### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of "C" or higher in major/emphasis courses.



## MACHINE TOOL TECHNOLOGY MACHINIST OPTION

### CERTIFICATE OF ACHIEVEMENT

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, and advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 259	SolidWorks Introduction	4
MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 56	CNC Shop Inspection	2
MTT 57	Setup and Operation of CNC Lathes	2.5
MTT 62	Fixture Tooling	2
MTT 68	Computer-Assisted Inspection Using Verisurf	2
MTT 94L	Manual Machining Laboratory	1
MTT 100	Machine Tool Introduction	2
		—
	Total Certificate Requirements	22

## MACHINE TOOL TECHNOLOGY

### NUMERICAL CONTROL MACHINE OPERATOR OPTION

#### ASSOCIATE OF ARTS DEGREE

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

ENGT 116	Blueprint Reading	2
MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 56	CNC Shop Inspection	2
MTT 57	Setup and Operation of CNC Lathes	2.5
MTT 62	Fixture Tooling	2
MTT 68	Computer-Assisted Inspection Using Verisurf	2
MTT 91L	CNC Mill Machining Laboratory	1
MTT 95L	CNC Lathe Machining Laboratory	1
MTT 100	Machine Tool Introduction	2
MTT 180	Robotics for CNC Machines	3
		—
	Total Degree Requirements	20

#### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of “C” or higher in major/emphasis courses.

See Cerritos College Graduation Requirements.

## MACHINE TOOL TECHNOLOGY NUMERICAL CONTROL MACHINE OPERATOR OPTION

### CERTIFICATE OF ACHIEVEMENT

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

ENGT 116	Blueprint Reading	2
MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 56	CNC Shop Inspection	2
MTT 57	Setup and Operation of CNC Lathes	2.5
MTT 62	Fixture Tooling	2
MTT 68	Computer-Assisted Inspection Using Verisurf	2
MTT 91L	CNC Mill Machining Laboratory	1
MTT 95L	CNC Lathe Machining Laboratory	1
MTT 100	Machine Tool Introduction	2
MTT 180	Robotics for Computer Numerically Controlled Machines	3
		—
	Total Certificate Requirements	20

## MACHINE TOOL TECHNOLOGY TOOL AND DIE MAKER OPTION

#### ASSOCIATE OF ARTS DEGREE

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 258	Tools and Fixtures Applications Using Solid Modeling	4
ENGT 259	SolidWorks Introduction	4
MTT 56	CNC Shop Inspection	2
MTT 62	Fixture Tooling	2
MTT 68	Computer-Assisted Inspection Using Verisurf	2
MTT 94L	Manual Machining Laboratory	1
MTT 100	Machine Tool Introduction	2
NPD 103	Tooling and Materials for New Product Development	3
		—
	Total Degree Requirements	24

#### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of “C” or higher in major/emphasis courses.

See Cerritos College Graduation Requirements.

## MACHINE TOOL TECHNOLOGY TOOL AND DIE MAKER OPTION

### CERTIFICATE OF ACHIEVEMENT

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 259	SolidWorks Introduction	4
MTT 56	CNC Shop Inspection	2
MTT 62	Fixture Tooling	2
MTT 68	Computer-Assisted Inspection Using Verisurf	2
MTT 94L	Manual Machining Lab	1
MTT 100	Machine Tool Introduction	2
NPD 103	Tooling and Materials for New Product Development	3
		—
	Total Certificate Requirements	20

## MACHINE TOOL TECHNOLOGY NUMERICAL CONTROL TOOL PROGRAMMER OPTION

### ASSOCIATE OF ARTS DEGREE

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

#### CORE REQUIREMENT

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
MTT 51	MasterCAM Milling	3.5
MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 56	CNC Shop Inspection	2
MTT 57	Setup and Operation of CNC Lathes	2.5
MTT 59	MasterCAM Turning	2.5
MTT 71	MasterCAM Multi-Axis Milling	2
MTT 72	MasterCAM Multi-Axis Turning	2
MTT 91L	CNC Mill Machining Laboratory	1
MTT 95L	CNC Lathe Machining Laboratory	1
MTT 180	Robotics for CNC Machines	3
MTT 278	MasterCAM Advanced	3.5

#### Two course from the following:

MTT 92L	MasterCAM Laboratory	1
MTT 96L	CNC Multi-Axis Mill Machining Lab	1
MTT 97L	CNC Multi-Axis Turning Laboratory	1
MTT 110	Industrial Maintenance of Machining Tools	2
MTT 120	Fanuc Multi-Axis Robotics	2
		—
	Total Major Requirements	31.5-33.5

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) the above requirements; (2) the Associate of Arts Degree general education requirements; and (3) electives as needed.

RECOMMENDED ELECTIVES: WELD 120, WELD 130 See Cerritos College Graduation Requirements

## MACHINE TOOL TECHNOLOGY NUMERICAL CONTROL TOOL PROGRAMMER OPTIONS

### CERTIFICATE OF ACHIEVEMENT

The Department aims to provide basic to advanced training in manual or conventional machining, computer numerical programming and operation, advanced multi-axis programming and operation. These form the fundamental skills necessary for the average and expected workload in the machining industry. Enrolled students are strongly positioned for employment in the machining industry throughout the course of the Program.

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
MTT 51	MasterCAM Milling	3.5
MTT 52	Setup and Operation of CNC Milling Machines	2.5
MTT 56	CNC Shop Inspection	2
MTT 57	Setup and Operation of CNC Lathes	2.5
MTT 59	MasterCAM Turning	2.5
MTT 71	MasterCAM Multi-Axis Milling	2
MTT 72	MasterCAM Multi-Axis Turning	2
MTT 91L	CNC Mill Machining Laboratory	1
MTT 95L	CNC Lathe Machining Laboratory	1
MTT 180	Robotics for CNC Machines	3
MTT 278	MasterCAM Advanced	3.5
		—
	Total Certificate Requirements	29.5

## MATHEMATICS

### ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)

By successfully completing the courses for an Associate in Science in Mathematics for Transfer degree at Cerritos College, students will gain a practical and theoretical understanding for future studies involving mathematics. The role of mathematics is vital and growing, providing methods for finding solutions to problems in a wide range of sciences: social, biological, physical, behavioral, and managerial. More generally, mathematics is necessary for understanding and expressing ideas in science, engineering, and human affairs.

#### REQUIRED CORE (18 units)

		UNITS
MATH 170	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
MATH 225	Calculus III	5
MATH 250	Linear Algebra and Differential Equations	5

#### SELECT ONE (3 – 4 units)

PHYS 201	Engineering Physics	4
CIS 180	Programming in C/C++	3
MATH 112	Elementary Statistics	4
		—

Total Units for the Major 21-22

## **ADDITIONAL DEGREE COMPLETION REQUIREMENTS:**

(1) Completion of 60 semester-units or 90 quarter-units that are eligible for transfer to the California State University, including both of the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- A minimum of 18 semester-units or 27 quarter-units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

(3) Also required is that students must earn a “C” or better in all courses required for the major.

## **MEDICAL ASSISTANT**

Cerritos College offers a Certificate of Achievement or an Associate of Arts in Medical Assisting. The student must achieve a grade of “C” or better in all required medical assisting courses to qualify for the Certificate of Achievement and/or Associate of Arts Degree in Medical Assisting. Twelve units of the Medical Assistant program must have been taken within the last five (5) years. Upon successful completion of program requirements, the student is eligible for a Cerritos College Medical Assistant pin.

### 1. Medical Assistant Certificate of Achievement

The Medical Assistant Program may be completed in two semesters when started in the fall semester. Both front office (administrative) and back office (clinical) training is available. A clinical lab experience is completed through an internship or occupational work experience.

### 2. Medical Assistant Associate in Arts Degree

The student must complete the requirements for a Certificate of Achievement in Medical Assisting and A&P 120, electives, and General Education requirements to achieve a minimum of 60 units.

The program offers a day or evening program to students. Students starting in the fall semester (August) will be part of the evening program. The full-time student can complete this program in two (2) semesters (Spring, May). Students starting in the spring semester (January) will be part of the day program. The full-time student can complete this program in two (2) semesters (Fall, December). Discussion with the department chair regarding questions on course selection is encouraged.

Course selection for a full-time student starting in the fall or spring semester is recommended as follows:

First Semester: MA 60, MA 63, MA 64, MA 161, HO 53, HO 54, HO 55 (elective from list).

Second Semester: MA 66, MA 67, MA 68 or MA 73 or MA 74, PSYC 101 or PSYC 150, or equivalent, and additional electives if needed.

The program is designed to help meet the needs of the part-time student as well. Course selection in numerical order is advised. Again, consult with the program chair regarding specific course selection questions. Some classes are offered in specific semesters and efficient planning is necessary.

## **PROGRAM REQUIREMENTS**

### **Academic Requirement**

The student may obtain a Certificate of Achievement or an Associate in Arts in Medical Assisting. The student must achieve a grade of “C” or better in required medical assisting and General Education course work. (Twelve units of the Medical Assistant program must have been taken within the last five (5) years.) MA 67 and MA 68 have prerequisite courses, which must be completed with a grade of “C” or higher.

## **Program Progression/Completion**

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Art degree.

## **Expenses**

A. See the college catalog for enrollment fees.

B. The student may expect to spend approximately \$600 for books, equipment (including watch with a second hand), and uniforms. Health screening will be at the student’s expense. This may include but is not limited to immunizations and CPR/First Aid certification completed at private agencies. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected clinics.

## **Essential requirements for the Medical Assistant Program**

Technical Standards/Essential Functions are available for you review on the program’s website. They have been designed to give you more information about the profession and important skills/functions. This information will be helpful to assist you in deciding on your career path.

## **Health**

Employment in this field requires good vision, hearing, and the ability to communicate verbally, nonverbally and through written word. In addition, students must have the ability to comprehend, analyze, and evaluate patients’ charts in order to provide appropriate treatment. Students must be able to record in the patients’ charts and have the manual dexterity to use small instruments to provide patient care. The student must be able to work as a team player and demonstrate efficient customer service skills.

## **Internship and Occupational Work Experience**

Health clearance requirements will vary depending on where clinical lab experiences will be completed (MA 68, MA 73, MA 74). To be placed in a health care facility where direct patient contact will occur (MA 68, MA 73, MA 74), the student must present evidence of compliance with facility health standards and current certification in CPR and First Aid training. The health standards will include, but are not limited to, T.B. testing and immunization. The Medical Assistant Program Record of Immunizations, Vaccination, and Test forms (located in HS 106) must be completed before the first class session and prior to placement in the health care facility. Health clearance, CPR and First Aid requirements must be valid for the duration of the clinical affiliation. Student placements are predominately during the day hours.

## **CRIMINAL BACKGROUND CHECKS**

Clearance of a criminal background check may be required prior to internship/work experience placement. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the course. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.

# Curriculum and Requirements for Majors and Certificates

## MEDICAL ASSISTANT

### CERTIFICATE OF ACHIEVEMENT

		UNITS
HO 53	Electrocardiography	1
HO 54	Medical Laboratory Skills	1
HO 55	Phlebotomy Procedures	1.5
MA 60	Introduction to Medical Assisting	2
MA 63	Health Insurance Coding and Billing	3
MA 64	Medical Office Assisting	3
MA 66	Medications and Specialties	3
MA 67	Medical Office Administration	3
*MA 68	Medical Assisting Internship Experience	4
or *MA 73	Medical Assisting Occupational Work Experience	(3)
or *MA 74	Medical Assisting Occupational Work Experience	(4)
MA 161	Medical Terminology	3

### PSYCHOLOGY

PSYC 101	General Introductory Psychology	3
or PSYC 150	Personal and Social Adjustment	(3)

### And classes from the list below to complete a minimum of 29 Units

BCOT 114	Introduction to Microsoft Office	3.5
CIS 101	Introduction to Computer Information Systems	3
HO 150	Professional/CPR and First Aid (Fall semester only)	1.5
HO 152	Nutrition	3
SPAN 223	Spanish for Health and Medical Careers (or an equivalent)	3
	Total Certificate Requirements	(29-31)

\*Students may select one of these options to complete the medical assisting internship requirement. Only one option can be selected and the course may not be repeated more than one time.

Students not currently employed in a medical office should enroll in MA 68. Students who are currently employed in a medical office up to 19 hours per week should enroll in MA 73. Students who are currently employed in a medical office more than 20 hours per week should enroll in MA 74.

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

For an Associate in Arts Degree a student must meet the requirements for a Certificate of Achievement in Medical Assisting. The student must take A&P 120, electives and General Education requirements to achieve a minimum of 60 units. See Cerritos College Graduation Requirements.

**CAREER OPPORTUNITIES:** Upon completion of program, employment is available as a medical assistant in a variety of settings: office clinic, hospitals, insurance companies, government agencies, pharmaceutical companies, and educational institutions. Job duties can entail front office (administrative) duties such as receptionist and insurance clerk to back office (clinical) duties such as assisting the provider of care of lab duties.

## MENTAL HEALTH WORKER

### ASSOCIATE OF ARTS

This program will train students to help a mentally ill individual with tasks such as gaining employment, finding housing, using community resources, becoming financial competent, and other activities that promote an independent life-style for the mentally ill. The training offered for the Certificate and AA degree is comprehensive and intensive. Students will learn the basics of Psychology, the foundations of Mental Illness (Abnormal Psychology), the concept of rehabilitation and

recovery, how to help the mentally ill, and how to create a cooperative relationship with mentally ill individuals. Finally, students will be given the opportunity to practice the knowledge and skills that they have gained from classroom instruction, in a community mental health environment as a part of our Field Experience class.

### REQUIRED COURSES

		UNITS
INST 151	Principles of Recovery and Psychosocial Rehabilitation	3
INST 152	Helping Relationships	3
INST 272	Special Populations	3
PSYC 101	General Introductory Psychology	3
PSYC 271	Abnormal Psychology	3
PSYC 273	Mental Health Worker Field Experience	3
or INST 273	Mental Health Worker Field Experience	(3)
	Total Major Requirements	18

### Recommended Courses

PSYC 103	Critical Thinking in Psychology	3
PSYC 150	Personal and Social Adjustment	3
PSYC 210	Elementary Statistics	4
PSYC 220	Research Methods	4
PSYC 241	Introductory to Psychobiology	3
PSYC 245	Drugs and Behavior	3
or HO 245	Drugs and Behavior	(3)
PSYC 251	Developmental Psychology	3
PSYC 261	Social Psychology	3
PSYC 275	Cultural Psychology	3

### ASSOCIATES IN ARTS DEGREE REQUIREMENTS

A minimum of 60 units must be completed to include: the core courses listed above and A.A. Degree general requirements.

NOTE: Although all of these courses are transferable to transfer as a Psychology Major refer to Psychology Transfer Major Requirements.

## MENTAL HEALTH WORKER

### CERTIFICATE OF ACHIEVEMENT

This program will train students to help a mentally ill individual with tasks such as gaining employment, finding housing, using community resources, becoming financial competent, and other activities that promote an independent life-style for the mentally ill. The training offered for the Certificate and AA degree is comprehensive and intensive. Students will learn the basics of Psychology, the foundations of Mental Illness (Abnormal Psychology), the concept of rehabilitation and recovery, how to help the mentally ill, and how to create a cooperative relationship with mentally ill individuals. Finally, students will be given the opportunity to practice the knowledge and skills that they have gained from classroom instruction, in a community mental health environment as a part of our Field Experience class.

### REQUIRED COURSES

		UNITS
INST 151	Principles of Recovery and Psychosocial Rehabilitation	3
INST 152	Helping Relationships	3
INST 272	Special Populations	3
PSYC 101	General Introductory Psychology	3

## Curriculum and Requirements for Majors and Certificates

PSYC 271	Abnormal Psychology	3
PSYC 273	Mental Health Worker Field Experience	3
or INST 273	Mental Health Worker Field Experience	(3)
	Total Certificate Requirements	18

### RECOMMENDED COURSES

PSYC103	Critical Thinking in Psychology	3
PSYC150	Personal and Social Adjustment	3
PSYC210	Elementary Statistics	4
PSYC220	Research Methods	4
PSYC241	Introductory to Psychobiology	3
PSYC245	Drugs and Behavior	3
or HO 245	Drugs and Behavior	(3)
PSYC251	Developmental Psychology	3
PSYC261	Social Psychology	3
PSYC 275	Cultural Psychology	3

### ENSEMBLE: (a combination of 4 units from the following courses)

(all courses are repeatable)		
MUS 200E	Beginning Band	(1)
MUS 201E	Concert Band	(1)
MUS 202E	Community Symphonic Band	(1)
MUS 203E	Community Band	(1)
MUS 204E	Orchestra	(1)
MUS 205E	Community Orchestra	(1)
MUS 206E	Stage Band	(1)
MUS 207E	Jazz Ensemble	(1)
MUS 208E	Pop/Rock Latin Ensemble	(1)
MUS 210E	String Ensemble	(1)
MUS 216E	Piano Ensemble	(1)
MUS 217E	Guitar Ensemble	(1)
MUS 219E	Collegiate Chorale	(1)
	Total Degree Requirements	24

## MICROBIOLOGY

### ASSOCIATE OF ARTS DEGREE

#### REQUIRED COURSES

	UNITS	
BIOL 200	Principles of Biology	5
BIOL 201	Principles of Biology	5
CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5
MICR 200	Principles and Applications of Microbiology	5
	Total Degree Requirements	25

#### ADDITIONAL DEGREE REQUIREMENTS:

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the AA degree general education requirements, and (3) a grade of "C" or better in all courses required by major.

## MUSIC

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

This degree is for seamless transfer to a CSU.

#### REQUIRED CORE: (16 UNITS)

	UNITS	
MUS 180	Music Theory/Musicianship I	4
MUS 181	Music Theory/Musicianship II	4
MUS 280	Music Theory/Musicianship III	4
MUS 281	Music Theory/Musicianship IV	4

#### APPLIED MUSIC: (4 UNITS)

MUS 148	Private Study/Technique	1
MUS 149	Private Study/Musical Preparation	1
MUS 150	Private Study/Performance Practice	1
MUS 151	Private Study/Recital Preparation	1

### ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of "C" or better in all courses required for the major or area of emphasis.

## AUDIO SYSTEMS SOLUTIONS

### CERTIFICATE OF ACHIEVEMENT

The Audio Systems Solutions Certificate will prepare students to design and implement audio network and DSP solutions in professional environments. This 15.5-unit certificate will train students how to create audio solutions for a variety of environments such as recording studios, theaters, outdoor venues, and performance halls. Students will engage in creating professional audio solutions for these environments while integrating their experience with analog and digital audio technologies.

#### REQUIRED COURSES:

	UNITS	
MUS 110	Music Technology Fundamentals	3
MUS 135	This Business of Music	3
MUS 145A	Live Sound Techniques	2.5
MUS 146A	Recording Techniques	2
MUS 146B	Mixing Techniques	2.5
MUS 157	Audio Systems Design	2.5
	Total Certificate Requirements	15.5

## COMMERCIAL MUSIC

### ASSOCIATE IN ARTS DEGREE

The Associate in Arts in Music: Commercial Music provides students with training necessary to seek employment in fields related to the music industry in production, publishing, songwriting, composing, and promotion.

#### REQUIRED CORE

MUS 110	Music Technology Fundamentals	3
MUS 112	Elementary Piano I	2
MUS 113	Elementary Piano II	2
MUS 135	This Business of Music	3
MUS 144A	Electronic Synthesizers	2
MUS 144B	Electronic Music Production	2
MUS 146A	Recording Techniques	2
MUS 146B	Mixing Techniques	2.5
MUS 156	Contemporary Music Notation	2.5
MUS 180	Music Theory/Musicianship I	4
MUS 181	Music Theory/Musicianship II	4
	*Music Electives	2
		—
	Total Degree Requirements	31

\*Music Electives: MUS 100, MUS 101, MUS 104B, MUS 105, MUS 114, MUS 115, MUS 116, MUS 117, MUS 118, MUS 119, MUS 120, MUS 121, MUS 122, MUS 123, MUS 143A, MUS 145A, 147, MUS 148, MUS 149, MUS 150, MUS 151, MUS 157, MUS 201E, MUS 202E, MUS 203E, MUS 204E, MUS 205E, MUS 206E, MUS 207E, MUS 208E, MUS 216E, MUS 218E, MUS 219E, MUS 244A, MUS 245A, MUS 280, MUS 281

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for an Associate in Arts in Music: Commercial Music by:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following: (a.) Cerritos College General Education Breadth Requirements (Plan A), or The California State University General Education Breadth Requirements (Plan B), or the Intersegmental General Education Transfer Curriculum (IGETC) (Plan C). (b.) Obtainment of a minimum grade point average of 2.0. 2. Also required is that students must earn a "C" or better in all courses required for the major.

#### RECOMMENDATIONS:

Students should strongly consider taking MUS 105, Music Fundamentals, as part of their General Education requirements.

## COMMERCIAL MUSIC PRODUCTION

### CERTIFICATE OF ACRHIEVEMENT

#### REQUIRED COURSES:

		UNITS
MUS 110	Music Technology Fundamentals	3
MUS 112	Elementary Piano I	2
MUS 113	Elementary Piano II	2
MUS 135	This Business of Music	3
MUS 144A	Synthesizer Techniques	2
MUS 144B	Electronic Music Production	2
MUS 146A	Recording Techniques	2
MUS 146B	Mixing Techniques	2.5
MUS 155	Music Entrepreneurship	3
MUS 156	Contemporary Music Notation	2.5

MUS 171	Occupational Work Experience in Music	1
MUS 180	Music Theory/Musicianship I	4
MUS 181	Music Theory/Musicianship II	4
MUS 244A	Audio for Film, TV, and Games	2.5
MUS 245A	Music for Film, TV, and Games	2.5
		—
	Total Certificate Requirements	38

## NATURAL SCIENCES - GENERAL

### ASSOCIATE IN SCIENCE DEGREE

The goal of the natural sciences associate of science degree is to provide students with a well-rounded introduction to the life and physical sciences. The degree program is designed to satisfy the curiosity of students interested in the natural world, facilitate advanced study in the sciences, or to supplement study of another field with a strong background in the concepts and methodologies of the natural 6 sciences.

#### A. Courses in the Physical Sciences

(Choose at least 4 units)

		UNITS
ASTR 102	Introductory Astronomy: Stars and the Universe	3
ASTR 103	Introductory Astronomy: The Solar System	3
ASTR 104	Life in the Universe	3
ASTR 105L	Observational Astronomy	1
ASTR 106	History of Astronomy	3
CHEM 100	Introductory Chemistry	4
CHEM 110	Elementary Chemistry	4
CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5
CHEM 211	Organic Chemistry	5
CHEM 212	Organic Chemistry	5
ESCI 104	Oceanography	3
ESCI 104L	Oceanography Laboratory	1
ESCI 106	Weather and Climate	3
ESCI 110	Introduction to Earth Science	4
ENGY 100	Energy and the Way We Live	3
GEOG 101	Physical Geography	3
GEOG 101L	Physical Geography Laboratory	1
GEOG 103	Environmental Geography	3
GEOG 140	California Geography	3
GEOG 160	Field Studies in Geography	2
GEOL 100	Natural History of Southern California	1
GEOL 101	Physical Geology	4
or GEOL 102	Physical Geology Lecture	3
and GEOL 102L	Physical Geology Laboratory	1
GEOL 103	Environmental Geology Lecture	3
GEOL 103L	Environmental Geology Laboratory	1
GEOL 105L	Field Methods of the Earth Sciences	1
GEOL 120	Natural History of Owens Valley and the Sierra Nevada Mountains	1
	Earth History	4
	Geology of the Western National Parks and Monuments	3
GEOL 207	Paleontology, Life of the Past	4
GEOL 208	The Age of the Dinosaurs	3
GEOL 209	Natural Disasters	3
PHYS 100	Elementary Physics	4
PHYS 101	General Physics	4
PHYS 102	General Physics	4
PHYS 201	Engineering Physics	4
PHYS 202	Engineering Physics	4
PHYS 203	Engineering Physics	4
PS 100	Physical Science of Modern Technology	3
PS 112	Physical Science for Elementary School Teachers	3

**B. Courses in the Biological Sciences**

(Choose at least 4 units)

	<b>UNITS</b>
A&P 120	Introduction to Human Anatomy and Physiology 4
A&P 150	Introduction to Human Anatomy 4
A&P 151	Introduction to Human Physiology 4
A&P 200	Human Anatomy 5
A&P 201	Human Physiology 5
ANTH 115	Physical Anthropology 3
ANTH 115L	Introduction to Physical Anthropology Lab 1
BIOL 115	Marine Biology 3
BIOL 120	Introduction to Biological Science 4
BIOL 200	Principles of Biology 5
BIOL 201	Principles of Biology 5
BIOL 202	Molecular Biology/Genetics 4
BOT 120	Introduction to Plant Science 4
MICR 200	Principles and Applications of Microbiology 5
PSYC 241	Introduction to Psychobiology 3
ZOOL 120	Introduction to Animal Biology 4

**C. Courses in Mathematics**

(Choose at least 3 units)

	<b>UNITS</b>
MATH 105	Activity-Based Probability and Statistics for Elementary and Middle School Teachers 3
MATH 110A	Mathematics for Elementary Teachers 3
MATH 110B	Mathematics for Elementary Teachers 3
MATH 112	Elementary Statistics 4
MATH 114	College Algebra 4
MATH 115	Finite Mathematics 4
MATH 116	Calculus for Managerial, Biological, and Social Sciences 4
MATH 140	Trigonometry 3
MATH 155	Precalculus 5
MATH 170	Analytic Geometry and Calculus I 4
MATH 190	Analytic Geometry and Calculus II 4
MATH 225	Calculus III 5
MATH 250	Linear Algebra and Differential Equations 5
PSYC 210	Elementary Statistics 4
	—
	Total Degree Requirements 18

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS**

In order to qualify for an AS Degree in Natural Sciences - General, the following requirements must be met:

1. Completion of the AS degree general education and proficiency requirements;
2. Completion of a minimum of 60 degree-applicable units;
3. Choose at least 4 units from section A, at least 4 units from section B, and at least 3 units from section C;
4. Completion of another 7 units of science-related coursework from any section below, for a combined total of at least 18 units of science-related coursework.

See Cerritos College graduation requirements.

**NEW PRODUCT DEVELOPMENT**

**AUTOMOTIVE AFTERMARKET  
PRODUCT DEVELOPMENT OPTION**

**ASSOCIATE IN SCIENCE DEGREE**

The New Product Development (NPD) program at Cerritos College addresses the competencies needed for technicians in the fields of automotive aftermarket, and professional, scientific, and technical service companies of Southern California. Particular emphasis is on either Automotive Aftermarket Product Development and New Product Development and Fabrication.

The program goals are multiple. The first goal is to provide students with the academic preparation needed for a career in the automotive aftermarket industries or other industries using similar technology. Students can do that by learning the program objectives from the set of classes that will allow them to take a virtual new product idea to market. Another goal of the program is to enable current students to get a double competency (3D inspection/NPD, Machining/NPD, Auto/NPD, Welding/NPD, Plastics/NPD, and Engineering Design/NPD). Finally, the last goal of the program is to provide continuous learning opportunities for industry employees. This in turn will provide industry with a framework of classes to further employee development and/or provide validation of professional experience and a path to an AA degree for current employees.

CAREER OPPORTUNITIES: Design Modeler, Automotive Stylist, Fabrication Craftsman

**PROGRAM REQUIREMENTS**

NPD 100	Product Development in a Global Economy	3
NPD 101	Innovation Using Rapid Prototyping	3
NPD 103	Tooling and Materials for New Product Development	3
ENGT 137	Industrial Design and 3D Modeling In Fusion3604	4
	<b>or</b> ENGT 131 Design Fundamentals with Including 3D Models	(3)
	<b>or</b> ENGT 259 SolidWorks Introduction	(4)
AUTO 100	Automotive Maintenance and Operation	4
or AB 51	Non-Structural Repair	(4.5)
	—	—
	Total Program Requirement	17-17.5

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS**

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the associate in science degree general education requirements, and (3) a grade of "C" or better in all courses required by major.

**RECOMMENDED ELECTIVES:**

MTT 278	Mastercam Advanced (3.5)
PMT 221	Modelmaking (2.5)
WELD 130	Gas Tungsten Arc Welding Fundamentals (5.0)
WMT 111L	Introduction to Woodworking Lab (1.0)

## AUTOMOTIVE AFTERMARKET PRODUCT DEVELOPMENT OPTION

### CERTIFICATE OF ACHIEVEMENT

The New Product Development (NPD) program at Cerritos College addresses the competencies needed for technicians in the fields of automotive aftermarket, and professional, scientific, and technical service companies of Southern California. Particular emphasis is either on Automotive Aftermarket Product Development and New Product Development and Fabrication.

The program goals are multiple. The first goal is to provide students with the academic preparation needed for a career in the automotive aftermarket industries or other industries using similar technology. Students can do that by learning the program objectives from the set of classes that will allow them to take a virtual new product idea to market. Another goal of the program is to enable current students to get a double competency (3D inspection/NPD, Machining/NPD, Auto/NPD, Welding/NPD, Plastics/NPD, and Engineering Design/NPD). Finally the last goal of the program is to provide continuous learning opportunities for industry employees. This in turn will provide industry with a framework of classes to further employee development and/or provide validation of professional experience and a path to an AS degree for current employees.

CAREER OPPORTUNITIES: Design Modeler, Automotive Stylist, Fabrication Craftsman

#### PROGRAM REQUIREMENTS

NPD 100	Product Development in a Global Economy	3
NPD 101	Innovation Using Rapid Prototyping	3
NPD 103	Tooling and Materials for New Product Development	3
NPD 105	Mechatronics Integration in New Product Development	3
NPD 108	Human Man Interfaces in New Product Development	2
AUTO 100 or AB 51	Automotive Maintenance and Operation Non-Structural Repair	4 (4.5)
	Total Certificate Requirements	18 (18.5)

#### RECOMMENDED ELECTIVES:

MTT 278	MasterCAM Advanced
PMT 221	Modelmaking
WELD 130	Gas Tungsten Arc Welding Fundamentals
WMT 111L	Introduction to Woodworking Lab

## NEW PRODUCT DEVELOPMENT AND FABRICATION OPTION

### ASSOCIATE IN SCIENCE DEGREE

The New Product Development (NPD) program at Cerritos College addresses the competencies needed for technicians in the fields of professional, scientific, and technical service companies of Southern California. Particular emphasis is on New Product Development and Fabrication. The program goals are multiple. The first goal is to provide students with the academic preparation needed for a career in industries using similar technology. Students can do that by learning the program objectives from the set of classes that will allow them to take a virtual new product idea to market. Another goal of the program is to enable current students to get a double competency (3D inspection/NPD, Machining/NPD, Auto/NPD, Welding/NPD, Plastics/NPD, and Engineering Design/NPD). Finally, the last goal of

the program is to provide continuous learning opportunities for industry employees. This in turn will provide industry with a framework of classes to further employee development and/or provide validation of professional experience and a path to an AS degree for current employees.

#### PROGRAM REQUIREMENTS

NPD 100	Product Development in a Global Economy	3
NPD 101	Innovation Using Rapid Prototyping	3
NPD 103	Tooling and Materials for New Product Development	3
MTT 111	Programmable Logic Controllers In Automated Manufacturing	2
MTT 112	Variable Frequency Drives in Automated Manufacturing	2
ET 102	Electronics for Engineering Technologists	3
ENGT 131	Design Fundamentals Including Solid Modeling	3
	Total Degree Requirements	19

#### ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of "C" or higher in major/emphasis courses.

#### RECOMMENDED ELECTIVES:

MTT 278	MasterCAM Advanced
PMT 221	Modelmaking
WELD 130	Gas Tungsten Arc Welding Fundamentals
WMT 111L	Introduction to Woodworking Lab

## NEW PRODUCT DEVELOPMENT AND FABRICATION OPTION

### CERTIFICATE OF ACHIEVEMENT

Students in this option will focus their studies to the development of new or modified designs for the industries other than automotive. Students need to have a basic understanding of the electronic and robotic requirements of many new products and take classes to gain that familiarity. Students are also required to take an engineering technology project development class. Students then proceed to take classes to allow them to both finalize their product design and obtain quotations. Other classes in the certificate requirements are product development related.

The program goals are multiple. The first goal is to provide students with the academic preparation needed for a career in the automotive aftermarket industries or other industries using similar technology. Students can do that by learning the program objectives from the set of classes that will allow them to take a virtual new product idea to market. Another goal of the program is to enable current students to get a double competency (3D inspection/NPD, Machining/NPD, Auto/NPD, Welding/NPD, Plastics/NPD, and Engineering Design/NPD). Finally, the last goal of the program is to provide continuous learning opportunities for industry employees.

#### PROGRAM REQUIREMENTS

NPD 100	Product Development in a Global Economy	3
NPD 101	Innovation Using Rapid Prototyping	3
NPD 103	Advanced Tooling and Materials for New Product Development	3



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MTT 111	Programmable Logic Controllers in Automated Manufacturing	2
MTT 112	Variable Frequency Drives in Automated Manufacturing	2
ET 102	Electronics for Engineering Technologists	3
ENGT 131	Design Fundamentals Including Solid Modelling	3
	Total Certificate Requirements	19

## RECOMMENDED ELECTIVES:

MTT 278	MasterCAM Advanced
PMT 221	Modelmaking
WELD 130	Gas Tungsten Arc Welding Fundamentals
WMT 111L	Introduction to Woodworking Lab

## NURSING

### ASSOCIATE OF ARTS DEGREE

The Cerritos College Nursing Program, approved by the Board of Registered Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc., offers an opportunity to prepare for a nursing career through mastery of a specific body of knowledge and skills. Technical Standards/Essential Functions are available for your review on the program's website. They have been designed to give you more information about the profession and important skills/functions. This information will be helpful to assist you in deciding on your career path. To qualify for the program, students must successfully complete prerequisite courses and other requirements as stated below. The generic program (Option A) consists of four semesters of sequenced courses.

Students may receive Pass for prior nursing courses to facilitate advanced placement. These students include Licensed Psychiatric Technicians, Licensed Vocational Nurses, students transferring from other accredited programs, and foreign-educated nurses.

For successful completion of the nursing program, the student is required to achieve a minimum 75% in all nursing and nursing-related courses. This is consistent with the Board of Registered Nursing's standard of competency for nursing practice. Completion of the program meets qualifications for the NCLEX-RN licensing exam.

### ACCREDITATION

The Cerritos College Nursing Program is approved by the California Board of Registered Nursing and accredited by the Accreditation Commission for Education in Nursing. Interested parties may contact the following agencies with questions or comments regarding the nursing program accreditation:

California Board of Registered Nursing  
P.O. Box 944210  
Sacramento, CA 94244-2100  
Phone: (916) 322-3350; Hearing impaired individuals call the TDD number: (800) 326-2297; [www.rn.ca.gov](http://www.rn.ca.gov).

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: (404) 975-5000; [www.acenursing.org](http://www.acenursing.org)

### MISSION STATEMENT

The Cerritos College Nursing Program Mission is to prepare nurses to meet the needs of diverse populations in an ever changing health care environment.

### PHILOSOPHY

Nursing is defined as a science, discipline and health care practice that focuses on the assessment, diagnosis and treatment of patients having health problems within the domain of nursing. The goals of nursing practice focus on health promotion, illness prevention, rehabilitation, and supporting the resources of the person who is ill or threatened with illness in adapting to changes within the environment.

In addition to implementing the philosophy of the College, the purpose of the Nursing Program is to provide the community with registered nurses who are capable of functioning in a variety of health care settings. To accomplish this, the Roy Adaptation Model has been selected as the primary conceptual framework. Within this framework, nurses identify their patients as biopsychosocial beings in constant interaction with the environment. In periods of health, individuals have both innate and learned behavioral mechanisms which enable them to cope with their complex internal and external environments. In times of stress, the patient's coping mechanisms may be disrupted and the individual is defined as ill. The patient's health status is defined on a continuum from wellness to illness.

Nursing practice focuses on adaptation of the patient in four major modes: physiological, self-concept, role function, and interdependence. The program prepares students to understand individuals as total beings and to recognize and respect a diversity of spiritual and cultural/ethnic values.

### COMPETENCIES EXPECTED OF THE ASSOCIATE DEGREE NURSE

The Associate Degree Nurse (ADN) graduate is prepared and expected to practice within the framework of the Educational Competencies for Graduates of Associate Degree Nursing Programs as identified by the NLN Council of Associate Degree Nursing Competencies Task Force in 2000. As identified by the Task Force, ADN graduates practice within the framework of eight core components and competencies. The core components of nursing practice are: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. These core components emphasize competencies related to diversity in healthcare, clinical decision making, assessment, patient education, continuity of care (including community aspects), collaboration and leadership. In order to meet the expected outcomes, the ADN graduate utilizes critical thinking and demonstrates clinical competence and accountability as an adaptable generalist who is committed to caring for others and valuing the profession of nursing.

The Associate Degree Nurse is an entry level practitioner and is competent to practice as a direct caregiver in a variety of health care settings which include diverse patient populations. ADN graduates are employed in a health care delivery system that continues to grow and change. Consequently, ADN graduates may pursue bachelors, masters and doctoral degrees in preparation for advanced levels of practice.

### CONCEPT OF EDUCATION

Nursing faculty believe that nursing education is driven by the application of critical thinking and development/improvement of teaching/learning strategies using innovative approaches and evidence-based research. Nursing faculty also believe that the purpose of education is to enlighten and enhance the quality of life for the student, the community and patients for whom students and graduates provide care. Education based on mastery learning is viewed by nursing faculty as a collaborative process involving college administrators and staff, nursing faculty and nursing students. Each student enters the nursing program with unique characteristics, capabilities,

# Curriculum and Requirements for Majors and Certificates

learning styles, and motivation for learning. To address these individual differences, learning experiences are structured from simple to complex.

The program embraces the diversity of cultural, linguistic, and philosophical differences represented in the student body. Course experiences are designed to encourage discussion, sharing and application of cultural practices that are unique to the individuals and groups represented in the campus and the community.

The goal of the program is to promote students' creative and critical thinking and personal growth based on successful learning experiences. Achievement of this goal is fostered by encouraging self-direction and by providing a variety of individual and group learning experiences. Students are expected to participate actively in the learning process.

## CURRICULUM OVERVIEW

The nursing curriculum is currently based on the Nursing Process and the Roy Adaptation Model. The Nursing Process provides the framework for the application of the Roy Adaptation Model. The Roy Adaptation Model for Nursing was adopted by the Cerritos College nursing faculty in 1981. Currently, the program utilizes essential elements of the Roy Model to describe our beliefs about man, the environment, health and illness and to design the goals of nursing care and to organize the collection of assessment data related to the patient's health status. Cerritos College faculty use the Educational Competencies for Graduates of Associate Degree Nursing Programs, as identified by the National Council of Associate Degree Nursing Competencies Task Force in 2000, as the reference to guide and to structure curriculum development, define and level competencies within the Major Requirements and to identify competencies expected at graduation. There are five steps to the Nursing Process: assessment, diagnosis, planning, implementation and evaluation. The Cerritos College nursing student utilizes the Roy Model to collect and organize patient data during the assessment stage of the Nursing Process.

The Roy Adaptation Model views the person/patient/client as a biopsychosocial being in constant interaction with the environment. As an adaptive organism, the person copes with changes in the internal and external environments. In this model, the person is also perceived as having four adaptive modes that identify patient behavior in response to illness or wellness. Behavior is assessed in each of the four modes: the Physiologic Mode, Self-Concept Mode, Role Function Mode and Interdependence Mode. The latter three modes are referred to as the Psychosocial Mode. The underlying needs of the Physiologic Mode is physiological integrity. Components/Concepts of this mode are: Oxygenation, Nutrition, Elimination, Activity and Rest, Protection, Senses, Fluid and Electrolytes, Neurological Function, and Endocrine Function. The curriculum addresses normal (adaptive/effective) and abnormal (maladaptive/ineffective) behaviors in each of these Physiologic Mode components, including wellness and disease prevention elements along with disease processes. The goal of nursing, as expressed in the Roy Adaptation Model, is to promote adaptation. Once a comprehensive, holistic assessment is completed, the nurse identifies actual and potential health alternations and designs a nursing diagnosis. A plan to treat the nursing diagnosis is developed by establishing patient outcomes which are measurable and based on patient behaviors. Nursing interventions are formulated and implemented so that the outcomes can be accomplished. The nursing plan of care is aligned with the medical plan of care. Evaluation of effectiveness of the plan is determined by whether the outcomes have or have not been achieved. If outcomes have not been met, reassessment occurs to determine whether outcomes and/or interventions must be modified.

To develop the cognitive, psychomotor and affective abilities necessary to function as a competent caregiver, the nursing student gains knowledge in nursing concepts, principles, processes, and skills. To support acquisition of this knowledge, the Cerritos College curriculum includes understanding of health, acute and chronic health deviations, nutrition, pharmacology, communication, human development, teaching-learning principles, current technology, humanities, and biological, social and behavioral

sciences. Anatomy, physiology, microbiology, and English are prerequisite to the core nursing courses. To meet graduation requirements, students may concurrently study pharmacology, communication, fine arts and humanities courses.

The Nursing Program is currently enduring a major Curriculum Revision centered on Concept Based Learning. A concept-based curriculum embraces core curriculum concepts that are centered on biophysical and psychosocial foundations, professional nursing concepts, health care system concepts, QSEN standards, and National Patient Safety Goals. During the course of study, students focus on key, prevalent exemplars of these concepts and delve into their interconnected relationships. Students learn to recognize significant features of a condition and begin to apply what they have learned to a variety of clinical situations. Concept based curriculum challenges students to think more critically, apply prior and current knowledge and experiences, identify patterns across concepts, draw on conceptual significance and relevance, and transfer concepts from one patient's bedside to the next. By doing this, the student will facilitate early identification of risk potential to patients and will take active measures to reduce these risks and improve patient outcomes. This revised curriculum will be completed and submitted for approval in mid-2020.

Graduates of the Associate Degree Nursing Program will meet Program Student Learning Outcomes:

**STUDENT LEARNING OUTCOME #1:** The graduate will integrate physiological and psychosocial concepts, along with critical thinking and clinical reasoning to apply nursing process to promote quality, safe, patient centered care.

**STUDENT LEARNING OUTCOME #2:** The graduate will promote and maintain a safe environment by integrating current evidence based practice, information technology, and skill competency to deliver quality health care.

**STUDENT LEARNING OUTCOME #3:** The graduate will therapeutically communicate and collaborate with culturally diverse patients, families, and the interprofessional health care team to achieve quality patient centered care.

**STUDENT LEARNING OUTCOME #4:** The graduate will demonstrate the knowledge, skills, and attitude required of the professional nurse, embracing lifelong learning to improve the quality of health care.

The Associate Degree Nurse is prepared to apply for and take the state licensure exam NCLEX-RN to practice as an entry level RN. In this role, the graduate will provide care to patients with acute and chronic health care needs, and to individuals and families, groups and communities. The nurse uses an interdisciplinary, collaborative approach in working with the patient and with other health care providers. The graduate of an Associate Degree program plays a significant role in management of patient care. Managing care is characterized by planning, implementing, organizing, coordinating, delegating and facilitating the continuity of patient care. The graduate of an Associate Degree Nursing Program adheres to standards of professional practice, is accountable for her/his own actions and behaviors, and practices within ethical, legal, and regulatory frameworks of nursing. Professional behaviors include the concern for others that is demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development.

## NURSING APPLICANT ELIGIBILITY/ADMISSION REQUIREMENTS

The Cerritos College Nursing Program welcomes all applicants. The nursing program has six options of entry (Option A-F) into the program depending on the applicant's needs and current training status. The various options are discussed in length in the Nursing Program Information Packet on the Nursing Website @ [www.cerritos.edu/registered-nurse](http://www.cerritos.edu/registered-nurse)

**NURSING PROGRAM ADMISSION OPTIONS:**

- "Option A" - Associate in Arts Degree
- "Option B" - LPT-ADN Mobility Program
- "Option C" - LVN-ADN Mobility Program

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- “Option D” -LVN 30 Unit Option
- “Option E” -Transfer and Challenge
- “Option F” -Board of Registered Nursing Referral

\*The number of Option B, C, D, E and F admitted to the program is based on space availability.

To be considered for acceptance into the program, applicants must meet some initial requirements:

1. High school graduation or the equivalent. Applicant needs to be 18 years of age.
2. Completion of all Proficiency Requirements for the Associate in Arts Degree, ie: English 100, Math 80 or equivalent, and Reading 54 or equivalent with grades of “Pass” or “C” or higher or satisfactory completion of the college placement test process. (except Options D and F)
3. Completion of Prerequisite courses with grades of “C” or higher: A&P 150, A&P 151, MICR 200 and ENGL 100 (for most Options) with an overall grade point average of 2.5.
4. Only ONE of the above prerequisite courses (A&P 150, A&P 151, MICR 200, English 100) may be repeated if grade of “D” or “F” is earned in order to achieve a better grade. Two or more repeated prerequisites due to initial grades of “D” or “F” will disqualify the applicant (for most options).
5. It is HIGHLY recommended that A&P 150, A&P 151 and MICR 200 be completed within six (6) years of admission. Repeating courses for recency purposes will be accepted, as long as the first time the student took the course, they received a “C” or higher.
6. A cumulative grade point average of 2.5 for all college work taken. (for most options)
7. Completion of the Testing Of Essential Academic Skills (TEAS) Exam with a 62% or higher score or the HESI diagnostic assessment test with a 70% or higher. These assessment examinations are a test of basic Math, English, Reading, and Science. The nursing program conducts TEAS testing each year, however spaces are limited. Therefore, the program will accept scores from other testing sites. The TEAS V is no longer accepted. Regulations regarding the TEAS EXAM can be found on the nursing website @ [www.cerritos.edu/registered-nurse](http://www.cerritos.edu/registered-nurse) (except Options D and F)
8. Ability to provide a valid US Social Security number or Tax ID number prior to admission into the program due to clinical site requirements.

## PROGRAM PREREQUISITES

**Option A:** A&P 150, A&P 151, ENGL 100, and MICR 200.

**Option B:** Same as Option A.

Additional courses required for admission: HO 152, NRSRG 25, NRSRG 211, NRSRG 213A, NRSRG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. Valid California LPT license.

**Option C:** Same as Option A.

Additional courses required for admission: NRSRG 26, NRSRG 215, NRSRG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. Completion of a medication calculation examination with a score of 80% or higher. Valid California LVN license and at least one (1) year of direct patient care experience in a skilled nursing or hospital based facility.

**Option D:** A&P 151, MICR 200, NRSRG 215.

Additional requirements: Valid California LVN license and at least one (1) year of direct patient care experience in a skilled nursing or hospital based facility.  
Optional courses: NRSRG 26, NRSRG 251 (strongly recommended), PSYC 251. Completion of the college placement test process for advisement purposes.

**Option E:** Same as Option A.

Additional courses required for admission: HO 152, NRSRG 25 if entering prior to the middle of the second semester or NRSRG 26 if entering at or following the middle of the second semester, NRSRG 200, NRSRG 215, NRSRG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. ENGL 100, MATH 80, and READ 54 or equivalent with grades of Pass or “C” or higher or satisfactory completion of the college placement test process. Completion of a medication calculation examination with a score of 80% or higher for entry at NRSRG 220 or above. Students applying under this option will be notified individually for additional requirements relative to their entry points in the curriculum. When you meet with the program director. Refer to the information packet for required documentation needed prior to this meeting. Information packets are available in the Health Occupations Division office or online at [www.cerritos.edu/ho](http://www.cerritos.edu/ho). Transfer students are not admitted to the first course nor fourth semester.

**Option F:** NRSRG 26 and NRSRG 215. Applicants must meet with the Director of Nursing and submit a valid letter of referral from the California Board of Registered Nursing.

All applicants must complete the prerequisites listed above or equivalents with grades of Pass or “C” or higher.

Option A, B, C, and E applicants must show successful completion of ENGL 100, MATH 80, and READ 54 or equivalents with grades of Pass or “C” or higher or satisfactory completion of the college placement test process. Option D applicants are required to complete the placement test process for advisement purposes but are not required to complete these courses.

Option D, E, and F applicants will be notified individually for additional requirements relative to their entry point in the program.

For more information on updated program information or prerequisites, please call the Health Occupations Division Office at (562) 860-2451, Ext. 2550.

## APPLICATION PROCESS/SELECTION PROCEDURES

If a student has met eligibility requirements and qualifications for admission and is preparing for the APPLICATION CYCLE: The Nursing Program has ONE APPLICATION CYCLE each year that begins the first week of January and all applications must be submitted no later than March 15th at the end of the business day.

Step 1: If not previously enrolled at Cerritos College, the applicant must complete a College application at [www.cerritos.edu/go/apply/ccapply.htm](http://www.cerritos.edu/go/apply/ccapply.htm)

Step 2: Attend an Application Workshop with Counseling. Dates can be found on counseling website. Applicant to bring all transcripts to the workshop. [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling)

\*Note: The Counselors will NOT screen through the student's Multiselective Criteria, total points, or screen supplemental documents. The Counselors will be screening unofficial transcripts for the purpose of prerequisite clearances and GPA qualifications.

Step 3: Applicant to download the appropriate nursing application and application checklist off the nursing website. Complete the application and checklist and sign the application. Have the Counselor sign the application at the workshop.

Step 4: Gather verification of high school graduation or GED completion.

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Step 5: Gather Official College Transcripts showing grades for all prerequisite courses. Official College Transcripts must accompany the application packet and must be unopened. Unofficial Cerritos College transcripts will be accepted. Student shall not open official transcripts unless asked to do so in the application workshop.

Step 6: Option A applicants: Gather all necessary supportive documents for the MultiSelective Criterion for admission. This criterion is ONLY for Option A applicants.

Step 7: Option C and D Applicants: Obtain a copy of your LVN license, work verification letter (form available on the nursing website), and also your LVN transcripts.

Step 8: Search for a testing location on the ATI website to complete the TEAS Exam. Pass the ATI TEAS Exam with a 62% or higher OR Pass the HESI diagnostic assessment test with a score of 70% or higher.

\*ALL Option A applicants will be screened using a Multiselective Criterion. 50% of the admission seats for the following academic year will be filled from the top point earners. The other 50% of admission seats will then be filled by a random selection process (lottery). Note: The nursing department will first fill vacancies / seats with qualified students who withdrew from the first semester and who are eligible to return to complete.

Applicants obtain points in the following areas: Overall Coursework GPA; Nursing Prerequisite GPA; Previous Academic Degree; Science Prerequisite Recency; TEAS Score; HealthCare Experience; Volunteer Hours; Life Experiences; Second Language; and Veteran Status. The complete Multiselective Criterion can be found on the nursing webpage.

The applicant must submit to the Health Occupations Division Office the following items:

1. A completed application signed by the applicant and a Cerritos College counselor
2. Verification of high school graduation or GED completion
3. Official College transcripts (unofficial Cerritos College transcripts will be accepted) showing grades for all needed prerequisite courses.
4. Option A: Multiselective Criteria Worksheet, filled in by student, and signed. All necessary supportive documents needed for verification of points.
5. LVN applicants need to provide a copy of active LVN license, work verification letter on Cerritos form (available in the Health Occupations Office and on nursing webpage) and LVN transcripts
6. LVN applicants and transfer students seeking entry at NRS 220 or above will be scheduled for a medication calculation examination that will be given in NRS 25/26.
7. Notification of admission to the program will be done in writing.
8. Admitted students and alternates will be required to attend a mandatory orientation meeting in the Summer Session. During the orientation, information will be given regarding textbooks, uniforms, registration procedures, and other relevant matters.

9. Student Rights: The nursing student has certain rights in addition to those reflected in the College Catalog. These include:

- a. The right to contact professional nursing boards regarding concerns about the program
- b. The right to know of the existence of a policy giving credit for previous nursing education and/or experience.

Applicants must be fully eligible, and applications must be fully completed, when submitted; no additional information may be added to the application after it has been submitted to the Health Occupations Office.

Upon Admission to the Nursing Program, Students Must:

1. Be in adequate health to perform the duties of a nurse. Students who are admitted are required to have a physical examination prior to admission into the nursing program. In addition, students need to be aware of the Technical Standards / Essential Functions required in the profession. Students must be able to meet these demands. These standards and functions are published on the nursing program website and the department HIGHLY encourages prospective applicants to view these prior to choosing this career path.
2. Attend a mandatory orientation meeting, held in Summer prior to admission. During the orientation, important information is discussed regarding the registration process, course demands in the program, time management, college support systems, financial aid, veterans support, health requirements, background checks, drug screens, immunization records, textbooks, uniforms, and other required items.
3. Submit all current and updated health records that show immunizations/immunity to MMR, Varicella, Hepatitis B, a current Tdap, Flu Vaccination, 2-step TB test or Chest Xray, and current CPR card.
4. Complete a personal background check and drug test. Although marijuana is now legal in California, applicants must drug screen negative to enter the program. This is required by all clinical sites.

### LENGTH OF PROGRAM AND ANTICIPATED EXPENSES

The core nursing program consists of sequenced courses over a four semester period. Prerequisite courses are completed prior to these four semesters. In addition, General Education courses are required for completion of the Associate in Arts Degree in Nursing (Associate Degree in Nursing — ADN). Some students may need to take additional courses to meet English, reading and mathematics requirements.

Each unit costs \$46 for California residents and \$263 for non-residents of California or international students.

A Student Activity Fee is \$10 per semester and the Student Health Services Fee is \$19 per semester.

During the four core semesters, Lab material fees total approximately \$200; textbooks/resources cost approximately \$2500; and uniforms and additional supplies and equipment cost approximately \$350. Fees are subject to change. Students are responsible for their own living arrangements, uniform laundry and transportation to clinical agencies.

Upon completion of the program, application fees for licensure range ~ \$500-\$600.

### ATTENDANCE

All students are expected to observe the attendance requirements of the Nursing Program as stated in the Nursing Program Student Handbook.

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## PROGRAM PROGRESSION/COMPLETION

In order to remain enrolled in, progress in, and complete the program, the student must maintain a “C” grade or higher in all nursing courses and those General Education courses specified by the California Board of Registered Nursing for completion of the nursing program. These courses include: PHIL 104, PSYC 251, and SPCH 100, SPCH 120, SPCH 130, SPCH 132, or SPCH 150. In combined nursing lecture/lab courses, the student must receive a minimum of “C” in lecture and a satisfactory grade in lab in order to successfully complete the course.

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive the Associate in Arts degree.

## CRIMINAL BACKGROUND CHECK

Clinical placements are a mandatory component of the curriculum and require clearance of a criminal background check and drug screen. While marijuana is now legal in California, applicants must drug screen negative to enter the program. This is required by all clinical sites. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check or drug screen, please contact the Health Occupations Division for additional information.

## REGISTERED NURSE LICENSE APPLICATION

At the completion of the fourth semester of the Nursing Program, the nursing student files an application for licensure (NCLEX-RN) with the Board of Registered Nursing. The application and examination registration fee is \$300. In addition, the student may apply for an interim permit for \$100. These fees are subject to change by the Board of Registered Nursing.

As stated in the Board of Registered Nursing’s application for licensure:

Applicants are required under law to report all misdemeanor and felony convictions. “Driving under the influence” convictions must be reported. Convictions must be reported even if they have been expunged, adjudicated, or dismissed or even if court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action against an applicant’s registered nurse, practical nurse, vocational nurse, or other professional license must be reported. Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license. To make a determination [regarding eligibility for licensure] the Board considers the nature and severity of the offense, additional subsequent acts, regency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

## NURSING PROGRAM OPTIONS

There are six enrollment options in the Nursing Program:

- Associate in Arts Degree (also referred to as the “generic” option or Associate Degree in Nursing)
- LPT-ADN (Licensed Psychiatric Technician to Associate Degree in Nursing)
- LVN-ADN (Licensed Vocational Nurse to Associate Degree in Nursing)
- LVN-30 Unit Option (LVN + 30 units qualifying for NCLEX-RN, non-Degree)
- Transfer and Challenge
- Board of Registered Nursing Referral

The number of advanced placement candidates (Option B,C,D,E, and F) admitted into the program is based on space availability.

## GENERAL EDUCATION REQUIREMENTS

For Options A, B, C, and E – To graduate with an Associate in Arts Degree in Nursing, the student is required to complete, in addition to the nursing core courses and nursing-related courses, the following General Education courses: PSYC 251, PHIL 104, and SPCH 100, SPCH 120, SPCH 130, SPCH 132, or SPCH 150 and one (1) 3-unit course from U.S. History or American Government (U.S. History or American Government courses chosen from Plan A, Sections B1 or B2) as listed in the College’s General Education Requirements found in the College General Catalog and Schedule of Classes. Option A students desiring to matriculate to the CSU or UC system should also take PSYC 101 and SOC 101 or ANTH 100. For additional information, please refer to CSU or UC requirements.

## OPTION A –

### ASSOCIATE IN ARTS DEGREE

The Nursing Program offers eligible candidates who are selected for admission to the beginning of the program the opportunity to prepare for professional nursing through the pursuit of specific knowledge and skills. Graduates from the program, in addition to receiving an Associate of Arts Degree, are eligible for the NCLEX-RN examination for licensure a registered nurse.

### PREREQUISITES:

A&P 150, A&P 151, ENGL 100, and MICR 200 or equivalents with grades of Pass or “C” or higher. Successful completion of ENGL 100, MATH 80, and READ 54 or equivalents with grades of Pass or “C” or higher or satisfactory completion of the college placement test process.

### REQUIRED COURSES

### UNITS

#### Semester 1

NRSG 57LA	Beginning Nursing Skills Lab	1
NRSG 210	**Fundamentals of Nursing 1	5
NRSG 211	**Introduction to Theoretical Framework	1
NRSG 212	**Medical-Surgical Nursing 1	5
NRSG 213A	*Major Drugs and Nursing Management I	0.5

#### Semester 2

NRSG 57LB	Intermediate Nursing Skills Lab	1
NRSG 213B	**Major Drugs and Nursing Management II	1
NRSG 220	**Medical-Surgical Nursing 3	5.5
NRSG 222	**Maternal/Child Nursing	5.5

#### Semester 3

NRSG 57LC	Advanced Intermediate Nursing Skills Lab	1
NRSG 230	**Psychosocial and Community Nursing	5
NRSG 232	**Medical-Surgical Nursing 4	5

#### Semester 4

NRSG 57LD	Advanced Nursing Skills Lab	1
NRSG 240	**Medical-Surgical Nursing 5	5
NRSG 242	*Professional Role Transition	3

### ELECTIVES

NRSG 48T	**Elective Nursing Tutorial	0.5
NRSG 80	**Nursing Process Documentation	1

\*6-week courses

\*\*9-week courses

**OPTION B –**

**LPT-ADN MOBILITY PROGRAM**

The Nursing Program offers to qualified Licensed Psychiatric Technician applicants an opportunity to prepare for professional nursing through the pursuit of specific knowledge and skills. Eligible candidates receive advanced placement and upon completing the program are granted an Associate of Arts Degree and are eligible for the NCLEX-RN examination for licensure as a registered nurse.

**PREREQUISITES:**

A&P 150, A&P 151, ENGL 100, and MICR 200 or equivalents with grades of Pass or “C” or higher. ENGL 100, MATH 80, and READ 54 or equivalents with grades of Pass or “C” or higher or satisfactory completion of the college placement test process.

Additional courses required for admission: HO 152, NRSNG 25, NRSNG 211, NRSNG 213A, NRSNG 251, and PSYC 251 or equivalents with grades of Pass or “C” or higher. Valid California LPT license.

**REQUIRED COURSES** **UNITS**

<b>Semester 1</b>		
NRSNG 57LA	Beginning Nursing Skills Lab	1
NRSNG 212	**Medical-Surgical Nursing 1	5

<b>Semester 2</b>		
NRSNG 57LB	Intermediate Nursing Skills Lab	1
NRSNG 213B	**Major Drugs and Nursing Management II	1
NRSNG 220	**Medical-Surgical Nursing 3	5.5
NRSNG 222	**Maternal/Child Nursing	5.5

<b>Semester 3</b>		
NRSNG 57LC	Advanced Intermediate Nursing Skills Lab	1
NRSNG 230	**Psychosocial and Community Nursing	5
NRSNG 232	**Medical-Surgical Nursing 4	5

<b>Semester 4</b>		
NRSNG 57LD	Advanced Nursing Skills Lab	1
NRSNG 240	**Medical-Surgical Nursing 5	5
NRSNG 242	*Professional Role Transition	3

<b>ELECTIVES</b>		
NRSNG 48T	**Elective Nursing Tutorial	0.5
NRSNG 80	**Nursing Process Documentation	1

\*6-week courses  
\*\*9-week courses

**OPTION C –**

**LVN-ADN MOBILITY PROGRAM**

The Nursing Program offers to qualified Licensed Vocational Nurse applicants advanced placement into the second year of the program. LVNs are given an opportunity to prepare for professional nursing through the pursuit of specific knowledge and skills. Graduates from the program, in addition to receiving an Associate in Arts Degree, are eligible for the NCLEX-RN examination for licensure as a registered nurse.

**PREREQUISITES:**

A&P 150, A&P 151, ENGL 100, and MICR 200 or equivalent with grades of Pass or “C” or higher. Successful completion of READ 54, MATH 80, and ENGL 100 or equivalent with grades of Pass or “C” or higher or satisfactory completion of the college placement test process.

Additional courses required for admission: NRSNG 26, NRSNG 215, NRSNG

251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. Completion of a medication calculation examination with a score of 80% or higher. Valid California LVN license and at least one (1) year acute care experience in a skilled nursing or hospital based facility.

**REQUIRED COURSES** **UNITS**

<b>Semester 1</b>		
NRSNG 57LC	Advanced Intermediate Nursing Skills Lab	1
NRSNG 230	**Psychosocial and Community Nursing	5
NRSNG 232	**Medical-Surgical Nursing 4	5

<b>Semester 2</b>		
NRSNG 57LD	Advanced Nursing Skills Lab	1
NRSNG 240	**Medical-Surgical Nursing 5	5
NRSNG 242	*Professional Role Transition	3

<b>ELECTIVES</b>		
NRSNG 48T	**Elective Nursing Tutorial	0.5
NRSNG 80	**Nursing Process Documentation	1

\*6-week courses  
\*\*9-week courses

**OPTION D –**

**LVN-30 UNIT OPTION**

The Nursing Program offers to qualified Licensed Vocational Nurse applicants advanced placement into the second year of the program. LVNs are given the opportunity to prepare for registered nurse licensure by completing thirty (30) units of college course work. The LVN who only completes the thirty units designated by Cerritos College is eligible for the NCLEX-RN examination for licensure as a “non-degree” registered nurse. This license is only valid in California.

**PREREQUISITES:**

A&P 151, MICR 200, and NRSNG 215 or equivalent with grades of Pass or “C” or higher.

Additional requirement: Valid California LVN license At least one (1) year of direct patient care experience in a skilled nursing or hospital based facility.

Optional courses: NRSNG 26, NRSNG 251 (strongly recommended), and PSYC 251. Completion of the college placement test process for advisement purposes.

**REQUIRED COURSES** **UNITS**

<b>SEMESTER 1</b>		
NRSNG 57LC	Advanced Intermediate Nursing Skills Lab	1
NRSNG 230	**Psychosocial and Community Nursing	5
NRSNG 232	**Medical-Surgical Nursing 4	5

<b>Semester 2</b>		
NRSNG 57LD	Advanced Nursing Skills Lab	1
NRSNG 240	**Medical-Surgical Nursing 5	5
NRSNG 242	*Professional Role Transition	3

<b>ELECTIVES</b>		
NRSNG 48T	**Elective Nursing Tutorial	0.5
NRSNG 80	**Nursing Process Documentation	1

\*6-week courses  
\*\*9-week courses

### OPTION E –

#### TRANSFER AND CHALLENGE

The Nursing Program offers applicants who have completed nursing program courses in another associate degree or baccalaureate degree program the opportunity to prepare for professional nursing through the pursuit of specific knowledge and skills. Eligible candidates will receive advanced placement into the Cerritos nursing program based on prior learning and course work. Transferring students must meet all admission criteria to be eligible to enter the Cerritos College nursing program. There are additional classes you will need to take to be eligible for admission.

We do not admit into the first course nor fourth semester of the program. If you are seeking admission into the beginning of the program you will need to apply as an "Option A".

#### PREREQUISITES:

A&P 150, A&P 151, ENGL 100, and MICR 200 or equivalent with grades of Pass or "C" or higher.

Additional courses required for admission: HO 152, NRSNG 25 if entering prior to the middle of the second semester or NRSNG 26 if entering at or following the middle of the second semester. NRSNG 200, NRSNG 215, NRSNG 251, and PSYC 251 or equivalent with grades of Pass or "C" or higher. ENGL 100, MATH 80, and READ 54, or equivalent with grades of Pass or "C" or higher or satisfactory completion of the college placement test process. Completion of a medication calculation examination with a score of 80% or higher for entry at NRSNG 220 or above. Students applying under this option will be notified individually for additional requirements relative to their entry points in the curriculum.

#### CREDIT GRANTING POLICY

Students who have successfully completed academic courses and/or have relevant knowledge and/or skills acquired in other than an accredited institution will be given advanced standing in the nursing program upon verification of such knowledge and/or skills.

#### TRANSFER PASS

- A. Pass will be granted for related previous education completed in:
  1. Accredited Vocational or Practical Nursing courses
  2. Accredited Registered Nursing courses
  3. Accredited Psychiatric Technician courses
  4. Military Services Nursing courses
  5. Other related courses (e.g. Anatomy and Physiology, Nutrition)
- B. Official transcripts and/or copies of certificates of completion must be submitted for Pass to be granted.
- C. Course outlines and syllabi for transfer courses must be submitted for review.
- D. Pass will be granted based upon the evaluation of grades, content, currency, units, and hours of the transferring courses.
- E. Courses must be equivalent to courses in the Cerritos College Nursing Program.
- F. The director or designee will evaluate the submitted documents to determine eligibility and level of entry into the nursing program.

Refer to the nursing website under Transferring Student for further information of the transfer process, eligibility requirements and additional courses needed to enter the program.

#### CHALLENGE CREDIT (Competency-based)

- A. Pass may be granted for relevant knowledge and/or skills acquired through prior experience, courses in non-accredited institutions, and individual study which are essentially equivalent to a course for which Pass is being requested.
- B. Pass shall be determined by successful completion of a comprehensive written examination and/or practical evaluation.
- C. Objectives for both the written and/or practical examinations are made available to the student prior to evaluation.
- D. Student must meet the requirements which govern Pass by examination as stated in the college catalog.
- E. A minimum of twelve (12) units of the nursing curriculum must be in residency at Cerritos College in order to receive the Associate Degree in Nursing.

### OPTION F –

#### BOARD OF REGISTERED NURSING REFERRAL

The Nursing Program offers applicants who completed their nursing education in another country and have been referred by the Board of Registered Nursing (BRN) the opportunity to complete the required content areas to be eligible to qualify for RN licensure. The program can only provide courses in Pediatrics, Obstetrics and Psychiatric nursing. We do not have medical-surgical availability.

#### PREREQUISITES:

A valid letter of referral from the California Board of Registered Nursing for completion of a specified area. NRSNG 26 and NRSNG 215 or equivalents with grades of Pass or "C" or higher.

### PHARMACY TECHNOLOGY

The pharmacy technician is a skilled technical health worker who performs a wide variety of non-discretionary pharmacy related tasks under the direct supervision of a registered pharmacist. Technical Standards/Essential Functions are available for you review on the program's website. They have been designed to give you more information about the profession and important skills/functions. This information will be helpful to assist you in deciding on your career path. Successful completion of the pharmacy technician program qualifies one for registration with the California State Board of Pharmacy. Graduates are also encouraged to complete the Pharmacy Technician Certification Exam, the nationally recognized certification exam for pharmacy technicians.

#### LENGTH AND KIND OF PROGRAM

General Education and pharmacy technician classes are scheduled on the college campus. Correlated clinical experiences take place in selected hospitals and community pharmacies throughout the area. This broad-based program is especially suited for those students who may later choose to pursue higher education in health care areas. Courses are taught by practicing registered pharmacists and pharmacy technicians.

#### WRITING PROFICIENCY REQUIREMENT

Completion of ENGL 52 or ENGL 72 with a grade of "C" or higher or "Pass", or earning a score on the Writing Proficiency Test sufficient for assessment/placement in ENGL 100 or ENGL 100S. For other options see your counselor.

## **MATHEMATICS PROFICIENCY REQUIREMENT**

This requirement can be met by one of the following options: Earn a score on the Basic Math Readiness test sufficient for placement in a course above the level of MATH 40 or completion of MATH 40 with a grade of “C” or higher or “Pass”. For other options see your counselor.

## **READING PROFICIENCY REQUIREMENT**

The requirement can be met by one of the following options: Successfully complete the Reading Proficiency Test at the 12th grade level. The Reading Proficiency Test may be taken no more than once each semester. Completion of READ 54 or READ 102 with a grade of “C” or higher or “Pass”. For other options see your counselor.

## **HEALTH**

Employment in this field requires applicants to have good vision, hearing, and the ability to communicate orally. Applicants must present evidence of physical fitness and ability to perform tasks required of a pharmacy technician. Lab, x-ray and immunization records meeting the standards of the clinical site must be completed after acceptance into the program.

## **EXPENSES**

Students are expected to purchase a student body card. Enrollment fees, project fees, uniforms, books, and supplies will cost approximately \$2,400.00. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected hospitals and clinics.

## **ATTENDANCE AND SCHOLARSHIP**

All students are expected to observe the attendance requirements of the college and of the Pharmacy Technician Program. To remain in the program, the student must maintain a “C” or higher in each required course. Scholarship and Promotion: Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria. Students will be required to repeat certain courses if it has been more than four years since the course was originally passed. (see department for specific courses) Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Arts degree.

## **CRIMINAL BACKGROUND CHECKS**

Clearance of a criminal background check may be required prior to clinical placement. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.

## **REQUIRED DOCUMENTATION**

1. Submit proof of High School graduation or equivalent.
2. Submit an official transcript of all college work to the Admissions and Records Office and a copy to the Health Occupations Division.
3. Submit assessment test scores for English, Reading, and Math prior to enrolling in PHAR 57. If you have not taken these tests, proof of clearance by course work must appear on your college transcript. If you do not have course work or test scores to submit, apply to Cerritos College, obtain a student number, take the assessment/placement test at the Assessment Center.

4. It is advised that you make an appointment with a counselor to review test scores and college work. To make an appointment with a counselor, call (562) 860-2451, Ext. 2231.
5. Clearance of criminal background check and/or drugs of abuse testing may be required prior to enrolling in PHAR 90 and PHAR 95.

The program has made every reasonable effort to determine that everything stated in the information sheet is accurate. Matters contained herein are subject to change without notice by the administration of the department for reasons related to student enrollment, level of financial support, or for any reason at the discretion of the program. The program further reserves the right to add, amend, or repeal any of the rules, regulations, policies, and procedures, consistent with applicable laws.

## **PHARMACY TECHNOLOGY**

### **CERTIFICATE OF ACHIEVEMENT**

<b>REQUIRED COURSES</b>		<b>UNITS</b>
HO 56	Medication Calculations	1
PHAR 50	Pharmaceutics	1.5
PHAR 55	Pharmacy Introduction	1.5
PHAR 56	Pharmacy Skills Lab Introduction	0.5
PHAR 57	Pharmacy Operations I	1.5
PHAR 63	Pharmacy Operations II	2
PHAR 64	Pharmacy Operations III	2
PHAR 65	Pharmacy Operations IV	2
	Non Sterile Compounding	2
PHAR 81	Over-The-Counter Products	3
PHAR 83	Pharmacy Technician Pharmacology I	3
PHAR 85	Pharmacy Technician Pharmacology II	3
PHAR 90	Clinical Experience I	3.5
PHAR 95	Clinical Experience II	5
MA 161	Medical Terminology	3
or A&P 120	Introduction to Anatomy and Physiology	(4)
Total Certificate Requirements		32.5-33.5

#### **CAREER OPPORTUNITIES:**

Employment as a Pharmacy Technician in community, hospital pharmacy, or any other fields of pharmacy assisting registered pharmacists in performance of assigned duties. See Cerritos College Graduation Requirements.

NOTE: Students applying for pharmacy school must carefully follow the specific college/university requirements as listed in the college catalog for transfer. Please contact a Pharmacy Technician Program Counselor for additional help.

## **PHARMACY TECHNOLOGY**

### **ASSOCIATE IN ARTS**

<b>REQUIRED COURSES</b>		<b>UNITS</b>
HO 56	Medication Calculations	1
PHAR 50	Pharmaceutics	1.5
PHAR 55	Pharmacy Introduction	1.5
PHAR 56	Pharmacy Skills Lab Introduction	0.5



## Curriculum and Requirements for Majors and Certificates

PHAR 57	Pharmacy Operations I	1.5
PHAR 63	Pharmacy Operations II	2
PHAR 64	Pharmacy Operations III	2
PHAR 65	Pharmacy Operations IV Non Sterile Compounding	2
PHAR 81	Over-The-Counter Products	3
PHAR 83	Pharmacy Technician Pharmacology I	3
PHAR 85	Pharmacy Technician Pharmacology II	3
PHAR 90	Clinical Experience I	3.5
PHAR 95	Clinical Experience II	5
MA 161	Medical Terminology	3
or A&P 120	Introduction to Anatomy and Physiology	(4)
Total Major Requirements		32.5-33.5

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the major requirements in Pharmacy Technology and complete electives and General Education requirements to achieve a minimum of 60 units.

#### CAREER OPPORTUNITIES:

Employment as a Pharmacy Technician in community, hospital pharmacy, or any other fields of pharmacy assisting registered pharmacists in performance of assigned duties. See Cerritos College Graduation Requirements.

NOTE: Students applying for pharmacy school must carefully follow the specific college/university requirements as listed in the college catalog for transfer. Please contact a Pharmacy Technician Program Counselor for additional help.

## PHILOSOPHY

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE: SELECT TWO (6 Units)		UNITS
PHIL 100	Introduction to Philosophy	3
or PHIL 102	Introduction to Ethics	(3)
PHIL 106	Introduction to Logic	3
or PHIL 160	Symbolic Logic	(3)

#### LIST A: Select one (3 Units)

PHIL 130	History of Ancient Philosophy	3
PHIL 140	History of Modern Philosophy	3
PHIL 201	Contemporary Philosophy	3

**Or any course from Required Core not already used**

#### LIST B: Select two (6 Units)

HIST 241	Western Civilization	3
HIST 242	Western Civilization	3
PHIL 203	Philosophy of Religion	3

**Or any course from List A not already used**

#### LIST C: Select one (3 Units)

PHIL 103	Philosophical Reasoning: Critical Thinking in Philosophy	3
PHIL 105	Philosophy of Art and Beauty	3
PHIL 107	Philosophy of Science and Technology	3

**Or any course from List A or B not already used**

—  
Total Units for the Major 18

### ASSOCIATE IN ARTS IN PHILOSOPHY FOR TRANSFER REQUIREMENTS

- (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - (a) The California State University General Education-Breadth Requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
  - (b) Obtainment of a minimum grade point average of 2.0
- (2) Also required is that students must earn a "C" or better in all courses required for the major.

## PHOTOGRAPHY

### ASSOCIATE IN ARTS DEGREE

The mission of the photography program is to educate students in photography by providing a balanced education in both the creative and technical aspects of the photographic medium, the history of photography and the critical analysis of photographs. The mission is accomplished through course offerings that enable students to develop their technical skills, creativity and understanding of the social and historical role and relevance of the photographic medium.

PROGRAM REQUIREMENTS (15 UNITS)		UNITS
PHOT 100	Introductory Photography	3
PHOT 102	Intermediate Photography	3
PHOT 110	Introduction to Digital Photography	3
PHOT 160	History of Photography	3
PHOT 234	Portfolio Development	3

DEPARTMENT REQUIREMENTS SELECT 8 UNITS MINIMUM COURSE WORK FROM THE FOLLOWING:

PHOT 112	Intermediate Digital Photography	3
PHOT 122	Color Photography	3
PHOT 150	Photography and Society	3
PHOT 171	Occupational Work Experience in Photography	1
PHOT 200	Advanced Photography	3
PHOT 230	Portrait Photography	3
PHOT 232	Approaches to Studio Photography	3
PHOT 235	The Photographic Book	3
PHOT 240	Experimental Photography	3
PHOT 250	Contemporary Photographic Expression	3
PHOT 252	Photography of the Landscape	3
PHOT 298	Directed Studies	1
PHOT 299	Directed Studies	2

**SELECT 3 UNITS MINIMUM COURSE WORK FROM THE FOLLOWING:**

ART 120	Two-Dimensional Design	3
ART 192	Photoshop/Digital Imaging	3
ART 196	Web Design with Flash and Dreamweaver	3
JOUR 130	Photo Journalism	3

—  
Total Major Requirements 26

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

A minimum of 60 units to include (1) the above course requirements, (2) the Associate in Arts Degree General Education requirements, and (3) electives as needed.

Note: Each student is required to have access to, for the purposes of course work, a manually operable 35mm film camera, DSLR or mirrorless camera. Laboratory fees are also required. Refer to the class schedule for specific course fees.

Note: 35mm camera and film are provided by each student. Laboratory fees are also required. Refer to the class schedules for specific course fees.

## FINE ART PHOTOGRAPHY

### CERTIFICATE OF ACHIEVEMENT

This certificate helps the student focus on a variety of photographic techniques and genres within contemporary fine art practice. Emphasis will be placed on achieving the ability to produce archival prints on the highest quality using both digital and traditional wet darkroom techniques. Technique is presented as a support for producing meaningful images grounded in a historical awareness of the medium. Understanding the ubiquity of photography in today's image culture is also stressed. Completion of this certificate will prepare the student for successful transfer to universities offering a baccalaureate Major Requirements, as well as entry-level expertise in gallery exhibition conventions.

### REQUIRED COURSES

### UNITS

#### Select a minimum of 16 units from the following:

PHOT 100	Introductory Photography	3
PHOT 102	Intermediate Photography	3
PHOT 122	Color Photography	3
PHOT 160	History of Photography	3
PHOT150	Photography And Society	3
PHOT 230	Portrait Photography	3
PHOT 232	Approaches to Studio Lighting	3
PHOT 234	Portfolio Development	3
PHOT 235	The Photographic Book	3
PHOT 240	Experimental Photography	3
PHOT 250	Contemporary Photographic Expression	3
PHOT 252	Photography of the Landscape	3
PHOT 298	Directed Studies	1
PHOT 299	Directed Studies	2
		—
	Total Certificate Requirement	16-17

## PHYSICAL EDUCATION

### ASSOCIATE IN ARTS

An Associate in Arts degree in Physical Education provides students with an introductory knowledge of the fundamental principles of Physical Education, Physical Activity, Sport, and Exercise, as well as the application of these principles to overall health, wellness, and quality of life. Students also may gain knowledge leading to employment in parks and recreation, fitness, and coaching. Additionally the degree provides the skills necessary to pursue upper division coursework at a four-year level and the courses are consistent with the transfer requirements.

### REQUIRED CORE COURSES

### UNITS

KIN 100	Introduction to Kinesiology	3
KIN 102	Introduction to Athletic Training	3
KIN 104	Fitness and Wellness	3
KIN 110	Community First Aid and CPR	3
or HED 110	Community First Aid and CPR	(3)
A&P 120	Introduction to Human Anatomy and Physiology	4
or A&P 150	Introduction to Human Anatomy	(4)
and A&P151	Introduction to Human Physiology	(4)
or A&P 200	Human Anatomy	(5)
and A&P 201	Human Physiology	(5)

(A&P 150 & 151 or A&P 200 & AP 201 recommended for transfer students)

### REQUIRED ACTIVITY COURSES (6 UNITS)

Activity courses must include at least 1 (one) unit from each of the following 5 (five) areas, for a total of 6 (six) units.

#### (1) Aerobic Fitness

PEX 100A	Adapted Independent Exercise	1
PEX 102	Adapted Cardiovascular Exercise	1
PEX 109	Adapted Group Fitness	1
PEX 110	Aerobic Activities	1.5
PEX 111	Low Impact Aerobics	1.5
PEX 112	Step Aerobics	1.5
PEX 113	Zumba	1
PEX 116	Water Aerobics	1
PEX 117	Aqua Zumba	1
PEX 118	Triathlon Basics	1
PEX 119	Basic Training and Physical Conditioning	1
PEX 120	Cardio Kickboxing	1.5
PEX 121	High-Intensity Interval Training	1
PEX 122	Cross Fit Training and Functional Exercises	1.5
PEX 124	Personal Fitness Program	1
PEX 126	Physical Fitness Training	1.5
PEX 132	Indoor Cycling	1
PEX 138	Walking for Fitness	1
PEX 139	Walking/Jogging for Fitness	1
PEX 140	Jogging, Basics	1
PEX 141	Jogging for Fitness, Beginning	1
PEX 142	Group Treadmill and Cardio Machine Training	1
PEX 240	Jogging for Fitness, Intermediate	2

#### (2) Fitness

PEX 103	Adapted Strength Training	1
PEX 103	A Adapted Circuit Weight Training	1
PEX 104	Adapted Stretching and Relaxation	1
PEX 130	Weight Management	1
PEX 134	Body Sculpting	1
PEX 135	Ropes, Bands, and Suspension Training	1
PEX 136	Stretching and Relaxation	1
PEX 137	Cardio Barre Conditioning	1
or DANC 104	Cardio Barre Conditioning	(1)
PEX 145	Circuit Weight Training, Beginning	1
PEX 151	Yoga	1
PEX 152	Gentle Yoga	1
PEX 153	Meditative – Yoga and Stress Reduction	1
PEX 155	PiYo: Introduction to Pilates and Yoga	1
PEX 156	Pilates Conditioning	1
PEX 157	Conditioning and Alignment for Dance	1
or DANC 103	Conditioning and Alignment for Dance	(1)
PEX 245	Circuit Weight Training, Intermediate/Advanced	2
PEX 246	Olympic Weights-Power Lifting	2

#### (3) Aquatics

PEX 105	Adapted Swimming	1
PEX 106	Adapted Aquatic Exercise	1
PEX 106	A Adapted Aquatics	1
PEX 184	Swimming, Novice	1
PEX 185	Swimming, Beginning	1
PEX 186	Water Polo	2
PEX 284	Swimming, Intermediate	2
PEX 285	Swimming, Advanced	2

(Participation in Intercollegiate Swimming or Water Polo will satisfy this requirement)

## Curriculum and Requirements for Majors and Certificates

### (4) Team Activities

PEX 101	Wheelchair Activities	1
PEX 107	Adapted Team Sports	1
PEX 107A	Adapted Soccer	1
PEX 161	Badminton, Beginning	1
PEX 162	Badminton, Fitness and Techniques	1.5
PEX 163	Baseball, Beginning	1
PEX 165	Basketball, Novice	1
PEX 166	Basketball, Beginning	1
PEX 170	Pep Unit	2
PEX 171	Cheerleading	2
PEX 172	Flag Football	1
PEX 177	Futsal – Indoor Soccer	1
PEX 178	Soccer, Beginning	1
PEX 181	Softball, Beginning	1
PEX 191	Volleyball, Introduction	1
PEX 192	Volleyball, Beginning	1
PEX 261	Badminton, Intermediate/Advanced	2
PEX 263	Baseball, Intermediate/Advanced	2
PEX 265	Basketball, Intermediate	2
PEX 266	Basketball, Advanced	2
PEX 271	Stunting, Acrobatics, and Tumbling	2
PEX 272	Football, Intermediate/Advanced	2
PEX 278	Soccer, Intermediate/Advanced	2
PEX 281	Softball, Intermediate/Advanced	2
PEX 282	Competitive Slow Pitch Softball	1
PEX 291	Volleyball, Intermediate	2
PEX 292	Volleyball, Advanced	2

(Participation in Intercollegiate Athletics excluding swimming and water polo will fulfill this requirement)

### (5) Individual Activities

PEX 100	Fitness for Students with Disabilities	1
PEX 104D	Introduction to Adaptive Dance	2
or DANC 102	Introduction to Adaptive Dance	(2)
PEX 108	Adapted Individual Sports	1
PEX 147	Personal Self Defense	1
PEX 148	Brazilian Jiu Jitsu	1
PEX 148C	Brazilian Jiu Jitsu, Conditioning	1.5
PEX 149	Tae Kwon Do, Beginning	1
PEX 150	Mixed Martial Arts	1.5
PEX 167	Bowling, Beginning	1
PEX 176	Golf, Beginning	1
PEX 188	Tennis, Introduction	1
PEX 189	Tennis, Beginning	1
PEX 194	Wrestling	1
PEX 248	Brazilian Jiu Jitsu, Intermediate	2
PEX 249	Tae Kwon Do, Intermediate/Advanced	2
PEX 267	Bowling, Intermediate/Advanced	2
PEX 276	Golf, Intermediate/Advanced	2
PEX 288	Tennis, Intermediate	2
PEX 289	Tennis, Advanced	2
DANC 102	Introduction to Adapted Dance	2
or PEX 104D	Introduction to Adapted Dance	(2)
DANC 105	Introduction to Dance Movement	3
DANC 106A	Beginning Ballet	2
DANC 106B	Intermediate Ballet	2
DANC 106C	Advanced Ballet	2
DANC 108A	Dance, Modern, Beginning	2
DANC 108B	Dance, Modern, Intermediate	2
DANC 108C	Dance, Modern, Advanced	2
DANC 109	Introduction to Dance Cultures of the World	2
DANC 110	Commercial Dance Foundations	2

DANC 112	Contemporary Dance	2
DANC 115	Liturgical Dance	2
DANC 121	Latin Social Dance	2
DANC 122	Middle Eastern Dance	2
DANC 123	African Dance	2
DANC 124	Hip Hop Dance I	2
DANC 125	Introduction to Ballroom Dance	2
DANC 126	Hip Hop Dance II	2
DANC 127	Ballet Folklorico	2
DANC 128	Latin Performance	2
DANC 129	Heels Dance Class	3
DANC 130	Dance Improvisation	2

### PE ELECTIVE COURSES (3 Units Minimum)

KIN 120	Sports Officiating for Football	1
KIN 121	Sports Officiating for Men's and Women's Basketball	1
KIN 122	Sports Officiating for Baseball	1
KIN 123	Sports Officiating for Men's and Women's Track & Field	1
KIN 130	Theory of Coaching	3
KIN 106	Student Athlete in Society	2
KIN 131	Theory of Coaching Baseball	2
KIN 132	Theory of Coaching Softball	2
KIN 108	Women in Sports	3
or WGS	Women in Sport	(3)
KIN 200	Sports Psychology	3
KIN 202	Measurement and Interpretation of Fitness Programs and Principles of Conditioning	3
KIN 203	Lower Extremity Injury Assessment and Reconditioning	2
KIN 206A	Upper Extremity Injury Assessment and Reconditioning	2
KIN 207	Athletic Injury Taping, Bandaging & Immobilization	1
KIN 211	Sport Management	3
HED 200	Nutrition for Health, Fitness and Physical Conditioning	3
DANC 100	Dance Appreciation	3
DANC 101	History of Dance	3
DANC 132	Dance and Digital Technology	3
DANC 138	Dance Teaching Methods	3
	Total Major Requirements	25-35

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

In order to qualify for an A.A. degree in Physical Education the following requirements must be met:

1. Completion of the A.A. degree general education and proficiency requirements;
2. Completion of a minimum of 60-degree applicable units;
3. Completion of at least 25 units of physical education coursework from the following:
  - a. Required Core Courses (16/20/22 units)
  - b. Required Activity Courses (6 units)
  - c. Required PEX Elective Courses (3 units)

### RECOMMENDED GENERAL EDUCATION ELECTIVES

PSYC 101	General Introduction to Psychology	3
HED 100	Contemporary Health Problems	3
SOC 101	Introductory Sociology Principles	3

## KINESIOLOGY

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

An Associate in Arts Degree in Kinesiology for transfer provides students with an introductory knowledge of the fundamental principles of kinesiology including the historical development of physical education and sport in our society. Students will gain theoretical and scientific knowledge about the body, including the skeletal and muscular systems. Additionally, students will learn and execute motor/sports skills appropriate for personal development as well as proficiency in discussing the benefits of an active lifestyle. Students will display professionalism and communication/presentation skills with prep.

#### REQUIRED CORE (14 UNITS)

KIN 100	Introduction to Kinesiology	3
A&P 150	Introduction to Human Anatomy	4
A&P 151	Introduction to Human Physiology	4

#### Movement Based Courses (3 unit minimum)

Select one (1) course maximum from any three (3) of the following areas: Aquatics, Combatives, Team Sports, Individual Sports, Fitness, Dance

#### AQUATICS

PEX 150A	Swimming Beginning	1
PEX 184	Swimming, Novice	1
PEX 185	Swimming, Beginning	1
PEX 284	Swimming, Intermediate	2
PEX 285	Swimming, Advanced	2

#### COMBATIVES

PEX 147	Personal Self Defense	1
PEX 149	Tae Kwon Do, Beginning	1
PEX 249	Tae Kwon Do, Intermediate/Advanced	2

#### DANCE

DANC 106A	Beginning Ballet	2
DANC 106B	Intermediate Ballet	2
DANC 108A	Dance, Modern, Beginning	2
DANC 108B	Dance, Modern, Intermediate	2
DANC 108C	Dance, Modern, Advanced	2
DANC 109	Introduction to Dance Cultures of the World	2
DANC 112	Dance, Contemporary Modern	2
DANC 121	Latin Social Dance	2
DANC 122	Middle Eastern Dance	2
DANC 123	African Dance	2
DANC 124	Hip Hop Dance	2
DANC 125	Introduction to Ballroom Dance	2
DANC 126	Hip Hop Dance Trends	2
DANC 140	Beginning Jazz Dance	2
DANC 142	Beginning Tap Dance	2

#### FITNESS

PEX 102	Adapted Cardiovascular Exercise	1
PEX 103	Adapted Strength Training	1
PEX 110	Aerobic Activities	1.5
PEX 111	Low Impact Aerobics	1.5
PEX 112	Step Aerobics	1.5
PEX 116	Water Aerobics	1
PEX 124	Personal Fitness Program	1
PEX 132	Indoor Cycling	1
PEX 138	Walking for Fitness	1
PEX 139	Walking/Jogging for Fitness	1

PEX 140	Jogging, Basics	1
PEX 141	Jogging for Fitness, Beginning	1
PEX 145	Circuit Weight Training, Beginning	1
PEX 151	Yoga	1
PEX 152	Restorative Yoga	1
PEX 156	Pilates Conditioning	1
PEX 245	Circuit Weight Training, Intermediate/Advanced	2

#### INDIVIDUAL SPORTS

PEX 161	Badminton, Beginning	1
PEX 176	Golf, Beginning	1
PEX 188	Tennis, Introduction	1
PEX 189	Tennis, Beginning	1
PEX 261	Badminton, Intermediate/Advanced	2
PEX 276	Golf, Intermediate/Advanced	2
PEX 288	Tennis, Intermediate	2
PEX 289	Tennis, Advanced	2

#### TEAM SPORTS

PEX 163	Baseball, Beginning	1
PEX 165	Basketball, Novice	1
PEX 166	Basketball, Beginning	1
PEX 172	Flag Football	1
PEX 177	Futsal – Indoor Soccer	1
PEX 178	Soccer, Beginning	1
PEX 181	Softball, Beginning	1
PEX 191	Volleyball, Introduction	1
PEX 192	Volleyball, Beginning	1
PEX 263	Baseball, Intermediate/Advanced	2
PEX 265	Basketball, Intermediate	2
PEX 266	Basketball, Advanced	2
PEX 278	Soccer, Intermediate/Advanced	2
PEX 281	Softball, Intermediate/Advanced	2
PEX 291	Volleyball, Intermediate	2
PEX 292	Volleyball, Advanced	2

#### LIST A: (SELECT 2) 7-9 UNITS

KIN 110	Community First Aid and CPR	3
MATH 112	Elementary Statistics	4
or PSYC 210	Elementary Statistics	(4)
CHEM 100	Introductions to Chemistry	4
or CHEM 111	General Chemistry	(5)
PHYS 101	General Physics	4
or PHYS 201	Engineering Physics	(4)
	Total Degree Requirements	21-26

#### ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester units or 90 quarter units CSU transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of "C" or better in all courses required for the major or area of emphasis.

## Curriculum and Requirements for Majors and Certificates

### EXERCISE SCIENCE: ATHLETIC INJURY MANAGEMENT

#### CERTIFICATE OF ACHIEVEMENT

Program objectives are to prepare students to work in the allied health care industry. The required core courses provide students with academic preparation and skills required for employment as an aide to a physical therapist or athletic trainer, dealing with athletic injuries.

#### DEPARTMENT REQUIREMENTS

KIN 102	Introduction to Athletic Training	3
KIN 110	Community First Aid and CPR	3
or HED 110	Community First Aid and CPR	(3)
KIN 205	Anatomical Movement Analysis	3
KIN 206A	Lower Extremity Injury Assessment and Reconditioning	2
KIN 206B	Upper Extremity Injury Assessment and Reconditioning	2
KIN 207	Athletic Injury Taping, Bandaging, and Immobilization	1
Total Certificate Requirements		14

### EXERCISE SCIENCE: ATHLETIC TRAINER AIDE

#### CERTIFICATE OF ACHIEVEMENT

Program objectives are to prepare students to work in a clinical setting or in an athletic training facility as an aide.

#### DEPARTMENT REQUIREMENTS:

		UNITS
KIN 102	Introduction to Athletic Training	3
KIN 104	Fitness and Wellness	3
KIN 110	Community First Aid and CPR	3
or HED 110	Community First Aid and CPR	(3)
KIN 202	Measurement and Interpretation of Fitness	3
KIN 203	Programs and Principles of Conditioning	3
KIN 205	Anatomical Movement Analysis	3
KIN 206A	Lower Extremity Injury Assessment and Reconditioning	2
KIN 206B	Upper Extremity Injury Assessment and Reconditioning	2
KIN 207	Athletic Injury Taping, Bandaging, and Immobilization	1
KIN 271A	Occupational Work Experience	1
MA 161	Medical Terminology	3
Total Certificate Requirements		27

### EXERCISE SCIENCE: ATHLETIC TRAINER AIDE

#### ASSOCIATE IN ARTS

Program objectives are to prepare students to work in a clinical setting or in an athletic training facility as an aide.

#### DEPARTMENT REQUIREMENTS:

		UNITS
KIN 102	Introduction to Athletic Training	3
KIN 104	Fitness and Wellness	3
KIN 110	Community First Aid and CPR	3
or HED 110	Community First Aid and CPR	(3)
KIN 202	Measurement and Interpretation of Fitness	3
KIN 203	Programs and Principles of Conditioning	3
KIN 205	Anatomical Movement Analysis	3

KIN 206A	Lower Extremity Injury Assessment and Reconditioning	2
KIN 206B	Upper Extremity Injury Assessment and Reconditioning	2
KIN 207	Athletic Injury Taping, Bandaging, and Immobilization	1
KIN 271A	Occupational Work Experience Athletic Training	1
MA 161	Medical Terminology	3
Total Degree Requirements		27

#### Select a minimum of two PEX Activity Courses equaling at least 3 units UNITS

PEX 102	Adapted Cardiovascular Exercise	1
PEX 103	Adapted Strength Training	1
PEX 110	Aerobic Activities	1.5
PEX 112	STEP Aerobics	1.5
PEX 119	Basic Training and Physical Conditioning	1
PEX 124	Personal Fitness Program	1
PEX 134	Body Sculpting	1
PEX 136	Stretching and Relaxing	1
PEX 138	Walking for Fitness	1
PEX 141	Jogging for Fitness, Beginning	1
PEX 145	Circuit Weight Training, Beginning	1
PEX 151	Yoga	1
PEX 156	Pilates Conditioning	1
PEX 240	Jogging for Fitness, Intermediate	2
PEX 245	Circuit Weight Training, Intermediate/Advanced	2
Total Degree Requirements		30

(For additional options please see the list of PEX Activity Courses meeting the Health and Wellness Proficiency for the Associate in Arts Degree)

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

1. Complete the major requirements for the Exercise Science: Fitness Specialist AA Degree
2. Complete the general education and electives to achieve a minimum of 60 units.

### EXERCISE SCIENCE: FITNESS TRAINER

#### CERTIFICATE OF ACHIEVEMENT

The Exercise Science: Fitness Trainer Certificate of Achievement is designed to prepare students to work in the fitness industry. The required core courses provide students with the academic preparation and skills required for employment as a Fitness Specialist and to prepare for several national certification exams.

Students completing the certificate are well prepared to work in their field of choice while continuing their education.

#### Department Requirements:

KIN 110	Community First Aid and CPR	3
or HED 110	Community First Aid and CPR	(3)
KIN 202	Measurement and Interpretation of Fitness	3
KIN 203	Programs and Principles of Conditioning	3
KIN 205	Anatomical Movement Analysis	3
KIN 271B	Occupational Work Experience in Fitness	1
Total Certificate Requirements		13

## EXERCISE SCIENCE: FITNESS SPECIALIST

### ASSOCIATE IN ARTS

The Exercise Science: Fitness Specialist Associate in Arts Degree is designed to prepare students to work in the fitness industry. The required core courses provide students with the academic preparation and skills required for employment as a Fitness Specialist and to prepare for several national certification exams. Students completing the AA degree are well prepared to work in their field of choice while continuing their education.

<b>DEPARTMENT REQUIREMENTS:</b>		<b>UNITS</b>
KIN 102	Introduction to Athletic Training	3
KIN 104	Fitness and Wellness	3
KIN 110	Community First Aid and CPR	3
or HED 110	Community First Aid and CPR	(3)
KIN 202	Measurement and Interpretation of Fitness	3
KIN 203	Programs and Principles of Conditioning	3
KIN 205	Anatomical Movement Analysis	3
KIN 271B	Occupational Work Experience in Fitness	3
HED 200	Nutrition for Health, Fitness, and Physical Activity	3
BA 100	Fundamentals of Business	3
		—
	Total Degree Requirements	25

#### Select a minimum of two PEX Activity Courses equaling at least 3 units

PEX 102	Adapted Cardiovascular Exercise	1
PEX 103	Adapted Strength Training	1
PEX 110	Aerobic Activities	1.5
PEX 112	STEP Aerobics	1.5
PEX 119	Basic Training and Physical Conditioning	1
PEX 124	Personal Fitness Program	1
PEX 134	Body Sculpting	1
PEX 136	Stretching and Relaxing	1
PEX 138	Walking for Fitness	1
PEX 141	Jogging for Fitness, Beginning	1
PEX 145	Circuit Weight Training, Beginning	1
PEX 151	Yoga	1
PEX 156	Pilates Conditioning	1
PEX 240	Jogging for Fitness, Intermediate	2
PEX 245	Circuit Weight Training, Intermediate/Advanced	2
		—
	Total Degree Requirements	30

(For additional options please see the list of PEX Activity Courses meeting the Health and Wellness Proficiency for the Associate in Arts Degree)

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

1. Complete the major requirements for the Exercise Science: Fitness Specialist AA Degree
2. Complete the general education and electives to achieve a minimum of 60 units.

## EXERCISE SCIENCE: FITNESS SPECIALIST

### CERTIFICATE OF ACHIEVEMENT

The Exercise Science: Fitness Specialist Certificate of Achievement is designed to prepare students to work in the fitness industry. The required core courses provide students with the academic preparation and skills required for employment as a Fitness Specialist and to prepare for several national certification exams.

Students completing the AA degree are well prepared to work in their field of choice while continuing their Education.

<b>DEPARTMENT REQUIREMENTS:</b>		<b>UNITS</b>
KIN 102	Introduction to Athletic Training	3
KIN 104	Fitness and Wellness	3
KIN 110	Community First Aid and CPR	3
or HED 110	Community First Aid and CPR	(3)
KIN 202	Measurement and Interpretation of Fitness	3
KIN 203	Programs and Principles of Conditioning	3
KIN 205	Anatomical Movement Analysis	3
KIN 271B	Occupational Work Experience in Fitness	3
HED 200	Nutrition for Health, Fitness, and Physical Activity	3
BA 100	Fundamentals of Business	3
		—
	Total Certificate Requirements	25

## HEALTH EDUCATION

### ASSOCIATE IN ARTS

The Health Education Associate in Arts degree will prepare students to enter a people-oriented, diverse field in promoting lifestyle wellness and improvement in health for all individuals of society. Community health workers assist individuals in changing behaviors and making responsible decisions to achieve a healthier lifestyle. Opportunities for community health education professionals include outreach programs, social support, assessing community needs, and collecting data.

<b>REQUIRED CORE COURSES (17 UNITS)</b>		<b>UNITS</b>
HED 100	Contemporary Health Problems	3
HED 110	Community First Aid and CPR	3
HED 202	Health Systems and Perspectives	3
BIOL 120	Introduction to Biological science	4
MATH 112	Elementary Statistics	4

#### Select One Department Course (3 units)

HED 101	Stress Management	3
HED 103	Women, Their Bodies and Health	3
HED 105	Mind, Body, Health	3
HED 104	Introduction to Health and Society	3
HED 201	Health Promotion and Education	3
HED 200	Nutrition for Health, Fitness, and Physical Activity	3
		—
	Total Degree Requirements	20

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

To qualify for a degree in health education, students must take the courses that are designated as having health education emphasis. Complete the General Education requirements and electives to achieve a minimum of 60 units.

## PHYSICAL THERAPIST ASSISTANT

### ASSOCIATE IN SCIENCE DEGREE

The Physical Therapist Assistant is a skilled technical health worker who performs physical therapy interventions under the direction of a Physical Therapist. Technical Standards/Essential Functions are available for your review on the program's website. They have been designed to give you more information about the profession and important skills/functions. This information will be helpful to assist you in deciding on your career path.

### ACCREDITATION

The Physical Therapist Assistant Program at Cerritos College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314-1488; telephone: 703-684-2782; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

### LENGTH AND KIND OF PROGRAM

The program is four semesters in length. General Education and Physical Therapist Assistant classes are scheduled on the college campus. Correlated clinical experiences begin the second semester and continue throughout the program. These experiences take place at selected hospitals and clinics in Los Angeles, Orange, Riverside, Ventura, and San Bernardino counties usually during regular business hours.

### ADMISSION REQUIREMENTS (PREREQUISITES):

1. General Education Requirements
  - a. Completion of ENGL (English) 100 or equivalent with a grade of "C" or higher or satisfactory completion of the English Placement Process.
  - b. Completion of MATH 80 (Intermediate Algebra) or equivalent with a grade of "C" or higher or satisfactory completion of the Math Placement Process.
  - c. Meet Reading proficiency requirement for AA Degree — Plan A as described in the Cerritos College Catalog.
2. A&P 150 – Human Anatomy AND A&P 151-Human Physiology or equivalent courses with grades of "C" or higher. A five-unit minimum combined anatomy and physiology course with a lab can be substituted to meet this requirement. However, eight units of anatomy and physiology with lab is preferred.
3. An overall grade point average of 2.0 must be attained prior to admission to the Physical Therapist Assistant Program, and a grade of "C" or higher must be attained for each General Education course.
4. Courses in progress at the time of application must be verified by a work-in-progress report from the instructor showing a grade of "C" or higher. Those courses must then be completed with a grade of "C" or higher and verified by official transcript for admission to the program.

### APPLICATION AND ACCEPTANCE PROCEDURES:

1. Complete application to the program. This can be obtained in the Health Occupations Division Office, or online at [www.cerritos.edu/pta](http://www.cerritos.edu/pta). The application and all supporting documents must be submitted by April 15. Incomplete and/or late applications will not be considered.
2. Submit one official transcript from each college attended to the Health Occupations Division office with your application no later than April 15. Official transcripts may be sent directly to the Health Occupations Division, 11110 Alondra Boulevard, Norwalk, CA 90650. **NOTE:** Official transcripts sent to the Admissions and Records Office WILL NOT be forwarded to the Health Occupations Office for inclusion in the application file.
3. Work-in-progress reports from the instructor are due by April 15.

4. If you would like a counselor to review your transcript (optional), please make an appointment with the counseling department at (562) 860-2451, extension 2231. Many questions can be answered by e-mail via the online counseling link, [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling).
5. All work experience as a physical therapist aide must be verified by a letter from your employer stating you are/were a paid employee, giving your job title, and dates of employment. Work experience in related medical fields must also be verified in the same way. To receive credit for volunteer work, documentation from site must show at least six months of volunteer service. Students will only receive credit in one category of work experience (P.T. Aide or related medical field or volunteer).
6. Application packets will be evaluated after April 15. Documents to be reviewed include the application, official transcripts, work-in-progress reports, and work verification. It is the applicant's responsibility to verify that all required documentation has been received by the Health Occupations Division before April 15. Clearances are verified and/or points are assigned using following considerations:
  - a. Admission Requirements (Prerequisites)
  - b. Verified/volunteer experience in the field or work experience in related medical fields
  - c. Related course work in medical and science classes
  - d. General Education requirements. Point system details are available on the program website.
7. Notification of acceptance or non-acceptance will be mailed after June 15.

### AFTER ACCEPTANCE AND PRIOR TO ENROLLMENT:

1. CPR for Healthcare Provider - You must present a valid CPR card for Healthcare Provider offered through the American Heart Association prior to the beginning of the program. Card must be valid throughout the duration of the program.
2. Health Clearance - Applicants must present evidence of physical fitness and ability to perform tasks required of a physical therapist assistant. Physical exam, lab, x-rays, and immunization records must be cleared and verified after acceptance into the program.
3. Criminal Background Check - Clinical placements are a mandatory component of the curriculum and will require clearance of a criminal background check. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.
4. A drug screen may be required depending on the internship site (determined during the clinical placement process).
5. If admitted to the program, failure to present the required documents described above by the deadline may result in reversal of acceptance or dismissal from the program.

### EXPENSES

Enrollment fees, lab fees, uniforms, physical exam/immunizations, background check, books, and supplies will cost approximately \$3,500. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected hospitals and clinics. Upon successful completion of all program requirements, the student will be eligible to receive and wear the Physical Therapist Assistant pin which is given at a graduation ceremony. The cost of the pin is the responsibility of the student.

# Curriculum and Requirements for Majors and Certificates

## ATTENDANCE AND SCHOLARSHIP

All students are expected to comply with the attendance requirements of the College and of the Physical Therapist Assistant Program. To remain in the program, the student must maintain a “C” or higher in all courses. Uniforms are required in all hospital lab classes (PTA 126, PTA 236, and PTA 246).

## PROGRAM PROGRESSION/COMPLETION

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive the Associate in Science degree.

## LICENSURE

Successful completion of the Physical Therapist Assistant Program and Associate in Science Degree qualifies the graduate to take the National Examination for Physical Therapist Assistants and the California Laws Test for Physical Therapist Assistant licensure. The California Physical Therapy Board requires all licensure applicants to provide a valid U.S. Social Security Number. Additional information regarding licensure requirements, fees, etc. can be found on their website: <http://www.ptbc.ca.gov>.

## ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Complete the requirements above and General Education Requirements for CSU transfer or EGETC and any needed electives for a minimum of 60 units. The following courses are recommended for Physical Therapist Assistant students to complete the general education requirements.

A&P 150	Introduction to Human Anatomy	4
A&P 151	Introduction to Human Physiology	4
ENGL 100	Freshman Composition	4
MATH 80	Intermediate Algebra	4
MA 161	Medical Terminology	3
PSYC 101	General Introductory Psychology	3
COMM 100	Introduction to Communications Studies	3
	U.S. History or American Government	3
	Humanities or Fine Arts	3

## FIRST YEAR

### First Semester

PTA 110	Introduction to Physical Therapy	4
PTA 120	Kinesiology	4
		—
		8

### Second Semester

PTA 125	Pathology	3
PTA 126	Clinical Practicum I	4
PTA 128	Physical Therapy Aspects of Growth and Development	3
PTA 130	Soft Tissue Intervention	1
PTA 235	Neurology	3
		—
		14

## SECOND YEAR

### First Semester

PTA 230	Therapeutic Exercise	4
PTA 233	Prosthetics and Orthotics for Allied Health Professionals	2
PTA 236	Clinical Practicum II	4
*PTA 129	Physical Therapy Aspects of Aging and Integumentary Management	1.5
		—
		11.5

## Second Semester

PTA 240	Activities of Daily Living	2
PTA 245	Advanced Modalities	3
PTA 246	Clinical Affiliation	4
PTA 250	Licensure Examination Preparation	1
		—
		10
	Total Degree Requirements	43.5

\*Class may be offered in summer session between first and second year. See Cerritos College Graduation Requirements.

## PHYSICS

### ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)

Upon successful completion of Cerritos College’s Associate in Science in Physics for Transfer degree, students will demonstrate breadth and depth of understanding of physics. The degree is intended for students who are interested in the field of physics and are planning on transferring to a CSU and majoring in physics, astronomy, or one of many engineering specialties.

Physics graduates with their bachelor’s degrees qualify for graduate studies in physics, engineering, medical physics, geophysics, and astronomy. Physicists find rewarding careers in teaching, medicine, and industrial and governmental scientific endeavors

### COMMON LOWER-DIVISION REQUIREMENTS

PHYS 201	Engineering Physics	4
PHYS 202	Engineering Physics	4
PHYS 203	Engineering Physics	4
MATH 170	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
MATH 225	Calculus III	5
		—
	Total Degree Requirements	25

### ADDITIONAL DEGREE COMPLETION REQUIREMENTS:

Complete 60 CSU-transferable units to include: (1) the common lower-division requirements and (2) the Associate in Arts degree general education requirements for transfer to CSU (Plan B) or for IGETC (Plan C). Double-counting courses in GE and the major is permissible. Students are not required to complete any additional local requirements. All 60 units are CSU-transferable. Students must earn a minimum grade of “C” or “Pass” in all courses required for the major or area of emphasis. An overall minimum 2.0 grade point average is required for all courses used in the degree.



## PLASTICS/COMPOSITES

### COMPOSITES MANUFACTURING

#### ASSOCIATE IN ARTS

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or an Associate in Arts for employment. The Program provides a high quality of instruction to achieve its objectives.

The Associate in Arts in Composites Manufacturing allows the student to learn specific techniques related to composite fabrication, fiberglass technology, resin transfer, and how to repair potential manufacturing defects. The student also learns the basics of plastics technology and how this relates to blueprints prepared by engineers.

	<b>UNITS</b>
PMT 51 Composites Fabrication	2.5
PMT 53 Composites Repair	3
PMT 61 Fiberglass Technology	2.5
PMT 63L Specialty Plastics Lab	.5
PMT 67 Fiberglass Production	2.5
PMT 76 Vacuum Infusion Process (VIP)/ Resin Transfer Molding (RTM)	3
PMT 100 Plastics Technology	2.5
ENGT 116 Blueprint Reading	2
	—
Total Degree Requirements	18.5

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate in Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of “C” or higher in major/emphasis courses.

### COMPOSITES MANUFACTURING

#### CERTIFICATE OF ACHIEVEMENT

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or a Certificate of Achievement for employment. The Program provides a high quality of instruction to achieve its objectives.

The Certificate of Achievement in Composites Manufacturing allows the student to learn specific techniques related to composite fabrication, fiberglass technology, resin transfer, and how to repair potential manufacturing defects. The student also learns the basics of plastics technology and how this relates to blueprints prepared by engineers

	<b>UNITS</b>
PMT 51 Composites Fabrication	2.5
PMT 53 Composites Repair	3
PMT 61 Fiberglass Technology	2.5
PMT 63L Specialty Plastics Lab	.5
PMT 67 Fiberglass Production	2.5
PMT 76 Vacuum Infusion Process (VIP)/ Resin Transfer Molding (RTM)	3
PMT 100 Plastics Technology	2.5
ENGT 116 Blueprint Reading	2
	—
Total Certificate Requirements	18.5

## COMPOSITE INSPECTION

### ASSOCIATE IN ARTS

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or a Associate in Arts for employment. The Program provides a high quality of instruction to achieve its objectives.

The Associate in Arts in Composite Inspection allows the student to learn basic composite fabrication, processing, dimensioning, tolerancing, testing, measuring, and computer assisted inspecting, in the PMT, MTT, and ENGT departments. The student is able to benefit from the cooperation of those three departments to get the best possible knowledge of composite inspection. Students who complete this certificate are well positioned for both composite and plastic projects inspection.

	<b>UNITS</b>
PMT 51 Composites Fabrication	2.5
PMT 61 Fiberglass Technology	2.5
PMT 67 Fiberglass Production	2.5
PMT 68 Plastics Materials and Processes	2.5
ENGT 116 Blueprint Reading	2
ENGT 117 Geometrical Dimensioning and Tolerancing	2
MTT 56 CNC Shop Inspection	2
MTT 68 Computer-Assisted Inspection Using Verisurf	2
MFGT 54 Ultrasonic Level I Testing	1.5
	—
Total Degree Requirements	19.5

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate in Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of “C” or higher in major/emphasis courses.

## COMPOSITE INSPECTION

### CERTIFICATE OF ACHIEVEMENT

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or a Certificate of Achievement for employment. The Program provides a high quality of instruction to achieve its objectives.

The Certificate of Achievement in Composite Inspection allows the student to learn basic composite fabrication, processing, dimensioning, tolerancing, testing, measuring, and computer assisted inspecting, in the PMT, MTT, and ENGT departments. The student is able to benefit from the cooperation of those three departments to get the best possible knowledge of composite inspection. Students who complete this certificate are well positioned for both composite and plastic projects inspection.

	<b>UNITS</b>
PMT 51 Composites Fabrication	2.5
PMT 61 Fiberglass Technology	2.5
PMT 67 Fiberglass Production	2.5
PMT 68 Plastics Materials and Processes	2.5
ENGT 116 Blueprint Reading	2
ENGT 117 Geometrical Dimensioning and Tolerancing	2
MTT 56 CNC Shop Inspection	2

## Curriculum and Requirements for Majors and Certificates

MTT 68	Computer-Assisted Inspection Using Verisurf	2
MFGT 54	Ultrasonic Level I Testing	1.5
		—
	Total Certificate Requirements	19.5

ENGT 117	Geometrical Dimensioning and Tolerancing	2
MTT 56	CNC Shop Inspection	2
NPD 103	Tooling and Materials for New Product Development	3
		—
	Total Certificate Requirements	19.5

### PLASTICS MANUFACTURING

#### ASSOCIATE IN ARTS

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or an Associate in Arts for employment. The Program provides a high quality of instruction to achieve its objectives.

The Associate in Arts in Plastics Manufacturing allows the student to learn specific techniques related to composite and plastic manufacturing. It also prepares the student to inspect the raw material and the produced parts by having a clear understanding of dimensioning, tolerancing, and designing of plastic parts in the engineering design technology department.

<b>UNITS</b>		
PMT 51	Composites Fabrication	2.5
PMT 59	Injection Molding	2.5
PMT 63L	Specialty Plastics Lab	.5
PMT 68	Plastics Materials and Processes	2.5
PMT 100	Plastics Technology	2.5
ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
MTT 56	CNC Shop Inspection	2
NPD 103	Tooling and Materials for New Product Development	3
		—
	Total Degree Requirements	19.5

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate in Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of "C" or higher in major/emphasis courses.

### PLASTICS MANUFACTURING

#### CERTIFICATE OF ACHIEVEMENT

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or a Certificate of Achievement for employment. The Program provides a high quality of instruction to achieve its objectives.

The Certificate of Achievement in Plastics Manufacturing allows the student to learn specific techniques related to composite and plastic manufacturing. It also prepares the student to inspect the raw material and the produced parts by having a clear understanding of dimensioning, tolerancing, and designing of plastic parts in the engineering design technology department.

<b>UNITS</b>		
PMT 51	Composites Fabrication	2.5
PMT 59	Injection Molding	2.5
PMT 63L	Specialty Plastics Lab	.5
PMT 68	Plastics Materials and Processes	2.5
PMT 100	Plastics Technology	2.5
ENGT 116	Blueprint Reading	2

### TOOL DESIGN

#### ASSOCIATE OF ARTS

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or an Associate Degree for employment. The Program provides a high quality of instruction to achieve its objectives.

The Associate in Arts in Plastic/Composite Tool Design allows the student to learn basic modeling, dimensioning, tolerancing, and mold design of plastic parts. The student also learns the practical aspects of fabricating parts and tooling for both composite and plastic projects.

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 259	SolidWorks Introduction	4
ENGT 263	SolidWorks for Industrial Mold Tools Design	4
PMT 51	Composites Fabrication	2.5
PMT 59	Injection Molding I	2.5
PMT 61	Fiberglass Technology	2.5
PMT 63L	Specialty Plastics Lab	.5
PMT 72	Tooling for Plastics	2.5
		—
	Units	22.5
		—
	Total Degree Requirements	60

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Students must complete the required major courses, the Cerritos College Associate of Arts General Education requirements, and electives as needed. Students must earn a 2.0 grade point average and earn a grade of "C" or higher in major/emphasis courses.

### TOOL DESIGN

#### CERTIFICATE OF ACHIEVEMENT

The Plastic Manufacturing Technology Program provides the diverse student body in the surrounding regional community with advanced education in plastic manufacturing technology and serves as a bridge between students who seek job skills, industry certifications or a Certificate of Achievement for employment. The Program provides a high quality of instruction to achieve its objectives.

The Certificate of Achievement in Plastic/Composite Tool Design allows the student to learn basic modeling, dimensioning, tolerancing, and mold design of plastic parts. The student also learns the practical aspects of fabricating parts and tooling for both composite and plastic projects.

ENGT 116	Blueprint Reading	2
ENGT 117	Geometrical Dimensioning and Tolerancing	2
ENGT 259	SolidWorks	4
ENGT 263	SolidWorks for Industrial Mold Tools Design	4
PMT 51	Composites Fabrication	2.5
PMT 59	Injection Molding I	2.5
PMT 61	Fiberglass Technology	2.5
		—
	Total Certificate Requirements	22.5

## POLITICAL SCIENCE

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

The goal of the program is to introduce students to the major fields of study in political science as well as the theoretical and practical aspects of government and politics. A major in political science is of benefit to students seeking careers in law, journalism, foreign affairs, economics, business, public relations, and public administration. The program includes the study of American Politics (principles, institutions, and policies) and, depending upon the student's chosen course of study, may also include Comparative Politics (institutional structures, processes, and political cultures), International Relations (structure and operation of the international system), and/or Political Philosophy (ideas about human nature, power, justice, and the state). Completion of the degree indicates that the student will have satisfied the lower-division requirements for a seamless transfer into the California State University system for political science majors.

<b>REQUIRED CORE 3 Units</b>		<b>UNITS</b>
POL 101	American Political Institution	3

#### LIST A (Select three) 9 units

POL 201	Introduction to Political Science and American Government	3
POL 210	International Relations	3
POL 220	Comparative Government	3
POL 240	Introduction to Political Theory	3
PSYC 210	Elementary Statistics	4
or MATH 112	Elementary Statistics	(4)

#### LIST B (Select two) 6 units

##### Any course(s) from List A not already used

POL 230	Contemporary Political Issues: Middle East	3
POL 250	Model United Nations: Theory and Practice	3
(POL 250 may be applied to the degree only once)		—
Total Degree Requirements		18-19

### ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## PSYCHOLOGY

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

<b>REQUIRED CORE (11 UNITS)</b>		<b>UNITS</b>
PSYC 101	General Introductory Psychology	3
PSYC 210	Elementary Statistics	4
PSYC 220	Research Methods	4

#### LIST A (SELECT ONE): 3 UNITS

PSYC 241	Introduction to Psychobiology	3
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#### LIST B (SELECT ONE): 3 UNITS

PSYC 251	Developmental Psychology	3
PSYC 261	Social Psychology	3

#### LIST C (SELECT ONE): 3 UNITS

PSYC 103	Critical Thinking in Psychology	3
PSYC 150	Personal and Social Adjustment	3
PSYC 245	Drugs and Behavior	3
PSYC 265	Psychology of Gender	3
PSYC 271	Abnormal Psychology	3

Total Degree Requirements	20
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### ASSOCIATE IN ARTS DEGREE IN PSYCHOLOGY FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## REAL ESTATE

### ASSOCIATE IN ARTS

The Real Estate program offers classes taught by working professionals highly experienced in their areas of real estate specialization. Students who satisfactorily complete the two-year course of study including additional graduation requirements, receive an Associate in Arts degree in Real Estate.

<b>DIVISION/DEPARTMENT REQUIREMENTS</b>		<b>UNITS</b>
RE 101	Real Estate Principles	3
RE 173	Real Estate Occupational Work Experience/Career Internship	3
or RE 174	Real Estate Occupational Work Experience/Career Internship	(4)

#### Choose 12 units from the following:

RE 50	Computer Applications in Real Estate	3
RE 52	Mortgage Loan Brokering and Lending	3
RE 120	Real Estate Finance	3
RE 125	Legal Aspects of Real Estate	3
RE 130	Real Estate Practice	3
RE 131	Introduction to Real Estate Appraisal	3

#### Choose 6 units from the following:

BA 121	Sales	3
BCOT 147	Business Communications	3
FIN 125	Personal Finance	3
or FIN 125M	Personal Finance	(3)
RE 51	Real Estate Pre-License	3
RE 53	Advanced Real Estate Appraisal	3
RE 140	Real Estate Property Management	3
RE 151	Fundamentals of Escrow	3
Total Major Requirements		24-25

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above required courses, (2) Complete the General Education requirements to achieve a minimum of 60 units

## REAL ESTATE

### CERTIFICATE OF ACHIEVEMENT

The Real Estate program offers classes taught by working professionals highly experienced in their areas of real estate specialization. Students who satisfactorily complete the two-year course of study including additional graduation requirements, receive a certificate in Real Estate.

DIVISION/DEPARTMENT REQUIREMENTS	UNITS
RE 101 Real Estate Principles	3
RE 173 Real Estate Occupational Work Experience/Career Internship	3
or RE 174 Real Estate Occupational Work Experience/Career Internship	(4)

### Choose 12 units from the following:

RE 50 Computer Applications in Real Estate	3
RE 52 Mortgage Loan Brokering and Lending	3
RE 120 Real Estate Finance	3
RE 125 Legal Aspects of Real Estate	3
RE 130 Real Estate Practice	3
RE 131 Introduction to Real Estate Appraisal	3
Total Certificate Requirements	18

## CALIFORNIA REAL ESTATE CERTIFICATES

### CERTIFICATE OF ACHIEVEMENT

The California Real Estate Certificate is currently awarded by 90 community colleges in California. Cerritos College participates in this Statewide program and awards the California Real Estate Certificate to any day, evening or distance education student who completes this prescribed program. A student may complete only those courses required for the California Real Estate Certificate, since this is awarded independently of the Associate of Arts degree. However, students who complete the full course of study leading to that degree will automatically have completed the requirements for, and will be awarded, the California Real Estate Certificate. Training for the Certificate is designed so that those seeking entry employment may prepare themselves to take the State licensing examination for real estate salespersons, and so that those already employed in various branches of real estate work may gain further knowledge and develop additional competence.

STATE REQUIREMENTS	UNITS
RE 101 Real Estate Principles	3
RE 120 Real Estate Finance	3
RE 125 Legal Aspects of Real Estate	3
RE 130 Real Estate Practice	3
RE 131 Real Estate Appraisal	3
RE 160 Real Estate Economics	3

### Electives: Select a minimum of 6 units from the following courses:

LAW 111 Business Law	3
ACCT 100 Introduction to Accounting	3
ACCT 101 Fundamentals of Accounting I	3.5
RE 50 Introduction to Real Estate Software	3
RE 52 Mortgage Loan Brokering and Lending	3
RE 173 Real Estate Occupational Work Experience/Career Internship	3
or RE 174 Real Estate Occupational Work Experience/Career Internship	(4)
Total Certificate Requirements	24/25.5

**NOTE:** Please see Business Counselors or the respective department chairperson for additional alternatives.

### REAL ESTATE LICENSE REQUIREMENTS

1. Salesperson's License: Under the provisions of AB 2429, original salesperson examination applicants will be required to submit evidence of completion of a three semester, or quarter unit equivalent, college-level course in Real Estate Principles, Real Estate Practice and one additional course which should be chosen from the following list of courses:
  - i. Legal Aspects of Real Estate—Real Estate Office Administration
  - ii. Real Estate Appraisal—Computer Applications in Real Estate
  - iii. Real Estate Finance—Real Estate Economics
  - iv. Property Management—Business Law
  - v. Escrows—Accounting
  - vi. Common Interest Developments
  - vii. Mortgage Loan Brokering and Lending

### The Department of Real Estate (DRE) will implement AB 2429 as follows:

1. Salesperson examination applications are valid for a two-year period. Original salesperson examination applications post marked or submitted in person to the DRE, that contain an acknowledgement that the applicant is enrolled in or has completed a Real Estate Principles course, Real Estate Practice course, and one other approved DRE course found on the Department's website [www.dre.ca.gov/](http://www.dre.ca.gov/)
2. Examination applications that contain proper verification that the applicant has completed all three required courses will be entitled to take the examination and apply for a four-year license upon the successful completion of the salesperson examination.
3. Broker's License: Applicants for a Broker's License must have completed eight 3-unit college-level courses in addition to the experience requirement\*. These courses must include the following five courses:
  - i. Real Estate Practice
  - ii. Legal Aspects of Real Estate
  - iii. Real Estate Appraisal
  - iv. Real Estate Economics or Accounting
  - v. Real Estate Finance

**The remaining 3 courses are to be selected from the following:**

1. Real Estate Office Administration—Advanced Legal Aspects of Real Estate
  2. Advanced Real Estate Appraisal—Practices of Escrow
  3. Real Estate Principles—Business Law
  4. Property Management—Fundamentals of Escrow
  5. Computer Applications in Real Estate — Mortgage Loan Brokering and Lending
  6. Common Interest Development
- \*If an applicant completes both Accounting and Real Estate Economics, only two additional courses are required.

**\*Experience requirement is fulfilled by any one of the following:**

1. Two years full-time as a real estate salesperson;
2. Bachelor's degree from an accredited college or university; or
3. Two years employment in related industries such as escrow offices, banks, savings and loans, or building industries.

**Real Estate Scholarships are available:**

Please see a Real Estate department chairperson or a Business Counselor for more information.

## RELIGIOUS STUDIES

### ASSOCIATE IN ARTS

The Associate of Arts in Religious Studies administered by the Department of Philosophy offers a coordinated set of classes promoting an interdisciplinary and collaborative learning environment that is designed for understanding contemporary religious systems and practices as they are exhibited in the global community. It also refines students' basic understanding of secular, religious, and philosophical elements of religious experiences across cultures. The Associate of Arts in Religious Studies is organized around general education transfer courses.

<b>CORE REQUIREMENTS: (15 UNITS)</b>		<b>UNITS</b>
PHIL 200	World Religions	3
PHIL 203	Philosophy of Religion	3
PHIL 204	Philosophy of the Bible I (Hebrew Scriptures)	3
PHIL 206	Philosophy of the Bible II – (Christian Scripture)	3
WGS 102	Women and Religion	3

**Take one of the additional courses:**

ANTH 203	The Anthropology of Magic, Witchcraft, and Religion	3
ENGL 238	Classic Islamic Literature	3
HIST 275	Global Studies	3
ENGL 239	Literature of India	3
	<b>Total Core Requirements</b>	<b>18</b>

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Meet the requirements for an Associate in Arts Degree in Religious Studies and complete electives and General Education requirements to achieve a minimum of 60 units.

## RELIGIOUS STUDIES

### CERTIFICATE OF ACHIEVEMENT

The Associate of Arts in Religious Studies administered by the Department of Philosophy offers a coordinated set of classes promoting an interdisciplinary and collaborative learning environment that is designed for understanding contemporary religious systems and practices as they are exhibited in the global community. It also refines students' basic understanding of secular, religious, and philosophical elements of religious experiences across cultures. The Associate of Arts in Religious Studies is organized around general education transfer courses.

<b>CORE REQUIREMENTS: (15 UNITS)</b>		<b>UNITS</b>
PHIL 200	World Religions	3
PHIL 203	Philosophy of Religion	3
PHIL 204	Philosophy of the Bible I (Hebrew Scriptures)	3
PHIL 206	Philosophy of the Bible II – (Christian Scripture)	3
WGS 102	Women and Religion	3

**Take one of the additional courses:**

ANTH 203	The Anthropology of Magic, Witchcraft, and Religion	3
ENGL 238	Classic Islamic Literature	3
HIST 275	Global Studies	3
ENGL 239	Literature of India	3
	<b>Total Degree Requirements</b>	<b>18</b>

## SOCIAL JUSTICE STUDIES: AFRICANA STUDIES

### ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The Associate in Arts in Social Justice Studies: Africana Studies for Transfer (AA-T) degree is an interdisciplinary program designed to prepare students for transfer to a CSU. This program is designed to provide students with an introduction to the theoretical principles and practices of Social Justice Studies. Additionally, this program pays particular attention to the study of the life history, culture, and social justice traditions of Black people. This program is designed to prepare students for seamless transfer to a CSU and toward a major in Africana Studies or those majors pertinent to race, ethnicity, and/or social justice.

**CORE REQUIREMENTS**

<b>REQUIRED CORE: (9 UNITS)</b>		<b>UNITS</b>
SOC 210	American Minority Relations	3
SOC 202	Gender and Society	3
or WGS 202	Gender and Society	(3)
AFRS 105	Introduction to Africana Studies	3

**List A:**

**Select three courses from at least two of the following areas (9 units)  
Only one course from Area 4 may be used.**

**Area 1: History or Government**

HIST 110	African American History	3
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# Curriculum and Requirements for Majors and Certificates

## Area 2: Arts and Humanities

ART 104	African Art History	3
ART 108	Black Images in Popular Culture	3
or HUM 108	Black Images in Popular Culture	(3)
ART 109	Gender and Sexuality in Art	3
or HUM 109	Gender and Sexuality in Art	(3)

## Area 3: Social Sciences

SOC 215	Sociology of Cultural Diversity	3
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## Area 4: Quantitative Reasoning and Research Methods

MATH 112	Elementary Statistics	4
or PSYC 210	Elementary Statistics	(4)
or PSYC 220	Research Methods	(4)
TOTAL UNITS FOR THE MAJOR		18-19

## ASSOCIATE IN ARTS FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## SOCIOLOGY

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

Upon completion of Cerritos College, students will demonstrate breadth and depth of understanding of sociological theories, methods, and concepts. The degree is intended for students who are interested in sociology and are planning on seamless transfer to a CSU and majoring in sociology. In addition, this degree will appeal to non-majors who are planning to major in human services, social work, criminal justice, criminology, or other social sciences. Career opportunities for Sociology majors include Public Relations, Non-Profit Organizations, Social Services, Management, Public Administration, Marketing, Program Support/Management, Professor/Teacher, and give a general preparation for many graduate programs.

#### REQUIRED CORE (9 UNITS)

SOC 101	Introductory Sociology Principles	3
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#### Select two (6 Units)

SOC 201	Social Problems	3
SOC 205	Introduction to Social Research Methods	3
PSYC 210	Elementary Statistics	4
or MATH 112	Elementary Statistics	(4)

#### List A Select Two (6 units)

Any Required Core course not already used		
SOC 110	Marriage and the Family	3
SOC 202	Gender and Society	3
or WGS	202 Gender and Society	(3)
SOC 210	American Minority Relations	3

#### List B Select one (3 units)

Any course not already used above		
SOC 120	Introduction to Human Sexuality	3
SOC 215	Sociology of Cultural Diversity: Challenge and Change	3
SOC 220	Introduction to Human Services	3
SOC 230	Juvenile Delinquency	3
SOC 250	Sociology of Aging	3
ANTH 100	Cultural Anthropology	3
PSYC 101	General Introductory Psychology	3
Total Units for Major		18-19

## ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER REQUIREMENTS

Complete the following (1) 60 semester units or 90 quarter units CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## SPANISH

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

The mission of the Spanish program is to prepare students with high quality education that will lead them to communicate successfully in an increasingly complex global society. Our classes empower the college's diverse student population to appreciate the Hispanic world and have better cultural understanding. The Spanish program offers courses that will satisfy the preparation requirement courses for Spanish majors seamless transfer to the California State University (CSU).

#### REQUIRED CORE (19 UNITS)

SPAN 101	Elementary Spanish	5
or SPAN 111	Elementary Spanish for Spanish Speakers	(5)
SPAN 102	Elementary Spanish	5
or SPAN 112	Elementary Spanish for Spanish Speakers	(5)
SPAN 201	Intermediate Spanish	5
SPAN 202	Intermediate Spanish	4

#### List A: (select one) 3 units

SPAN 245	Introduction to Chicano/Mexican American Culture	3
SPAN 260	Frida Kahlo and Mexican Muralist	3
SPAN 210	Highlights of Hispanic Culture	3
Total units for the major:		22

## ASSOCIATE IN ARTS IN SPANISH FOR TRANSFER REQUIREMENTS:

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## **SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

### **ASSOCIATE IN SCIENCE DEGREE**

A licensed Speech-Language Pathology Assistant (SLPA) is a skilled technical worker who performs speech and language therapy and clinical tasks under the direction of a Speech-Language Pathologist.

Successful completion of the degree requirements leads to eligibility for state licensure as a SLPA from the California Speech-Language Pathology, Audiology, and Hearing Aid Dispensers' Board. Licensed SLPAs have the opportunity to apply for work settings such as: in-home health; public, non-public, and charter schools; and, medical settings such as rehabilitation centers and private clinics.

### **TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS**

Technical standards/Essential Functions have been prepared to assist you in understanding the technical standards of the Speech Language Pathology Assistant program in order to affiliate in the clinical agencies and ultimately practice the profession. The technical standards as stated herewith are not conditions of admission to a program of study. Rather, they reflect performance abilities that are necessary for a student to successfully complete the requirements of the specified Health Occupations program.

The complete scope of practice for this occupation can be found in the Speech-Language Pathology Assistant handbook on the program's website at <https://www.cerritos.edu/slpa>. This information will be helpful to assist you in deciding on your career path.

The delivery of safe, effective speech and language intervention requires that students be able to perform functions related to the technical standards outlined here. The inability of a student to perform these functions may result in the student being unable to meet course objectives and to progress in the Speech Language Pathology Assistant program. Additionally, if a student is unable to perform these required competencies, the student may pose a risk of harm to the client(s) for whom care is provided.

All applicants meeting the appropriate academic requirements shall be considered equally for admission to Cerritos College or any academic program regardless of race, color, religion, sex, marital status, beliefs, sexual orientation, national origin, age, or physical or mental disability.

### **PROGRAM MISSION**

The mission of the Cerritos College Speech-Language Pathology Assistant Program is to prepare future Speech-Language Pathology Assistants to meet the needs of diverse populations in a variety of therapeutic environments. The Speech-Language Pathology Assistant Program was developed to align with the educational philosophy, mission, and values of Cerritos College. Specific goals, competencies, and student learning outcomes can be found in the program handbook on the website at: <https://www.cerritos.edu/slpa>.

### **ACCREDITATION**

This program is accredited by the Speech-Language Pathology, Audiology, and Hearing Aid Dispenser's Board of California: 2005 Evergreen Street, Suite 2100, Sacramento, California, 95815; telephone: (916)263-2666; website: [www.speechandhearing.ca.gov](http://www.speechandhearing.ca.gov).

### **LENGTH AND KIND OF PROGRAM**

Once admitted, the program is three semesters in length (excluding summer), beginning in the Fall semester. Speech-Language Pathology Assistant classes and any required general education units are scheduled on the college campus. Correlated clinical experiences are completed in the second and third semesters. These experiences may take place at selected schools and clinics in the Los Angeles and Orange county areas.

### **SPEECH-LANGUAGE PATHOLOGY PROGRAM REQUIREMENTS**

#### **I. ADMISSION REQUIREMENTS**

##### **A. Academic Prerequisites**

1. All prerequisite coursework must be completed prior to submitting an application. Transcripts documenting completed coursework should be submitted with the application packet.
2. Students must have completed coursework that satisfies the Reading, Writing, and Math proficiencies for the Associate of Science degree-Plan A prior to submitting their application.
3. Students must have completed the following courses or equivalent with a grade of "C" or higher (minimum 2.0 GPA) prior to submitting their application
  - a) General Education-Natural Science Requirement: A&P 120 (Human Anatomy & Physiology) OR Anatomy 150: (Human Anatomy)
  - b) General Education-Humanities Requirement: ASL 110 (American Sign Language I)
  - c) CD 110 (Child Development)
  - d) CDSE 150 (Introduction to Children with Special Needs)
  - e) CD 139 (Observation, Assessment, and Positive Guidance of Childhood Behavior)
  - f) SLP 101 (Introduction to Communication Disorders)
  - g) SLP 105 (Speech and Language Development in Children)
4. Course acceptance and equivalency is based on a transcript review by a Health Occupations counselor. Recency of speech-language pathology related coursework should not exceed 6 years.
5. Prior to submission of their application, students must have obtained:
  - A minimum of a 2.0 cumulative GPA for all college coursework,
  - A minimum of a grade of "C" or higher (minimum 2.0 GPA) in each prerequisite course, and
  - A minimum overall 2.5 GPA for all prerequisite courses
6. Graduates with foreign or Bachelor degrees in Speech-Language Pathology, Communication Sciences, or Communication Disorders will not be given priority. Recency of course work still applies. All foreign bachelor degrees must be verified by a Cerritos College approved agency at the student's expense.

- B. Submit completed application to the program. The application can be obtained in the Health Occupations Division Office, or online at [www.cerritos.edu/slpa](http://www.cerritos.edu/slpa). Submit one unofficial transcript of all college work with the application to the Health Occupations Division office no later than April 1.

NOTE: Official transcripts sent to the Admissions and Records office WILL NOT be forwarded to the Health Occupations office for inclusion in the application file. The application and all supporting documents must be submitted to the Health Occupations Division office (11110 Alondra Boulevard, Norwalk, California 90650) by the end of business hours on April 1. Incomplete and/or late applications will not be considered.

# Curriculum and Requirements for Majors and Certificates

## II. SELECTION PROCEDURES

- A. All required documents, including the Speech-Language Pathology Assistant Program application, and all official college transcripts must be in possession of the Health Occupations Division Office by April 1.
- B. Applications will be reviewed for:
  1. Completion of prerequisite coursework
  2. Minimum of 2.0 cumulative GPA for all college coursework, minimum of a grade of “C” or higher (minimum 2.0 GPA) in each prerequisite course, and a minimum overall 2.5 GPA for all prerequisite courses
  3. Submission of required documents (i.e., transcripts, completed application forms)
- C. Application packets will be reviewed after the application deadline. Notification of acceptance or non-acceptance will be sent by U.S. mail no later than by the end of the spring semester.

## III. PRIOR TO ENROLLMENT

- A. Upon acceptance and before enrollment, students must complete the following at their own expense:
  1. CPR for Healthcare Providers—you must present a valid CPR card for Healthcare Providers offered through the American Heart Association prior to the beginning of the program. Card must be valid for the duration of the program.
  2. Health Clearance—students must show evidence of immunizations, physical exams, and TB testing prior to enrollment in the program. Health and immunization forms will be issued to those applicants who are accepted into the program. Health forms must be reviewed and completed by the student’s physician, which include technical standards/essential functions for Speech-Language Pathology Assisting (available on the program website).
  3. Criminal Background check—clinical placements are a requirement of the curriculum and will require clearance of a criminal background check. Students admitted to the program will be given instructions for completing the background check. Students who do not clear agency requirements are not eligible for clinical placement, and will consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a background check, please contact the Health Occupations Division for more information.
  4. Drug screening—a drug screening may be required by specific clinical sites (determined during the clinical placement process).
  5. Official transcripts of all college work admitted to Admissions and Records.

### EXPENSES

Enrollment fees, CPR training, physical exam/immunizations, background checks, books, and supplies will cost approximately \$3500. Students are responsible for their own living accommodations, transportation to and from selected clinical sites, background clearance, drug screening, CPR, health clearance, and any other costs required for clinical placement clearance procedures. See the Cerritos College catalog for enrollment and out-of-state resident fees.

### ATTENDANCE

Students are expected to comply with the attendance requirements of the College and the Speech-Language Pathology Assistant Program for all coursework, including clinical placements:

“Students who are in excess of 10% of the total class hours are subject to drop... Certain academic and career technical education areas may have stricter attendance requirements. Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

1. AUTHORIZED ABSENCE: for an approved educational field trip or school activity
2. EXCUSED ABSENCE: for illness, injury or quarantine”

### SCHOLARSHIP, PROMOTION

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. Students are required to maintain a grade of “C” or higher in all Speech-Language Pathology Assistant classes in order to progress in the program. Upon successful completion of all degree requirements, students are eligible to receive an Associate in Science degree. This program uses a modified grading scale for all classes, in which 76% is considered a “C”.

It is recommended that students who are transferring to other colleges to obtain a Bachelor’s degree in Speech-Language Pathology (or related field) should meet with a Health Occupations counselor to ensure they have completed the necessary coursework for transfer, which may require additional classes beyond what is required for the Associate in Science-Plan A.

Once the degree has been conferred, students may apply to the California Speech-Language Pathology, Audiology, and Hearing Aid Dispensers’ Board for licensure. The application and its requirements can be found at [www.speechandhearing.ca.gov](http://www.speechandhearing.ca.gov). It is the responsibility of the student to submit all application materials to the Board, including the verification of fieldwork hours, which must be signed by the student and the SLPA Department Chair. Completion of the program does not guarantee licensure or employment.

## ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

### I. PREREQUISITE COURSES:

A. The following courses (or their equivalents) must be completed prior to application for the program with a grade of “C” or higher (2.0 GPA or higher):

:

A&P 120	Human Anatomy & Physiology
ASL 110	American Sign Language I
CD 110	Child Development
CD 139	Observation, Assessment, and Positive Guidance of Childhood Behavior
CDSE 150	Introduction to Children with Special Needs
SLP 101	Introduction to Communication Disorders
SLP 105	Speech and Language Development in Children

B. Successful completion of coursework that satisfies the Reading, Writing, and Math proficiencies for the Associate of Science degree-Plan A prior to submitting their application.

## II. REQUIRED COURSES

### FIRST SEMESTER

		UNITS
SLP 108	Introduction to Phonetics	3
SLP 125	Child Disorders and Treatment	5
		—
		8



# Curriculum and Requirements for Majors and Certificates

## SECOND SEMESTER

SLP 235	Adult Disorders and Treatment	5
SLP 241	Clinical Experience I	2.5
		—
		7.5

## THIRD SEMESTER

SLP 230	Introduction to Augmentative and Alternative Communication	1.5
SLP 246	Clinical Experience II	2.5
		—
		4
	Total Program Degree Units:	19.5

## ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS:

Students must complete a minimum of 60 semester units to include (1) the prerequisite coursework (2) the required SLPA Program courses (3) the Associate in Science degree general education requirements and proficiencies (including the American History or American Government, Health and Wellness, and Communication and Analytical Thinking proficiencies), and (4) all classes with a grade of “C” or better in all courses required by the major.

## SPEECH-LANGUAGE PATHOLOGY AIDE

### CERTIFICATE OF ACHIEVEMENT

A speech-language pathology aide works as a support professional in the field of communication disorders. This is an entry-level position in which the aide assists a Speech-Language Pathologist (SLP) in completing clerical work or therapy-related tasks. A speech-language pathology aide may only work under the direct supervision of a licensed SLP. They are required to report their employment to the California Speech-Language Pathology, Audiology, and Hearing Aid Dispensers Board. Speech-language pathology aides may be employed in schools, clinics, and medical centers.

### REQUIRED COURSES

		UNITS
ASL 110	American Sign Language I	4
CD 110	Child Development	3
CD 139	Observation, Assessment, and Positive Guidance of Childhood Behavior	3
CDSE 150	Introduction to Children with Special Needs	3
SLP 101	Introduction to Communication Disorders	3
SLP 105	Speech and Language Development in Children	3
		—
	Total Certificate Requirements	19

## THEATRE ARTS

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

Students wishing to earn the Associate in Arts Degree for Transfer in Theater Arts must complete the 18.5-19 units described below, the California State University General Education Breadth pattern (Plan B) or the Inter-Segmental General Education Transfer Curriculum (IGETC) pattern (Plan C), and additional transfer level electives as needed for a total of 60 transferable semester units. Students must maintain a minimum grade point average of 2.0 and earn a grade of C or better in all courses required for the major or area of emphasis. Upon completion of the Associate in Arts Degree for Transfer in Theater Arts, students

will have qualified coursework for transfer into the California State University System with a general education and lower division theatre arts background that will enable them to directly transition into the CSU upper division theatre courses required for their four year degree.

### REQUIRED CORE (9-9.5 UNITS)

TH 101	Introduction to the Theater	3
or TH 102	History of the Classical Theatre	3
TH 110	Fundamentals of Acting	3.5

### Select a combination of 3 units from one of the following two groups

TH 130	Rehearsal and Performance for the Minor Role	1
and TH 131	Rehearsal and Performance for the Supporting Role	2
or TH 132	Rehearsal and Performance for the Leading Role	3
or TH 133	Stage Crew Activity	1
and TH 134	Technical Production	2

### LIST A: SELECT A MINIMUM OF 9-9.5 UNITS FROM THE FOLLOWING

TH 111	Intermediate Acting to Characterization	3.5
TH 112	Script Analysis	3
TH 222	Stage Lighting	3
TH 221	Costuming for the Stage	3
TH 123	Stage Make-up	3
TH 120	Theatre Stagecraft	3
		—
	Total Units for the Major	18.5-19

### ASSOCIATE IN ARTS IN THEATRE FOR TRANSFER REQUIREMENTS:

Complete the following (1) 60 semester or 90 quarter CSU – transferable units (2) The California State University-General Education-Breadth pattern (CSU GE-Breadth); or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (3) A minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district (4) Obtainment of a minimum grade point average (GPA) of 2.0 (5) Earn a grade of “C” or better in all courses required for the major or area of emphasis.

## THEATRE ARTS

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

#### MAJOR REQUIREMENTS

		UNITS
<b>ACTING OR TECHNICAL</b>		
TH 101	Introduction to the Theatre	3
TH 102	History of the Classical Theatre	3
TH 103	History of the Modern Theatre	3
TH 110	Fundamentals of Acting	3.5
TH 130	Rehearsal/Performance for the Minor Role	1
TH 131	Rehearsal/Performance for the Supporting Role	2
TH 132	Rehearsal/Performance for the Leading Role	3
TH 133	Stage Crew Activity	1
TH 134	Technical Production	2

#### Choose One

TH 111	Intermediate Acting to Characterization	3.5
TH 114	Voice for Acting	2
TH 115	Stage Movement and Combat	3

## Curriculum and Requirements for Majors and Certificates

### Choose Two

TH 120	Theatre Stagecraft	3
TH 221	Costuming for the Stage	3
TH 222	Stage Lighting	3

### Plus Six (6) Units from at least two of the following

MUS 146	Recording Techniques	2
TH 108	Improvisation for the Theatre	3.5
TH 111	Intermediate Acting to Characterization	3.5
TH 114	Voice for Acting	2
TH 115	Movement for the Actor	3
TH 120	Theatre Stagecraft	3
TH 123	Stage Make-Up	3
TH 136	Touring Theatre Production for Leading Roles	2
TH 212	Scene Study	3.5
TH 213	Historical Styles of Acting	3
TH 221	Costuming for the Stage	3
TH 222	Stage Lighting	3
TH 226	Introduction to Scene Design	2
Total Degree Requirements		35.5/37

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

A minimum of 60 units must be completed to include: 1) one of the options above, 2) A.A. Degree General Education requirements, and 3) electives as needed.

## WELDING ARC WELDING

### ASSOCIATE OF ARTS DEGREE

#### REQUIRED COURSES

WELD 49	Welding Shop Math	4
WELD 59	Blueprint Reading for the Welding Trades	4
WELD 120	Beginning Arc Welding	5
WELD 200	Intermediate Arc Welding	4
WELD 210L	Advanced Arc Welding Laboratory	2
Total Degree Requirements		19

#### RECOMMENDED ELECTIVES:

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1
WELD 81L	Shielded Metal Arc Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored Arc Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten Arc Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2

WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

## ARC WELDING

### CERTIFICATE OF ACHIEVEMENT

#### REQUIRED COURSES

WELD 49	Welding Shop Math	4
WELD 59	Blueprint Reading for the Welding Trades	4
WELD 120	Beginning Arc Welding	5
WELD 200	Intermediate Arc Welding	4
WELD 210L	Advanced Arc Welding Laboratory	2
Total Certificate Requirements		19

#### RECOMMENDED ELECTIVES

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1
WELD 81L	Shielded Metal ARC Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored Arc Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten Arc Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2
WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

## GAS TUNGSTEN ARC WELDING ASSOCIATE OF ARTS DEGREE

#### REQUIRED COURSES

WELD 49	Welding Shop Math	4
WELD 59	Blueprint Reading for the Welding Trades	4
WELD 120	Beginning Arc Welding	5
WELD 130	Gas Tungsten Arc Welding	5
Total Degree Requirements		18

#### Recommended Electives

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1

## Curriculum and Requirements for Majors and Certificates

WELD 81L	Shielded Metal Arc Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 210L	Advanced Arc Welding Lab	2
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored Arc Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten Arc Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2
WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

## GAS TUNGSTEN ARC WELDING

### CERTIFICATE OF ACHIEVEMENT

	<b>UNITS</b>
WELD 49	4
WELD 59	4
WELD 120	5
WELD 130	5
	—
Total Certificate Requirements	18

### Recommended Electives

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1
WELD 81L	Shielded Metal Arc Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 210L	Advanced Arc Welding Lab	2
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored Arc Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten Arc Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2
WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

## PIPE WELDING

### ASSOCIATE OF SCIENCE DEGREE

#### REQUIRED COURSES

WELD 49	Welding Shop Math	4
WELD 52	Pipe Welding Fundamentals	4
WELD 53	Pipe Layout	2
WELD 59	Blueprint Reading for the Welding Trades	4
WELD 120	Beginning Arc Welding	5
WELD 200	Intermediate Arc Welding	4
WELD 210L	Advanced Arc Welding	2
	—	
	Total Degree Requirements	25

#### Recommended Electives

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1
WELD 81L	Shielded Metal Arc Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored ARC Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten Arc Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2
WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

### ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

## PIPE WELDING

### CERTIFICATE OF ACHIEVEMENT

#### REQUIRED COURSES

WELD 49	Welding Shop Math	4
WELD 52	Pipe Welding Fundamentals	4
WELD 53	Pipe Layout	2
WELD 59	Blueprint Reading for the Welding Trades	4
WELD 120	Beginning Arc Welding	5
WELD 200	Intermediate Arc Welding	4
WELD 210L	Arc Welding Applications	2
	—	
	Total Certificate Requirements	25

## Curriculum and Requirements for Majors and Certificates

### Recommended Electives

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1
WELD 81L	Shielded Metal Arc Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored Arc Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten ARC Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2
WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

## WELDING FABRICATION AND LAYOUT

### ASSOCIATE OF SCIENCE DEGREE

#### REQUIRED COURSES

WELD 49	Welding Shop Math	4
WELD 59	Blueprint Reading for the Welding Trades	4
WELD 120	Beginning Arc Welding	5
WELD 170	Structural Fabrication	2
WELD 200	Intermediate Arc Welding	4
Total Degree Requirements		19

#### Recommended Electives

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1
WELD 81L	Shielded Metal Arc Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 210L	Advanced Arc Welding Lab	2
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored Arc Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten Arc Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2
WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

### ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

## WELDING FABRICATION AND LAYOUT

### CERTIFICATE OF ACHIEVEMENT

#### REQUIRED COURSES

WELD 49	Welding Shop Math	4
WELD 59	Blueprint Reading for the Welding Trades	4
WELD 120	Beginning Arc Welding	5
WELD 170	Structural Fabrication	2
WELD 200	Intermediate Arc Welding	4
Total Certificate Requirements		19

#### Recommended Electives

MTT 100	Machine Tool Introduction	2
WELD 54L	Advanced Pipe Welding	2
WELD 56L	Arc Welding 6" Pipe Certification Lab	2
WELD 58L	Arc Welding 2" Pipe Certification Lab	2
WELD 60	Welding and Metal Fabrication Safety	1
WELD 81L	Shielded Metal Arc Welding (SMAW) Specialty Lab	1
WELD 82L	Semiautomatic Welding Process Specialty Lab	1
WELD 83L	Gas Tungsten Arc Welding (GTAW) Specialty Lab	1
WELD 100	Welding Fundamentals	2.5
WELD 172L	Advanced Structural Fabrication Lab	1
WELD 210L	Advanced Arc Welding Lab	2
WELD 212L	Shielded Metal Arc Welding (SMAW) Certification Lab	2
WELD 214L	Flux Cored Arc Welding (FCAW) Certification Lab	2
WELD 220	Certification and Licensing for Welders	2
WELD 240L	Intermediate Gas Tungsten Arc Welding Lab	2
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2
WELD 260L	Gas Tungsten Arc Welding (GTAW) Aerospace Certification Lab	2
WELD 270	Structural Layout	3

## WOMEN'S AND GENDER STUDIES

### ASSOCIATE IN ARTS DEGREE

The goals and objectives of the Cerritos College Women's and Gender Studies Program are to prepare Women's Studies majors for an Associates in Arts degree, to transfer to four-year universities and prepare them for college work in upper division Women's and Gender Studies courses. As such, we are committed to offering a variety of interdisciplinary courses of interest to help students meet general education units.

#### REQUIRED COURSES:

WGS 101	Issues for Women in American Society	3
WGS 103	Women, their Bodies and Health	3
or HED 103	Women, their Bodies and Health	(3)

#### Choose at least 12 units from the following:

WGS 102	Women and Religion	3
WGS 104	Community Organizing and Activism	3
WGS 105	Gender Studies and The Chicana/Latina Experience	3

## Curriculum and Requirements for Majors and Certificates

WGS 107	Men and Masculinities: Constructing Manhood in America	3
<b>or</b> HUM 107	Men and Masculinities: Constructing Manhood in America	(3)
WGS 108	Women in Sports	3
<b>or</b> KIN 108	Women in Sports	(3)
WGS 109	Philosophy of the Body, Feminism and Gender	3
<b>or</b> PHIL 109	Philosophy of the Body, Feminism and Gender	(3)
WGS 115	Gender, Communication, and the Digital Revolution	3
<b>or</b> COMM 115	Gender, Communication, and the Digital Revolution	(3)
WGS 118	History of Women in Visual Arts	3
<b>or</b> ART 118	History of Women in Visual Arts	(3)
WGS 202	Gender and Society	3
<b>or</b> SOC 202	Gender and Society	(3)
WGS 204	Women in American History	3
<b>or</b> HIST 204	Women in American History	(3)
WGS 205	Anthropology of Sexuality and Gender	3
<b>or</b> ANTH 205	Anthropology of Sexuality and Gender	(3)
WGS 206	Women in the Global Economy	3
<b>or</b> ECON 102	Women in the Global Economy	(3)
WGS 207	Women and Media	3
<b>or</b> ART 207	Women and Media	(3)
WGS 208	Leadership for Women in Business	3
<b>or</b> BA 208	Leadership for Women in Business	(3)
WGS 209	Gender and Science	3
ART 109	Gender and Sexuality in Art	3
<b>or</b> HUM 109	Gender and Sexuality in Art	(3)
ENGL 236	Studies in Women's Literature	3
PSYC 265	Psychology of Gender	3
	<b>Total Major Requirements</b>	<b>18</b>

Courses that are cross-listed may not both be used for credit.

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

To qualify for a degree in Women's and Gender Studies, students must take courses listed above and complete all A.A. Degree General Education requirements for a total of at least 60 units

## WOMEN IN MANAGEMENT

### ASSOCIATE IN ARTS DEGREE

The Women's and Gender Studies and the Business Administration departments are committed to offering courses to supplement majors in related or vocational areas. The core courses offered by both departments will increase general and technical knowledge in two important areas of scholarship. The course work of Women's and Gender Studies and Business Essentials will foster a better understanding of an increasingly complex world. With this curriculum, students learn theories and tools to better navigate a rapidly changing world, in particular the business world.

<b>CORE REQUIREMENTS:</b>		<b>UNITS</b>
WGS 101	Issues for Women in American Society	3
WGS 202	Gender and Society	3
<b>or</b> SOC 202	Gender and Society	(3)
WGS 206	Women in the Global Economy	3
<b>or</b> ECON 102	Women in the Global Economy	(3)
<b>or</b> ECON 101	Economic Issues and Policies	(3)
WGS 208	Leadership for Women in Business	3
<b>or</b> BA 208	Leadership for Women in Business	(3)

BA 100	Fundamentals of Business	3
BA 120	Management-Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
	<b>Total Degree Requirements</b>	<b>24</b>

Courses that are cross-listed may not both be used for credit.

### ASSOCIATE IN ARTS DEGREE REQUIREMENT

Meet the requirements for an Associate in Arts Degree in Women in Management and complete the General Education requirements (Plan A in the Cerritos College Catalog) to achieve a minimum of 60 units.

## WOMEN IN MANAGEMENT

### CERTIFICATE OF ACHIEVEMENT

The Women's and Gender Studies and the Business Administration departments are committed to offering courses to supplement majors in related or vocational areas. The core courses offered by both departments will increase general and technical knowledge in two important areas of scholarship. The course work of Women's and Gender Studies and Business Essentials will foster a better understanding of an increasingly complex world. With this curriculum, students learn theories and tools to better navigate a rapidly changing world, in particular the business world.

<b>CORE REQUIREMENTS:</b>		<b>UNITS</b>
WGS 101	Issues for Women in American Society	3
WGS 202	Gender and Society	3
<b>or</b> SOC 202	Gender and Society	(3)
WGS 206	Women in the Global Economy	3
<b>or</b> ECON 102	Women in the Global Economy	(3)
<b>or</b> ECON 101	Economic Issues and Policies	(3)
WGS 208	Leadership for Women in Business	3
<b>or</b> BA 208	Leadership for Women in Business	(3)
BA 100	Fundamentals of Business	3
BA 120	Management-Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
	<b>Total Certificate Requirements</b>	<b>24</b>

Courses that are cross-listed may not both be used for credit.

## WOODWORKING MANUFACTURING TECHNOLOGIES

### CERTIFICATE OF ACHIEVEMENT

<b>BASIC CORE COURSES</b>		<b>UNITS</b>
WMT 101	Introduction to Woodworking	3
WMT 102	Introduction to Solid Wood Casegoods	4
WMT 103	Introduction to Tables	4
WMT 107	Wood Finishing	3
WMT 118	Introduction to Woodturning	2
WMT 151	Introduction to Faceframe Cabinetmaking	4
WMT 153	32mm System of Cabinetmaking	4
WMT 155	Architectural Millwork	4
	<b>Total Certificate Requirements</b>	<b>28</b>

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete a minimum of 60 units to include the above Certificate of Achievement requirements, the Associate in Arts Degree requirements, and electives as needed.

**RECOMMENDED ELECTIVES:** WMT 123, WMT 144, WMT 185

**CABINETMAKING**

**ASSOCIATE OF ARTS**

The Department of Woodworking Manufacturing Technologies provides students with high quality woodworking education leading to job opportunities in the wood industry. Vocational programs in both cabinetmaking and furniture making are offered. Degrees are available in General Woodworking, Cabinetmaking, and Furniture Making. The Cabinetmaking program option prepares students for employment in the woodworking industry, primarily in cabinet shops. Through courses focusing on different forms cabinetmaking including casegoods, faceframe, and CNC, students learn how to use traditional woodworking machinery and hand tools as well as CNC machines. Core topics include CNC and cabinetmaking as well as design. Electives include wood finishing, veneering, and running a woodworking business. Graduates are employed as cabinetmakers, general woodworkers, CNC operators, or are self-employed. Spatial intelligence, cognitive ability, and hand-eye coordination are recommended for those entering the program.

<b>WMT BASIC CORE COURSES</b>		<b>UNITS</b>
WMT 151	Introduction to Faceframe Cabinetmaking	4
WMT 153	32mm System of Cabinetmaking	4
WMT 155	Architectural Millwork	4
WMT 181	Introduction to Cabinet Vision	3
or WMT 182	AlphaCAM and the CNC Router	(4)
WMT 250	Intermediate Faceframe Cabinetmaking	4
or WMT 252	Intermediate 32mm System of Cabinetmaking	(4)
WMT 291	Production Cabinetmaking	4
or WMT 292	Production – Special Projects	(4)

**Choose from the following for a minimum of four (4) units:**

WMT 80	Running a Woodworking Business	3
WMT 107	Wood Finishing	3
WMT 144	Jigs and Fixtures	2
WMT 157	Passage Door	4
WMT 184	Introduction to Digital Fabrication	4
WMT 258	Mantels and Wall Systems	4
WMT 281	Intermediate Cabinet Vision	3
WMT 282	Intermediate AlphaCAM and the CNC Router	4
WMT 287	5-Axis CNC Woodworking	3
Total Degree Requirements		27-30

**ASSOCIATE OF ARTS DEGREE REQUIREMENTS**

Complete a minimum of 60 units to include the above requirements, the Associate of Arts Degree requirements, and electives as needed.

**RECOMMENDED ELECTIVES:**

WMT 80	Running A Woodworking Business	3
WMT 258	Mantels and Wall Systems	4

**CABINETMAKING**

**CERTIFICATE OF ACHIEVEMENT**

The Department of Woodworking Manufacturing Technologies provides students with high quality woodworking education leading to job opportunities in the wood industry. Vocational programs in both cabinetmaking and furniture making are offered. Certificates are available in General Woodworking, Cabinetmaking, Furniture Making, and CNC Woodworking.

The Cabinetmaking program option prepares students for employment in the woodworking industry, primarily in cabinet shops. Through courses focusing on different forms cabinetmaking including casegoods, faceframe, and CNC, students learn how to use traditional woodworking machinery and hand tools as well as CNC machines. Core topics include CNC and cabinetmaking as well as design. Electives include wood finishing, veneering, and running a woodworking business. Graduates are employed as cabinetmakers, general woodworkers, CNC operators, or are self-employed. Spatial intelligence, cognitive ability, and hand-eye coordination are recommended for those entering the program.

<b>WMT BASIC CORE COURSES</b>		<b>UNITS</b>
WMT 151	Introduction to Faceframe Cabinetmaking	4
WMT 153	32mm System of Cabinetmaking	4
WMT 155	Architectural Millwork	4
WMT 181	Introduction to Cabinet Vision	3
or WMT 182	AlphaCAM and the CNC Router	(4)
WMT 250	Intermediate Faceframe Cabinetmaking	4
or WMT 252	Intermediate 32mm System of Cabinetmaking	(4)
WMT 291	Production Cabinetmaking	4
or WMT 292	Production – Special Projects	(4)

**Choose from the following for a minimum of four (4) units:**

WMT 80	Running a Woodworking Business	3
WMT 107	Wood Finishing	3
WMT 144	Jigs and Fixtures	2
WMT 157	Passage Door	4
WMT 184	Introduction to Digital Fabrication	4
WMT 258	Mantels and Wall Systems	4
WMT 281	Intermediate Cabinet Vision	2.5
WMT 282	Intermediate AlphaCAM and the CNC Router	4
WMT 287	5-Axis CNC Woodworking	3
Total Certificate Requirements		27-30

**RECOMMENDED ELECTIVES:**

WMT 80	Running A Woodworking Business	3
WMT 258	Mantels and Wall Systems	4

**CNC WOODWORKING**

**CERTIFICATE OF ACHIEVEMENT**

The Department of Woodworking Manufacturing Technologies provides students with high quality woodworking education leading to job opportunities in the wood industry. Vocational programs in both cabinetmaking and furniture making are offered. Certificates are available in General Woodworking, Cabinetmaking, Furniture Making, and CNC Woodworking.

The CNC Woodworking program option prepares students for employment in the woodworking industry, primarily in cabinet shops using CNC equipment. Courses cover the use of Cabinet Vision, a CAD/CAM program used for designing cabinet projects, and Alphacam, a general CAD/CAM software program. Other digital fabrication techniques, including laser

## Curriculum and Requirements for Majors and Certificates

cutting and 3D printing, are also covered, along with the use of traditional equipment for cabinet construction. Graduates are employed as cabinet and millwork designers and CNC equipment operators. Computer skills, spatial intelligence, cognitive ability, and eye-hand coordination are recommended for those entering the program.

<b>WMT BASIC CORE COURSES</b>		<b>UNITS</b>
WMT 151	Introduction to Faceframe Cabinetmaking	4
WMT 181	Introduction to Cabinet Vision	3
WMT 182	AlphaCAM and the CNC Router	4
WMT 184	Introduction to Digital Fabrication	4
WMT 281	Intermediate Cabinet Vision	2.5
WMT 282	Intermediate AlphaCAM and the CNC Router	4
Total Certificate Requirements		21.5

### RECOMMENDED ELECTIVES:

WMT 281	Intermediate Cabinet Vision	2.5
WMT 282	Intermediate AlphaCAM and the CNC Router	4

## FURNITURE MAKING

### ASSOCIATE OF SCIENCE

The Department of Woodworking Manufacturing Technologies provides students with high quality woodworking education leading to job opportunities in the wood industry. Vocational programs in both cabinetmaking and furniture making are offered. Program options include Cabinetmaking, Furniture Making, CNC Woodworking, and Woodworking.

The Furniture Making program option prepares students for employment in the woodworking industry, primarily in custom furniture shops. Through courses focusing on tables, casegoods, and other forms, students learn how to use traditional woodworking machinery and hand tools. Core topics include furniture design and finishing. Electives include advanced casegoods, advanced tables, advanced hand-tool topics, veneering, and SketchUp. Graduates are employed as furniture makers, general woodworkers, or are self-employed. Spatial intelligence, cognitive ability, and eye-hand coordination are recommended for those entering the program.

### REQUIRED CORE COURSES

WMT 101	Introduction to Woodworking	3
WMT 102	Introduction to Solid Wood Casegoods	4
WMT 103	Introduction to Tables	4
WMT 107	Wood Finishing	3
WMT 130	Furniture Design	4
WMT 201	Woodworking with Hand Tools	4

### Choose from the following for a minimum of four (4) units:

WMT 80	Running a Woodworking Business	3
WMT 100	Woodworking Essentials	2
WMT 108	Wood Carving for Furniture	2.5
WMT 117	Woodworking Appreciation	1
WMT 118	Introduction to Woodturning	2
WMT 123	Decorative Boxes	4
WMT 135	Windsor Chair	4
WMT 144	Jigs and Fixtures	2
WMT 182	AlphaCAM and the CNC Router	4
WMT 183	SketchUp for Woodworkers	3
WMT 184	Introduction to Digital Fabrication	4
WMT 202	Advanced Furniture Casegoods	4
WMT 204	Advanced Tables	4
WMT 205	Veneering and Marquetry	4
WMT 211	The Workbench Class	4
WMT 212	Routers and Router Tables	4

WMT 221	Advanced Handtools – Handplanes	2
WMT 222	Advanced Handtools – Joinery	2
WMT 223	Advanced Handtools – Layout Tools	2
WMT 224	Advanced Handtools – Dovetails	2
WMT 231	Outdoor Seating	4
WMT 232	Chair Design and Construction	4
WMT 233	Morris Chair	4
WMT 237	Traditional American Furniture	4
WMT 244	Chest of Drawers	4
WMT 245	Curved and Tapered Forms for Furniture	4
WMT 246	Sculptural Rocking Chair	4
Total Degree Requirements		26

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the associate in science degree general education requirements, and (3) a grade of “C” or better in all courses required by major.

### RECOMMENDED ELECTIVES:

WMT 144	Jigs and Fixtures	2
WMT 202	Advanced Furniture Casegoods	4
WMT 204	Advanced Tables	4
WMT 205	Veneering and Marquetry	4

## FURNITURE MAKING

### CERTIFICATE OF ACHIEVEMENT

The Department of Woodworking Manufacturing Technologies provides students with high quality woodworking education leading to job opportunities in the wood industry. Vocational programs in both cabinetmaking and furniture making are offered. Program options include Cabinetmaking, Furniture Making, CNC Woodworking, and Woodworking.

The Furniture Making program option prepares students for employment in the woodworking industry, primarily in custom furniture shops. Through courses focusing on tables, casegoods, and other forms, students learn how to use traditional woodworking machinery and hand tools. Core topics include furniture design and finishing. Electives include advanced casegoods, advanced tables, advanced hand-tool topics, veneering, and SketchUp. Graduates are employed as furniture makers, general woodworkers, or are self-employed. Spatial intelligence, cognitive ability, and eye-hand coordination are recommended for those entering the program.

### REQUIRED CORE COURSES

WMT 101	Introduction to Woodworking	3
WMT 102	Introduction to Solid Wood Casegoods	4
WMT 103	Introduction to Tables	4
WMT 107	Wood Finishing	3
WMT 130	Furniture Design	4
WMT 201	Woodworking with Hand Tools	4

### Choose from the following for a minimum of four (4) units:

WMT 80	Running a Woodworking Business	3
WMT 100	Woodworking Essentials	2
WMT 108	Wood Carving for Furniture	2.5
WMT 117	Woodworking Appreciation	1
WMT 118	Introduction to Woodturning	2
WMT 123	Decorative Boxes	4
WMT 135	Windsor Chair	4
WMT 144	Jigs and Fixtures	2
WMT 182	AlphaCAM and the CNC Router	4
WMT 183	SketchUp for Woodworkers	3

## Curriculum and Requirements for Majors and Certificates

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WMT 184	Introduction to Digital Fabrication	4
WMT 202	Advanced Furniture Casegoods	4
WMT 204	Advanced Tables	4
WMT 205	Veneering and Marquetry	4
WMT 211	The Workbench Class	4
WMT 212	Routers and Router Tables	4
WMT 221	Advanced Handtools – Handplanes	2
WMT 222	Advanced Handtools – Joinery	2
WMT 223	Advanced Handtools – Layout Tools	2
WMT 224	Advanced Handtools – Dovetails	2
WMT 231	Outdoor Seating	4
WMT 232	Chair Design and Construction	4
WMT 233	Morris Chair	4
WMT 237	Traditional American Furniture	4
WMT 244	Chest of Drawers	4
WMT 245	Curved and Tapered Forms for Furniture	4
WMT 246	Sculptural Rocking Chair	4
		—
	Total Certificate Requirements	26

### RECOMMENDED ELECTIVES:

WMT 144	Jigs and Fixtures	2
WMT 202	Advanced Furniture Casegoods	4

## ZOOLOGY

### ASSOCIATE OF ARTS DEGREE

REQUIRED COURSES	UNITS	
BIOL 120	Introduction to Biological Science	4
BIOL 200	Principles of Biology	5
BIOL 201	Principles of Biology	5
CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5
ZOOL 120	Introduction to Animal Biology	4

### Select one of the following two courses:

MATH 116	Calculus for Managerial, Biological, and Social Sciences	4
or MATH 170	Analytic Geometry and Calculus I	(4)
		—
	Total Degree Requirements	32

### ADDITIONAL DEGREE REQUIREMENTS

Completion of a minimum of 60 semester units to include (1) the courses listed above, (2) the AA degree general education requirements, and (3) a grade of “C” or better in all courses required by major.





## **VERIFICATIONS OF COMPLETION**

## AMERICAN SIGN LANGUAGE

### VERIFICATION OF COMPLETION

<b>DIVISION/DEPARTMENT REQUIREMENTS</b>		<b>UNITS</b>
ASL 110	American Sign Language I	4
ASL 111	American Sign Language II	4
ASL 210	American Sign Language III	4
ASL 211	American Sign Language IV	4
Total Verification Requirements		16

Although many of these courses are transferable, this Verification of Completion is nontransferable. Please see counselors or the respective department for additional alternatives.

## ART AND DESIGN

### OCCUPATIONAL PREPAREDNESS IN DESKTOP PUBLISHING/JOURNALISM

#### VERIFICATION OF COMPLETION

This verification will provide the student with the entry-level skills needed to write and prepare for printing such widely produced documents and newsletters, brochures, and news releases. These skills are applicable in a wide variety of business environments.

<b>SELECT 12 UNITS FROM THE FOLLOWING</b>		<b>UNITS</b>
ART 188	Design for Digital Publishing	3
ART 192	Photoshop/Digital Imaging	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 107A	College Newspaper	3

#### Plus one course from the following:

ART 182A	Lettering and Typography	3
ART 186	Computer Graphics with Adobe Illustrator	3
BA 110	Advertising	3
JOUR 130	Photo Journalism	3
or PHOT 130	Photo Journalism	(3)
JOUR 157	Principles of Public Relations	3
or BA 157	Principles of Public Relations	(3)
Total Verification Requirements		15

## DIGITAL GRAPHICS FOUNDATION

### VERIFICATION OF COMPLETION

<b>REQUIRED COURSES</b>		<b>UNITS</b>
ART 186	Computer Graphics with Adobe Illustrator	3
ART 192	Photoshop/Digital Imaging	3
Total Verification Requirements		6

**NOTE:** Both courses are transferable but this verification is non-transferable.

The 3D Animation Foundation Verification of Completion is designed to include the following objectives: a) to gain proficiency in vector and bitmap graphic applications b) to develop knowledge of digital photographic manipulation c) to explore various digital illustration techniques d) to develop confidence in digital imaging e) to help the participant update software skills.

A Verification of Completion in the Digital Graphics Foundation will be granted by the division upon completion of 6 units.

## DIGITAL LAYOUT FOUNDATION

### VERIFICATION OF COMPLETION

<b>REQUIRED COURSES</b>		<b>UNITS</b>
ART 186	Computer Graphics with Adobe Illustrator	3
ART 188	Design for Digital Publishing	3
Total Verification Requirements		6

**NOTE:** Both courses are transferable but this verification is non-transferable.

The Digital Layout Foundation Verification of Completion is designed to include the following objectives: a) to explore various text layout design problems b) to develop knowledge of digital typesetting c) to explore various digital illustration techniques d) to gain proficiency in desktop publishing applications e) to help the participant update software skills.

A Verification of Completion in the Digital Layout Foundation Certificate will be granted by the division upon completion of 6 units.

## 3D ANIMATION FOUNDATION

### VERIFICATION OF COMPLETION

<b>REQUIRED COURSES</b>		<b>UNITS</b>
ART 195	3D Modeling for Animation	3
ART 191A	3D Computer Animation	3
Total Verification Requirements		6

**NOTE:** Both courses are transferable but this verification is non-transferable.

The 3D Animation Foundation Verification of Completion is designed to include the following objectives: a) to develop fundamental 3D Computer modeling skills b) to explore traditional animation principles and apply them to digital animation c) to create original 3D models with Photographic texture maps d) to create animated short films e) to help the participant update software skills.

A Verification of Completion in the 3D Animation Foundation will be granted by the division upon completion of 6 units.

## BUSINESS ADMINISTRATION

### BUSINESS ADMINISTRATION MINOR

#### VERIFICATION OF COMPLETION (9 UNITS)

Complete with a grade of Pass or "C" or higher, BA 100 and two additional Business Administration courses which have been determined in consultation with a full-time business instructor, or counselor, to enhance the student's individual employment success.

Upon receiving your Verification of Completion or A.A. Degree, a statement will be placed on your official transcript that you have completed the requirements for a Minor in Business Administration.

A separate certification of completion of the requirements for a Minor in Business Administration can also be issued. Check with department for details.

**NOTE:** Although many of these courses are transferable, this Verification of Completion is non-transferable. Please see Business Counselors or the respective department chairperson for additional alternatives.

## LAW

### LEGAL MINOR

#### VERIFICATION OF COMPLETION (9 UNITS)

The Legal Minor may be obtained by completing three of the following core courses with a grade of Pass or "C" or higher: LAW 101, Introduction to Law; LAW 110, Business Law; LAW 111, Business Law; LAW 113, Fundamentals of Alternate Dispute Resolutions or LAW 161, Consumer Law.

Upon receiving your Certificate of Achievement or A.A. Degree, a statement can be placed on your official transcript that you have completed the requirements for a Legal Minor.

A separate certification of completion of the requirements for a Legal Minor can also be issued. Check with the Law Department for more information.

#### CAREER OPPORTUNITIES

This minor combined with your major provides legal knowledge essential in business, private industry, and self-employment.

\*This minor does not prepare students for a career as a paralegal. This minor is not approved by the American Bar Association.

## MASS COMMUNICATIONS

### BROADCAST JOURNALISM

#### VERIFICATION OF COMPLETION

The verification helps the student focus on the study of and preparation for entry level employment in the growing field of broadcast news at radio stations and television stations, and in online journalism ventures.

This certificate is one part of a two-part verification combination that prepares the student for an associate degree in Broadcast Media. (See Verification of Completion Radio-TV Announcing)

<b>BROADCAST JOURNALISM REQUIREMENTS</b>		<b>12 UNITS</b>
JOUR 100	Mass Communications and Society	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 121	Multimedia Reporting	3

#### Plus three units of the following:

JOUR 120	Internet for Journalists	2
JOUR 170	Broadcast News/Webcasting	1*
RTV 175	Sportscasting	1
RTV 176	Talk Radio Broadcasting	1
SPCH 100	Fundamentals of oral Communication	3
SPCH 140	Oral Interpretation of Literature	3
SPCH 240	Oral Interpretation: Readers' Theater	3
TH 108	Improvisation for the Theater	3,5
TH 117	Stand-Up Comedy	3

\*May be taken a maximum of 2 times may be applied.

## OCCUPATIONAL PREPAREDNESS IN DESKTOP PUBLISHING/JOURNALISM VERIFICATION OF COMPLETION

This verification will provide the student with the entry-level skills needed to write and prepare for printing such widely produced documents and newsletters, brochures, and news releases. These skills are applicable in a wide variety of business environments.

#### REQUIRED CORE COURSES

		<b>UNITS</b>
ART 188	Design for Digital Publishing	3
ART 192	Photoshop/Digital Imaging	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 107	College Newspaper	3

#### Plus one course from the following

ART 182A	Lettering & Typography	3
ART 186	Computer Graphics with Adobe Illustrator	3
BA 110	Advertising	3
JOUR 130	Photo Journalism	3
or PHOT 130	Photo Journalism	(3)
JOUR 157	Principles of Public Relations	3
or BA 157	Principles of Public Relations	(3)

Total Verification Requirements	15
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## ONLINE JOURNALISM

### VERIFICATION OF COMPLETION

The verification helps the student focus on the study of and preparation for entry level employment in the growing field of online journalism. The verification should be particularly helpful to those who will be helping small publications start online news ventures.

#### ONLINE JOURNALISM VERIFICATION REQUIREMENTS 15 UNITS

JOUR 100	Mass Communications and Society	3
JOUR 101	Beginning Newswriting and Reporting	3
JOUR 107	College Newspaper	3
JOUR 121	Multimedia Reporting	3
PHOT 110	Introduction to Digital Photography	3
or ART 192	Photoshop/Digital Imaging	(3)

## PHOTOJOURNALISM

### VERIFICATION OF COMPLETION

The verification helps the student focus on the study of and preparation for entry level employment in the field of photojournalism. The verification should be particularly helpful to those looking for employment at newspapers, magazines, corporate and government public relations departments and online journalism ventures.

## PHOTOJOURNALISM

### VERIFICATION REQUIREMENTS 17 UNITS

JOUR 130	Photo Journalism	3
PHOT 100	Introductory Photography	3
PHOT 110	Introduction to Digital Photography	3

#### Plus three units of the following:

BA 100	Fundamentals of Business	3
or ACCT 100	Introduction to Accounting	(3)

#### Plus five units from the following:

BA 110	Advertising	3
JOUR 107A	College Newspaper	3
JOUR 160	College Magazine Production	1
JOUR 298	Directed Studies (maximum 1 unit)	1
JOUR 299	Directed Studies (internship-maximum 2 units)	2

## REAL ESTATE

### REAL ESTATE DEPARTMENT AWARD

#### REQUIREMENTS UNITS

RE 101	Real Estate Principles	3
ACCT 100	Introduction to Accounting	3
or ACCT 101	Fundamentals of Accounting I	(4)
LAW 111	Business Law	3
BA 121	Sales	3
or BA 114	Marketing	(3)
or BA 110	Advertising	(3)
Total Verification Requirements		12/13

## THEATRE ARTS

### ENTERTAINMENT TECHNOLOGY

### OCCUPATIONAL PROGRAM

### VERIFICATION OF COMPLETION

#### DIVISION/DEPARTMENT REQUIREMENTS UNITS

TH 223	Portable Entertainment Technology - Lighting	3
TH 224	Portable Entertainment Technology - Audio & Staging	3
TH 225	Portable Entertainment Production	2
MUS 146	Recording Techniques	2
Total Verification Requirements		10



**NON-CREDIT  
CAREER DEVELOPMENT AND  
COLLEGE PREPARATION  
CERTIFICATES**

## NON-CREDIT ADVANCED ENGLISH AS A SECOND LANGUAGE

### CERTIFICATE OF COMPETENCY

The Non-Credit Certificate of Competency in Advanced English as a Second Language is designed for students successfully transitioning from the AED High Intermediate English as a Second Language course and for students who assess with moderate to high English language skills. English listening, speaking, reading, and writing will be taught using an integrated skills approach with the main objective being to help students advance in fluency and proficiency. Special emphasis will be placed on effective communication, and on developing critical thinking skills to prepare students for success in High Advanced ESL courses, success in GED courses, and success in their community and in their workplace.

### DEPARTMENT REQUIREMENTS

#### REQUIRED CORE

AED 42.16	Low Intermediate ESL
AED 42.17	High Intermediate ESL
AED 42.18	Low Advanced English as a Second Language

#### CAREER OPPORTUNITIES:

In today's workforce having a fluency in the English language is essential. The certificate in Advanced English as a Second Language will provide the English language competency skills to continue their education and obtain high school equivalency and/or continue in higher education programs.

#### Career Pathways:

The Non-Credit Certificate of Competency in Advanced English as a Second Language will prepare the student to transition to mainstream programs at the college and secure their continued success. This will allow them to obtain the necessary skills to enter certificate programs, pursue AA or transfer degrees.

## NON-CREDIT COLLEGE READINESS

### CERTIFICATE OF COMPLETION

The Non-Credit Certificate of Completion in College Readiness will support students to achieve success when taking college level courses. These courses will support students while gaining conceptual knowledge and improve in needed areas: math, reading, and/or writing. This certificate is intended to provide the fundamental skills needed to be successful in college level courses.

AED 42.98	College Placement Testing Strategies A
AED 42.99	Pre-algebra Skills
AED 90.06	Math Support: Statistics
or AED 90.07	Math Support: College Algebra

The Non-Credit Certificate of Completion College Readiness will prepare the student to successfully matriculate into college. As a noncredit basic skills student, the transition to college will be facilitated so that enrollment and completion in the chosen career path will occur.

## NON-CREDIT ENERGY CORPS

### CERTIFICATE OF COMPLETION

The Adult Education Energy Corps Certificate of Completion prepares students to work for businesses in residential and commercial energy auditing; electrical wiring and commercial lighting retrofit trade industries. Construction is one of the largest industries, offering excellent opportunities for high earnings, career advancement, and business ownership. These workforce skills are necessary to maintain well-paying and sustainable jobs. The certificate takes the student through several levels of expertise.

To obtain a Certificate of Completion, students are required to complete the four (4) courses outlined below. AED 90.01 must be completed prior to enrolling in AED 90.02.

#### CORE COURSES

AED 90.01	Introduction to Energy Surveying 24 hrs (lecture)/16 hrs (lab)
AED 90.02	Basic Electricity and Wiring Fundamentals 20 hrs (lecture)/20 hrs (lab)
AED 90.03	Introduction to Lighting Retrofits 20 hrs (lecture)/20 hrs (lab)
AED 90.05	OSHA-10 Training 10 hrs (lecture)/6 hrs (lab)

Total: 64 Lecture Hours/ 56 lab hours

Total Program Hours: 120 hours

#### Optional Elective:

AED 90.08	Solar Energy 40 hrs (lecture)/40 hrs (lab)
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This Certificate of Completion prepares students for job placement and career advancement in the fields of Energy Surveying, Basic Electricity, Wiring Fundamentals and Lighting Retrofits. In today's workforce, having an industry certificate is highly desirable for employment in these positions. In addition, these workforce skills are necessary to enter into well-paying and sustainable jobs.

## NON-CREDIT PRE-APPRENTICESHIP

### CERTIFICATE OF COMPLETION

#### CAREER OPPORTUNITIES:

Provides preparation for entry into apprenticeship programs in the building trades.

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 36.02	Intro to Construction
AED 36.03	Basic Reading Skills BTC
AED 36.04	Math Building Trades and Const
AED 80.01	Intro to Electrical Trades

## NON-CREDIT GED TEST PREPARATION IN ENGLISH

### CERTIFICATE COMPETENCY

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 42.12	GED Preparation – A
AED 42.13	GED Preparation – B

#### ELECTIVES

AED 48.05	College English Skills
AED 49.01	Preparatory MATH

#### CAREER OPPORTUNITIES

In today's workforce having a GED certificate or high school diploma is required for many employment positions. In addition, basic skills are necessary to maintain most sustainable wage jobs.

#### CAREER PATHWAYS

These two courses will prepare the student to pass the GED examination consisting of social studies, science, English and math.

## NON-CREDIT VOCATIONAL ENGLISH AS A SECOND LANGUAGE

### CERTIFICATE OF COMPLETION

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 42.14	Low Beginning English as a Second Language
AED 42.15	High Beginning ESL
AED 49.02	Vocational ESL

#### CAREER OPPORTUNITIES

This sequence of courses provides students with a basic working knowledge of the English language and English specific to a vocational field and better employment opportunities.

#### CAREER PATHWAYS

Allows students who choose to transition to the credit vocational programs at Cerritos College where they may obtain an AA Degree or certificate.

## NON-CREDIT PRE GED SPANISH

### CERTIFICATE OF COMPLETION

The Pre GED Spanish Certificate of Completion will strengthen a student's basic skills to be successful in the GED Test and Preparation program. This Pre GED Spanish certificate is designed to provide additional support in basic skills, math, and reading to students who are at an elementary skill set level. The GED examination consists of social studies, science, and math. In today's workforce having a GED certificate or a high school diploma is required for many employment positions and to transition to college level programs. In addition, basic skills are necessary to maintain most sustainable jobs.

#### DEPARTMENT REQUIREMENTS

#### REQUIRED CORE

AED 42.21	Spanish Literacy Skills for General Education Development (GED) Success
AED 42.23	Spanish Supplemental General Education Development (GED) Math

#### CAREER OPPORTUNITIES:

In today's workforce having a GED certificate or a high school diploma is required for many employment positions and to transition to college level programs. In addition, basic skills are necessary to maintain most sustainable jobs.

#### CAREER PATHWAYS

The Pre GED Spanish Certificate of Completion will prepare the student to successfully progress to the GED Test Preparation course and be able to pass the GED High School Equivalency Exam. This will facilitate advancement in the workplace as well as continuation of educational opportunities for CTE certificates and/or advanced degrees

## NON-CREDIT COURSES IN GED TEST PREPARATION IN SPANISH

### CERTIFICATE OF COMPLETION

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 42.10	Spanish GED Test Prep – A
AED 42.11	Spanish GED Test Prep– B

#### CAREER OPPORTUNITIES

In today's workforce having a GED certificate or high school diploma is required for many employment positions. In addition, basic skills are necessary to maintain most sustainable wage jobs.

#### CAREER PATHWAYS

These two courses will prepare the student to pass the GED examination consisting of social studies, science, English and math.

## NON-CREDIT COURSES IN ENGLISH AS A SECOND LANGUAGE

### CERTIFICATE OF COMPLETION

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 42.03	Survival English as a Second Language
AED 42.14	Low Beginning English as a Second Language
AED 42.15	High Beginning ESL
AED 42.16	Low Intermediate ESL
AED 42.17	High Intermediate ESL

#### CAREER OPPORTUNITIES

This sequence of courses prepares students to have a working knowledge of basic English skills that will facilitate job interviews and better employment opportunities.

#### CAREER PATHWAYS

Upon completion of the sequence of courses students are prepared to transition to credit ESL course or credit programs at Cerritos.

## NON-CREDIT COURSES IN CAHSEE PREPARATION

### CERTIFICATE OF COMPLETION

#### COURSE REQUIREMENTS

AED 49.04	CAHSEE Math A Preparation
AED 49.05	CAHSEE Math B Preparation
AED 49.06	CAHSEE English Preparation

## NON-CREDIT PRE GED

### CERTIFICATE OF COMPLETION

The Pre GED Certificate of Completion will strengthen a student's basic skills to be successful in the GED Test and Preparation program. This Pre GED certificate is designed to provide additional support in basic skills, math, and reading to students who are at an elementary skill set level. The GED examination consists of social studies, science, and math. In today's workforce having a GED certificate or a high school diploma is required for many employment positions and to transition to college level programs. In addition, basic skills are necessary to maintain most sustainable jobs.

#### DEPARTMENT REQUIREMENTS

##### REQUIRED CORE

AED 42.20	Literacy Skills for General Education Development (GED) Success
AED 42.22	Supplemental General Education Development (GED) Math

#### CAREER OPPORTUNITIES:

In today's workforce having a GED certificate or a high school diploma is required for many employment positions and to transition to college level programs. In addition, basic skills are necessary to maintain most sustainable jobs.

#### CAREER PATHWAYS:

The Pre GED Certificate of Completion will prepare the student to successfully progress to the GED Test Preparation course and be able to pass the GED High School Equivalency Exam. This will facilitate advancement in the workplace as well as continuation of educational opportunities for CTE certificates and/or advanced degrees.

## NON-CREDIT COLLEGE PLACEMENT TESTING STRATEGIES

### CERTIFICATE OF COMPLETION

The Non-Credit Certificate of Completion in College Placement Testing Strategies will assist students to gain conceptual knowledge about the college assessment test and improve their math, reading and writing skills.

#### The student will take the following courses:

AED 42.98	College Placement Testing Strategies A
AED 42.99	College Placement Testing Strategies B

#### CAREER OPPORTUNITIES

This certificate is intended to provide the fundamental skills in college assessment testing. Having successful and accurate assessment into college will assist with entrance to programs with many career options.

#### CAREER PATHWAYS

The Non-Credit Certificate of Completion College Placement Testing Strategies will prepare the student to successfully matriculate into college. As a noncredit basic skills student, the transition to college will be facilitated so that enrollment and completion in the chosen career path will occur.

## NON-CREDIT AUTOMOTIVE TOOLS AND EQUIPMENT

### CERTIFICATE OF COMPLETION

This program is an introduction to basic hand tools, power tools, and equipment used in the automotive industry. This introductory course will provide students with little or no knowledge of the regulations and standards to enter this field and build their skills necessary to enter a CTE pathway in the automotive field. The courses will familiarize students with safety, technique, and proper handling of tools. The courses also includes the creation of practical tools and focus on application of tools. Quality craftsmanship and tool building techniques will be covered in laboratory.

#### Student will complete the following courses:

AED 90.04	Automotive Tools and Technology	108 hours
AED 42.98	College Test Taking Strategies A	72 hours
	Total Hours	180 hours



## **NON-CREDIT WORKFORCE PREPAREDNESS**

### **CERTIFICATE OF COMPLETION**

The Non-Credit Certificate of Completion in Workforce Preparedness is tailored to help students build or improve their interpersonal skills in the workplace. This certificate will prepare students in a broad range of knowledge in several work related areas such as goal setting, technology, clear and effective written and oral communication, collaboration skills, and employment resources.

#### **Student will complete the following courses:**

AED 36.06	Occupational Training	72 hours
AED 22.06	Career Skills	72 hours
	Total Hours	144 hours

#### **Recommend Elective**

AED 36.07	Communication for Healthcare Professional	72 hours
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### **COURSE DESCRIPTIONS**

This section of the catalog provides the course descriptions for all courses approved by the Cerritos College Curriculum Committee.

All courses, unless otherwise indicated, apply for credit toward an AA Degree in accordance with California Administrative Code, Title V, Section 55805.5.

Courses that do not meet the AA Degree requirements are indicated with a statement “(Not degree applicable)” beside the course title.

Students are advised to see a counselor for clarification if they have any questions regarding the appropriateness of a course to meet their educational goal.

Please check with your counselor and the department for new developments in curriculum that have not been included in the catalog.

### **LEARNING COMMUNITY COURSE OFFERINGS**

The LC suffix attached to a course number denotes that the course was offered in a Learning Communities format. Courses with an LC suffix are equivalent in content to courses without the LC suffix.

## Course Descriptions

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### **ADULT EDUCATION AND DIVERSITY PROGRAMS**

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**(562) 467-5098**

Adult Education (Noncredit)  
Fire Sprinklers Apprenticeship  
Ironworkers Apprenticeship

### **BUSINESS, HUMANITIES, AND SOCIAL SCIENCES DIVISION**

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**(562) 860-2451 EXT. 2752**

Accounting  
Administration of Justice  
Anthropology  
Business Administration  
Business Communications Office Technology  
Economics  
Education  
Educational Technology  
Finance  
History  
Interdisciplinary Studies  
Law  
Philosophy  
Political Science  
Psychology  
Real Estate  
Sociology  
Women's and Gender Studies

### **COUNSELING & GUIDANCE DIVISION**

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**(562) 860-2451 EXT. 2231**

Counseling

### **DISABLED STUDENT PROGRAMS & SERVICES**

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**(562) 860-2451 EXT. 2335**

Access Learning

### **FINE ARTS & COMMUNICATIONS DIVISION**

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**(562) 860-2451 EXT. 2600**

Art and Design  
Film  
Humanities  
Journalism  
Music  
Photography  
Radio/TV  
Theatre Arts

### **HEALTH OCCUPATIONS DIVISION**

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**(562) 860-2451 EXT. 2550**

Child Development  
Child Development/Early Childhood  
Child Development/Infant Toddler  
Child Development/Special Education  
Culinary Arts  
Dental Assisting  
Dental Hygiene  
Health Occupations  
Medical Assistant  
Nursing  
Pharmacy Technician  
Physical Therapist Assistant  
Speech-Language Pathology

### **KINESIOLOGY DIVISION**

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**(562) 860-2451 EXT. 2862**

Athletics  
Dance  
Health Education  
Kinesiology  
Physical Education

### **LIBERAL ARTS DIVISION**

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**(562) 860-2451 EXT. 2858**

Africana Studies  
American Sign Language  
Chinese  
Communication Studies  
English  
English as a Second Language  
French  
German  
Japanese  
Reading  
Spanish

### **LIBRARY/LRC DIVISION**

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**(562) 860-2451 EXT. 2442**

Library

### **SCIENCE, ENGINEERING, AND MATHEMATICS DIVISION**

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**(562) 860-2451 EXT. 2660**

Anatomy and Physiology  
Astronomy  
Biology  
Botany  
Chemistry  
Computer and Information Sciences  
Earth Science  
Energy  
Engineering  
Environmental Policy  
Geography  
Geology  
Mathematics  
Microbiology  
Physical Science  
Physics  
Zoology

### **TECHNOLOGY DIVISION**

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**(562) 860-2451 EXT. 2900**

Architecture  
Automotive Collision Repair and Refinishing/Autobody  
Automotive Mechanical Repair Technology  
Cosmetology  
Engineering Design Technology  
Engineering Technology  
Machine Tool Technology  
Manufacturing Technology  
New Product Development  
Plastics/Composites Manufacturing Technology  
Welding  
Woodworking Manufacturing Technologies

## Course Descriptions

### ACCESS LEARNING

#### (Disabled Student Programs & Services)

#### **ACLR 86 INTRODUCTION TO UNIVERSAL DESIGN FOR LEARNING 2.0 UNITS**

Class hours: 2.0 Lecture

Students will be introduced to the history and principles of Universal Design, the broad range of human abilities, and numerous real-world examples of designs that satisfy the principles. By the end of the course, students should have an appreciation for the diversity of the human race and be able to recognize universal design, as well as unnecessary obstacles that may be designed into products and environments when usability is not considered. This course is designed for students with learning, physical, communicative, or other disabilities, as well as for those who want to enhance their understanding of universal design principles to apply to teaching and learning environments.

#### **ACLR 87 USING SCAN-READ TECHNOLOGY IN UDL 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: Completion of DSPS 86 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to teach the principles of Universal Design for Learning (UDL) using scan-and-read programs to facilitate the development of collegiate reading and writing skills. The assistive technology is used as a way to close the achievement gap between students with disabilities and their non-disabled peers. Students will learn to customize the software to assist all students' needs and learning preferences. This course is appropriate for students with learning, physical, communicative, or other disabilities, as well as for students who want to enhance their learning skills by incorporating the principles of universal design to assistive technology scan and read software.

#### **ACLR 88 USING VOICE RECOGNITION TECHNOLOGY IN UDL 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: Completion of DSPS 86 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to teach the principles of Universal Design for Learning (UDL) using voice recognition software, such as Dragon Naturally Speaking, to facilitate the development of collegiate reading and writing skills. The technology is used as a way to close the achievement gap between students with disabilities and their non-disabled peers. The voice recognition software can be customized to assist all students' needs and learning preferences. This course is appropriate for students with learning, physical, communicative, or other disabilities, as well as for students who want to enhance their learning through incorporating the universal design principles using assistive technology.

#### **ACLR 89 BUILDING PERCEPTUAL REASONING SKILLS IN UDL 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: Completion of DSPS 86 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to teach the principles of Universal Design for Learning (UDL) using assistive technology programs to facilitate the development of perceptual reasoning and critical thinking skills. The technology is used as a way to close the achievement gap between students with disabilities and their non-disabled peers. Students will learn to customize the software according to their unique needs and learning preferences. This course is appropriate for students with learning, physical, communicative, or other disabilities as well as for those who want to gain skills and enthusiasm for teaching and learning by incorporating the UDL principles through technology targeted toward building perceptual reasoning skills.

#### **ACLR 90 (Not Degree Applicable) ORIENTATION FOR THE STUDENT WITH DISABILITIES 1.0 UNIT**

Class hours: 1.0 Lecture

This course is designed to orient the disabled student to the varied programs and services offered by Cerritos College. An IEP/learning contract will be developed for each student who enrolls in this course. Emphasis is on assisting the disabled student to successfully integrate into all aspects of the college.

#### **ACLR 91 (Not Degree Applicable) CAREER EXPLORATION FOR THE STUDENT WITH DISABILITIES 1.0 UNIT**

Class hours: 1.0 Lecture

This course is designed to assist the disabled student in the process of developing goals for future employment. An Individual Educational Plan (IEP)/learning contract will be developed for each student who enrolls in this course. Emphasis is upon exploring career choices, assessment of interests, and the development of employment seeking skills.

#### **ACLR 92 (Not Degree Applicable) PERSONAL ASSESSMENT FOR THE STUDENT WITH DISABILITIES 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: ACLR 90 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to assist the student with disabilities to develop personal assessment techniques. The course will present concepts and methods of self-evaluation and personal action including goal setting, time management, making choices, achieving objectives and self advocacy.

#### **ACLR 101 INCREASING YOUR ACCESS POTENTIAL 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass", or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S, and satisfactory completion of READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the reading process with eligibility for reading exempt.

This course will provide students with the knowledge and skills to understand the concepts of Emotional Intelligence (e.g. self-awareness, self-monitoring, social awareness and social monitoring), Executive Functioning (e.g. time management, study skills, goal setting, etc.), and a Growth Mindset. Students will learn how to apply these concepts as support seeking behaviors to promote academic integration and academic success within the college community. Students will also learn about the role of Alternative Media and the DSPS High Tech Center and the benefit of participation in additional ACLR and Adult Education courses.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## ACCOUNTING

(Business, Humanities, and Social Sciences Division)

### ACCT 51 VOLUNTEER INCOME TAX ACCOUNTING 1.5 UNITS

Class hours: 1.0 Lecture/1.5 Laboratory  
This course is designed to give students the knowledge and skills necessary to prepare simple federal income tax returns, on a volunteer basis, to low-income and disadvantaged members of the community. With the guidance of the instructor and Internal Revenue Service agents, students will gain experience in interviewing techniques and will apply skills learned in tax preparation while providing a much-needed service to their community.

### ACCT 60 QUICKBOOKS ACCOUNTING 1.5 UNITS

Class hours: 1.5 Lecture  
This course introduces QuickBooks, a complete accounting software system for small businesses.

### ACCT 61 TURBO TAX ACCOUNTING 1.5 UNITS

Class hours: 1.5 Lecture  
This course introduces personal income tax preparation using Tax Return Preparation with Turbo Tax for Windows, a software package for preparing individual income tax returns.

### ACCT 100 INTRODUCTION TO ACCOUNTING 3.0 UNITS

Class hours: 3.0 Lecture  
This accounting course introduces the theory and practice of double entry accounting. Emphasis will be placed upon understanding the basic financial records and forms and applying elementary accounting procedures.  
*Transfer Credit: CSU*

### ACCT 101 FUNDAMENTALS OF ACCOUNTING I 3.5 UNITS

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: ACCT 100 or equivalent with a grade of "C" or higher or "Pass".  
This course covers the basic concepts used by businesses for financial accounting. The course includes a study of the accounting concepts and techniques essential to the

administration of a business enterprise; measuring and communicating economic information; analyzing and recording financial transactions; and the preparation of financial statements for sole proprietorships, partnerships, and corporations.  
*Transfer Credit: CSU; UC*

### ACCT 102 FUNDAMENTALS OF ACCOUNTING II 3.5 UNITS

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: ACCT 101 or equivalent with a grade of "C" or higher or "Pass".  
This course covers the basic concepts used by businesses for managerial accounting. The course includes a study of: managerial accounting concepts and systems; job order cost systems; analyses for managerial decision making; planning, and control techniques and principles.  
*Transfer Credit: CSU; UC*

### ACCT 130 PAYROLL TAX ACCOUNTING 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of "C" or higher or "Pass".  
This course will cover fundamental principles of payroll tax laws as defined by Federal, State, and local government. It will also include discussion of Social Security, Federal and State income taxes, Federal and State Unemployment Insurance, Workmen's Compensation Insurance, and journal entries to record payroll information. It will include sales tax requirements in record keeping and computation of sales tax returns. Insurance and union reporting are discussed. It also includes personnel records requirements, data processing, and payroll systems. It is intended to provide the business students with a working knowledge of current tax laws and practical application of the same.  
*Transfer Credit: CSU*

### ACCT 131 COMPUTERIZED ACCOUNTING - IBM 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to develop a working knowledge of basic accounting systems using a microcomputer and current software. The accounting functions covered will include structuring the chart of accounts; journalizing; posting to the general ledger, accounts

receivable, and accounts payable subsidiary ledgers; the structure and preparation of financial statements. In addition, forecasting, budgeting, billing, cash, inventory and payroll modules will be utilized. This course will give students practical experience on the microcomputer  
*Transfer Credit: CSU*

### ACCT 133 SPREADSHEET ACCOUNTING I 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: ACCT 100 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to teach students the application of accounting functions using the IBM compatible microcomputer and standard spreadsheet software. The accounting functions will include the development of financial statements, worksheets, special journals, payroll, bank reconciliations, and personal budgeting.  
*Transfer Credit: CSU*

### ACCT 134 SPREADSHEET ACCOUNTING II 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: ACCT 101 and ACCT 133 or equivalent with grades of "C" or higher or "Pass".  
Corequisite: ACCT 1T.  
This course is designed to teach students the application of accounting functions using the IBM compatible microcomputer and spreadsheet accounting software. The accounting concepts will include corporation financial statements, financial ratios, manufacturing accounting, plant assets, accounts and notes receivable, inventory valuation, notes payable, budgeting, and forecasting utilizing generally accepted accounting principles.  
*Transfer Credit: CSU*

### ACCT 160 ACCOUNTING FOR QUICKBOOKS FOR CERTIFICATION 3.0 UNITS

Class hours: 3.0 Lecture  
This Course teaches students to use QuickBooks for general accounting and reporting purposes, new company set up, payroll, cash and treasury functions, and management of receivables, payables and inventory. Banking transactions, journal entries, monthly adjustments, and preparation of financial statements will be covered. This course will provide students the knowledge and skill necessary to obtain QuickBooks certification.  
*Transfer Credit: CSU*

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

## Course Descriptions

### **ACCT 171 ACCOUNTING WORK EXPERIENCE**

**1.0 UNIT**

Class hours: 1.0 Work Experience

One unit of Accounting Occupational Work Experience requires 60 non-paid hours or 75 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **ACCT 172 ACCOUNTING WORK EXPERIENCE**

**2.0 UNITS**

Class hours: 1.0 Work Experience

Two units of Accounting Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a

maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **ACCT 173 ACCOUNTING WORK EXPERIENCE**

**3.0 UNITS**

Class hours: 1.0 Work Experience

Three units of Accounting Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers.

First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **ACCT 174 ACCOUNTING WORK EXPERIENCE**

**4.0 UNITS**

Class hours: 1.0 Work Experience

Four units of Accounting Occupational Work Experience require 240 hours of non-paid work or 300 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers.

First semester students meet with their instructors for a minimum of one hour per

week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **ACCT 201 INTERMEDIATE ACCOUNTING I 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 102 or equivalent with a grade of "C" or higher or "Pass".

This course covers the preparation of accounting statements and the study of accounting theory, utilizing the corporation form of business organizations. The emphasis of the course is on the sequential study of the various classifications and items of the balance sheet, including current and non-current assets.

*Transfer Credit: CSU*

### **ACCT 202 INTERMEDIATE ACCOUNTING II 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 201 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of ACCT 201. It is an in-depth study of the balance sheet items relating to non-current assets, current liabilities, long-term liabilities, paid-in capital and retained earnings. The course includes techniques of comparative analysis; interpretation and projection of financial statements, funds-flow and cash-flow reporting; and the study of A.P.B.'s (Accounting Principles Board Bulletins) and F.A.S.B.'s (Financial Accounting Standard Board) pronouncements.

*Transfer Credit: CSU*

### **ACCT 220 ACCOUNTING ETHICS 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: ACCT 101 or equivalent with a grade of "C" or higher or "Pass"

This course is designed to expose students to a comprehensive coverage of ethical and professional issues encountered by accounting professionals. This course prepares students

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## Course Descriptions

to meet part of the Ethics requirement for becoming a Certified Public Accountant (CPA) in the State of California and primarily focuses on ethics pertaining to the accounting profession. This course studies of the ethical framework includes the American Institute of Certified Public Accountants (AICPA) Code of Professional Ethics, audit responsibilities and accounting fraud, legal and regulatory obligations, earnings quality, corporate governance, and international financial reporting.

*Transfer Credit: CSU*

### **ACCT 230 ADVANCED PAYROLL ACCOUNTING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ACCT 130 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to build on the basic payroll knowledge and skills gained in the Payroll Tax Accounting course. It covers advanced topics in payroll systems analysis, payroll administration, accounting for cafeteria plans, flexible spending accounts, tax deferred savings accounts and retirement plans. Taxation of fringe benefits, health, accident and disability benefits, and expatriot payments are explored. Methods of developing compensation plans are also discussed. This course is applicable to those students who plan to take the Certified Payroll Professional examination sponsored by the American Payroll Association.

*Transfer Credit: CSU*

### **ACCT 231 CURRENT TOPICS IN PAYROLL ACCOUNTING 1.5 UNITS**

Class hours: 1.5 Lecture

This course is designed to give payroll accounting students exposure to experts in federal and state payroll tax law, Workers' Compensation Insurance, union payroll, labor and fair employment law, sales taxes and payroll administration. The course is structured as a current topics seminar with guest speakers from the legal field, the Internal Revenue Service, the Franchise Tax Board, the State Board of Equalization, the Employment Development Department, The California Society of Certified Public Accountants, and Certified Payroll Professionals.

*Transfer Credit: CSU*

### **ACCT 240 COST ACCOUNTING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of "C" or higher or "Pass".

This course covers the various methods of cost accounting in use by manufacturing concerns. The details of accounting for materials, labor, and manufacturing overhead costs and expenses are presented. A study is made of the use of job order cost systems, process cost systems, and standard cost systems. The related areas of budgeting, break-even, and profit-volume analysis by management are included. A practice set is used.

*Transfer Credit: CSU*

### **ACCT 241 MANAGERIAL ACCOUNTING 4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 101 and ACCT 102 or equivalent with grades of "C" or higher or "Pass".

This course introduces the managerial accounting concepts and principles that will enable the student to understand managerial accounting as it is applied in serving management needs. Topics include: fundamentals of managerial accounting; managerial accounting concepts and systems; managerial accounting planning and control; accounting for decentralized operations; analyses for decision making; modern uses of managerial accounting.

*Transfer Credit: CSU*

### **ACCT 250 INCOME TAX ACCOUNTING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of "C" or higher or "Pass".

This course is a practical study of the current Federal revenue acts as they relate to business and individual income tax procedures. It includes income inclusions and exclusions, exemptions, capital gains and losses, and business and individual deductions. This course reflects the tax laws of the Tax Cuts and Jobs Act of 2018, Public Law 115-97 of December 22, 2017, as well as other tax laws as legislated.

*Transfer Credit: CSU*

### **ACCT 251 ADVANCED INCOME TAX ACCOUNTING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ACCT 250 or equivalent with a grade of "C" or higher or "Pass".

This will be a continuation of ACCT 250 and will cover taxpayers other than individuals. It is designed to fill the needs of the student who desires knowledge of the Federal Income Tax implications of partnerships, corporations, tax option corporations and a general overview of estates, trusts, and gift taxation. This course reflects the tax laws of the Tax Cuts and Jobs Act of 2018: Public Law 115-97.

*Transfer Credit: CSU*

### **ACCT 260 GOVERNMENTAL AND NOT FOR-PROFIT ACCOUNTING 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: ACCT 101 or equivalent with grade "C" or higher or "Pass".

The course will present the characteristics and principles of the financial policies and procedures followed by state, county and municipal governments, as well as public and private universities and hospitals, and certain nonprofit organizations. The course will emphasize the importance to governmental agencies of properly discharging their responsibilities to taxpayers. These responsibilities include the proper accounting for and budgeting of tax and related revenues and expenditures. The course will also emphasize the importance to nonprofit entities of meeting the financial reporting and management needs of various stakeholders such as donors, service providers and recipients, community members, and regulatory agencies. Funds, fund accounting, and the newest Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements relating to accounting for governmental and nonprofit entities will also be covered.

*Transfer Credit: CSU*

### **ACCT 270 FUNDAMENTALS OF AUDITING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ACCT 101 or equivalent with a grade of "C" or higher or "Pass".

This course covers the process of examining and evaluating financial conditions and records. It is designed to provide a basis for an opinion concerning the reliability of the records, as evidenced by a written audit report.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ACCT 280**

#### **ADVANCED ACCOUNTING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ACCT 101 or equivalent with a grade of "C" or higher or "Pass".

This class covers partnership and joint venture accounting, installment sales, consolidated financial statements, bankruptcy, accounting for trusts and estates, and government and non-profit accounting.

*Transfer Credit: CSU*

### **ACCT 298**

#### **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

Prerequisite: A previous college course in the discipline.

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **ACCT 299**

#### **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

Prerequisite: A previous college course in the discipline.

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ADMINISTRATION OF JUSTICE**

**(Business, Humanities, and Social Sciences Division)**

### **AJ 71**

#### **FIRST AID ADMINISTRATION OF JUSTICE 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: An English assessment/ placement score into ENGL 100 or ENGL 100S, or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/ placement process or READ 54 with a grade of "C" or higher or "Pass".

This basic course in emergency first aid and cardiopulmonary resuscitation emphasizes how to recognize and render assistance to the ill or injured where there is an airway obstruction, respiratory arrest, cardiac arrest, severe bleeding, shock, actual or suspected fractures, head injuries, or other life-threatening environmental circumstances. This course meets the California Department of Health requirements as described in the California Administrative Code. A basic Red Cross Certificate will be issued to those students who successfully complete the course.

### **AJ 91**

#### **REPORT WRITING PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: An English assessment/ placement score into ENGL 100 or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/ placement process or READ 54 with a grade of "C" or higher or "Pass".

This course includes the procedures and practices commonly used to gather data and prepare a variety of police records. Emphasis will be placed upon the need to use correct spelling, sentence structure, punctuation and vocabulary in criminal justice reports to meet statistical, legal and prosecution requirements of the criminal justice system.

### **AJ 101**

#### **INTRODUCTION TO ADMINISTRATION OF JUSTICE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: An English assessment/ placement score into ENGL 100 or ENGL 100S, or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/ placement process or READ 54 with a grade of "C" or higher or "Pass".

This course provides a study of the history and philosophy of the system of administration of criminal justice in the United States. It examines the various sub-systems; role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics; education and training for professionalism in the system; and legal words and phrases as an aid in the communication process.

*Transfer Credit: CSU; UC*

### **AJ 102**

#### **CONCEPTS OF CRIMINAL LAW 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides an introduction to the historical development and philosophy of law and constitutional provisions; as well as crime definitions, classifications of crimes, common law versus statutory law, crimes against persons, property, morals and public welfare, the nature of acceptable evidence, legal research, legal methodology, and concepts of law as a social force. A brief analysis of criminal intent, parties to a crime, general elements of crime, corpus delicti, defenses to crimes and an introduction to laws of arrest will also be undertaken in this class.

*Transfer Credit: CSU; UC*

### **AJ 103**

#### **CRIMINAL PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: An English assessment/ placement score into ENGL 100 or ENGL 100S, or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/ placement process or READ 54 with a grade of "C" or higher or "Pass".

This course provides a detailed examination of California criminal procedure, including the California court system, jurisdiction and venue, laws of arrest, grand jury proceedings, extradition, pre-trial procedures, conduct of criminal trials, rights of the defendant, post-trial motions and appeals, probation and parole.

*Transfer Credit: CSU*

### **AJ 104**

#### **CRIMINAL EVIDENCE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: An English assessment/ placement score into ENGL 100 or ENGL 100S, or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/ placement process or READ 54 with a grade of "C" or higher or "Pass".

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## Course Descriptions

This course stresses the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations which affect arrest, search and seizure; kinds and degrees of evidence; the rules governing the admissibility of evidence; and judicial decisions relating to individual rights.

*Transfer Credit: CSU*

### **AJ 105 COMMUNITY RELATIONS AND CULTURAL AWARENESS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S and completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass" or completion of the Reading assessment/placement process with eligibility for a course above the level or READ 54.

This course provides a study of the complex and dynamic relationships between criminal justice agencies and the changing, diverse communities they serve while addressing crime and conflicts in society. An emphasis will be placed on the challenges and prospects of administering justice within a diverse multicultural population. The course will also focus on the ethics, politics and conflicting values in culture, religion and law.

*Transfer Credit: CSU; UC*

### **AJ 107 INTRODUCTION TO CORRECTIONS, PROBATION AND PAROLE 3.0 UNITS**

Class hours: 3.0 Lecture

This is an introductory course that explains the principles of parole and probation as a governmental function at the federal, state, and local levels. This course is designed to show the relationship between the criminal justice system, particularly the police and the courts, and the effects of sentencing with regards to parole, probation, and incarceration in local and state facilities. The course will explore the conflict within the system between arrest and disposition and the areas of cooperation between service providers and the public.

*Transfer Credit: CSU*

### **AJ 110 PATROL PROCEDURES AND ENFORCEMENT TACTICS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: An English assessment/placement score into ENGL 100 or ENGL 100S or ENGL 52 with a grade of "C" or

higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course explores the theories, philosophies and operational concepts of Law Enforcement Field Services, and examines the role expectations of the police field officer. Emphasis is placed upon patrol, traffic and public service responsibilities and their relationship to the total criminal justice system.

*Transfer Credit: CSU*

### **AJ 113 REPORT WRITING PROCEDURE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or completion of the English placement/assessment process with eligibility for ENGL 100 and READ 54 or READ 97 or READ 102 or completion of the Reading placement/assessment process with eligibility as "Reading Exempt".

This course includes the procedures and practices commonly used to gather data and prepare a variety of police records. Emphasis will be placed upon the need to use correct spelling sentence structure, punctuation and vocabulary in criminal justice reports to meet statistical, legal and prosecution requirements of the criminal justice system. This course is not open to students who are enrolled in or who have received credit in AJ 91.

*Transfer Credit: CSU*

### **AJ 173 ADMINISTRATION OF JUSTICE OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience  
Recommendation: An English assessment/placement score into ENGL 100 or ENGL 100S or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

Three units of Administration of Justice Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester. Work experience provides the opportunity for students to apply skills and knowledge learned in the classroom to exacting experiences in the workplace. The aim of the course is to assist students in becoming more productive workers. In the process of doing so, it creates greater communication with increased understanding between the student/trainees

and the college. First-semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second-, third-, and fourth-semester students must meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **AJ 202 SUBSTANTIVE LAW 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: AJ 102, or equivalent with a grade of "C" or higher or "Pass".

Recommendation: An English assessment/placement score into ENGL 100 or ENGL 100S or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course is a study of the substantive criminal laws commonly enforced by municipal, county or state police officers, or other criminal justice investigators. The course provides a complete analysis of both statutory laws and case decisions.

*Transfer Credit: CSU*

### **AJ 208 SPECIAL ISSUES IN LAW ENFORCEMENT 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or "Pass," or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S and completion of READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with eligibility for a course above the level of READ 54.

This course provides instruction in special issues critical to effective service by law enforcement professionals in modern society. Topics covered may include police as professionals; defining and applying values, principles, and moral standards to law enforcement; police and the community; tactical communications; correctly utilizing information systems in police work; dealing effectively with persons with disabilities;

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

dealing effectively with mentally ill persons; human trafficking; gangs, terrorism homeland security and current issues and topics impacting the criminal justice system and society.

*Transfer Credit: CSU*

### **AJ 220 CRIMINAL INVESTIGATION 3.0 UNITS**

Class hours: 3.0 Lecture

This course stresses the fundamental techniques, procedures and ethical issues of investigations, including organization of the investigative process, crime scene search, recording, collection and preservation of physical evidence, scientific aids and analysis to investigations, the role of the investigator, modus operandi, sources of information, interviews and interrogation, utility of evidence, follow-up investigation and case preparation.

*Transfer Credit: CSU*

### **AJ 221 NARCOTICS AND VICE CONTROL 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: An English assessment/ placement score into ENGL 100 or ENGL 100S or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/ placement process or READ 54 with a grade of "C" or higher or "Pass".

This course is an introduction to the fields of narcotics and vice investigation. It examines the detection, suppression, apprehension and prosecution of narcotic and vice law violators. Field identification of controlled substances and their effects on the body are stressed. Laws relating to bookmaking, gambling, prostitution and morals offenses are also covered.

*Transfer Credit: CSU*

### **AJ 222 JUVENILE PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: An English assessment/ placement score into ENGL 100 or ENGL 100S or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/ placement process or READ 54 with a grade of "C" or higher "Pass".

This course emphasizes the organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures relative to juvenile offenders.

*Transfer Credit: CSU*

### **AJ 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **AJ 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **AFRICANA STUDIES**

### **Liberal Arts Division**

### **AFRS 105 INTRODUCTION TO AFRICANA STUDIES 3.0 UNITS**

Class hours: 3.0 lecture

This course is a survey of the major subject areas, themes, concepts, schools of thought, theorists, philosophical underpinnings, and historical evolution in the discipline of Africana Studies.

*Transfer credit: CSU*

## **AMERICAN SIGN LANGUAGE**

### **(Liberal Arts Division)**

### **ASL 110 AMERICAN SIGN LANGUAGE I 4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

This beginning course is designed for students who wish to develop technical and grammatical knowledge of American Sign Language (ASL). This course is taught within the context of deaf culture, students will increase their ability to communicate in ASL. This course focuses on ASL structure and grammatical features as used by native signers. The goal is to take students with little or no knowledge of ASL and Deaf culture and provide them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community. This course is not open or available to students who have received credit in SL 101.

*Transfer Credit: CSU; UC*

### **ASL 111 AMERICAN SIGN LANGUAGE II 4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: SL 101 or ASL 110 or equivalent with a grade of "C" or higher or "Pass".

American Sign Language II takes students who have some knowledge of basic and beginning sign language to the point where they can function comfortably in a wide variety of situations in the Deaf community. Since students will most likely continue their learning in the Deaf community, it is essential that they learn appropriate behaviors and show awareness of, and respect for Deaf culture. Deaf culture is taught throughout the curriculum using total immersion of American Sign Language. This course uses multimedia presentations, activities, and exercised practice using American Sign Language. This course is not open to students who have received credit in SL 102.

*Transfer Credit: CSU; UC*

### **ASL 210 AMERICAN SIGN LANGUAGE III 4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: SL 102 or ASL 111 or equivalent with a grade of "C" or higher or "Pass".

American Sign Language (ASL) III takes students who have knowledge of basic and intermediate sign language to the point where they can function comfortably in a wide variety of situations in the Deaf Community. Since students will most likely continue their

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

learning in the Deaf community, it is essential that they learn appropriate behaviors and showing awareness of and respect for Deaf culture. Deaf culture is taught throughout the curriculum. This course uses multimedia presentations, activities, and exercises for advanced practice using American Sign Language. The course will provide students with cultural information and current linguistic research. This course is not open to students who have received credit in SL 201.  
*Transfer Credit: CSU; UC*

### **ASL 211 AMERICAN SIGN LANGUAGE IV 4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory  
Prerequisite: SL 201 or ASL 210 or equivalent with a grade of "C" or higher or "Pass".  
This fourth level American Sign Language (ASL) course continues the study of ASL with the context of Deaf culture. This course will emphasize the acquisition of advanced conversational and narrative skills in receptive, expressive to develop language fluency at the advanced level. This course provides the expanded review of ASL grammar and vocabulary necessary to acquire these skills. Students will also be introduced to the syntactical structure, grammatical patterns, and current linguistic research through lectures, homework assignments, and reading assignments.  
*Transfer Credit: CSU; UC*

### **ASL 215 BEGINNING INTERPRETING AND ETHICS 1 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Completion of ASL 210 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to provide students with the historical, theoretical, and practical knowledge of the ASL-English interpreting profession.  
*Transfer Credit: CSU*

### **ASL 216 BEGINNING INTERPRETING AND ETHICS 2 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ASL 211 or ASL 215 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to provide students with the cognitive skills needed to begin translating from English to ASL and ASL to English.  
*Transfer Credit: CSU*

### **ASL 220 DEAF CULTURE 3.0 UNITS**

Class hours: 3.0 Lecture  
This course provides a broad, in-depth exploration of how Deaf people are best understood from a cultural perspective, with topics on how culture is defined, how Deaf culture has evolved over the years, analysis of various segments of the Deaf community, Deaf cultural norms, Deaf art and literature and living as Deaf individuals.  
*Transfer Credit: CSU; UC*

## **ANATOMY AND PHYSIOLOGY** **(Science, Engineering, and Math Division)**

### **A&P 120 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.  
This course is designed as a survey of human anatomy and physiology. It covers the basic principles of human anatomy and physiology including a survey of the tissues, organ systems, and principal anatomical features. Emphasis is also placed on integrated organ system physiology, human genetics and development. (This course is designed primarily for non-biology majors.)  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. A&P 120, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 150, A&P 151, A&P 200 and A&P 201 combined: maximum credit, 2 courses*

### **A&P 150 INTRODUCTION TO HUMAN ANATOMY 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGL 100 or ENGL 100S equivalent with a grade of "C" or higher or "Pass".  
Recommendation: A&P 120 or equivalent with a grade of "C" or higher or "Pass".  
This course examines the gross and microscopic anatomy of the human body using a systems approach. The course is designed for pre-nursing students; however, it also meets the needs of other allied health programs and physical education programs.

*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. A&P 120, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 150, A&P 151, A&P 200 and A&P 201 combined: maximum credit, 2 courses.*

### **A&P 151 INTRODUCTION TO HUMAN PHYSIOLOGY 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: A&P 150 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: CHEM 100 or equivalent with a grade of "C" or higher or "Pass".  
This course studies the normal functioning and integration of the organ systems in the human body. Homeostatic imbalances of many systems are examined. The course is designed for pre-nursing students; however, it also meets the needs of the allied health programs and physical education program.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. A&P 120, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 150, A&P 151, A&P 200 and A&P 201 combined: maximum credit, 2 courses.*

### **A&P 200 HUMAN ANATOMY 5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory  
Prerequisite: A four-unit college-level biological science with lab course with a grade of "C" or higher or "Pass".  
Recommendation: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".  
This course emphasizes the gross structure, microscopic anatomy, and embryology of the organ systems of the human body. Emphasis is placed on showing the complementarity structure and function of cellular, tissue, organ, and systems levels. This course is one of the courses that satisfies the requirements of majors in four-year Nursing Programs, Physical Therapy, PEX/Kinesiology, Dental Hygiene, and related fields.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. A&P 120, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 150, A&P 151, A&P 200 and A&P 201 combined: maximum credit, 2 courses*

### **A&P 201 HUMAN PHYSIOLOGY 5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory  
Prerequisite: A&P 200 and CHEM 100 or equivalents with grades of "C" or higher or "Pass".

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## Course Descriptions

This course involves a detailed study of the function of the human body with an emphasis on the maintenance of homeostasis by the various organ systems. This course will meet the requirements of four year nursing, dental hygiene, physical therapy, paramedical, physical education, and related majors.

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. A&P 120, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 150, A&P 151, A&P 200 and A&P 201 combined: maximum credit, 2 courses.

### **A&P 298**

#### **DIRECTED STUDIES**

**1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **A&P 299**

#### **DIRECTED STUDIES**

**2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ANTHROPOLOGY**

**(Business, Humanities, and Social Sciences Division)**

### **ANTH 100**

#### **CULTURAL ANTHROPOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S and READ 54 or READ 97 or READ 102 with a grade of "C" or higher, or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

This course traces the social behavior of present societies exploring various cultures on earth. The class will study those societies in terms of culture growth, through a survey of the basic, learned behavior patterns. Thus the class will study a wide range of cultural phenomena, including material culture, social organization, customs, religions, languages, family life, economics, the arts and literature. (This course is not open to students who are currently enrolled in or who have received credit for Anthropology 101.)

*Transfer Credit: CSU; UC*

### **ANTH 110**

#### **INTRODUCTION TO**

#### **FORENSIC ANTHROPOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Recommendation: ANTH 115 or ANTH 115L or A&P 120 with a grade of "C" or higher or "Pass".

This course focuses on human osteology, the standard scientific techniques used to make determinations of age, sex, ancestry, stature, and pathology. It provides a basic overview of the analytical techniques and procedures used in the medical-legal framework.

*Transfer Credit: CSU*

### **ANTH 115**

#### **PHYSICAL ANTHROPOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

This course is about the human past; where we came from and how we got to be the way we are today in terms of both biological and cultural evolution. The topics covered will include: the origin and development of the human species; heredity and population genetics; fossil evidence; the human's relation to the rest of the animal kingdom; and modern human diversity and variation.

*Transfer Credit: CSU; UC*

### **ANTH 115L**

#### **INTRODUCTION TO PHYSICAL ANTHROPOLOGY LAB**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: ANTH 115 with a grade of "C" or higher or "Pass," or concurrent enrollment. This course is a comparative study of both human and non-human primates, human variation, evolution, genetics, forensic anthropology, the primate fossil record, and provides a coordinated laboratory experience with ANTH 115.

*Transfer Credit: CSU; UC*

### **ANTH 120**

#### **INTRODUCTION TO ARCHAEOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

Archaeology is the study of mankind's past. This course will cover the history of archaeology, and explore the objectives and methods of modern archaeology. Today's archaeological curiosity is tempered by the scientific method; a combination of sciences in order to get a better grasp on a total understanding of people. This course will explore the world of the archaeologist in order to appreciate the impact that the study of antiquities has had in understanding modern human cultures.

*Transfer Credit: CSU; UC*

### **ANTH 170**

#### **INTRODUCTION TO LANGUAGE AND CULTURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course introduces the student to the study of language from an anthropological perspective. Methodology, language and cultural meaning, status and language variation, acquisition of language, multilingualism, and language and institutions will be explored within a cross-cultural perspective.

*Transfer Course: CSU; UC*

## Course Descriptions

### **ANTH 200 NATIVE PEOPLES OF NORTH AMERICA 3.0 UNITS**

Class hours: 3.0 Lecture

The course is a study of the origins, culture areas, and sociocultural patterns of the native Americans, north of Mexico. This will include a study of the historic spectrum, from prehistory to contemporary times. Emphasis will be on the culture change after contact with Europeans, and the impact of the Western expansion.

*Transfer Credit: CSU; UC*

### **ANTH 202 THE MAYA, INCA AND AZTECS: ANCIENT CIVILIZATIONS OF THE AMERICAS 3.0 UNITS**

Class hours: 3.0 Lecture

This course is a survey of ancient Indian culture of Northern, Middle and South America, including their prehistory and social, political, and religious beliefs. The impact of European contact and resultant adaptations, as well as current life situations of tribal descendants in contemporary society will be examined.

*Transfer Credit: CSU; UC*

### **ANTH 203 THE ANTHROPOLOGY OF MAGIC, WITCHCRAFT, AND RELIGION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in primarily nonwestern societies. Emphasis is on understanding beliefs and rituals involved in animism, individualistic cults, shamanism, totemism, ancestor worship and witchcraft within their social contexts and within the larger scope of religion and human life.

*Transfer Credit: CSU; UC*

### **ANTH 205 THE ANTHROPOLOGY OF SEXUALITY AND GENDER 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S and satisfactory

completion of READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

This course examines the cultural construction of human sexuality and gender in an anthropological framework. Biological and cultural bases for the multiple expressions of sexuality and gender found around the world will be presented. Case studies will include food foraging, horticultural, agricultural, industrial, and post-industrial societies. A central concern is the interaction between subsistence practices, cultural economies, and status in the construction of "normal" and "abnormal" sexualities and genders. This course is not open to students who are currently enrolled in or have completed ANTH 204, WS 205, or WGS 205.

*Transfer Credit: CSU; UC*

### **ANTH 206 THE ANTHROPOLOGY OF DEATH AND DYING 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Completion of ANTH 100 or equivalent with a grade of "C" or higher or "Pass".

This course is a cross-cultural study of the human response to death, dying, mourning, and remembrance. Using a multi-subfield (cultural, physical, and archaeological) anthropological approach we will survey the variations that exist through time and space in the cultural construction of death, the treatment of mortal remains, as well as the individual and social response to loss.

*Transfer Credit: CSU; UC*

### **ANTH 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **ANTH 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ARCHITECTURE**

**(Technology Division)**

### **ARCH 43(NOT DEGREE APPLICABLE) ARCHITECTURAL DRAWING OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience

Class hours: One (1) hour control class each week plus 15 hours of employment per week for Architectural Drawing Work Experience 43. The employment must be in a job related to the student's educational goal.

Work Experience/Career Internship provides the opportunity for Architectural Drawing students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ARCH 44(NOT DEGREE APPLICABLE) ARCHITECTURAL DRAWING OCCUPATIONAL WORK EXPERIENCE**

**4.0 UNITS**

Class hours: 1.0 Work Experience

Class hours: One (1) hour control class each week plus 20 hours of employment per week for Architectural Drawing Work Experience 44. The employment must be in a job related to the student's educational goal.

Work Experience/Career Internship provides the opportunity for Architectural Drawing students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **ARCH 99**

#### **DIRECTED STUDIES**

**2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

### **ARCH 101 INTRODUCTION TO CIVIL ENGINEERING AND ARCHITECTURE**

**4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

This course introduces the student to the design and construction practices of residential and commercial building projects, design teams and teamwork, communication methods, building codes and ordinances, engineering design calculations, and technical documentation. Students will use industry standard 3D architectural modeling software to facilitate site and building design and technical

documentation. Students will use the activity-project-problem-based learning approach to develop their interpersonal skills and creative abilities while applying math, science, and technology knowledge to solve design problems and communicate their solutions.

*Transfer Credit: CSU*

### **ARCH 110 INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course provides an overview of the architectural profession allowing the student to make an informed career choice. Topics include professional ethics, licensing and educational requirements, career opportunities in related fields, typical organizational structure of architectural firms, legal requirements, and a review of contemporary issues facing the profession.

*Transfer Credit: CSU; UC*

### **ARCH 111 ARCHITECTURAL DRAFTING AND DESIGN I**

**3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course is an introduction to the preparation of architectural working drawings. The course includes drawing conventions, design considerations, and the relationship between different types of architectural drawings, specifications, and construction techniques. Emphasis is placed on residential construction and commercial buildings. The theory of computer-aided drafting is included.

*Transfer Credit: CSU*

### **ARCH 112 HISTORY OF ARCHITECTURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is a survey of the history of architecture from the birth of civilization to the present. Emphasis is placed upon the understanding of the technological, sociological, aesthetic, and artistic influences which determine our built environment. This course will familiarize students with the different architectural periods as well as their characteristic design elements and significant architects.

*Transfer Credit: CSU; UC*

### **ARCH 113 BUILDING CODES**

**4.0 UNITS**

Class hours: 4.0 Lecture

This course is an in-depth study of the statutes and regulations which have been established by law to protect the public health, safety, and

welfare. Analysis of the construction of buildings, their use, and accessibility requirements in compliance with applicable laws will be stressed.

*Transfer Credit: CSU*

### **ARCH 114 GREEN ARCHITECTURE AND LEED**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is an introduction to sustainable architecture and Leadership in Energy and Environmental Design (LEED). Exercises emphasize the development of basic skills used in the design of environmentally friendly architectural projects. Focus is on the investigation of the relationship between planetary concerns, energy, indoor air, quality, site selection, building orientation, and alternative construction techniques.

*Transfer Credit: CSU*

### **ARCH 121 ARCHITECTURAL DRAFTING AND DESIGN II**

**3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ARCH 111 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course is a continuation of the study of methods utilized in the preparation of architectural working drawings. This course includes advanced drawing conventions, design considerations, construction specifications, and structural requirements. Analysis of the materials and construction details of commercial and industrial buildings is given. Emphasis on the purpose and presentation of working drawings and their relationship to building codes is provided.

*Transfer Credit: CSU*

### **ARCH 122 ARCHITECTURAL DELINEATION**

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This course is a study of, and laboratory experience in, three-dimensional representations including renderings, perspective drawings, paraline drawings and presentation drawings of architectural projects. Emphasis is on the techniques of various drawing media which will enable the students to express their architectural ideas.

*Transfer Credit: CSU; UC*

### **ARCH 123 INTRODUCTION TO 2D COMPUTER AIDED DRAFTING**

**4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

This course provides an introduction to two-dimensional computer aided drafting and design using AutoCAD software. Students

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## Course Descriptions

will learn the fundamentals of creating and modifying objects, the placing of text and dimensions, working with blocks and hatches, and creating professional quality output. Hands-on exercises will be used to reinforce the functions of AutoCAD. Students who repeat this course will improve skills through further practice and remain current with the latest software updates.

*Transfer Credit: CSU*

### **ARCH 212** **ARCHITECTURAL** **DESIGN THEORY I** **3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course is an introduction to the creative thinking process and its application to basic architectural design theory. Exercises emphasize the development of basic skills and presentation techniques used in the design of simplified architectural projects. Focus on the investigation of the relationship between theoretical concepts, color, space, form, and texture is emphasized.

*Transfer Credit: CSU; UC*

### **ARCH 213** **INTRODUCTION TO 3-D** **COMPUTER AIDED DRAFTING** **4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

This course provides an introduction to three-dimensional computer aided drafting and design using AutoCAD software. Students will learn the fundamentals of creating and modifying three-dimensional objects, the placing of cameras and lights, the creation and application of materials, computer rendering techniques, and creating professional quality out-put. Hands-on exercises will be used to reinforce the functions of the applicable software.

*Transfer Credit: CSU*

### **ARCH 221** **AUTOCAD ARCHITECTURE** **4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

This course provides an introduction to the production of three-dimensional building design models and working drawings using AutoCAD Architecture software. Students will learn the fundamentals of creating and modifying three-dimensional massing objects, creating floor plans with doors and windows, the placing of roof and stairs, generating building elevations and sections, annotating and documenting the drawing, creating a building walk-through, and creating professional quality output. Hands-on exercises will be used to reinforce the functions of AutoCAD Architecture. Students who repeat this course will improve skills through further practice and remain current with the latest software updates.

*Transfer Credit: CSU*

### **ARCH 222** **ARCHITECTURAL** **DESIGN THEORY II** **3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ARCH 212 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course includes the continued development of the creative thinking process and its application to advanced architectural design theory, focusing on the synthesis of the relationship between theoretical concepts, space, color form, and texture. The emphasis of the course is on presentation graphics, models, and the development of a portfolio of student work. This course is particularly applicable to students wishing to transfer into a professional architectural degree program.

*Transfer Credit: CSU*

### **ARCH 223** **REVIT ARCHITECTURE** **4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

This course provides an introduction to the production of parametric three-dimensional building models and working drawings using Revit Architecture software. Students will learn the fundamentals of creating and modifying three-dimensional topography and building mass objects, parametric building walls with floor and roof slabs, creating floor and reflected ceiling plans, generating building elevations and sections, annotating and documenting the drawing, and creating professional quality renderings. Hands-on exercises will be used to reinforce the functions of Revit Architecture.

*Transfer Credit: CSU*

### **ARCH 298** **DIRECTED STUDIES** **1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **ARCH 299** **DIRECTED STUDIES** **2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ART AND DESIGN**

**(Fine Arts & Communications Division)**

### **ART 100** **INTRODUCTION TO** **WORLD ART** **3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".

This course is an overview of world art from prehistoric times to the present. It is an introduction to the ideas that prompt art making and the search for "beauty" and "truth" (aesthetics) in various cultural contexts. It includes an analysis of the language of the visual arts using examples from throughout the world. It also includes an investigation of the artistic techniques and materials used in painting, printmaking, photography, film, ceramics, sculpture and architecture.

*Transfer Credit: CSU; UC*

### **ART 101** **ART HISTORY I:** **PREHISTORY TO GOTHIC** **3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".

This course covers art and its role in human affairs from Prehistory to Gothic with an emphasis on giving students an understanding of all of the visual arts. It is designed to be of interest and value to the art and non-art major alike.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ART 102** **ART HISTORY II:** **RENAISSANCE TO ROCOCO**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".  
This course covers art and its role in human affairs from the Renaissance to the Rococo with an emphasis on giving students an understanding of all of the visual arts. It is designed to be of interest and value to the art and non-art major alike.  
*Transfer Credit: CSU; UC*

### **ART 103** **ART HISTORY III:** **NEOCLASSICAL TO PRESENT**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".  
This course covers art and its role in human affairs from the Neoclassical period to the present with an emphasis on giving students an understanding of all of the visual arts. It is designed to be of interest and value to the art and non-art major alike.  
*Transfer Credit: CSU; UC*

### **ART 104** **AFRICAN ART HISTORY**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".  
This course is an introduction to the history of African art. Students will explore the background, aesthetics, styles and iconography of Africa through slide presentation, in-class discussions and assigned readings.  
*Transfer Credit: CSU; UC*

### **ART 105A** **THE ARTS OF LATIN AMERICA** **AND THE CARIBBEAN:** **PRE-COLUMBIAN**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".  
This course is an overview of the art of the Americas prior to European contact. It will include an examination of the cultural, socio-political, and religious influences that have shaped the art of the Americas with a specific focus on the cultures of Mesoamerica,

the Caribbean, and the Andes. This course will consist of lecture, slide presentations, discussion, and analysis of representative art of the various periods and regions.  
*Transfer Credit: CSU; UC*

### **ART 105B** **THE ARTS OF LATIN AMERICA** **AND THE CARIBBEAN:** **COLONIAL TO THE PRESENT**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".  
This course is an overview of the arts in colonial and post-colonial Latin America and the Caribbean. It will include an examination of the cultural, socio-political, and religious influences that have shaped Latin American and Caribbean art movements with a special focus on colonial hybridity, independence and nationalist movements, globalization, and cultural reactions to modernism and post-modernism. The course will consist of lecture, slide presentations, discussion, and analysis of representative art of the various periods and locations.  
*Transfer Credit: CSU; UC*

### **ART 106** **MEXICAN ART**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 and READ 54 or equivalent with grades of "C" or higher or "Pass".  
This course is a survey of Mexican art history, from Pre-Columbian to Chicano art. It will include an examination of the cultural, socio-political and religious influences that have shaped the art of Mexico. The course will consist of lecture, slide presentation, discussion, and analysis of representative art of the various periods.  
*Transfer Credit: CSU; UC*

### **ART 107** **ASIAN ART HISTORY**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 and READ 54 or READ 97 or equivalent with grades of "C" or higher or "Pass".  
Asian art history surveys the arts of India, Thailand, Cambodia, Vietnam, Java, China, Korea and Japan. Architecture, painting, sculpture, printmaking and other arts are examined within their philosophical, religious, intellectual and social contexts.  
*Transfer Credit: CSU; UC*

### **ART 108** **BLACK IMAGES IN** **POPULAR CULTURE**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 and READ 54 or equivalent with grades of "C" or higher or "Pass" is strongly recommended.  
This course surveys the depiction and development of images of Blacks and the stereotypes created in Western culture. The various means artists have used to counter those stereotypes by using techniques of resistance and counter narratives will be examined. Students will study fine art, comic books, comic strips, cartoons, advertising, literature, music, dance, theatre, cinema, broadcasting and television. Writing a research paper is a significant component of the course. Reading of literature theory and criticism is required. This course is not open to students who are enrolled in or who have received credit in HUM 108.  
*Transfer Credit: CSU; UC*

### **ART 109** **GENDER AND SEXUALITY** **IN ART**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 and READ 54 or equivalent with grades of "C" or higher or "Pass" is strongly recommended.  
This class will investigate the relationship between gender and sexuality through and examination of visual art, cinema, television, video, and advertising. Close attention will be given to how popular and artistic cultures shape identity and representation. Writing a research paper is a significant component of the course. College level reading is required. This course is not open to students who are enrolled in or who have received credit in HUM 109.  
*Transfer Credit: CSU; UC*

### **ART 110** **FREEHAND DRAWING**      **3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This is a beginning course in the history and appreciation, theory, and practice of representational and non-objective drawing technique, linear perspective, composition, and presentation. Lectures will include the historical development and appreciation of drawing from Western and non-Western cultures.  
*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **ART 111 INTERMEDIATE FREEHAND DRAWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 110 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of the hands-on studio experience of ART 110. The course will explore abstraction, cubism and conceptual ideas based on music, poetry and film that have affected art and culture. It will also synthesize the traditional concepts of drawing with the contemporary approaches to drawing since the 20th century. Students will analyze cultural influences, themes and movements in art history from the Renaissance to our current avant-garde and relate them to the creative process of drawing. The course is designed to help identify and enhance each student's individual sensibilities.

*Transfer Credit: CSU; UC*

### **ART 112 LIFE DRAWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 110 or equivalent with a grade of "C" or higher or "Pass".

This course teaches the technical and perceptual skills involved with observing and drawing the human figure. By using the human figure as a vehicle, students learn to define the technical and conceptual elements of drawing and the perspective, of human form in space. Demonstrations are given on the use of a variety of materials, including graphite, charcoal, conte crayon, ink, colored pastels, and watercolor. The course focuses on the figure, exploring anatomical structure, using light logic, spatial relationships, and creating compositions based on the figure and its environment. This course also helps identify and enhance students' individual sensibilities toward drawing from observation and using their personal expression. This course generates an understanding and appreciation of the tradition in art through exposure to and analysis of master drawings of the Renaissance through contemporary art historical periods.

*Transfer Credit: CSU; UC*

### **ART 113 ART, SCIENCE, AND TECHNOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion

of the Reading assessment/placement process with a score of "Reading Exempt."

This course is an overview of the intersections between art, science, and technology, as well as their broader impact on, and interaction with, visual and material culture. Areas of focus will include the social impact of scientific innovations, technology-driven art, and art/science collaborative projects, including discussions of code-based and algorithmic art, data visualization, robotic and interactive art, machine aesthetics, body modification and cyborg experiments, ecological and environmental art, conceptual Internet projects, culture jamming and hacktivist art, game art and virtual reality, surveillance art, and tele-presence and locative media.

*Transfer Credit: CSU; UC*

### **ART 114 STORYBOARDING AND ANIMATION PRINCIPLES FOR FILM 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course looks at visual storytelling techniques using storyboards and the principles of animation to effectively communicate a story through pre-visualization and hand drawing of sequences for a live-action production, graphic novel illustration or a character-based animation project. (This course is not open to students who are enrolled in or who have received credit in FILM 114.)

*Transfer Credit: CSU*

### **ART 115L PRINTMAKING LAB 1.0 UNIT**

Class hours: 3.0 Laboratory

Corequisite: Concurrent enrollment in ART 116 or ART 117

This is a lab course intended to complement other courses in the Printmaking curriculum. It is designed to give practical experience in working with the techniques of relief printing, intaglio (etching, aquatint, drypoint, softground, viscosity, and photoetching), screen printing, collagraphy, embossing, and monotype. The course will increase the skill and creative output of the student in areas of his/her choice.

*Transfer Credit: CSU; UC*

### **ART 116 BEGINNING PRINTMAKING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This is an introductory course in the theory and practice of printmaking that will expose the student to the historical development and contemporary practice of printmaking

as an original art form. The student will explore the processes of relief printmaking (linocut and woodcut) intaglio printmaking (etching, drypoint, and softground), and screenprinting and their contemporary interaction with photographic and digital imagemaking through application and appreciation. Recommended for drawing and painting majors, graphic design majors, and photography majors.

*Transfer Credit: CSU; UC*

### **ART 117 INTERMEDIATE PRINTMAKING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 116 or equivalent with a grade of "C" or higher or "Pass".

This is a course designed to further the student's investigation into the aesthetics and techniques of screenprinting, intaglio (aquatint etching softground, whiteground, sugarlift), multiple color relief printmaking, and collagraphy. Related photographic and digital image-making techniques will be studied and applied further, such as photo-screenprinting, photo-etching, halftoning, posterization technique, and use of the enlarger, digital camera, flatbed scanner, and slide scanner.

*Transfer Credit: CSU; UC*

### **ART 118 HISTORY OF WOMEN IN VISUAL ARTS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/ placement process with a score of "Reading Exempt."

This course provides an introduction to the role of women in the visual arts as subjects, patrons, and artists. The course examines global case studies of female involvement in the visual arts from the medieval period through the present. Particular attention is paid to issues of female agency, historical gender roles, and female artists and patrons who shaped the discipline of Art History. This course is not open to students who are currently enrolled or have completed WS 118 or WGS 118.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ART 119A INTRODUCTION TO MUSEUM STUDIES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt."

This course provides a broad introduction to the operation of various types of museums (art, historical, natural history, science) and galleries (academic, commercial, artist-run spaces). It is designed to introduce students to the various jobs and responsibilities that exist within museums including exhibition design and curation, education, archival research, collection management, and conservation. Emphasis is placed on exploring the historical, theoretical, and practical aspects involved in the collection and display of visual and cultural objects, especially as this relates to social conditions and political ideologies. Numerous landmark and contemporary exhibitions are used as case studies for exploring and analyzing these issues in specific contexts.

*Transfer Credit: CSU; UC*

### **ART 120 TWO-DIMENSIONAL DESIGN 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

ART 120 is an intensive studio course that introduces the practical and the conceptual aspects of two-dimensional design. Working in both color and black and white, students will use the materials, tools, and techniques of design to create a portfolio. They will study the aesthetic functions and formal concerns of line, shape, value, texture, and surface and develop the understanding and vocabulary of the two-dimensional design.

*Transfer Credit: CSU; UC*

### **ART 121 THREE-DIMENSIONAL DESIGN 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 120 or equivalent with a grade of "C" or higher or "Pass".

This course will serve as an introduction to organization and problem solving in three-dimensions with an emphasis on formal concerns. It will also serve as an introduction to the materials, techniques and tools used in the making of three-dimensional forms. This course will emphasize the use and

comprehension of the vocabulary of three-dimensional design and its application to the visual image.

*Transfer Credit: CSU; UC*

### **ART 122 COLOR THEORY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: Completion of Art 110 or Art 120 or equivalent with a grade of "C" or higher or "Pass".

ART 122 is an intensive studio course that introduces the visual and the conceptual interactions of color theory pertaining to painting, drawing, photography media arts and design. The course utilizes the historical theories of color by previous artists to study the distinctive color properties and functions. The course investigates color symbolism and composition through isolation and reintegration of the elements of color theory. Working in both paint and collage, students will use the materials, tools, and techniques of color theory to create a portfolio. They will study the aesthetic functions and formal concerns color and develop the understanding and vocabulary of color theory as it relates to the visual arts. The course combines lecture, demonstration and critique with hands-on exploration in problem solving.

*Transfer Credit: CSU; UC*

### **ART 124 INTRODUCTION TO MEDIA STUDIES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

Introduction to Media Studies will survey the historical development of media: film, video, television, video games, Internet, and new media; examine media theory, its philosophy and aesthetic; and consider its political, social and cultural impact on the individual and society. This course will analyze modes of spectatorship and the impact of changing technologies and institutions within a broad media landscape.

*Transfer Credit: CSU; UC*

### **ART 125 INTRODUCTION TO VISUAL AND CULTURAL STUDIES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass," or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S, and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass," or completion of the Reading assessment/placement process with a score of "Reading Exempt."

This foundation course introduces the essential skills required in visual and cultural studies, including research methodologies and critical theory. Emphasis is placed on critical and creative thinking skills associated with interdisciplinary scholarship. This seminar course culminates in an independent research project. This course is not open to students who are enrolled in or who have received credit in HUM 125.

*Transfer Credit: CSU; UC*

### **ART 130A FUNDAMENTALS OF PAINTING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 110 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ART 120 or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to the material and creative process of painting. The course emphasizes the fundamental techniques and concepts of drawing and painting. The course is a hands-on studio experience that teaches students the formal elements of painting, including accurate observation, composition, proportion, perspective, pictorial space, light logic, color theory, the handling of paint, and creative expression. Students will learn to paint various subject matter, including still-life, portrait, landscape, and original narrative compositions. The course will provide an art historical context to the development of painting, cultural impact, and how art has developed from the Renaissance through Contemporary Art movements. The course is designed to provide the basic foundational skills of painting and art historical timeline to the development of painting.

*Transfer Credit: CSU; UC*

### **ART 130B FUNDAMENTALS OF PAINTING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 130A or equivalent with a grade of "C" or higher or "Pass".

## Course Descriptions

This course is a continuation of ART 130A. The student works more deliberately with the expressive properties of color, value, and the organization of pictorial space. A variety of painting problems including still life, portrait, landscape, and narrative painting provide students an opportunity to discover their individual artistic sensibilities. The course will provide an art historical context to the development of painting, cultural impact, and how art has developed from the Renaissance through Contemporary Art movements. Lectures and critiques open the student to a deeper sensibility as well as an increased theoretical understanding of painting.

*Transfer Credit: CSU; UC*

### **ART 133A WATERCOLOR PAINTING 3.0 UNITS**

Class hours: 1.0 Lecture/5.0 Laboratory

This introductory course pursues the study of the various techniques and methods of watercolor as used by artists today: transparent, opaque, dry brush, glazing, mixed media, egg tempera, air brush, and colored pencils. Emphasis is placed on traditional, modern, and oriental approaches as relative to other art studies, such as drawing, design, calligraphy, oil painting, and history. The student will be directed towards developing skills in the painting of still life, landscape, figure, portrait, and abstraction.

*Transfer Credit: CSU; UC*

### **ART 133B WATERCOLOR PAINTING 3.0 UNITS**

Class hours: 1.0 Lecture/5.0 Laboratory

Prerequisite: ART 133A or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of the procedures and studies begun in ART 133A. Emphasis is on acquiring further skills and experiences in various watercolor techniques and practices. Students are expected to learn how to properly mat, glass, and frame paintings for exhibition and display.

*Transfer Credit: CSU; UC*

### **ART 134 WATERCOLOR LANDSCAPE PAINTING I 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This course emphasizes the traditional use of materials and techniques related to watercolor painting. The course will analyze color theory, various paint applications, light logic and perspectives as they relate specifically to watercolor and nature, with landscape as a major focus of subject matter.

*Transfer Credit: CSU; UC*

### **ART 135 WATERCOLOR LANDSCAPE PAINTING II 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Recommendation: ART 134 or equivalent with a grade of "C" or higher or "Pass".

This course emphasizes new methods and technical approaches to watercolor painting. The course will analyze color theory, various paint applications, light logic and perspective as they relate specifically to watercolor and nature with landscape as a major focus of subject matter. Beginning with the traditional use of materials and techniques related to watercolor painting, the course is designed to further develop the students' understanding of techniques and personal investigation of watercolor and the landscape.

*Transfer Credit: CSU; UC*

### **ART 136 PAINTING FOR ART MAJORS 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 110 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ART 120 or equivalent with a grade of "C" or higher or "Pass".

This is a course in painting designed specifically for art majors. Topics include use and manipulation of painting materials and color; depicting mood and sensation; expression of form, application of paint, and communicating through imagery and composition. Projects include creative thinking as applied to non-objective painting, formal invention, and symbolic imagery. Knowledge of art history is expanded through gallery and museum visits and assigned reading. This course introduces the history and evolution of painting as an art form and contemporary purposes are discussed in slide lectures and demonstrations. Students learn modernist approaches to painting, including Impressionism, Expressionism, Symbolism, Surrealism, and Abstraction are introduced to students as they develop their individual approaches to creating narrative paintings.

*Transfer Credit: CSU; UC*

### **ART 150 INTRODUCTION TO CERAMICS 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course is designed as an introduction to the ideas, techniques, history, and traditional of the art of ceramics.

*Transfer Credit: CSU; UC*

### **ART 151 CERAMICS-BEGINNING WHEELTHROWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 150 or equivalent with a grade of "C" or higher or "Pass".

The course builds on the knowledge and skills learned in ART 150, Introduction to Ceramics. Emphasis is on the use of the potter's wheel.

*Transfer Credit: CSU*

### **ART 152 CERAMICS-BEGINNING HANDBUILDING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 150 or equivalent with a grade of "C" or higher or "Pass".

This course builds on techniques learned in ART 150, Introduction to Ceramics. Emphasis is on the use of complex hand-forming techniques.

*Transfer Credit: CSU*

### **ART 153 CERAMICS-INTERMEDIATE WHEELTHROWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 151 or equivalent with a grade of "C" or higher or "Pass".

This course builds on techniques learned in ART 151. Emphasis is on the use of the potter's wheel. Glaze technology is introduced.

*Transfer Credit: CSU*

### **ART 154 CERAMIC-INTERMEDIATE HANDBUILDING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 152 or equivalent with a grade of "C" or higher or "Pass".

This course builds on techniques learned in ART 152. Emphasis is on the use of complex hand-forming techniques. Glaze technology is introduced.

*Transfer Credit: CSU*

### **ART 155 BEGINNING CERAMIC SCULPTURE 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 150 or equivalent with a grade of "C" or higher or "Pass".

This course is designed as an introduction to the ideas, techniques, and tradition of the art of ceramic sculpture.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ART 156L CERAMICS LAB 1.0 UNIT**

Class hours: 3.8 Laboratory

Corequisite: One or more of the following courses: ART 150, ART 151, ART 152, ART 155, ART 252, ART 253 or ART 255.

Open Entry/Open Exit

This lab course is intended to complement the other courses in the ceramics curriculum. It is designed to give practical experience in the techniques and technology of ceramics, including handbuilding, wheel-throwing, sculpture, surface treatments, and glazing. The course will improve the skills and creativity of students enrolled in the ceramics courses.

*Transfer Credit: CSU*

### **ART 162 INTRODUCTION TO SCULPTURE 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Recommendation: ART 121 or equivalent with a grade of "C" or higher or "Pass".

This course is designed as an introduction to the ideas, techniques, and materials involved in the making of sculptural forms.

*Transfer Credit: CSU; UC*

### **ART 171 OCCUPATIONAL WORK EXPERIENCE IN ART 1.0 UNIT**

Class hours: 1.0 Work Experience

One unit of Occupational Work Experience in Art requires 60 non-paid hours or 75 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **ART 182A LETTERING AND TYPOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

The exploration of lettering and typography, its creation, use and function in printing, packaging, publishing, and advertising constitute the basis for this course. Skills will be developed through practical studio exercises using both hand skills and computer typography. The classification of type styles will be learned and the basic elements of typography will be explored.

*Transfer Credit: CSU*

### **ART 182B LETTERING AND TYPOGRAPHY II 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 182A or equivalent with a grade of "C" or higher or "Pass".

The design and application of letter forms requiring increased technical skills and intensive experience in the use of current and computer graphics programs provide the basis for this second semester of lettering and typography. Topics include illustrative lettering, experimental typography, computer-designed letter forms, digital typography and type design.

*Transfer Credit: CSU*

### **ART 184 GRAPHIC DESIGN I 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 182A or equivalent with a grade of "C" or higher or "Pass".

Fundamental studies are conducted in the history, theories, techniques, and practices of graphic design. Emphasis will be placed on the application of basic design principles to graphic design problems in visual communications. Design solutions will explore the potential of layout and design, utilizing illustration, photography, typography, and symbology.

*Transfer Credit: CSU*

### **ART 185 RENDERING I 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 110 or equivalent with a grade of "C" or higher or "Pass".

Beginning techniques in the delineation of representational subject matter are explored. Emphasis is on sharp focus drawing using black and white media such as pencils, ink, felt tips, as well as colored felt tips and Prismacolor pencils. This course is important

to those interested in graphic design, industrial design, and technical illustration.

*Transfer Credit: CSU*

### **ART 186 COMPUTER GRAPHICS WITH ADOBE ILLUSTRATOR 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course covers the basic concepts and techniques of computer graphics. The principles of art and design are taught in a studio setting emphasizing hands-on experience. Students create original illustrations using vector-based graphics software.

*Transfer Credit: CSU*

### **ART 188 DESIGN FOR DIGITAL PUBLISHING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course covers design and layout systems for digital publishing stressing typography and grid-based design. Formatting graphics such as illustrations, logos and photographs for print or interactive publishing will be covered emphasizing hands-on experience.

*Transfer Credit: CSU*

### **ART 191A 3D COMPUTER ANIMATION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course will serve as an introduction to 3D computer animation by taking animation principles developed in classical animation and applying those techniques using computer animation software. Particular emphasis will be placed on character modeling, anthropomorphic techniques, and character modeling. Topics will also include lighting composition, and rendering. Students will animate and render a short narrative as the final project.

*Transfer Credit: CSU*

### **ART 191B 3D COMPUTER ANIMATION PROJECT 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 191A or equivalent with a grade of "C" or higher or "Pass".

This course will provide students with the opportunity to continue their exploration of 3D computer animation by writing, modeling, storyboarding, and animating an original animation short. Topics will include storyboard creation, shot development, editing, and sound design.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ART 192 PHOTOSHOP/ DIGITAL IMAGING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course covers image editing of photographic media for commercial art direction using Adobe Photoshop and other image editing programs. Topics include scanning basics, image conversion, painting and editing tools, manipulation selections, photographic compositing, masks and layers, color corrections and making color separations.

*Transfer Credit: CSU*

### **ART 192B ADVANCED PHOTOSHOP 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course covers advanced image editing of photographic media for commercial art direction using Adobe Photoshop. Emphasis is on more advanced Photoshop techniques as well as more involved design projects that will further enhance the student's portfolio.

*Transfer Credit: CSU*

### **ART 193 MOTION PICTURE EDITING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course will serve as an introduction to motion picture editing by taking students through the history of editing and analyzing specific techniques through class examples of significant films. Students will explore the work of important directors and editors and chart their contributions to the art of cinematic editing. Students will apply their knowledge of editing techniques through exercises on non-linear editing tools where they will edit their own versions of scenes from common footage.

*Transfer Credit: CSU*

### **ART 194A ADVANCED FINAL CUT PRO 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course takes students through the more complex features of Final Cut Pro software to gain a better understanding of compositing and effects for multimedia and animation.

*Transfer Credit: CSU*

### **ART 195 3D MODELING FOR ANIMATION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This is the first course in the animation major sequence. It serves as an introduction to 3D computer animation, which adopts basic techniques developed in traditional model

making and sculpture and applies those procedures to a virtual 3D environment. Emphasis will be placed on fundamental principles beginning with "Primitives" through intermediate approaches using "SubPatches." Other essential topics included are composition, surfacing, lighting, and rendering techniques.

*Transfer Credit: CSU*

### **ART 195B ADVANCED 3D MODELING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: Completion of ART 195 or equivalent with a grade of "C" or higher or "Pass".

This is the second course in the 3D Modeling sequence. It serves as a continuation of 3D computer modeling for animation, adopts the techniques developed in 3D model making, and applies those procedures to a desktop 3D printed environment. Emphasis will be placed on advanced modeling techniques beginning with "Boolean and Organic Modeling" and developing models for 3D printing using a variety of tools and techniques. Other essential topics included are slicing a 3D model, controlling a 3D printer, and material considerations.

*Transfer Credit: CSU*

### **ART 196 WEB DESIGN WITH FLASH AND DREAMWEAVER 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: CIS 205 or equivalent with a grade of "C" or higher or "Pass".

The course introduces students to the principles and design skills essential to designing web pages. The students will use web page creation software and the tools they provide to create full-featured-interactive web sites.

*Transfer Credit: CSU*

### **ART 198 MOTION GRAPHICS 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course addresses the process of communication through typographic animation and visual effects. Emphasis is placed on creating emotional expression and identity through composites of video and text. Topics include the combination of on-screen text and imagery in feature films, broadcast applications, video poetry, and fine art videos.

*Transfer Credit: CSU*

### **ART 200 SPECIAL TOPICS IN VISUAL AND CULTURAL STUDIES 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt."

This course will expand on subjects and themes introduced into the core visual and cultural studies offerings. Each topic will focus on themes, perspectives, and issues of special interest to students. The specific focus of a particular offering will be decided by the course instructor and announced in the schedule of classes. This course is not open to students who are enrolled in or who have received credit in HUM 200.

*Transfer Credit: CSU*

### **ART 207 WOMEN AND MEDIA 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: Completion of READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt."

"Women and Media" explores and analyzes the various portrayals of female representation (historical and contemporary) in media, which may include film, television, music video, video games, commercials, and new media; and uses feminist, gender, and queer theory, criticism, and history to understand how popular culture shapes identity and representation of the female gender in accordance to its socio-historical, political, and economic contexts, as well as values and cultural norms. The intersection of race, social class, ethnicity, religion, disability, sub-cultures, and sexual orientation will be analyzed, along with social and political movements that inform and assist the construction of these images in a global context. This course is not open to students who are currently enrolled in or completed WS 207 or WGS 207.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ART 213 INTERMEDIATE LIFE DRAWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 112 or equivalent with a grade of "C" or higher or "Pass".

In this course students continue the process of learning to draw the human figure from observation of a live model. Students practice exploring the rhythm and design inherent in the human figure, seeing and understanding the space a form occupies, understanding the kinesthetics of anatomy, and learning the economy of good drawing technique. This course introduces the history and evolution of drawing as an art form and contemporary purposes in figure drawing are discussed in slide lectures and demonstrations. Students learn Modernist approaches to drawing the human figure, including Impressionism, Expressionism, Symbolism, Surrealism and Abstraction. These are introduced to students as they develop their individual approaches to creating narrative figure drawings.

*Transfer Credit: CSU; UC*

### **ART 214 SPECIAL STUDIES IN LIFE DRAWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 213 or equivalent with a grade of "C" or higher or "Pass".

This course offers advanced work in figure drawing. Emphasis is placed on students' development of personal styles. The pictorial space of the drawing is given the same importance as in a painting, and the student seeks to elevate the classroom sketch to a complete and effective work of art. The course considers the relationship between the students' intentions in drawing their work in other media, such as painting or sculpture. Focus is placed on the personal and creative aspects of drawing, how and what a drawing communicates, developing an advanced technique, and using more professional materials.

*Transfer Credit: CSU; UC*

### **ART 217L ADVANCED SCREENPRINTING/ ADVANCED ETCHING LAB 1.0 UNIT**

Class hours: 3.0 Laboratory

Corequisite: Concurrent enrollment in ART 218 or ART 219.

This is a lab course intended to complement advanced courses in the Printmaking curriculum. It is designed to give practical experience in working with the techniques of relief printing, intaglio (etching, aquatint, drypoint, softground, viscosity, and

photoetching), screen printing, collagraphy, embossing, and monotype, and integration of digital imagery in conjunction with the traditional printmaking techniques. The course will increase the skill and creative output of the student in areas of his/her choice.

*Transfer Credit: CSU*

### **ART 218 SCREENPRINTING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 117 or equivalent with a grade of "C" or higher or "Pass".

This course emphasizes advanced practice, technique, and historical knowledge of screenprinting as a fine art medium. An important feature of the course will be the study of the materials, stencils, films, blockouts, photomechanical processes, and inks of the screenprinting process. Photographic and digital image-making techniques related to photoscreenprinting will be studied and applied further, including use of the enlarger, stat camera, digital camera, flatbed scanner, and slide scanner. Instruction will cover serigraphic flatbed printing as well as use of the rotary press for textile printing. Students will be required to complete particular aesthetic and technical assignments through their prints.

*Transfer Credit: CSU; UC*

### **ART 219 ADVANCED ETCHING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 117 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to explore the artistic possibilities and various techniques of advanced etching, including grounds, aquatints, photoetching, multiple plate color etching, viscosity printing, collagraphy, and embossing. Related digital imaging and photographic techniques will be presented for integration into the etching process. Students will be required to deal with particular aesthetic issues and techniques.

*Transfer Credit: CSU; UC*

### **ART 231 INTERMEDIATE PAINTING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 130B or equivalent with a grade of "C" or higher or "Pass".

This course is designed for students to develop a deeper understanding of painting through its history, theories, and creative purposes: develop students' ability to solve technical and conceptual issues related to painting through lectures, discussions, and studio work; and

discover, articulate, and develop their own artistic identity and style. Evaluation of their works and technical assistance is given on an individual basis. Emphasis is placed on the students' progression from idea to technical means and visual accomplishment. Students are encouraged to develop their own painting projects throughout the course, which are presented in a portfolio of their work.

*Transfer Credit: CSU; UC*

### **ART 232 PORTRAITURE: DRAWING/ PAINTING THE HEAD 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 112 or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to portraiture: its techniques, history, and social uses. Many genres of portraiture will be surveyed to analyze how they give expression to cultural and societal values. Formal portraiture, character stereotypes, images from popular culture, African and Asian masks, the face of the nude, expressionistic psychological portraiture, commercial portrait styles, and the self-portrait, all will be discussed and explored. Live models will pose.

*Transfer Credit: CSU; UC*

### **ART 252 CERAMICS-FORM AND TECHNIQUE 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 151 or ART 152 or equivalent with a grade of "C" or higher or "Pass".

This course continues the exploration and development of forms and techniques encountered in ART 151 and ART 152. The student is expected to determine some of the projects for the semester's work.

*Transfer Credit: CSU; UC*

### **ART 253 CERAMICS- FORM AND CONTENT 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 252 or equivalent with a grade of "C" or higher or "Pass".

This course is designed for individualized study by the ceramist with at least three semesters of prior experience at the college level. Students will be expected to write a proposal for work to be accomplished during the semester. Clay technology and kiln firing technique will be introduced.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## **ART 255** **INTERMEDIATE** **CERAMIC SCULPTURE** **3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ART 155 or equivalent with a grade of "C" or higher or "Pass".  
This course is a continuation of ART 155. New ideas, techniques, and approaches to making ceramic sculpture are introduced.  
*Transfer Credit: CSU; UC*

## **ART 284** **GRAPHIC DESIGN II** **3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ART 184 or equivalent with a grade of "C" or higher or "Pass".  
Continued studies in the theories, techniques, and practices of graphic design for visual communications are undertaken. Emphasis is on more advanced techniques and studies of problems in visual communications. Design solutions will be taken from the initial concept through refinement to camera-ready art for print production. Students acquire expertise in the use of process cameras, phototypesetters, and additional equipment.  
*Transfer Credit: CSU*

## **ART 285** **RENDERING II** **3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ART 185 or equivalent with a grade of "C" or higher or "Pass".  
Experimental and advanced techniques in the delineation of representational subject matter emphasize the use of color in creating sharp focus drawing. Pencils, colored inks, felt tips, watercolor, gouache, and acrylic will be used. This class is important for those interested in graphic design, industrial design, and technical illustration.  
*Transfer Credit: CSU*

## **ART 298** **DIRECTED STUDIES** **1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours).

This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **ART 299** **DIRECTED STUDIES** **2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **ASTRONOMY**

(Science, Engineering, and Math Division)

### **ASTR 102** **INTRODUCTORY ASTRONOMY:** **STARS AND THE UNIVERSE** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course is a non-technical introduction to astronomy, with emphasis on stars, galaxies, and the origin and evolution of the universe. Topics include the nature of light, the atom, and telescopes; the birth, evolution, and death of stars; the Milky Way Galaxy; normal, active, and cannibal galaxies; and the Big Bang model. This course is not open to students with credit in ASTR 101.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. ASTR 102 and ASTR 103 combined: maximum credit, one course.*

### **ASTR 103** **INTRODUCTORY ASTRONOMY:** **THE SOLAR SYSTEM** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course is a non-technical introduction to astronomy, with emphasis on the sun, planets,

moons, and smaller bodies which make up the solar system. Topics include the nature of light, the atom, telescopes, an examination of the planets and their moons and rings, the origin of the solar system, comets, asteroids, and meteors, catastrophic events, and the search for planets around other stars. This course is not open to students with credit in ASTR 101.

*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. ASTR 102 and ASTR 103 combined: maximum credit, one course.*

### **ASTR 104** **LIFE IN THE UNIVERSE** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course is a non-technical introduction to the theory of the origin of life in the universe with emphasis on the origin of terrestrial life in the solar system. Topics include the laws of nature, the double helix of life, the origin of the DNA (Deoxyribonucleic Acid) strand, the proliferation of carbon based life forms, speculation on the nature of non-carbon based life, the evolution of intelligence, and the search for extraterrestrial life.  
*Transfer Credit: CSU; UC*

### **ASTR 105L** **OBSERVATIONAL ASTRONOMY** **1.0 UNIT**

Class hours: 3.0 Laboratory  
Prerequisite: ASTR 101 or ASTR 102 or ASTR 103 or ASTR 104 or ASTR 106 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.  
This is a laboratory course in practical astronomical observations and studies designed for the student with an interest in the use of telescopes and instruments. An opportunity will be provided for additional study as a supplement to the lecture course. Occasional evening observing sessions are required.  
*Transfer Credit: CSU; UC*

### **ASTR 106** **HISTORY OF ASTRONOMY** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course explores humanity's changing view of the cosmos and its place in that cosmos from the earliest times to the present. Topics include comparative cosmologies of ancient culture, the Copernican revolution, the Enlightenment, and the modern view of the universe developed over the last two centuries. Course work includes readings about figures and projects using models of historic instruments.  
*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ASTR 298** **DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **ASTR 299** **DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **ATHLETICS**

### **(KINESIOLOGY DIVISION)**

### **ATH 200L** **BASEBALL, MEN** 3.0 UNITS

Class hours: 10.0 Laboratory  
This course is designed to develop the student for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 201A** **BASEBALL, MEN, OFF SEASON** **INTERCOLLEGIATE** 1.0 UNIT

Class hours: 3.0 Laboratory  
This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 201LB** **BASEBALL, MEN, OFF SEASON** **INTERCOLLEGIATE** 2.0 UNITS

Class hours: 6.0 Laboratory  
This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 201LC** **BASEBALL, MEN, OFF SEASON** **INTERCOLLEGIATE** 3.0 UNITS

Class hours: 9.0 Laboratory  
This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 202L** **BASKETBALL, MEN** 3.0 UNITS

Class hours: 10.0 Laboratory  
This course will include training for intercollegiate competition in men's basketball. It includes daily practice of two hours plus an intercollegiate game schedule. Conditioning for competition will be stressed.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 203LA** **BASKETBALL, MEN OFF SEASON** **INTERCOLLEGIATE** 1.0 UNIT

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 203LB** **BASKETBALL, MEN, OFF SEASON** **INTERCOLLEGIATE** 2.0 UNITS

This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 203LC** **BASKETBALL, MEN, OFF SEASON** **INTERCOLLEGIATE** 3.0 UNITS

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 204L** **BASKETBALL, WOMEN** 1.5 UNITS

Class hours: 5.0 Laboratory  
This course will include training for intercollegiate competition in women's basketball. It includes daily practice of two hours plus an intercollegiate game schedule. Conditioning for competition will be stressed.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 205LA** **BASKETBALL, WOMEN,** **OFF SEASON INTERCOLLEGIATE** 1.0 UNIT

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 205LB** **BASKETBALL, WOMEN,** **OFF SEASON INTERCOLLEGIATE** 2.0 UNITS

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 205LC  
BASKETBALL, WOMEN,  
OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 205LD  
BASKETBALL, WOMEN,  
OFF SEASON INTERCOLLEGIATE 0.5 UNIT**

Class hours: 1.5 Laboratory

This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 205LE  
BASKETBALL, WOMEN, OFF-SEASON,  
INTERCOLLEGIATE 1.5 UNITS**

Class hours: 4.5 Laboratory

This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 206L  
CROSS COUNTRY, MEN 3.0 UNITS**

Class hours: 10.0 Laboratory

The course is designed to develop the student for intercollegiate competition in cross country running. Proper warm-up exercises and conditioning will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 207LA  
CROSS COUNTRY, MEN,  
OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 207LB  
CROSS COUNTRY, MEN,  
OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 207LC  
CROSS COUNTRY, MEN,  
OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 208L  
CROSS COUNTRY, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory

This course is designed to provide training for women in intercollegiate competition in cross country.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 209LA  
CROSS COUNTRY, WOMEN,  
OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 209LB  
CROSS COUNTRY, WOMEN,  
OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 209LC  
CROSS COUNTRY, WOMEN,  
OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 210L  
FOOTBALL, MEN 3.0 UNITS**

Class hours: 10.0 Laboratory

This course is designed to provide training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 211LA  
FOOTBALL, MEN,  
OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 211LB  
FOOTBALL, MEN,  
OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

**ATH 211LC**  
**FOOTBALL, MEN,**  
**OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 212L**  
**SOCCER, MEN 3.0 UNITS**

Class hours: 10.0 Laboratory  
This course is designed to provide training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 213LA**  
**SOCCER, MEN,**  
**OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 213LB**  
**SOCCER, MEN,**  
**OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 213LC**  
**SOCCER, MEN,**  
**OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 214L**  
**SOCCER, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory  
Training for intercollegiate competition in soccer.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 215LA**  
**SOCCER, WOMEN,**  
**OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 215LB**  
**SOCCER, WOMEN,**  
**OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 215LC**  
**SOCCER, WOMEN,**  
**OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 216L**  
**SOFTBALL, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory  
Training for intercollegiate competition in women's softball.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 217LA**  
**SOFTBALL, WOMEN,**  
**OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 217LB**  
**SOFTBALL, WOMEN,**  
**OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 217LC**  
**SOFTBALL, WOMEN,**  
**OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 218L**  
**SWIMMING, MEN 3.0 UNITS**

Class hours: 10.0 Laboratory  
Training for intercollegiate competition in swimming.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 219LA**  
**SWIMMING, MEN,**  
**OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

**ATH 219LB  
SWIMMING, MEN  
OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 219LC  
SWIMMING, MEN,  
OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 220L  
SWIMMING, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory  
This course is designed to provide training for women in intercollegiate competitive swimming. Emphasis will be on conditioning and stroke analysis.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 221LA  
SWIMMING, WOMEN,  
OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 221LB  
SWIMMING, WOMEN,  
OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 221LC  
SWIMMING, WOMEN,  
OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 221LD  
SWIMMING, WOMEN,  
OFF SEASON INTERCOLLEGIATE 0.5 UNIT**

Class hours: 1.5 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 222L  
TENNIS, MEN 3.0 UNITS**

Class hours: 10.0 Laboratory  
This course is designed to provide training for intercollegiate competition in tennis for men. Conditioning skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 223LA  
TENNIS, MEN,  
OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 223LB  
TENNIS, MEN,  
OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 223LC  
TENNIS, MEN,  
OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 223LD  
TENNIS, MEN,  
OFF SEASON INTERCOLLEGIATE 0.5 UNIT**

Class hours: 1.5 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 224L  
TENNIS, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory  
This course will prepare students for competition in women's tennis. Emphasis will be on conditioning and learning competitive strategy and techniques.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 225LA  
TENNIS, WOMEN,  
OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

**ATH 225LB  
TENNIS, WOMEN,  
OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 225LC TENNIS, WOMEN, OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 225LD TENNIS, WOMEN, OFF SEASON INTERCOLLEGIATE 0.5 UNIT**

Class hours: 1.5 Laboratory

This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 226L TRACK AND FIELD, MEN 3.0 UNITS**

Class hours: 10.0 Laboratory

This course is designed to develop the student for intercollegiate competition in Track and Field events. Individual techniques and skills for different events will be emphasized. Proper warm-up exercises for different events will be stressed.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 227LA TRACK AND FIELD, MEN, OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 227LB TRACK AND FIELD, MEN, OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition

in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 227LC TRACK AND FIELD, MEN, OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 228L TRACK AND FIELD, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory

This course is designed to develop the student for intercollegiate competition in Track and Field events. Individual techniques and skills for different events will be emphasized. Proper warm-up exercises for different events will be stressed.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 229LA TRACK AND FIELD, WOMEN OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 229LB TRACK AND FIELD, WOMEN, OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 229LC TRACK AND FIELD, WOMEN, OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 230L VOLLEYBALL, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory

This course is designed to provide training for intercollegiate competition in women's volleyball. It involves daily practice of two hours plus an intercollegiate match schedule. Conditioning for tournament play will be stress.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 231LA VOLLEYBALL, WOMEN, OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 231LB VOLLEYBALL, WOMEN, OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU, UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 231LC VOLLEYBALL, WOMEN, OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC*

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 232L WATER POLO, MEN 3.0 UNITS**

Class hours: 10.0 Laboratory

Training for intercollegiate competition in water polo.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 233LA WATER POLO, MEN OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 233LB WATER POLO, MEN, OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 233LC WATER POLO, MEN, OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 234L WATER POLO, WOMEN 3.0 UNITS**

Class hours: 10.0 Laboratory

Training for intercollegiate competition in water polo.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 235LA WATER POLO, WOMEN, OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 235LB WATER POLO, WOMEN, OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 235LC WATER POLO, WOMEN, OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 235LD WATER POLO, WOMEN, OFF SEASON INTERCOLLEGIATE 0.5 UNIT**

Class hours: 1.5 Laboratory

This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 236L WRESTLING 3.0 UNITS**

Class hours: 10.0 Laboratory

This course is designed to provide training for intercollegiate competition in wrestling.

Individual skills, proper conditioning, and warm-up exercises will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 237LA WRESTLING, OFF SEASON INTERCOLLEGIATE 1.0 UNIT**

Class hours: 3.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 237LB WRESTLING, OFF SEASON INTERCOLLEGIATE 2.0 UNITS**

Class hours: 6.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 237LC WRESTLING, OFF SEASON INTERCOLLEGIATE 3.0 UNITS**

Class hours: 9.0 Laboratory

This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 240 CHEERLEADING 3.0 UNITS**

Class hours: 6.0 Laboratory

Prerequisite: Tryout will include sideline cheer, dance performance and skills demonstration.

This course is designed for the cheerleaders to develop skills in leadership, flexibility, stunting, dance technique, and crowd motivation. Performance is mandatory at school athletic events and campus functions.

*Transfer Credit: CSU; UC\**

*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ATH 241 CHEERLEADING, OFF-SEASON 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: Tryout will include sideline cheer, dance performance and skills demonstration. This course will involve sport specific training and technical skill development for cheerleaders. There will be a concentration on developing fundamental cheer concepts with emphasis on cardiovascular conditioning, body movement, flexibility and nutrition.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

### **ATH 242 CHEERLEADING COMPETITION 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: Tryout will include sideline cheer, dance performance and skills demonstration. This course is designed for competition cheerleaders to develop skills in tumbling, advanced stunting, dance technique, choreography, and competitions. Performance is mandatory at school athletic events, campus functions and competitions.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these PEX activity courses combined: maximum credit, 4 units.*

## **AUTOMOTIVE COLLISION REPAIR & REFINISHING/AUTOBODY**

### **(Technology Division)**

### **AB 51 NON-STRUCTURAL REPAIR 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
This course is an introduction to the collision repair trade. Emphasis is on safe removal and replacement of external panels, bumpers, lights, and trim. Discussion and demonstration of automotive welding will be introduced. Repair of minor body panel dents, finish preparation concepts, and the safe use of power and hand tools will be covered. This course may include I-CAR Live curriculum.

### **AB 52 STRUCTURAL DAMAGE REPAIR 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 or AB 57 or equivalent with a grade of "C" or higher or "Pass".  
This course introduces students to structural repair of collision-damage vehicles. Major emphasis is placed on analysis, measuring, and repair of structural damage and welding

of full-frame, space frame, and unitized vehicles. Various methods of measuring and repairing structural damage will be utilized including universal, electronic, and dedicated bench systems. This course may include I-CAR Live curriculum.

### **AB 53 STEERING, SUSPENSION AND POWERTRAIN DAMAGE 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 or equivalent with a grade of "C" or higher or "Pass".  
This course introduces students to steering and suspension control point alignment, steering and suspension systems, and power train problems related to automotive collisions. Related topics include structural measuring and repair systems and methodology, welding, and metallurgical experience and an introduction to electrical and electronic systems. I-CAR Live curriculum may be included in course delivery.

### **AB 54 ADVANCED-DESIGN ANEL REPAIR 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 or AB 56 or AB 57 or equivalent with a grade of "C" or higher or "Pass".  
This course emphasizes repair and replacement of advanced-design automotive panels. Topics include the repair, replacement, and joining of High-Strength Steel (HSS), Ultra Lightweight Steel Auto Body (ULSAB) panels, Ultra High-Strength Steel, Advanced High-Strength Steel, aluminum, composites, plastics, and other innovative materials used in automotive construction. I-CAR Live curriculum may be included in course delivery.

### **AB 55 STRUCTURAL PANEL REPLACEMENT 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 or AB 52 or AB 56 or AB 57 or equivalent with a grade of "C" or higher or "Pass".  
This course emphasizes repair and replacement of structural panels, removal, and replacement of power train and supports, gauging and analysis of major structural damage, and the measurement and alignment of strut towers. I-CAR Live curriculum may be included in course delivery.

### **AB 56 NON-STRUCTURAL AUTOMOTIVE WELDING 2.0 UNITS**

Class hours: 1.5 Lecture/2.5 Laboratory  
This course introduces students to oxy-acetylene, Gas Metal Arc Welding (GMAW), stick arc, and pressure resistance welding. It is designed for students presently employed or soon to be employed in the automotive field. Related subjects include welding, safety, testing of weld joints, material design, and strength of materials, process selection, cutting methods, and metals identification. A major focus of this course is to prepare students to complete the I-CAR GMAW Certification Test. I-CAR Live curriculum may be presented during course delivery.

### **AB 57 STRUCTURAL AUTOMOTIVE WELDING 2.0 UNITS**

Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 56 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.  
This course specializes in structural automotive welding. Special emphasis will be placed upon Gas Metal Arc Welding (GMAW) and resistance spot welding of structural high strength steel, ultra high-strength steel (UHSS), boron steel, martensitic steel, laminated steel, aluminum welding, plasma arc, and oxyacetylene cutting. A major focus of this course is to prepare students to complete the I-CAR GMAW Certification Test. I-CAR Live learning modules may be included in course delivery.

### **AB 58L COLLISION REPAIR LAB 1.5 UNITS**

Class hours: 5.0 Laboratory  
Prerequisite: AB 51 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.  
This course allows students to perfect and hone skills obtained in prerequisite courses. In this course, students will select and repair a project vehicle of their choosing relevant to the subject material being taught. (Formerly AB 58)  
*Transfer Credit: CSU*

### **AB 59M COMPUTERIZED MEASURING TRAINING 2.0 UNITS**

Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 51 or equivalent with a grade of "C" or higher or "Pass".  
This course develops the skills in the operation and use of computer measuring systems to measure structural automotive damage.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

Students will learn to properly identify vehicles, components and systems, select and install the appropriate scan targets and attachments onto various vehicles, and provide digital measuring with the electronic measuring systems. Topics include basic collision theory, damage analysis fundamentals, maintenance, and operation of electronic measuring systems. The processes and methods used within each measuring system will be discussed extensively. (Formerly AB 59A)

### **AB 59P STRUCTURAL REPAIR PLANNING** 2.0 UNITS

Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 51 or AB 59M or equivalent with a grade of "C" or higher or "Pass," or appropriate work experience. Current or previous employment in a collision repair facility.

This entry-level course introduces students to the concepts of damage analysis and repair planning for structurally damaged vehicles. It is designed for collision repair technicians and students with little or no training in structural repair. The course presents case studies that give students the information needed to measure, analyze, and develop repair plans for damaged unitized and full-frame vehicles.

### **AB 61 PREPARATION AND SPOT REFINISHING** 3.0 UNITS

Class hours: 3.0 Lecture  
Corequisite: AB 61L or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: AB 51 or equivalent with a grade of "C" or higher or "Pass".

This course introduces beginning techniques for automotive refinishing preparation and spot painting techniques. This course includes basic use of abrasives, primers, fillers, and sealers. Students are instructed in the use of solvents, pre-coats, and basic material problems encountered in today's refinishing market. I-CAR training modules may be included in course delivery.

### **AB 61L AUTOMOTIVE REFINISHING LAB** 1.5 UNITS

Class hours: 5.0 Laboratory  
Prerequisite: AB 61 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This course allows students to develop and improve hands-on skills in preparation and spot refinishing by completing automotive

refinishing projects. Students will identify and select specific automotive painting projects relevant to the subject matter.

### **AB 62 OVERALL AND MULTI-COAT REFINISHING** 4.5 UNITS

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 or AB 61 or equivalent with a grade of "C" or higher or "Pass".

This course develops the skills in multi-coat refinishing. Students will be instructed in the art of tinting colors, spot repair of factory and after-market multi-coat finishes, overall refinishing, interior/exterior care and maintenance, and the refinishing of plastic components. The course includes the testing, research and development of current refinishing materials. I-CAR live curriculum may be incorporated in the training and discussions.

### **AB 63 PRODUCTION REFINISHING** 4.5 UNITS

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 61 or AB 62 or equivalent with a grade of "C" or higher or "Pass".

In this course, students learn to prepare and refinish several vehicles, simultaneously. Areas covered include repair of minor body dings, paint preparation, mixing of multiple colors, plus the masking and painting of up to three separate vehicles of varying models, colors, and types. This course provides students with hands-on techniques for increasing the volume of vehicles processed in the professional automotive refinishing environment. I-CAR Live curriculum may be presented during this course of study.

### **AB 64 AUTOMOTIVE AIR BRUSH PAINTING** 2.5 UNITS

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: AB 61 or equivalent with a grade of "C" or higher or "Pass" or related work experience.

This course introduces students to the art of air brush painting and related effects in automotive applications. Students work with various colors and techniques to create special effects on commercial and passenger vehicles using air brushes. Included are 3-D effects, mural painting, accenting other types of graphic art, and portrait painting on automotive surfaces.

### **AB 65 MIX AND ADJUSTING COLOR** 2.0 UNITS

Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 61 or equivalent with a grade of "C" or higher or "Pass".

This course increases the marketable skills for the automotive refinisher in the trade. Emphasis is on color and texture duplication, the use of automotive toners to scratch paint mix, and to mix specific colors using formulas and tintometers. It also includes spray-blending techniques, compatibility, spray-out panels, let-down panels for multi-coat matches, troubleshooting of materials, and paint chemistry. I-CAR curriculum may be presented during course delivery.

### **AB 66 LETTERING, STRIPING AND DESIGN** 2.5 UNITS

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: AB 61 or equivalent with a grade of "C" or higher or "Pass," or appropriate work experience or concurrent enrollment.

This course trains students in the arts of automotive lettering, graphics design, and pin-striping. Students work with lines, colors, and harmonizing/contrasting concepts to create special effects on commercial and passenger vehicles using a wide range of materials and techniques. Included in this course are the use of computer-generated graphics, stencil making, and hand pin-striping, and lettering. I-CAR curriculum may be included in course delivery.

### **AB 67 AUTOMOTIVE CUSTOM PAINTING** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Recommendation: AB 61 or AB 62 or equivalent with a grade of "C" or higher or "Pass".

This is a custom automotive painting course that focuses on building hands-on skills in creating special paint effects, including flames, scallops, checkerboards, shredding, murals, holographic effects, multi-coats, and pearl finishes on automobiles. It includes theory and lab.

### **AB 68L REFINISHING LAB** 1.5 UNITS

Class hours: 5.0 Laboratory  
Prerequisite: AB 61 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience or concurrent enrollment.

This course increases student skills in automotive refinishing. Students hone their skills and

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

improve their speed by completing automotive refinishing projects. I-CAR curriculum may be included in course delivery. (Formerly AB 68)

### **AB 73 AUTOMOTIVE COLLISION REPAIR OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience

One (1) hour control class each week plus 15 hours of employment per week for Automotive Collision Repair Work Experience 73. The employment must be in a job related to the student's educational goal.

Work experience/career internship provides the opportunity for Automotive Collision Repair students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **AB 80 AUTOBODY CUSTOMER SERVICE 2.0 UNITS**

Class hours: 2.0 Lecture

This course focuses on effective customer service in an automotive collision repair facility. Students learn appropriate use of collision repair industry terminology, measuring and improving levels of customer service, interpreting body language, conflict resolution, telephone and in-person communication skills, personal conduct, time scheduling, business ethics, and the completion of paperwork related to autobody customer service positions. I-CAR training may be included in course delivery.

### **AB 83A COMPUTERIZED DAMAGE ESTIMATING - AUDATEX 1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory

Recommendation: Proficient in MS Windows Software application.

The focus of this course is for students to become proficient in Audatex collision damage

estimating software. Students will learn to properly identify vehicles, components, and systems and how to select and input the appropriate replacement parts and labor costs into a computerized damage report. Topics include development of customer and insurance company profiles, maintenance of user accounts, the generation of supplemental damage reports, and the use of software-specific part codes, as currently used in the collision repair industry. The processes and methods used within the Audatex software program will be reviewed extensively.

### **AB 83P COMPUTERIZED DAMAGE ESTIMATING - PATHWAYS 1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory

Recommendation: Proficient in MS Windows Software application.

The focus of this course is for students to become proficient in Pathways collision damage estimating software. Students will use the application to properly identify vehicles, components, and systems, and how to select and input the appropriate replacement parts and labor costs into a computerized damage report. Topics include development of customer and insurance company profiles, maintenance of user accounts, the generation of supplemental damage reports, and the use of software-specific part codes, as currently used in the collision repair industry. The processes and methods used within the Pathways software program will be reviewed extensively. (Formerly AB 83C)

### **AB 83U COMPUTERIZED DAMAGE ESTIMATING-ULTRAMATE 1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory

Recommendation: Proficient in MS Windows Software application.

The focus of this course is for students to become proficient in Ultramate damage estimating software. Students will learn to properly identify vehicles, components and systems, and to select and input the appropriate replacement parts and labor costs into an Ultramate computerized damage report. Topics include development of customer and insurance company profiles, maintenance of user accounts, the generation of supplemental damage reports and the use of software-specific part codes, as currently used in the collision repair industry. The processes and methods used within the Ultramate software program will be reviewed extensively. (Formerly AB 83M)

### **AB 86 PRODUCTION MANAGEMENT 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: Work experience in the automotive collision repair industry.

This course focuses on production management and improving workflow in automotive repair facilities. The course includes job analysis, task prioritizing, job descriptions, flow-charting, capacity planning, parts and material procurement, production controls, cycle-time analysis, and development of key production controls for management. I-CAR live training modules may be included in course delivery.

### **AB 181 NON-STRUCTURAL DAMAGE ESTIMATING 3.0 UNITS**

Class hours: 2.5 Lecture/1.5 Laboratory

Recommendation: Proficient in MS Windows Software application.

This is an entry-level course for students wanting to learn to estimate non-structural (minor) automotive damage. Emphasis is on vehicle construction and structural design, repair methodology, vehicle component and systems identification, and in developing appropriate judgment repair times. Students learn to write hand-written estimates identifying the cost of parts, labor materials, sublet, and other charges required to return damaged vehicles to factory specifications. Students use collision estimating guides to establish parts prices and industry standard labor times for replacement and refinishing of damaged parts. Additionally, students learn to use "Procedure Pages" in the estimating guides for processes not included in the standard times listed in the guide. I-CAR Live training may be included in course delivery.  
*Transfer Credit: CSU*

### **AB 182 STRUCTURAL DAMAGE ESTIMATING 3.0 UNITS**

Class hours: 2.5 Lecture/1.5 Laboratory

Recommendation: AB 181 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience. Proficient in MS Windows Software applications.

This course expands students' ability to estimate complex types of structural, mechanical, and electrical damage to vehicles. Areas of study include understanding collision theory, damage analysis fundamentals, visual inspection process, measuring and analyzing structural damage, suspension and mechanical systems damage, factory build tolerances, and safety systems of the

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## Course Descriptions

severely damaged vehicles. Other topics include estimator job functions, customer satisfaction, regulatory compliance, and ethics within the collision repair industry. I-CAR Live curriculum may be presented during this course.

*Transfer Credit: CSU*

### **AB 188 INTRODUCTION TO AUTOMOTIVE CLAIMS HANDLING 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: AB 181 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

In this course, students are introduced to the automotive claims handling process. The course presents the knowledge and skills needed to begin processing automotive insurance claims. Topics include the vehicle inspection process, identification of pre-existing damage, industry repair standards, and completion of claims-processing paperwork. Students will identify and recommend appropriate repair methodology for vehicle repairs maintaining required coverage limitations and complete related paperwork. I-CAR Live curriculum may be included in course delivery.

*Transfer Credit: CSU*

### **AB 281 STRUCTURAL DAMAGE ANALYSIS FOR ESTIMATORS 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory

Recommendation: AB 59M or AB 181 or AB 182 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course is designed to help the collision damage estimator, appraiser, and autobody student better understand the process of analyzing structural and suspension damage. Collision theory, industry terminology, structural design, the visual inspection process, and measuring and repair equipment are covered in the course. Anchoring and pulling concepts are described in detail.

*Transfer Credit: CSU*

### **AB 283 ADVANCED-FRAME ANALYSIS FOR ESTIMATORS 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory

Recommendation: AB 59M or AB 281 or AB 181 or equivalent with a grade of "C" or higher or "Pass".

This course builds on student knowledge gained from the previous courses and assists

in mastery of collision damage analysis of full-frame vehicles. The focus of this course is specific damage analysis of pickup trucks and sport utility vehicles (SUVs).

*Transfer Credit: CSU*

### **AB 286 COMPUTERIZED SHOP MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: AB 182 or equivalent with a grade of "C" or higher or "Pass," or concurrent enrollment or equivalent work experience.

This is a theory and practical course centering on computerized collision repair shop management. A comparison of various management software applications, features, and functions, as well as available training tutorials are included in the course delivery. Additional content includes interface with estimating and accounting applications, embedding regulatory compliance, parts ordering and tracking, labor dispatching and tracking, payroll processing, administrative and accounting reports, individual work order reports tracking production cycle-time, customer service call-backs, and forecasting.

*Transfer Credit: CSU*

### **AB 287 ADVANCED COLLISION REPAIR MANAGEMENT 2.0 UNITS**

Class hours: 2.0 Lecture

This course includes presentation of the skills required to effectively direct, manage, and promote multi-shop organizations (MSOs). Areas of advanced training include rules and regulations, standard operating procedure (SOP), job costing, equipment and materials procurement, facility cost analysis, department operations, safety, employee and right-to-know issues, warranties, customer satisfaction, licensing and certification, insurance direct repair programs (DRPs) from the perspective of multi-shop organizations and/or franchise body shop operations.

*Transfer Credit: CSU*

### **AB 288 ADVANCED AUTOMOTIVE CLAIMS 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: AB 181 or AB 188 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

In this course students learn effective automotive claims handling. The course presents the skills needed to effectively process automotive insurance claims with differing coverage criteria. Topics include structural and cosmetic damage analysis, total loss evaluation, theft recoveries,

comprehensive claims, vandalism, claims negotiation, vehicle re-inspection process, fraud detection, identification of pre-existing damage, appropriate repair standards, personal presentation, and image projection. I-CAR Live curriculum may be included in course delivery.

*Transfer Credit: CSU*

## **AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY**

**(Technology Division)**

### **AUTO 54 INTRODUCTION TO ELECTRIC VEHICLE 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

This course introduces the student to the world of Electric Vehicle Conversions. Students will be instructed with alternatives to gasoline powered vehicular travel and to the specific advantages of Electric Powered Automobiles. Topics to be included are the process of conversion of a gas-powered vehicle to electric power, including the testing, assembly, operation and maintenance of EV's, the disassembly and re-assembly of an EV, introduction to battery and charging systems, optional power accessories and EV drive systems. Appropriate safety related instructions will be included in each segment.

### **AUTO 55 ADVANCED TECHNOLOGY ELECTRIC VEHICLE 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

This course develops students skills in electric vehicle conversions and introduces them to advanced technology EV's and purpose-built EV's. Students will work with hybrid electric vehicles and advanced design EV's. Topics included are the conversion process of kit cars to electric power, including the testing, assembly, operation and maintenance of EV's; the benefits of aerodynamic designs for EV's; introduction to advanced technology batteries and intelligent charging systems; optional hydrogen fuel cell technology; and alternative EV drive systems. Appropriate safety related instructions will be included in each segment.

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## Course Descriptions

### **AUTO 73 AUTOMOTIVE MECHANICAL REPAIR OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience  
Automotive Mechanical Repair work experience requires 180 non-paid hours of work or 225 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills in automotive mechanical repair. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 15 units.

### **AUTO 80 BUREAU OF AUTOMOTIVE REPAIR (BAR) ASE ALTERNATIVE COURSES FOR ADVANCED EMISSIONS SPECIAL 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: Appropriate work experience.  
This alternative course will meet and exceed the Bureau of Automotive Repair (BAR) for Automotive Service Excellence (ASE) certifications for the following areas: Electrical, Engine Performance, and Advanced Engine Performance. This course meets theory/practical requirements for obtaining the state license for Advanced Smog Technician.

### **AUTO 98 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **AUTO 99 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

### **AUTO 100 AUTOMOTIVE MAINTENANCE AND OPERATION 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Basic class dealing with the selection and maintenance of the modern automobile. Emphasis is on the basic operating principles.  
*Transfer Credit: CSU*

### **AUTO 101 AUTOMOTIVE SERVICE TOOLS AND EQUIPMENT 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass".  
This course is a study of the principles in the use of hand tools, power tools, diagnostic tools and equipment used in the automotive service industry. Safety, technique, and proper handling are the emphases of the course. This course is taught using contemporary automotive equipment along with manufacturer's proprietary diagnostic tools. Techniques covered will include the latest available for use of modern as well as traditional tool use focusing on safety and quality workmanship.  
*Transfer Credit: CSU*

### **AUTO 105 HYDRAULICS AND PNEUMATICS 2.0 UNITS**

Class hours: 1.5 Lecture/1.5 Laboratory  
This course will introduce the student to the fundamentals and principles of hydraulics and pneumatics as they relate to automotive, transportation, heavy duty equipment, and system modification. Applications of each will be explored, as well as the design and operation of simple circuits and systems in the laboratory.  
*Transfer Credit: CSU*

### **AUTO 107 DIESEL EXHAUST EMISSION CONTROL AND SERVICING 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: AUTO 109 or equivalent with a grade of "C" or higher or "Pass".  
This course will provide instruction on the background, principles, theory, operation, diagnosis, servicing and repair of diesel engine exhaust emissions control and after treatment systems. This course is intended for students entering the field of on-highway and heavy equipment vehicles, and alternative fuel vehicle service and maintenance, or students currently in the industry looking to advance their knowledge of on-highway and heavy equipment vehicles, and alternative fuel vehicle service, maintenance, and repair. Instruction on technical reference materials, parts and service books, diagnostic systems and programs used by the service technicians will be covered.  
*Transfer Credit: CSU*

### **AUTO 109 AUTOMOTIVE DIESEL SYSTEMS 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: Current automotive student or employed as an automotive service professional.  
This is a theory/practical course in automotive diesel engine repair that includes operating principles and descriptions of all components. The major emphasis will be on systems operation and diagnosis.  
*Transfer Credit: CSU*

### **AUTO 110 AUTOMOTIVE ENGINES 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass".  
This is theory/practical course in Automotive Engine Repair to include operating principles and descriptions of all components. The emphasis is on diagnosis and measurement of internal engine components. Complete disassembly and reassembly of engines will be accomplished with the emphasis on manufacturer's specialty tools and techniques of overhead cam engines.  
*Transfer Credit: CSU*

### **AUTO 111 AUTOMOTIVE ENGINES 4.0 UNITS**

Class hours: 3.3 Lecture/3.3 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass".

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## Course Descriptions

This is a theory/practical course in Automotive Engine Repair that includes operating principles and descriptions of all components. The emphasis is on diagnosis and measurement. Complete disassembly and reassembly of engines will be accomplished with the emphasis on manufacturer's specialty tools and techniques of overhead cam engines. Course content will be presented on a single manufacturer's engine.

*Transfer Credit: CSU*

### **AUTO 120 AUTOMATIC TRANSMISSIONS AND TRANSAXLES 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course is focused on the principles of automatic transmissions and transaxles. Procedures for diagnosing troubles, adjusting, and overhauling the automatic transmission and transaxle are studied and applied in the shop.

*Transfer Credit: CSU*

### **AUTO 121 DRIVETRAIN TRANSMISSIONS AND AXLES 6.0 UNITS**

Class hours: 5.0 Lecture/5.0 Laboratory  
Recommendation: AUTO 181 and AUTO 73/74 or equivalent with grades of "C" or higher or "Pass".

This course is a study of the principles of the automotive power systems-clutch, manual and automatic transmission, transaxle, transfer case, driveline, drive-axle, differential, including diagnosis and service. This course is taught using specified manufacturer's components and materials.

*Transfer Credit: CSU*

### **AUTO 130 MANUAL DRIVETRAIN AND AXLES 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass".

This is a study of the principles of the automotive power systems-clutch, manual and automatic transmission, transaxles, transfer cases, drive line, drive-axle, differential, and all-wheel drive systems and service, including diagnosis and service.

*Transfer Credit: CSU*

### **AUTO 140 AUTOMOTIVE STEERING AND SUSPENSION 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This is a course in the theory and practice of steering, suspension, and wheel alignment. It includes operating principles, component description, diagnosis, and service. Alignment instruction includes electronic four-wheel alignment.

*Transfer Credit: CSU*

### **AUTO 150 AUTOMOTIVE BRAKES 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This is a theoretical and practical course in braking systems. It includes operating principles, component description, diagnosis, and service. Brake service includes antilock braking systems.

*Transfer Credit: CSU*

### **AUTO 151 AUTOMOTIVE ALIGNMENT BRAKE AND SUSPENSION 6.0 UNITS**

Class hours: 5.0 Lecture/5.0 Laboratory  
This is a theoretical and practical course in basic alignment, brakes, steering, and suspension on a single manufacturer's car line. Included are operating principles, component description, diagnosis, repair, and service adjustments. This course is designed to accompany work experience in this trade.

*Transfer Credit: CSU*

### **AUTO 155 MEDIUM/HEAVY DUTY BRAKE SYSTEMS 2.0 UNITS**

Class hours: 1.5 Lecture/1.5 Laboratory  
Recommendation: AUTO 105, Hydraulics and Pneumatics

This course will introduce the student to the fundamentals and principles of pneumatic braking systems as they relate to transportation and medium/heavy duty trucks. Applications of air-powered brakes will be explored, as well as the design and operation of pneumatic circuits and systems in the laboratory.

*Transfer Credit: CSU*

### **AUTO 160 INTRODUCTION TO AUTOMOTIVE ELECTRICAL 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or appropriate work experience or equivalent with a grade of "C" or higher or "Pass".

This course is the first part of a three-part series (AUTO 160, 260, and 265). This is a theory and practical course in basic electricity and automotive electrical systems such as Ohm's law, electrical circuits, electromagnetism, and battery starting and charging systems. Test equipment and computer systems will also be covered.

*Transfer Credit: CSU*

### **AUTO 161 AUTOMOTIVE ELECTRICITY 7.0 UNITS**

Class hours: 6.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or AUTO 151 and AUTO 73/74 or equivalent with grades of "C" or higher or "Pass".

This is a theory/practical course in basic electricity and automotive electrical systems, such as battery, starting, charging, and electronic ignition systems. The content will be presented on a single manufacturer's product line.

*Transfer Credit: CSU*

### **AUTO 170 AUTOMOTIVE AIR CONDITIONING 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Recommendation: AUTO 160 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This theory and shop course is designed to teach basic automotive air conditioning using tools skills and processes associated with the modern automobile. Related information for developing knowledge and skills necessary to perform the most common and essential air conditioning service procedures is addressed.

*Transfer Credit: CSU*

### **AUTO 179 AUTOMOTIVE AIR CONDITIONING 4.0 UNITS**

Class hours: 3.3 Lecture/3.3 Laboratory  
Recommendation: AUTO 161 or equivalent with a grade of "C" or higher or "Pass".

This course is a study of the principles of automotive air conditioning systems. The tools, skills, and processes necessary to perform the most common and essential air conditioning service procedures are studied and demonstrated in the shop. All instruction will be done on a single manufacturer's unit.

*Transfer Credit: CSU*

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## Course Descriptions

### **AUTO 180 ELECTRONIC ENGINE MANAGEMENT SYSTEMS 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This is a theoretical/practical course pertaining to the operation, individual components, and the overall logic by which fuel systems components work together. Feedback carburetion, fuel injection and electronic controls will be included along with OBD-I and OBD-II systems operation and comparisons.

*Transfer Credit: CSU*

### **AUTO 181 ELECTRONIC ENGINE MANAGEMENT SYSTEMS- CORPORATE 6.0 UNITS**

Class hours: 5.0 Lecture/5.0 Laboratory  
Recommendation: AUTO 100 and AUTO 73/74 or equivalent with grades of "C" or higher or "Pass".

This is a theory/practical course in diagnosing automotive drivability problems. Areas such as ignition, carburetion, automotive computers, electronic engine controls and on-board diagnostic systems will be included. The course will be presented using a single manufacturer's product line.

*Transfer Credit: CSU*

### **AUTO 182 INTRODUCTION TO ALTERNATIVE FUEL 3.5 UNITS**

Class hours: 3.0 Lecture/1.5 Laboratory  
This course introduces students to the role, function, and practical application of alternative fuels for the internal combustion engine. Alternative fuels explored in class and lab include compressed natural gas (CNG), liquefied natural gas (LNG), propane, alcohol (ethanol and methanol), hydrogen, and biodiesel. Fuel cell, hybrid, and electric vehicles will also be explored.

*Transfer Credit: CSU*

### **AUTO 183 COMPRESSED NATURAL GAS ENGINES 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Recommendation: AUTO 182, Introduction to Alternative Fuel

This course covers current trends in the industry for operation, maintenance, and repair of light and heavy duty compressed natural gas (CNG) vehicles. CNG engines, design,

tanks, and fuel systems will be analyzed. The course also serves as preparation for taking the fuel systems inspector exam and ASE-F1, Light Duty CNG Vehicles, and ASE-H1 Transit Bus CNG Vehicles.

*Transfer Credit: CSU*

### **AUTO 190 AUTOMOTIVE MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to furnish the student with knowledge, experience, and practice in supervision and management of an automotive repair facility. Emphasis is placed on customer relations, scheduling, cost estimation, and efficient, effective use of time and space.

*Transfer Credit: CSU*

### **AUTO 193 AUTOMOTIVE SERVICE INFORMATION MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Automotive major or employment in an automotive repair facility. This course will cover customer satisfaction, understanding new car warranties, service contracts and operating policies. A review of California common laws and BAR regulations will be included. Emphasis is based on computerized and electronic information systems including All Data, Mitchell on Demand, ADP Automotive Management Systems.

*Transfer Credit: CSU*

### **AUTO 194 RETAILING AUTOMOTIVE SERVICE 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Current automotive student or employed as an automotive service professional.

This course deals with issues related to the automotive repair facility's management, productivity, and operation of vehicle fleets. Taking into account the facility infrastructure, the focus will be on scheduling work to effectively utilize facilities and staff to improve production and profitability. Cost effective techniques for equipment procurement, management, and maintenance will also be covered. Shop organization and workflow will be discussed including safety and regulatory issues.

*Transfer Credit: CSU*

### **AUTO 195 AUTOMOTIVE CUSTOMER RELATIONS 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Employment in an automotive repair facility or full-time automotive student.

This course deals with the selling of automotive services to the general public and automotive fleet managers. All aspects of customer relations and developing skills necessary to properly communicate with customers are covered. Special emphasis will be given to interpersonal relationship development and customer confidence building. Cultural differences will be discussed as they affect sales techniques. This course provides participants with the necessary knowledge and skills to effectively handle situations that occur when dealing with unusual, complex or ethical problems.

*Transfer Credit: CSU*

### **AUTO 210 AUTOMOTIVE MACHINE SHOP 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course is designed to teach students the basic operations used in the automotive machine shop. It concentrates on cylinder head, cylinder block, and piston and connecting rod assemblies. An overview of other related operations, such as honing techniques, cylinder bores, and crankshaft line boring will be included.

*Transfer Credit: CSU*

### **AUTO 211 HIGH PERFORMANCE ENGINES 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: Appropriate work experience. This is an advanced course in automotive engine design and high performance engine preparation. Complete disassembly and reassembly of engines will be accomplished. This course will include flow bench testing of cylinder heads and the operation of the engine dynamometer.

*Transfer Credit: CSU*

### **AUTO 212 ADVANCED HIGH PERFORMANCE ENGINES 1.0 UNIT**

Class hours: 4.0 Laboratory  
Prerequisite: AUTO 210, Automotive Machine Shop or AUTO 211, High Performance Engines or equivalent with a grade of "C" or higher or "Pass".

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

This course is designed to further increase the skill and knowledge of the student in areas of Automotive Machine Shop and High Performance Engines, working to trade standards.

*Transfer Credit: CSU*

### **AUTO 260 INTERMEDIATE AUTOMOTIVE ELECTRICAL 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: AUTO 160 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course is part two of a three-part series (AUTO 160, 260, and 265). This is a theory/practical course in the automotive body electrical system, covering all classes of electrical components and power accessories in the area of diagnosing and component repairs. Controller Area Networking (CAN) and electronic suspension/steering systems will be introduced. Also covered will be driver information and navigation systems, supplemental restraint systems (SRS), and introduction to hybrid/electric vehicles.

*Transfer Credit: CSU*

### **AUTO 265 ADVANCED AUTOMOTIVE ELECTRICAL 1.0 UNIT**

Class hours: 4.0 Laboratory

Prerequisite: AUTO 260 or equivalent with a grade of "C" or higher or "Pass".

This course is part three of a three-part series (AUTO 160, 260, and 265). This is an advanced course in automotive electrical systems. Students will complete special projects in the course designed to advance their electrical diagnosis and practical skills. Circuit design, high voltage electric vehicles, infotainment systems, and photovoltaics will be included in the course.

*Transfer Credit: CSU*

### **AUTO 280 DIAGNOSTIC ENGINE PERFORMANCE 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This is a theory/practical course in diagnosing automotive drivability problems. Areas such as ignition, carburetion, automotive computers, electronic engine controls and on-board diagnostic systems will be included.

*Transfer Credit: CSU*

### **AUTO 281 EMISSION CONTROL S YSTEMS -1997 STANDARDS 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory

Recommendation: AUTO 100 or equivalent with a grade of "C" or higher or "Pass".

This course gives the advanced automotive student exposure to the current methods, devices, and manufacturers of automotive emission control systems. It provides the student with an opportunity to obtain an advanced emission specialist technician license.

*Transfer Credit: CSU*

## **BIOLOGY**

(Science, Engineering, and Math Division)

### **BIOL 95(NOT DEGREE APPLICABLE) INDIVIDUALIZED BIOLOGY INSTRUCTION 0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: Enrollment in any BIOL course.

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in any biology course. This course is offered on a pass/no pass basis only. Open entry/open exit.

### **BIOL 100 NATURAL HISTORY OF SOUTHERN CALIFORNIA 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This is a field trip and seminar class in Biology and Geology of selected areas in Southern California. Minerals, geology, landforms, plants, animals, ecology, human use, and recreation value will be studied.

*Transfer Credit: CSU*

### **BIOL 105 HUMANS AND THE ENVIRONMENT 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course is designed to help both science majors and those who major in other disciplines to develop a better understanding of some of the important environmental problems facing humankind. The nature and implications of subjects such as loss of genetic variability, pollution problems, overpopulation, and the use and abuse of

natural resources will be studied. There will be an emphasis on the interrelatedness of these problems and how an understanding of environmental principles can help us to live on this planet more intelligently and more successfully.

*Transfer Credit: CSU; UC*

### **BIOL 110 CALIFORNIA ANIMALS AND PLANTS 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: BIOL 120 or equivalent with a grade of "C" or higher or "Pass".

The common plants and animals of California are studied with emphasis upon those local forms which can be readily collected or observed. The lecture is designed to familiarize the student with the life history and identification of local species of plants and animals and to aid in the understanding of the relationship of these organisms to their environment. The laboratory and field work emphasize ecological principles and taxonomic identification.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. No credit for BIOL 110 if taken after BOT 120.*

### **BIOL 115 MARINE BIOLOGY 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

This introductory course in marine biology is concerned with the adaptations, ecological relationships, economic importance, and identification of marine animals and plants. Emphasis is on the intertidal and offshore communities of California with frequent field trips to observe live specimens and study the marine environment.

*Transfer Credit: CSU; UC*

### **BIOL 120 INTRODUCTION TO BIOLOGICAL SCIENCE 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course is designed for non-biological science majors. It covers basic principles of life science, including cellular biology, the plant and animal kingdoms, ecology, genetics, and evolution. Emphasis is also placed on human biology as it relates to everyday living.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. No credit for BIOL 120 if taken after 200.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **BIOL 180L** **LIFE SCIENCE PREPARATIONS 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: BIOL 120 or equivalent with a grade of "C" or higher or "Pass".

This course is designed for pre-teaching, life science majors. The student will learn the use and care of laboratory apparatus through actual experience in the classroom. The student will assist the instructor in the laboratory by performing such jobs as helping to prepare demonstrations, designing displays, and aiding individuals in the class.

*Transfer Credit: CSU*

### **BIOL 200** **PRINCIPLES OF BIOLOGY 5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 111 or equivalent with a grade of "C" or higher or "Pass," or concurrent enrollment and BIOL 120 or ZOO 120 or BOT 120 or equivalent with a grade of "C" or higher or "Pass".

The course provides a basic survey of major groups of organisms (Kingdoms Monera, Protista, Plants, and Animals) within a context of unifying themes of evolution and ecology. Emphasis will be on structure and function of organisms with consideration given to phylogeny, taxonomy, adaptations, and interactions among organisms and their environment. Animal behavior and select vertebrate organ systems will be included. This course is designed as one semester of a two part series (coordinating with BIOL 201) for biology/medical majors.

*Transfer Credit: CSU; UC*

### **BIOL 201** **PRINCIPLES OF BIOLOGY 5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 111 or equivalent with a grade of "C" or higher or "Pass".

BIOL 120 or ZOO 120 or BOT 120 or equivalent with a grade of "C" or higher or "Pass".

The principles of modern biology are discussed at the molecular, cellular, and organismic levels. Integrated within the course will be units on biochemistry, cell biology, origin of life, physiology of excitable tissues, genetics, molecular biology, biotechnology, immunology and developmental biology.

*Transfer Credit: CSU; UC*

### **BIOL 202** **MOLECULAR BIOLOGY/GENETICS 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: BIOL 201 and CHEM 211 or equivalent with grades of "C" or higher or "Pass".

BIOL 202 is an extension of the study of molecular biology, cell biology and genetics introduced in BIOL 201. This course examines the structure and function of nucleic acids and proteins in the living cell, as well as how these molecules are studied and manipulated in the laboratory. Topics include regulation of gene expression, recombinant DNA technology, chromosome mapping and viral and prokaryotic genetics.

*Transfer Credit: CSU; UC*

### **BIOL 250L** **SPECIAL TOPICS IN BIOLOGY 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: BIOL 120 or equivalent with a grade of "C" or higher or "Pass".

This course is designed primarily for biological science majors. Individual research problems are explored using materials, equipment, and techniques not available to larger classes.

*Transfer Credit: CSU; UC TBD after admission.*

### **BIOL 298** **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **BIOL 299** **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction

of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

*Transfer Credit: CSU*

## **BOTANY**

(Science, Engineering, and Math Division)

### **BOT 120** **INTRODUCTION TO PLANT SCIENCE 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This is an introductory course in plant biology designed to introduce students to fundamental and unifying principles of biology and to cover in some depth many of the facets of botany. Topics will include chemistry, cell biology with an emphasis on plant cells, plant structure and response to environment, a taxonomic survey of major plant groups including their life cycles and characteristics, plant ecology, and evolution. The course will both fulfill the general education life science lab requirement and prepare students for a life science major. Field trips to examine local plant communities are part of the class. Students will also conduct a research project, prepare a scientific paper, and make a presentation based on their project.

*Transfer Credit: CSU; UC*

### **BCOT 150** **INTERNATIONAL BUSINESS COMMUNICATION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: BCOT 147 or ENGL 100 or ENGL 100S, or equivalent with a grade of "C" or higher or "Pass".

This course covers issues and skills that are crucial to effective intercultural communication in business. The most significant issues pertaining to cross-cultural interaction are examined. Practical guidelines and information on how to conduct negotiations across countries, as well as general do's and don'ts in international

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## Course Descriptions

business are covered. International business writing styles, formats, and content for letters, reports, resumes, presentations, and other miscellaneous business documents are emphasized.

*Transfer Credit: CSU*

### **BCOT 247 MANAGERIAL BUSINESS COMMUNICATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

This course applies the principles of ethical and effective communication to the creation of letters, memos, e-mails, employment communication, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills.

*Transfer Credit: CSU*

### **BOT 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **BOT 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written

learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **BUSINESS ADMINISTRATION**

### **(Business, Humanities, and Social Sciences Division)**

#### **BA 100 FUNDAMENTALS OF BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides an introduction to business and will survey business principles, methodologies, problems, practices, and procedures as they pertain to the societal challenges facing business and the economic challenges facing America in a global environment. Business topics will be discussed, such as: the nature of business, ownership, recruitment and training of personnel, human resources, labor-management relations, human behavior, production and distribution of goods, economics, marketing, competition, profits, transportation, finance and accounting, managerial controls, organizational communications and culture, global markets, government, entrepreneurship and business relations.

*Transfer Credit: CSU; UC*

#### **BA 101 INTERNATIONAL BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture

This course is a survey of the factors, problems, terminology, methodologies, concepts and techniques involved in conducting business in the market places of the world, and includes an overview of economic, legal, political, financial, geographic, human resources and social cultural factors that affect business transactions abroad. Financial management and institutions, marketing, information technology, monetary systems, organizational management and goals will be reviewed in a global business environment.

*Transfer Credit: CSU*

#### **BA 102 INTERNATIONAL BUSINESS LAW 3.0 UNITS**

Class hours: 3.0 Lecture

This is a survey course designed to acquaint the student with the legal aspects of international business law. It includes discussions regarding the responsibilities of states for the treatment of aliens and foreign businesses, multinational enterprises, foreign investments, importing and exporting, and money and banking.

*Transfer Credit: CSU*

#### **BA 104 MANAGING CULTURAL DIVERSITY 3.0 UNITS**

Class hours: 3.0 Lecture

This course introduces students to various human characteristics and differences which exist in world wide business environments. Communication styles, business ethics, mannerisms, numbers, space, and political and religious beliefs will be highlighted as to their importance in establishing viable and profitable contacts between individuals, cultures, and nations. This course can be taken in either a traditional or an online learning environment.

*Transfer Credit: CSU*

#### **BA 106 HUMAN RESOURCE MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to acquaint the student with the principles and methods related to the effective utilization of personnel in the business organization. It will develop relations involved in recruitment, selection, placement, training, and supervision of employees. It will also include an introduction to the organized labor movement and current labor relations conditions.

*Transfer Credit: CSU*

#### **BA 107 HUMAN RELATIONS IN BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such areas as morale, personal efficiency, leadership, personality, motivation, and communication.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **BA 108 LABOR MANAGEMENT RELATIONS 3.0 UNITS**

Class hours: 3.0 Lecture  
This is an introductory course in labor-management relations for supervisors and union shop stewards. It focuses on collective bargaining and the functions of management, unions and labor agreements. An in depth study will be made of the Labor Management Relations Act as amended, the National Labor Relations Board, and the Landrum-Griffin Act. Special attention is given to grievance procedures and arbitration cases. Negotiations of a collective bargaining agreement will be simulated.

*Transfer Credit: CSU*

### **BA 109 HUMAN RESOURCE DEVELOPMENT 3.0 UNITS**

Class hours: 3.0 Lecture  
This course covers the entire field of Human Resource Development (HRD), from orientation and skills training to career development and organizational development. In addition to being theory- and research-based, it is also practical- and experience-based, designed for students who wish to become HRD professionals, or managers at all levels.

*Transfer Credit: CSU*

### **BA 110 ADVERTISING 3.0 UNITS**

Class hours: 3.0 Lecture  
This course covers the study of magazine, newspaper, radio, billboard, direct mail, and other special forms of publicity. Problems of space, type, copy, and the preparation of the complete layout are discussed. The principles of effective techniques with ample practice in the preparation of different types of advertisements will be covered.

*Transfer Credit: CSU*

### **BA 113 LEGAL ENVIRONMENT OF BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture  
This is a course that provides a meaningful portrayal of the operation and interaction of public and private law in the political and socio-economic environment. This is achieved by the study of the state and federal legal system and the laws that regulate business organizations. This course can be taken in either a traditional or an online learning environment.

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. LAW 110, LAW 111, and BA 113 combined: maximum credit, one course.

### **BA 114 MARKETING 3.0 UNITS**

Class hours: 3.0 Lecture  
This course covers problems and organizations of systems of distributing goods and services in our business world. It will include promotion through retail and wholesale parallels, consumer buyer habits, pricing, budgeting, transportation, warehousing, sources and uses of marketing information, and marketing of agricultural products. This course can be taken in either a traditional or an online learning environment.

*Transfer Credit: CSU*

### **BA 115 MANAGEMENT-BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course will cover the principles and techniques in the management of business. It includes organizing, planning, controlling, directing, and the application of management principles to business organizations.

*Transfer Credit: CSU*

### **BA 116 MANAGING GREEN: SUSTAINABILITY AND INNOVATION 3.0 UNITS**

Class hours: 3.0 Lecture  
The class covers sustainability and innovative management from the history of its origin to theories, framework, and business cases that touch on larger societal and ecological challenges. This course meets the educational needs of business leaders, all of whom are being challenged by government regulations, energy costs, and social responsibilities never before faced.

*Transfer Credit: CSU*

### **BA 117 INTRODUCTION TO SUPERVISION 3.0 UNITS**

Class hours: 3.0 Lecture  
This is an introductory course focusing on the leadership skills and responsibilities required of supervisors in industry, business, and government agencies. Topics to be explored will include effective communication practices, training, and evaluation of employees, management systems organization, and delegation of responsibilities. Designed for in-service supervisors and pre-supervisor education, this class offers the demonstration of leadership skills. This course can be taken in either a traditional or an online learning environment.

*Transfer Credit: CSU*

### **BA 118 RETAIL MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to meet the needs of retail store managers and help prepare students for positions in retail store management. Topics covered: organizational structure, merchandise planning and control, sales promotion, pricing, and expense management.

*Transfer Credit: CSU*

### **BA 120 MANAGEMENT-ACCOUNTING AND INTERNAL CONTROL 3.0 UNITS**

Class hours: 3.0 Lecture  
The accounting cycle will be introduced with emphasis on understanding financial records. Instruction will be given on the internal control of the industry being studied, as well as an introduction to the analysis of the financial statements. This course can be taken in either a traditional or an online learning environment.

*Transfer Credit: CSU*

### **BA 121 SALES 3.0 UNITS**

Class hours: 3.0 Lecture  
This course covers opportunities in selling, development of desirable personality traits, methods of approach to prospective customers, the art of demonstrating goods, how to meet objections, and how to close the sale.

*Transfer Credit: CSU*

### **BA 123 FUNDAMENTALS OF RETAILING 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to help the student develop an understanding of the problems, policies, and methods of merchandising as carried on in retail stores. Topics covered: careers in retailing, store layout, pricing goods, buying and receiving of merchandise and customer services.

*Transfer Credit: CSU*

### **BA 124 FUNDAMENTALS OF TRAINING 3.0 UNITS**

Class hours: 3.0 Lecture  
This survey course focuses on the acquisition of knowledge, skill development, and competencies from teaching vocational or practical skills, and knowledge. Methods and concepts of on-the-job training, off-the-job training, virtual training, and professional development will be explored.

*Transfer Credit: CSU*

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## Course Descriptions

### **BA 125 DESIGNING, DEVELOPING, AND DELIVERING EFFECTIVE TRAINING PROGRAMS 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides insightful, practical, and comprehensive learning on topics that matter the most to training and Human Resources (HR) professionals: How to design, develop, and deliver effective training programs. In addition, students will study practical applications, adult learning principles that guide learning objectives, and how to establish an environment that is conducive to learning.

*Transfer Credit: CSU*

### **BA 126 E-LEARNING 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides students with evidence-based guidelines for both self-study (asynchronous) and virtual classroom (synchronous) forms of E-learning. Students will study the guidelines, evidence, and examples that shape decisions about the design, development, and evaluation of E-learning. This course reflects the current state of the E-learning field, blending real-world practices and up-to-date research.

*Transfer Credit: CSU*

### **BA 132 COMPUTER APPLICATIONS FOR MANAGERS 3.0 UNITS**

Class hours: 3.0 Lecture

This survey course focuses on the business management processes and the software products that are available to assist managers, entrepreneurs, and other business professionals in the successful accomplishment of their demanding jobs in a dynamic, global, and technology-driven business environment. The course is designed to review the latest software available to assist managers in accomplishing the full spectrum of management functions to help them shift from old methods of managing to new methods using tools provided by computer technology.

*Transfer Credit: CSU*

### **BA 149 CURRENT MANAGEMENT THEORY 3.0 UNITS**

Class hours: 3.0 Lecture

This course is an introduction to Total Quality Management (TQM) and other current management theories. The ideas of prominent management consultants will be reviewed, discussed, and analyzed. These theories will be compared as to how they can be applied. This

course can be taken in either a traditional or an online learning environment.

*Transfer Credit: CSU*

### **BA 152 FUNDAMENTALS OF IMPORTING AND EXPORTING 3.0 UNITS**

Class hours: 3.0 Lecture

This course offers the basics of importing and exporting, including U.S. Customs Service, customs brokers, duty rates, laws and regulations, currency exchange and letters of credit, storage, transportation, financing, terms of access, documentation, trade patterns by countries and commodities. This course can be taken in either a traditional or online learning environment.

*Transfer Credit: CSU*

### **BA 153 INTRODUCTION TO ENTREPRENEURIAL 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to acquaint the student with the knowledge of principles, procedures, and opportunities in entrepreneurship. It will cover such topics as: the challenge of entrepreneurship, the entrepreneurial journey, launching a business and sources of funding. It will briefly cover the global aspects of entrepreneurship.

*Transfer Credit: CSU*

### **BA 155 INTRODUCTION TO GLOBAL LOGISTICS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: BA 101 or equivalent with a grade of "C" or higher or "Pass".

In this course students analyze the international environment, learn about logistics systems, and learn the correct control procedures to monitor its success. Students learn the factors involved in bringing new products to market across numerous regions, using customized design, packaging, and service offerings, while providing for quick-response delivery, linking innovation, and value-added services to product offerings.

*Transfer Credit: CSU*

### **BA 156 MOTIVATIONAL PRESENTATION SKILLS FOR MANAGERS 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to teach managers how to communicate the values, mission, and goals of the organization to create an environment that encourages motivation on the part of employees. Students learn business writing, speaking and report development techniques,

and presentation skills required to be an effective business leader. Topics of discussion also include handling conflict, managing changes, motivation, and dealing effectively with stress. Emphasis is on the process of developing presentation materials, planning presentations, and using the latest communication technology with which to deliver professional, compelling presentations. This course is designed to teach managers how to communicate the values, mission, and goals of the organization to create an environment that encourages motivation on the part of employees. Students learn business writing, speaking and report development techniques, and presentation skills required to be an effective business leader. Topics of discussion also include handling conflict, managing changes, motivation, and dealing effectively with stress. Emphasis is on the process of developing presentation materials, planning presentations, and using the latest communication technology with which to deliver professional, compelling presentations.

*Transfer Credit: CSU*

### **BA 157 PRINCIPLES OF PUBLIC RELATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

This class explores the basic theories and principles of communicating information and concepts. Emphasis is on techniques and methods, with attention given to identifying audiences, using public relations tools, planning public relations programs and campaigns, promoting favorable relations with various segments of the public, and dealing with problem solving. The effective use of public information, publicity, and advertising is covered. This course is not available for students who are enrolled in or have completed JOUR 157.

*Transfer Credit: CSU*

### **BA 171 BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 1.0 UNIT**

Class hours: 1.0 Work Experience

One unit of Business Administration Occupational Work Experience requires 60 non-paid hours of work or 75 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates

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## Course Descriptions

greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **BA 172 BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 2.0 UNITS**

Class hours: 1.0 Work Experience

Two units of Business Administration Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **BA 173 BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience

Three units of Business Administration Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers.

First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **BA 174 BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS**

Class hours: 1.0 Work Experience

Four units of Business Administration Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers.

First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **BA 204 PROJECT MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture

This course presents the essential knowledge and skills students need to make effective contributions and to have an immediate impact on the accomplishment of projects in which they are involved. It is for everyone involved in projects, not just project managers, in order to succeed in interdisciplinary and cross-functional teams. This course provides the foundation students need to be effective members of project teams and, thereby, boost everyone's potential to rise to the challenge of managing teams and projects.

*Transfer Credit: CSU*

### **BA 205 ORGANIZATIONAL LEADERSHIP 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to introduce the student to the concepts, issues, and practices that comprise the core of organizational leadership from a business and global perspective. It describes the core leadership theories, analyzes them in terms of business success, and examines leadership as it unfolds in the workplace. The various styles of leadership are identified, and the methods of developing, or improving, the student's own leadership skills are discussed.

*Transfer Credit: CSU*

### **BA 208 LEADERSHIP FOR WOMEN IN BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture

This course explores women's leadership, management, communication styles, and the vision and values women leaders bring to an effective environment in business. It is about balancing work/life and managing drive, ambition, adversity, commitment, networking, and achievement. It examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. This course is not open to students who are currently enrolled in WS 208 or have completed WS 208 or WGS 208.

*Transfer Credit: CSU*

### **BA 210 ENTREPRENEURSHIP AND INNOVATION 3.0 UNITS**

Contact hours: 3.0 lectures

This course is designed to acquaint the student with concepts of entrepreneurial innovation including the importance of innovation in broad business context. Topics will include

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

sources of innovation, exploiting networks, creating new ventures and managing innovation and entrepreneurship within an organization.

*Transfer Credit: CSU*

### **BA 233 APPLE APP DESIG AND DEVELOPMENT FOR ENTREPRENEURS 3.0 UNITS**

Class hours: 3.0 Lecture

This introductory programming course is designed for Business Administration students in the Entrepreneurial program with Apple. Students are required to have Apple hardware in order to read the textbook materials and develop their projects. This course teaches application development for iOS using Swift and XCode.

*Transfer Credit: CSU*

### **BA 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a Counselor for an explanation.

*Transfer Credit: CSU*

### **BA 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY**

**(Business, Humanities, and Social Sciences  
Division)**

### **BCOT 46 (Not Degree Applicable) BUSINESS COMMUNICATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

This course reviews the fundamentals of grammar, sentence structure, punctuation, capitalization, spelling, and business vocabulary building.

### **BCOT 51 BUSINESS ORAL COMMUNICATION 1.5 UNITS**

Class hours: 1.5 Lecture

This course focuses on the importance of good oral communication skills for success in business. It provides practice for developing speaking and listening skills within the business environment for careers in selling, marketing, and management.

### **BCOT 52 DATA ENTRY 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This course is designed to enable students to develop skill as data entry operators. Students will utilize a full screen data entry terminal. Students also will be introduced to the microcomputer. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online environment.

### **BCOT 54 BUSINESS WRITING FOR MANAGERS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: BCOT 46

This course is designed to assist managers and supervisors in the business field to develop written reports, proposals, evaluations, and other types of communication specific to the management field. The strategies and processes necessary to write successful managerial communications will be covered. The students will be introduced to real-world examples of corporate and organization communication, scenarios requiring students to adopt a point of view, and opportunities to develop written communication from that specific point of view. They will be exposed to cultural differences and discussions of corporate ethical matters.

### **BCOT 60 (Not Degree Applicable) CUSTOMER SERVICE/ TELEPHONE TECHNIQUES 1.0 UNIT**

Class hours: 1.0 Lecture

This course teaches the importance of effective telephone techniques in the business office and the correct manner of identifying customer wants and needs.

### **BCOT 62 COMPUTER KEYBOARDING 1.0 UNIT**

Class hours: 1.0 Lecture/0.5 Laboratory

This course is designed for data processing and accounting students who do not know how to touch type; executives/managers/operators who use computer work stations; people who seek data entry positions; and users of personal home computers. Touch typewriting of alphabetic, numeric, and symbol keys on computers is emphasized. This course can be taken in either a traditional or an online learning environment.

### **BCOT 63 (Not Degree Applicable) KEYBOARDING SPEED/ CONTROL BUILDING 1.0 UNIT**

Class hours: 1.0 Lecture/0.5 Laboratory

Recommendation: Knowledge of keyboard and key strokes.

This course is designed to provide intensive training and practice in typewriting speed and control. The students will work independently toward their respective goals. This course can be taken in either a traditional or an online environment.

### **BCOT 70 MEDICAL MACHINE TRANSCRIPT 4.0 UNITS**

Class hours: 4.0 Lecture/2.0 Laboratory

Prerequisite: BCOT 46, BCOT 131, BCOT 162 and MA 161 or their equivalents with grades of Pass or "C" or higher or concurrent enrollment in these courses.

Recommendation: Ability to type 30 wpm.

This course prepares students in medical transcription common to a medical office. This course helps students to identify correct terminology, spell and define terms, and prepare appropriate forms. Reports are dictated in different accents, dialects, and gender voices, and are typed using appropriate word processing software to simulate real medical office environments.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **BCOT 71 COMPUTERS IN THE MEDICAL OFFICE 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: MA 60 and MA 161.

This course prepares the medical/dental secretary or medical/dental office personnel to work as front office personnel in a health care practice. Students will learn to input patient information, schedule appointments, handle billing, handle insurance claims, and apply computer basics as they relate to the medical office.

### **BCOT 80 PROCESSING LAW OFFICE DOCUMENTS 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

This course introduces the student to the correct style for legal documents set by common usage or by court procedure. The specific formats required by law office documents will be emphasized.

### **BCOT 81 LEGAL OFFICE PROCEDURES 4.0 UNITS**

Class hours: 3.0 Lecture/1.5 Laboratory

Recommendation: BCOT 131 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to prepare students for employment as legal secretaries. It emphasizes procedures, preparations of calendars, formatting wills, and probates. Students will learn how to document telephone calls, maintain financial records, and perform other secretarial duties relevant to a legal office.

### **BCOT 96 MICROSOFT POWERPOINT 1.5 UNITS**

Class hours: 1.5 Lecture/1.0 Laboratory

This course introduces the student to Microsoft PowerPoint software applications. Topics include Microsoft PowerPoint functions: preparing, editing, and formatting a presentation, adding animation, using WordArt and creating organizational charts, adding visual elements, modifying a presentation, importing and exporting data, customizing and creating a slide show, and creating output and delivering presentations. This course prepares the student for Microsoft Certified Application Specialist (MCAS) certification for Microsoft PowerPoint. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

### **BCOT 97 MICROSOFT OUTLOOK 1.5 UNITS**

Class hours: 1.5 Lecture/1.0 Laboratory

This course introduces the student to Microsoft Outlook software applications. Topics include Microsoft Outlook functions: sending and receiving e-mail, organizing schedules and events, and maintaining contact lists, to-do lists, notes, and a journal. This course prepares the student for Microsoft Certified Application Specialist (MCAS) certification for MS Outlook. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

### **BCOT 112 MICROSOFT WORD 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: Ability to type 30 wpm.

This course introduces the student to Microsoft Word software applications. Topics include Microsoft Word functions: creating, printing, and editing word documents; formatting text and using help; enhancing the visual display and clarity of documents; working with multiple documents; formatting documents; creating and formatting tables; inserting graphic elements exploring the Internet; formatting with special features; merging documents and sorting and selecting data; working with shared documents; creating tables and indexes; recording, running, and editing macros; creating fill-in forms; and adding visual appeal to documents. This course prepares the student for Microsoft Certified Application Specialist (MCAS) certification for Microsoft Word. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

*Transfer Credit: CSU*

### **BCOT 113 MICROSOFT EXCEL 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

This course introduces the student to Microsoft Excel software applications. Topics include Microsoft Excel functions: preparing and formatting an Excel worksheet, maintaining and enhancing a worksheet, moving data within and between workbooks, inserting formulas in a worksheet, creating a chart in Excel, inserting clip art images, creating maps, formatting Excel worksheets using advanced formatting techniques, working with templates and workbooks using advanced functions, working with lists, using Excel's analysis tools, managing and auditing worksheets, collaborating with workgroups, and importing and exporting

data. This course prepares the student for Microsoft Certified Application Specialist (MCAS) certification for Microsoft Excel. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

*Transfer Credit: CSU*

### **BCOT 114 INTRODUCTION TO MICROSOFT OFFICE 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: Ability to type 30 wpm.

This course is designed to teach students business applications software and office skills using windows compatible computers and Microsoft Office (Word, Excel, Access, and PowerPoint) to integrate the multifaceted tasks within the office environment. Concepts and skills include creating, editing, and printing letters, memos, reports, presentations, graphics, overheads, business figure analyses, miscellaneous office documents, and maintenance/modification of databases. This course can be taken in either a traditional or an on-line learning environment.

*Transfer Credit: CSU*

### **BCOT 118 MICROSOFT ACCESS "FOR OFFICE TECHNOLOGY 1.5 UNITS**

Class hours: 1.5 Lecture/1.0 Laboratory

This course introduces the student to Microsoft Access software applications for administrative assistants and office technology. This course prepares the student for Level 1 Microsoft Certified Application Specialist (MCAS) certification for Microsoft Access.

*Transfer Credit: CSU*

### **BCOT 131 BEGINNING COLLEGE KEYBOARDING AND DOCUMENT PROCESSING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

This is a basic course in typing designed to teach control of the keyboard by touch. The student will learn basic computer parts and terminology. This course can be taken in either a traditional or an on-line learning environment.

*Transfer Credit: CSU*

### **BCOT 147 BUSINESS COMMUNICATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: BCOT 46 or equivalent with a grade of "C" or higher or "Pass".

This course integrates instruction and practice in business writing. The emphasis is on

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## Course Descriptions

modern structure, style, vocabulary, grammar, and logical organizational patterns. The course content emphasizes memos and letters, reports, career communications, oral communication, global and multicultural issues, legal and ethical situations, and communication technology. This course can be taken in a traditional classroom setting or in an online learning environment.

*Transfer Credit: CSU*

### **BCOT 148 EFFECTIVE BUSINESS PRESENTATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Completion of BCOT 96 and BCOT 147 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to develop those communication skills necessary to present effective written and oral business briefings and reports. It stresses the need to write and speak clearly, cohesively, concisely, and convincingly. Students will structure reports, both orally and written, on topics about which they are knowledgeable.

*Transfer Credit: CSU*

### **BCOT 150 INTERNATIONAL BUSINESS COMMUNICATION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: BCOT 147 or ENGL 100 or ENGL 100S, or equivalent with a grade of "C" or higher or "Pass".

This course covers issues and skills that are crucial to effective intercultural communication in business. The most significant issues pertaining to cross-cultural interaction are examined. Practical guidelines and information on how to conduct negotiations across countries, as well as general do's and don'ts in international business are covered. International business writing styles, formats, and content for letters, reports, resumes, presentations, and other miscellaneous business documents are emphasized.

*Transfer Credit: CSU*

### **BCOT 152 JOB SEARCH IN THE BUSINESS FIELD 1.5 UNITS**

Class hours: 1.5 Lecture

Recommendation: Completion of or near completion of any certificate or AA Degree in any Business discipline.

This course prepares business students for the job search process. It emphasizes job

search tools, techniques, and procedures for researching the labor market; health and image professional development; writing strategies for resumes, cover letters, and thank-you letters; and understanding human relations in job adjustment.

*Transfer Credit: CSU*

### **BCOT 155 ADMINISTRATIVE SECRETARIAL PROCEDURES 4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: BCOT 131 or equivalent with a grade of "C" or higher or "Pass".

This course will emphasize the planning, organizing, problem solving, and human relation skills needed by secretaries at the administrative level. Employed or re-entry office support personnel may use this class for a refresher course or for professional purposes. This course can be taken in a traditional classroom setting or online environment.

*Transfer Credit: CSU*

### **BCOT 161 PRINCIPLES OF FILING 1.0 UNIT**

Class hours: 1.0 Lecture/0.5 Laboratory

This is a computerized filing course that covers the principles of information processing, storage, and retrieval. Instruction is given in the rules of indexing and alphabetizing. A study will be made of geographic, numeric, subject, microfilming, and magnetic tape storage systems. Practice will be given in the processing of materials, filing, indexing, alphabetizing, coding, creating filenames and filename extensions for electronic files, and storing and retrieving electronic data to and from directories and subdirectories.

*Transfer Credit: CSU*

### **BCOT 162 BUSINESS SPELLING AND PROOFREADING SKILLS 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to teach and reinforce accurate spelling, vocabulary, word usage, and proofreading skills with a distinct business orientation. It emphasizes the business context of these basic communications skills, which are needed for integration into other courses such as keyboarding, word processing, presentations, business communications, and office procedures.

*Transfer Credit: CSU*

### **BCOT 247 MANAGERIAL BUSINESS COMMUNICATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

This course applies the principles of ethical and effective communication to the creation of letters, memos, e-mails, employment communication, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills.

*Transfer Credit: CSU*

## **CHEMISTRY**

**(Science, Engineering, and Math Division)**

### **CHEM 95A (Not Degree Applicable) TUTORING FOR CHEM 100- INTRODUCTORY CHEMISTRY 0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: CHEM 100

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in CHEM 100-Introductory Chemistry. This course is offered on a pass/no pass basis only. Open entry/open exit. (Formerly CHEM 95)

### **CHEM 95B (Not Degree Applicable) TUTORING FOR CHEM 110 -ELEMENTARY CHEMISTRY 0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: CHEM 110

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in CHEM 110-Elementary Chemistry. This course is offered on a pass/no pass basis only. Open entry/open exit. (Formerly CHEM 95)

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **CHEM 95C (Not Degree Applicable)**

#### **TUTORING FOR CHEM 111- GENERAL CHEMISTRY**

**0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: CHEM 111

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in CHEM 111–General Chemistry. This course is offered on a pass/no pass basis only. Open entry/open exit. (Formerly CHEM 95)

### **CHEM 95D (Not Degree Applicable)**

#### **TUTORING FOR CHEM 112- GENERAL CHEMISTRY**

**0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: CHEM 112

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in CHEM 112–General Chemistry. This course is offered on a pass/no pass basis only. Open entry/open exit. (Formerly CHEM 95)

### **CHEM 95E (Not Degree Applicable)**

#### **TUTORING FOR CHEM 211- ORGANIC CHEMISTRY**

**0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: CHEM 211

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in CHEM 211–Organic Chemistry. This course is offered on a pass/no pass basis only. Open entry/open exit. (Formerly CHEM 95)

### **CHEM 95F (Not Degree Applicable)**

#### **TUTORING FOR CHEM 212 - ORGANIC CHEMISTRY**

**0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: CHEM 212

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in CHEM 212–Organic Chemistry. This course is offered on a pass/no pass basis only. Open entry/open exit. (Formerly CHEM 95)

### **CHEM 100**

#### **INTRODUCTORY CHEMISTRY**

**4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: MATH 40 or equivalent with a grade of “C” or higher or “Pass” or completion of the Math assessment/placement process with a score eligible for MATH 60.

Recommendation: Meet the prerequisite within four years prior to the date of enrollment in CHEM 100.

This course is an introduction to the basic principles of inorganic and organic chemistry and biochemistry with their application to problems encountered in our everyday lives. The course includes the metric system, atomic structure, bonding, solutions, chemical reactions, hydrocarbons, functional groups, carbohydrates, lipids, and proteins. It is designed to give a general introduction to fundamental concepts and to prepare students for majors in nursing, dental hygiene, physician assistant, physical therapy assistant, liberal arts, and technical fields. (Not open to those with credit in more advanced course.)

*Transfer Credit: CSU; UCCHEM 100 and CHEM 110 combined; maximum credit, 1 course. No credit for CHEM 100 or CHEM 110 if taken after CHEM 111.*

### **CHEM 105**

#### **CHEMISTRY FOR ELEMENTARY SCHOOL TEACHERS**

**1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory

Prerequisite: MATH 105 or MATH 110A or equivalent with a grade of “C” or higher or “Pass” or concurrent enrollment or completion of the Math assessment/placement process with a score eligible for MATH courses numbered 100 level or higher.

This course is an introduction to the basic principles of chemistry with application to problems encountered in everyday lives. The course includes the metric system, atomic structure, bonding, solutions, chemical reactions, simple and complex molecules, everyday organic and biochemical compounds. It is designed to give a general introduction to fundamental concepts and to prepare students for teaching at the elementary level.

*Transfer Credit: CSU*

### **CHEM 110**

#### **ELEMENTARY CHEMISTRY**

**4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of “C” or higher or “Pass” or completion of the Math assessment/placement process with a score eligible for MATH courses numbered 100 level or higher.

Recommendation: Meet the prerequisite within four years prior to the date of enrollment in CHEM 110.

This introductory inorganic chemistry course emphasizes basic principles, formulas, equations, and chemical math problems. It is

designed for students with little or no previous chemistry and prepares students for CHEM 111, General Chemistry.

*Transfer Credit: CSU; UC*

*CHEM 100 and CHEM 110 combined; maximum credit, 1 course. No credit for CHEM 100 or CHEM 110 if taken after CHEM 111.*

### **CHEM 111**

#### **GENERAL CHEMISTRY**

**5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 110 or equivalent with a grade of “C” or higher or “Pass” and MATH 80 or MATH 80B or equivalent with a grade of “C” or higher or “Pass” or completion of the Math assessment/placement process with a score eligible for MATH courses numbered 100 level or higher.

Recommendation: Meet the prerequisite within four years prior to the date of enrollment in CHEM 111.

This course is designed for science majors. It includes stoichiometry; properties and changes of state for gases, liquids and solids; solutions; colloids; equilibria of gases, weak acids and bases, and slightly soluble compounds.

*Transfer Credit: CSU; UC*

### **CHEM 112**

#### **GENERAL CHEMISTRY**

**5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 111 or equivalent with a grade of “C” or higher or “Pass”.

Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 112.

This course is designed for science majors and is a continuation of CHEM 111. It includes oxidation-reduction; electrochemistry; modern atomic structure and bonding; molecular geometry; coordination chemistry; nuclear chemistry; thermodynamics; kinetics and organic chemistry. The laboratory includes some qualitative analysis.

*Transfer Credit: CSU; UC*

### **CHEM 211**

#### **ORGANIC CHEMISTRY**

**5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 112 or equivalent with a grade of “C” or higher or “Pass”.

Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 211.

This course is the first part of a one-year Organic Chemistry course that includes topics on the properties and reactions of aliphatic

## Course Descriptions

and aromatic organic compounds. Emphasis is placed on reaction mechanisms, fundamental principles, and modern instrumental methods. The laboratory experiments will stress synthesis, techniques, and spectroscopic and qualitative analysis.

*Transfer Credit: CSU; UC*

### **CHEM 212** **ORGANIC CHEMISTRY** 5.0 UNITS

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 211 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 212.

This course is the second part of a one-year Organic Chemistry course that includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on reaction mechanisms, fundamental principles and modern instrumental methods. The laboratory experiments will stress synthesis, techniques, and spectroscopic and qualitative analysis.

*Transfer Credit: CSU; UC*

### **CHEM 250L** **SPECIAL TOPICS IN CHEMISTRY** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: CHEM 111 or equivalent with a grade of "C" or higher or "Pass".

This course is primarily for chemistry or related science majors. Individual research problems are explored using materials, equipment and techniques not available to larger classes.

*Transfer Credit: CSU; UC TBD after admission.*

### **CHEM 299** **DIRECTED STUDIES** 2.0 UNITS

Class hours: 0.3 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **CHILD DEVELOPMENT**

### **(Health Occupations Division)**

#### **CD 98** **DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units). This course may be taken a maximum of 2 times.

#### **CD 110** **CHILD DEVELOPMENT** 3.0 UNITS

Class hours: 3.0 Lecture

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages.

*Transfer Credit: CSU; UC*

#### **CD 124** **TEACHING IN A** **DIVERSE SOCIETY** 3.0 UNITS

Class hours: 3.0 Lecture

Examination of 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. Various classroom strategies will be explored, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media, and schooling.

*Transfer Credit: CSU*

#### **CD 139** **OBSERVATION, ASSESSMENT,** **AND POSITIVE GUIDANCE OF** **CHILDHOOD BEHAVIOR** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: CDEC 111 and CD 110 or equivalent with grades of "C" or higher or "Pass".

This course covers the appropriate use of observation and assessment strategies to document development, growth, play, and learning of young children. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. The emphasis will be on developing observation skills that will facilitate understanding children's behavior and encouraging positive self-esteem while helping the child work toward self-control. Content will cover effective communication with children and families, theories of behavior, guidance techniques, and appropriate teaching and intervention strategies.

*Transfer Credit: CSU*

#### **CD 298** **DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

#### **CD 299** **DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **CHILD DEVELOPMENT/EARLY CHILDHOOD**

**(Health Occupations Division)**

#### **CDEC 62 EXPLORING CREATIVE ART EXPRESSION BY CHILDREN 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: CDEC 112 or equivalent with a grade of "C" or higher or "Pass".  
This course explores expressive visual arts experiences for children. The major focus will be on documenting and assessing the learning and thinking process of children and how it develops through exploration, discovery, and the creation of images, using a variety of art materials. This course meets the Department of Social Services Classification Indicator DS3.

#### **CDEC 63 EARLY CHILDHOOD EXPERIENCES IN LANGUAGE ARTS AND SOCIAL SCIENCES 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: CDEC 112 or equivalent with a grade of "C" or higher or "Pass".  
This course will acquaint the student with developmentally appropriate language, literature, social sciences, and dramatic activities for children. Instruction will cover pre-reading, pre-writing, and the development of listening and speaking skills. Special needs and diversity issues involved in the development of literacy skills are introduced. This course meets the Department of Social Services Classification Indicator DS3.

#### **CDEC 65 MUSIC AND MOVEMENT FOR CHILDREN 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: CDEC 112 or equivalent with a grade of "C" or higher or "Pass".  
This course focuses on principles and methods of providing creative musical and movement experiences for children. The student will also have the opportunity to learn how to use simple musical instruments suitable for use in Early Childhood Education programs. This course meets the Department of Social Services Classification Indicator DS 3.

#### **CDEC 111 PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION 3.0 UNITS**

Class hours: 3.0 Lecture  
This course provides an examination of the underlying theoretical principles of developmentally appropriate practices applied to the programs and environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. It provides a survey of the field of Early Childhood Education, emphasizing historical roots of a variety of programs, and the evolution of the professional practices promoting ethics, advocacy, and professional identity.  
*Transfer Credit: CSU*

#### **CDEC 112 INTRODUCTION TO CURRICULUM 3.0 UNITS**

Class hours: 3.0 Lecture  
This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children, using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include, but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, and math and science.  
*Transfer Credit: CSU*

#### **CDEC 113 THE CHILD, FAMILY, AND COMMUNITY 3.0 UNITS**

Class hours: 3.0 Lecture  
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 will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.  
*Transfer Credit: CSU*

#### **CDEC 133 EARLY CHILDHOOD EXPERIENCES IN MATHEMATICS AND SCIENCE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: CDEC 112 or equivalent with a grade of "C" or higher or "Pass".  
This course will acquaint the student with developmentally appropriate mathematics and science activities for pre-kindergarten children. Activities for this age group in counting, sets, earth and life sciences, classification of objects, and cooking experiences will be presented. This course meets the Department of Social Services Classification Indicator DS 3.  
*Transfer Credit: CSU*

#### **CDEC 161 HEALTH, SAFETY, AND NUTRITION 3.0 UNITS**

Class hours: 3.0 Lecture  
This course introduces the laws, regulations, standards, policies, 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. There will be a focus on integrating the concepts into everyday planning and program development for all children.  
*Transfer Credit: CSU*

#### **CDEC 164 PRACTICUM FIELD EXPERIENCE 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of "C" or higher or "Pass".  
Recommendation: CD 124, CD 139, and CDEC 161.  
This course is designed to provide an opportunity for students placed in the Cerritos College Child Development Center and off-site practica to explore the relationship between theory and practice in programs for young children. The course includes both lecture and laboratory experiences during which students will examine developmental issues, the role of the teacher/caregiver in early childhood programs, and the relationship between programs and families. Students will explore and practice techniques for the observation and recording of behavior; examine environments for young children; and plan, implement, and evaluate developmentally appropriate, culturally relevant experiences for young children. Students spend 3 hours/week in placement for a total of 54

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

hours/semester. TB clearance and good health are required to participate in this course. This course meets the Department of Social Services Classification Indicator DS 3.  
*Transfer Credit: CSU*

### **CDEC 166 ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalents with grades of "C" or higher or "Pass".  
This course is an introduction to the administration of early childhood programs. It covers program types, budget, management, regulations, laws, and the development and implementation of policies and procedures. The course examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care education program. This course is not open to students who have received credit in CDEC 66.  
*Transfer Credit: CSU*

### **CDEC 167 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: CDEC 66 or CDEC 166 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: Teaching experience.  
This course covers effective strategies for personnel management and leadership in early care and education settings. It includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. This course is not open to students who have received credit in CDEC 67.  
*Transfer Credit: CSU*

### **CDEC 230 ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalents with grades of "C" or higher or "Pass".  
This course is a study of the methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders.  
*Transfer Credit: CSU*

### **CDEC 298 DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **CDEC 299 DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **CHILD DEVELOPMENT/INFANT TODDLER**

(Health Occupations Division)

### **CDIT 151 INFANT AND TODDLER DEVELOPMENT** 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: CD 110 or equivalent with a grade of "C" or higher or "Pass".  
This course is a study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. It applies

theoretical frameworks to interpret behavior and interactions between heredity and environment. The course also emphasizes the role of family and relationships in development.  
*Transfer Credit: CSU*

### **CDIT 152 CARE AND EDUCATION FOR INFANTS AND TODDLERS** 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: CD 110 and CDIT 151 or equivalent with grades of "C" or higher or "Pass".  
This course applies current theory and research to the care and education of infants and toddlers in group settings. It examines essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.  
*Transfer Credit: CSU*

### **CHILD DEVELOPMENT/SPECIAL EDUCATION**

(Health Occupations Division)

### **CDSE 73 SPECIAL EDUCATION ASSISTANT OCCUPATIONAL WORK EXPERIENCE** 3.0 UNITS

Class hours: 1.0 Work Experience  
One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student's educational goal.  
Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experience that are new or are an expansion of their regular responsibilities. This course meets the Department of Social Service Classification Indicator DS3. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **CDSE 74 SPECIAL EDUCATION ASSISTANT OCCUPATIONAL WORK EXPERIENCE** 4.0 UNITS

Class hours: 1.0 Work Experience  
One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student's educational goal.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. This course meets the Department of Social Service classification Indicator DS3. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **CDSE 150 INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS 3.0 UNITS**

Class hours: 3.0 Lecture

This course introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. It also includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course is not open to students who have received credit in CDSE 50.

*Transfer Credit: CSU*

### **CDSE 152 CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS 3.0 UNITS**

Class hours: 3.0 Lecture

This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. It focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Content includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. This course is not open to students who have received credit for CDSE 52.

*Transfer Credit: CSU*

## **CHINESE**

**(Liberal Arts Division)**

### **CHIN 101 ELEMENTARY CHINESE I 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

This beginning Chinese course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, writing, and

the grammar and vocabulary necessary to acquire skills. Students will also be introduced to the customs, culture, and geography of China through lectures, films, and reading assignments. This course is not recommended for native speakers.

*Transfer Credit: CSU; UC*

### **CHIN 102 ELEMENTARY CHINESE II 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: CHIN 101 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of the study of the basic principles of Chinese with an emphasis on oral and written communication. It helps continue to develop the appreciation of cultural diversity through the study of the differences and similarities between cultures.

*Transfer Credit: CSU; UC*

### **CHIN 103 INTRODUCTION TO BUSINESS CHINESE 3.0 UNITS**

Class hours: 3.0 Lecture

The course introduces students to the dialogues, grammar, and vocabulary designed for beginners, and emphasizes business communication: negotiating, socializing, and establishing and maintaining good relationships. Beyond language acquisition, the course provides students with extensive cultural points to help navigate cultural differences in business and daily life. No prior knowledge of Chinese is required.

*Transfer Credit: CSU*

### **CHIN 201 INTERMEDIATE CHINESE I 5.0 UNITS**

Class hours: 5.0 Lecture/0.3 Laboratory

Prerequisite: CHIN 102 or equivalent with a grade of "C" or higher or "Pass".

This course is the continuation of Beginning Chinese 102. Students will continue to learn more essential skills of listening, speaking, reading and writing for daily communication. A broad variety of expressions and complicated sentence structures will be taught so that students can participate in conversations on various topics related to modern Chinese Society. While equal emphasis will still be given to both characters and structures, students will be guided to write more essays in Chinese. Activities related to the broad spectrum of Chinese culture will be organized to facilitate language learning with knowledge and analysis of the cultural background of the language.

*Transfer Credit: CSU; UC*

### **CHIN 202 INTERMEDIATE CHINESE II 5.0 UNITS**

Class hours: 5.0 Lecture/0.3 Laboratory

Prerequisite: CHIN 201 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of Intermediate Chinese 201. It aims to help students develop communicative competence in the four skills of listening, speaking, reading, and writing in Mandarin Chinese. Semantic topics in the intermediate level are expanded to more abstract and more societal phenomena. Students are exposed to various communicative situations that require them to use and develop the skills such as basic summary, description, discussion, and plan for the future. While equal emphasis is still given to both vocabulary and grammatical structures, students are guided to write cohesive essays with formal and written expressions. Students will discuss and compare cultural differences to gain understanding and knowledge of contemporary Chinese culture and society.

*Transfer Credit: CSU; UC*

### **CHIN 260 CHINESE CULTURE AND SOCIETY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course offers an introductory survey of contemporary Chinese culture and society as reflected in literature, art, history, geography, politics, economy, and social development through selected readings and audiovisual materials. The emphasis is on the issues of family and kinship, religion, ethnic minorities, gender, institutional culture, market economy, urbanization, environment, and international relations. No previous knowledge of Chinese culture and language is required. The course is taught in English.

*Transfer Credit: CSU; UC*

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# Course Descriptions

## COMMUNICATION STUDIES

(Liberal Arts Division)

### COMM 60

#### BASICS OF SPEECH COMMUNICATION

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed for students who need an introductory course in oral communication. It will aid them in conversation, small group interaction, identification of speaking purposes, supporting ideas, and listening skills. Videotape is used as an evaluative tool. This course is not open to students who have received credit in SPCH 60.

### COMM 100

#### INTRODUCTION TO COMMUNICATIONS STUDIES

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of at least one of these courses with a grade of "C" or higher or "Pass," or an equivalent course: COMM 60, ENGL 52, ENGL 72, ESL 152, READ 54, READ 97, or completion of the English or Reading assessment/placement process.

This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. The student develops an understanding of the communication process, the basic elements of improving interpersonal communication, and how to reduce communication apprehension. Also included are leadership, small groups, intercultural communication, interviewing, and speech preparation. This course includes oral presentations, and recording is used as an instructional tool. This course is not open to students who are enrolled in or who have received credit in SPCH 100.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. COMM 100 and COMM 132 combined: maximum credit, one course.*

### COMM 103

#### ARGUMENTATION, PERSUASION, AND CRITICAL THINKING

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

This course focuses on argument and persuasion in the context of speech communication. This course examines the formation of arguments, the quality and types of evidence used to support claims, the use of language, and the analysis of fallacies. In addition, the course covers the role of the

speaker/author, audience and message in argument. Emphasis is on the integration of critical thinking principles with techniques of effective argument, with focus on critiques, essays, debate, and speech writing and delivery. This course is not open to students who are enrolled in or who have received credit in SPCH 235.

*Transfer Credit: CSU; UC*

### COMM 110

#### INTERCULTURAL COMMUNICATION

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: COMM 60, ENGL 52, ESL 152, READ 54, READ 97, or completion of the English or Reading assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course presents theories and principles of communication with an emphasis on application of concepts relevant to intercultural communication. It has a culture general approach focusing on variables which influence the communication process. Assignments and activities involve students in the analysis of different communication patterns across cultures and the exploration and practice of methods, skills and techniques for improving intercultural communication. This course is not open to students who are enrolled in or who have received credit in SPCH 110.

*Transfer Credit: CSU; UC*

### COMM 115

#### GENDER, COMMUNICATION, AND THE DIGITAL REVOLUTION

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: COMM 60, ENGL 52, ENGL72, ESL 152, READ 54, READ 97 or completion of the English or Reading assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course considers digital technology as an active agent in gender creation, maintenance, change, and expression through communication. Explores communication competency in contemporary gendered relationships. Examines the multiple ways communication across media cultural, digitally mediated, and face-to-face contexts creates and perpetuates gender roles and expectations in society. Investigates a wide range of issues related to the contemporary

representation of gender in society. Conceptualizes how digital technology offers possibilities for new social relations and new definitions of the gendered self. This course is not open to students who are enrolled in or have received credit in WGS 115, or SPCH 115.  
*Transfer Credit: CSU, UC*

### COMM 120

#### INTERPERSONAL COMMUNICATION

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: COMM 60, ENGL 52, ENGL72, ESL 152, READ 54, READ 97 or completion of the English or Reading assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

The interpersonal communication course is an overview of theory and research on human communication. The course is designed with the opportunity to improve student's communication skills in a variety of communication contexts. This course includes skill practices, oral presentations, and videotaping as instructional tools. This course is not open to students who are enrolled in or have received credit in SPCH 120.

*Transfer Credit: CSU; UC*

### COMM 125

#### ORGANIZATIONAL COMMUNICATION

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Suggested completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: ENGL 72, or ESL 152, or READ 54, or READ 97, or completion of the English, or ESL or Reading assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course presents theories and principles of communication with an emphasis on application of concepts relevant to organizational communication. This course focuses on variables that influence the communication process within the context of business and organizations. The combined application of speaking, listening, writing, and reading skills in business and professional settings will be emphasized. Assignments and activities involve students in the analysis of different communication patterns within organizations and the exploration and practice of methods, skills and techniques for improving communication within the professional setting. This course is not open to students who are enrolled in or have received credit in SPCH 150.  
*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **COMM 130**

#### **PUBLIC SPEAKING**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: COMM 60, ENGL 52, ENGL72, ESL 152, READ 54, READ 97 or completion of the English or Reading assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course focuses on the student's communication of ideas and concepts in various audience settings with emphasis on message organization, supporting amplifying materials, and analysis of audience diversity. Recording is used as an evaluative tool. This course is not open to students who are enrolled in or have received credit in SPCH 130.

*Transfer Credit: CSU; UC*

### **COMM 132**

#### **SMALL GROUP COMMUNICATION**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: COMM 60, ENGL 52, ENGL72, ESL 152, READ 54, READ 97 or completion of the English or Reading assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

As an introduction to the fundamentals of group discussion, this course focuses on the individual's communication in a small group setting; leadership in groups; group communication norms and processes with emphasis on problem solving and conflict reduction techniques. Recording is used as an evaluative tool. This course is not open to students who are enrolled in or have received credit in SPCH 132.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. COMM 100 and COMM 132 combined: maximum credit, one course.*

### **COMM 140**

#### **ORAL INTERPRETATION OF LITERATURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: COMM 60, ENGL 52, ENGL72, ESL 152, READ 54, READ 97 or completion of the English or Reading assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course focuses on the analysis and interpretation of both prose and verse literature, including study of voice production, structure and content of literature, and techniques of effective oral communication of meaning from the printed page. This course is not open to students who are enrolled in or have completed.

*Transfer Credit: CSU; UC*

### **COMM 145**

#### **STORYTELLING**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is an introduction to the history of storytelling and the techniques of listening, preparation, and the presentation of stories to various age groups and in various settings. Students acquaint themselves with various literary genres--folk tales, sagas, epics, legends, myths, poetry, and drama. Recordings are used as an evaluative tool. This course is not open to students who are enrolled in or have received credit in SPCH 145.

*Transfer Credit: CSU*

### **COMM 148**

#### **READERS' THEATRE**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course focuses on the analysis, appreciation and application of communication theory and the arts to historical, political, and socio-cultural issues using various forms of literature including classic and contemporary works of philosophical and cultural importance across genre including poetry, prose, and drama (scripts, plays, and screenplays). Focus on group communication performances (literature performed by multiple individuals) that provide cultural critique of past and present social inequities and injustices. This course is not open to students who have completed SPCH 148 or SPCH 240.

*Transfer credit: CSU; UC*

### **COMM 200**

#### **CONTEMPORARY COMMUNICATION TOPICS**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Suggested completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course ENGL 72, or ESL 152, or READ 54, or READ 97, or completion of the English, or ESL or Reading assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This is a specialized course designed to present and acquaint students with communication theories and principles relevant to improving communication effectiveness. It focuses on those issues that reflect the evolutionary

nature of communication in a variety of contemporary communication areas. This course is not open to students who are enrolled in or have received credit in SPCH 200.

*Transfer Credit: CSU; UC TBD after admission*

### **COMM 231**

#### **FORENSICS ACTIVITY 1 (COMPETITIVE SPEECH AND DEBATE)**

**1.0 UNIT**

Class hours: 1.0 Lecture

This class provides training and supervised preparation for participating in collegiate competitive and non-competitive speech activities, such as debate, public speaking, and oral performance of literature. This class requires coaching hours outside of the classroom and participation in interscholastic competition as a competitor at one or more forensics tournaments (held on weekends). This course is open entry/open exit.

*Transfer Credit: CSU*

### **COMM 232**

#### **FORENSICS ACTIVITY 2 (COMPETITIVE SPEECH AND DEBATE)**

**2.0 UNITS**

Class hours: 2.0 Lecture

This course provides intermediate training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. This course also requires coaching hours outside of the classroom and participation in interscholastic competition at two or more forensics tournaments (held on weekends). This course is open entry/open exit.

*Transfer Credit: CSU*

### **COMM 233**

#### **FORENSICS ACTIVITY 3 (COMPETITIVE SPEECH AND DEBATE)**

**3.0 UNITS**

Class hours: 3.0 Lecture

This class provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. This class also requires coaching hours outside of the classroom and participation in interscholastic competition at three or more forensics tournaments (held on weekends). This course is open entry/open exit.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## **COMM 298**

### **COMMUNICATION STUDIES DIRECTED STUDIES**

**1.0 UNIT**

Class hours: 3.0 Laboratory

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). For selected discipline, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation. Course not open to students who have completed SPCH 298.

*Transfer Credit: CSU*

## **COMM 299**

### **COMMUNICATION STUDIES DIRECTED STUDIES**

**1.0 UNIT**

Class hours: 6.0 Laboratory

This course provides an opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation. Course not open to students who have completed SPCH 299.

*Transfer Credit: CSU*

## **COMPUTER AND INFORMATION SCIENCES**

(Science, Engineering, and Math Division)

### **CIS 50**

#### **BASIC COMPUTER LITERACY**

**0.5 UNIT**

Class hours: 2.0 Laboratory

This course provides the student with a basic overview of the components of a computer

and application software. This course is for the student who is not familiar with the use of the computer and its applications. Topics will include a basic introduction to computer systems hardware, Windows, Word, Excel, and PowerPoint. The class stresses hands-on use of the computer with its applications.

### **CIS 58A**

#### **PC OPERATING SYSTEM**

##### **A+ CERTIFICATION**

**3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 101 or CIS 102 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course is designed to cover the subject matter required for the operating systems technologies component of CompTIA's A+ Certification. Topics to be discussed include operating system installation, configuration, upgrading, troubleshooting, and networking.

### **CIS 58B**

#### **PC CORE HARDWARE**

##### **A+ CERTIFICATION**

**3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 101 or CIS 102 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course is designed to cover the subject matter required for the core hardware component of CompTIA's A+ Certification. Topics to be discussed include computer hardware installation, construction, upgrading, troubleshooting, repair, networking, Internet connectivity and wireless technologies.

### **CIS 70J**

#### **CISCO CCNA CERTIFICATION**

##### **EXAM REVIEW**

**1.5 UNITS**

Class hours: 1.5 Lecture/1.0 Laboratory

Recommendation: CIS 70G or equivalent with a grade of "C" or higher or "Pass".

This course is designed to enhance student readiness for the Cisco Certified Network Associate (CCNA) exam. It reviews all key concepts and skills required in the CCNA exam as well as exam question types and test-taking strategies.

### **CIS 70K**

#### **INTRODUCTION TO**

##### **WIRELESS NETWORK**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: CIS 70A or equivalent with a grade of "C" or higher or "Pass".

This is an introductory course on the fundamental concepts of wireless networking.

It covers the technical foundation of wireless communications and various protocols used in the current wireless applications. Topics include Wireless Application Protocol (WAP), Bluetooth, cellular telephony, Wireless Local Area Networks (WLANs), satellite communications, Global Positioning System (GPS).

### **CIS 101**

#### **INTRODUCTION TO COMPUTER INFORMATION SYSTEMS**

**3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

This course provides the student with the essential knowledge required for a well-rounded understanding of the use of the computer as a tool to produce useful information in small and large organizational environments. The course allows the student to achieve an understanding of computer technology, computer hardware, computer software, and how computers can be used to produce meaningful information. The student will solve applied problems in spreadsheet preparation and analysis using Microsoft EXCEL and will be introduced to basic operational concepts in database programming using Access, in creating and editing text in Word, and be introduced to presentation graphics using PowerPoint.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. CIS 101 and 102 combined: maximum credit, one course.*

### **CIS 102**

#### **INTRODUCTION TO MICROCOMPUTER HARDWARE AND APPLICATIONS**

##### **SOFTWARE**

**3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

This course instructs the students in the use of microcomputers within an organizational environment using the Microsoft Windows interface and current applications software. Software topics include file management, elementary word processing, applications in spreadsheet use, database management, and presentation graphics.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. CIS 101 and 102 combined: maximum credit, one course.*

### **CIS 103**

#### **COMPUTER**

##### **PROGRAMMING LOGIC**

**3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: Concurrent enrollment in or completion of CIS 101 or CIS 102 or equivalent with a grade of "C" or higher or "Pass".

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

This is an introductory course in computer programming logic. The student will learn concepts applicable to all programming languages, including: identifiers, data types, arrays, control structures, algorithms, modular programming, generating reports, and computer memory concepts. The student will learn to use charts commonly used in business and information processing. Program logic will be developed using flowcharts and pseudocode. Programs will be written using a programming language. The student will be introduced to the following additional topics: graphical user interface design, object-oriented and event-driven programming, searching, sorting, and file processing concepts.

*Transfer Credit: CSU; UC*

### **CIS 105 USING MICROSOFT WINDOWS 1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory  
Recommendation: CIS 102 or equivalent with a grade of "C" or higher or "Pass".  
This course covers the use of Microsoft Windows. Currently available Windows Operating Systems will be explored, including Windows 95, 98, NT, Millennium Edition, and Windows 2000. Topics include file and application management, personalizing the system, using the productivity tools, connecting to the Internet, and exchanging data. Current topics of interest relating to Windows will also be discussed.

*Transfer Credit: CSU*

### **CIS 141 ISERIES 400 OPERATIONS 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 101 or equivalent with a grade of "C" or higher or "Pass".  
This course introduces the student to the operations of the IBM iSeries 400 Computer System using the OS/400 operating systems. The course includes the following topics: navigating around the system, command structure, message handling, Operation Navigator, trouble shooting, system security, job scheduling, backup/restore, work management, library management, object management, control management, and control language programming.

*Transfer Credit: CSU*

### **CIS 151 MICROSOFT EXCEL FOR INFORMATION SYSTEMS/ INFORMATION TECHNOLOGY 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This course is a foundation class for Information Technology. The fundamentals of building worksheets include: creating worksheets, formatting, functions, formulas, macros, data

tables, analysis tools, templates, Wizards, and the creation of charts. Techniques to deal with multiple worksheets and large worksheets are covered. The database functions of EXCEL will include sorting, filtering, queries, macros, and record retrieval. This course covers the topics required in industry certifications. Hands-on exercises are used to reinforce the function of EXCEL. This course is not open to students who have taken both CIS 54A and CIS 54B.

*Transfer Credit: CSU*

### **CIS 155 MICROSOFT ACCESS 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 102 or equivalent with a grade of "C" or higher or "Pass".

This is a foundation course in database management using Microsoft Access. It covers relational database concepts and design, techniques for building a database using queries, forms, reports, and expressions. Topics also include multiple-table queries and reports and the user interface to a database. This course covers the topics in the Microsoft Office User Specialist (MOUS) certifications.

*Transfer Credit: CSU*

### **CIS 160 WEB PAGE DEVELOPMENT 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This course provides the knowledge, skills, and hands-on experience needed to create multimedia web pages. Using a variety of authoring tools, students will create web pages with links, graphics, tables, frames, and forms, and add dimensions of time, audio, video, motion, and interactivity to web pages. Upon completing this course, students will be ready to plan, build, promote, and maintain a professional website, which includes selecting a web host and uploading the site to a web server.

*Transfer Credit: CSU*

### **CIS 162 HTML AND CSS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 101 or CIS 102 or equivalent with a grade of "C" or higher or "Pass".

The course will cover HTML (HyperText Markup Language) and CSS (Cascading Style Sheets) to develop Web pages. Students will learn how to specify the multimedia content of a Web page using HTML tags, and to lay out and format the Web page using CSS styles. An introduction to JavaScript and other Web client development technologies will also be included to create dynamic elements.

*Transfer Credit: CSU*

### **CIS 164 JAVASCRIPT PROGRAMMING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 103 and CIS 162 or equivalents with grades of "C" or higher or "Pass".

This course covers client-side Web scripting using JavaScript and other Web page development tools. It covers the programming techniques of JavaScript useful to Web designers. Students will learn to create interactive and dynamic Web pages.

### **CIS 168C SPECIAL TOPICS IN NETWORKING 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to provide training on the application of networking solutions to various industry specific situations. Each semester the course will focus on a different aspect of networking. Examples include but are not limited to automotive, aviation, entertainment industry, health care, home automation, industrial control, IP version 6, and recent developments in Local Area Networking (LAN) and Wide Area Networking (WAN).

*Transfer Credit: CSU*

### **CIS 169A SPECIAL TOPICS IN SECURITY 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory  
This course is designed to provide basic information on the latest technological developments in the information security field. Students will learn about the latest security issues in the enterprise network as well as various tactics and tools to counter those security threats.

*Transfer Credit: CSU*

### **CIS 169D SPECIAL TOPICS IN SECURITY 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This course is designed to provide in-depth training on the latest software and hardware technology used in the enterprise network security field. Students will learn about and research the latest security threats in an organization. They will also explore various tactics and tools to counter those security threats and implement them in the enterprise network.

*Transfer Credit: CSU*

### **CIS 170A NETWORKING FUNDAMENTALS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This is a survey course about the computer networking and telecommunications industry.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

Topics covered include the seven layers of the Open Systems Interconnection Model (OSI), network architectures, internetworking, and telecommunications.

*Transfer Credit: CSU*

### **CIS 170B NETWORK + CERTIFICATION 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

This course offers training in the knowledge and skills required by the CompTIA (the Computer Technology Industry Association) for its Network + certification. Topics include network fundamentals, local area network implementation, basic systems administration and various network protocols and devices.

*Transfer Credit: CSU*

### **CIS 170E ROUTER CONFIGURATIONS AND PROTOCOL 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: CIS 170A (formerly CIS 70A) or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This is the second course of four on Cisco networking technologies. It covers the OSI reference model, routers and their use, router components, router start-up and setup, configurations, and the Cisco Internetworking Operating System (IOS).

*Transfer Credit: CSU*

### **CIS 170F ADVANCED SWITCHING AND ROUTING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: CIS 170E (formerly CIS 70E) or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This is the third in a series of courses that prepares students for certification as a Cisco Certified Network Associate (CCNA). This class covers LAN (Local Area Networks), Switching, VLANs (Virtual Local Area Networks) LAN design, IGRP (Interior Gateway Routing Protocol), Access lists, and Novell IPX.

*Transfer Credit: CSU*

### **CIS 170G WIDE AREA NETWORKS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: CIS 170E (formerly CIS 70E) or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This is the fourth in a series of courses that prepares students for certification as a Cisco Certified Network Associate (CCNA). It covers

Wide Area Network (WAN) design, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Frame Relay, and CCNA exam review.

*Transfer Credit: CSU*

### **CIS 170H TCP/IP FUNDAMENTALS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: A knowledge of Web browser and e-mail applications.

This course offers an overview of the most widely-used networking architecture in the networking industry: Transport Control Protocol/Internet Protocol (TCP/IP). Students will learn the underlying applications, components, and protocols of TCP/IP and its necessary link to the Internet, and how to identify TCP/IP layers, components, and functions. Navigation tools, TCP/IP services and troubleshooting methodologies are also reviewed. Topics include usage of TCP/IP applications, structure of TCP/IP and IP routing, TCP/IP addressing and subnetting, how TCP/IP addresses are discovered and used in computer networks, IP routing and router usage, and troubleshooting a TCP/IP network.

*Transfer Credit: CSU*

### **CIS 170I CISCO NETWORK SECURITY 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: A knowledge of Cisco Internet Operating Systems (IOS) or appropriate work experience.

This course aims to help students develop a detailed understanding of network security principles as well as tools available. It will assist students in developing the skills necessary to design and support network security. The course content matches the objectives in Cisco Certified Network Associate (CCNA) Security certification.

*Transfer Credit: CSU*

### **CIS 170K INTRODUCTION TO WIRELESS NETWORKING 3.0 UNITS**

Class hours: 3.0 Lecture

This is an introductory course on fundamental concepts of wireless networking. It covers the technical foundation of wireless communications and various protocols used in current wireless applications. Topics include Wireless Application Protocol (WAP), Bluetooth, cellular telephony, wireless local area networks (WLANs), satellite communications, and the Global Positioning System (GPS).

*Transfer Credit: CSU*

### **CIS 170L CYBERSECURITY FUNDAMENTALS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 170A or equivalent with a grade of "C" or higher or "Pass".

This is an introductory course on fundamentals of information security. It provides a comprehensive overview of communication security, infrastructure security, cryptography, operational/organizational security, disaster recovery, business continuity, as well as computer forensics. The contents also map to the Security+ certification exam by Computing Technology Industry Association (CompTIA)

*Transfer Credit: CSU*

### **CIS 170P INTRODUCTION TO ETHICAL HACKING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 170A with a grade of "C" or higher or "Pass" or a knowledge of networking concepts or related work experience.

This course introduces students to ethical hacking, which is used to help organizations to identify weaknesses in their information infrastructure and take preemptive measures against malicious attacks. Ethical hackers have to be bound by legal limits and high ethical standards in information security. Students will learn both common hacking techniques and countermeasures to protect information assets.

*Transfer Credit: CSU*

### **CIS 170R COMPUTER AND DIGITAL FORENSICS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 58A with a grade of "C" or higher or "Pass" or a knowledge of computer operating systems or related work experience.

This course covers both theoretical concepts and practical skills in digital forensics. Students will learn various techniques and processes in detecting, collecting, preserving and analyzing digital evidence in the event of cyberattacks, or in cases of law enforcement investigations. This course is part of the cybersecurity program.

*Transfer Credit: CSU*

### **CIS 170S NETWORK DEFENSE 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 170A with a grade of "C" or higher or "Pass" or a knowledge of networking concepts or related work experience.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

This course introduces students to concepts and tools in network defense. Topics cover protocol analyzers, Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), firewalls, Virtual Private Networks (VPN), Network Address Translation (NAT), proxy servers and the latest network defense tools. This course is part of the cybersecurity certificate program.

*Transfer Credit: CSU*

### **CIS 171A INTRODUCTION TO CLOUD COMPUTING 3.0 UNITS**

Contact Hours: 3.0 Lecture/1.0 Laboratory  
This course introduces cloud computing which shifts information systems from on-premises computing infrastructure to highly scalable internet architectures. The course provides a solid foundation of cloud computing technologies and provides students with the understanding required to effectively evaluate and assess the business and technical benefits of cloud computing and cloud applications. Students analyze a variety of cloud services (storage, servers and software applications) and cloud providers. Case studies will be used to examine various industry cloud practices and applications. The course also surveys cloud careers and discusses industry demand for cloud skills.

*Transfer Credit: CSU*

### **CIS 171B AMAZON WEB SERVICES-DATA STORAGE 3.0 UNITS**

Contact Hours: 3.0 Lecture/1.0 Laboratory  
This course introduces Amazon Web Services (AWS) data storage services. The course will cover both an introduction of AWS database technologies and AWS block and object-based storage services. A range of AWS SQL and NoSQL database technologies will be covered, including the principles of database design and management. In addition, AWS block and object-based storage options will be introduced which includes the principles of block and object-based storage options and the various use case scenario for AWS data storage services.

*Transfer Credit: CSU*

### **CIS 171C AMAZON WEB SERVICES-COMPUTING SERVICES 3.0 UNITS**

This course introduces Amazon Web Services (AWS) computing related services. Students will learn the core computing technologies

offered by Amazon Web Services. The computing services students will learn will follow the computing models: Infrastructure as a Service, Platform as a Service, Function as a Service or Micro-services. Students will learn how to set up and manage computing services, auto scale computing services and configure computing load balancing. You will also learn how to code auto deployment scripts for the AWS infrastructure.

*Transfer Credit: CSU*

### **CIS 171D AMAZON WEB SERVICES-SECURITY 3.0 UNITS**

This course explores Amazon Web Services (AWS) security at both the AWS services layer and Amazon data center infrastructure layer. This course will go over how Amazon Web Services implemented security measures in their global data center infrastructure. The course will also look at the AWS security shared responsibility model and how to use Amazon security and monitoring tool to ensure security in an AWS cloud infrastructure. The course will provide an understanding of how AWS security tools can provide hardware, service, network and user activity monitoring, key management services, server and application firewall services and an introduction to implementing private and public subnets.

*Transfer Credit: CSU*

### **CIS 180 PROGRAMMING IN C/C++ 3.0 UNITS**

Contact Hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 103 or equivalent with a grade of "C" or higher or "Pass".

This course introduces C and C++ programming language structures. Topics include data types, operators, program control flow, arrays, functions, pointers, character strings, structures and pointers. This course also includes an introduction to object-oriented programming design. (This course is not open to students who have taken BCIS 95.)

*Transfer Credit: CSU; UC*

### **CIS 182 JAVA PROGRAMMING 3.5 UNITS**

Contact Hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: Strongly recommend CIS 103 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course introduces the Java programming language, its syntax, structures and libraries. It develops object-oriented design and programming techniques and includes

practice in robustness and transparency in software design while writing object-oriented console and graphical user interface (GUI) applications. Students will become familiar with the Java object-class hierarchy provided with the Java Development Kit (JDK) Standard Edition (Java SE).

*Transfer Credit: CSU; UC*

### **CIS 183 JAVA PROGRAMMING 3.0 UNITS**

Contact Hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 103 or equivalent with a grade of "C" or higher or "Pass".

This course introduces the Java programming language, its syntax, structures and libraries. It develops object-oriented design and programming techniques and includes practice in robustness and transparency in software design while writing object-oriented console and graphical user interface (GUI) applications. Students will become familiar with the Java class hierarchy provided with the Java Development Kit (JDK) Standard Edition (Java SE). This course is not open to students with credit in CIS 182.

*Transfer Credit: CSU; UC*

### **CIS 185 DISCRETE STRUCTURES 3.0 UNITS**

Contact Hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: CIS 183 or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to the discrete structures used in computer science with an emphasis on their applications. Topics covered include functions, relations and sets, basic logic, proof techniques, basics of counting, graphs and trees, and discrete probability. This course is not open to students with credit in MATH 160.

*Transfer Credit: CSU; UC*

### **CIS 189A SPECIAL TOPICS IN SOFTWARE DEVELOPMENT 1.0 UNIT**

Contact Hours: 1.0 Lecture  
This course introduces students to new software application designs in the information technology industry. The focus of the course includes programming language structure, programming implementation, and application design.

*Transfer Credit: CSU; UC credit determined after admission.*

### **CIS 189B SPECIAL TOPICS IN SOFTWARE DEVELOPMENT 2.0 UNITS**

Contact Hours: 2.0 Lecture  
This course introduces students to new software application designs in the information

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## Course Descriptions

technology industry. The focus of the course includes programming language structure, programming implementation, and application design.

*Transfer Credit:* CSU; UC credit determined after admission.

### **CIS 189C SPECIAL TOPICS IN SOFTWARE DEVELOPMENT 3.0 UNITS**

Class hours: 3.0 Lecture

This course introduces students to new software application designs in the information technology industry. The focus of the course includes programming language structure, programming implementation, and application design.

*Transfer Credit:* CSU; UC credit determined after admission.

### **CIS 189D SPECIAL TOPICS IN SOFTWARE DEVELOPMENT 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 103 or equivalent with a grade of "C" or higher or "Pass".

This is a software development course designed to acquaint the student with new languages in the information technology industry. The course will focus on programming language structure, programming implementation, and application design.

*Transfer Credit:* CSU; UC credit determined after admission.

### **CIS 200A APPLE MAC OS SUPPORT ESSENTIALS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: A knowledge of computer operating systems or appropriate work experience.

This course is to prepare desktop specialists, service technicians for Apple computers by providing comprehensive coverage on installation, administration, and support of Macintosh Operating Systems (Mac OS). The topics include system configurations, user account management, file systems, network services and configuration, and security. The content of this course matches the objectives of the Apple Certified Support Professional (ACSP) certification.

*Transfer Credit:* CSU

### **CIS 201 SYSTEMS ANALYSIS AND DESIGN 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

This course is a detailed study of business systems analysis and design theory and application techniques. It includes interviewing techniques, systems functions, surveys, diagramming, analysis, design, and testing. The systems development life cycle, structured design and object-oriented design methodologies will be studied. Attention is given to the role of the systems analyst within the business environment.

*Transfer Credit:* CSU

### **CIS 202A PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 102 and CIS 105 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course covers the principles of project management as it applies to the field of Information Technology (IT). Students learn how to plan, execute, and control complex IT systems projects using Microsoft Project. Information technology projects are used to practice and gain "real world" exposure to the complexities and challenges of managing an IT systems development project.

*Transfer Credit:* CSU

### **CIS 202B MICROSOFT PROJECT 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 102 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This hands-on course will show the student how to create, track, and report project plans using Microsoft Project. Students will learn how to add task dependencies, assign resources, track costs, use different project views, and share project information with others.

*Transfer Credit:* CSU

### **CIS 207 DATABASE DESIGN AND SQL 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 155 or equivalent with a grade of "C" or higher or "Pass".

This course covers the concepts of designing, creating, and accessing relational data base management systems (DBMS). SQL (Structure Query Language) is utilized to create, modify, and query multitable databases and produce output.

*Transfer Credit:* CSU

### **CIS 208A ORACLE SQL AND PL/SQL 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 103 and CIS 155 or equivalent with grade of "C" or higher or "Pass" or appropriate work experience.

This course covers the concepts of Structured Query Language (SQL) in the SQL \*Plus environment, and Oracle's Procedural Language/Structured Query Language (PL/SQL) programming languages for working with relational databases. The students will learn the creation of database objects and the storage, retrieval, and manipulation of data using the Oracle database management system.

*Transfer Credit:* CSU

### **CIS 211A SPECIAL TOPICS IN DATABASE 1.0 UNIT**

Class hours: 1.0 Lecture

This course introduces students to recent advancements of database systems in information technology. The focus of this course will be database administration, programming, and security. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.

*Transfer Credit:* CSU

### **CIS 211B SPECIAL TOPICS IN DATABASE 2.0 UNITS**

Class hours: 2.0 Lecture

This course introduces students to recent advancements of database systems in information technology. The focus of this course will be database administration, programming, and security. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.

*Transfer Credit:* CSU

### **CIS 211C SPECIAL TOPICS IN DATABASE 3.0 UNITS**

Class hours: 3.0 Lecture

This course introduces students to recent advancements of database systems in information technology. The focus of this course will be database administration, programming, and security. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.

*Transfer Credit:* CSU

### **CIS 212 INTRODUCTION TO MICROSOFT WINDOWS ADMINISTRATION 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 58A or equivalent with a grade of "C" or higher or "Pass".

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## Course Descriptions

This is a course for system administrators who are responsible for installing and administrating networks based on the current Windows operating systems. Students will learn how to install, configure, and optimize the current Windows operating systems, including network inter-operability and troubleshooting.  
*Transfer Credit: CSU*

### **CIS 213A MICROSOFT WINDOWS ACTIVE DIRECTORY SERVICES 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 212 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course provides an overview of Microsoft Windows Active Directory Services, used in the latest Microsoft network operating systems. It helps students develop knowledge and skills to install, configure, and administer Windows 2000 Active Directory Services, implement Group Policy, and perform the Group Policy-related tasks that are required to centrally manage users and computers. Students learn to set up and administer domain user accounts and groups, delegate administrative control of Active Directory objects in Windows 2000, create and manage trees and forests in a Windows 2000 network, administer forest-wide resources, manage Active Directory replication and operation masters, manage and restore the Active Directory database, and implement an Active Directory infrastructure. The course also prepares students for the Microsoft Certified Professional (MCP) Exam 70-217- a core requirement on the Windows 2000 Microsoft Certified Systems Engineer (MCSE) track.

*Transfer Credit: CSU*

### **CIS 213B MICROSOFT ADVANCED NETWORK INFRASTRUCTURE 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This course provides students with the information and skills needed to develop a plan for a network infrastructure based on Microsoft Windows server operating systems. Topics mainly focus on the designing aspects of various network services that can be provided by the server operating systems in areas such as Internet Protocol (IP) address assignments, name resolutions, IP routing, server clustering, and network infrastructure security. It also covers the objectives required by current Microsoft certifications, such as Microsoft Certified System Administrator (MCSA), Microsoft Certified System Engineer (MCSE), Microsoft Certified Technology Specialist (MCTS), and Microsoft Certified Information Technology Professional (MCITP).

*Transfer Credit: CSU*

### **CIS 213F MICROSOFT WINDOWS SERVER ADMINISTRATION 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This course provides the knowledge required by system administrators, network administrators, and IT (Information Technology) professionals who implement, manage, and troubleshoot network and server environments based on the latest Microsoft Windows® platform. It offers up-to-date information on core system administration topics such as Active Directory services, security, disaster planning and recovery, and interoperability with NetWare and Unix. It includes information on Microsoft Internet Security and Acceleration (ISA) Server and scripting. In addition, this course prepares students for a core Microsoft certification exam that will lead to such certifications as the Microsoft Certified System Engineer (MCSE), Microsoft Certified System Administrator (MCSA), Microsoft Certified Technology Specialist (MCTS), and Microsoft Certified Information Technology Professional (MCITP).

*Transfer Credit: CSU*

### **CIS 213G MICROSOFT EXCHANGE SERVER ADMINISTRATION 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 212B or equivalent with a grade of "C" or higher or "Pass".  
This course is to provide the knowledge required by System Administrators, Network Administrators, and IT (Information Technology) professionals who implement, manage and troubleshoot the Microsoft Exchange server. These skills are generally required in medium to very large computing environments that typically have multiple physical locations, mixed client connection protocols, and Internet messaging connectivity. In addition, this course is part of the Microsoft Certified Systems Engineer (MCSE) certification program series.

*Transfer Credit: CSU*

### **CIS 213H MICROSOFT WINDOWS SECURITY 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 212B or equivalent with a grade of "C" or higher or "Pass".  
This course will provide training in tools and procedures recommended by the security industries for the System Administrators, Network Administrators, and Information Technology (IT) professionals who design, implement, and manage the Microsoft Windows network environment.

*Transfer Credit: CSU*

### **CIS 213K DESIGNING WINDOWS ACTIVE DIRECTORY AND NETWORK INFRASTRUCTURE 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This course will help students develop skills and knowledge necessary to design an organization's active directory and network infrastructure. In addition, this course will prepare students for a core for the Microsoft Certified Systems Engineer (MCSE) certification.

*Transfer Credit: CSU*

### **CIS 214 UNIX AND LINUX OPERATING SYSTEMS 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: Knowledge of one operating system.

This course introduces UNIX and Linux workstations. It develops a deeper understanding of operating systems, their functions and services. It provides practical familiarity with UNIX and Linux hosts and the rich set of tools they provide to power users, operating systems specialists, network engineers, and programmers. Students will learn the power of robust, single-tasked utilities and their coordination into cohesive, productive tool-chains. This course fulfills certificate, AA and transfer requirements. This course is a prerequisite or elective to all certification tracks. This course is generally applicable to all proprietary UNIX implementations as well as open source Linux distributions and FreeBSD, including its various incarnations such as Mac OS X.

*Transfer Credit: CSU*

### **CIS 231 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 180 or CIS 182 or CIS 183 or equivalent with a grade of "C" or higher or "Pass".

This course provides a detailed coverage of microcomputer architecture and instruction sets and how to use them to design and write assembly language programs. Topics will cover principles of assembly programming including functions, stacks, recursion, macros, input/output devices, precision arithmetic, and logic design. This course is not open to students with credit in CIS 230.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **CIS 240**

#### **ISERIES 400 CONTROL LANGUAGE PROGRAMMING 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Recommendation: CIS 141 or equivalent with a grade of "C" or higher or "Pass" is strongly recommended.

This course covers the fundamental concepts required to develop control language programs for use on an IBM iSeries 400. Topics include: structured programming, program control, error handling, OS/400 concepts, and when to use CL programs.

*Transfer Credit: CSU*

### **CIS 271**

#### **COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 1.0 UNIT**

Class hours: 1.0 Work Experience

Class hours: 1 hr/wk coordination class.

One unit of Computer and Information Sciences Occupational Work Experience requires 60 non-paid hours of work or 75 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **CIS 272**

#### **COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 2.0 UNITS**

Class hours: 1.0 Work Experience

Class hours: 1 hr/wk coordination class.

Two units of Computer and Information Sciences Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **CIS 273**

#### **COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience

Class hours: 1 hour/week coordination class.

Three units of Computer and Information Sciences Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers.

First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses

may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **CIS 274**

#### **COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS**

Class hours: 1.0 Work Experience

Class hours: 1 hour/week coordination class.

Four units of Computer and Information Sciences Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers.

First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **CIS 280**

#### **OBJECT-ORIENTED PROGRAMMING IN C++ 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Strongly recommend CIS 180 or equivalent with a grade of "C" or higher or "Pass".

This is a course in Object-Oriented Programming (OOP) using the C++ programming language. Topics presented include abstract data types, objects and classes, operator overloading, inheritance, constructors and destructors, pointers, member functions, virtual functions, the theory of object-oriented programming, and the techniques of object-oriented design.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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### **CIS 280X OBJECT-ORIENTED PROGRAMMING IN C++ 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: Strongly recommend CIS 180 or equivalent with a grade of "C" or higher or "Pass".

This is a course in Object-Oriented Programming (OOP) using the C++ programming language. Topics presented include abstract data types, objects and classes, constructors, destructors, pointers, virtual functions, operator overloading, inheritance, polymorphism, exceptions, Standard Template Library (STL), the theory of object-oriented programming, and the techniques of object-oriented design. This course is not open to students who have received credit in CIS 280.  
*Transfer Credit: CSU; UC*

### **CIS 282 ADVANCED JAVA PROGRAMMING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 183 or equivalent with a grade of "C" or higher or "Pass".

This course covers the implementation of advanced program designs with the tools available in the Java programming language. After fundamentals are reviewed, advanced topics will be presented, including the graphical user interface (GUI) for applications, 2D graphics, multimedia, multithreading for synchronized concurrency, and client-server models for networking and database connectivity.  
*Transfer Credit: CSU*

### **CIS 283A JAVA SERVER PAGES (JSP) PROGRAMMING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 182 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course introduces the student to Java Server pages (JSP) programming for Web services. Students learn to write scripts in Web pages that are processed at the server to handle client requests, process forms, mine data and connect to other services.  
*Transfer Credit: CSU*

### **CIS 285A ASP.NET PROGRAMMING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 162 and CIS 286 or equivalents with grades of "C" or higher or "Pass".

This course covers the different approaches for creating server-side scripts using Active Server Pages.NET (ASP). The student will learn how to build, implement, and execute scripts that create fully-functional Web applications.  
*Transfer Credit: CSU*

### **CIS 286 SOFTWARE DEVELOPMENT WITH C# 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: Knowledge of one object-oriented programming language.

This course provides students with the knowledge and skills to develop programs useful for a broad range of Windows based and online applications using C# programming language. The course covers object-oriented design, graphical user interface, networking, threading, web services, collections and basic web database programming.  
*Transfer Credit: CSU*

### **CIS 288 MOBILE APPLICATION DEVELOPMENT 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: Knowledge of one object-oriented programming language (such as C++, Java, or C#) or related work experience. This course explores the principles and tools involved in the design and construction of applications for mobile devices. The course covers designing user interfaces, processing user input and events, retrieving and storing data, communicating via the Internet, and deploying applications.  
*Transfer Credit: CSU*

### **CIS 292 DATA STRUCTURES 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: CIS 183 or CIS 280X or equivalent of either course with a grade of "C" or higher or "Pass" or appropriate work experience.

This course introduces the structured representation of data in computer systems and programming languages. It teaches the creation of structures that maintain complex data relationships in order to access, search through, and modify that data in an organized and efficient manner. Students learn to analyze the time and size efficiency tradeoffs of the various data structures and access algorithms. Techniques are presented for organizing data into useful types of lists, trees, stacks, and queues using array-based and linked structures. Students develop efficient algorithms to order and access that data using iteration and recursion to solve complex, real-world problems. Other advanced data structures such as self-balancing trees and graphs are designed and evaluated. This course is required for university transfer in computer science.  
*Transfer Credit: CSU; UC*

### **CIS 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **CIS 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **COSMETOLOGY**

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### **(Technology Division)**

### **COS 53 ADVANCED COSMETOLOGY MANIPULATION 7.5 UNITS**

Class hours: 3.3 Lecture/9.8 Laboratory  
Prerequisite: COS62B or COS 70C with a grade of "C" or higher or "Pass".  
COS61B or COS 70B with a grade of "C" or higher or A cosmetology license or proof of Completion of a cosmetology program; and ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" and completion

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## Course Descriptions

of READ 54 or READ 97 or READ 102 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading placement process with eligibility for "Reading Exempt".

### **COS 54 INTRODUCTORY ESTHETICIAN**

**11.0 UNITS**

Class hours: 6.0 Lecture/15.0 Laboratory  
Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/ placement process with eligibility for "Reading Exempt".

This is an introductory course designed to develop basic skills and theoretical knowledge necessary to enter the licensed esthetician vocation. Students develop knowledge in theories of cosmetic chemistry, products, and their use and effect on skin. Students' knowledge and ability are achieved in a minimum of 300 hours, through lecture, demonstrations and laboratory in a salon atmosphere

### **COS 54A ADVANCED ESTHETICIAN**

**11.0 UNITS**

Class hours: 6.0 Lecture/15.0 Laboratory  
Prerequisite: COS 54 or equivalent with a grade of "C" or higher or "Pass".

This class is an advanced portion of the esthetic program. It develops skills in electrical modalities, depilatory waxing, paraffin waxing, advanced massage techniques, and corrective make-up. Students develop skills in selecting appropriate facial treatments. The students' ability and knowledge are to be achieved in a minimum of 300 hours through lecture and demonstration by working in a salon atmosphere.

### **COS 55 ESTHETICS CROSSOVER**

**6.5 UNITS**

Class hours: 3.4 Lecture/10.0 Laboratory  
Prerequisite: COS61B or COS 70B with a grade of "C" or higher or a cosmetology license or proof of Completion of a cosmetology program; and ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" and completion of READ 54 or READ 97 or READ 102 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading placement process with eligibility for "Reading Exempt".

This is an esthetician crossover course designed to develop esthetic skills and theoretical knowledge necessary to obtain an esthetician license. Students will enhance theoretical and practical knowledge of esthetic chemistry,

procedures, products, facial machines and their use and effects on skin. Students will achieve theoretical and practical knowledge in a minimum of 200 hours, through lecture, demonstrations and laboratory in a salon atmosphere.

### **COS 60A INTRODUCTORY COSMETOLOGY I**

**11.0 UNITS**

Class hours: 6.0 Lecture/15.0 Laboratory  
Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" and READ 54 or READ 97 or READ 102 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/ placement process with eligibility for "Reading Exempt".

This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It is designed to acquaint the student with, and to develop their ability to perform the basic skills in hairstyling, haircutting, and permanent waving. Emphasis will be placed on the Cosmetology Act, State Board Rules and Regulations, safety, sanitation, anatomy, and chemistry as they relate to the cosmetology profession.

### **COS 60B INTRODUCTORY COSMETOLOGY II**

**11.0 UNITS**

Class hours: 6.0 Lecture/15.0 Laboratory  
Prerequisite: COS 60A with a grade of "C" or higher or "Pass".

This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It provides an opportunity for the student to perform basic skills in chemical relaxer, soft perms, press and curl, facials and people skills. It provides an opportunity for the student to continue developing manipulative skill in hairstyling, hairstyling, haircoloring, permanent waving, manicuring, and pedicuring. Emphasis will be placed on the safety and sanitation as it relates to the cosmetology profession, professionalism and client relationships.

### **COS 61A INTERMEDIATE COSMETOLOGY I**

**11.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: COS 60B with a grade of "C" or higher or "Pass".

This is an intermediate course in theory as it pertains to cosmetology. It provides

an opportunity for the student to continue developing manipulative skills in thermal hairstyling, wet hairstyling, chemical waving, hairstyling, salesmanship, long hairstyling, chemical relaxing, make-up, conditioning, manicuring, and to gain knowledge of trichology, dermatology, and chemistry, as they relate to cosmetology. People skills, press and curl, hair design, and men's hairstyling will also be studied. Emphasis is placed on professionalism and client relationships.

### **COS 61B INTERMEDIATE COSMETOLOGY II**

**11.0 UNITS**

Class hours: 6.0 Lecture/15.0 Laboratory  
Prerequisite: COS 61A with a grade of "C" or higher or "Pass".

This is an intermediate course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing people skills, manipulative skills in haircolor, manicuring, scalp treatments, chemical waving, hairstyling, and chemistry, hairdesign, permanent wave, press and curl, and chemical relaxing. Emphasis is placed on professionalism, client relationships, and people skills.

### **COS 62A ADVANCED COSMETOLOGY I**

**11.0 UNITS**

Class hours: 6.0 Lecture/15.0 Laboratory  
Prerequisite: COS 61B or COS 70B with a grade of "C" or higher or "Pass".

This is an advanced course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in haircoloring, thermal hairstyling, competition styling, hairstyling, conditioning, reconstruction, chemical waving, chemical straightening, facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

### **COS 62B ADVANCED COSMETOLOGY II**

**11.0 UNITS**

Class hours: 6.0 Lecture/15.0 Laboratory  
Prerequisite: COS 62A with a grade of "C" or higher or "Pass".

This is an advanced course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in haircoloring, thermal hairstyling, competition styling, hairstyling, conditioning, reconstruction, chemical waving, chemical straightening,

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facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

### **COS 63 ADVANCED COSMETOLOGY MANIPULATION 5.0 UNITS**

Class hours: 2.5 Lecture/7.5 Laboratory  
Prerequisite: COS 62B or COS 70C or COS 73B with a grade of "C" or higher or "Pass".  
This is an advanced course designed to permit the student to complete 1600 hours necessary to take the State Board of Cosmetology examination. It provides an opportunity for the student to continue developing manipulative skills in hairstyling, haircoloring, permanent waving, chemical straightening, scalp treatments, facials, waxing, manicuring, pedicuring, and thermal styling.

### **COS 70A INTRODUCTORY COSMETOLOGY 8.0 UNITS**

Class hours: 5.2 Lecture/12.5 Laboratory  
Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with eligibility for "Reading Exempt."  
This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It is designed to acquaint the student with and to develop their ability to perform the basic skills in hairstyling, hairsculpturing, haircoloring, permanent waving, manicuring, and facials. Emphasis will be placed on the Cosmetology Act, State Board Rules and Regulations, safety, sanitation, anatomy, and chemistry as it relates to the cosmetology industry.

### **COS 70B INTERMEDIATE COSMETOLOGY 9.0 UNITS**

Class hours: 4.2 Lecture/12.5 Laboratory  
Prerequisite: COS 60B or COS 70A with a grade of "C" or higher or "Pass".  
This is an intermediate course in technical and related theory as it pertains to cosmetology. It provides an opportunity for the student to consider developing manipulative skills in hair coloring, thermal hairstyling, chemical waving, chemical straightening, facials, make-up, manicuring. Emphasis is placed on professionalism and personal/client relationships.

### **COS 70C ADVANCED COSMETOLOGY MANIPULATION 9.0 UNITS**

Class hours: 5.2 Lecture/12.5 Laboratory  
Prerequisite: COS 61B or COS 70B with a grade of "C" or higher or "Pass".  
This is a course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skill in haircoloring, thermal hairstyling, competition styling, hairsculpturing, conditioning, reconstruction, chemical waving, chemical straightening, facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

### **COS 98 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **COS 99 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

## **COUNSELING**

### **(Counseling & Guidance Division)**

### **COUN 10 (Not Degree Applicable) CAREER PLANNING 1.0 UNIT**

Class hours: 1.0 Lecture  
This course is designed to help the student approach career decisions in a systematic way.

A variety of techniques are used to assess individual characteristics and relate these to occupational information. At times, sections may be offered which emphasize particular types of situations such as the person making initial career decisions, mid-life career changes, and minority programs. (Formerly CG 1)

### **COUN 100 COUNSELOR AIDE IN THE COMMUNITY COLLEGE 2.0 UNITS**

Class hours: 2.0 Lecture  
This course is designed to familiarize the student with the functions and training in the techniques of the student counselor aide in a community college setting. (Formerly CG 100)  
*Transfer Credit: CSU*

### **COUN 101A ORIENTATION TO COLLEGE 0.5 UNIT**

Class hours: 0.5 Lecture  
This course is designed to introduce first-time college students to services offered at Cerritos College; the history and mission of the system of higher education in California; policies and procedures that affect students at Cerritos College; and educational planning, including major and general education requirements and course sequencing. As part of the course, students may tour the Cerritos College campus, acquainting themselves with the location and function of various offices and service providers. Each student will produce a short term educational plan specific to his or her educational goal. This course is offered on a pass/no pass basis only.  
*Transfer Credit: CSU*

### **COUN 101B EDUCATIONAL PLANNING 0.5 UNIT**

Class hours: 0.5 Lecture  
This course is designed to broaden continuing students' understanding of the history and mission of the system of higher education in California, with particular emphasis on the role of the community college; policies and procedures that affect students at Cerritos College; and long-term educational planning including basic transfer requirements for the California State University and the University of California systems. Each student will produce a long-term educational plan specific to his or her educational goal. This course is offered on a pass/no pass basis only.  
*Transfer Credit: CSU*

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# Course Descriptions

## **COUN 101C**

### **NAVIGATING THE TRANSFER PROCESS**

**1.0 UNIT**

Class hours: 1.0 Lecture

This course provides an introduction to the transfer process for those students who plan to transfer to a college or university to complete a baccalaureate degree. Topics include the value of pursuing higher education, selection of a transfer institution, transfer requirements, admission procedures, and requirements for majors. This course is offered on a pass/no pass basis only.

*Transfer Credit: CSU*

## **COUN 150**

### **DYNAMICS OF LEADERSHIP**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and participation in a college or community-based organization or club.

This course is designed for students who wish to develop a deeper understanding and appreciation of the theories, principles, and techniques of leadership in a college or community-based organization. It includes the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision making, problem solving, and organizational development. It emphasizes critical analysis of leaders in the news, history, film, and/or literature. (Formerly CG 150)

*Transfer Credit: CSU*

## **COUN 200**

### **SUCCESS IN COLLEGE AND CAREER**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Completion of ENGL 20 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 52, ENGL 72, and ESL 152.

This course will provide students with knowledge, information, and skills to better understand themselves as students, people, and members of the working world. It will assist them to establish life, career, educational, and personal goals and to develop plans and strategies to successfully meet those goals. (Formerly CG 200)

*Transfer Credit: CSU; UC*

## **COUN 210**

### **JOB SEARCH STRATEGIES**

**1.0 UNIT**

Class hours: 1.0 Lecture/0.5 Laboratory

Recommendation: Completion or near completion of a degree program or certificate program or be actively seeking a new employment opportunity.

This is an open entry/open exit, self-paced course designed to prepare students to manage their transition from college-to-work and/or work-to-work situations. Students will learn the fundamentals of the job search process. Students will learn to develop job search strategies, prepare print and electronic resumes and improve their interview skills. This course is offered on a credit/no credit basis only. (Formerly CG 210)

*Transfer Credit: CSU*

## **COUN 220**

### **TRANSITION TO UNIVERSITIES**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass". Completion of 12 CSU/UC transferable units.

This course is a presentation and discussion of college life transitions. It addresses effective decision-making activities and strategies for transfer students. Included are evaluation of education/career goals; analysis, comparison, and evaluation of university admissions standards; review of major preparations; and an introduction to post-graduate entrance requirements. Students will make on-site research/field visits to universities and review available student services. (Formerly CG 220)

*Transfer Credit: CSU*

## **COUN 298**

### **DIRECTED STUDIES**

**1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation. (Formerly CG 298)

*Transfer Credit: CSU*

## **COUN 299**

### **DIRECTED STUDIES**

**2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation. (Formerly CG 299)

*Transfer Credit: CSU*

## **CULINARY ARTS**

### **(Health Occupations Division)**

#### **CA 43 (Not Degree Applicable)**

##### **OCCUPATIONAL**

##### **WORK EXPERIENCE**

**3.0 UNITS**

Class hours: 1.0 Work Experience

One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student's educational goal.

Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

#### **CA 44 (Not Degree Applicable)**

##### **OCCUPATIONAL**

##### **WORK EXPERIENCE**

**4.0 UNITS**

Class hours: 1.0 Work Experience

One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student's educational goal.

Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that

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are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **CA 55 FUNDAMENTALS OF RESPONSIBLE ALCOHOL SERVICE 1.0 UNIT**

Class hours: 1.0 Lecture

This course covers the principles of responsible alcohol service to hospitality customers. Topics include understanding laws and responsibilities pertaining to alcohol service, evaluating intoxication levels of guests, checking identification, and dealing with difficult situations. The ServSafe Alcohol Certification Exam will be administered.

### **CA 98 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **CA 99 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

### **CA 101 INTRODUCTION TO FOOD SERVICE, SAFETY, AND SANITATION 1.0 UNIT**

Class hours: 1.0 Lecture

This course covers the principles of food microbiology, important foodborne illnesses, standards that are enforced by regulatory

agencies, and applied measure for the prevention of foodborne illnesses and other microbiological problems. This course meets current food protection standards for regulatory agents. SerSafe Food Protection Manager Certification Exam will be administered.

*Transfer Credit: CSU*

### **CA 120 INTRODUCTION TO THE HOSPITALITY INDUSTRY 3.0 UNITS**

Class hours: 3.0 Lecture

This course is an overview of the hospitality industry with an emphasis on career opportunities for culinary arts students. Topics will include the use of technology, ethics, leadership, human resource functions, management techniques, and services standards for the hotel and resort business. These skills build a strong knowledge base for understanding the hospitality industry.

*Transfer Credit: CSU*

### **CA 180 INTRODUCTION TO BAKING SKILLS 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory

Corequisite: CA 101 or equivalent with a grade of "C" or higher or "Pass" or prior completion.

This course introduces the student to basic baking techniques and basic ingredients utilized in the industry. The course will cover breads, sweet doughs, laminate doughs, pie doughs, fillings, cakes, and various pastries. This course aims to provide students with the basic ability to produce baked goods using various techniques and skills sets for bakers and pastry cooks in the food service industry. T.B. clearance for food service personnel is a State regulation and required for enrollment in this course. (Formerly CA 80).

*Transfer to CSU*

### **CA 181 PROFESSIONAL BAKING AND PASTRY PRODUCTION I 5.0 UNITS**

Class hours: 3.0 Lecture/7.0 Laboratory

Prerequisite: CA 101 and CA 180 or equivalent with grades of "C" or higher or "Pass".

Students build on their fundamental baking skills and produce a variety of pastries to include doughs, pastries, creams, custards, frozen, and fruit desserts. A review of cake mixing techniques with an emphasis on preparing simple to complex filled cakes, gateaux, and tortes; comparing classical and modern preparation will be overviewed. This course aims to provide students with proficient skills to prepare and accomplish quantity production by producing large volume pastries and baked goods for banquets and retail settings. T.B.

clearance for food service personnel is State regulation and required for enrollment in this course. (Formerly CA 81).

*Transfer to CSU*

### **CA 182 PROFESSIONAL BAKING AND PASTRY PRODUCTION II 5.0 UNITS**

Class hours: 3.0 Lecture/7.0 Laboratory

Prerequisite: CA 181 or equivalent with a grade of "C" or higher or "Pass".

This course is an examination of restaurant plated desserts, petit fours, candies, and European cakes that are assembled and decorated with a modern approach. Basic decorative techniques as applied to show pieces in sugar or chocolate are introduced. Production will include design and assembly of a three-tier wedding cake and advanced decorating techniques. Focus will be placed on food costing formulas and presentation of products. This course aims to increase skills in producing a more uniform product, with high eye appeal, flavor, and texture balance. T.B. clearance for food service personnel is a State regulation and required for enrollment in this course. (Formerly CA 82).

*Transfer to CSU*

### **CA 230 PROFESSIONAL HEALTHY COOKING 3.0 UNITS**

Class hours: 3.0 Lecture

This course examines basic principles of nutrition and explores the nutritional needs for various populations. Recipe modification, current issues in nutrition, and the application of nutritional principles to menu development is the focus of this course. Topics include alternative ingredients, menu marketing, allergens, and religious dietary laws.

*Transfer Credit: CSU*

### **CA 240 HUMAN RELATIONS IN HOSPITALITY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: CA 120 or equivalent with a grade of "C" or higher or "Pass".

This course introduces students to the manager's role in organizing, planning, and control of production for a culinary operation. An emphasis on the skills necessary to be effective leaders, developing human relations' skills and building on workplace diversity will be reviewed. The course will also cover communicating effectively and creating a positive work climate. Supervision responsibilities of planning, organizing, controlling, decision making, problem solving, and delegating will be included.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **CA 250 PROFESSIONAL COOKING I 7.0 UNITS**

Class hours: 6.0 Lecture/4.0 Laboratory  
Corequisite: CA 101 or prior completion or equivalent with a grade of "C" or higher or "Pass".

Recommendation: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

The course introduces the student to basic cooking techniques and basic ingredients utilized in the industry. This course will cover recipes, knife skills, cooking methods, product identification, herbs and spices, equipment usage, measurements, stocks, soups and basic sauces. This course aims to provide students with a strong foundation of skills and abilities to succeed in the next level of classes. T.B. clearance for food service personnel is a State regulation and required for enrollment in this course.

*Transfer Credit: CSU*

## **CA 251 PROFESSIONAL COOKING II 8.0 UNITS**

Class hours: 3.0 Lecture/15.0 Laboratory  
Prerequisite: CA 152 or CA 250 or equivalent with a grade of "C" or higher or "Pass" and CA 101 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: CA 230 or equivalent with a grade of "C" or higher or "Pass".

The course continues the education from basic cooking to practical application for cooking skills. The course will cover soups, stocks, sauces, salads, sandwiches, breakfast cookery, and entrée cooking. This course is a practical application lab producing food for public consumption. These skills build a stronger foundation for the advanced level of classes. T.B. clearance for food service personnel is a State regulation and required for enrollment in this course.

*Transfer Credit: CSU*

## **CA 252 PROFESSIONAL COOKING III 8.0 UNITS**

Class hours: 3.0 Lecture/15.0 Laboratory  
Prerequisite: CA 153 or CA 251 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: CA 230 or equivalent with a grade of "C" or higher or "Pass" and completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

The course completes the education of practical cooking techniques in a formal dining restaurant. The course will cover dining room service, garde manger, appetizers, canapés, charcutiere, plate, and buffet presentations, advanced cooking methods, management techniques, leadership styles, and job readiness skills. T.B. clearance for food service personnel is a State regulation and required for enrollment in this course.

*Transfer Credit: CSU*

## **CA 260 FOODS PURCHASE AND CONTROL 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to familiarize the student with all aspects of purchasing and cost control within the foodservice industry. Instruction and experience in the areas of forecasting operational needs, menu pricing, food purchasing, and cost control are included. (Formerly CA 160)

*Transfer Credit: CSU*

## **CA 265 FOOD, BEVERAGE, AND LABOR COST CONTROL 3.0 UNITS**

Class hours: 3.0 Lecture

This course emphasizes the use of cost controls for food, beverage, and labor for a foodservice establishment. This course will cover various costing techniques, menu item pricing, purchasing, forecasting, and inventory maintenance.

*Transfer Credit: CSU*

## **CA 270 HOSPITALITY LAW 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: CA 120 or equivalent with a grade of "C" or higher or "Pass".

This course explores the legal relationship and considerations of hotel, restaurant, travel and tourism operations. It provides a basic understanding of the primary laws and regulations that apply to the hospitality industry. It will overview how to effectively manage the legal issues/liabilities faced by all hospitality managers, and how to avoid and prevent legal liabilities through critical thinking and application.

*Transfer Credit: CSU*

## **DANCE**

### **(KINESIOLOGY DIVISION)**

#### **DANC 50 (Not Degree Applicable)**

##### **INDIVIDUALIZED**

##### **DANCE DEVELOPMENT 1.0 UNIT**

Class hours: 4.0 Laboratory

This course is designed to provide students the individualized opportunity to acquire and practice the dance skills necessary for participation in dance concerts, local and regional dance festivals and choreography competitions.

#### **DANC 100**

##### **DANCE APPRECIATION 3.0 UNITS**

Class hours: 3.0 Lecture

This course offers a study styles, artists, and the cultural/historical characteristics of dance as an art form and social expression. Topics for study will include current events, and popular trends. Materials are presented through lectures, video examples, class discussion, and attendance at live dance concerts. (Formerly PEX 179)

*Transfer Credit: CSU; UC*

#### **DANC 101**

##### **HISTORY OF DANCE 3.0 UNITS**

Class hours: 3.0 Lecture

Students will study dance history from ancient to modern times, beginning with tribal, ethnic and folk dance and on through contemporary ballet, modern and jazz dance. (Formerly PEX 191)

*Transfer Credit: CSU; UC*

#### **DANC 102**

##### **INTRODUCTION TO ADAPTIVE DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This course introduces elements of multiple dance genres for individuals with disabilities. Students will explore the benefits of breath, components of weight-shifting and gravity, as well as rhythm and space. This course will encourage proprioception, mind body connection, and coordination, and decision-making through choreographic choices. This course is not open to students who have completed PEX104D.

*Transfer Credit: CSU*

#### **DANC 103**

##### **DANCE CONDITIONING AND ALIGNMENT 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed to provide a conditioning program for dance technique classes involving exercises from multiple

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

dance conditioning modalities. Exercises are designed to increase dance specific body awareness, placement, and performance by increasing strength, flexibility, and endurance. This course is not open to students who have completed PEX 157.

*Transfer Credit: CSU; UC*

### **DANC 104 CARDIO BARRE CONDITIONING** 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to provide a complete conditioning program for the aspiring dancer or fitness enthusiast, involving exercises based on ballet-based group fitness. These exercises are designed to increase body functioning and alignment by increasing cardiovascular health, flexibility, and muscular strength. This course is not open to students who have taken PEX 137.

*Transfer Credit: CSU*

### **DANC 105 INTRODUCTION TO DANCE MOVEMENT** 3.0 UNITS

Class hours: 2.0 Lecture/3.0 Laboratory  
Students will study dance movement in three basic styles: ballet, modern and jazz. For each form, proper body alignment, stretching and styling techniques will be presented in a dance class format. This includes warm-ups, progressions and dance combinations. (Formerly PEX 180)

*Transfer Credit: CSU; UC*

### **DANC 106A BEGINNING BALLET** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is a study in the basics of ballet terminology and technique with emphasis on body alignment, coordination and musicality.

*Transfer Credit: CSU; UC*

### **DANC 106B INTERMEDIATE BALLET** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
*Students will study the intermediate terminology and technique of classical ballet.*

*Transfer Credit: CSU; UC*

### **DANC 106C ADVANCED BALLET** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study the advanced terminology and technique of classical ballet.

*Transfer Credit: CSU*

### **DANC 107 BALLET VARIATIONS** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to continue the development of technical ballet skills with emphasis on developing physical and artistic expression through the execution of classical and contemporary variations. (Formerly PEX 194)

*Transfer Credit: CSU; UC*

### **DANC 108A DANCE, MODERN, BEGINNING** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study the expressive body movements in a creative art form. Emphasis will be on developing modern dance skills and technique as well as conditioning the body by improving posture, flexibility, strength, and coordination. (Formerly PEX 182A)

*Transfer Credit: CSU; UC*

### **DANC 108B DANCE, MODERN, INTERMEDIATE** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study intermediate level modern skills and will utilize basic movement and music principles to choreograph dance sequences. (Formerly PEX 182B)

*Transfer Credit: CSU; UC*

### **DANC 108C DANCE, MODERN ADVANCED** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study advanced level modern dance skills with an emphasis placed on learning the vocabulary and techniques of the main classical modern dance techniques including, but not limited to, Martha Graham, Lester Horton, Jose Limon, and Merce Cunningham.

*Transfer Credit: CSU; UC*

### **DANC 109 INTRODUCTION TO DANCE CULTURES OF THE WORLD** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study dance styles representative of different cultures and nationalities. Introduction to many different dance forms will be explored, taking into consideration historical background, related folklore and how dance differs from culture to culture. (Formerly PEX 181)

*Transfer Credit: CSU; UC*

### **DANC 110 COMMERCIAL DANCE FOUNDATIONS** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to emphasize movement fundamentals used for commercial dance work in film, concert dance, television and industrial shows and commercials. It offers instruction in foundational and current trends of popular dance.

*Transfer Credit: CSU; UC*

### **DANC 112 CONTEMPORARY DANCE** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is the study of current contemporary dance techniques with an emphasis placed on recognizing the vocabulary and influences of multiple contemporary dance genres. Studies will include, but not be limited to, concert based forms, such as release technique, counter technique, and inversion techniques, as well as television and competition-based commercial styles.

*Transfer Credit: CSU; UC*

### **DANC 115 LITURGICAL DANCE** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is the study of Liturgical dance, with an emphasis placed on recognizing the history and influences of sacred and secular dance forms. Traditional and contemporary functions and practices in Liturgical Dance will be explored through the fusion of African, ballet, modern, jazz, contemporary, and hip hop dance techniques, to express theological concepts.

*Transfer Credit: CSU*

### **DANC 120 PARTNERING FOR DANCE** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study partner dancing involving groups of two or more dancers. It will serve as an introduction to the art of partnering in modern, jazz, and classical choreography. Not limited to male/female partnering, students will study choreography involving any body contact or shifting of weight from one individual to another. (Formerly PEX 185)

*Transfer Credit: CSU; UC*

### **DANC 121 LATIN SOCIAL DANCE** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an overview of Latin social dance including tango, salsa, meringue, paso doble, bolero, mambo and cha cha. Areas of study include movement theory, dance, vocabulary, performance, etiquette and dance history. (Formerly PEX 196)

*Transfer Credit: CSU; UC*

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## Course Descriptions

### **DANC 122 MIDDLE EASTERN DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
The course will introduce students to the history of Middle Eastern dance in its different forms and styles. The evolution of the dance form from its traditional styles to a fusion of Eastern and Western dance styles is also presented. (Formerly PEX 199)  
*Transfer Credit:* CSU; UC

### **DANC 123 AFRICAN DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course introduces students to selected dances of Africa through the practice of steps and choreography. Music and history of the dances studied with their social and religious significance in African culture are presented. Emphasis is placed on coordination of polyrhythmic body movements with the music. (Formerly PEX 198)  
*Transfer Credit:* CSU; UC

### **DANC 124 HIP HOP DANCE I 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course covers the various forms of beginning hip hop dance including a basic history of hip hop dance and the aligned movement vocabulary, terminology, and social/theatrical codifications.  
*Transfer Credit:* CSU; UC

### **DANC 125 INTRODUCTION TO BALLROOM DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to introduce ballroom dancing through the understanding of history, music, and performance opportunities. Basic steps, variations and styling techniques for the fox trot, waltz, swing, cha cha, tango, bolero, rhumba, samba and other selected styles will be included. (Formerly PEX 193)  
*Transfer Credit:* CSU; UC

### **DANC 126 HIP HOP DANCE II 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course encompasses the study of today's evolving hip hop dance trends and includes a contemporary history of hip hop dance. Study will focus on the current movement styles and include the vocabulary, terminology, and social/theatrical codifications as it is demonstrated in formal (theater) and informal (studio) settings.  
*Transfer Credit:* CSU; UC

### **DANC 127 BALLET FOLKLORICO 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an introduction to the history and techniques of Ballet Folklorico through a study of its multiple regional styles. The evolution of the dance, from its indigenous roots, to a fusion of Latin and European dance styles will be explored.  
*Transfer Credit:* CSU

### **DANC 128 LATIN DANCE PERFORMANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is a continued overview of Latin partnering dances including tango, salsa, merengue, bachata, cumbia, mambo and cha cha. Areas of study include performance technique, open shine work, styling, and choreography execution.  
*Transfer Credit:* CSU

### **DANC 129 HEELS DANCE CLASS 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study dance techniques and trends performed in heeled shoes. Current and historical genres such as Waacking, Voguing, and Stiletto Heels Dance from the Femme Hip Hop and commercial dance worlds will be explored through movement, philosophy, and dance technique studies.  
*Transfer Credit:* CSU

### **DANC 130 DANCE IMPROVISATION 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study theories and practices of dance improvisation. Students will learn about improvisational dance strategies and structures, playing with space, time, energy, and intention.  
*Transfer Credit:* CSU; UC

### **DANC 130A BEGINNING CHOREOGRAPHY 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study the basic elements of dance composition as well as learn about well-known choreographers and their work. The study will include the selection of movement appropriate to the meaning of a dance, the arrangements of movement in space, the use of tempo, and the overall design of the dance and its staging.  
*Transfer Credit:* CSU; UC

### **DANC 130B INTERMEDIATE CHOREOGRAPHY 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study choreographic techniques and styles used in dance composition as well as research current choreographers and their work. The study will include the structure and phrasing of movement appropriate to the meaning of a dance. The intermediate studies will include the use of compositional structures and choreographic tools used to manipulate movement phrases for formal concert presentations on the proscenium stage and their overall effect on the dance.  
*Transfer Credit:* CSU; UC

### **DANC 131 DANCE MOVEMENT ANALYSIS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is the study of basic dance movement analysis using elementary movement analysis and notation systems such as Labanotation, Bartenieff Fundamentals, and other methods of movement codification. These systems are taught by using video, terminology, graphs, scores, and other visual aids.  
*Transfer Credit:* CSU; UC

### **DANC 132 DANCE AND TECHNOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Basic computer skills and dance knowledge recommended.  
This course is the study of how technology has historically and is currently being used in the field of dance. Emphasis will be placed on the various technologies that currently impact the art of dance. The majority of topics in the course will be related to the art of dance and how it interacts with the film, editing, and digital arts. Basic computer and dance skills are recommended for successful completion of this course.  
*Transfer Credit:* CSU

### **DANC 133 DANCE PRODUCTION 2.0 UNITS**

Class hours: 6.0 Laboratory  
Students will study the elements of dance production such as choreography, lighting, design, costume design, music, and concert publicity. Students will choreograph and perform in the concert or work backstage as part of the technical crew. (Formerly PEX 183)  
*Transfer Credit:* CSU; UC

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **DANC 134 DANCE PERFORMANCE 2.0 UNITS**

Class hours: 6.0 Laboratory  
Students will study the aspects of dance performance through participation in the semester dance concert. Emphasis is placed on improving classroom dance technique and elevating skills to a performance level. (Formerly PEX 188)  
*Transfer Credit: CSU; UC*

### **DANC 135 DANCE WORKSHOP 2.0 UNITS**

Class hours: 6.0 Laboratory  
Students will study the technical dance skills in ballet, jazz and modern dance. The course includes exploration of the elements of composition and affords the opportunity to experiment with improvisation and set choreography. Students will work on individual and group projects and participate in the faculty dance concert. (Formerly PEX 189)  
*Transfer Credit: CSU; UC*

### **DANC 136 DANCE REPERTORY 2.0 UNITS**

Class hours: 6.0 Laboratory  
Students will study a repertory of dances in the styles of ballet, modern, jazz, ethnic, and dance theatre. The advanced student will participate in performances on campus as well as in the community. (Formerly PEX 187)  
*Transfer Credit: CSU; UC*

### **DANC 138 DANCE TEACHING METHODS 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course is a continued overview of Latin partnering dances including tango, salsa, merengue, bachata, cumbia, mambo and cha cha. Areas of study include performance technique, open shine work, styling, and choreography execution.  
*Transfer Credit: CSU*

### **DANC 140 BEGINNING JAZZ DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an introduction to jazz techniques and dance styles. Emphasis is on mastering the fundamental skills basic to jazz dance techniques and artistic performance.  
*Transfer Credit: CSU; UC*

### **DANC 141 INTERMEDIATE JAZZ DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: TH 140 or DANC 140 or equivalent with a grade of "C" or higher or "Pass".  
This course is a continuation of the development of jazz dance techniques and style begun in TH 140 or DANC 140. Emphasis is on mastery of more complicated jazz dance combination patterns and their performance.  
*Transfer Credit: CSU; UC*

### **DANC 142 BEGINNING TAP DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an introduction to basic tap dance techniques and styles. Emphasis is on mastery of basic tap dance steps, rhythms, combination patterns and their performance.  
*Transfer Credit: CSU; UC*

### **DANC 143 INTERMEDIATE TAP DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: TH 142 or DANC 142 or equivalent with a grade of "C" or higher or "Pass".  
This course is a continuation of the development of tap dance techniques and style begun in TH 142 or DANC 142. Emphasis is on mastery of more complicated tap dance steps, rhythms, combination patterns, and their performance.  
*Transfer Credit: CSU; UC*

### **DANC 144 DANCE FOR MUSICAL THEATRE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an introduction to musical theatre dance styles, techniques and repertory. Emphasis is on mastering the fundamental skills and styles basic to musical theatre dance technique and performance.  
*Transfer Credit: CSU; UC*

### **DANC 150 REHEARSAL FOR FORMAL DANCE CONCERTS 6.0 UNITS**

Class hours: 6.0 Laboratory  
Students will study professional level standards of dance rehearsal etiquette and choreographic retention while experiencing the development of a concert dance piece over an extended rehearsal period.  
*Transfer Credit: CSU; UC*

### **DANC 151 REHEARSAL FOR INFORMAL DANCE SHOWCASES 2.0 UNITS**

Class hours: 6.0 Laboratory  
Students will study appropriate rehearsal etiquette for the development of an informal concert dance piece.  
*Transfer Credit: CSU; UC*

## **DENTAL ASSISTING**

### **(Health Occupations Division)**

#### **DA 1 (Not Degree Applicable)**

### **DENTAL RADIATION SAFETY LICENSING 1.5 UNITS**

Class hours: 1.3 Lecture/1.7 Laboratory  
Prerequisite: Verification of a minimum of 480 hours of work experience as a dental assistant.

This course prepares the working dental assistant with theories and techniques of intra-oral and extra-oral radiography including application to a variety of patients. Upon satisfactory completion of this course, the student will receive a California Radiation License. This course is offered on a credit/no credit basis only.

### **DA 51 APPLIED DENTAL SCIENCE I 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
This course is an introduction to the application of basic dental sciences and infection control. It includes dental terminology, microbiology, anatomy of the head and neck, oral physiology, tooth morphology, preliminary oral examination, taking impressions for study models, pouring models, and bleaching techniques. It also includes procedures in managing asepsis, infection and hazard control consisting of maintenance, disinfection and sterilization of equipment, supplies, and disposal of hazardous waste pertaining to patient care.

### **DA 52 DENTAL RADIOGRAPHY I 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is a study of the dental x-ray, the characteristics and methods of controlling x-radiation, types of film used, methods of processing, identifying, and mounting radiographs, radiation safety procedures, interpretation of radiographs, and an analysis of technique errors. It includes modern intra-oral dental and extra-oral radiographic techniques, arrangement and care of the

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## Course Descriptions

darkroom equipment, composition and preparation of solutions, procedures for processing films, and mounting films. The student will practice on the manikin exposing films using radiation protection and safety guidelines.

### **DA 53 INTRODUCTION TO CHAIRSIDE ASSISTING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Corequisite: DA 54.

This course involves instruction in the role and responsibilities of the chairside assistant. It includes basic qualifications, preparing patient for treatment, taking of a health history, charting, terminology, positioning of patient-operator-auxiliary for four-handed dental procedures, assisting with administration of local anesthetic agents, assessment/placement of a rubber dam, instrument exchange, oral evacuation, retraction, illumination, and assisting with endodontic procedures.

### **DA 54 INTRODUCTION TO OPERATORY PROCEDURES 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory

Corequisite: DA 53.

This course includes manikin instruction in the techniques, materials, and instrumentation for assisting in operative dental procedures such as amalgam and composite restorations, gold inlays and crowns, and fixed bridges. An introduction to intra-oral tasks delegated to registered dental assistants which are related to operative dentistry, such as matrix placement, placement of bases and liners, placement of plastic temporary restorations, and removal of excess cement is also provided.

### **DA 61 APPLIED DENTAL SCIENCE II 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: DA 51 or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DA 63.

This course includes a study of oral pathology, nitrous oxide, pharmacology and medical emergencies in the dental office. Students will develop and implement a community dental health project. In addition, emphasis will be placed on preventive dentistry, which includes the use of fluorides, effective oral hygiene, nutritional guidelines, and development of a plaque control program. Instruction, clinical experience, and evaluation of both coronal polishing and application of pit and fissure sealants on teeth will be included.

### **DA 62 DENTAL RADIOGRAPHY II 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Prerequisite: DA 52 or equivalent with a grade of "C" or higher or "Pass".

The student will be instructed in advance techniques of dental radiography, anatomical landmarks and dental anatomy pertaining to dental radiography with emphasis placed on evaluation of films. The student will practice taking full mouth radiographs for diagnosis by a dentist. Operation of panoramic equipment will also be included.

### **DA 63 ADVANCED CHAIRSIDE ASSISTING 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory

Prerequisite: DA 53 and DA 54 or equivalent with grades of "C" or higher or "Pass".

Corequisite: DA 65.

This course includes instruction in the specialties of dentistry and armamentarium required in each specialty. Laboratory content includes development of preclinical skills in the extended functions which are required for the Registered Dental Assistant.

### **DA 64 DENTAL OFFICE MANAGEMENT 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Prerequisite: DA 51 or equivalent with a grade of "C" or higher or "Pass".

This course includes instruction in the non-clinical functions which are integral to the dental office. Subject areas include office communications, scheduling appointments, making financial arrangements, recall, completing insurance forms, record keeping, inventory, bookkeeping, marketing strategies, the use of computers, and other related skills required of a secretarial dental assistant.

### **DA 65 CLINICAL I DENTAL SCHOOLS 3.0 UNITS**

Class hours: 1.0 Lecture/7.0 Laboratory

Prerequisite: DA 53, DA 54 or equivalent with grades of "C" or higher or "Pass".

Corequisite: DA 61, 62, and 63.

This course includes the practice of dealing with patients and working with dental students in four-handed dental procedures. The clinical instruction in this course is conducted at dental schools. Emphasis is placed on general operative dentistry, endodontics, and treating emergency patients. Weekly seminars are devoted to the evaluation of the clinical experience which includes techniques, patients' special needs, and communicating with patients and staff.

### **DA 75 CLINICAL II COOPERATIVE OFFICE TRAINING 5.0 UNITS**

Class hours: 1.1 Lecture/10.7 Laboratory

Prerequisite: DA 65 or equivalent with a grade of "C" or higher or "Pass".

This course includes the practice of working as a member of the dental team in community dental offices under the direct supervision of dentists. Emphasis is placed on general practice procedures, specialty areas, and the clinical application of intraoral tasks assigned to the registered dental assistant. Proficiency of all skills in the use of equipment is emphasized. The students will develop a professional attitude in all phases of dental assisting, including legal and ethical aspects of dental practice. Weekly seminars are held to evaluate and review clinical applications. Preparation for the certification and Registered Dental Assistant examinations will be included.

### **DA 85 (Not Degree Applicable) ORTHODONTIC ASSISTING PERMIT COURSE 2.0 UNITS**

Class hours: 1.5 Lecture/2.0 Laboratory

Prerequisite: Completion of DA 75 with a grade of "C" or higher or "Pass". Graduation from the Cerritos College Dental Assisting Program and current Infection Control (IC) certificate.

This course is designed to provide advanced education in orthodontic training for the Registered Dental Assistant or Dental Assistant currently working in an Orthodontic practice setting. Instruction includes ultrasonic scaling for cement removal and it meets the didactic and laboratory requirements by the Dental Board of California Orthodontic Assisting Permit course approval. Students must provide verification of Hepatitis B immunization or HBV refusal form, proof of negative TB test, and current CPR certification.

### **DA 86 (Not Degree Applicable) CLINICAL EXPERIENCE IN A ORTHODONTIC SPECIALTY PRACTICE 0.5 UNIT**

Class hours: 1.8 Laboratory

Prerequisite: DA 85 with a grade of "C" or higher or "Pass" and an Infection Control Certificate and CPR Healthcare Provider Card.

Prerequisite: Infection Control Certificate, CPR Healthcare Provider Card.

Provides students with the required clinical hours associated with working in an orthodontic specialty practice or a general dental office with an attending orthodontist, under the instructor's supervision. Students will be required to attend an orientation and complete assigned hours in an approved clinical site.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **DENTAL HYGIENE**

(Health Occupations Division)

#### **DH 110**

#### **PREVENTIVE DENTISTRY I 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: Admission to the Dental Hygiene Program.

This course introduces the student to the concept of optimum oral health care through plaque control, preventive dentistry and the role of the auxiliaries on the dental health team. Emphasis is placed on oral hygiene practices and patient motivation. Also included are etiology of soft and hard deposits, and patient instruction in plaque control care.

*Transfer Credit: CSU*

#### **DH 111**

#### **INFECTION CONTROL AND DENTAL OFFICE EMERGENCIES 2.0 UNITS**

Class hours: 2.0 Lecture

Corequisite: DH 115C.

Prerequisite: Admission to the Dental Hygiene Program.

This course covers the basic principles of infection control and the application of "standard precautions" in the dental health care setting. Included in this course is the selection and use of procedures and products to prevent the spread of infectious diseases in the practice of dental hygiene. Specific step-by-step procedures and current regulatory mandates related to infection control and the management of hazardous materials will be covered in detail. In addition, knowledge and skills related to preparedness for the prevention of medical emergencies in the dental setting will be covered.

*Transfer Credit: CSU*

#### **DH 112**

#### **DENTAL HYGIENE RADIOGRAPHY 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Prerequisite: Admission to the Dental Hygiene Program.

This course is a study of dental radiography, the characteristics and methods of controlling x-radiation, types of film used, methods of processing, identifying, and mounting radiographs, radiation safety procedures, and interpretation of radiographs for preliminary evaluation. It includes the theories and techniques of intra-oral, extra-oral, and digital radiography with laboratory experience and analysis of technique errors.

*Transfer Credit: CSU*

#### **DH 114**

#### **DENTAL HYGIENE CLINICAL SCIENCES I 2.0 UNITS**

Class hours: 2.0 Lecture

Corequisite: DH 115C.

Prerequisite: Admission to the Dental Hygiene Program.

This course introduces the student to the methodology and rationale for patient assessment and data collection. It includes patient histories, determination of vital signs, extraoral and intraoral examination, examination of the gingival and periodontal tissues, examination of the teeth and appropriate documentation of the data. The student will receive essential information for assessment of a patient prior to the formulation of the dental hygiene treatment service plan.

*Transfer Credit: CSU*

#### **DH 115C**

#### **PRE-CLINICAL DENTAL HYGIENE I 2.0 UNITS**

Class hours: 6.0 Laboratory

Corequisite: DH 114.

Prerequisite: Admission to the Dental Hygiene Program and a valid adult, child and infant CPR card including two-person CPR.

This course provides the student with the pre-clinical and clinical experience designed to develop thorough and efficient dental instrumentation techniques for comprehensive oral hygiene services.

*Transfer Credit: CSU*

#### **DH 116**

#### **HEAD AND NECK ANATOMY 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Corequisite: DH 119.

Prerequisite: Admission to the Dental Hygiene Program.

This course is a detailed study of the anatomy and physiology of the human head and neck. Emphasis is placed on the correlation of structure and function especially where applicable to clinical dental hygiene.

*Transfer Credit: CSU*

#### **DH 119**

#### **DENTAL EMBRYOLOGY, HISTOLOGY, AND ANATOMY 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Corequisite: DH 115C and DH 116.

Prerequisite: Admission to the Dental Hygiene Program.

This course covers an introduction to orofacial structures and the study of orofacial embryology, oral histology, and dental anatomy.

Clinical considerations relevant to dental hygiene practice and root morphology to enhance instrumentation are included.

*Transfer Credit: CSU*

#### **DH 120**

#### **PREVENTIVE DENTISTRY II 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: DH 114 or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 125C.

Recommendation: DH 110 or equivalent with a grade of "C" or higher or "Pass".

This course offers clinical information in the areas of patient motivation for plaque control, including periodontal disease, and dietary analysis. Techniques in nutritional counseling for the dental patient will be emphasized.

*Transfer Credit: CSU*

#### **DH 125**

#### **DENTAL HYGIENE CLINICAL SCIENCES II 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: DH 114 and DH 115C or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 125C.

This course is designed to support Clinical Dental Hygiene II. It is intended to allow for weekly discussions pertinent to clinical skills and related subjects which can be applied in the dental clinic setting. An overview of the technique and procedures particular to each dental specialty is presented. Dental clinic policies and procedures for clinic operation will be emphasized.

*Transfer Credit: CSU*

#### **DH 125C**

#### **CLINICAL DENTAL HYGIENE II 3.0 UNITS**

Class hours: 9.0 Laboratory

Prerequisite: DH 115C or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 125.

This course provides the student with clinical experiences in the practical application of dental procedures to perform comprehensive oral hygiene services. Students are scheduled at off-campus dental clinics with supervision from the Cerritos College Dental Hygiene Faculty and will have the opportunity to observe various dental specialties.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### DH 126

#### **GENERAL AND ORAL PATHOLOGY 2.0 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
Prerequisite: DH 112, DH 116, and DH 119 or equivalent with grades of "C" or higher or "Pass".

Corequisite: DH 125C.

This course includes an in-depth study of the principles of general pathology and the specifics of oral pathology. Emphasis is placed on the clinical recognition, differential diagnosis, and treatment of oral pathologic conditions and associated systemic disorders.

*Transfer Credit: CSU*

### DH 127

#### **PHARMACOLOGY 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: DH 115C, DH 116, and DH 119 or equivalent with grades of "C" or higher or "Pass".

Corequisite: DH 125C and DH 128.

This course covers the general principles of pharmacology, use of therapeutic agents utilized in dental practice, an overview of medically prescribed drugs used by dental patients and a background of contemporary pharmacologic issues which concern the consumer.

*Transfer Credit: CSU*

### DH 128

#### **MANAGEMENT OF PAIN 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Prerequisite: DH 116 with a grade of "C" or higher or "Pass".

Corequisite: DH 125 and DH 127.

This course is designed to teach the student management of pain control through the use of local anesthetic agents and the administration of nitrous oxide and oxygen when used as a sedative. The physiology and pharmacology agents, indications and contra-indications for use, and the treatment of complications and emergencies are stressed. Other modalities of pain control will be discussed.

*Transfer Credit: CSU*

### DH 129

#### **APPLIED PERIODONTICS 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: DH 114 or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 125C.

This course is designed to provide the student with a thorough understanding of the role of the hygienist in the treatment of periodontal disease. The normal periodontium, the pathogenesis of periodontal disease, etiology, and therapy are studied in detail. Soft tissue curettage and root planing are emphasized.

*Transfer Credit: CSU*

### DH 150C

#### **CLINICAL DENTAL HYGIENE IIA 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: DH 125C & DH 128 or equivalent with a grade of "C" or higher or "Pass".

This course provides the student with clinical experiences in the delivery of dental services on patients, utilizing instructor assisted guided discovery learning methodology. Students are scheduled at select contract dental facilities.

*Transfer Credit: CSU*

### DH 232L

#### **DENTAL MATERIALS LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory

Corequisite: DH 235C.

This course emphasizes the reasons specific dental materials are employed and the ways in which they react to the oral environment. Biological considerations in the selection and utilization of various dental materials are stressed. The course is designed to provide the dental hygiene student with an understanding of laboratory techniques and chairside procedures commonly encountered in dentistry.

*Transfer Credit: CSU*

### DH 234

#### **DENTAL CARE FOR THE SPECIAL PATIENT 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: DH 125C and DH 127 or equivalent with grades of "C" or higher or "Pass".

Corequisite: DH 235C.

This introductory course for dental hygiene care of the medically compromised and older adult patient covers basic information on disease entities which cause disabilities and are common in the older person. Emphasis will be on recognition of medical precautions, medications which affect oral health, barriers and access to oral health care, and prevention and treatment of oral diseases.

*Transfer Credit: CSU*

### DH 235

#### **DENTAL HYGIENE CLINICAL SCIENCES III 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: DH 125C or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 235C.

This course is designed to support Clinical Dental Hygiene III. It is intended to allow for further studies in advanced periodontal treatment.

*Transfer Credit: CSU*

### DH 235C

#### **CLINICAL DENTAL HYGIENE III 4.0 UNITS**

Class hours: 12.0 Laboratory

Prerequisite: DH 125C or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 235.

This course is designed to provide the student with the continuation of clinical experiences in performing comprehensive dental hygiene services. Students are scheduled at a variety of dental facilities in Los Angeles County. Under the supervision of the Cerritos College Dental Hygiene faculty, the student will perform traditional dental hygiene functions increasing in complexity through the sequence of clinical courses.

*Transfer Credit: CSU*

### DH 238

#### **COMMUNITY OUTREACH I 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory

Prerequisite: DH 110 or equivalent with a grade of "C" or higher or "Pass".

This course provides a basic introduction to the principles of health education, including discussion of the teaching/learning process, and effective pedagogy for the diverse population of the elementary school-aged child. The principles learned will be applied in the delivery of dental health education to elementary school children in the community. In addition, a basic framework for table clinic development will be presented, and support will be given to students in the planning process of this activity.

*Transfer Credit: CSU*

### DH 239

#### **INTRODUCTION TO DENTAL BIOSTATISTICS AND RESEARCH 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: Admission to the Dental Hygiene Program.

This course provides an introduction to research methodology and biostatistics. Emphasis will be placed on the reading and interpreting of scientific literature in dentistry and dental hygiene and using technology in searching for appropriate research to complete applicable assignments.

*Transfer Credit: CSU*

### DH 244

#### **ETHICAL ISSUES IN DENTAL HYGIENE 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: DH 235C or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 245C.

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## Course Descriptions

This course investigates ethical issues, dilemmas, and the State Dental Practice Act that affect the standards of behavior for the dental hygienist. Principles of general and biomedical ethics are applied to common examples of situations faced by dentists and hygienists in today's dental practice.

*Transfer Credit: CSU*

### **DH 245 DENTAL HYGIENE CLINICAL SCIENCES IV 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory  
Prerequisite: DH 235C or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 245C.

This course is designed to support Clinical Dental Hygiene IV and prepare the students for the National Board Dental Hygiene Examination. Current dental treatment philosophies and technological advances in dentistry are presented through case-base problem simulations. In addition, the subject of myofunctional evaluation and therapeutic treatment modalities will be introduced.

*Transfer Credit: CSU*

### **DH 245C CLINICAL DENTAL HYGIENE IV 4.0 UNITS**

Class hours: 12.0 Laboratory

Prerequisite: DH 235C or equivalent with a grade of "C" or higher or "Pass".

Corequisite: DH 245.

This course is designed to provide the student with the continuation of clinical experiences in performing comprehensive dental hygiene services to patients with complex periodontal problems. Increased opportunities are experienced at multiculturally diverse community settings. With supervision from the Cerritos College Dental Hygiene faculty, the student will perform traditional dental hygiene functions to a greater number of patients with increased efficiency and complexity.

*Transfer Credit: CSU*

### **DH 248 COMMUNITY OUTREACH II 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory

Prerequisite: DH 238 or equivalent with a grade of "C" or higher or "Pass".

This course provides a basic introduction to the principles of adult education. Opportunities are provided to deliver dental health education to a variety of age groups and special needs individuals in the community. Emphasis will be on student knowledge and initiative in the design, implementation, and evaluation of a dental health program for an

adult group in the community. Additionally, table clinics on a current topic of interest will be presented in the community. (Formerly DH 248L)

*Transfer Credit: CSU*

### **DH 249 PRINCIPLES OF COMMUNITY ORAL HEALTH 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: Admission to the Dental Hygiene Program.

This course introduces basic concepts of dental public health including career opportunities for the dental hygienist, community health assessment, oral health status and trends, and health care delivery and financing. Emphasis will be placed on public health issues and related research.

*Transfer Credit: CSU*

### **DH 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **DH 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer

credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **EARTH SCIENCE**

**(Science, Engineering, and Math Division)**

### **ESCI 101 PHYSICAL ECOLOGY 3.0 UNITS**

Class hours: 2.5 Lecture/1.5 Laboratory

Recommendation: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math assessment/placement process with a score eligible for MATH 60.

This is a general studies course that includes problems of current concern relative to hydrologic, oceanographic, and atmospheric processes as they affect and are affected by human activities. The technologic, economic, and political aspects of pollution and solutions to environmental problems are studied. This course requires the equivalent of three one-day field trips.

*Transfer Credit: CSU; UC*

### **ESCI 102 PHYSICAL ECOLOGY FIELD LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: ESCI 101 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This is a general studies course offering an opportunity for a more complete understanding of environmental problems discussed in ESCI 101. It includes a hands-on approach to understanding the processes and materials involved in environmental problems by identification, measurement, and analysis in the field and in the lab.

*Transfer Credit: CSU; UC*

### **ESCI 104 OCEANOGRAPHY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 60.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

This course is an introduction to the geography of the oceans, geology of the ocean basins, and the chemistry and physics of sea water. The ecology of the sea and its effect on the ecosphere are also covered. Landforms and processes of the coastal zone and use and abuse of the marine environment are discussed.

*Transfer Credit: CSU; UC*

### **ESCI 104L**

#### **OCEANOGRAPHY LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: ESCI 104 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass", or completion of the math assessment/ placement process with a score eligible for MATH 60.

This laboratory/field study course is designed to supplement ESCI 104-Oceanography. Emphasis will be placed on the interrelationships between the geological, chemical, physical, and biological aspects of the marine environment. In addition, human use and abuse of the coastal zone and marine environment will be analyzed.

*Transfer Credit: CSU; UC*

### **ESCI 106**

#### **WEATHER AND CLIMATE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/ placement process with a score eligible for MATH 60.

This course is a survey of the processes and patterns in the atmosphere which result in the regional distribution of weather and climate.

*Transfer Credit: CSU; UC*

### **ESCI 110**

#### **INTRODUCTION TO EARTH SCIENCE 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score

eligible for ENGL 100 or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/ placement process with a score eligible for MATH 60.

This course is an introduction to the Earth system. It is an integrated course designed to give broad, general knowledge in the areas of astronomy, geology, meteorology, and oceanography. The laboratory component focuses on the solar system, plate tectonics, glaciers, volcanoes, earthquakes, and climate change.

*Transfer Credit: CSU; UC*

*\*UC credit limits may apply. No credit if taken after a college level course in Geology, Physical Geography, or Physical Anthropology*

### **ESCI 180**

#### **EARTH SCIENCE MATERIALS AND PREPARATIONS 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: ESCI 110, or GEOL 101, or GEOG 101, or GEOG 101L with a grade of "C" or higher or "Pass".

This course is designed primarily for earth science, geology, or geography majors. It focuses on the use and care of laboratory and field equipment necessary for the preparation of field and laboratory demonstrations. An introduction to stockroom procedures may be included.

*Transfer Credit: CSU*

### **ESCI 298**

#### **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

*Transfer Credit: CSU*

### **ESCI 299**

#### **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising

faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ECONOMICS**

### **(Business, Humanities, and Social Sciences Division)**

### **ECON 101**

#### **ECONOMIC ISSUES AND POLICY 3.0 UNITS**

Class hours: 3.0 Lecture

This is a one-semester survey of basic economic concepts and institutions stressing the role of the United States in the global economy. The course presents the foundations of economic analysis and applications to the market-oriented economy, role of government, and relationships and comparisons with the world economy. It is designed for students who desire an economic perspective without an intensive or technical investigation.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. No credit for ECON 101 if taken after ECON 202.*

### **ECON 102**

#### **WOMEN IN THE GLOBAL ECONOMY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Completion of English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S, or ENGL 52, or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to the global economy from the perspectives of women in the Third World. Drawing from various disciplinary fields such as economics, history, political science, anthropology and postcolonial studies, it examines critically the processes of globalization that impact the multiple identities and oppressions which shape women's lives with respect to race, gender, class and culture. This course studies the consequences of strategies of modernization and neocolonialism employed by institutions of economic development such as the World Bank and International Monetary Funds on the lives of women in the

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

developing countries. This course is not open to students who are currently enrolled in or have completed WGS 206 or WS 206.  
*Transfer Credit:* CSU; UC

### **ECON 201 PRINCIPLES OF MACROECONOMICS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 60.  
Recommendation: ENGL 100 or equivalent with a grade of "C" or higher or "Pass".  
This introductory course in economics examines how scarce resources are used to produce goods and services that require choices and trade-offs. Macroeconomics looks at the health of the U.S. domestic economy and its relationship to the global economy. Unemployment, inflation, and economic growth are discussed and measured. Fiscal and monetary policies and their effectiveness are studied. The issue of why nations trade and the benefits and costs of trade and globalization are examined. This course uses economic models and mathematical calculations. This course is transferable to the CSU system. This course is not open to students who are enrolled in or who have received credit in ECON 201M.  
*Transfer Credit:* CSU; UC

### **ECON 201M PRINCIPLES OF MACROECONOMICS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for MATH 80 or MATH 80A or higher.  
Recommendation: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".  
This introductory course in economics examines how scarce resources are used to produce goods and services that require choices and trade-offs. Macroeconomics looks at the health of the U.S. domestic economy and its relationship to the global economy. Unemployment, inflation, and economic growth are discussed and measured. Fiscal and monetary policies and their effectiveness are studied. The issue of why nations trade and the benefits and costs of trade and globalization are examined. This course uses economic models and mathematical calculations. This course is transferable to

the CSU system. This course is not open to students who are enrolled in or who have received credit in ECON 201.  
*Transfer Credit:* CSU; UC

### **ECON 202 PRINCIPLES OF MICROECONOMICS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 60.  
Recommendation: ENGL 100 or equivalent with a grade of "C" or higher or "Pass".  
This course emphasizes microeconomics; the study of specific markets in the economy. We investigate the dynamics of supply and demand in competitive markets in determining prices and the quantities of goods and services produced. Consumer behavior is investigated using the concept of marginal analysis. The behavior of firms in attempting to maximize profits is studied as is the differing market structures among varying industries. This course uses economic models and mathematical analysis. This course is transferable to the CSU and UC system. This course is not open to students who are enrolled in or who have received credit in ECON 202M.  
*Transfer Credit:* CSU; UC

### **ECON 202M PRINCIPLES OF MICROECONOMICS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for MATH 80 or MATH 80A or higher.  
Recommendation: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".  
This course emphasizes microeconomics: The study of specific markets in the economy. We investigate the dynamics of supply and demand in competitive markets in determining prices and the quantities of goods and services produced. Consumer behavior is investigated using the concept of marginal analysis. The behavior of firms in attempting to maximize profits is studied as is the differing market structures among varying industries. This course uses economic models and mathematical analysis. This course is transferable to the CSU and UC

system. Students who have taken Economics 202 are not eligible for this course.  
*Transfer Credit:* CSU; UC

### **ECON 204 MONEY, ETHICS, AND ECONOMIC JUSTICE 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass".  
Students will study the ethical issues such as pros and cons of capitalism, ethics of inequality, responsibilities to the poor, ethics and honesty in business, job responsibility, social obligations of corporations, affirmative action, and sexual harassment.  
*Transfer Credit:* CSU; UC

### **ECON 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit:* CSU

### **ECON 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course

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# Course Descriptions

may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **EDUCATION**

**(Business, Humanities, and Social Sciences Division)**

### **EDEL 100 INTRODUCTION TO TEACHING AND LEARNING IN DIVERSE CONTEMPORARY CLASSROOMS 1.0 UNIT**

Class hours: 1.0 Lecture  
This course will provide students with an introduction to teaching as a profession. The course will address the qualities of an effective teacher, components and purposes of an effective professional portfolio, and critical issues in diverse contemporary classrooms. This course requires a minimum of ten (10) hours of structured fieldwork in an approved public K-8 general education classroom.  
*Transfer Credit: CSU*

### **EDEL 105 INTRODUCTION TO TEACHING 1.0 UNIT**

Class hours: 1.0 Lecture  
EDEL 105 will provide students with an introduction to the profession of teaching at the secondary level. Teaching and learning in contemporary classrooms serving diverse student populations are discussed. The course will address professional teaching standards and current educational issues. Students will begin development of their Teacher TRAC Reflective Practitioner Portfolio. Ten hours of observation in a middle/high school is a required component of this course.  
*Transfer Credit: CSU*

### **EDEL 200 INTRODUCTION TO THE TEACHING PROFESSION 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Enrollment in the Cerritos College Teacher Training Academy (Teacher TRAC); AND, EDEL 100 or equivalent with a grade of "C" or higher or "Pass"; AND, ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass"; AND, MATH 70 or equivalent with a grade of "C" or higher or "Pass"; AND, Math 80 or equivalent with a grade of "C" or higher or "Pass" OR assessment/placement with eligibility for MATH 110A.

EDEL 200 provides an overview of the concepts and issues related to the teaching profession in a democratic society, including philosophies of education, the history of education in America, the sociology of education, contemporary issues in education, and the role of education in American society. This course requires a minimum of forty-five (45) hours of structured fieldwork in an approved public K-8 general education classroom. Course must be taken for a letter grade.  
*Transfer Credit: CSU*

### **EDEL 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **EDUCATIONAL TECHNOLOGY (EDTCH)**

**(Business, Humanities, and Social Sciences Division)**

### **EDT 50 PREPARATION FOR ONLINE LEARNING 1.0 UNIT**

Class hours: 1.0 Lecture  
This course teaches students the skills necessary to successfully complete an online class. Topics include study skills, time management, online student profiles, introduction to the Internet and the World Wide Web and information literacy, using email as well as other online services, netiquette, copyright and plagiarism, and basic aspects of word processing as it relates to creating and saving basic documents that can be attached to emails or uploaded to a learning management system.

### **EDT 77 USING MIND-MAPPING TOOLS IN EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture  
This course is intended to teach educators the basics of mind-mapping software, such as Inspiration, an "idea-mapping" and outlining software tool, in an educational setting. Students will create presentation diagrams and outlines to build and reinforce ideas. Students will learn to link presentations directly to the World Wide Web. Using the Internet and other resources, students will create lesson plans to incorporate into their curricula. The nature of this course requires adequate vision to create and critique visual presentations that are designed for visual appeal and effectiveness. All students must be able to perform these activities with or without reasonable accommodations. This course is not open to students with credit in EDT 67.

### **EDT 110 INTRODUCTION TO EDUCATIONAL TECHNOLOGY 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory  
Introduction to Educational Technology is designed to prepare future teachers with the understanding of how to utilize computers in the educational environment. Participants will learn basic computer terminology, fundamental Internet tools, basic word processing, the use of electronic spreadsheets and use of database management systems. A supportive learning community will be provided where future educators will learn skills in creating effective learning resources using suitable technologies.  
*Transfer Credit: CSU*

### **EDT 112 CREATING VIRTUAL CURRICULUM 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".  
This course is intended to teach educators how to create conferenced and on-line (virtual) curriculum projects for use in the classroom and on the World Wide Web. Students in this course will be given guidelines for developing virtual museums, field trips, on-line exhibits, and exploratoriums from idea conception to the resulting conference or web pages for posting on the Internet.  
*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **EDT 116 INFORMATION LITERACY FOR EDUCATORS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course is designed for educators who wish to learn about Internet information literacy and how to incorporate the Internet into the classroom curriculum. Participants will learn fundamental and advanced Internet search methods, techniques for determining validity of search results, and copyright issues. A supportive learning community will be provided in which educators collaborate to improve their skills in creating effective learning resources using suitable technologies. This course is not open to students with credit in EDT 100.

*Transfer Credit: CSU*

### **EDT 117 CREATING DIGITAL PROJECT-BASED CURRICULUM PROJECTS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 110 or EDT 116 or equivalent with a grade of "C" or higher or "Pass".

This course is designed for educators and future educators who wish to expand their Internet and technology-integration skills to be used when developing project-based classroom curriculum. Participants will learn to create an Internet-based project. A supportive learning environment will be provided where educators and future educators collaborate to improve their skills in creating effective learning resources using suitable technologies.

### **EDT 118 EMERGING TRENDS IN EDUCATIONAL TECHNOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed for future and current educators who want to take a closer look at emerging trends in Educational Technology. (also known as Instructional Technology) now and in the foreseeable future. Students will examine tools and applications that are being used in education today, along with the how and for what purposes. Ed Tech organizations for teachers will also be explored, as well as some of the alternative professional development options that exist for teachers today. Students will experiment with tech tools and practice applying educational technology concepts to learning opportunities.

*Transfer Credit: CSU*

### **EDT 122 FUNDRAISING/GRANT WRITING FOR EDUCATORS 2.0 UNITS**

Class hours: 2.0 Lecture

This course covers the basics of grant seeking, grant writing, and other forms of fundraising that will enable educators to obtain money for technology and other educational programs. The course will cover the process, structure, and skills to develop a conceptual framework for fundraising research, planning, writing skills and strategies. Budgetary considerations, budgetary planning, and presentation skills will also be addressed.

*Transfer Credit: CSU*

### **EDT 123 INTERNET TOOLS FOR EDUCATORS 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course covers some of the tools provided on the Internet for educators including blogs, wikis, dictionaries, reference citation makers, libraries, and online rubric creators. Students will learn to use these tools, while discovering practical and creative uses to enhance their teaching. Methods of integrating the tools into the educational setting will be explored.

*Transfer Credit: CSU*

### **EDT 124 MOBILE TECHNOLOGY IN EDUCATION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass". This course introduces educators and prospective educators to use of mobile technology and mobile devices in education to perform administrative, instructional, and other classroom functions. Topics include background and basics of mobile devices, technology showcases that illustrate use of mobile technologies, learning theories and 21st Century skills, and "apps." Other topics include policy and management issues related to mobile devices. This course is not open to students with credit in EDT 121.

*Transfer Credit: CSU*

### **EDT 125 FUNDAMENTALS OF ONLINE TEACHING 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course is designed for educators and future educators who wish to learn the fundamentals of teaching online courses. Students will learn online course structures and delivery methods.

*Transfer Credit: CSU*

### **EDT 127 FUNDAMENTALS OF MULTIMEDIA FOR EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

This course focuses on multimedia skills for today's educational environments, including a variety of resources to support educators and educational programs.

*Transfer Credit: CSU*

### **EDT 132 USING AUDIO IN THE CLASSROOM 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course covers the use of digital communication in education by creating and using digital music and other audio recordings in the classroom using audio editing software. Using digital music and voice recordings, students will learn to do the following: create, perform, and record original music for digital movies, podcasts, and slideshows; capture streaming audio; create audio files for slideshows; and capture and assess oral readings.

*Transfer Credit: CSU*

### **EDT 133 SPREADSHEETS FOR EDUCATORS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course prepares educators and prospective educators to perform administrative, instructional, and other classroom tasks utilizing spreadsheet software for a variety of educational purposes. Students will be guided through steps for initial projects, simultaneously learning concepts of use and software basics, along with generating ideas and methods to create and use spreadsheets for educational purposes. Topics include using spreadsheet technology to enhance teaching and learning and integration of technology into course curriculum. This course is not open to students with credit in EDT 103.

*Transfer Credit: CSU*

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## Course Descriptions

### **EDT 134 WORD PROCESSING FOR EDUCATORS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course prepares educators and prospective educators to perform administrative, instructional, and other classroom tasks utilizing word processing software for a variety of educational purposes, including preparation of curriculum. Students will be guided through steps for initial projects, simultaneously learning concepts of use and software basics, along with generating ideas and methods to create and use word processing for educational purposes. Topics include using word processing technology to enhance teaching and learning and integration of technology into course curriculum. This course is not open to students with credit in EDT 104.

*Transfer Credit: CSU*

### **EDT 135 SLIDE PRESENTATION SOFTWARE FOR EDUCATORS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course prepares educators and prospective educators to utilize slide presentation software, PowerPoint or Keynote, in their teaching practice as they prepare, present and interact with curriculum. Students will be guided through steps for initial projects, simultaneously learning concepts of use and software basics, along with generating ideas and methods to create and use presentation software for educational purposes. Topics include using slide presentation software technology to enhance teaching and learning and integration of technology into course curriculum. Free slide presentation software, such as Google Slides, will be examined as well. The nature of this course requires adequate vision to create and critique visual presentations that are designed for visual appeal and effectiveness. All students must be able to perform these activities with or without reasonable accommodations. This course is not open to students with credit in EDT 105.

*Transfer Credit: CSU*

### **EDT 136 DATABASES FOR EDUCATORS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course trains educators and prospective educators in the use of database management systems. Databases can be powerful productivity tools for teachers and they can also be great learning tools for students. Educators will learn to create and use databases for a variety of purposes. This course will instruct on database fundamentals and provide an overview of database software available for educational use. Other topics include designing curricular lessons and student assignments utilizing databases. This course is not open to students with credit in EDT 106.

*Transfer Credit: CSU*

### **EDT 137 CREATING EDUCATIONAL MEDIA 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course covers the concepts and techniques for video editing using movie making software in education. Using free movie editing software, students will learn to bring lessons to life by creating video "reports" to demonstrate abstract concepts through narration, video, music, and pictures. Methods of integrating these software programs into new and existing lesson plans will be explored.

*Transfer Credit: CSU*

### **EDT 139 E-PORTFOLIOS FOR EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course covers features of education-based e-portfolios (electronic portfolios) and examines methods and principles for building an e-portfolio, as well as how an e-portfolio can be used as an authentic assessment tool. E-portfolios can be used as a repository to store and organize digital evidence of teaching and learning. Students can use e-portfolios to demonstrate cumulative learning, competencies, and ongoing construction of ideas and concepts. Teachers can create e-portfolios to augment their resume or demonstrate professional development. This course is not open to students with credit in EDT 109.

*Transfer Credit: CSU*

### **EDT 140 EXPLORING ASSISTIVE TECHNOLOGY IN EDUCATION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course is intended to develop the sensitivity as well as the skills and knowledge needed by teachers to create an educational environment that is conducive to learning for students with disabilities and for those who may have other learning challenges such as English second language learners. Students will investigate strategies for differentiating instruction for students with learning and other disabilities within the general education environment. Through lecture and hands-on experience, participants will explore practical uses of software that can be applied to classroom learning materials to make those materials more accessible to students needing assistance. This course is not open to students with credit in EDT 120.

*Transfer Credit: CSU*

### **EDT 141 WEB DESIGN FOR EDUCATORS 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course is for educators and prospective educators with little or no experience creating or designing web pages. Topics of instruction will be web concepts, principles of good web design, special populations compliance, and school website planning and building. Students will build an educational website. Other topics include educational applications of the World Wide Web, copyright, plagiarism, and security issues. This course is not open to students with credit in EDT 111.

*Transfer Credit: CSU*

### **EDT 150 PODCASTING IN EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 151 or equivalent with a grade of "C" or higher or "Pass".

This course covers the concepts and techniques for creating web-based broadcasting, called podcasts, for educational purposes and making them available on the Internet. Podcasting is a way to post and distribute electronic media files online. Podcasting content, resources, hardware and software requirements, and procedures will be covered in addition to methods of integrating podcasts into educational course content.

*Transfer Credit: CSU*

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## Course Descriptions

### **EDT 151 ONLINE COMMUNICATION FOR EDUCATORS**

**2.0 UNITS**

Class hours: 2.0 Lecture

This course prepares educators and prospective educators to incorporate a variety of online communication technologies into the academic environment. In addition to the fundamentals of email use and management, emphasis is placed on video communications, discussion forums, and next generation Web communication tools within the educational community. Topics include creating and using a variety of communication methods for use in the educational setting, netiquette, designing good discussion topics for students, modeling appropriate communication techniques, as well as issues surrounding student safety and security in relation to online communications. This course is not open to students with credit in EDT 51.

*Transfer Credit: CSU*

### **EDT 170 USING A CMS/LMS FOR EDUCATION**

**2.0 UNITS**

Class hours: 2.0 Lecture

This course covers the use of a Course Management System/Learning Management System (CMS/LMS) as an educator. A course/learning management system is software that helps to create an effective Internet-based learning environment using pedagogical principles. It also supports collaboration among students, faculty, administrators, and the community and can be used as a repository of materials.

*Transfer Credit: CSU*

## **ENERGY**

**(Science, Engineering, and Math Division)**

### **ENGY 100 ENERGY AND THE WAY WE LIVE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math assessment/ placement process with a score eligible for MATH 60.

This introductory course describes processes associated with energy in natural systems and the ways people use energy as a resource for human consumption. Renewable and nonrenewable energy resources will be examined as well as

the differences in energy use between more-and less-developed countries. This course is not open to students with credit in ENGY 110. (Formerly ENGY 110.)

*Transfer Credit: CSU; UC*

### **ENGY 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **ENGY 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ENGINEERING**

**(Science, Engineering, and Math Division)**

### **ENGR 110 INTRODUCTION TO ENGINEERING 2.0 UNITS**

Class hours: 2.0 Lecture

This course explores the branches of engineering, the functions of engineers, and the industries in which they work. It explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Methods and tools of engineering problem-solving and design are presented, including the interface of the engineer with society and engineering ethics. This course develops communication skills pertinent to the engineering profession.

*Transfer Credit: CSU; UC*

### **ENGR 112 ENGINEERING GRAPHICS 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: MATH 140 or equivalent with a grade of "C" or higher or "Pass".

This course covers the principles of the graphic language of the engineer expressed through sketching and instrument drawings covering orthographic projection, primary and secondary auxiliary views, dimensioning and tolerancing practices, and the working drawing. This course provides an introduction to computer-aided design (CAD) and 2D and 3D CAD sketching skills. The use of CAD software is an integral part of the course. Descriptive geometry methods will be introduced. This course is required of all engineering students.

*Transfer Credit: CSU; UC*

### **ENGR 210 MATERIALS SCIENCE AND ENGINEERING 4.5 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: PHYS 201 and CHEM 111 or equivalent with a grade of "C" or higher or "Pass."

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing

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# Course Descriptions

equipment, to analyze experimental data, and to prepare reports.

*Transfer Credit: CSU; UC*

## **ENGR 215 CIRCUITS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: PHYS 202 or equivalent with a grade of "C" or higher or "Pass".

Corequisite: MATH 240 or MATH 250 or prior completion of MATH 240 or MATH 250 or equivalent with a grade of "C" or higher or "Pass".

This course includes the study of the fundamental principles essential to understanding electric circuits. These include Kirchhoff's laws, Ohm's law, network theorems, mesh and nodal analysis, Thévenin and Norton equivalents, inductors and capacitors, resistor capacitor and resistor coil circuits, and sinusoidal steady-state analysis and calculations.

*Transfer Credit: CSU; UC*

## **ENGR 215L CIRCUITS LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: ENGR 215 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This course is an introduction to the construction and measurement of electrical circuits. This includes basic use of circuit testing and measurement instruments (including multimeters, oscilloscopes, power supplies, and function generators); the use of circuit simulation software; interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions; elementary circuit design; and the construction and measurement of basic operational-amplifier circuits. Practical considerations such as component-value tolerance and nonideal aspects of laboratory instruments will be addressed.

*Transfer Credit: CSU, UC*

## **ENGR 220 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB 3.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: Math 170 or equivalent with a grade of "C" or higher or "Pass".

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and

assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

*Transfer Credit: CSU*

## **ENGR 235 STATICS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: MATH 190 and PHYS 201 or equivalents with grades of "C" or higher or "Pass".

This course covers the part of the science of mechanics that deals with external force systems and equilibrium conditions on bodies.

*Transfer Credit: CSU; UC*

## **ENGR 240 DYNAMICS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGR 235 or equivalent with a grade of "C" or higher or "Pass".

Fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion; Introduction to mechanical vibrations.

*Transfer Credit: CSU; UC*

## **ENGR 245 STRENGTH OF MATERIALS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGR 235 or equivalent with a grade of "C" or higher or "Pass".

This course is a study of stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. The course also covers stress and strain transformation, Mohr's Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied.

*Transfer Credit: CSU; UC*

## **ENGINEERING DESIGN TECHNOLOGY**

**(Technology Division)**

## **ENGT 102 ARDUINO FOR INTERNET OF THINGS (IOT) AND EMBEDDED SYSTEMS DESIGN 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This course provides introduction to embedded systems and internet of things

(IoT) device design for the engineering design technologist. Students learn basics of design of embedded systems and IoT devices using the Arduino development platform.

*Transfer Credit: CSU*

## **ENGT 103 INTRODUCTION TO ENGINEERING DESIGN USING INVENTOR 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

This course introduces the student to the design process in engineering technology by the use of activities-based learning, project-based learning, and problem-based learning. The student will learn about the design process, geometric relationships, visualization, technical sketching, modeling, model documentation, and assemblies.

*Transfer Credit: CSU*

## **ENGT 104 PRINCIPLES OF AEROSPACE DESIGN TECHNOLOGY 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

In this class, students will explore the world of aeronautics, astronautics, flight and aerospace engineering design technology. The class explores the evolution of flight, flight fundamentals, navigation, control, aerospace materials, propulsion, space travel, orbital mechanics, ergonomics, remotely operated systems, and related subjects. Students will use 3D design software to help design related solutions of typical aerospace technology problems. Students will design models of aerospace components, systems, gliders, airplanes, rocket models, and autonomous flight vehicles.

*Transfer Credit: CSU*

## **ENGT 105 PRODUCT DESIGN, DEVELOPMENT, AND PROTOTYPE FABRICATION 2.0 UNITS**

Class hours: 1.0 Lecture/4.0 Laboratory

Prerequisite: ENGT 103 or ENGT 138 or ENGT 259 and ET 102 or NPD 104 or NPD 105 or equivalent with grades of "C" or higher or "Pass".

This is a capstone course in the Engineering Design Technology program. In this course, students work in teams to design and develop an original solution to a valid open-ended technical problem by applying the engineering design process. Utilizing the activity-project-problem-based teaching and learning pedagogy, students will perform research to choose, validate, and justify a technical problem. After carefully defining the problem, students will design, build, and test their solution.

*Transfer Credit: CSU*

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## Course Descriptions

### **ENGT 106 INTRODUCTION TO DRONE TECHNOLOGY 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
This course will provide the student with an introduction to drones or small unmanned aircraft systems (sUAS) engineering design and operations technology. The students will learn fundamentals of small unmanned aircraft systems design, fabrications and operations, and will be prepared to take written Federal Aviation Examination (FAA) exam for the privileges of exercising the Remote Pilot Certificate with a Small Unmanned Aircraft Systems (sUAS) rating.  
*Transfer Credit: CSU*

### **ENGT 116 BLUEPRINT READING 2.0 UNITS**

Class hours: 1.5 Lecture/1.5 Laboratory  
Recommendation: ENGT 131 or equivalent with a grade of "C" or higher or "Pass".  
This course is a study of working drawings and blueprints used in engineering and manufacturing. Emphasis is placed on the ability to visualize and interpret typical drawings. Research is required regarding standards, specifications, procedures, bulletins, and techniques, which are a parallel part of the shop drawing system. It is intended to prepare the student for accurate interpretation of drawings in order to carry out the applications required or use them as appropriate engineering and manufacturing references.  
*Transfer Credit: CSU*

### **ENGT 117 GEOMETRICAL DIMENSIONING AND TOLERANCING 2.0 UNITS**

Class hours: 2.0 Lecture  
Corequisite: ENGT 116 or equivalent with a grade of "C" or higher or "Pass" or prior completion.  
This is a basic course in datums, modifiers, form tolerancing, positional tolerance, and coordinate tolerance conversion. It will introduce students to the state of the art in dimensioning and tolerancing used in industry.  
*Transfer Credit: CSU*

### **ENGT 131 DESIGN FUNDAMENTALS INCLUDING 3D MODELING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: ENGT 116 or equivalent with a grade of "C" or higher or "Pass".  
This course stresses basic design fundamentals using solid modeling software for students who have had no high school or no industry experience in CAD design or CAD drafting. Geometry construction, solid modeling,

isometric rendering, orthographic projection, dimensioning, single auxiliary views, sectioning, and solid modeling practices will be introduced. Students will be able to 3D print their solid models and modify their designs based on the feedback they get from the instructor and their peers.  
*Transfer Credit: CSU*

### **ENGT 133 SOLIDWORKS FOR SHEET METAL DESIGN 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: ENGT 103 or ENGT 138 or ENGT 259 or ENGT 265 or equivalent with a grade of "C" or higher or "Pass".  
This course will familiarize students with sheet metal layout using SolidWorks tools to develop, bend allowances for pattern development, and manufacturing processes for sheet metal. It will also include applications to pipe layout and welding assemblies.  
*Transfer Credit: CSU*

### **ENGT 137 INDUSTRIAL DESIGN AND 3D MODELLING IN FUSION360 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
This course will provide students with an introduction to 3D modelling of ornamental objects, parts and simple assemblies on a cloud using the latest version of Autodesk Fusion 360. The topics covered includes sculpting and parametric 3d parts modelling, bottom up and top down assemblies; rendering and visualization, preparation for 3D printing, and cloud-based CAD project management. The course also covers basic principles of industrial design and rapid manufacturing.  
*Transfer Credit: CSU*

### **ENGT 138 INTRODUCTION TO ENGINEERING DESIGN USING AUTOCAD 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Recommendation: ENGT 116 and ENGT 131 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.  
This course focuses on the introduction to engineering design using the AutoCAD software. It includes drawing preparation based on 2D sketches and 3D models. It will prepare students to operate the systems and understand the applications of computer graphics utilizing industry standards. Students will learn to use an interactive computer graphics system to prepare drawings on personal computers.  
*Transfer Credit: CSU; UC*

### **ENGT 139 CLOUD BASED 3D MODELING WITH ONSHAPE 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
This course will provide students with an introduction to 3D modelling on a cloud using the latest version of Onshape cloud-based online CAD system. The topics covered includes sculpting and parametric 3D parts modelling, bottom up and top down assemblies; rendering and visualization, preparation for 3D printing, and cloud-based CAD project management.  
*Transfer Credit: CSU*

### **ENGT 153 MACHINE DESIGN APPLICATIONS USING SOLID MODELING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ENGT 103, 138, 259 or 265 or equivalent with a grade of "C" or higher or "Pass".  
This course covers auxiliary projections, sections, dimensions, and threads and fasteners. This course will also cover working drawings of machine parts, including details and assemblies, basic gear, cam layout, and simple mechanisms.  
*Transfer Credit: CSU*

### **ENGT 237 STATICS AND STRENGTH OF MATERIALS USING SIMULATION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This is a course in the fundamental principles of statics and strength of materials and their applications to the solutions of typical force systems and equilibrium problems. Applications are made in the fields of welded, machined, extruded, and molded parts.  
*Transfer Credit: CSU*

### **ENGT 257 ADVANCED MODELING USING INVENTOR 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGT 103 or equivalent with a grade of "C" or higher or "Pass".  
This course assists students in advanced applications of three-dimensional parametric part modeling, assembly modeling, surface modeling, and bills of materials. Students receive instruction utilizing the most recent release of Autodesk Inventor.  
*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **ENGT 258 TOOLS AND FIXTURES APPLICATIONS USING SOLID MODELING 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGT 103 or ENGT 138 or ENGT 259 or ENGT 265 or equivalent with a grade of "C" or higher or "Pass".

This course is a study of modern techniques of design using solid modeling. Instruction includes the production, operations, and process materials selection for product design. Planning, scheduling, and cost performance are used to implement design solutions.  
*Transfer Credit: CSU*

## **ENGT 259 SOLIDWORKS INTRODUCTION 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
This course assists students in creating three-dimensional (3-D) parametric part modeling, assembly modeling, surface modeling, and bills of materials. Students receive instruction utilizing the most recent release of SolidWorks software.  
*Transfer Credit: CSU*

## **ENGT 260 ADVANCED MODELING USING SOLIDWORKS 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGT 259 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course advances the student's skill in creating three-dimensional (3-D) parametric part modeling, assembly modeling, and surface modeling. Students also learn how to create sheet metal assemblies, welding assemblies, formed tools, and molds.  
*Transfer Credit: CSU*

## **ENGT 261 SOLIDWORKS FOR SUSTAINABLE DESIGN 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGT 259 or equivalent with a grade of "C" or higher or "Pass".

In this class students will perform life cycle assessment (LCA) of the design of products and predict their environmental footprint. Students will learn to assess how businesses take inputs, process them by adding value, and generate outputs which are tangible and sustainable products. Students will estimate the sustainability of their designs by performing LCA assessments and modify their products to make them "greener." This will be achieved by evaluating different design and manufacturing and supply chain choices and

by performing quantitative LCA analysis to justify their final decision. A major focus of this class will be for students to assess their design using the SolidWorks Environmental Management Systems (EMS). Finally, students will operationalize the tracking, documentation, and reporting of environmental impacts by businesses, according to the ISO standard 14001. Students will also be prepared for the Certified Sustainable Design Associate industry certification exam.  
*Transfer Credit: CSU*

## **ENGT 262 SOLIDWORKS FOR WELDMENTS DESIGN 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGT 259 or equivalent with a grade of "C" or higher or "Pass".

In this class, students will learn how to effectively use SolidWorks to model parametric weldments and welded structures. Standard structural tubing, angle iron, flat plate, pipe, machined components, and custom profiles will be employed and combined in the design of the models. Students will produce weldment shop floor drawings to be used during fabrication. The ANSI and ISO welding symbols will be explored and implemented in both the modeling of weldments and the rendering of shop floor drawings. Students will also be prepared for the Certified SolidWorks Professional Advanced Weldments industry certification exam.  
*Transfer Credit: CSU*

## **ENGT 263 SOLIDWORKS FOR INDUSTRIAL MOLD TOOLS DESIGN 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: ENGT 259 or equivalent with a grade of "C" or higher or "Pass".

In this class students will design molded product features and mold tools. Molded parts design will cover design features such as draft, shell, ribs, vents, lips, mounting bosses, and snaps. Mold tools design will cover surfacing repairing, draft analysis, and parting surfacing creation. Design features such as tooling split for core and cavity creation, knitting the surfaces, sketching the mold block, extracting the core block, and separating the block from the part will be emphasized using specialized menus from SolidWorks. Students will also be prepared for the Certified SolidWorks Mold Tools Design industry certification exam.  
*Transfer Credit: CSU*

## **ENGT 267 MOLDFLOW SIMULATIONS AND PLASTIC PRODUCTS DESIGN 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
This course will provide students with an introduction to Plastic product design and Plastic Flow simulation with latest version of AutoDesk Inventor and MoldFlow. The plastic product design will include Inventor basic and advanced parametric 3d parts modelling, especially plastic part features like bosses, ribs, grilles, lips, rests, Snap fits and draft angles. and the Plastic flow simulation with MoldFlow will be used to check the manufacturability of the part, show how plastic flow into the part and help identify if and where potential quality problems will arise while providing suggestions for how to improve the design from form to manufacturability.  
*Transfer Credit: CSU*

## **ENGT 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **ENGINEERING TECHNOLOGY**

**(Technology Division)**

## **ET 101 PRINCIPLES OF ENGINEERING TECHNOLOGY 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course introduces the student to principles of engineering technology by the use of activity-based learning, project-based learning, and problem-based learning. The student will learn about the design process, communication and documentation, engineering systems, statics and strength of materials, properties of materials and

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## Course Descriptions

materials testing, reliability, and kinematics. This course is not open to students who have received credit in EL 102.  
*Transfer Credit: CSU*

### ET 102

#### **ELECTRONICS FOR ENGINEERING TECHNOLOGISTS 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course introduces the student to the applications of electronics in engineering technology by the use of activities-based learning, project-based learning, and problem-based learning. The student will learn about safety, Ohm's law, direct current circuits, capacitance, inductance, reactance, impedance, analog and digital waveforms, basic motors, logic gates, flip-flops, shift registers, and micro-controllers. Techniques of troubleshooting will be emphasized using simulation and electrical measurements. This course is not open to students who have received credit in EL 102.  
*Transfer Credit: CSU*

### ET 103

#### **INDUSTRIAL PROCESS CONTROL 2.0 UNITS**

Class hours: 2.0 Lecture  
This course is designed as a survey of process control. It will stress process control for liquid processes. Students will learn how to measure and control flow, pressure, liquid level, and temperature. It will also include an introduction to transducers, transmitters, and control systems.

### ET 105

#### **INDUSTRIAL MOTOR CONTROL 2.0 UNITS**

Class hours: 2.0 Lecture  
This course is designed as a survey of motor control. It will stress motor control for both Alternative and Direct current circuits. Students will learn how to control relays and manual switches. It will also include an introduction to electronic sensors, counters, and speed control.  
*Transfer Credit: CSU*

## **ENGLISH**

### **(Liberal Arts Division)**

#### **ENGL 50A (Not Degree Applicable)**

#### **ENGLISH GRAMMAR 3.0 UNITS**

Class hours: 3.0 Lecture  
Students will study the fundamentals of English grammar, with an emphasis on parts of speech, phrases and clauses, sentence structure, and correct usage. Class hours may be used to qualify a student for the certified shorthand reporters' examination.

#### **ENGL 72 (Not Degree Applicable)**

#### **INTRODUCTION TO COLLEGE WRITING AND REASONING 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: Completion of ENGL 20 or equivalent with a grade of "C" or higher or of "Pass" or completion of the assessment/ placement process with eligibility for ENGL 20 or ENGL 52.

As an alternative to the English 20 and English 52 sequence, this accelerated course develops the student's ability to write essays of varying length and complexity effectively through the writing process. Essay projects integrate critical thinking, analytical reading, multiple modes of college writing, and beginnings of library research in preparation for English 100.

#### **ENGL 100**

#### **FRESHMAN COMPOSITION 4.0 UNITS**

Class hours: 4.0 Lecture  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or "Pass", or completion of the assessment/ placement process with eligibility for ENGL 100 or ENGL 100S.

This course guides the student through the writing process to develop expository prose with an emphasis on effective organization and on correctness. (It meets transfer requirements at four-year institutions.)

*Transfer Credit: CSU; UC*

#### **ENGL 100S**

#### **ENHANCED FRESHMAN COMPOSITION 4.5 UNITS**

Class hours: 4.0 Lecture/2.0 Laboratory  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the current English assessment/ placement process with eligibility for ENGL 52 or ENGL 72.

This course incorporates and contextualizes reading and writing strategies to develop expository prose with an emphasis on effective organization and correctness. Students will read and comprehend sophisticated texts and respond to diverse ideas and perspectives through writing expository and/or persuasive compositions. Not open to students currently enrolled in or with credit in English 100.

*Transfer Credit: CSU, UC*

#### **ENGL 102 INTRODUCTION TO LITERATURE**

**3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

This course introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature as produced by authors who reflect culturally diverse backgrounds.

*Transfer Credit: CSU; UC*

#### **ENGL 103**

#### **CRITICAL AND ARGUMENTATIVE WRITING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" or satisfactory completion of the advanced placement English Examination of the College Entrance Examination Board.

This course develops critical thinking, reading, and writing beyond the level achieved in English 100 (Freshman Composition). The course focuses on the development of logical reasoning and analytical and argumentative writing skills.

*Transfer Credit: CSU; UC*

#### **ENGL 106**

#### **INTRODUCTION TO LINGUISTICS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is the study of language structure and language use. This includes the historical development of language families, the universal properties of these languages, and the individual speech acts that derive from a given language.

*Transfer Credit: CSU; UC*

#### **ENGL 107**

#### **VOCABULARY BUILDING 3.0 UNITS**

Class hours: 3.0 Lecture  
This is a course in vocabulary building that emphasizes the structural approach to vocabulary study. Emphasis is placed on the prefixes, roots, and suffixes as they combine to form words, and on the meanings and patterns of meanings formed by words in the context of a sentence and paragraph.

*Transfer Credit: CSU*

#### **ENGL 110**

#### **CRITICAL THINKING THROUGH LITERATURE 4.0 UNITS**

Class hours: 4.0 Lecture  
Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

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## Course Descriptions

This course offers instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting appreciation for the aesthetic qualities of literature. This course is not open to students who have taken ENGL 101.

*Transfer Credit: CSU; UC*

### **ENGL 155 TECHNICAL WRITING** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass".

This course enhances students' ability to write clear, effective, and correct technical prose. Students write a series of technical instructions, reports, manuals, and proposals that integrate critical thinking, evaluation, and research. Students will produce a letter of application and resume for technical fields.

*Transfer Credit: CSU*

### **ENGL 221A LITERATURE IN THE BIBLE: HEBREW SCRIPTURES** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course is a general introduction to the literature composing the Hebrew Scriptures (more familiarly known as the Old Testament) in translation. Emphasis will be on understanding the Bible as a literary document through literary analysis, including the study of biblical genres such as history, poetry, narrative, drama, and homiletic, prophetic, apocalyptic and wisdom literature.

*Transfer Credit: CSU; UC*

### **ENGL 221B LITERATURE IN THE BIBLE: CHRISTIAN SCRIPTURES** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course studies the New Testament in English in translation as a literary document. Emphasis is on understanding the literary nature of the Bible through literary analysis, including the

study of literary genres such as poetry, epistolary, narrative, drama and biography.

*Transfer Credit: CSU; UC*

### **ENGL 222 CHILDREN'S LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

The course is designed to survey children's literature with special emphasis on the classics. It concentrates on the fable, folktales, fairy tales and the children's novel.

*Transfer Credit: CSU; UC*

### **ENGL 223 CHICANA/CHICANO LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course is a study of selected representative literature of Chicano authors. Selected works will be drawn from at least three of the following genres: the novel, the short story, poetry, drama, autobiography, and the essay.

*Transfer Credit: CSU; UC*

### **ENGL 224 NATIVE AMERICAN LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course is a study of selected representative literature of Native North American Indian writers. The genres included are the novel, the short story, poetry, autobiography, and essay.

*Transfer Credit: CSU; UC*

### **ENGL 225 MEXICAN LITERATURE IN TRANSLATION** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

A one-semester course to survey Mexican literature in translation. The genres included will be the novel, the short story, the poem, the essay, and the song.

*Transfer Credit: CSU; UC*

### **ENGL 226 AFRICAN-AMERICAN LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course is a study of selected or representative literature of African American authors, their viewpoints, styles, forms, and themes. The genres included will be the novel, the short story, drama, poetry, autobiography, essays, and oral performance. Modern and contemporary authors will be highlighted.

*Transfer Credit: CSU; UC*

### **ENGL 227 MODERN AND CONTEMPORARY LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course is a study of literature and literary topics valuable to both English majors and students seeking humanities credits. The focus is on literature from the 20th and 21st centuries, with specific topics such as prize-winning literature, film adaptation, science fiction, studies of specific authors, California literature, or literature of the specific literary periods within this time frame (e.g., modernism, postmodernism, post colonialism, realism) or cultures/nations (e.g., 20th c. Irish lit., contemporary Russian lit.). Each semester's focus will be announced in the schedule of classes.

*Transfer Credit: CSU; UC*

### **ENGL 228 SHAKESPEARE'S PLAYS** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course is a general introduction to Shakespeare's plays. Representative selections

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## Course Descriptions

from the comedies, histories, tragedies, and romances are studied. The emphasis is on discussion and analysis of Shakespeare's relevance to his world and to ours. (This is not an acting class.)

*Transfer Credit: CSU; UC*

### **ENGL 230A INTRODUCTION TO AMERICAN LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course studies the representative works of American literature from the beginnings to the second half of the 19th century. Readings include major movements and periods such as texts by indigenous peoples, Puritans, Slave Narratives, political leaders, and Transcendentalists.

*Transfer Credit: CSU; UC*

### **ENGL 230B INTRODUCTION TO AMERICAN LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course studies the representative works of American literature from the second half of the 19th century to the present. Readings include major movements and periods such as Realism, Naturalism, Modernism, the Harlem Renaissance, and Postmodernism.

*Transfer Credit: CSU; UC*

### **ENGL 231 LITERATURE AND FILM 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or satisfactory completion of the assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

English 231 examines the relationships between film and more traditional literary genres through cinematic adaptations of the novel, short story, drama, poetry, or nonfiction prose, as well as through comparisons of theme, structure, style, and technique. Discussion will include what makes adaptation successful; historical, social, technological and aesthetic perspectives; and critical tools and techniques for interpreting film as literature.

*Transfer Credit: CSU; UC*

### **ENGL 232 READINGS IN POETRY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

This course introduces students to the basic elements and functions of poetry. The fundamentals of poetics will be covered from Aristotle to new media and digital mediations. A representative poet will be studied in depth.

*Transfer Credit: CSU; UC*

### **ENGL 233 READINGS IN THE NOVEL 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

This is a course in the novel emphasizing structure, theme and style. Outstanding Continental, English and American novels are studied.

*Transfer Credit: CSU; UC*

### **ENGL 234 READINGS IN SHORT FICTION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

This course studies the structure and techniques of the short story and the novelette. Emphasis is on critical analysis of selected American, European and World short fiction throughout time, including contemporary works.

*Transfer Credit: CSU; UC*

### **ENGL 235 READINGS IN THE DRAMA 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

This course studies the drama from its ancient Greek origins to its present-day expressions. It emphasizes both content and form and highlights the literary techniques specific to this genre of literature.

*Transfer Credit: CSU; UC*

### **ENGL 236 STUDIES IN WOMEN'S LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

This course is a survey of literature by women reflecting women's changing roles and identities in society in various historical, political and cultural settings. Works studied are drawn from the genres of poetry, fiction, drama, essays and journals.

*Transfer Credit: CSU; UC*

### **ENGL 237 ASIAN AMERICAN LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

This course offers a study of selected representative literature written by Americans of Asian or Pacific Island descent. Genres and their historical context include the novel, drama, short story, and poetry. Memoirs and essays may also be included.

*Transfer Credit: CSU; UC*

### **ENGL 239 LITERATURE OF INDIA 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

Literature of India is a survey course of selected representative literature of Asian Indian writers and their influence on Indian and American culture. The genres include the novel, the short story, poetry, drama, and autobiography. The course will examine the literature of Ancient, Medieval, Modern, and Post-Independence India.

*Transfer Credit: CSU; UC*

### **ENGL 240 CREATIVE WRITING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or of "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 OR ENGL 100S.

This course provides an opportunity for students to explore their interest in literary

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creativity by writing original short fiction, poetry, play or screenplay, or magazine article(s). Writers will gain understanding of each literary type, have the opportunity to create in each area, and be introduced to the workshop method of criticism.

*Transfer Credit: CSU; UC*

### **ENGL 241 SCREENWRITING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course provides an opportunity for students to develop a screenplay for television or motion pictures. Students learn the craft of screenwriting by studying published scripts, movies, and TV shows and by writing synopses, treatments, scenes, and a production-worthy screenplay.

*Transfer Credit: CSU; UC*

### **ENGL 242 WRITING POETRY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 240 or equivalent with a grade of "C" or higher or "Pass".

This course offers an intensive workshop atmosphere in which to write poetry. The course focuses on theory, technique, and practical discipline of writing poetry and examines models from various genres and communities. Students discuss the techniques of writing poetry and regularly present drafts of their own work for critical discussion in a whole-group setting.

*Transfer Credit: CSU, UC*

### **ENGL 243 PLAYWRITING 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 240 or equivalent with a grade of "C" or higher or of "Pass".

This course offers an intensive workshop environment in which to develop a play for the stage. The course focuses on learning theories and techniques of playwriting by examining models – including published scripts and produced plays – from various genres. Students regularly present drafts of their own plays for critique in a whole-class setting.

*Transfer Credit: CSU, UC*

### **ENGL 244 WRITING SHORT FICTION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 240 or equivalent with a grade of "C" or higher or "Pass".

This course offers an intensive workshop atmosphere in which to write short fiction. The course focuses on theory, technique and practical discipline of writing fiction, and examines models from various genres. Students discuss the techniques of storytelling and regularly present manuscripts of their own work for critical discussion in a whole-group setting.

*Transfer Credit: CSU, UC*

### **ENGL 245 WORLD MYTHOLOGY AS LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course studies the developments, structures, and techniques of comparable myths from a variety of cultures. Emphasis is on critical analysis of selected creation, hero, and fertility myths as literary expression.

*Transfer Credit: CSU; UC*

### **ENGL 246A SURVEY OF BRITISH LITERATURE A: ANGLO-SAXON TO 18TH CENTURY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process.

This course studies British literature from the Anglo-Saxon period to the last quarter of the 18th century. Emphasis is on the study of influential and significant texts and authors; the evolution of literary traditions, themes, and genres; and the contexts of British literature: historical, philosophical, social, political, and aesthetic.

*Transfer Credit: CSU; UC*

### **ENGL 246B SURVEY OF ENGLISH LITERATURE B: ROMANTICS TO THE PRESENT 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process.

This course studies English literature from the Romantic Period to contemporary British and postcolonial texts. Emphasis is on the study of influential and significant texts and authors; the evolution of literary traditions, contexts, and genres; and the contexts of British literature: historical, philosophical, social, political, and aesthetic.

*Transfer Credit: CSU; UC*

### **ENGL 247 WRITING CREATIVE NONFICTION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 240 or equivalent with a grade of "C" or higher or of "Pass".

This course offers an intensive workshop atmosphere in which to write creative nonfiction. The course focuses on theories and techniques of writing creative nonfiction by examining models from various genres, such as memoir, personal essay, literary journalism, nature writing, and travel writing. Students present drafts of their own creative nonfiction for critique.

*Transfer Credit: CSU, UC*

### **ENGL 248A MASTERPIECES OF WORLD LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course studies Western and world literature from the ancient world to the 17th century. Various themes, forms and trends are examined in an effort to understand the universal problems of mankind.

*Transfer Credit: CSU; UC*

### **ENGL 248B MASTERPIECES OF WORLD LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 OR ENGL 100S.

This course studies Western and World literature from the 17th century to the 21st century. Various themes, forms and trends are studied in an effort to examine literature with and among cultures.

*Transfer Credit: CSU; UC*

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## Course Descriptions

### **ENGL 249** **LGBT LITERATURE** **3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" OR satisfactory completion of the assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course is focused on the examination and analysis of literature that is written by or about LGBTQ+ individuals, or includes themes, characters or plots that attempt to represent lesbian, gay, bisexual, transgender, or queer issues or problems. We will examine how these authors and texts create characters that challenge or contravene accepted sexual norms as well as transgress traditional or binary gender roles, gender expression, and gender identity.

*Transfer Credit: CSU;UC*

### **ENGL 250** **ADVANCED** **CREATIVE PORTFOLIO** **3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 240, ENGL 241 OR FILM 241 with a grade of "C" or higher or of "Pass". This course offers preparation for the world of professional writing. Students will focus on one literary genre-poetry, short fiction, the novel, creative nonfiction, screenplay or play-and produce a substantial body of work. Students will receive both oral and written reviews from the instructor and from fellow students in a supportive workshop format. Students will prepare a portfolio of professional work in their chosen genre; they will write review and critiques; and they will participate in the production of a small-magazine and public performance event.

*Transfer Credit: CSU*

### **ENGL 298** **DIRECTED STUDIES** **1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **ENGL 299** **DIRECTED STUDIES** **2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ENGLISH AS A SECOND LANGUAGE**

**(Liberal Arts Division)**

### **ESL 3 (Not Degree Applicable)** **ESL GRAMMAR,** **READING, AND WRITING 3** **5.0 UNITS**

Class hours: 5.0 Lecture

This course introduces advanced and high-frequency structures of English and provides practice of these structures. Texts and supplemental materials are used as well as the students' environment. Sounds continue to be practiced orally. Writing and reading reinforce comprehension.

### **ESL 4 (Not Degree Applicable)** **ESL GRAMMAR,** **READING AND WRITING 4** **4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: ESL 3 with a grade of "C" or higher or "Pass" or equivalent or AED 42.17 or equivalent (non-credit Adult Ed. ESL) with a grade of "Pass" or satisfactory completion of the assessment/placement process with eligibility for ESL 4.

This is a high-intermediate course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of intermediate-level grammar and introduces students to critical reading and writing at the paragraph level. Capitalization rules, punctuation, and sentence variety will also be taught along with continued emphasis and practice in listening and speaking in an academic context.

### **ESL 5 (Not Degree Applicable)** **ESL GRAMMAR,** **READING, AND WRITING 5** **4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: ESL 4 with a grade of "C" or higher or "Pass" or equivalent or AED 42.18 or equivalent (non-credit Adult Ed. ESL) with a grade of "Pass" or satisfactory completion of the assessment/placement process with eligibility for ESL 5.

This is a low-advanced course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of advanced-level grammar, critical reading and thinking, paragraph and short essay writing. Punctuation rules, sentence variety, and academic vocabulary will also be taught along with continued emphasis and practice in listening and speaking in an academic context.

### **ESL 7 (Not Degree Applicable)** **ESL BEGINNING SPEAKING** **AND LISTENING** **1.5 UNITS**

Class hours: 1.5 Lecture

This course identifies and improves the production of American speech sounds. Students prepare, practice and present various oral messages. Emphasis is on stress and intonation. Topics center on students' needs and personal experiences. (Formerly ESL 22)

### **ESL 10 (Not Degree Applicable)** **ESL SPEAKING** **AND LISTENING 1** **3.0 UNITS**

Class hours: 3.0 Lecture

Students practice oral communication and listening skills. Emphasis is on fluency, correct word usage, and syntax. Topics range from everyday situations to elementary abstractions.

### **ESL 11 (Not Degree Applicable)** **ESL READING 1** **1.5 UNITS**

Class hours: 1.5 Lecture

This course is designed for ESL students who wish to improve in fundamental reading skills. The emphasis will be on phonics, word recognition skills, and basic thinking as they relate to reading.

### **ESL 12 (Not Degree Applicable)** **ESL PRONUNCIATION** **1.5 UNITS**

Class hours: 1.5 Lecture

This course aids the students in reproducing the sounds of American English accurately. Attention focuses on the individual needs of the students.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ESL 14 (Not Degree Applicable)**

#### **PRONUNCIATION PLUS**

**3.0 UNITS**

Class hours: 3.0 Lecture

This is an intensive pronunciation course that includes practice with the sounds of American English in all contexts: syllables, words, sentences, and conversation and an in-depth practice of the stress and intonational patterns of American English. Enunciation (production of sounds with clarity and precision) of American English in varying contexts will be stressed. Each student will be evaluated and assisted with his/her pronunciation difficulties.

### **ESL 15 (Not Degree Applicable)**

#### **ESL INDIVIDUALIZED COMMUNICATION FOR ACADEMIC SUCCESS**

**0.5 UNIT**

Class hours: 2.0 Laboratory

This course is intended for ESL students who need to improve their speaking and listening skills to transition from non-credit to credit academic college-level courses. Coursework consists of a variety of self-study modules and includes role-playing situations for practice of actual classroom situations. Aural and oral communication skills are emphasized. The individual instructor selects topics that include academic vocabulary used in college settings, college instructor expectations, and explanation of cultural differences in relation to the college setting.

### **ESL 20 (Not Degree Applicable)**

#### **ESL SPEAKING**

#### **AND LISTENING 2**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ESL 10 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of ESL 10. Students practice oral communication and listening skills. Fluency, correct usage, and syntax are emphasized. Topics are of a more abstract nature.

### **ESL 21A (Not Degree Applicable)**

#### **ESL INTERMEDIATE VOCABULARY**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is for ESL students who wish to improve vocabulary skills. Emphasis is on building vocabulary, dictionary skills, and word recognition skills to be used in everyday language and college courses. Students will be introduced to the most frequently used English words and will also learn how to infer meaning from context.

### **ESL 21B (Not Degree Applicable)**

#### **ESL ADVANCED VOCABULARY**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is for advanced ESL students who wish to improve vocabulary skills at a level beyond that of the intermediate. The emphasis is on general and specialized vocabulary development, advanced dictionary skills, word recognition skills, improvement of sight vocabulary, and application of advanced vocabulary in context techniques.

### **ESL 23 (Not Degree Applicable)**

#### **ESL SPELLING**

**1.5 UNITS**

Class hours: 1.5 Lecture

This course introduces basic spelling rules and provides students with the opportunity for practice orally and in writing. Texts and supplemental materials will be used to reinforce the relationship between oral and written expression.

### **ESL 31 (Not Degree Applicable)**

#### **ESL READING 2**

**1.5 UNITS**

Class hours: 1.5 Lecture

This course improves the literal, interpretive, and critical comprehension skills of the students. Emphasis is on identifying main ideas and significant details, sequence of relationships, inferences of fact and tone, figurative language, and propaganda.

### **ESL 32 (Not Degree Applicable)**

#### **ESL LEARNING**

#### **AMERICAN IDIOMS**

**1.5 UNITS**

Class hours: 1.5 Lecture

Students study American expressions and American social customs. Students incorporate common expressions in their conversation and writing. Social customs, such as those regarding time, dress, guest behavior, gestures, and selected public encounters, are discussed.

### **ESL 35 (Not Degree Applicable)**

#### **EDITING ADVANCED**

#### **GRAMMAR/SYNTAX**

**1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory

This course is designed for the advanced ESL students in writing courses who need help with grammar troublespots that cause difficulties in writing. Rather than provide English grammar review, the course concentrates on rules to help the student apply general principles. It will aid in finding ways to examine and evaluate writing in terms of grammatical accuracy.

### **ESL 36 (Not Degree Applicable)**

#### **ESL GRAMMAR REVIEW**

**0.5 UNIT**

Class hours: 2.0 Laboratory

This course is designed to assist any non-native speaker of English who is having difficulty writing grammatically correct papers for college and/or career purposes. It offers individual instruction for grammar structures, sentences formation, punctuation, and word usage when writing in English. This course focuses on correcting students' errors with verb tenses, noun usage, adjective clauses, noun clauses, determiners, gerunds and infinitives, sentence errors, syntax, and punctuation.

### **ESL 57**

#### **TOEFL PREPARATION COURSE**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is intended to prepare students for the TOEFL Test of English as a Foreign Language) test, which is a requirement for international students entering a North American college or university. The test measures proficiency and academic skills of non-native English speakers at the university-level. Students will review and master each of the language skills on the test to perform academic tasks in listening, speaking, reading, and writing. Students will also learn test-taking strategies and take TOEFL simulation tests to gain experience and confidence leading to better test results. Although this is a comprehensive study course for the exam, it will help prepare all English language learners for taking college and university-level courses.

### **ESL 120**

#### **PREPARATION FOR COLLEGE WRITING FOR NON-NATIVE ENGLISH SPEAKERS**

**5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: Completion of the English as a Second Language assessment/placement process with a qualifying score for ESL 120 or completion of ESL 5, ESL 200, or equivalent with a grade of "C" or higher or "Pass".

This is an advanced ESL writing course designed to improve academic reading, writing, grammar, listening, and speaking skills of non-native English speakers in preparation for college classes. Students continue to use the writing process as a means of developing ideas into clear, correct, and effective writing. Critical reading, summarizing, and expository essay writing are taught with teaching methods that facilitate comprehension for English language learners.

*Transfer Credit: CSU; UC \**

*\* UC transfer limits may apply. ESL 120 and ESL 152 combined: maximum credit 8 units.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ESL 152** **INTRODUCTION TO** **COLLEGE COMPOSITION** **FOR NON-NATIVE** **ENGLISH SPEAKERS** **5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: Completion of the English as a Second Language placement process with a qualifying score for ESL 152 or completion of ESL 120 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to prepare non-native English speakers for college-level writing and for entrance into English 100 or English 100S. Students develop the ability to write clearly, effectively and correctly, using standard American English. Students write a series of compositions that integrate critical reading and thinking, the writing process, and library research. Students continue to develop listening comprehension, speaking skills, grammar, sentence structure, and vocabulary to facilitate second language acquisition.

*Transfer Credit: CSU; UC\**

\*UC transfer limits may apply. ESL 120 and ESL 152 combined: maximum credit 8 units.

### **ESL 298** **DIRECTED STUDIES** **1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **ESL 299** **DIRECTED STUDIES** **2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty

member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **ENVIRONMENTAL POLICY**

**(Science, Engineering, and Math Division)**

### **ENVS 200** **ENVIRONMENTAL POLICY** **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: BIOL 105 or GEOG 103 or equivalent with a grade of "C" or higher or "Pass".

This course presents the history, current status, and future of environmental issues, with special emphasis on California. The biological, geological, and geographical aspects of water quality, air quality, energy, land use, and the coastal environment will be examined, as well as the policies used to manage them. The course requires one field trip.

*Transfer Credit: CSU; UC*

## **FIELD IRONWORKERS** **APPRENTICESHIP**

**(Adult Education and Diversity Programs)**

### **IWAP 40.05** **IW-ADVANCED WELDING III** **1.0 UNIT**

Class hours: 0.6 Lecture/2.2 Laboratory  
Prerequisite: Student is a registered state indentured apprentice.

The apprentice will be trained in metal-arc and gas metal-arc welding with emphasis on skill development in both processes of ferrous and nonferrous metals in the flat, vertical and overhead positions, and for all types of joints.

### **IWAP 40.07** **FIW-ORIENTATION** **3.0 UNITS**

Class hours: 3.3 Lecture/0.8 Laboratory  
Prerequisite: Student is a registered state indentured apprentice

This course provides an overview of the skill and knowledge needed to become a safe and productive working apprentice. It will provide a hands-on approach to general rigging, structural steel, welding and burning, and reinforcing iron.

### **IWAP 40.09** **IW-GEN RIGGING** **2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory  
Prerequisite: Student is a registered state indentured apprentice.

This course introduces the proper application of fiber line, steel cable, and chain in various tackle and lever combinations used in raising, transporting, and storing heavy loads. It provides instruction and manipulative experience with the various types of rigging equipment and procedures used in the ironworkers' trade.

### **IWAP 40.10** **IW-WELDING I-REINFORCING** **1.0 UNIT**

Class hours: 0.6 Lecture/2.2 Laboratory  
Prerequisite: Student is a registered state indentured apprentice

This course introduces basic understanding of the structure of ferrous metals and their reactions to heat. This course also provides knowledge of the equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.

### **IWAP 40.11** **IW-WELDING II-REINFORCING** **1.0 UNIT**

Class hours: 0.6 Lecture/2.2 Laboratory  
Prerequisite: Student is a registered state indentured apprentice

This course will introduce the apprentice to a basic understanding of the structure of ferrous metals and their reactions to heat. It provides knowledge and basic skills in the equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.

### **IWAP 40.12** **IW-REINFORCING IRON I** **2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory  
Prerequisite: Student is a registered state indentured apprentice

This course will provide the ironworker with the ability to interpret the standard codes, code classifications, plans, schedules, charts, and specifications in common use by the ironworker. The apprentice will become familiar with the contraction techniques used in reinforcing concrete members with steel. They will become familiar with the use of bar supports, placement of reinforcing iron in the structural members of buildings, and in structures other than buildings, general principles of gap splicing and welding, post tensioning and pre-stressing.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **IWAP 40.15**

#### **IW-POST TENSION I 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course will train students in the installation of multi-strand post-tension bar systems, including stressing, grouting, and inspection. Students will become familiar with related topics to post-tension bar systems, which share many of the same procedures and characteristics. This course will cover various types of structures, including bridges, buildings, and storage tanks.

### **IWAP 40.21**

#### **IW-STRUCTURAL STEEL I 2.0 UNITS**

Class hours: 1.9 Lecture/0.8 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course promotes understanding of both theory and practice built around the study of blueprint reading, structural erection procedures, and proper construction of various steel structures.

### **IWAP 40.22**

#### **IW-CRANES 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course continues to develop understanding of both theory and practice built around the study of blueprint reading and the structural erection procedures and proper construction of various steel structures.

### **IWAP 40.26**

#### **IW-METAL BUILDING ERECTION I / FOREMAN TRAINING 2.0 UNITS**

Class hours: 2.0 Lecture/0.8 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This class provides the Apprentice with hands-on experience in erecting a pre-engineered metal building. The course will provide the Apprentice with necessary time to perform the tests needed in interpreting charts and tables, blueprint, assembly of prefabricated buildings.

### **IWAP 40.50**

#### **IW-MIXED BASE-REINFORCING 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory

Student is a registered state indentured apprentice

The course will acquaint the apprentice with specifications that constitute a safe and healthy working environment under OSHA. It provides an introduction to the rights and obligations that this act imposes. The apprentice will have an

overview of construction blueprints commonly used with emphasis on its function and interpretation. This course offers a brief review of the basic math skill and the opportunity to apply these skills in solving typical problems that are apt to arise in the construction trades.

### **IWAP 40.53**

#### **IW-DETAILING / REINFORCING IRON 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course will provide insight into the job performed by the detailer of reinforcing iron. Content includes reading and interpreting the communication instruments that are the products of the detailer's skills such as placing drawings, the bar lists, the bar schedules. These are the instruments that guide the fabrication of reinforcing bars in the shop and their proper placement in the field. This class show how these documents are assembled and from what sources information is derived. Mechanical drawings, math computation skills, and blue prints are covered.

### **IWAP 40.55**

#### **IWS-REINFORCING FOREMAN TRAINING 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory

Prerequisite: Student is a registered state indentured apprentice.

This course is designed to heighten the construction worker's awareness regarding on-the-job hazards. The student will receive training in accordance with OSHA standards and the many aspects of safety, compliance, scheduling, jurisdiction, and the labor law. The student will receive instruction regarding the duties of the ironworker foreman, general foreman, superintendent, and forklift operation.

### **IWAP 40.56**

#### **IW-IRONWORKER HISTORY REINFORCING 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course instructs the apprenticeship student about the history of the Ironworker union from its birth in 1896 to the present.

### **IWAP 40.60**

#### **IW-ARCHITECTURAL AND ORNAMENTAL I 1.5 UNITS**

Class hours: 1.7 Lecture/1.1 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course is designed primarily for ironworker apprentices and will provide a detailed understanding of procedures and practices employed by the ironworker in architectural and ornamental ironworking. Special emphasis is placed on the tools, anchors, and fasteners in construction curtain walls and window walls.

### **IWAP 40.61**

#### **IW-STRUCTURAL PRECAST CONCRETE 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory

Prerequisite: Student is a registered state indentured apprentice

The course provides knowledge, coordination task elements and skill needed in the staging and economical erection of a precast concrete building, placing particular emphasis on the rigging, handling and installing of the precast concrete members themselves.

### **IWAP 40.63**

#### **IW-STRUCTURAL LEAD HAZARD 1.5 UNITS**

Class hours: 1.8 Lecture/1.0 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course will teach ironworkers to recognize and reduce hazards related to lead when repairing and renovation of bridges or steel structures, or in the demolition of buildings and other structures. It will stress the health effects caused by lead exposure, OSHA regulations in this regard, sampling methods, legal rights of workers and the use of proper protective equipment and work methods.

### **IWAP 41.03**

#### **IW-REINFORCING II 1.0 UNIT**

Class hours: 0.6 Lecture/2.2 Laboratory

Prerequisite: Student is a registered state indentured apprentice

This course provides students with training in reinforcing concrete, including manufacturing, safety, reinforcing forms, bridge, and highway construction, bending, tagging, marking, and fabricating. This course delineates as precisely as possible the industry practices for reinforcing steel and provides a convenient reference source for the architect/engineer, the inspector, the detailer, fabricator, and ironworker.

### **IWAP 41.04**

#### **IW-ARCHITECTURAL III 1.5 UNITS**

Class hours: 1.7 Lecture/1.3 Laboratory

Prerequisite: Student is a registered state indentured apprentice

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

This course teaches the ironworker on how to erect storefronts and entrance ways and how to install the various types for doors commonly found in today's modern structures. The student will be introduced to the various types of materials used and the installation procedures recommended. This course will also cover installing revolving doors, swinging doors and closers, sliding fronts and doors, hollow metal doors, and balanced doors. The student will learn how to erect a wide variety of doors, stairs, handrails, and ladders, toilet partitions, vanity supports, relief angles, and flagpoles and how to install chain link fences.

### **IWAP 41.05 IW-ARCHITECTURAL II 1.5 UNITS**

Class hours: 1.7 Lecture/1.3 Laboratory  
Prerequisite: Student is a registered state indentured apprentice  
This course will teach the ironworker the many tasks involved in the construction of window wall and curtain wall systems. The student will be introduced to the many techniques used to provide a functioning yet, aesthetically pleasing structure. The student will learn about new construction techniques regarding designs of exterior facing structure enclosure and protection. This class will provide information on building sealants and the effects of weathering.

### **IWAP 41.06 IW-STRUCTURAL STEEL II 1.5 UNITS**

Class hours: 1.9 Lecture/0.8 Laboratory  
Prerequisite: Student is a registered state indentured apprentice  
This course provides the student with training in structural steel erection including history, safety, planning and scheduling, handling materials, and erecting structural steel members.

### **IWAP 41.07 POST-TENSION II 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory  
Prerequisite: Student is a registered state indentured apprentice  
This course is designed to provide the ironworker student with training in post-tension reinforcing, including single-strand unbounded systems and bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbounded tendons on superstructures. Students will learn the principles and theories of post-tensioning and identify the components of

single-strand unbounded tendon systems and bar post-tensioning systems. Students also learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.

### **IWAP 41.08 IW-POST TENSION III 2.0 UNITS**

Class hours: 2.2 Lecture/0.6 Laboratory  
Prerequisite: Student is a registered state indentured apprentice  
This course provides the ironworker student with training in post-tensioned reinforcing, including single-strand unbonded systems and bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbonded tendons on superstructures. Students will learn the proper procedures for detensioning and perform lift-offs on post-tensioning systems. Students will learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.

### **IWAP 41.09 IW-WELDING III-REINFORCING 2.0 UNITS**

Class hours: 0.6 Lecture/0.6 Laboratory  
Prerequisite: Student is registered state indentured apprentice  
This course will introduce the apprentice to shop safety in welding and burning. It provides a basic understanding of the structure of ferrous metals and their reactions to heat. It provides knowledge of the equipment and materials employed in the use of oxy-acetylene burning and welding. Students will learn the symbols used in welding. This course will prepare the student for the Los Angeles City written welding exam.

## **FILM**

### **(FINE ARTS & COMMUNICATIONS DIVISION)**

### **FILM 101 MOTION PICTURE PRODUCTION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This is a hands-on course in motion picture production where students learn about screenwriting, and the various phases of production including non-linear editing. Students may take this course to work as members of a production team and/or to write and direct their own projects. (Formerly TH 153)  
*Transfer Credit: CSU*

### **FILM 102 TELEVISION PRODUCTION 3.0 UNITS**

Class hours: 1.0 Lecture/5.0 Laboratory  
This class provides practice in basic television production and video post-production. The focus will be on field video production using a portable remote video switcher and multi-cam recording and digital editing using Final Cut Pro. Students will do exercises, individual and team projects, learn about producing, directing, camera operation, and post-production.  
*Transfer Credit: CSU*

### **FILM 103 TELEVISION COMMERCIAL AND PUBLIC SERVICE ANNOUNCEMENT PRODUCTION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: FILM 101 or FILM 102 or equivalent with a grade of "C" or higher or "Pass"  
This course is an introductory course in the study of the aesthetics and the production of the television commercial, including political ads and public service announcements. (Formerly TH 157)  
*Transfer Credit: CSU*

### **FILM 104 MOTION PICTURE AND DIGITAL CINEMATOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: FILM 101 or equivalent with a grade of "C" or higher or "Pass"  
This is an introductory course in the craft of both digital and film cinematography. Students shoot scenes using Super8 and 16mm film, as well as digital video (DV). (Formerly TH 158)  
*Transfer Credit: CSU*

### **FILM 107 MOTION PICTURE EDITING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course will serve as an introduction to motion picture editing, taking students through the history and craft of film and video editing by analyzing significant works. Students will apply their knowledge of editing techniques using Final Cut Pro. Students may elect to take the optional Final Cut Pro Apple Certification examination upon completion of this course. (Formerly TH 193)  
*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **FILM 114** **STORYBOARDING & ANIMATION** **PRINCIPLES FOR FILM 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course looks at visual storytelling techniques using storyboards and the principles of animation to effectively communicate a story through pre-visualization and hand drawing of sequences for a live-action production, graphic novel illustration or a character-based animation project. (This course is not open to students who are enrolled in or who received credit in ART 114.)  
*Transfer Credit: CSU*

### **FILM 159** **WORLD FILM 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 155 or equivalent with a grade of "C" or higher or "Pass" or satisfactory completion of the English assessment/placement process.  
This course examines the art of motion pictures and its international and global impact. It includes the critical analysis of feature films as a reflection of national, ethnic and cultural values. (Formerly TH 159)  
*Transfer Credit: CSU; UC*

### **FILM 160** **GREAT FILM DIRECTORS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
This is a survey course on the art and social impact of the film director. Through a series of collective film screenings, lectures, and discussions, students will analyze individual filmmakers. (Formerly TH 160)  
*Transfer Credit: CSU; UC*

### **FILM 241** **SCREENWRITING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52 or ENGL 72, or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100.  
This course provides an opportunity for students to develop a screenplay for television or motion pictures. Students learn the craft of screenwriting by studying published scripts, movies, and TV shows and by writing synopses, treatments scenes, and a production-worthy screenplay. (Formerly TH 241)  
*Transfer Credit: CSU; UC*

### **FILM 256** **DOCUMENTARY FILM** **AND REALITY TELEVISION** **PRODUCTION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: FILM 101 and FILM 102 or equivalent with grades of "C" or higher or "Pass".  
This is a production course in the study of the related non-fictional formats of the documentary film and reality television programs. (Formerly TH 256)  
*Transfer Credit: CSU*

### **FILM 271** **MUSIC VIDEO PRODUCTION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: FILM 101, FILM 107, and FILM 102 or ART 114 courses or equivalents must be completed with grades of "C" or higher or "Pass".  
Recommendation: Adequate hearing and vision to produce and edit music videos.  
This is an introductory course in the study of the aesthetics, history, and the production of music videos. Unlike narrative films, which focus on character development and story plots, music videos generally aim for instant emotional gratification. (Formerly TH 271)  
*Transfer Credit: CSU*

### **FILM 293** **ADVANCED MOTION** **PICTURE EDITING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: FILM 107 or equivalent with a grade of "C" or higher or "Pass".  
This course takes students through the more advanced features of Final Cut Pro X, Motion 5, and Compressor 4 software to develop advanced skills in editing, compositing, and motion graphics to create better-edited projects. (Formerly TH 293)  
*Transfer Credit: CSU*

### **FILM 294** **ADVANCED MOTION** **PICTURE PRODUCTION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: FILM 101, FILM 104, and FILM 107 or equivalents with a grade of "C" or higher or "Pass"  
This is an advanced course in the elements and practice of motion picture production. Students create and direct advanced motion picture projects using either 16mm film or digital video. (Formerly TH 254)  
*Transfer Credit: CSU*

### **FILM 298** **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **FILM 299** **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **FINANCE**

### **(Business, Humanities, and Social Sciences Division)**

### **FIN 50** **ELECTRONIC CALCULATORS/** **BUSINESS APPLICATIONS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to teach students how to properly operate electronic calculators. Students will learn how electronic display calculators work, how to properly enter data using the ten-key keyboard, and how electronic calculators are used in business to solve practical problems. Techniques learned in this class can be applied to data processing and accounting classes.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **FIN 51 RETIREMENT PLANNING AND INVESTING 1.5 UNITS**

Class hours: 1.5 Lecture

This course introduces methods of computing amounts to be saved and invested in order to fund retirement. The course also discusses various retirement plans available. Additionally, students will learn techniques to research and evaluate mutual fund investment opportunities.

### **FIN 52 BUSINESS MATHEMATICS FOR ACCOUNTING APPLICATIONS 1.5 UNITS**

Class hours: 1.5 Lecture

This course is designed to teach students basic mathematical calculations used in business, finance, and accounting and introduces them to the IBM compatible computer and standard spreadsheet software. Topics covered include fractions and percentages, sales and purchasing cycles, sales tax, markups and markdowns, simple and compound interest, and finance charges.

### **FIN 125 PERSONAL FINANCE 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to empower individuals with various tools to manage their money and make sound lifelong financial decisions. Students will understand the social and psychological issues related to money and learn established measurement techniques to analyze, plan, and manage their financial lives. Topics include financial planning, income and expense management, investment analysis, retirement planning, consumerism, insurance, estate planning, home ownership, and credit management.

*Transfer Credit: CSU*

### **FIN 125M PERSONAL FINANCE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 80 or MATH 80A.

This course is designed to empower individuals with various tools to manage their money and make sound lifelong financial decisions. Topics include financial planning, income and expense management, investment analysis, retirement planning, consumerism, insurance, estate planning, home ownership and credit management. This course uses financial, tax, and mathematical calculations. Students will take a hands-on approach to such learning

and skill development with problem-solving assignments and projects that require them to explain information presented in tax forms and financial statements. They will also obtain the knowledge and skills required to convert financial information into portrayals that contribute to an understanding of present and future personal and family financial needs. Students will also be provided with opportunities to analyze and synthesize on documents and reports. They will develop the logical reasoning skills needed by informed and productive citizens. Moreover, instructors will (a) provide student-centered activity-based instruction, (b) emphasize the conceptual understanding and skills of mathematics and quantitative reasoning, and (c) facilitate the development of competence and confidence in problem-solving abilities. This course can be taken in either a traditional or an on-line learning environment. This course is not open to students who are enrolled in or who have received credit in FIN 125.

*Transfer Credit: CSU*

### **FIN 126 INTRODUCTION TO STOCK MARKET AND INVESTMENTS 3.0 UNITS**

Class hours: 3.0 Lecture

This course will cover the following subject areas: how to invest in the stock market; the various kinds of stocks, bonds, warrants, and rights; investment objectives; investment systems; the Broker's part in investment; stock exchanges; how stocks are traded and reported in the newspaper; investment vocabulary, mutual funds, and investment companies.

*Transfer Credit: CSU*

### **FIRE SPRINKLERS APPRENTICESHIP (Adult Education and Diversity Programs)**

#### **FSAP 72.01 INTRODUCTION TO SPRINKLERS 0.5 UNIT**

Class hours: 0.7 Lecture/0.1 Laboratory

Prerequisite: Student is registered State indentured apprentice.

This course will introduce apprentices to sprinkler fitter career opportunities and typical work environments. Trade-specific safety hazards will be examined as well as shop plans specific to the sprinkler fitting industry. Workplace safety, material handling, and common tools will also be introduced. The course will review the characteristics of common sprinkler heads, state the important characteristics of above ground pipe, including wall thickness and joining methods.

#### **FSAP 72.02 FIRE SPRINKLERS HAND AND POWER TOOLS 0.5 UNIT**

Class hours: 0.6 Lecture/0.1 Laboratory

Prerequisite: Student is registered State indentured apprentice.

This course will introduce apprentices to hand and power tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, clamps, drills, powers saws, grinders, and sanders. Specific applications of each tool and how to use them properly will be covered and demonstrated. Important safety and maintenance issues related to hand and power tools will also be reviewed.

#### **FSAP 72.03 FIRE SPRINKLERS CONSTRUCTION PLANS 0.5 UNIT**

Class hours: 0.6 Lecture/0.1 Laboratory

Prerequisite: Student is registered State indentured apprentice.

This course will familiarize apprentices with basic terms for construction drawings, components, and symbols. This course explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs apprentices on how to interpret and use drawing dimensions.

#### **FSAP 72.04 FIRE SPRINKLERS STEEL PIPE 1.0 UNIT**

Class hours: 1.3 Lecture/0.3 Laboratory

Prerequisite: Student is registered State indentured apprentice.

This course will cover steel piping materials along with tools used to cut and thread steel pipe. This course also describes methods for threading, cutting and grooving pipe, including how to determine pipe length between fittings (takeouts). Discusses threaded, plain-end, and flanged fittings. The course will also review grooved pipe and fittings including installation techniques.

#### **FSAP 72.05 FIRE SPRINKLERS CPVC 0.5 UNIT**

Class hours: 0.6 Lecture/0.1 Laboratory

Prerequisite: Student is registered State indentured apprentice.

This course describes handling and storing of CPVC pipe. CPVC safety concerns and cautions will be covered as well as methods and tools for cutting, chamfering, and cleaning CPVC pipe. Joining techniques are described, particularly the solvent-cement (one-step) method. Rules for using plastic pipe hangers are explained.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **FSAP 72.06 FIRE SPRINKLERS COPPER TUBE SYSTEMS 0.5 UNIT**

Class hours: 0.6 Lecture/0.1 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

Students will be introduced to copper tubing and fittings along with cutting and bending tools. The soldering process is described along with techniques for measuring, cutting, reaming and cleaning. Brazing is described as are brazing metals, fluxes and brazing equipment. Support bracing for copper tube is discussed as are grooved couplings for copper pipe.

### **FSAP 72.07 FIRE SPRINKLERS UNDERGROUND PIPE 1.0 UNIT**

Class hours: 1.0 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

This course will review the types and properties of soil required when installing fire sprinklers underground. Guidelines and methods are presented for digging trenches and for making them safe. Underground piping installations are detailed for various types of pipe. Thrust blocks and restraints are explained, in-building risers, hydrants, yard valves and hydrant houses are discussed, as are testing, inspection, flushing and chlorinating.

### **FSAP 72.08 FIRE SPRINKLERS RESIDENTIAL 2.5 UNITS**

Class hours: 2.7 Lecture/0.6 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

This course will review the techniques for residential fire sprinkler system installation. Some of the topics addressed include: basic safety, basic construction math, metric conversion processes, system overview, piping system configurations, residential sprinkler system design criteria, residential sprinkler types, sprinkler system types, sprinkler system components, hydraulic calculations, special applications, electrolysis, plans, water supplies, tool types, threaded pipe, CPVC, copper, sprinkler installation, special systems, multi-purpose systems, typical sprinkler system water supply, microbiologically influenced corrosion (MIC), and air/water interface structures.

### **FSAP 72.09 FIRE SPRINKLERS SUPPORTS AND ATTACHMENTS 0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

This course will cover strength and spacing requirements, types, and installation of pipe

hangers, supports, restraints, and guides. The apprentice will learn about types and installation of earthquake bracing and will be able to explain sleeving and firestopping. Cutting hangers to specified lengths is also covered.

### **FSAP 72.10 FIRE SPRINKLERS FLANGED, GROOVED, AND PLAIN END PIPE 0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

This course covers the various types of valves and valve applications used in the sprinkler industry, including service procedures for standard valves. The apprentice will learn how to install OS&Y valves, butterfly grooved valves, and tamper switches. Procedures to disassemble, service, and reassemble check valves are outlined.

### **FSAP 72.11 FIRE SPRINKLERS GENERAL TRADE MATH 1.0 UNIT**

Class hours: 1.1 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

This course is designed to teach students to use basic math principles relevant to fire sprinkler systems. Students will learn to solve problems, convert fundamental measurement quantities from the English system to the metric system and from metric to English. The course will cover the effects of temperature on sprinkler systems, as well as how to calculate 45-degree offsets and tank volume, center sprinkler heads using the target, square offset and geometric methods, and solve sprinkler system problems relating to changes in elevation, sprinkler, discharge, and hanger sizing.

### **FSAP 72.12 FIRE SPRINKLERS SHOP DRAWINGS 1.5 UNITS**

Class hours: 1.8 Lecture/0.4 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

In this course, the student will learn to read the drawing legend and will be able to identify drawing symbols including common structural and standard sprinkler system symbols. Reading drawings to identify materials, calculating the square footage and number of sprinklers required, laying out sprinkler hanger locations and identifying sprinkler orifice sizes will also be reviewed. Students will learn how to identify pipe size and cut length shown on installations drawings.

### **FSAP 72.13 STANDARD SPRAY FIRE SPRINKLERS 1.0 UNIT**

Class hours: 1.1 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

The student will learn how to identify the differences between obstructed and unobstructed sprinkler installations. Standard spray sprinklers are discussed relative to occupancies and to maximum coverage calculations. Sprinkler spacing is calculated using the small room rule. Maximum spacing of sidewall sprinklers is calculated using the protection area rule. The student will learn how to identify sprinkler manufacturer and type using the Sprinkler Identification Number (SIN).

### **FSAP 72.14 FIRE SPRINKLERS WET PIPE SYSTEMS 1.0 UNIT**

Class hours: 1.4 Lecture/0.3 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

This course will review the purpose, function, and operation of wet pipe system components. The following will be covered: riser check valves, alarm check valves, and trim; flow, tamper, and pressure switches; fire department connections and hose stations; antifreeze systems; faulty pressure gauges; inspector's test connections and auxiliary drains; and hydrostatic testing and test pumps. The apprentices will learn how to trim an alarm check valve, perform a hydrostatic test, calculate the specific gravity of an antifreeze solution, and complete a contractor's material and test certificate.

### **FSAP 72.15 FIRE SPRINKLERS DRY PIPE SYSTEMS 1.0 UNIT**

Class hours: 1.4 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.

This course explains the purpose, function, and operation of components used in a dry-pipe system. Components discussed are dry-pipe valves and trim, air supplies, accelerators and exhausters (quick-opening devices-QODs), and fire department connections. The trainee learns to install pressure gauges on alarm valves and accelerators, to set and adjust an air maintenance device, and to reset and troubleshoot dry-pipe systems. Dry-pipe pitch is also discussed.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **FSAP 72.16 FIRE SPRINKLERS PREACTION AND DELUGE 2.0 UNITS**

Class hours: 2.2 Lecture/0.4 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course describes deluge and preaction systems and explains installation techniques and troubleshooting. Various methods of activating electrical release and supervision, including detection systems, are discussed. It also covers hydraulic and pneumatic release mechanisms, non-interlocked and interlocked preaction systems and Firecycle Systems.

### **FSAP 72.17 FIRE SPRINKLERS STANDPIPES 1.0 UNIT**

Class hours: 1.4 Lecture/0.3 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course is designed to identify the different types and classifications of standpipes, the requirements for standpipes in buildings under construction, the basic requirements for sizing standpipes hydraulically and by schedule, the hose rack assembly, roof manifolds, fire department connections, hose valves and adapters, flow test, and pressure reducing valves (PVR). Students will learn to demonstrate LINK-SEAL installation procedures.

### **FSAP 72.18 FIRE SPRINKLERS WATER SUPPLIES 0.5 UNIT**

Class hours: 0.9 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course is designed to give an overview of the various water supply systems, the equipment necessary for their operation, and the applicable regulations and standards.

### **FSAP 72.19 FIRE SPRINKLERS FIRE PUMPS 2.0 UNITS**

Class hours: 2.2 Lecture/0.4 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course covers fire pump categories and components and describes fire pump controller requirements and fire pump performance and alignment. Furthermore, pump and driver characteristics and performance curves are explained. Controllers, sensing lines, supervision, and starting methods are also explained. Project requirements, installation, maintenance, and troubleshooting are outlined. Inspection and maintenance of existing pump rooms is also covered.

### **FSAP 72.20 SPECIFIC SPRINKLERS AND NOZZLES APPLICATION 1.5 UNITS**

Class hours: 1.5 Lecture/0.3 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course provides details on application specific sprinkler types, their requirements, and the physical characteristics of these sprinklers, along with information about how to use the various types of special sprinklers.

### **FSAP 72.21 FIRE SPRINKLERS SYSTEM LAYOUT 2.5 UNITS**

Class hours: 2.5 Lecture/0.5 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
The course identifies and explains basic hydraulic concepts and selection of hydraulic methods. System configuration, design criteria, discharge characteristics, and types of pressure loss are explained. Performing fire sprinkler system hydraulic calculations is also covered in this course.

### **FSAP 72.22 FIRE SPRINKLERS INSPECTION, TESTING, AND MAINTENANCE 1.0 UNIT**

Class hours: 0.9 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course identifies and explains initial and periodic testing and inspection requirements. Maintenance and repair of wet pipe systems, dry pipe systems, preaction and deluge systems, as well as special systems are covered.

### **FSAP 72.23 FIRE SPRINKLERS EXTINGUISHING SYSTEMS 2.5 UNITS**

Class hours: 2.4 Lecture/0.5 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course identifies and explains the following extinguishing exposure systems; water spray, foam, carbon dioxide, Halon, auxiliary, and local alarm. Limited water systems, fire extinguishers, and water mist suppression systems are also covered.

### **FSAP 72.24 FIRE SPRINKLERS FOREMANSHIP 1.0 UNIT**

Class hours: 1.1 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course will introduce students to foremanship and covers responsibilities, leadership, and safety. Also covered are the project documentation and reports related to materials tracking and labor tracking.

### **FSAP 72.25 FIRE SPRINKLERS PROCEDURES AND DOCUMENTATION 1.0 UNIT**

Class hours: 1.1 Lecture/0.2 Laboratory  
Prerequisite: Student is registered State indentured apprentice.  
This course will recognize the consequences of improper system installation, identify proper documentation, recognize unsafe acts and conditions on a worksite, identify the hazards associated with specific tasks, and discuss the procedures for responding to an accident. The student will also learn the procedures for emergency response to water damage and explain how to handle a water damage claim.

## **FRENCH**

### **(Liberal Arts Division)**

### **FREN 101 ELEMENTARY FRENCH 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
This beginning French course emphasizes listening, speaking, reading and writing and helps to develop the appreciation of cultural diversity through the study of differences and similarities between cultures.  
*Transfer Credit: CSU; UC*

### **FREN 102 ELEMENTARY FRENCH 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: FREN 101 or equivalent with a grade of "C" or higher or "Pass".  
This course is a continuation of the study of the basic principles of French with an emphasis on oral and written communication. It helps continue to develop the appreciation of cultural diversity through the study of differences and similarities between cultures.  
*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **FREN 201** **INTERMEDIATE FRENCH**      **5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: FREN 102 or equivalent with a grade of "C" or higher or "Pass".

This course provides a review and in-depth study of important grammatical concepts. Reading and interpretation of authentic literary works by French writers are included. Guided and original composition exercises will be assigned as a transition to free written expression. This class is conducted primarily in French.

*Transfer Credit: CSU; UC*

### **FREN 202** **INTERMEDIATE FRENCH**      **4.0 UNITS**

Class hours: 4.0 Lecture  
Prerequisite: FREN 201 or equivalent with a grade of "C" or higher or "Pass".

This is a course in reading of modern French. Emphasis is placed on oral and written expression. Grammar review is completed. FREN 202 aims to give the student a working knowledge of the language and to form the basis for advanced work in literature or science.

*Transfer Credit: CSU; UC*

### **FREN 203** **INTERMEDIATE FRENCH** **ADVANCED LEVEL I**      **4.0 UNITS**

Class hours: 4.0 Lecture  
Prerequisite: FREN 202 or equivalent with a grade of "C" or higher or "Pass".

This course consists of selected intermediate readings in literary and technical French designed to meet requirements of students majoring in literature, science, mathematics and engineering with a minimum basic grammar review.

*Transfer Credit: CSU; UC*

### **FREN 281** **BEGINNING** **CONVERSATIONAL FRENCH**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: FREN 102 or equivalent with a grade of "C" or higher or "Pass".

This course develops conversational French based on French history within an emphasis on Francophone Americas and Caribbean cultures, as well as language changes. Complex grammar and vocabulary structure will be consolidated. This course will be taught in French. This course is recommended for French Majors.

*Transfer Credit: CSU; UC*

### **FREN 282** **INTERMEDIATE** **CONVERSATIONAL FRENCH**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: FREN 281 or equivalent with a grade of "C" or higher or "Pass".

This course develops intermediate conversational French based on French history within an emphasis on Francophone culture and language changes in Francophone Europe. Highly complex grammar and vocabulary structure will be consolidated. This course will be taught in French. This course is recommended for French majors.

*Transfer Credit: CSU; UC*

### **FREN 283** **ADVANCED** **CONVERSATIONAL FRENCH**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: FREN 282 or equivalent with a grade of "C" or higher or "Pass".

This course develops conversational French based on French and Francophone history within an emphasis on Francophone culture and language changes in Francophone Africa and West Indies. Highly complex syntactic structure and vocabulary will be consolidated. This course will be taught in French. This course is recommended for French majors.

*Transfer Credit: CSU; UC*

### **FREN 285** **ROMANCE LINGUISTICS**      **3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: FREN 101 with a grade of "C" or higher or "Pass"

This course will analyze the evolution of Romance languages from Latin. French utterances will be structured through phonological, morphosyntactic, and lexical norms. This course is not open to students who are enrolled in or have received credit in SPAN 285. This course will be taught in English.

*Transfer Credit: CSU; UC*

### **FREN 298** **DIRECTED STUDIES**      **1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete

the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **FREN 299** **DIRECTED STUDIES**      **2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **GEOGRAPHY**

(Science, Engineering, and Math Division)

### **GEOG 101** **PHYSICAL GEOGRAPHY**      **3.0 UNITS**

Class hours: 3.0 Lecture  
This course covers the causes of variations in weather and climate; how landscapes develop; the use of maps or other tools of a geographer; and the effect of earth motions on the seasons, time, and climate.

*Transfer Credit: CSU; UC*

### **GEOG 101L** **PHYSICAL GEOGRAPHY** **LABORATORY**      **1.0 UNIT**

Class hours: 3.0 Laboratory  
Prerequisite: GEOG 101 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This laboratory/field study is designed to supplement GEOG 101. It introduces the global physical world, its dynamics and spatial relationships. The physical environment is presented as an integration of the atmosphere, hydrosphere, lithosphere, and biosphere.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

Furthermore, this course will introduce the physical processes that have shaped the earth, including weather and climate, plate tectonics, hydrological cycle, weathering, and glaciation.  
*Transfer Credit: CSU; UC*

### **GEOG 102** **CULTURAL GEOGRAPHY** 3.0 UNITS

Class hours: 3.0 Lecture  
This course examines cultural processes and patterns worldwide such as the distribution and diffusion of diverse people, their religions, their customs, and their economic means. In addition, cultural geography examines the spatial variations that determine how people relate to one another as well as how people interact with their environment, including agriculture and settlement patterns.  
*Transfer Credit: CSU; UC*

### **GEOG 103** **ENVIRONMENTAL GEOGRAPHY** 3.0 UNITS

Class hours: 3.0 Lecture  
This course is a survey of global environmental issues and the effects on society. Emphasis is placed on Earth's systems, sustainability, population concerns, global warming, energy use, pollution, and availability of natural resources.  
*Transfer Credit: CSU; UC*

### **GEOG 105** **WORLD REGIONAL GEOGRAPHY** 3.0 UNITS

Class hours: 3.0 Lecture  
This course investigates the major cultural and political regions of the world today. Emphasis is placed on cultural relationships, land use patterns, population distribution, trade and political alliances.  
*Transfer Credit: CSU; UC*

### **GEOG 140** **CALIFORNIA GEOGRAPHY** 3.0 UNITS

Class hours: 3.0 Lecture  
This course is a spatial study through a thematic approach of the interrelationships between cultural and physical processes in California. Topics include cultural patterns, demographics, physical environments, weather and climate, water issues, agriculture, settlement, and migration.  
*Transfer Credit: CSU; UC*

### **GEOG 160** **FIELD STUDIES IN GEOGRAPHY** 2.0 UNITS

Class hours: 1.5 Lecture/1.5 Laboratory  
This course brings students into the field to study the physical and cultural geographic processes of locations in Western North America. Topics will vary based on location but may include weather and climate, geology, and biogeography as well as economic activities, land use patterns, water resource issues, and environmental concerns.  
*Transfer Credit: CSU*

### **GEOG 298** **DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **GEOG 299** **DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **GEOLOGY**

(Science, Engineering, and Math Division)

### **GEOL 100** **NATURAL HISTORY OF SOUTHERN CALIFORNIA** 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory  
This is a field trip and seminar class in biology and geology of selected areas in Southern California. Minerals, geology, landforms, plants, animals, ecology, human use, and recreational value will be studied.  
*Transfer Credit: CSU*

### **GEOL 101** **PHYSICAL GEOLOGY** 4.0 UNITS

Class hours: 3.0 Lecture/4.0 Laboratory  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S.  
Recommendation: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/ placement process with a score eligible for MATH 60.  
This course is an introduction to the composition, structure, and geologic processes of Earth. The laboratory component focuses on rock and mineral identification, the use of topographic maps to interpret landform features, analysis of mass wasting events, interpretation of seismogram records, and determining the relative age of geologic events. Three Saturday or Sunday field trips are required. This course is not open to students with credit in GEOL 102.  
*Transfer Credit: CSU; UC*

### **GEOL 102** **PHYSICAL GEOLOGY LECTURE** 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement tests with a score eligible for ENGL 100 or ENGL 100S and MATH 40 with a grade of "C" or higher or "Pass" or completion of the Math assessment/ placement test with a score eligible for Math 60.  
This course is an introduction to the physical processes that make and shape our dynamic planet Earth. This course is not open to students with credit in GEOL 101.  
*Transfer Credit: CSU; UC*

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.



# Course Descriptions

## **GEOL 102L**

### **PHYSICAL GEOLOGY LABORATORY**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: GEOL 102 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S; and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math assessment/ placement process with a score eligible for MATH 60.

This course is intended to be the laboratory component to the Physical Geology Lecture course, GEOL 102. Activities include rock and mineral identification, using topographic maps to interpret landform features, analyzing mass wasting events, interpreting seismogram records, and determining the relative age of geologic events. This course is not open to students with credit in GEOL 101.

*Transfer Credit: CSU; UC*

## **GEOL 103**

### **ENVIRONMENTAL GEOLOGY LECTURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass" and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math assessment/ placement process with a score eligible for MATH 60.

This is a general studies course that includes the investigation of relevant geologic, hydrologic, oceanographic, and atmospheric processes as they affect and are affected by human activities. The technologic, economic, and political aspects of challenges and solutions resulting from these relationships are studied as well. This course is not open to students with credit in ESCI 101.

*Transfer Credit: CSU; UC*

## **GEOL 103L**

### **ENVIRONMENTAL GEOLOGY LABORATORY**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: GEOL 103 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This is a general studies course that offers an opportunity for a more complete understanding of environmental challenges discussed in GEOL 103 -Environmental Geology Lecture. This hands-on course utilizes identification, measurement, and analysis in the lab to promote students' comprehension of the hydrologic,

oceanographic, and atmospheric processes affecting and being affected by humans. Not open to students with credit in ESCI 102.

*Transfer Credit: CSU; UC*

## **GEOL 105L**

### **FIELD METHODS OF THE EARTH SCIENCES**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: GEOL 101 or a combination of GEOL 102 and GEOL 102L or equivalent with a grade of "C" or higher or "Pass".

This is a field-based laboratory course for studying geology and the environment first-hand in nature. The geography and geology of the southwestern US will be discussed in the classroom then observed and investigated in the field. Samples and data collected from study areas may be further analyzed in a class lab setting. Students will learn how to perform the fundamental field techniques of the earth sciences, such as orienteering, surveying, mapping, and sampling. This course includes mandatory field trips.

*Transfer Credit: CSU; UC*

## **GEOL 120**

### **NATURAL HISTORY OF OWENS VALLEY AND THE SIERRA NEVADA MOUNTAINS**

**1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This is a field trip and seminar class in the geology and biology of Owens Valley and the Sierra Nevada Mountains. Minerals, rocks, geologic structures, landforms, plants, animals, and ecology will be studied while considering the recreational value and conservation of field trip sites. The course requires the equivalent of four one-day field trips.

*Transfer Credit: CSU; UC*

## **GEOL 201**

### **EARTH HISTORY 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/ placement process with a score eligible for MATH 60.

This course explores the origin and geological history of the earth and the evolution of Earth's plants and animals over time. Themes include geologic time, plate tectonics, fossils, stratigraphy, paleogeography, and the evolution of the physical and biologic Earth.

The laboratory component includes methods of geologic dating, plate tectonics and its relation to paleogeography, stratigraphy, fossil identification, and using fossils to interpret biologic evolution.

*Transfer Credit: CSU; UC*

## **GEOL 204**

### **GEOLOGY OF THE WESTERN NATIONAL PARKS AND MONUMENTS**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement test with a score eligible for ENGL 100 or ENGL 100S; and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/ placement test with a score eligible for Math 60.

A study of the geologic processes that have helped created the natural beauty of our western National Parks and Monuments.

*Transfer Credit: CSU*

## **GEOL 207**

### **PALEONTOLOGY, LIFE OF THE PAST**

**4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math assessment/ placement process with a score eligible for MATH 60.

This course is an introduction to the study of fossils. Fossil preservation, distribution and paleoecology are considered. Particular emphasis is placed on the fossil record as evidence of organic evolution on planet earth. Laboratory will include specimen identification. Two field trips are required.

*Transfer Credit: CSU; UC*

## **GEOL 208**

### **THE AGE OF THE DINOSAURS**

**3.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100, or ENGL 100S, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math assessment/ placement process with a score eligible for MATH 60

*All courses on this page are Title V Associate Degree applicable/ credit courses unless otherwise noted.*

## Course Descriptions

This is an integrated course designed to give broad, general knowledge in the areas of nonavian dinosaur origins, evolution, lifestyles, habitat, and extinction. It will also provide an in-depth coverage of the origin of avian dinosaurs and other life forms of the Age of Dinosaurs. Two field trips are required activities.  
*Transfer Credit:* CSU; UC

### **GEOL 209** **NATURAL DISASTERS** 3.0 UNITS

Class hours: 2.5 Lecture/1.5 Laboratory  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course is an introduction to the study of natural disasters, including how the origins are explained by atmospheric disturbances and plate tectonics, and how new knowledge can be applied to the betterment of human welfare. The equivalent of three (3) one-day field trips is required and constitutes the laboratory portion of this course.  
*Transfer Credit:* CSU; UC

### **GEOL 298** **DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit:* CSU

### **GEOL 299** **DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty

member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit:* CSU

## **GERMAN**

### **(Liberal Arts Division)**

### **GERM 101** **ELEMENTARY GERMAN** 5.0 UNITS

Class hours: 5.0 Lecture/1.0 Laboratory  
This beginning course emphasizes listening, speaking, reading, and writing, and helps to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.  
*Transfer Credit:* CSU; UC

### **GERM 102** **ELEMENTARY GERMAN** 5.0 UNITS

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: GERM 101 or equivalent with a grade of "C" or higher or "Pass".  
This course provides a continued review and in-depth study of grammatical concepts and reading and interpretation of literary works by writers of German-speaking countries. Guided and original compositions are included. This class conducted primarily in German, will further develop the appreciation of cultural diversity.  
*Transfer Credit:* CSU; UC

### **GERM 201** **INTERMEDIATE GERMAN** 4.0 UNITS

Class hours: 4.0 Lecture  
Prerequisite: GERM 102 or equivalent with a grade of "C" or higher or "Pass".  
This course provides a review and in-depth study of grammatical concepts in the German Language. Reading and interpretation of literary works by German writers, and guided and original compositions are included. This course will further develop the appreciation of cultural diversity. This class is conducted primarily in German.  
*Transfer Credit:* CSU; UC

### **GERM 202** **INTERMEDIATE GERMAN** 4.0 UNITS

Class hours: 4.0 Lecture  
Prerequisite: GERM 201 or equivalent with a grade of "C" or higher or "Pass".  
This course provides a continued review and in-depth study of grammatical concepts and reading and interpretation of literary works by writers of German-speaking countries. Guided and original compositions are included. This class conducted primarily in German, will further develop the appreciation of cultural diversity.  
*Transfer Credit:* CSU; UC

### **GERM 203** **SCIENTIFIC GERMAN** 4.0 UNITS

Class hours: 4.0 Lecture  
Prerequisite: GERM 202 or equivalent with a grade of "C" or higher or "Pass".  
This course provides a review of grammatical concepts in the German language and consists of selected intermediate readings of literary and technical German designed to meet requirements of students majoring in literature, science, mathematics and engineering.  
*Transfer Credit:* CSU; UC

### **GERM 204** **SCIENTIFIC GERMAN** 4.0 UNITS

Class hours: 4.0 Lecture  
Prerequisite: GERM 203 or equivalent with a grade of "C" or higher or "Pass".  
This course consists of selected intermediate readings of popular appeal in scientific and technical German taken from texts published recently. It includes a basic grammar review.  
*Transfer Credit:* CSU; UC

### **GERM 281** **BEGINNING** **CONVERSATIONAL GERMAN** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: GERM 102 or equivalent with a grade of "C" or higher or "Pass".  
This course gives the student practice in speaking and understanding German as used in travel, in the home, in school, and in everyday life. Emphasis is placed on vocabulary, idioms, and language patterns fundamental to an active and practical use of German. This course is recommended for all German majors and develops the appreciation of cultural diversity.  
*Transfer Credit:* CSU; UC

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **GERM 282** **INTERMEDIATE** **CONVERSATIONAL GERMAN 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: GERM 281 or equivalent with a grade of "C" or higher or "Pass".

This course provides intensive oral practice in the discussion of current topics, including multiculturalism in German-speaking countries. Emphasis is on the acquisition of special idioms and vocabulary suitable for conversation about the family, the world of work, business, sports, public transportation and ecology. This course conducted primarily in German, is recommended for all German majors.

*Transfer Credit: CSU; UC*

### **GERM 283** **ADVANCED** **CONVERSATIONAL GERMAN 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: GERM 282 or equivalent with a grade of "C" or higher or "Pass".

This course provides intensive oral practice in discussion of controversial topics, expressing informed opinions regarding current affairs, the arts and political issues. Emphasis is on the acquisition of appropriate vocabulary and language patterns, and the creative development of arguments. This course conducted in German, is recommended for all German majors.

*Transfer Credit: CSU; UC*

### **GERM 291** **GERMAN FOR** **INTERNATIONAL COMMERCE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: GERM 102 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: GERM 201 or equivalent with a grade of "C" or higher or "Pass".

This course will introduce students to the vocabulary used in German business and economy and will give insight into the customs used in the German business world where they differ from American customs.

*Transfer Credit: CSU*

### **GERM 292** **GERMAN FOR** **INTERNATIONAL COMMERCE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: GERM 102 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: GERM 201 or equivalent with a grade of "C" or higher or "Pass".

This course will further introduce students to the vocabulary used in German business and economy and will give an insight into the customs used in the German business world where they differ from American customs.

*Transfer Credit: CSU*

### **GERM 298** **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **GERM 299** **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **HEALTH EDUCATION**

### **(KINESIOLOGY DIVISION)**

### **HED 100** **CONTEMPORARY** **HEALTH PROBLEMS 3.0 UNITS**

Class hours: 3.0 Lecture

Students will identify, analyze, and seek solutions to contemporary health issues. The learner will be exposed to such health components as improving nutrition and physical fitness, enhancing mental and emotional health, creating healthy and caring relationships, avoiding and overcoming destructive habits, preventing and fighting disease, and facing life's transitions.

*Transfer Credit: CSU; UC*

### **HED 101** **STRESS MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to give students an understanding of physiological and mental determinants and manifestations of stress. Topics include the nature and physiology of stress, mental stress, stress as it relates to disease, emotions, and personality, behavior modification, communication, time management, physical exercise and nutrition. Students are also trained in a variety of stress management techniques including imagery, progressive muscle relaxation, biofeedback, problem solving techniques, state and trait anxiety inventories, centering, breathing exercises, yoga, meditation, art therapy, music therapy, and humor therapy.

*Transfer Credit: CSU*

### **HED 103** **WOMEN, THEIR BODIES** **AND HEALTH 3.0 UNITS**

Class hours: 3.0 Lecture

This course will examine contemporary women's health issues and body image concerns. General topics will include images of women, lifespan changes, mental health, eating disorders, prevention of abuse and self-harm, social roles, sexual identity and sexuality, relationships, birth control and pregnancy. Current research on cardiovascular disease, cancer and other chronic conditions will be discussed as they pertain to women's issues. Students will develop the skills necessary to become wiser consumers of health and beauty-enhancing products. This course is not open to students currently enrolled in or who have completed WGS 103 or WS 103.

*Transfer Credit: CSU*

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## Course Descriptions

### **HED 104 INTRODUCTION TO HEALTH AND SOCIETY 3.0 UNITS**

Class hours: 3.0 Lecture

This course will examine different lifestyles among diverse populations by evaluating the influences of health practices within their respective environments. The class will explore the physical, mental, and spiritual foundations for understanding and developing important cultural competencies in regards to the cultural care of society.

*Transfer Credit: CSU*

### **HED 105 MIND, BODY, AND HEALTH 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of HED 100 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on the mind/body interaction and how attitudes and emotions directly affect physical health and well-being. Special attention will be placed upon the importance of social support and interpersonal relationships and how they affect well-being. Health as it pertains to psychology, psychoneuroimmunology, relationships, faith, personality types, and other issues related to consciousness will be discussed.

*Transfer Credit: CSU*

### **HED 110 COMMUNITY FIRST AID AND CPR 3.0 UNITS**

Class hours: 3.0 Lecture

This course introduces the skills required to provide basic life support in an emergency illness or injury. The course includes adult, infant, and child Cardiopulmonary Resuscitation (CPR) and First Aid. Upon successful completion of all tests, student will be issued an American Red Cross card for Community First Aid and CPR. (This course is not open to students who are currently enrolled in or have received credit for KIN 110).

*Transfer Credit: CSU; UC*

### **HED 200 NUTRITION FOR HEALTH, FITNESS, AND PHYSICAL ACTIVITY 3.0 UNITS**

Class hours: 3.0 Lecture

This course is an introduction to the basic nutritional principles important to physically active individuals. Content will cover the role of food in enhancing exercise and sport performance, body composition, and energy

production. Current research and practical activities will be presented. This course is especially applicable for individuals interested in careers related to fitness or athletics.

*Transfer Credit: CSU; UC*

### **HED 201 HEALTH EDUCATION AND PROMOTION 3.0 UNITS**

Class hours: 3.0 Lecture

This course focuses on the principles and foundations of health promotion and education. The course materials will provide students from different backgrounds with essential knowledge and preparation to work in community health programs. Students will apply the lessons learned in this course by helping people make health choices through different philosophies and theories of health promotion/education. The required textbook is appropriate and ideal for the class since various topics will comprise cultural diversity and equality in health education and promotion.

*Transfer Credit: CSU*

### **HED 202 HEALTH SYSTEMS AND PERSPECTIVES 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: HED 100 or equivalent with a grade of "C" or higher, or "Pass".

Recommendation: Completion of ENGL 100 or 100S, or equivalent with a grade of "C" or higher, or "Pass".

This course focuses on the availability and delivery of the healthcare systems in the United States. The course materials will provide students with knowledge in which health care services are organized and delivered, the forces that impact health care public policy decisions, factors that determine the allocation of health care resources and the establishment of priorities, the relationship of health care costs to measurable benefits, and the contributions of medical technology, research findings, and societal values on the health care delivery system.

*Transfer Credit: CSU*

### **HED 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students

should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **HED 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **HEALTH OCCUPATIONS**

### **(Health Occupations Division)**

### **HO 7 (Not Degree Applicable) CARDIOPULMONARY RESUSCITATION 0.5 UNIT**

Class hours: 0.5 Lecture

The Basic Life Support for Healthcare Provider course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies. Content includes initial management of cardiac arrest, respiratory arrest, and airway obstruction in the infant, child and adult populations as well as two rescuers CPR, and use of automated external defibrillator (AED). This course is offered on a pass/no pass basis only.

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## Course Descriptions

### **HO 53 ELECTROCARDIOGRAPHY 1.0 UNIT**

Class hours: 0.7 Lecture/1.0 Laboratory

This course will provide the student with knowledge and skills concerning the theoretical and procedural requirements for performing electrocardiography. This course follows the guidelines set forth by both state and national regulations.

### **HO 54 MEDICAL LABORATORY SKILLS 1.0 UNIT**

Class hours: 0.7 Lecture/1.0 Laboratory

This course will provide the student with knowledge and skills concerning the theoretical and procedural requirements for performing several lab procedures. This course follows guidelines set forth by both state and national regulations including, but not limited to, the parameters of waived testing as set by CLIA (Clinical Laboratory Improvement Act of 1988).

### **HO 55 PHLEBOTOMY PROCEDURES 1.5 UNITS**

Class hours: 1.0 Lecture/1.5 Laboratory

Recommendation: MA 161 or equivalent with a grade of "C" or higher or "Pass". This class provides instruction in the principles and practices of blood specimen collection required by the health care regulations in California. Completion of the course meets the following requirements: 1) complete didactic and partial practical to qualify for the examination for Certified Phlebotomy Technician I as defined by the Department of Health Services; 2) complete didactic and partial practical for Medical Assistant certification as defined by the California Society of Medical Assistants.

### **HO 56 MEDICATION CALCULATIONS 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or satisfactory completion of the Math assessment/placement process.

This course presents skills and concepts utilized to calculate drug dosage. Problem solving, application of basic algebraic concepts, formulas, proportional relationships, systems of measurement, and measurement system conversions are included.

### **HO 100 HEALTH OF UNDERSERVED COMMUNITIES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 and MATH 60 or equivalent with grades of "C" or higher or "Pass".

By providing an overview of the dynamics and processes underlying the health profiles of Latinos/Latinas another underrepresented minorities in Los Angeles County, this class aims to transform the student's individual interest in health into a professional health career goal. Population projections, population characteristics, birth rates and outcomes, causes of death and death rates, patterns of reportable diseases, services utilization, patterns of immigration, health insurances, provider training, risk behaviors, and chronic diseases will be surveyed.

*Transfer Credit: CSU; UC*

### **HO 150 PROFESSIONAL/ CPR AND FIRST AID 1.5 UNITS**

Class hours: 1.5 Lecture

This course for allied health students will cover cardiopulmonary resuscitation and first aid. Topics will include one-and-two person CPR for infants, children, and adults; resuscitation will mask and bag-valve mask; automated external defibrillator (AED); and early intervention for wounds, burns, trauma, and sudden illness. A two-person CPR/AED card and a First Aid card will be earned with successful completion of the course.

*Transfer Credit: CSU*

### **HO 152 NORMAL AND THERAPEUTIC NUTRITION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: A&P 150 and A&P 151 or equivalent with grades of "C" or higher or "Pass".

This course is an introduction to basic principles of normal and therapeutic nutrition. Emphasis is placed on nutritional requirements and food selection in health and disease. Course content includes life cycle needs, weight maintenance strategies and discussion of common medical disorders and their relation to diet. This course is designed to meet the requirement for dental hygiene and nursing majors.

*Transfer Credit: CSU; UC*

### **HO 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes

and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **HO 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **HISTORY**

**(Business, Humanities, and Social Sciences Division)**

### **HIST 101 AMERICAN HISTORY AND CONSTITUTION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Satisfactory completion of English assessment/placement process or ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: Satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass". History 101 is a survey of the history of the United States from pre-colonial times to the present. Major political, social, economic, and cultural factors will be presented focusing on the roles played by the diverse peoples and cultures who shared in the development of

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## Course Descriptions

United States history. An emphasis may be placed on one or more of these factors.

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. HIST 101, HIST 102 and HIST 103 combined: maximum credit, 2 courses.

### **HIST 102 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1500S TO 1876**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Satisfactory completion of English assessment/placement process or ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: Satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

A study of United States history tracing the development of American ideals and actions from the Pre-Revolutionary Period through the Civil War Era. Major political, social, economic, and cultural factors will be presented focusing on the roles played by the diverse peoples and cultures who shared in the development of United States history. An emphasis may be placed on one or more of these factors. (Formerly HIST 201)

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. HIST 101, HIST 102 and HIST 103 combined: maximum credit, 2 courses.

### **HIST 103 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1877 TO PRESENT**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Satisfactory completion of English assessment/placement process or ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: Satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

A survey of cultural, diplomatic, economic, ethnic, political and social trends in recent United States history from 1877 to the present, focusing on the roles played by the diverse peoples and cultures who shared in the development of the United States. An emphasis may be placed on one or more of these factors. (Formerly HIST 202)

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. HIST 101, HIST 102 and HIST 103 combined: maximum credit, 2 courses. HIST 103 and HIST 210 combined: maximum credit, one course.

### **HIST 110 AFRICAN/AMERICAN HISTORY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the placement process with eligibility for ENGL 100 or ENGL 100S, and satisfactory completion of the Reading Placement Process or READ 43 or READ 49 with a grade of "C" or higher or "Pass".

This course is a survey of the political, legal, economic, and social position and role of African-Americans in the history of the United States. Special emphasis will be given to the contributions of African-Americans in all aspects of American culture.

*Transfer Credit: CSU; UC*

### **HIST 120 HISTORY OF CALIFORNIA**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 43 and READ 49 with a grade of "C" or higher or "Pass".

This course is an historical examination of the cultural, political, and economic forces that have shaped contemporary California. It focuses on the roles played by the diverse people who shared in its development from early Native American societies through the Spanish and Mexican periods and U.S. conquest to the present.

*Transfer Credit: CSU; UC*

### **HIST 204 WOMEN IN AMERICAN HISTORY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This lecture/discussion course will survey women's history in the United States from colonial times to the present. It will focus on defining the similarities and differences in historical experiences of women based on their social class, race, and ethnicity. Topics of concentration include the changing roles of women in the private and public spheres; an analysis of the agendas, strategies, and consequences of the women's movements; and the historical evolution of the definitions of feminism and social construction of gender. This course is not open to students who are enrolled in or have received credit in WGS 204 or WS 204.

*Transfer Credit: CSU; UC*

### **HIST 210 HISTORY OF THE UNITED STATES IN THE POST WORLD WAR II ERA**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the Reading assessment/placement process or READ 54 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass".

This lecture/discussion course examines and analyzes the development of the United States from 1945 to the present. Attention is given to the political, social, intellectual, cultural, and economic changes in American society. Included as areas of inquiry will be the impact of the Cold War on foreign and domestic policies and society; the effect of social protest movements on society; the interconnected influence of economic, demographic, and cultural changes on policy and society; the expansion and contraction of the social welfare state; the ways that the Vietnam conflict, emergence of multiculturalism, and the new environmentalism have shaped contemporary policy and attitudes, and the pervasive and lasting influence of mass culture, technology and media.

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. HIST 103 and HIST 210 combined: maximum credit, one course.

### **HIST 220 HISTORY OF THE AMERICAS**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course covers the histories of Latin America, Canada, and the United States as an integrated whole. Emphasis is given to the Pre-Columbian setting, Native American heritage, the European conquest and legacy, distinctive colonial institutions, and the growth of independence movements. Major political, social, economic, and cultural factors will be presented focusing on the roles played by the diverse people and cultures who shared in the development of the nations of the Western hemisphere.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## **HIST 221** **HISTORY OF THE AMERICAS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course is a study of the histories of the United States, Canada, and the nations of Latin America from the completion of the independence movements to the present. They are studied as an integrated whole focusing on the roles played by the diverse peoples and cultures who shaped their development. Major political, economic, social and cultural factors and issues are presented with emphasis given to emerging international relations within the Western Hemisphere during the nineteenth and twentieth centuries.

*Transfer Credit: CSU*

## **HIST 230** **HISTORY OF MEXICO 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 43 or READ 49 with a grade of "C" or higher or "Pass".

This course is an examination of the origins and evolution of the cultural, social, economic and political institutions, trends, events, issues, and leading personalities of Mexican History from the Pre-Columbian period to contemporary society.

*Transfer Credit: CSU; UC*

## **HIST 235** **HISTORY OF LATIN AMERICA 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course is a study of the history of Latin America from the development of Pre-Columbian cultures to the present. The experiences of individual countries are studied as an integrated whole focusing on the roles played by the diverse peoples and cultures. Major political, economic, social and cultural factors and issues are presented.

*Transfer Credit: CSU; UC*

## **HIST 241** **WESTERN CIVILIZATION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: Satisfactory completion of the Reading assessment/placement process or READ 54 or equivalent with a grade of "C" or higher or "Pass".

History 241 is a survey of the development of Western Civilization from the pre-historic era through the mid-seventeenth century A.D. It focuses on the contributions to this development of ancient Sumer, Egypt, classical Greece, Rome, Christianity, Byzantium, Islam, the Middle Ages, the Renaissance, and the Reformation. It acquaints students with the basic institutions, personalities, documents, and writings of the western world, which have influenced contemporary events.

*Transfer Credit: CSU; UC*

## **HIST 242** **WESTERN CIVILIZATION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: Satisfactory completion of the Reading assessment/placement process or READ 54, equivalent with a grade of "C", or higher or "Pass".

History 242 is a survey course in the history of modern Europe and the Western world from the mid-seventeenth century to the present. It emphasizes broad economic, social and changing political trends, with special attention given to the role of science, the arts and technology in creating the modern world.

*Transfer Credit: CSU; UC*

## **HIST 245** **WORLD CIVILIZATION FROM ANTIQUITY TO 1500 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: READ 54 and ENGL 52 or equivalent with grades of "C" or higher or "Pass".

This is a survey course of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from the Neolithic Revolution until the age of European exploration of the Americas (1500). The civilizations of Ancient, Classical, Postclassical, and Early

European periods will be studied, emphasizing interaction between civilizations and major cultures.

*Transfer Credit: CSU; UC*

## **HIST 246** **WORLD CIVILIZATION FROM 1500 TO PRESENT 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: READ 54 and ENGL 52 or equivalent with grades of "C" or higher or "Pass".

This is a survey course of the origin of the modern world, tracing both regional histories and global interactions. The root and development of civilizations in Africa, the Americas, Asia, and Europe from the 1500's to the present day will be chronicled. Topics will include: the origins and the role of universal religions; the examination of political, social, and gender structures in relation to economic and demographic development; and the diffusion of culture and technology via migration, commerce and the expanse of empire.

*Transfer Credit: CSU; UC*

## **HIST 250** **HISTORY OF ENGLAND, GREAT BRITAIN AND THE COMMONWEALTH 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

History 250 is a survey of the history and institutions of Britain, the British Empire and The Commonwealth from the Norman Conquest to the present. It will focus upon medieval and early modern England, the creation of the first and second British Empires, and upon the development of Britain's economic, political and social institutions since the Glorious Revolution. The evolution of The Commonwealth and developing relations with the United States will also be studied. This course is not open to students who have credit in both HIST 5.1 and HIST 5.2.

*Transfer Credit: CSU; UC*

## **HIST 255** **HISTORY OF RUSSIA AND THE SOVIET UNION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion

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## Course Descriptions

of the Reading assessment/placement process or READ 54 with a grade of “C” or higher or “Pass”.

This course in the history of Russia encompasses a brief introduction to the political, social, economic, and cultural development of the Russians from earliest times to the present with an in-depth emphasis on the twentieth century. Special attention is given to the Bolshevik Revolution, the emergence of Soviet totalitarianism, the collapse of the Soviet Union, and the emergence of the new Russian Republic.

*Transfer Credit: CSU; UC*

### **HIST 260**

#### **SURVEY OF THE HISTORY OF ASIA**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 20 or equivalent with a grade of “C” or higher or “Pass” and satisfactory completion of the Reading assessment/placement process or READ 43 or READ 49 with a grade of “C” or higher or “Pass”.

This course presents a general survey of the historical evolution of cultural, social, economic and political institutions and customs of the nations of Asia. The pre-19th Century sections of the course will emphasize institutions such as family, philosophies, religious viewpoints and life style. The post 18th Century periods will emphasize Western imperialism in Asia, nationalism, the independence movements, and the development of modern Asian states and societies.

*Transfer Credit: CSU; UC*

### **HIST 265**

#### **SELECTED PROBLEMS IN CONTEMPORARY ASIAN HISTORY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 20 or equivalent with a grade of “C” or higher or “Pass” and satisfactory completion of the Reading assessment/placement process or READ 43 or READ 49 with a grade of “C” or higher or “Pass”.

This course consists of a study of topical issues and problems concerning 20th Century Asiatic history. Emphasis will be placed upon political, economic, social and cultural institutions, western imperialism, Asian nationalism, the emergence of modern Asian states, international relations, and contemporary Asian societies.

*Transfer Credit: CSU; UC*

### **HIST 270**

#### **SPECIAL TOPICS IN HISTORY**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course will expand on subjects and themes introduced in the core history curriculum offerings. Each topic will focus on themes, perspectives and issues of special interest to students. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.

*Transfer Credit: CSU; UC credit determined after admission.*

### **HIST 275**

#### **GLOBAL STUDIES**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or equivalent with a grade of “C” or higher or “Pass”.

In this course students study the patterns and processes of global change and international institutions in the post-World War II period. Students are introduced to an array of concepts and theoretical perspectives to understand the global conditions that act as catalysts to world problems and challenges. This course examines how the world community organizes its responses to serious international problems.

*Transfer Credit: CSU; UC*

### **HIST 298**

#### **DIRECTED STUDIES**

**1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **HIST 299**

#### **DIRECTED STUDIES**

**2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member,

students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **HUMANITIES**

### **(FINE ARTS & COMMUNICATIONS DIVISION)**

### **HUM 100**

#### **THE ART OF BEING HUMAN**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 AND READ 54 or READ 97 or equivalent with grades of “C” or higher or “Pass”.

This is an introductory humanities course which considers the great works of humanity through the ages in painting, music, architecture, sculpture, dance, literature, and philosophy as they relate to the universal problems of humankind and today’s students. Everyone will be encouraged to develop his/her own doctrine of humanity. College level reading is required.

*Transfer Credit: CSU; UC*

### **HUM 107**

#### **MEN AND MASCULINITIES: CONSTRUCTING MANHOOD IN AMERICA**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of “C” or higher or “Pass” or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: READ 54 or READ 97 with a grade of “C” or higher, or “Pass,” or completion of the Reading assessment/placement process with a score of “Reading Exempt”.

“Men and Masculinities: Constructing Manhood in America” is a multidisciplinary course that provides a foundation for interpreting aspects of gender in American society. It examines the essential components of Masculinities Studies as an academic discipline; delineates gender theories; evaluates the social construction and politics of gender, and gender-oriented social and political movements; analyzes the intersections of gender with race, ethnicity, social class, disability, sexual orientation, and sub-cultures; and identifies the issues of men



## Course Descriptions

and masculinities in a global context. This course is not open to students who are currently enrolled in or have completed WS 107 or WGS 107.

*Transfer Credit: CSU; UC*

### **HUM 108 BLACK IMAGES IN POPULAR CULTURE** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: ENGL 52 and READ 54 or equivalent with a grade of "C" or higher or "Pass" or "C" or higher is strongly recommended.

This course surveys the depiction and development of images of Blacks and the stereotypes created in Western culture. The various means artists have used to counter those stereotypes by using techniques of resistance and counter narratives will be examined. Students will study fine art, comic books, comic strips, cartoons, advertising, literature, music, dance, theatre, cinema, broadcasting and television. This course is not open to students who are enrolled in or who have received credit in ART 108.

*Transfer Credit: CSU; UC*

### **HUM 109 GENDER AND SEXUALITY IN ART** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: ENGL 52 and READ 54 or equivalent with a grade of "C" or higher or "Pass".

This class will investigate the relationship between gender and sexuality through and examination of visual art, cinema, television, video, and advertising. Close attention will be given to how popular and artistic cultures shape identity and representation. Writing a research paper is a significant component of the course. College level reading is required. This course is not open to students who are enrolled in or who have received credit in ART 109.

*Transfer Credit: CSU; UC*

### **HUM 125 INTRODUCTION TO VISUAL AND CULTURAL STUDIES** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

This foundation course introduces the essential skills required in visual and cultural studies, including research methodologies and critical theory. Emphasis is placed on critical and creative thinking skills associated with interdisciplinary scholarship. This seminar course culminates in an independent research project. This course is not open to students who are enrolled in or who have received credit in ART 125.

*Transfer Credit: CSU; UC*

### **HUM 200 SPECIAL TOPICS IN VISUAL AND CULTURAL STUDIES** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S, and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

This course will expand on subjects and themes introduced into the core visual and cultural studies offerings. Each topic will focus on themes, perspectives, and issues of special interest to students. The specific focus of a particular offering will be decided by the course instructor and announced in the schedule of classes. This course is not open to students who are enrolled in or who have received credit in ART 200.

*Transfer Credit: CSU*

### **HUM 298 DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **HUM 299 DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **INTERDISCIPLINARY STUDIES**

**(Business, Humanities, and Social Sciences Division)**

### **INST 100 PRINCIPLES AND STRATEGIES FOR PROBLEM SOLVING** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Students will study problem-solving concepts and strategies from an interdisciplinary perspective needed to succeed as a lifelong learner and contributor to society. Various theories and models for learning, intellectual development and leadership, as applied to problem solving, will be addressed. Emphasis is placed on the application of metacognitive strategies and problem-solving concepts to issues associated with mastering the college experience. Students will apply acquired skills and knowledge to collaborative solutions to problems within their local communities.

*Transfer Credit: CSU*

### **INST 151 PRINCIPLES OF RECOVERY AND PSYCHOSOCIAL REHABILITATION** 3.0 UNITS

Class hours: 3.0 Lecture

This course provides an overview of the philosophy, practices, and perspectives used in working with people and families with

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## Course Descriptions

mental illness. The course will introduce and familiarize students with proven recovery and rehabilitation methods that allow individuals to reintegrate into society.

*Transfer Credit:* CSU

### **INST 152 HELPING RELATIONSHIPS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: INST 151 with a grade of "C" or higher or "Pass".

The course will introduce and familiarize students with skills and theories necessary for creating an effective partnership between service provider and service recipient. Students will learn techniques for service planning, advocating, empowering, and community reintegration.

*Transfer Credit:* CSU

### **INST 272 SPECIAL POPULATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides an overview of special populations with mental illness, including the homeless, transitional age youth, the elderly, veterans, gays, lesbians, bisexuals, transsexuals, individuals with physical disabilities, individuals with substance abuse, and different racial and ethnic groups. Emphasis is placed on the issues that are specific to special populations with mental illness, including living skills, education, self-development, empowerment, leadership, transitional support, and recovery efficacy. (Formerly PSYC 272)

*Transfer Credit:* CSU

### **INST 273 MENTAL HEALTH WORKER FIELD EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Lecture/6.0 Laboratory

Prerequisite: INST 151, INST 152, PSYC 101, and PSYC 271, with a grade of "C" or higher or "Pass".

Corequisite: INST 272 with a grade of "C" or higher or "Pass".

Field experience provides the opportunity for students to apply skills and knowledge learned in the classroom at a direct practice training site, under the supervision of a Psychosocial Rehabilitation Specialist. Emphasis will be placed on helping relationships, including personal/family issues, employment, finances, housing, community integration, living with mental illness, cultural/ethnic issues, and any other special population issues. While interacting with clients, students will engage in the four components of rehabilitation:

hope, empowerment, self-responsibility, and obtaining a meaningful role in life. The students will develop a professional attitude in all phases of psychosocial rehabilitation, including the legal and ethical aspects of rehabilitation. Weekly seminars are held to evaluate and review clinical applications. This course is not open to students who are currently enrolled or received credit in PYSC 273.

*Transfer Credit:* CSU

## **JAPANESE**

(Liberal Arts Division)

### **JAPN 101 ELEMENTARY JAPANESE 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

This beginning Japanese course emphasizes listening, reading, writing, and speaking and helps to develop the appreciation of cultural diversity through the study of differences and similarities between cultures.

*Transfer Credit:* CSU; UC

### **JAPN 102 ELEMENTARY JAPANESE 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: JAPN 101 or equivalent with a grade of "C" or higher or "Pass".

This beginning course continues to emphasize listening, reading, and writing, and speaking and helps to continue to develop the appreciation of cultural diversity through the study of differences and similarities between cultures.

*Transfer Credit:* CSU; UC

### **JAPN 201 INTERMEDIATE JAPANESE 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: JAPN 102 or equivalent with a grade of "C" or higher or "Pass".

This course provides a review and in-depth study of Japanese grammatical concepts. Reading and interpretation of literary works by Japanese writers and guided and original compositions are included. This course will further develop the appreciation of cultural diversity. This class is primarily conducted in Japanese.

*Transfer Credit:* CSU; UC

### **JAPN 202 INTERMEDIATE JAPANESE 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: JAPN 201 or equivalent with a grade of "C" or higher or "Pass".

This is a course with emphasis on reading modern Japanese. It continues the review of

grammatical concepts, and requires written composition and oral discussion. This course conducted primarily in Japanese, completes the study of all aspects of the Japanese language at the intermediate level.

*Transfer Credit:* CSU; UC

### **JAPN 281 BEGINNING CONVERSATIONAL JAPANESE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: JAPN 102 or equivalent with a grade of "C" or higher or "Pass".

This course gives the student practice in speaking and understanding Japanese as used in travel, in the home, in school, and in everyday life. Emphasis is placed on vocabulary, idioms and language patterns fundamental to an active and practical use of Japanese. This course develops the appreciation of the Japanese culture. It is recommended for all Japanese majors.

*Transfer Credit:* CSU; UC

### **JAPN 282 INTERMEDIATE CONVERSATIONAL JAPANESE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: JAPN 281 or equivalent with a grade of "C" or higher or "Pass".

This course provides intensive oral practice in the discussion of current topics, including multiculturalism in Japanese-speaking countries. Emphasis is on the acquisition of special idioms and vocabulary suitable for conversation about the family, the world of work, business, sports, public transportation and ecology. This course conducted primarily in Japanese, is recommended for all Japanese majors.

*Transfer Credit:* CSU; UC

### **JAPN 283 ADVANCED CONVERSATIONAL JAPANESE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: JAPN 282 or equivalent with a grade of "C" or higher or "Pass".

This course provides intensive oral practice in discussion of controversial topics and expressing informed opinions regarding current affairs, the arts, and political issues. Emphasis is on the acquisition of appropriate vocabulary and language patterns, and the creative development of arguments. This course conducted in Japanese, is recommended for all Japanese majors.

*Transfer Credit:* CSU; UC

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## **JAPN 298**

### **DIRECTED STUDIES**

**1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **JAPN 299**

### **DIRECTED STUDIES**

**2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **JOURNALISM**

### **(FINE ARTS & COMMUNICATIONS DIVISION)**

## **JOUR 100**

### **MASS COMMUNICATIONS AND SOCIETY**

**3.0 UNITS**

Class hours: 3.0 Lecture

The course examines the impact of mass media in national and international political, economic, cultural and behavioral contexts.

It assesses contemporary trends in media-society relations; historical facts that have shaped the structures, practices and products of the mass media industries and trends in media-society relations.

*Transfer Credit: CSU; UC*

## **JOUR 101**

### **BEGINNING NEWSWRITING AND REPORTING**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course focuses on the principles of newsgathering and news writing, with emphasis on journalistic writing. Basic news story structure and development, news evaluation, newsgathering methods, interviewing, craftsmanship, and reporting techniques in general are explored. Newspaper and other news and information media are analyzed. The course is particularly recommended for English and communications majors and those planning careers in news media, public relations, communications, corporate communications and news and informational media.

*Transfer Credit: CSU; UC*

## **JOUR 106**

### **TALONMARKS.COM**

**1.0 UNIT**

Class hours: 0.5 Lecture/2.0 Laboratory

Recommendation: JOUR 101 and ENGL 52 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment. JOUR 103 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This course focuses on media article writing and digital storytelling using the online school newspaper, talonmarks.com, as a practical laboratory. Students research, write, and edit articles for the online school newspaper using multimedia techniques, such as photo slideshows, videos, animations, Flash-based presentations, and podcasts. Students research stories, synthesize and edit them, and prepare them for dissemination. Ethical and legal aspects of communication are also covered.

*Transfer Credit: CSU*

## **JOUR 107**

### **COLLEGE NEWSPAPER**

**3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Recommendation: JOUR 101 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment and satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on writing and producing student news publications using the school newspaper, the Talon Marks and its online version, talonmarks.com, as a practical laboratory. Students research, write, and edit articles for the two publications; take photographs and create graphic illustrations; develop multimedia stories; and produce the print and online publications for distribution to a college-wide audience. Ethics and legal aspects of communication are also covered. Pass/No Pass option is available for non-journalism majors. (Formerly JOUR 103 and JOUR 105)

*Transfer Credit: CSU*

## **JOUR 107A**

### **COLLEGE NEWSPAPER**

**3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Recommendation: JOUR 101 or JOUR 121 or equivalents with a grade of "C" or higher or "Pass".

This course focuses on writing and producing student news publications using the Talon Marks student media--school newspaper, talonmarks.com, social media, and others--as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will work primarily in one of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of communication are also covered.

*Transfer Credit: CSU*

## **JOUR 107B**

### **INTERMEDIATE**

### **COLLEGE NEWSPAPER**

**3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: JOUR 107A or equivalent with a grade of "C" or higher or "Pass".

This course focuses on writing and producing student news publications using the Talon Marks student media--school newspaper, talonmarks.com, social media, and others--as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will work primarily in two of the following areas: researching, writing,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of communication and media leadership/management are also covered.

*Transfer Credit: CSU*

### **JOUR 107C INTERMEDIATE ADVANCED COLLEGE NEWSPAPER 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: JOUR 107B or equivalent with a grade of Pass or "C" or better.

This course focuses on writing and producing student news publications using the Talon Marks student media--school newspaper, talonmarks.com, social media, and others--as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will work primarily in three of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics, legal aspects of communication, and media leadership/management are also covered and students should serve in leadership roles.

*Transfer Credit: CSU*

### **JOUR 107D ADVANCED COLLEGE NEWSPAPER 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: JOUR 107C or equivalent with a grade of "C" or higher or "Pass".

This course focuses on writing and producing student news publications using the Talon Marks student media--school newspaper, talonmarks.com, social media, and others--as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will produce work in each of the following areas: researching, writing, and editing advanced investigative and in-depth articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics, legal aspects of communication, and media leadership/management are also covered, and students should serve in leadership roles and cover a major or public affairs beat.

*Transfer Credit: CSU*

### **JOUR 111 INTRODUCTION TO NEWSLETTERS 1.0 UNIT**

Class hours: 0.5 Lecture/2.0 Laboratory

Recommendation: ENGL 52 or JOUR 101 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on the preparation of content for newsletters of all professions and special interests. Students will discuss news values in selecting and writing content, writing and editing techniques, and careers in newsletter journalism. Students will gain hands-on experience in choosing, writing and editing content for publication in preparation for the next step: newsletter design.

*Transfer Credit: CSU*

### **JOUR 119 LEGAL ASPECTS OF MASS COMMUNICATIONS 1.0 UNIT**

Class hours: 1.0 Lecture

This course provides a brief introduction to legal aspects faced by those involved in mass media and new media. Major topics include First Amendment rights and responsibilities, libel, privacy, copyright, freedom of information, open meetings, broadcast decency, and student media. This course is not open to students who are enrolled in or who have received credit in LAW119 or RTV 119.

*Transfer Credit: CSU*

### **JOUR 121 MULTIMEDIA REPORTING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Recommendation: JOUR 101 or equivalent with a grade of "C" or higher or "Pass".

This course will provide a basic introduction to multimedia storytelling with a journalism emphasis. Techniques that will be explored include use of video, photos, audio, animation, and text to convey interactive news and feature stories through the World Wide Web and other electronic media.

*Transfer Credit: CSU*

### **JOUR 125 BROADCAST NEWS PRODUCTION AND EDITING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Recommendation: Concurrent enrollment in or completion of JOUR 101, JOUR 107, or JOUR 121, or their equivalents with of "C" or higher or "Pass".

This course is a study and practice of digital audio production and editing in broadcast journalism centered around the computer. The focus is on news and feature stories that involve interviews and other audio associated with stories. Students will learn about

reporting, recording, editing, and distribution through Web and podcasts, as well as how to market their product.

Recommendation: Concurrent enrollment in or completion of JOUR 101, JOUR 107, or JOUR 121, or their equivalents with of "C" or higher or "Pass".

*Transfer Credit: CSU*

### **JOUR 130 PHOTO JOURNALISM 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".

This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, Internet, and other mass communications media. Students must have access to a manually operable camera. This course is not open to students who are enrolled in or who have received credit in PHOT 130.

*Transfer Credit: CSU*

### **JOUR 157 PRINCIPLES OF PUBLIC RELATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

This class explores the basic theories and principles of communicating information and concepts. Emphasis is on techniques and methods, with attention given to identifying audiences, using public relations tools, planning public relations programs and campaigns, promoting favorable relations with various segments of the public, and dealing with problem solving. The effective use of public information, publicity, and advertising is covered. This course is not available for students who are enrolled in or have completed BA 157.

*Transfer Credit: CSU*

### **JOUR 160L COLLEGE MAGAZINE PRODUCTION 1.0 UNIT**

Class hours: 0.5 Lecture/2.0 Laboratory

Corequisite: JOUR 103 or JOUR 105 or PHOT 102 or PHOT 112 or ENGL 240 or ART 188.

This course offers study and practical experience in planning content and layout and in editing the college magazine. It provides a format for the application of photojournalism in feature articles using, page design, and writing skills. (Formerly JOUR 160)

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **JOUR 170**

#### **BROADCAST NEWS/ WEBCASTING**

**1.0 UNIT**

Class hours: 0.5 Lecture/2.0 Laboratory

Recommendation: Completion of JOUR 101 with a grade of "C" or higher or "Pass".

This course focuses on broadcast newswriting and production techniques using the college radio station, WPMD, as a practical laboratory. Students will develop and research story ideas for regular news broadcasts on WPMD. Newsgathering and reporting for broadcast will be emphasized, along with ethics and legal aspects of communication. This course is not open to students currently enrolled in or who have completed RTV 170.

*Transfer Credit: CSU*

### **JOUR 298**

#### **DIRECTED STUDIES**

**1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **JOUR 299**

#### **DIRECTED STUDIES**

**2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a

UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **KINESIOLOGY**

### **(KINESIOLOGY DIVISION)**

### **KIN 100**

#### **INTRODUCTION TO KINESIOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

This introductory course is designed to provide students an overview of the study of Kinesiology. Students will study fundamental/introductory concepts associated in each area of Kinesiology, exploring those concepts within research and applied contexts, and complete activities to build knowledge of the various dimensions. Theories will be studied from both sport and exercise perspectives. The application of Kinesiology content will also be discussed as it relates to professional development.

*Transfer Credit: CSU; UC*

### **KIN 102**

#### **INTRODUCTION TO ATHLETIC TRAINING**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course provides instruction in the prevention, assessment, management, and reconditioning of athletic injuries. Taping and bandaging, protective padding, and modalities used for treatment will be presented. This course is not open to students who have received credit in PEX 107.

*Transfer Credit: CSU; UC*

### **KIN 104**

#### **FITNESS AND WELLNESS**

**3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

This course is designed to cover topics related to health and wellness including principles of fitness, nutrition, coronary heart disease, and stress management. An exercise lab will include pre- and post- assessment of each student's fitness components such as cardiovascular fitness, muscular strength and endurance, flexibility and body composition. Individualized exercise prescription is provided for each student to improve his/her fitness components. Progress is monitored throughout the semester. This course is not open to students who have received credit in PEX 141.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 4 units*

### **KIN 106**

#### **STUDENT ATHLETES IN SOCIETY**

**2.0 UNITS**

Class hours: 2.0 Lecture

This course provides students with an analysis and interpretation of issues affecting student athletes in past and present societies. Physiological, sociological and psychological aspects of student athletes as related to sport and education will be covered. Students will plan for future career opportunities. This course is not open to students who have received credit in PEX 105.

*Transfer Credit: CSU*

### **KIN 108**

#### **WOMEN IN SPORTS**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course provides students with a chronological history, analysis and interpretation of people, events and issues affecting women in sports, in past and present societies. Physiological, sociological and psychological aspects of female athletes as related to sport, history and education will be covered. Students will gain an understanding of the significant events of women in athletics from the past to the present and how their significance will determine the future of women in sports. (This course is not open to students currently enrolled or who have completed WS 108 or WGS 108.)

*Transfer Credit: CSU; UC*

### **KIN 110**

#### **COMMUNITY**

#### **FIRST AID AND CPR**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course introduces the skills required to provide basic life support in an emergency illness or injury. The course includes adult, infant, and child Cardiopulmonary Resuscitation (CPR) and first aid. Upon successful completion of all tests, student will be issued an American Red Cross card for Community First Aid and CPR. (This course is not open to students who are currently enrolled in or have received credit for HED 110.)

*Transfer Credit: CSU; UC*

### **KIN 120**

#### **SPORTS OFFICIATING**

#### **FOR FOOTBALL**

**1.0 UNIT**

Class hours: 1.0 Lecture

Theory and practice are combined in a study of the organization and techniques of officiating football. This course is not open to student who have received credit in PEX 101A.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **KIN 121 SPORTS OFFICIATING FOR MEN'S AND WOMEN'S BASKETBALL 1.0 UNIT**

Class hours: 1.0 Lecture  
This course is designed to give the student a detailed study of the techniques of officiating men's and women's basketball. This course is not open to students who have received credit in PEX 101B.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 122 SPORTS OFFICIATING FOR BASEBALL 1.0 UNIT**

Class hours: 1.0 Lecture  
This course is an in-depth study of the mechanics and rules of officiating baseball. This course is not open to students who have received credit in PEX 102A.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 123 SPORTS OFFICIATING FOR MEN'S AND WOMEN'S TRACK AND FIELD 1.0 UNIT**

Class hours: 1.0 Lecture  
This course is an in-depth study of the organization and techniques of officiating track and field and cross country. This course is not open to students who have received credit in PEX 102B.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 130 THEORY OF COACHING 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to provide future coaches with a foundation upon which they may begin a coaching career. The students will be introduced to coaching components that will enhance development of leadership and organizational skills necessary for creating an effective and successful coaching environment. This course is not open to students who have received credit in PEX 103.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 131 THEORY OF COACHING BASEBALL 2.0 UNITS**

Class hours: 2.0 Lecture  
This course includes the study of the various aspects of coaching baseball. Topics include organizing the program, developing skills, offensive and defensive play strategies and conditioning techniques. This course will assist coaches for youth league, high school and college teams. This course is not open to students who have received credit in PEX 109.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 132 THEORY OF COACHING SOFTBALL 2.0 UNITS**

Class hours: 2.0 Lecture  
This course includes the study of the various aspects of coaching softball. Topics include organizing the program, developing skills, offensive and defensive play strategies and conditioning techniques. This course will assist coaches for youth league, high school and college level teams. This course is not open to students who have received credit in PEX 203.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 133 THEORY OF TRACK AND FIELD 2.0 UNITS**

Class hours: 2.0 Lecture  
This course is designed to introduce the basic fundamentals of coaching the events in track and field. This course is not open to students who have received credit in PEX 110.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 134 THEORY OF FOOTBALL 2.0 UNITS**

Class hours: 2.0 Lecture  
This course gives students an understanding of how to coach and teach the skills, principles, and philosophy of offensive and defensive football. This course is not open to students who have received credit in PEX 112.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 200 SPORTS PSYCHOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to provide students with the knowledge and experience related to the psychological aspects of sport and

physical activity. This course will also assist students in understanding the forces involved in participation and performance in athletics through exploring cultural, emotional, and social factors that affect the concept of sport. The course informs the coach and athlete how to improve sport performance through psychological means. This course is not open to students who have received credit in PEX 253.  
*Transfer Credit: CSU*

### **KIN 202 MEASUREMENT AND INTERPRETATION OF FITNESS 3.0 UNITS**

Class hours: 2.5 Lecture/2.0 Laboratory  
This course covers the theory and practical application of current testing procedures and instrumentation used in exercise testing. Students learn to perform and interpret the basic measurement protocols for cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition and blood pressure. This course is not open to students who have received credit in PEX 254.

*Transfer Credit: CSU*

### **KIN 203 PROGRAMS AND PRINCIPLES OF CONDITIONING 3.0 UNITS**

Class hours: 3.0 Lecture  
This course will provide the student with basic knowledge and principles related to exercise prescription. Students will develop the skills necessary to design and implement training programs as they relate to the components of fitness. Safeguards and effectiveness for all levels of fitness will be addressed. This course is not open to students who have received credit in PEX 255.

*Transfer Credit: CSU; UC*

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 205 ANATOMICAL MOVEMENT ANALYSIS 3.0 UNITS**

Class hours: 3.0 Lecture  
An introduction to the musculo-skeletal system and its function in human movement. Analysis of movements in fitness and sport skills and the muscles and bones involved will be explored.

*Transfer Credit: CSU; UC\**

*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 206 ATHLETIC INJURY ASSESSMENT AND RECONDITIONING 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course allows the student to expand upon the knowledge of the mechanism, assessment and

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## Course Descriptions

reconditioning of athletic injuries. Emphasis is placed upon injury mechanism and assessment, the phases of healing, modalities used in the healing process, and the application of exercise and exercise equipment in the reconditioning of athletic injuries. This course is not open to students who have received credit in PEX 260.  
*Transfer Credit: CSU*

### **KIN 206A LOWER EXTREMITY INJURY ASSESSMENT AND RECONDITIONING 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Recommendation: KIN 205-Anatomical Movement Analysis  
This course allows the student to expand upon the knowledge of the mechanism, assessment and reconditioning of lower extremity athletic injuries. Emphasis is placed upon injury mechanism and assessment, the phases of healing, modalities used in the healing process, and the application of exercise and exercise equipment in the reconditioning of lower extremity athletic injuries.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 206B UPPER EXTREMITY INJURY ASSESSMENT AND RECONDITIONING 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Recommendation: KIN 205-Anatomical Movement Analysis  
This course allows the student to expand upon the knowledge of the mechanism, assessment and reconditioning of upper extremity athletic injuries. Emphasis is placed upon injury mechanism and assessment, the phases of healing, modalities used in the healing process, and the application of exercise and exercise equipment in the reconditioning of upper extremity athletic injuries.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 207 ATHLETIC INJURY TAPING, BANDAGING AND IMMOBILIZATION 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course allows the student to expand upon the knowledge and skill of management, bandaging and taping of athletic injuries. Emphasis is placed on immobilization of acute injuries, and the techniques used for preventative bandaging and taping of athletic

injuries. This course is not open to students who have received credit in PEX 261.  
*Transfer Credit: CSU*

### **KIN 210 LEADERSHIP: THEORY & PRACTICE FOR THE FITNESS PROFESSIONAL 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to cover topics related to leadership in the fitness industry (athletic coach, physical education instructor, personal trainer, and athletic trainer) and the various styles, theories, and implementation of leadership skills into a fitness setting. Understanding fitness leadership theories will enable the student to establish an effective connection with constituents. This course is not open to students who have received credit in PEX 265.  
*Transfer Credit: CSU; UC\**  
*\*Any or all of these courses combined: maximum credit, 8 units*

### **KIN 211 SPORT MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to introduce the student to managerial and administrative components of the sports industry. Students learn the basic fundamental skills required to plan, organize, supervise and evaluate a sporting event. This course will also assist students with the understanding of the socio-cultural dimensions and history of sport, the principles of budgeting, marketing, strategic planning, legal aspects and ethics, and procedures of personnel, facility, and sports event management.  
*Transfer Credit: CSU*

### **KIN 271A OCCUPATIONAL WORK EXPERIENCE ATHLETIC TRAINING 1.0 UNIT**

Class hours: 1.0 Lecture  
One unit of Occupational Work Experience in Athletic Training requires 60 non-paid hours or 75 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with their instructors

for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. This course is not open to students who have received credit in PEX 271A.  
*Transfer Credit: CSU*

### **KIN 271B OCCUPATIONAL WORK EXPERIENCE IN FITNESS 1.0 UNIT**

Class hours: 1.0 Lecture  
One unit of Occupational Work Experience in Fitness Specialist requires 60 non-paid hours or 75 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. This course is not open to students who have received credit in PEX 271B.  
*Transfer Credit: CSU*

### **KIN 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 1.0 Lecture  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending

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review of appropriate course materials by UC staff. See a counselor for an explanation. This course is not open to students who have received credit in PEX 298.  
*Transfer Credit:* CSU

### **KIN 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 1.0 Lecture

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation. This course is not open to students who have received credit in PEX 299.

*Transfer Credit:* CSU

## **LAW**

**(Business, Humanities, and Social Sciences Division)**

### **LAW 1T (Not Degree Applicable) LEGAL COMPUTER LAB 0.5 UNIT**

Class hours: 1.0 Laboratory

Corequisite: Enrollment in one or more LAW class.

Recommendation: LAW 56 with a grade of "C" or higher or "Pass".

This course is designed to assist development in computer applications in the advanced Law courses. Students must attend one hour minimum per week and are limited to a maximum of three hours per week.

Open Entry/Open Exit

### **LAW 52 LAW OFFICE MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: LAW 56 or equivalent with a grade of "C" or higher or "Pass".

This course is a study of law office management and organization. Roles, activities, and responsibilities in timekeeping and accounting systems for law offices, as well as legal calendaring, file organization, and retrieval systems, will be taught. Law office computers and their functions in the law office will be utilized.

### **LAW 56 INTRODUCTION TO COMPUTERIZED LEGAL SOFTWARE 3.0 UNITS**

Class hours: 3.0 Lecture

This is an introductory course in the utilization of legal software. The student will use software in conjunction with a document control system that will include applications for the following law office functions: document maintenance, document retrieval, document construction, document billing, and document calendaring.

### **LAW 57 LEGAL DOCUMENT PRODUCTION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: LAW 56 with a grade of "C" or higher or "Pass".

This is a course in the production of legal documents using WordPerfect. Topics covered include the development and production of client worksheets, fee agreements, fax forms, interrogatories, legal briefs, office newsletters, deposition summaries, pleadings, and trial notebooks. Students will create these legal documents on a computer.

### **LAW 65 ADVANCED LEGAL TECHNOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: LAW 56 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on the applications and uses of spreadsheet management software, database management software, and graphics presentations software for the law office. Using spreadsheet management software, students will learn to track figures, anticipate income and expenses, prepare financial documents, and maintain information for the law office. Using database software, students will learn to collect, track, analyze and maintain information in the law office. Using graphics presentation software, students will learn to combine text and graphic images to develop computerized slide shows, transparencies and charts for use in the law office.

### **LAW 98 (Not Degree Applicable) DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

Prerequisite: A previous college course in the discipline.

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.

With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **LAW 99 (Not Degree Applicable) DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

Prerequisite: A previous college course in the discipline.

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

### **LAW 100 INTRODUCTION TO CALIFORNIA CIVIL PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: LAW 56 with a grade of "C" or higher or "Pass".

This course is an introduction to civil procedures in litigation, including pre-suit claims and notices, jurisdiction, service of process, venue, statutes of limitations, parties, and joinder. Rules governing pleading in complaints and answers are covered, as well as demurrers and amended pleadings. Computerized legal forms are introduced.

*Transfer Credit:* CSU

### **LAW 101 INTRODUCTION TO LAW 3.0 UNITS**

Class hours: 3.0 Lecture

This course is an introduction to careers in the legal field including the role of the paralegal/legal assistant in the law office and the rules of ethics which govern lawyers and legal assistants. The course also covers substantive law in the areas of crimes and torts and describes the structure of the legal

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## Course Descriptions

system in the federal and state settings. An introduction to the law library and legal resources is provided.  
*Transfer Credit: CSU*

### **LAW 102 ADVANCED CALIFORNIA CIVIL PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: LAW 100 with a grade of "C" or higher or "Pass".  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".

This course continues the study of California Civil Procedures through the trial of a civil matter. Students will study the elements of discovery and develop a written discovery plan. Students will draft motions, judicial arbitration materials, trial briefs, and settlement proceedings. This is an optional course concentrating in advanced civil litigation and writing.  
*Transfer Credit: CSU*

### **LAW 103 LEGAL RESEARCH 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 101 and LAW 56 or equivalent with grades of "C" or higher or "Pass".

This course is designed to introduce students to the basic techniques of legal research. Emphasis will be placed upon techniques of modern legal research which include the use of the law library and the specific techniques of how to use the primary and secondary sources of the law, legal terms, research aids; and introduction to legal writing. Primary emphasis will be on the legal research in the state of California.  
*Transfer Credit: CSU*

### **LAW 104 ADVANCED LEGAL RESEARCH 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: LAW 103 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: LAW 56 or equivalent with a grade of "C" or higher or "Pass".

This is an advanced legal research course for the paralegal student. This course will utilize legal research skills to develop sophisticated techniques in the use of legal research materials both at the state and federal levels. Computerized legal research and traditional research methods will be utilized in preparing complex legal research projects. Analysis of the law through practical application of legal research will be developed. Memorandums, points and authorities, and comprehensive briefs will be required.  
*Transfer Credit: CSU*

### **LAW 105 INTRODUCTION TO FEDERAL AND CALIFORNIA EMPLOYMENT AND LABOR LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is an introduction to Federal and California State employment and labor laws that affect the relationship between employers and employees in the work place. It provides an understanding for both employers and employees of their rights and obligations under these laws.  
*Transfer Credit: CSU*

### **LAW 106 BANKRUPTCY LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".  
This course is an introduction to the Federal Bankruptcy law, with emphasis on Chapter 7 Bankruptcies, and discussions and introduction to Chapter 11 and 13 proceedings. The student will complete an entire Chapter 7 Bankruptcy petition and other documents and motions involving a bankruptcy case under the Bankruptcy Code. Included will be creditors' claims and motions for relief of automatic stay.  
*Transfer Credit: CSU*

### **LAW 107 PROBATE PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".  
This course acquaints the student with the procedures and laws governing the probate of estates, both testate and intestate, and with procedures to transfer decedent's property without probate. Emphasis is placed upon correct completion of probate forms, notice requirements, and time limits. Procedures governing guardianship and conservatorship will also be covered.  
*Transfer Credit: CSU*

### **LAW 108 FAMILY LAW PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".  
This course acquaints the student with the laws governing family relations and procedures for dissolution of marriage actions. These are: Order to Show Cause Hearings, Trials, and Post Dissolution Proceedings. Preparation of marital termination agreements, types of judgments, adoptions and custody agreements are also presented.  
*Transfer Credit: CSU*

### **LAW 109 TORTS AND PERSONAL INJURY 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is a study of the major areas of torts and personal injury law including interviewing, claims investigation, claims adjustment techniques, and litigation procedures.  
*Transfer Credit: CSU*

### **LAW 110 BUSINESS LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to acquaint the student with the legal aspects of the business world. It will cover an overview of the development of law and the court systems; forms of business governance including partnerships and corporations; contract, tort, criminal, and agency law; and bailments and personal property.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. LAW 110, LAW 111 and BA 113 combined: maximum credit, one course.*

### **LAW 111 BUSINESS LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
This is a course designed to introduce the student to the legal concepts of everyday business transactions. It will include discussions of legal rights, contracts, Universal Commercial Code (UCC) sales, negotiable instruments, and the structure of our judicial system. This course meets 54 hours of the legal requirement for Court Reporting Certification.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. LAW 110, LAW 111 and BA 113 combined: maximum credit, one course.*

### **LAW 112 ESTATE PLANNING FOR THE PARALEGAL 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".  
This course is an introduction to estate administration. The student will learn the legal theories relating to wills, trusts, succession, taxation, and probate. Document preparation will be required in the areas of wills, trusts, and estate plans.  
*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **LAW 113 FUNDAMENTALS OF ALTERNATE DISPUTE RESOLUTIONS 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".  
This course is the study of the techniques that resolve disputes to avoid or circumvent a trial in the California Court system. Students will draft the documents utilized in negotiations, mediation, neutral fact finding, contractual arbitration, judicial arbitration, and private judging.  
*Transfer Credit: CSU*

### **LAW 114 LAW ON THE INTERNET 3.0 UNITS**

Class hours: 3.0 Lecture  
This course introduces the students to the basic techniques of using the Internet for legal research, general factual research, other law-office related research and research related to legal careers and education. Students learn how to access and use the Internet. Emphasis is placed on search techniques including use of various search engines including legal search engines, refining search queries and performing a variety of searches using the Internet. Both Federal and California state research materials will be used.  
*Transfer Credit: CSU*

### **LAW 115 ELDER LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
This course introduces the student to the expanding legal area of elder law. Topics include ethical considerations, government benefits, health care decision making, Medicare and Medi-Cal benefits, home care versus residential care facilities, and protection from physical and/or fiduciary abuse. Upon completion of the course, students will be able to direct the elderly or their families to the appropriate government or private agency for assistance.  
*Transfer Credit: CSU*

### **LAW 116 CRIMINAL LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
This is an introduction to criminal law. Concepts covered include the legal system, elements of a crime, crimes against persons and property, defenses, searches and seizures, pre-trial and trial process, sentencing, corporate and white-collar crimes.  
*Transfer Credit: CSU*

### **LAW 119 LEGAL ASPECTS OF MASS COMMUNICATIONS 1.0 UNIT**

Class hours: 1.0 Lecture  
This course provides a brief introduction to legal aspects faced by those involved in mass media and new media. Major topics include First Amendment rights and responsibilities, libel, privacy, copyright, freedom of information, open meetings, broadcast decency, and student media. This course is not open to students who are enrolled in or who have received credit in JOUR 119 or RTV 119.  
*Transfer Credit: CSU*

### **LAW 120 LEGAL ETHICS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is a study of the major areas of legal ethics and rules of professional responsibility as they affect paralegal/legal assistants. The course also focuses on legal ethics as they apply to attorneys. The course will cover the substantive rules regarding the regulation of lawyers/paralegals/legal assistants, the unauthorized practice of law, issues of confidentiality and conflicts of interest, advertising and solicitation, fees and client funds competence, and professionalism.  
*Transfer Credit: CSU*

### **LAW 150 INTELLECTUAL PROPERTY LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".  
This is an introduction to Intellectual Property law, including trademarks, copyrights, patents, and trade secrets. Concepts covered include preparing application, searching applicable intellectual property sites, preparing assignments of rights, preparing proper docketing, and an understanding of unfair competition and infringement of intellectual property rights.  
*Transfer Credit: CSU*

### **LAW 160 CALIFORNIA WORKERS' COMPENSATION LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.  
This course is an overview of California Workers' Compensation law that governs the relationship between employers and employees in the workplace. It provides

an understanding for both employers and employees of their rights and obligations under these laws.  
*Transfer Credit: CSU*

### **LAW 161 CONSUMER LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is an introduction to the workings of the law to help the consumer better understand legal fundamentals and procedures. This course covers the legal profession and careers; the court system in the United States, contracts, property rights, negligence, wills, business organizations, marriage and divorce, real estate, bankruptcy, and consumer protection.  
*Transfer Credit: CSU*

### **LAW 171 LEGAL OCCUPATIONAL WORK EXPERIENCE 1.0 UNIT**

Class hours: 1.0 Work Experience  
One unit of Legal Occupational Work Experience requires 60 non-paid hours or 75 paid hours of work per semester.  
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.  
*Transfer Credit: CSU*

### **LAW 172 LEGAL OCCUPATIONAL WORK EXPERIENCE 2.0 UNITS**

Class hours: 1.0 Work Experience  
Two units of Legal Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **LAW 173 LEGAL OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience  
Three units of Legal Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class.

Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **LAW 174 LEGAL OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS**

Class hours: 1.0 Work Experience  
Four units of Legal Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Second, third, and fourth semester students who have completed their first semester with a grade of "C" or higher or "Pass," need only meet with their instructor the first and last week of class. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **LAW 220 LANDLORD AND TENANT LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".  
This is an introduction to landlord and tenant law including the nature of the tenancy relationship, rental agreements, rights and obligations during tenancy, premises liability and unlawful detainer litigation. Rules governing preparation of the unlawful detainer summons and complaint and answer are covered as well as obtaining default judgment and possession of property.

*Transfer Credit: CSU*

### **LAW 230 CORPORATE LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".

This is an introduction to corporate law. Concepts covered include substantive law considerations in choosing a business entity, pre-incorporation planning, forming a corporation, advantages and disadvantages of incorporating, issuance of shares and securities law considerations, corporate taxation, corporate structure, dividends and dissolution.

*Transfer Credit: CSU*

### **LAW 260 IMMIGRATION LAW 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of "C" or higher or "Pass".

This is an introduction to immigration law including history and administration of U.S. Immigration law, citizenships, nationality, immigrant and non-immigrant categories, admission rules to U.S., removal procedures and refugees and asylum. Rules governing preparation of the various immigration forms will also be discussed and reviewed.

*Transfer Credit: CSU*

### **LAW 290 CAPSTONE COURSE- PARALEGAL PROGRAM 1.0 UNIT**

Class hours: 1.0 Lecture  
Recommendation: To be taken in the final semester of course work for certificate students, and to be taken in the final semester prior to graduation for Paralegal A.A. Degree students.

This course provides the opportunity for students to apply skills and knowledge learned in the other paralegal courses to evidence their mastering of the program outcomes for the Paralegal Program. The aim of the course is to assess students to confirm that they have achieved the learning outcomes for the program, to improve job-readiness, and to have them prepare a portfolio project.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **LIBRARY**

(Learning Resource Center)

#### **LIBR 50 (Not Degree Applicable)**

#### **INTRODUCTION TO THE COLLEGE LIBRARY 0.5 UNIT**

Class hours: 0.5 Lecture

This course is designed to introduce students to services and resources offered at Cerritos College Library. It offers students with no or minimal library exposure an opportunity to learn vocabulary and skills necessary to use a college library. This course is offered on a credit/no credit basis only.

#### **LIBR 100**

#### **INTRODUCTION TO LIBRARY RESEARCH 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory

This course emphasizes the use of library methods and materials that will enable students to locate information for course related study and research. This course is of special value to those students intending to transfer to four-year institutions. This course is offered on a pass/no pass basis.

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. LIBR 100 and LIBR 101 combined: maximum credit, one course.

#### **LIBR 101**

#### **ADVANCED LIBRARY RESEARCH 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory

Advanced research strategies are introduced. This includes narrowing a topic, keyword selection, advanced Boolean operators, and database truncation techniques. This course is offered on a pass/no pass basis.

*Transfer Credit: CSU; UC\**

\*UC credit limits may apply. LIBR 100 and LIBR 101 combined: maximum credit, one course.

#### **LIBR 298**

#### **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete

the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

#### **LIBR 299**

#### **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **MACHINE TOOL TECHNOLOGY**

(Technology Division)

#### **MTT 51**

#### **MASTERCAM MILLING 3.5 UNITS**

Class hours: 3.0 Lecture/1.5 Laboratory

This course will prepare students to operate the MasterCAM Programming Systems for milling machines. Students will learn to create and import Computer Aided Design (CAD) geometry, create proper job plans, devise proper toolpaths, and input the resultant data into virtual Computer Numerical Control (CNC) milling machines.

#### **MTT 52**

#### **SETUP AND OPERATION OF CNC MILLING MACHINES 2.5 UNITS**

Class hours: 2.0 Lecture/1.5 Laboratory

This course instructs students in the safe and accurate setup and production operation of Computer Numerical Control (CNC) milling machines. Students will learn how to load programs, align fixtures, select offsets, select cutter radius compensation, and run first article parts.

#### **MTT 56**

#### **CNC SHOP INSPECTION 2.0 UNITS**

Class hours: 2.0 Lecture

This course is designed to give the students a complete understanding of dimensional metrology. The student will also develop skills in preparing inspection reports using all of the appropriate instruments available in a machine shop for validation of part geometry.

#### **MTT 57**

#### **SETUP AND OPERATION OF CNC LATHES 2.5 UNITS**

Class hours: 2.0 Lecture/1.5 Laboratory

This course instructs students in the safe and accurate set-up and production operation of Computer Numerical Control (CNC) lathes. Students will learn how to load programs, select offset, select cutter radius compensation, and run first article parts.

#### **MTT 59**

#### **MASTERCAM TURNING 2.5 UNITS**

Class hours: 2.0 Lecture/1.5 Laboratory

This course will prepare students to operate the MasterCAM Programming Systems for lathes. Students will learn to create and import Computer Aided Design (CAD) geometry, create proper job plans, devise proper tool paths, and input the resultant data into virtual Computer Numerical Design (CNC) milling machines. Toolpaths will include facing, turning, grooving, threading, boring, and parting off.

#### **MTT 62**

#### **FIXTURE TOOLING 2.0 UNITS**

Class hours: 2.0 Lecture

Corequisite: MTT 52 or MTT 57 or MTT 68 or MTT 100 or ENGT 116 or ENGT 117 or ENGT 259 or equivalent or prior completion, with a grade of "C" or higher or "Pass".

This course teaches planning, design, and fabrication methods for fixturing in the machine shop. It includes decision-making, machine planning, cutter selection, tolerancing, rest areas, clamping, blueprint interpretation, and design.

#### **MTT 68**

#### **COMPUTER-ASSISTED INSPECTION USING VERISURF 2.0 UNITS**

Class hours: 2.0 Lecture

This course advances the student's skill in the development of inspection methods for complex machined parts using Verisurf software. The student will learn the advanced aspects of dimensional metrology by using articulating arms to validate part geometry. Finally, the student will develop skills in preparing production part approval processes.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

## Course Descriptions

### **MTT 71 MASTERCAM MULTI-AXIS MILLING** 2.0 UNITS

Class hours: 2.0 Lecture

Prerequisite: MTT 51 or equivalent with a grade of "C" or higher or "Pass".

This course advances the student's skill in the programming of 4 and 5 axis milling machines using MasterCAM. Students will also learn to program Curve, Swarf, Flow Multi, and Port surfaces and solids. Basic collision control strategies and rotary axis machining are fully incorporated into this class.

### **MTT 72 MASTERCAM MULTI-AXIS TURNING** 2.0 UNITS

Class hours: 2.0 Lecture

Prerequisite: MTT 51 or MTT 59 or equivalent with a grade of "C" or higher or "Pass".

This course advances the student's skill in the programming of milling and drilling on multi-axis turning machines using MasterCAM. Students will also learn to import solids, and program axial and radial tool paths. Basic collision control strategies and rotary indexing are fully incorporated into this class.

### **MTT 78 TOOL BUILDING USING VERISURF** 1.0 UNIT

Class hours: 1.0 Lecture

Prerequisite: MTT 68 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGT 117 and MTT 56.

This course advances the student's skill in utilizing Verisurf software to build complex assembly tooling and fixtures, such as those used in aerospace. The student will learn how to set tolerances, control feature projection, and apply probe compensation to complex virtual models. Students will set up tools and apply their knowledge to physical models in the lab.

### **MTT 91L CNC MILL MACHINING LABORATORY** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: MTT 51 and MTT 52 with a grade of "C" or higher or "Pass".

This course is designed to further develop specialized Computer Numerical Control (CNC) Milling Machine skills using Computer Assisted Manufacturing (CAM) software on a semi-autonomous basis. The student will receive instructions and blueprints from the instructor and work on those projects individually. The student will plan the work,

select the programming method given the tolerances of the part, select the fixture, tools, and run a first article on a CNC Mill.

### **MTT 92L MASTERCAM LABORATORY** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: MTT 51 or MTT 57 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This lab course is intended to complement MasterCAM classes. It is designed to give practical experience in working with the current release of the software program. The course will increase students skill and output in areas of their choice.

### **MTT 94L MANUAL MACHINING LAB** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: MTT 56 and MTT 100 or equivalent with grades of "C" or higher or "Pass".

This course is an independent study on an experimental research basis, using the manual lathe, the manual mill, and associated cutting tools and machines. Students will increase their skill and knowledge in specialized areas of their choice with the approval and guidance of the department.

### **MTT 95L CNC LATHE MACHINING LABORATORY** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: MTT 57 and MTT 59 with grades of "C" or higher or "Pass".

This course is designed to further develop specialized Computer Numerical Control (CNC) turning machine skills using Computer-Assisted Manufacturing (CAM) software on a semi-autonomous basis. The student will receive instructions and blueprints from the instructor and work on those projects individually. The student will plan the work, select the programming method given the tolerances of the part, select the fixture, and tools, and run a first article on a CNC lathe.

### **MTT 96L CNC MULTI-AXIS MILL MACHINING LAB** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: MTT 52 or equivalent with a grade of "C" or higher or "Pass".

Corequisite: MTT 71 or equivalent or prior completion, with a grade of "C" or higher or "Pass".

This course is designed to further develop specialized Computer Numerical Control (CNC) Multi-Axis Milling Machine skills using Computer Assisted Manufacturing (CAM) software and hardware on a semi-autonomous basis. Students will receive instructions and blueprints of parts requiring 4- or 5-axis milling machining from the instructor and work on those projects individually. Students will plan the work, select the programming method given the tolerances of the part, select the fixture, tools, and run a first article on a multi-axis CNC Mill.

### **MTT 97L CNC MULTI-AXIS TURNING LABORATORY** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: MTT 57 or equivalent with a grade of "C" or higher or "Pass" and Corequisite of MTT 72 or equivalent or prior completion with a grade of "C" or higher or "Pass".

This course is designed to further develop specialized computer numerical control (CNC) multi-axis turning skills using computer assisted manufacturing (CAM) software and hardware on semi-autonomous basis. The student will receive instructions and blueprints of parts requiring mill-turn machining from the instructor and work on those projects individually. The student will plan the work, select the programming method given the tolerances of the part, select the fixture, tools, and run a first article on a multi-axis turning center.

### **MTT 100 MACHINE TOOL INTRODUCTION** 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory

This course is designed as a survey of machine tool technology. It will stress traditional machine tool technologies. It includes set-up and operation of the engine lathe, the milling machine, the drill press, and sawing and cutoff machines. It will also incorporate calculation and setup of speeds and feeds, and measurements. This course is required for all Machine Tool Technology majors.

*Transfer Credit: CSU*

### **MTT 110 INDUSTRIAL MAINTENANCE OF MACHINE TOOLS** 2.0 UNITS

Class hours: 2.0 Lecture

This is a survey class that will introduce the students to the fundamentals and principles of industrial maintenance for machine tools.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

Basics of electronic, electrical, pneumatic, and hydraulic principles will be included. The design and understanding of simple systems typically used in machine construction will be included.

*Transfer Credit: CSU*

### **MTT 111 PROGRAMMABLE LOGIC CONTROLLERS IN AUTOMATED MANUFACTURING 2.0 UNITS**

Class hours: 2.0 Lecture

This course will introduce students to the application of programmable logic controllers (PLCs) in automated manufacturing. The focus of this class will be on acquiring knowledge about selection, acquisition, implementation and integration of PLCs. Students will learn basic programming of PLCs and associated Human Machine Interfaces (HMIs) to gain further understanding of PLCs operations. Students will also learn about integration of input and output devices such as sensors, indicators, HMI panels, and switches.

*Transfer Credit: CSU*

### **MTT 112 VARIABLE FREQUENCY DRIVES IN AUTOMATED MANUFACTURING 2.0 UNITS**

Class hours: 2.0 Lecture

This course will introduce students to variable frequency drives used in automated manufacturing. Students will learn about operator panel functions, human machine interfaces (HMIs) integration and basic programming parameters in programmable logic controllers (PLCs) with the emphasis on inputs, outputs, and control parameters.

*Transfer Credit: CSU*

### **MTT 120 FANUC MULTI-AXIS ROBOTICS 2.0 UNITS**

Class hours: 2.0 Lecture

This is a survey class that will introduce the students to the fundamentals and principles of multi-axis robotics for machine tools using the Fanuc control. Basics of robot simulation, setup, operation, and troubleshooting will be included. The motion optimization and connection of simple systems typically used in machine shop cell environments will be included.

*Transfer Credit: CSU*

### **MTT 168 ADVANCED COMPUTER-ASSISTED INSPECTION USING VERISURF 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: MTT 68 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGT 117 and MTT 56.

This course advances the student's skill in the utilization of various coordinate metrology equipment using Verisurf software. The student will learn the advanced aspects of coordinate metrology measurement by using articulating arms, laser trackers, and simulated models to validate complex part geometries. The student will develop skills in best fitting virtual models to actual models.

*Transfer Credit: CSU*

### **MTT 180 ROBOTICS FOR COMPUTER NUMERICALLY CONTROLLED MACHINES 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

This course introduces the student to the applications of robotics for computer numerically controlled (CNC) machines by the use of activities-based learning, project-based learning, and problem-based learning. The student will learn how to create a part using software and apply computer-generated toolpaths. The student will also learn about setup, operation, and programming of CNC machines. Techniques of integration between several CNC machines in a work cell environment will be emphasized using simulation and robotic applications.

*Transfer Credit: CSU*

### **MTT 278 MASTERCAM ADVANCED 3.5 UNITS**

Class hours: 3.0 Lecture/1.5 Laboratory

Prerequisite: MTT 51 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course advances the student's skill in the development of 3D surface models, solids and toolpaths using MasterCAM. Students learn to create swept, ruled, revolved, Coons, draft, trimmed, and lofted surfaces using parametric and NURBS methodology. Basic and advanced solids modeling is fully incorporated into this class. Modification of geometry/toolpath using parametric hooks will be emphasized.

*Transfer Credit: CSU*

## **MATHEMATICS**

**(Science, Engineering, and Math Division)**

### **MATH 5 (Not Degree Applicable) MATHEMATICS LEARNING STRATEGIES 1.0 UNIT**

Class hours: 1.0 Lecture

Corequisite: Concurrent enrollment in MATH 20, 40, 60, 80, 80A, or 80B.

This course is designed to assist the student in developing learning skills and study habits that are important for all college-level coursework. Emphasis will be placed on those learning skills and study habits that are unique to the study of mathematics. The student will develop quantitative literacy by practicing arithmetic and algebraic structures including but not limited to "mathematical facts," number sense and number theory, proportional reasoning including rational expressions and equations, and the real number system and its properties. Additional topics related to the development of learning skills and study habits may include affective factors influencing learning styles and the study of mathematics, effective management of classroom learning and personal study habits, problem solving and reasoning skills, test preparation and test-taking strategies, appropriate use of technology, and support services for students of mathematics. This course is offered on a pass/no pass basis only.

### **MATH 20 (Not Degree Applicable) BASIC MATHEMATICS 3.0 UNITS**

Class hours: 3.0 Lecture

This course includes a review of the basic mathematics skills and fundamental operations as applied to whole numbers, common fractions, decimal fractions, percentages, and ratios.

### **MATH 40 (Not Degree Applicable) PREALGEBRA 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: MATH 20 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 40.

This course serves as a bridge from arithmetic to formal algebra. Students will develop number sense and operation sense and formulate and solve simple algebraic equations containing integers, fractions, decimals, and percentages. Topics include a study of real numbers, an introduction to fundamental algebraic concepts and their applications, proportional reasoning, informal geometry, measurement, and an introduction to the Cartesian coordinate system.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## **MATH 60 (Not Degree Applicable)**

### **ELEMENTARY ALGEBRA 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 60.

Recommendation: Meet the prerequisite within two years prior to the date of enrollment in MATH 60.

This course is a first course in algebra. Topics included are first-degree equations and inequalities, multiple representations of a linear relationship, linear systems of equations in two variables, polynomials, rational expressions, exponents and square roots, and quadratic equations.

## **MATH 70**

### **PLANE GEOMETRY 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 70.

This course includes the study of triangles, quadrilaterals, circles, parallels, and similar figures. Skill development involving equalities, proportions, and areas of the above figures is included. Logical thinking is stressed in problem solutions. This course is designed for students who have not taken high school plane geometry. May be taken concurrently with MATH 80, MATH 80A or MATH 80B.

## **MATH 75**

### **MATHEMATICAL LITERACY FOR COLLEGE STUDENTS 6.0 UNITS**

Class hours: 6.0 Lecture

Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 60.

This is a one-semester course integrating numeracy, proportional reasoning, algebraic reasoning, and functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Throughout the course, college success content will be integrated with mathematical topics. This course prepares students for the curriculum of MATH 112 and PSYC 210 at Cerritos College. This course is not open to students with credit in MATH 60.

## **MATH 80**

### **INTERMEDIATE ALGEBRA 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 80.

Recommendation: Meet the prerequisite within two years prior to the date of enrollment in MATH 80. Students who earn a "C" in MATH 60 should consider enrollment in MATH 80A instead of MATH 80.

This course is a second course in algebra. This course explores multiple representations of functions and relations. The types of functions studied will include linear, quadratic, exponential, and logarithmic. These functions will be used in solving a variety of equations and inequalities, systems of equations, and application problems. This course is not open to students who are enrolled in or who have received credit in Math 80B.

## **MATH 80A**

### **INTERMEDIATE ALGEBRA I 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: MATH 60 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 80A.

Recommendation: Meet the prerequisite within two years prior to the date of enrollment in MATH 80A. Students who earn a "C" in MATH 60 should consider enrollment in MATH 80A instead of MATH 80.

This course is the first half of Intermediate Algebra, MATH 80. This course explores multiple representations of functions and relations. The types of functions studied will include linear, quadratic, higher degree polynomial, and rational. These functions will be used in solving a variety of equations, inequalities, and application problems. This course is not open to students with credit in MATH 80 or MATH 80B.

## **MATH 80B**

### **INTERMEDIATE ALGEBRA II 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: MATH 80A or equivalent with a grade of "C" or higher or "Pass".

This course is the second half of Intermediate Algebra, MATH 80.

This course explores multiple representations of functions and relations. The types of functions studied will include quadratic, radical, exponential, and logarithmic. These functions will be used in solving a variety of equations and inequalities, systems of equations, and application problems. This course is not open to students who are enrolled in or who have received credit in Math 80.

## **MATH 105**

### **ACTIVITY-BASED PROBABILITY AND STATISTICS FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH courses numbered 100 level or higher and MATH 70 or equivalent with a grade of "C" or higher or "Pass".

This course will emphasize activities-based explorations of randomization, data representation, measures of central tendency, and dispersion. Coursework includes counting, basic probability, and analysis of experiments requiring hypothesizing, experimental design, and data gathering. Algebraic thinking will be used throughout the course.

*Transfer Credit: CSU*

## **MATH 110A**

### **MATHEMATICS FOR ELEMENTARY TEACHERS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH courses numbered 100 level or higher and MATH 70 or equivalent with a grade of "C" or higher or "Pass".

Designed for prospective elementary and middle school teachers, this course is an introduction to problem-solving processes and strategies. Topics will include the development and analysis of the structure of and operations on the real number system. The course will include investigations on concept and process development using appropriate models, technology, manipulatives, and activities. It meets elementary education credential requirements.

*Transfer Credit: CSU: UC\**

*\*UC credit limits may apply. MATH 110A and MATH 110B combined: maximum credit, one course*

## **MATH 110B**

### **MATHEMATICS FOR ELEMENTARY TEACHERS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 110A or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of MATH 110A. Emphasis will be on problem solving with a focus on making tables and patterning, informal geometry, congruence similarity, constructions, transformations, tessellations, and measurement involving both English and metric units in

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one, two, and three dimensions. Computer explorations will be integrated into the course. The course will also emphasize hands-on modeling of real-world geometric situations. It meets elementary education credential requirements.

*Transfer Credit: CSU MATH 110A and MATH 110B combined: maximum credit, one course*

### **MATH 112 ELEMENTARY STATISTICS** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: Math 80 or Math 80B or Math 75 or equivalent with a grade of "C" or "Pass" or higher or satisfactory completion of the Math assessment/placement process with eligibility for Math 112.

This course provides an introduction to descriptive and inferential statistics. Topics included are mean, standard deviation, variance, probability, random variables, binomial probability distribution, normal probability distribution, the central limit theorem, hypothesis testing, confidence intervals, t-distribution, chi-square distribution, F-distribution, linear regression, and linear correlation. This course is a beginning statistics course designed for all majors. A graphing calculator is required.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. MATH 112 combined with PSYC 210: maximum credit, one course.*

### **MATH 114 COLLEGE ALGEBRA** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH courses 100 level or higher.

This course is designed for students majoring in life or social sciences. The main topics to be covered include linear and quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions and their graphs; systems of linear equations, matrices, sequences and series; combinatorics; and the binomial theorem.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. MATH 114 and MATH 155 combined: maximum credit, one course.*

### **MATH 115 FINITE MATHEMATICS** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH courses numbered 100 level or higher.

This course includes sets, matrices, systems of equations and inequities, linear programming, permutations and combinations, probability, and topics from statistics. Applications of various topics from business, social, and behavioral sciences are included.

*Transfer Credit: CSU; UC*

### **MATH 116 CALCULUS FOR MANAGERIAL, BIOLOGICAL AND SOCIAL SCIENCES** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 114 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 116.

This course is a survey of calculus designed to meet lower-division university and four-year college requirements for the management, biology, or social-science major student. Topics included are differentiation and integration of algebraic, logarithmic, and exponential functions of single and multi-variables, related rates, areas, and curve sketching. This class is not equivalent to MATH 170 and does not meet the prerequisite for MATH 190. This course is not open to students with credit in MATH 170.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. MATH 116 and MATH 170 combined: maximum credit, one course.*

### **MATH 140 TRIGONOMETRY** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH courses numbered 100 level or higher and MATH 70 or equivalent with a grade of "C" or higher or "Pass".

This course includes circular functions, inverses, graphs, angles and trigonometric functions, solutions of right and oblique triangles, identities, solutions of equations, and complex numbers.

*Transfer Credit: CSU*

### **MATH 155 PRECALCULUS** 5.0 UNITS

Class hours: 5.0 Lecture

Prerequisite: MATH 140 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 155.

This course is designed to prepare students for calculus. It includes an analysis of linear, absolute value, quadratic, polynomial, rational, radical, exponential, logarithmic, and trigonometric

functions and their inverses. Additional topics included are the complex number system, systems of equations and inequalities, conics, sequences, series, the binomial theorem, and mathematical induction. A nonsymbolic graphing calculator is required. (Formerly MATH 150)

*Transfer Credit: CSU; UC\**

*\*MATH 114 and MATH 155 combined: maximum credit, one course*

### **MATH 160 DISCRETE MATHEMATICS** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 150 or MATH 155 or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to logic, sets, relations, algorithms, number theory, combinatorics, graphs, trees, and Boolean algebra.

*Transfer Credit: CSU; UC*

*MATH 160 and CIS 185 combined: maximum credit, one course.*

### **MATH 170 ANALYTIC GEOMETRY AND CALCULUS I** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 150 or MATH 155 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 170.

This course is the first semester of calculus, designed to meet lower-division university and four-year college requirements. Topics included are differentiation and integration of algebraic and trigonometric functions with applications. Analytic geometry is presented as needed to address problems encountered in developing the principles of calculus.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. MATH 116 and MATH 170 combined: maximum credit, one course.*

### **MATH 190 ANALYTIC GEOMETRY AND CALCULUS II** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 170 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of MATH 170. Topics include analytic geometry of the plane, differentiation and integration of trigonometric, logarithmic, and exponential functions, techniques of integration with applications, sequences, series, and improper integrals.

*Transfer Credit: CSU; UC*

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# Course Descriptions

## **MATH 220 ANALYTIC GEOMETRY AND CALCULUS III 4.0 UNITS**

Class hours: 4.0 Lecture  
Prerequisite: MATH 190 or equivalent with a grade of "C" or higher or "Pass".  
This course is a continuation of MATH 190. Topics include vectors and vector calculus, solid analytic geometry, functions of two or more variables, partial derivatives and multiple integration.  
*Transfer Credit: CSU; UC*

## **MATH 225 CALCULUS III 5.0 UNITS**

Class hours: 5.0 Lecture  
Prerequisite: MATH 190 or equivalent with a grade of "C" or higher or "Pass".  
This is the third course in a three-course sequence designed for science, technology, engineering, and mathematics (STEM) majors. Topics include vectors in three-dimensional space, curves and surfaces, functions of several variables, partial differentiation, gradients, curl, divergence, multiple integration, Green's theorem, the divergence theorem, and Stokes' theorem. A nonsymbolic graphing calculator is required. (Formerly MATH 220)  
*Transfer Credit: CSU; UC*

## **MATH 250 LINEAR ALGEBRA AND DIFFERENTIAL EQUATIONS 5.0 UNITS**

Class hours: 5.0 Lecture  
Prerequisite: MATH 190 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: MATH 220 or MATH 225 or equivalent with a grade of "C" or higher or "Pass".  
Topics in this course include first-order ordinary differential equations, including separable, linear, homogeneous of degree zero, Bernoulli, and exact with applications and numerical methods; solutions to higher-order differential equations using undetermined coefficients, variation of parameters, and power series, with applications; solutions to linear and nonlinear systems of differential equations, including numerical solutions; matrix algebra, solutions of linear systems of equations, and determinants; vector spaces, including the Gram-Schmidt procedure; and linear transformations, kernel and range, eigenvalues, eigenvectors, diagonalization, and symmetric matrices.  
*Transfer Credit: CSU; UC*

## **MATH 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction

of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **MATH 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **MEDICAL ASSISTANT**

(Health Occupations Division)

## **MA 60 INTRODUCTION TO MEDICAL ASSISTING 2.0 UNITS**

Class hours: 2.0 Lecture  
This is an introductory course to study the history of medicine and paramedical professions. Generalized and specialized careers in medical assisting, personal and professional responsibilities, medical ethics and law, communications and records are discussed. The focus is on front office responsibilities, customer service philosophy, and basic communication skills.

## **MA 63 HEALTH INSURANCE CODING AND BILLING 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: MA 161 or equivalent with a grade of "C" or higher or "Pass".  
This course will first present the current International Classification of Diseases - current revision - Clinical Modification and the Current Procedure Terminology (CPT) coding process utilized for health care reimbursement. Principles of insurance, general health and accident insurance programs and billing, government medical care programs with specialized billing procedures, role of coder, role of the insurance officer, and aspects of related medical professional liability. This course is not open to students who have received credit for both MA 62A and MA 62B.

## **MA 64 MEDICAL OFFICE ASSISTING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course includes instruction in developing skills and techniques in the assisting of physical examinations, naming, care and setting-up of instruments, sterilization, and operating room procedures.

## **MA 66 MEDICATIONS AND SPECIALTIES 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course prepares the student to prepare and administer medications, maintain narcotic control records, and assist the specialist with examinations. This course meets the requirements as set forth in the laws relating to the utilization of medical assistants within the Medical Practice Act.

## **MA 67 MEDICAL OFFICE ADMINISTRATION 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: MA 60.  
Recommendation: BCOT 62 and BCOT 3T or equivalent with grades of "C" or higher or "Pass".  
This course is designed to develop skills in administrative procedures in the medical office. Topics include telecommunications; bookkeeping, billing and collections; payroll; policy and procedure development; medical records; verbal and written communication for the medical office; counseling employees, and additional office management techniques. Focus is placed on the manager's perspective.

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## Course Descriptions

### **MA 68 MEDICAL ASSISTING INTERNSHIP EXPERIENCE 4.0 UNITS**

Class hours: 1.0 Lecture/10.0 Laboratory  
Prerequisite: MA 60, MA 62A and MA 62B or MA 63, and MA 64, MA 161, HO 53, HO 54, HO 55 or equivalent with grades of "C" or higher or "Pass".

Corequisite: MA 66 and MA 67 or prior completion with a grade of "Pass" or "C" or higher.

This course is designed to provide opportunities for the student to intern in a medical facility while receiving supervised instruction in direct patient care.

### **MA 73 MEDICAL ASSISTANT OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience  
Prerequisite: MA 60, MA 62A and MA 62B or MA 63, and MA 64, MA 161, HO 53, HO 54, HO 55 or equivalent with grades of "C" or higher or "Pass".

Corequisite: MA 66 and MA 67 or prior completion with a grade of "Pass" or "C" or higher.

One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student's educational goal.

Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **MA 74 MEDICAL ASSISTANT OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS**

Class hours: 1.0 Work Experience  
Prerequisite: MA 60, MA 62A and MA 62B or MA 63, and MA 64, MA 161, HO 53, HO 54, HO 55 or equivalent with grades of "C" or higher or "Pass".

Corequisite: MA 66 and MA 67 or prior completion with a grade of "Pass" or "C" or higher.

One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student's educational goal.

Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **MA 98 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **MA 99 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

### **MA 161 MEDICAL TERMINOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture  
This course will prepare the student in the correct use of medical terms, abbreviations, phraseology, and the understanding of word parts. It will include analyzing the terms by written and oral communication of the various systems of the body.  
*Transfer Credit: CSU*

## **MICROBIOLOGY**

(Science, Engineering, and Math Division)

### **MICR 200 PRINCIPLES AND APPLICATIONS OF MICROBIOLOGY 5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory  
Prerequisite: CHEM 100 or BIOL 120 or ZOOL 120 or equivalent with a grade of "C" or higher or "Pass".

Through lecture and laboratory exercises, this course provides an introduction to the microbial world. Emphasis is on microbial structure, microbial genetics, host-microbe interactions, the immune response, and disease control/prevention. Current issues in acquired immunodeficiency syndrome research and recombinant deoxyribonucleic acid technology are discussed. Laboratory exercises will emphasize microbial morphology and identification through microscopic observation and biochemical testing. This course satisfies the requirements of majors in two and four-year nursing programs, dental hygiene, and is recommended for pre-professional biology majors.

*Transfer Credit: CSU; UC*

### **MICR 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **MICR 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty

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member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### MUSIC

(Fine Arts & Communications Division)

#### **MUS 100** **MUSIC APPRECIATION** 3.0 UNITS

Class hours: 3.0 Lecture

This course is an introductory survey of Western Art music from the Middle Ages to the present. Emphasis is on the historical, aesthetic, and cultural contexts from which music arises.

*Transfer Credit: CSU; UC*

#### **MUS 101** **INTRODUCTION** **TO WORLD MUSIC** 3.0 UNITS

Class hours: 3.0 Lecture

This course is an introduction to world music. Emphasis is placed on understanding the substantive features of music as well as social, cultural, political, and economic factors that contribute to different musical traditions found throughout the world.

*Transfer Credit: CSU; UC*

#### **MUS 102** **LATINO MUSIC** 3.0 UNITS

Class hours: 3.0 Lecture

This course offers students a historical and philosophical survey of Latino music. Musical expression will be discussed in terms of folk/ethnic, popular and classical art forms. The cross-hybridization of musical styles will be addressed with respect to musical forms from Mexico, Cuba, Puerto Rico, and the Dominican Republic. The state of music among Latino populations in the United States also will be included.

*Transfer Credit: CSU*

#### **MUS 103** **JAZZ IN AMERICA** 3.0 UNITS

Class hours: 3.0 Lecture

This course is an introduction to jazz, its historical background and its development in the United States.

*Transfer Credit: CSU; UC*

#### **MUS 104** **AMERICAN POPULAR MUSIC** 3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory

This course is a survey of the history and characteristics of the music developed in or for general American culture and various subcultures from the Revolutionary Period to the present. It includes folk music, blues, Swing-era music, rock 'n' roll, and rock.

*Transfer Credit: CSU; UC*

#### **MUS 104B** **HISTORY OF ROCK MUSIC** 3.0 UNITS

Class hours: 3.0 Lecture

This course introduces students to rock and its influence on American popular music. The students will learn how to actively engage with music by relating rock to other styles of music, relating music to text, and relating rock to its cultural context.

*Transfer Credit: CSU; UC*

#### **MUS 105** **MUSIC FUNDAMENTALS** 3.0 UNITS

Class hours: 3.0 Lecture

This course provides the fundamentals of notation, meter, rhythm, intervals, and key signatures, so that the student can gain a sensitivity to, and understanding of, music past, present, and future.

*Transfer Credit: CSU; UC*

#### **MUS 108** **MUSIC THEORY /** **MUSICIANSHIP THEORY III** 5.0 UNITS

Class hours: 5.0 Lecture/2.0 Laboratory

Prerequisite: MUS 107 or equivalent with a grade of "C" or higher or "Pass".

This is a course in music theory and musicianship dealing with Classical and Romantic harmony. Attention is given in advanced four-part chorale writing, piano style writing, secondary triads, advanced modulation, inversion, dominant 7ths, non-dominant seventh chords, ninth chords, eleventh chords, and thirteenth chords. Other topics to be covered are advanced keyboard harmony and dictation, advanced chromatic scale degrees, and chordal dictation involving secondary dominants. There will be the continuing study and usage of music software, rhythm machines, and computer-based notation programs.

*Transfer Credit: CSU; UC*

#### **MUS 109** **MUSIC THEORY /** **MUSICIANSHIP IV** 5.0 UNITS

Class hours: 5.0 Lecture/2.0 Laboratory

Prerequisite: MUS 108 or equivalent with a grade of Credit or "C" or higher.

This is a course in music theory and musicianship dealing with Romantic and 20th century harmony. Orientation is given in piano style writing, all chromatically altered chords, advanced modulation, inversion, non-dominant seventh chords, half and fully diminished 7th chords, whole tone harmony, and elements of late Romanticism, Impressionism and the 20th century. Other topics to be covered are advanced keyboard harmony and dictation, advanced sight singing, advanced chordal identification, diatonic and chromatic scale degrees, and chordal dictation involving secondary dominants and chromaticism. There will be the continuing study and usage of music software, rhythm machines, and computer-based notation programs.

*Transfer Credit: CSU; UC*

#### **MUS 110** **MUSIC TECHNOLOGY** **FUNDAMENTALS** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: MUS 105 or equivalent with a grade of "C" or higher or "Pass" and completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

The course covers the fundamental vocabulary, techniques, concepts, and devices used in contemporary music production and related media fields. This course covers sound fundamentals, professional audio equipment, computers, music production software, recording studios, MIDI, electronic music, audio-visual productions, and film. Topics such as trade publications, relevant conventions, and employment opportunities are also discussed.

*Transfer Credit: CSU*

#### **MUS 112** **ELEMENTARY PIANO I** 2.0 UNITS

Class hours: 2.0 Lecture/1.0 Laboratory

This course focuses on basic study technique, which will include reading, writing, listening and playing. A variety of elementary piano repertoire will be studied. Students learn to understand, experience and appreciate the fundamentals of keyboard musicianship. This course is designed for students with little or no background in piano playing.

*Transfer Credit: CSU; UC*

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### **MUS 113 ELEMENTARY PIANO II 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 112 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on the continuation of basic piano, which will include reading, writing, listening and playing. A variety of piano repertoire will be studied. Further emphasis will be on understanding, experiencing and appreciating the fundamentals of keyboard musicianship.

*Transfer Credit: CSU;UC*

### **MUS 114 INTERMEDIATE PIANO I 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 113 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of piano student at the intermediate level. A variety of assigned piano repertoire will be studied. Emphasis will be on understanding, experiencing and appreciating more advanced course of keyboard musicianship.

*Transfer Credit: CSU;UC*

### **MUS 115 INTERMEDIATE PIANO II 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 114 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of piano study that occurred in MUS 114. A variety of assigned piano repertoire at the intermediate to advanced level will be studied.

*Transfer Credit: CSU;UC*

### **MUS 116 VOICE I 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

This course focuses on basic vocal techniques including breath management, posture, phonation, resonance, and diction. A variety of elementary vocal repertoire is introduced from different musical styles: folk, classical, musical theater, and popular songs. Students learn to use the unamplified voice to its best advantage and to interpret and perform songs suited to their individual ability. A concentration on musicianship is emphasized using ear-training techniques.

*Transfer Credit: CSU;UC*

### **MUS 117 VOICE II 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 116 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on a continuation of vocal techniques including breath management, posture, phonation, resonance, and diction. A variety of intermediate vocal repertoire will be introduced from different musical styles: folk, classical, musical theater, and popular songs. Students learn to use the unamplified voice to its best advantage and to interpret and perform songs suited to their individual ability. A concentration on musicianship is emphasized using ear-training techniques.

*Transfer Credit: CSU;UC*

### **MUS 118 VOICE III 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 117 or equivalent with a grade of "C" or higher or "Pass".

This course emphasizes the technical foundations of singing learned in Voice I and II. The song literature is more advanced and requires and understanding of a broad range of styles as previously discussed in the earlier courses. Ear training and musicianship require specific reading and identification skills. Stylistic interpretation is focused on, as well as performance techniques. Greater involvement with microphone and recording techniques will be encouraged.

*Transfer Credit: CSU;UC*

### **MUS 119 VOICE IV 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 118 or equivalent with a grade of "C" or higher or "Pass".

The course continues the study of diction, style, technique, musicianship, and interpretation that occurred in Voice III. Acting with emphasis on stage movement, characterization, and improvisational techniques are explored in greater detail. Singers will be required to perform solos, duets, and in scenes. Popular styles are required to collaborate with recording studio to create projects. This course may be taken a maximum of 2 times.

*Transfer Credit: CSU;UC*

### **MUS 120 ELEMENTARY GUITAR I 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

This course provides basic instruction in classical and other styles of guitar playing at beginning level. It includes appropriate exercises to develop technical facility, material for sight reading, study of basic chords, and repertoire. The student must provide an acoustic guitar for his/her own use in the class.

*Transfer Credit: CSU;UC*

### **MUS 121 ELEMENTARY GUITAR II 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 120 or equivalent with a grade of "C" or higher or "Pass".

This class refines guitar-playing techniques used in elementary classical, flamenco, and other pieces. Elements of improvisation, harmonization, and playing in upper positions are included.

*Transfer Credit: CSU;UC*

### **MUS 122 INTERMEDIATE GUITAR I 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 121 or equivalent with a grade of "C" or higher or "Pass".

This class includes instruction in scales, chords, and arpeggios in all keys and positions. Included are intermediate levels of improvisation, accompanying, sight-reading, transposition, and the performance of folk, classical, and Flamenco styles.

*Transfer Credit: CSU;UC*

### **MUS 123 INTERMEDIATE GUITAR II 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 122 or equivalent with a grade of "C" or higher or "Pass".

This class covers the mastery of the entire guitar fingerboard, a study of intermediate and advanced music in several styles, and the principles of improvisation and transposition.

*Transfer Credit: CSU;UC*

### **MUS 135 THIS BUSINESS OF MUSIC 3.0 UNITS**

Class hours: 3.0 Lecture

This course focuses on the music business as it relates to the market place and job opportunities. It teaches the student about the important jobs in the industry and their duties and responsibilities. Topics include the process of promotion, publicity, management, touring, recording, contracts, accounting, artists relations and development, marketing, advertising, copyrights, and related music fields.

*Transfer Credit: CSU*

### **MUS 139 GOSPEL CHOIR 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

This choral ensemble is designed for the student who has had little or no previous vocal experience. Emphasis will be placed upon the development of individual musicianship through the study of vocal concepts and repertoire. A variety of gospel styles ranging from traditional to contemporary

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

will be studied and performed. Required participation in concerts may include both on-campus and off-campus events.  
*Transfer Credit: CSU; UC*

### **MUS 140 POP CHOIR 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This choral ensemble is designed for the student who has had previous vocal experience. Emphasis will be placed upon the development of individual musicianship through the study of musical styles, vocal concepts and repertoire. A wide variety of music ranging from Broadway musicals to pop and jazz charts will be studied. Required participation in concerts may include both on-campus and off-campus events.

*Transfer Credit: CSU*

### **MUS 142 JAZZ IMPROVISATION 1.0 UNIT**

Class hours: 1.0 Lecture/2.0 Laboratory

Recommendation: Audition.

This course in basic techniques in improvisation begins with simple question-and-answer phrases and progresses to extended solos. It covers detailed and applied knowledge of chord progressions and stresses harmonic forms employed in all phases of jazz. Emphasis will be on the blues, 32-bar standards, and jazz pieces. Included are performance, analysis, listening, written improvisations, playing with pre-recorded media and transcribed solo study.

*Transfer Credit: CSU; UC*

### **MUS 143 THE JAZZ AND POPULAR SINGER 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Audition.

This course focuses on the study of jazz and popular singing styles with emphasis on historical elements, stylistic concepts, theoretical practices, performance procedures, and its function within the music industry. Topics include harmony and ear training for jazz and popular singers, historical analysis of significant singers of this genre, small vocal group jazz ensemble, studio recording techniques, improvisation, solo stylization, ensemble sound concepts, and the study of popular literature.

*Transfer Credit: CSU*

### **MUS 143A SONGWRITING 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: MUS 180 or equivalent with a grade of "C" or higher or "Pass".

Corequisite: Enrollment in music theory MUS 181.

This course introduces the process of songwriting. Songs from a variety of genres, styles, forms, and cultures will be studied and analyzed. Songs will be analyzed on chord structure, form, rhythm, melody, harmony, and lyrics. Basics of melodic construction, harmonic processes, and text setting will be explored. Students will practice creating chord progressions, melodies and lyrics. Original compositions and performances are expected from all students.

*Transfer Credit: CSU*

### **MUS 144 ELECTRONIC SYNTHESIZER I 2.0 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

This class is an introduction to MIDI, synthesizer programming, sampling, computer sequencing, drum machine technique, and computer composition. Also, the course introduces the basics of acoustics and the physical properties of sound. Compositions will be required of all students. Individual studio time is provided.

*Transfer Credit: CSU*

### **MUS 144A SYNTHESIZER TECHNIQUES 2.0 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: MUS 110 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalents with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This class is an application of MIDI, synthesizer programming, sampling, computer sequencing, notation, and computer programming. The course covers the history of electronic music and its evolution with respect to technology. Short compositions will be required of all students. Individual lab time is provided. This course is not open to students who have received credit in MUS 144.

*Transfer Credit: CSU*

### **MUS 144B ELECTRONIC MUSIC PRODUCTION 2.0 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: MUS 144 or MUS 144A or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalents with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This class introduces advanced MIDI,

synthesis, and music production techniques used for music, film, and television. The course covers synchronization, remixing, sound design, rhythm programming, notation, and basic MIDI orchestration. Students will receive training on a variety of computer music programs, each suited for a particular task. Several compositions will be required of all students. Individual lab time is provided. This course is not open to students who have received credit in MUS 145.

*Transfer Credit: CSU*

### **MUS 145 ELECTRONIC SYNTHESIZER II 1.0 UNIT**

Class hours: 1.0 Lecture/6.0 Laboratory

Prerequisite: MUS 144 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of tape studio practices, digital recording, synthesizer performance, and computer based recording and processing.

*Transfer Credit: CSU*

### **MUS 145A LIVE SOUND TECHNIQUES 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: MUS 110 or equivalent with a grade of "C" or higher or "Pass".

This course provides an overview of live concert sound reinforcement. Topics include sound system theory and its application. The course covers individual sound system component operation, including microphones, mixers, effects, power amplifiers, and speaker systems. This course offers opportunities for hands-on experiences in troubleshooting, sound checking, and mixing sound for live performance applications. Students are expected to mix live performances.

*Transfer Credit: CSU*

### **MUS 146 RECORDING TECHNIQUES 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Recommendation: MUS 105 or equivalent with a grade of "C" or higher or "Pass".

This course introduces the student to the methods of audio recording for the performing arts. It includes the technical, as well as the artistic, aspects of recording. Emphasis will be placed on the practical use of audio equipment both in a studio situation and on location.

*Transfer Credit: CSU*

### **MUS 146A RECORDING TECHNIQUES 2.0 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: MUS 110 or equivalent with a grade of "C" or higher or "Pass".

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Recommendation: Completion or ENGL 52 or ENGL 72 or ESL 152 or equivalents with a grade of “C” or higher or “Pass” or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course covers the methods of audio recording in studio and live environments. It includes the technical, as well as the artistic, aspects of recording. Emphasis will be placed on the practical use of audio equipment both in a studio situation and on location. Several recordings will be required of all students. Individual lab time is provided. This course is not open to students who have received credit in MUS 146.

*Transfer Credit: CSU*

### **MUS 146B MIXING TECHNIQUES 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: MUS 146A or MUS 146 or equivalent with a grade of “C” or higher or “Pass”.

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of “C” or higher or “Pass” or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course covers the methods of audio mixing in the studio, covering a variety of music genres. It includes the technical, as well as the artistic, aspects of mixing. Emphasis will be placed on the practical mixing strategies and techniques. Students will supervise at least one recording session and provide a mix of that session. Several mix projects in varying genres will be required of all students. Individual lab time is provided.

*Transfer Credit: CSU*

### **MUS 147 BASIC APPLIED MUSIC 1.0 UNIT**

Class hours: 1.0 Lecture/6.0 Laboratory  
Corequisite: Enrollment in a music performance course related to the student’s private study: MUS 200E, or 201E, or 202E, or 203E, or 204E, or 205E, or 206E, or 207E, or 208E, or 209E, or 210E, or 211E, or 213E, or 216E, or 217E, or 218E, or 219E.

This course offers individuals instruction in voice, piano, or band/orchestral instruments with an assigned instructor on the applied music staff. Emphasis will be placed on study at the beginning level of technique and repertoire. It includes one hour per week recital attendance and one hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester.

*Transfer Credit: CSU; UC*

### **MUS 148 PRIVATE STUDY/TECHNIQUE 1.0 UNIT**

Class hours: 1.0 Lecture/6.0 Laboratory  
Prerequisite: Audition Required or MUS 147 with a grade of “C” or higher.

Corequisite: Enrollment in a music ensemble: MUS 200E - MUS 208E, MUS 210E - MUS 213E, MUS 217E, or MUS 219E AND Enrollment in music theory: MUS 180, MUS 181, MUS 280, or MUS 281.

This course offers individual instruction in voice, piano, band/orchestral instrument with an assigned instructor on the applied music staff. Emphasis will be placed on technique development at the intermediate level necessary to form stronger musical skills and technical facility. Includes one hour per week recital attendance and one hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course is not open to students who have completed MUS 149 or 150 or 151.

*Transfer Credit: CSU; UC*

### **MUS 149 PRIVATE STUDY/ MUSICAL PREPARATION 1.0 UNIT**

Class hours: 1.0 Lecture/6.0 Laboratory  
Prerequisite: Audition Required or MUS 148 with a grade of “C” or higher.

Corequisite: Enrollment in a music ensemble: MUS 200E - MUS 208E, MUS 210E - MUS 213E, MUS 217E, or MUS 219E AND Enrollment in music theory: MUS 180, MUS 181, MUS 280, or MUS 281.

This course offers individual instruction in voice, piano, or band/orchestral instruments with an assigned instructor on the applied music staff. Emphasis is on musical preparation of musical style and interpretation for the intermediate student. Repertoire will be representative of various periods and composers. It includes one hour per week recital attendance and one hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course is not open to students who have completed MUS 150 or 151.

*Transfer Credit: CSU; UC*

### **MUS 150 PRIVATE STUDY/ PERFORMANCE PRACTICE 1.0 UNIT**

Class hours: 1.0 Lecture/6.0 Laboratory  
Prerequisite: Audition Required or MUS 149 with a grade of “C” or higher.

Corequisite: Enrollment in a music ensemble: MUS 200E - MUS 208E, MUS 210E - MUS 213E, MUS 217E, or MUS 219E AND Enrollment in music theory: MUS 180, MUS 181, MUS 280, or MUS 281.

This course offers individuals instruction in voice, piano, or band/orchestral instruments with an assigned instructor on the applied music staff. Emphasis is on performance practice and continued study of advanced repertoire representative of various periods and composers. It includes one hour per week recital attendance and one hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. Course is not open to students who have completed MUS 151.

*Transfer Credit: CSU; UC*

### **MUS 151 PRIVATE STUDY/ RECITAL PREPARATION 1.0 UNIT**

Class hours: 1.0 Lecture/6.0 Laboratory  
Prerequisite: Audition Required or MUS 150 with a grade of “C” or higher.

Corequisite: Enrollment in a music ensemble: MUS 200E - MUS 208E, MUS 210E - MUS 213E, MUS 217E, or MUS 219E AND Enrollment in music theory: MUS 180, MUS 181, MUS 280, or MUS 281.

This course offers individual instruction in voice, piano, traditional band or an orchestral instrument with an assigned instructor on the applied music staff. This level of the applied music program provides advanced development of musical skills and knowledge, performance practice, and technique within a recital activity. It includes one hour per week recital attendance and one hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester.

*Transfer Credit: CSU; UC*

### **MUS 152 THE ART OF TEACHING BEGINNING PIANO 2.0 UNITS**

Class hours: 2.0 Lecture  
Prerequisite: MUS 112 and MUS 105 or equivalent with a grade of “C” or higher or “Pass”.

The course introduces basic principles of successful piano teaching at the beginning level. Special problems encountered in teaching will be addressed. Emphasis will be placed on private and group piano teaching methods, personal development as a teacher and musician, analyzing and selecting appropriate literature, development of technique and reading ability in beginning-level students.

*Transfer Credit: CSU*

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## Course Descriptions

### **MUS 153** **THE ART OF TEACHING** **INTERMEDIATE PIANO**      **2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: MUS 152 or equivalent with a grade of "C" or higher or "Pass".

The course advances students' knowledge of principles and skills essential to teaching piano at the intermediate level. Emphasis will be on continued development of technique and reading ability in intermediate level students; private and group piano teaching methods; selection of intermediate literature; Baroque, Classical, Romantic and 20th century styles; studio organization and personal development as teacher and musician.

*Transfer Credit: CSU*

### **MUS 155** **MUSIC ENTREPRENEURSHIP**      **3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: MUS 135 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course explores the elements and development of business plans, business structure, finances, marketing, and management for a career in the music industry as a performer, producer, songwriter, or educator. Students will learn entrepreneurial tools particular to the music industry that will assist in creating new ventures and realize a career path. This course explores New Media and online methods for promotion, distribution, and publishing. Students will be required to design a business plan along with a resume for employment.

*Transfer Credit: CSU*

### **MUS 156** **CONTEMPORARY** **MUSIC NOTATION**      **2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: MUS 105 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course trains students in the craft and technique of music notation. Students will learn to create professional-quality vocal scores, lead sheets, piano reductions,

arrangements, tablatures, and worksheets. Students will learn practical techniques and workflows to produce manuscripts with computer notation software. Topics include transpositions, part creation, and working from MIDI files.

*Transfer Credit: CSU*

### **MUS 157** **AUDIO SYSTEMS DESIGN**      **2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: MUS 110 or 145A or 146A or equivalent with a grade of "C" or higher or "Pass".

This course trains students to design, implement, and support professional audio systems for studio, theatrical, and outdoor venues. Topics include sound system theory and integration. The course covers analog, digital, and network sound system component design, operation, and diagnostics. This course offers opportunities for hand-on experiences in designing and implementing sound systems for a variety of situations. Students will create several projects for different audio environments.

*Transfer Credit: CSU*

### **MUS 171** **OCCUPATIONAL WORK** **EXPERIENCE IN MUSIC**      **1.0 UNIT**

Class hours: 1.0 Work Experience

Recommendation: None.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

One unit of Occupational Work Experience in Music requires 60 non-paid hours or 75 paid hours of work per semester.

*Transfer Credit: CSU*

### **MUS 180** **MUSIC THEORY /** **MUSICIANSHIP I**      **4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: MUS 105 or equivalent with a grade of "Pass" or "C" or higher.

This is a course in music theory and Musicianship. The course incorporates the basic skills of note reading, major and minor scales and key signatures, intervals, and triads to facilitate the study of diatonic triadic harmony, four-voice harmony, voice leading, and figured bass symbols. All concepts will be presented in theoretical examples and actual music. All theoretical concepts will be studied through practical applications including sight singing, ear training, dictation, rhythm exercises, and keyboard harmony. Development of handwritten music notation is expected. This course is not open to students who have received credit in MUS 106.

*Transfer Credit: CSU; UC*

### **MUS 181** **MUSIC THEORY /** **MUSICIANSHIP II**      **4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: MUS 106 or MUS 180 or equivalent with a grade of "Pass" or "C" or higher.

This is a course in music theory and musicianship dealing with advanced diatonic harmony. The course covers the major topics of inversions, nonharmonic tones, seventh chords, and diatonic modulation through the study of four-voice harmony, voice leading, and figured bass symbols. All concepts will be presented in theoretical examples and actual music. All theoretical concepts will be studied through practical applications including sight singing, ear training, dictation, rhythm exercises, and keyboard harmony. This course is not open to students who have received credit in MUS 107.

*Transfer Credit: CSU; UC*

### **MUS 200E** **BEGINNING BAND**      **1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

The beginning band is dedicated to the performance of beginning band literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety will be studied. Introduction to ensemble performance and rehearsal techniques is studied. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

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## Course Descriptions

### **MUS 201E CONCERT BAND**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

The concert band is dedicated to the performance of standard band literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 202E COMMUNITY SYMPHONIC BAND**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This is a concert band playing the finest traditional and contemporary band literature available. Emphasis is on a high degree of individual musicianship and fine ensemble playing. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 203E COMMUNITY BAND**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

The community band is dedicated to the performance of popular, family-oriented literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety will be studied with an emphasis on medleys, marches, and overtures. Ensemble performance and rehearsal techniques are studied. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 204E ORCHESTRA**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

The orchestra is dedicated to the performance of standard orchestral literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 205E COMMUNITY ORCHESTRA**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

This community orchestra course is dedicated to the performance of standard orchestral literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU; UC*

### **MUS 206E STAGE BAND**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This course is designed for the student desiring to enter the fields of professional dance music, radio, or theatre orchestra work. Opportunity is provided for practical experience in organizing instrumental combinations of all kinds and sizes. Training is given in standard dance-band phrasing and improvisation. Nationally-known guest artists appear with the group, and opportunities are provided to make professionally-engineered recordings. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 207E JAZZ ENSEMBLE**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

The community jazz ensemble is dedicated to the performance of standard jazz band literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 208E POP/ROCK LATIN ENSEMBLE**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This course will provide the students an opportunity to learn and perform contemporary music with an emphasis on pop, rock, and Latin musical styles. Aspects to be considered will include style, repertoire, instrumentation, equipment, visual presentation, and management. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU; UC*

### **MUS 209E PEP BAND**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Recommendation: Music background preferred.

The pep band provides entertainment music before and during home football games in the fall season. Additional performances may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 210E STRING ENSEMBLE**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This class provides each individual student the opportunity to learn and execute the principles of string ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal techniques, and performance experience. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 211E WOODWIND ENSEMBLE**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This class provides each individual student the opportunity to learn and execute the principles of woodwind ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal techniques and performance experience. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 212E BRASS ENSEMBLE**

**1.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This class provides each individual student the opportunity to learn and execute the principles of brass ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal techniques, and performance experience. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

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## Course Descriptions

### **MUS 213E** **PERCUSSION ENSEMBLE** 1.0 UNIT

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: Audition.

This class provides each individual student the opportunity to learn and execute the principles of percussion ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal, techniques, and performance experience. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 216E** **PIANO ENSEMBLE** 1.0 UNIT

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: MUS 112 or equivalent with a grade of "C" or higher or "Pass".

This course will survey various origins and history of piano ensemble repertoire. Emphasis on development of basic technical skills, sight reading, transposition, improvisation, correct harmonization of melodies with piano accompaniments, principles of accompanying soloists and ensemble playing. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 217E** **GUITAR ENSEMBLE** 1.0 UNIT

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: MUS 120 or equivalent with a grade of "C" or higher or "Pass".

This course is for the intermediate and advanced guitar student, who will gain experience performing music in ensemble situations. Emphasis is given in achieving a professional level of musicianship. Students will be required to perform two concerts, attend extra rehearsals, perform in festivals, practice in music department facilities and provide concert music for campus events. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 218E** **COMMUNITY CHORUS** 1.0 UNIT

Class hours: 2.0 Lecture/2.0 Laboratory

This choral ensemble is designed for the student who has had little or no previous vocal experience. Emphasis will be placed on the development of individual musicianship through the study of musical styles, vocal concepts and repertoire. A variety of traditional choral music ranging from renaissance to the twentieth century will be studied and performed. Required

participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.  
*Transfer Credit: CSU; UC*

### **MUS 219E** **COLLEGIATE CHORALE** 1.0 UNIT

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Audition.

This choral ensemble is designed for the student who has had some previous vocal experience. Emphasis will be placed on the development of individual musicianship through the study of musical styles, vocal concepts, and repertoire. A variety of traditional choral music ranging from the Renaissance to the twentieth century, and beyond will be studied and performed with a particular emphasis on major choral works. Required participation in concerts may include both on-campus and off-campus events. This course may be taken for a maximum of 4 times.

*Transfer Credit: CSU*

### **MUS 244** **DIGITAL AUDIO** **POST PRODUCTION** 3.0 UNITS

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: MUS 144 or equivalent with a grade of "C" or higher or "Pass".

This course covers the assembly of various audio elements (dialog, music and effects) into a play list for synchronization to picture. Non-linear digital video editing systems will be utilized to create finished programs for digital video, animation, television, and computer games.

*Transfer Credit: CSU*

### **MUS 244A** **AUDIO FOR FILM,** **TV, AND GAMES** 2.5 UNITS

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: MUS 144B or MUS 145 and MUS 146B or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course covers the assembly of various audio elements (dialog, music, and sound effects) into a playlist for synchronization to picture. Non-linear digital video and audio editing systems will be explored to create finished video projects. The course will focus on designing sound elements for film, TV, animation, and computer game platforms.

*Transfer Credit: CSU*

### **MUS 245A** **MUSIC FOR FILM,** **TV, AND GAMES** 2.5 UNITS

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: MUS 144B or MUS 145 and MUS 146B or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course introduces students to traditional and MIDI orchestration techniques as it pertains to the film, television, and gaming industries. The course will also cover the history of film music and its technological evolution. Students will learn the elements and sound of orchestral and vocal ensembles. Students will create "mock" scores using MIDI and sample libraries in a variety of styles. The course will focus on creating realistic sounding musical scores using sequencers.

*Transfer Credit: CSU*

### **MUS 280** **MUSIC THEORY /** **MUSICIANSHIP III** 4.0 UNITS

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: MUS 107 or MUS 181 or equivalent with a grade of "C" or higher or "Pass".

This is a course in music theory and musicianship dealing with chromatic harmony. The course covers all aspects of chromatic and extended tertian harmony in advanced four-part harmony and analysis of music examples. Secondary dominants, borrowed chords, Neapolitan triads, augmented sixth chords, and advanced modulation techniques are studied. All theoretical concepts also will be studied through practical applications including sight singing, ear training, dictation, rhythm exercises, and keyboard harmony. This course is not open to students who have received credit in MUS 108.

*Transfer Credit: CSU; UC*

### **MUS 281** **MUSIC THEORY /** **MUSICIANSHIP IV** 4.0 UNITS

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: MUS 108 or MUS 280 or equivalent with a grade of "Pass" or "C" or higher.

This is a course in music theory and musicianship dealing with advanced chromatic harmony and contemporary composition techniques of the twentieth and twenty-first centuries. The course covers the major topics of enharmonic

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

modulation, modes and modal composition, impressionism, jazz, and atonal styles. The course also includes an overview of electronic music composition and techniques. All concepts will be presented in theoretical examples and actual music. All theoretical concepts will be studied through practical applications including sight singing, ear training, dictation, rhythm exercises, and keyboard harmony. Students will compose music in a variety of twentieth and twenty first-century styles. This course is not open to students who have received credit in MUS 109.

*Transfer Credit:* CSU; UC

### **MUS 298** **DIRECTED STUDIES** **1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit:* CSU

### **MUS 299** **DIRECTED STUDIES** **2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit:* CSU

## **NEW PRODUCT DEVELOPMENT**

### **(Technology Division)**

### **NPD 100** **PRODUCT DEVELOPMENT** **IN A GLOBAL ECONOMY** **3.0 UNITS**

Class hours: 3.0 Lecture

This course will introduce students to product development in a global economy. Students will learn about identifying customer needs, generating specifications, selecting concepts, selecting a fabrication or procurement process, generating a prototype, and testing the product. Emphasis will be placed on the lean product development system model and how to integrate suppliers, either local or global, into the product development process.

*Transfer Credit:* CSU

### **NPD 101** **INNOVATION USING** **RAPID PROTOTYPING** **3.0 UNITS**

Class hours: 3.0 Lecture

This course will introduce students to innovation using rapid prototyping methodologies. Students will learn how to produce parts that were created with computer assisted design programs. The focus of the class will be on feasibility, post-production, finishes, and expansion to low volume production methods. Plastic, composite, and metallic materials will be investigated for prototyping.

*Transfer Credit:* CSU

### **NPD 102** **QUALITY SYSTEMS** **FOR NEW PRODUCT** **DEVELOPMENT** **3.0 UNITS**

Class hours: 3.0 Lecture

This course is a survey of International Standards Organization (ISO) requirements for New Product Development. Students will learn about the relationship between quality systems during new product development and the importance of registration. Emphasis will be placed on how to implement ISO standards and recognized how auditors interpret them.

*Transfer Credit:* CSU

### **NPD 103** **TOOLING AND MATERIALS** **FOR NEW PRODUCT** **DEVELOPMENT** **3.0 UNITS**

Class hours: 3.0 Lecture

This course will introduce students to the tooling and materials used in new product development. Students will learn about metallic and non-metallic materials used in the design of tooling. Emphasis will be placed on the lean

development of tooling and how to integrate suppliers to reduce overall cost of product development.

*Transfer Credit:* CSU

### **NPD 105** **MECHATRONICS INTEGRATION** **IN NEW PRODUCT** **DEVELOPMENT** **3.0 UNITS**

Class hours: 3.0 Lecture

This course will introduce students to electronic and electrical systems and their integration in new products. Students will learn about the role of electronics and electrical sub-systems in digital new product development. Emphasis will be placed on understanding routing, bill of materials, wire harnesses, inputs and outputs of printed circuit boards and integration in control boxes or design parts.

*Transfer Credit:* CSU

### **NPD 106** **SAFETY IN NEW** **PRODUCT DEVELOPMENT** **2.0 UNITS**

Class hours: 2.0 Lecture

This course will introduce students to safety concerns in new product development. Students will learn about the type of hazards and their effects in product and process design. Emphasis will be placed on recognizing hazards that impact product development and how to devise controls to minimize risk and increase compliance to standards.

*Transfer Credit:* CSU

## **NURSING**

### **(Health Occupations Division)**

### **NRS 3 (Not Degree Applicable)** **PREPARING FOR NURSING** **2.0 UNITS**

Class hours: 2.0 Lecture

This course is designed for students planning to enter the nursing career. Content includes how to use time and other resources to become a successful nursing student. Overviews of nursing career options and educational pathways are presented, along with trends affecting nursing's future. Students are introduced to communication skills for use with a diverse student and patient population.

### **NRS 5 (Not Degree Applicable)** **REMOVING BARRIERS** **TO SUCCESS IN NURSING** **2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: Achievement of a score below benchmark on the diagnostic assessment test.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

Prerequisite: Acceptance to the Cerritos College Nursing Program pending remediation.

This course is designed to facilitate the success of students pursuing entry into a nursing program who did not reach the benchmark score on the diagnostic assessment test. The aim of the course is to aid students in identifying and strengthening areas needed in academic preparation for a nursing program, as well as to develop critical thinking and study skills essential to success. Resources available to facilitate student success will be identified and explored. This course is offered on a pass/no pass basis only.

### **NRS 25 (Not Degree Applicable) CLINICAL WORKSHOP 1 0.5 UNIT**

Class hours: 0.3 Lecture/1.8 Laboratory  
Prerequisite: Current license as a Licensed Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/accredited nursing program.

The purpose of this course is to provide the nursing applicant with theoretical concepts and skill demonstration and practice related to clinical competency necessary for advanced assessment/placement students entering the first year of the nursing program. Included are assessment processes and individualized planning to assist the student in attaining the necessary level of skills competence to support success in the nursing program. This course is offered on a pass/no pass basis only.

### **NRS 26 (Not Degree Applicable) CLINICAL WORKSHOP 2 0.5 UNIT**

Class hours: 0.3 Lecture/1.8 Laboratory  
Prerequisite: Current license as a Licensed Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/accredited nursing program.

The purpose of this course is to provide the nursing applicant with theoretical concepts and skill demonstration and practice related to clinical competency necessary for advanced assessment/placement students entering the second year of the nursing program. Included are assessment processes and individualized planning to assist the student in attaining the necessary level of skills competence to support success in the nursing program. This course is offered on a credit/no credit basis only.

### **NRS 48T (Not Degree Applicable) ELECTIVE NURSING - TUTORIAL 0.5 UNIT**

Class hours: 2.0 Laboratory  
Prerequisite: Admission to the Nursing Program. This course is designed as an elective course to facilitate the development of nursing skills that are taught in the Nursing Program. This course is also designed to assist students who

need time to practice nursing skills to achieve mastery in performance in a supervised lab setting through individualized and mediated instruction. It is open to students in continuous enrollment, readmitted, or transferring into the Nursing Program. This course is offered on a pass/no pass basis only.

### **NRS 57LA BEGINNING NURSING SKILLS LAB 1.0 UNIT**

Class hours: 3.0 Laboratory  
Corequisite: NRS 210 or NRS 212  
This course is designed to facilitate student learning of first semester basic nursing concepts and skills, beginning medication practices, and physical assessment through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only. (Formerly NRS 47T, AED 90.47, NRS 47).

### **NRS 57LB INTERMEDIATE NURSING SKILLS LAB 1.0 UNIT**

Class hours: 3.0 Laboratory  
Corequisite: NRS 220 or NRS 222  
This course is designed to reinforce basic skills and facilitate learning of second semester intravenous therapy and medication administration concepts and skills for adults, children, and infants through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.

### **NRS 57LC ADVANCED INTERMEDIATE NURSING SKILLS LAB 1.0 UNIT**

Class hours: 3.0 Laboratory  
Corequisite: NRS 230 or NRS 232  
This course is designed to reinforce prior learning and facilitate student learning of third semester advanced intermediate parenteral therapy, central line, and assessment skills and concepts through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.

### **NRS 57LD ADVANCED NURSING SKILLS LAB 1.0 UNIT**

Class hours: 3.0 Laboratory  
Corequisite: NRS 240 or NRS 242  
This course is designed to reinforce prior learning and facilitate student learning of fourth semester advanced parenteral therapy medication administration, intravenous access,

and assessment skills and concepts through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.

### **NRS 80 NURSING PROCESS DOCUMENTATION 1.0 UNIT**

Class hours: 1.0 Lecture/0.5 Laboratory  
Prerequisite: NRS 210 or equivalent with a grade of "C" or higher or "Pass" or admission to the Nursing Program.

The focus of this course is on the documentation of the physical and psychosocial assessment of patients utilizing the Nursing process. Emphasis is also placed on the reporting and recording of assessment findings using appropriate medical terminology applicable to the clinical nursing setting.

### **NRS 200 PHARMACOLOGY FOR NURSES 2.0 UNITS**

Class hours: 2.0 Lecture  
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of "C" or higher or "Pass".

This course introduces the student to the fundamentals of pharmacology as they relate to the nursing management of drug therapy. Prototype drugs, selected from the major drug classes, are used to illustrate important drug facts. Core drug knowledge is integrated with core patient knowledge to provide a framework for nursing management in drug therapy.

*Transfer Credit: CSU*

### **NRS 210 FUNDAMENTALS OF NURSING 5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory  
Corequisite: NRS 211

Prerequisite: Admission to Nursing Program. The focus of this course is on the introduction of theory and beginning clinical application of the Nursing process and the Roy Adaptation Model when providing care for geriatric patients. Emphasis is also placed on the beginning application of therapeutic communication techniques and the acquisition of adult physical assessment skills and fundamental concepts and skills required for patient care. Students are evaluated using the Educational Competencies for Graduates of Associate Degree Nursing Programs as identified by the National League for Nursing Task Force. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab to pass the course.

*Transfer Credit: CSU*

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## Course Descriptions

### **NRSG 211 INTRODUCTION TO THEORETICAL FRAMEWORK 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: Admission to the Nursing Program or possession of an active Licensed Psychiatric Technician License.

This course introduces beginning nursing students and Licensed Psychiatric Technicians to the theoretical framework used in the Cerritos College Nursing Program. The Nursing process as a dynamic, systematic way of delivering patient care is defined and demonstrated. Students are introduced to concepts central to nursing theory and elements of the Roy Adaptation Model. Students learn to integrate the Nursing process and Roy Adaptation Model into clinical nursing practice when planning and providing patient care. The student must receive a grade of Credit or "C" or higher to pass this course.

*Transfer Credit: CSU*

### **NRSG 212 MEDICAL- SURGICAL NURSING I 5.0 UNITS**

Class hours: 2.5 Lecture/7.5 Laboratory

Prerequisite: NRSG 210 or equivalent with a grade of "C" or higher or "Pass". For Option B students: Possession of an active Licensed Psychiatric Technician license and admission to the Nursing Program

Corequisite: NRSG 211 may be taken prior to admission or concurrent

Recommendation: NRSG 200 or NRSG 213A or equivalent with a grade of "C" or higher or "Pass".

The focus of this course is on the theory and clinical application of the Nursing process based on the Roy Adaptation Model when providing care for acutely ill medical-surgical patients with specific conditions. Adult physical assessment skills continue to be applied to patients in an acute care setting. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.

*Transfer Credit: CSU*

### **NRSG 213A MAJOR DRUGS AND NURSING MANAGEMENT I 0.5 UNIT**

Class hours: 0.5 Lecture

Prerequisite: Admission to the Nursing Program. This course introduces the student to the nursing management of drug therapy. Prototype drugs, selected from the major

drug classes, are used to illustrate important drug facts. Core drug knowledge is integrated with core patient knowledge to provide a framework for nursing management in drug therapy. (Formerly NRSG 213)

*Transfer Credit: CSU*

### **NRSG 213B MAJOR DRUGS AND NURSING MANAGEMENT II 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: NRSG 213A or equivalent with a grade of "C" or higher or "Pass".

This course continues the study of the fundamentals of pharmacology as it relates to the nursing management of drug therapy. Prototype drugs, selected from the major drug classes, are used to illustrate important drug facts.

*Transfer Credit: CSU*

### **NRSG 215 ADVANCED PLACEMENT BRIDGE 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: An active LVN license or current enrollment in a vocational or registered nursing program or completion of one or more Associate Degree Nursing or Bachelor of Science in Nursing courses with a grade of "C" or higher or "Pass".

Recommendation: Completion of READ 54, ENGL 52, and MATH 60 or equivalent with grade of "C" or higher or "Pass" or successful completion of the college assessment/ placement process.

This course introduces Licensed Vocational Nurses and students transferring from other nursing programs to the theoretical framework used in the Cerritos College Nursing Program. The Nursing process as a dynamic, systematic way of delivering patient care is defined and demonstrated. Elements of the Roy Adaptation Model for Nursing are taught as the basis for assessing patient care needs. Students learn to apply the Nursing process and Roy Adaptation Model to clinical practice when planning and providing nursing care. Content also includes communication theory and application, client teaching concepts, assertion theory, and critical thinking foundational skills.

*Transfer Credit: CSU*

### **NRSG 220 MEDICAL- SURGICAL NURSING 3 5.5 UNITS**

Class hours: 3.0 Lecture/7.5 Laboratory

Prerequisite: NRSG 211, NRSG 212 and NRSG 213A or equivalent with a grade of "C" or higher or "Pass". For Option B and E students.

Prerequisite: Admission to the Nursing Program. The focus of this course is on the theory and clinical application of the Nursing process based on the Roy Adaptation Model when providing care for medical-surgical patients and patients with women's health disorders in acute care settings. The role of the nurse as a manager of care in collaboration with other members of the healthcare team is introduced. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.

*Transfer Credit: CSU*

### **NRSG 222 MATERNAL/CHILD NURSING 5.5 UNITS**

Class hours: 3.0 Lecture/7.5 Laboratory

Prerequisite: NRSG 220 or equivalent with a grade of "C" or higher or "Pass".

This course focuses on the theory and clinical application of the Nursing process based on the Roy Adaptation Model and concepts related to the role of the Associate Degree Nurse as a Provider of Care for patients giving birth in the acute care setting and care of children in acute and clinic settings. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.

*Transfer Credit: CSU*

### **NRSG 230 PSYCHOSOCIAL AND COMMUNITY NURSING 5.0 UNITS**

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: NRSG 222 or equivalent with a grade of "C" or higher or "Pass". For Option C, D, E and F students: Admission to the Nursing Program.

The focus of this course is on the theory and clinical application of the Nursing process based on the Roy Adaptation Model when caring for clients in psychiatric and community-based settings. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.

*Transfer Credit: CSU*

### **NRSG 232 MEDICAL- SURGICAL NURSING 4 5.0 UNITS**

Class hours: 2.5 Lecture/7.5 Laboratory

Prerequisite: NRSG 230 or equivalent with a grade of "C" or higher or "Pass". For Option C, D, and E students: Admission to the Nursing Program.

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## Course Descriptions

The focus of this course is on the theory and clinical application of the Nursing process and the Roy Adaptation Model when providing care for patients with complex medical-surgical conditions in acute care settings. Continued emphasis is placed on the role of the nurse as a manager of care in collaboration with other members of the healthcare team. The student must receive a "C" grade or better in the lecture component and a satisfactory grade in clinical lab in order to pass the course.

*Transfer Credit: CSU*

### **NRSRG 240 MEDICAL- SURGICAL NURSING 5 5.0 UNITS**

Class hours: 2.5 Lecture/7.5 Laboratory  
Prerequisite: NRSRG 232 or equivalent with a grade of "C" or higher or "Pass". For Option E and F students: Admission to the Nursing Program.

The focus of this course is on the theory and clinical application of the Nursing process and the Roy Adaptation Model when providing care for patients with increasingly complex medical-surgical conditions in acute care settings and exposure to specialty care areas. The role of the nurse as a manager of care continues to be emphasized with increased focus on organization, leadership, and delegation skills. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.

*Transfer Credit: CSU*

### **NRSRG 242 PROFESSIONAL ROLE TRANSITION 3.0 UNITS**

Class hours: 0.5 Lecture/7.7 Laboratory  
Prerequisite: NRSRG 240 or equivalent with a grade of "C" or higher or "Pass".

The focus of this course is on the theory and clinical application of the Nursing process when providing care for medical-surgical patients in the acute care setting. This course facilitates the transition from student nurse to graduate nurse. The student participates as a preceptee member of the healthcare team and assumes responsibility for a group of patients under the direct supervision of a registered nurse. Course content includes legal and ethical issues related to nursing practice. By the end of this course, the graduate is expected to function satisfactorily within the Educational Competencies for Graduates of Associate Degree Nursing Programs as identified by the National League for Nursing Task Force. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.

*Transfer Credit: CSU*

### **NRSRG 251 BASIC ADULT PHYSICAL ASSESSMENT 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
Prerequisite: Current or prior enrollment in an accredited nursing program or licensure as a health care provider.

This course focuses on physical examination of healthy adults stressing identification of normal and common abnormal findings in diverse populations. Variations due to normal age-related changes are presented. Examination techniques and elements of assessing functional, cognitive, and fluid status are introduced. Analysis of findings with clinical application is emphasized from the perspective of the entry-level Registered Nurse. Basic physical examination is limited to selected body structures within the following organ systems: integumentary, sensory, respiratory, cardiovascular, gastrointestinal, musculoskeletal, and neurological. This course is offered on a pass/no pass basis only.

*Transfer Credit: CSU*

### **NRSRG 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **NRSRG 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number

of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **PHARMACY TECHNICIAN**

### **(Health Occupations Division)**

### **PHAR 45(NOT DEGREE APPLICABLE) RETAIL PRODUCTS FOR PHARMACY CLERKS 2.0 UNITS**

Class hours: 2.0 Lecture  
This course provides basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

### **PHAR 50 PHARMACEUTICS 1.5 UNITS**

Class hours: 1.5 Lecture  
Prerequisite: HO 56 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to develop the practical application of fundamentals of measurements and mathematics utilized by the pharmacy technician.

### **PHAR 55 PHARMACY INTRODUCTION 1.5 UNITS**

Class hours: 1.5 Lecture  
Corequisite: PHAR 56  
This introductory course is designed to provide the student with an overview of the pharmacy profession and the role of the pharmacist, pharmacy technician, and pharmacy clerk in all pharmacy settings. Students will be introduced to pharmacy law and will learn how to read and process prescriptions. This course is not open to students who have received credit for PHAR 60.

### **PHAR 56 PHARMACY SKILLS LAB INTRODUCTION 0.5 UNIT**

Class hours: 0.5 Lecture/1.0 Laboratory  
Corequisite: PHAR 55  
This course is designed to provide the student with hands-on experience working with a computerized Pharmacy Management System in the retail setting. This course is not open to students who have received credit for PHAR 60L.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **PHAR 57 PHARMACY OPERATIONS I 1.5 UNITS**

Class hours: 1.5 Lecture

This course is designed for the student to develop the interpersonal communication skills needed to work in a pharmacy setting dealing with patients, pharmacists, and co-workers. Students will also develop a basic understanding of hospital distribution systems and medication order transcription.

### **PHAR 63 PHARMACY OPERATIONS II 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: PHAR 55, PHAR 56, and PHAR 57 or equivalent with grades of "C" or higher or "Pass".

This course is designed for the Pharmacy Technician major to develop proficiency in skills necessary to both hospital and community pharmacy settings. It will also introduce students to the many contemporary issues facing the pharmacy profession. Included will be use of forms, drug formularies, patient profiles, patient charts, processing of medication orders, drug manufacturing and packaging, and computers.

### **PHAR 64 PHARMACY OPERATIONS III 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: PHAR 50, PHAR 55, PHAR 56, PHAR 57, and PHAR 63 or equivalents with grades of Pass or "C" or higher. PHAR 63 may be taken concurrently with PHAR 64; however PHAR 64 cannot be taken prior to PHAR 63.

This course is designed to develop proficiency in the preparation and storage of sterile products, including intravenous admixtures, TPNs, and antineoplastic agents. Topics include disease processes, infection control, aseptic technique, and pharmacy equipment. United States Pharmacopeia <797> and California State Board of Pharmacy regulations are emphasized.

### **PHAR 65 PHARMACY OPERATIONS IV - NON-STERILE COMPOUNDING 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: PHAR 50 and PHAR 63 or equivalent with grades of "C" or higher or "Pass".

This course will provide training in the art, science, and technology of pharmaceutical compounding. It is designed for the Pharmacy Technician major to develop proficiency in the

skills necessary for successful compounding technique and practice in both the hospital and community pharmacy settings. This course includes the history and theory of pharmaceutical compounding, non-sterile preparation, use of dosage forms, rationale for use of various drug formulations, patient-specific criteria indicating alternative dosage forms, herbal alternatives, and regulations governing the practice of compounding and packaging.

### **PHAR 73 PHARMACY TECHNICIAN OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience

One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student's educational goal.

Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **PHAR 74 PHARMACY TECHNICIAN OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS**

Class hours: 1.0 Work Experience

One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student's educational goal.

Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### **PHAR 81 OVER-THE-COUNTER PRODUCTS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: MA 161 or A&P 120 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to teach Pharmacy Technician students to recognize the classifications, uses and general action of the various Over-the-Counter (OTC) pharmaceutical and herbal products available to and used by consumers. Lectures and discussions include a brief review of anatomy and physiology, a review of the way drugs exert their effects, major indications for use, adverse effects, consumer precautions and contraindications. The goal is to help a person select a non-prescription drug safely and rationally.

### **PHAR 83 PHARMACY TECHNICIAN PHARMACOLOGY I 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: MA 161 or A&P 120 or equivalent with a grade of "C" or higher or "Pass".

This pharmacology course covers information on drugs affecting the gastrointestinal system, vitamin and mineral balance, infectious diseases, neoplastic disorders, immunological function, hormonal function, mood and behavior and the eyes. Content includes how drugs exert their effects, adverse effects and major indications for drug use. Emphasis will be placed on routes of administration and product types.

### **PHAR 85 PHARMACY TECHNICIAN PHARMACOLOGY II 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: MA 161 or A&P 120 or equivalent with a grade of "C" or higher or "Pass".

This pharmacology course covers information on drugs affecting the respiratory, integumentary, nervous and cardiovascular systems. Content includes major indications for drug use, how drugs exert their effects, adverse effects and specific implications for consumer awareness. Drugs of abuse, at-risk populations and treatment regimens are included. Emphasis will be on routes of administration and product types.

### **PHAR 90 CLINICAL EXPERIENCE I 3.0 UNITS**

Class hours: 1.0 Lecture/6.7 Laboratory

Prerequisite: PHAR 50, PHAR 63, PHAR 65, and PHAR 81 or equivalents with grades of "C" or higher or "Pass".

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

This course is designed to provide the student with practical experiences in selected community pharmacy settings working under the supervision of a registered pharmacist.

### **PHAR 95 CLINICAL EXPERIENCE II 5.0 UNITS**

Class hours: 1.0 Lecture/11.1 Laboratory  
Prerequisite: PHAR 64, PHAR 83, and PHAR 85 or equivalent with grades of "C" or higher or "Pass".

This course is designed to provide the student with practical experiences in the classroom lab and in selected hospital pharmacy settings working with intravenous additives and sterile extemporaneous packaging areas.

### **PHAR 98 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **PHAR 99 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

## **PHILOSOPHY**

**(Business, Humanities, and Social Sciences Division)**

### **PHIL 100 INTRODUCTION TO PHILOSOPHY 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This is a humanities course developing philosophical concepts through problems and systems of thought in selected Western philosophers such as Socrates, Plato, Aristotle, Augustine, Aquinas, Bacon, Kant, etc., it, furthermore, studies modern movements in Western culture such as dialectical materialism, pragmatism, analytic philosophy, and existentialism.

*Transfer Credit: CSU; UC*

### **PHIL 102 INTRODUCTION TO ETHICS 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course represents a survey of the major theories of value in the writings of some prominent Western Asian philosophical traditions, with special attention to a critical evaluation of their relevance to educational, ethical, aesthetic, religious, and social problems of our times.

*Transfer Credit: CSU; UC*

### **PHIL 103 PHILOSOPHICAL REASONING: CRITICAL THINKING IN PHILOSOPHY 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or ENGL 100S, or equivalent with a grade of "C" or higher or "Pass" or satisfactory completion of the Advanced Placement English Examination of the College Entrance Examination Board.

This course develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays and practice in applying those skills. (Formerly PHIL 202)

*Transfer Credit: CSU; UC*

### **PHIL 104 PHILOSOPHY OF CULTURAL DIVERSITY: CHALLENGE AND CHANGE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This humanities course is designed to create understanding, appreciation, and tolerance of diverse cultures, particularly those of non-Western civilizations, which are ethnic minority groups in American culture. Topics covered will include the nature of culture, the epistemology of cultural diversity, worldviews, religion, traditional values, ethnocentrism, cultural relativism, cultural pluralism, and the philosophy of liberation.

*Transfer Credit: CSU; UC*

### **PHIL 105 PHILOSOPHY OF ART AND BEAUTY 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass".

This course examines philosophical theories of aesthetics and philosophy of art by studying traditional and contemporary literary and other artistic expressions, while students are also engaged in understanding the fundamentals of philosophy.

*Transfer Credit: CSU; UC*

### **PHIL 106 INTRODUCTION TO LOGIC 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

This course gives an introduction to the basic principles of inductive and deductive reasoning, the uses of language, definition, analysis of fallacious arguments in various areas, and integration of composition and critical thinking skills.

*Transfer Credit: CSU; UC*

### **PHIL 107 PHILOSOPHY OF SCIENCE AND TECHNOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

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## Course Descriptions

This introductory level course examines the nature of scientific reasoning and its relationship to technology, the development of modern technologies, and the impact of science and technology on society, personal life, and the environment. Major areas of philosophical inquiry will include metaphysics, epistemology, ethics, and aesthetics.

*Transfer Credit: CSU; UC*

### **PHIL 108 PHILOSOPHY OF THE AMERICAS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course examines fundamental elements of metaphysics, epistemology, ethics, aesthetics, and political and social philosophy as found in four cultural worldviews: African- American philosophy, Anglo-American philosophy, Latin-American philosophy, and Native-American philosophy. This introductory course is designed to prepare students to analyze philosophical ideas and to critically assess commonality and divergence among these four worldviews on the subjects of human nature, moral community, freedom, truth, society, ultimate reality, economic justice, environment, and beauty.

*Transfer Credit: CSU; UC*

### **PHIL 109 PHILOSOPHY OF THE BODY, FEMINISM, AND GENDER 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: READ 54 or READ 97 with a grade of "C" or higher or Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

This course examines philosophical scholarship on feminism, gender, and theory of the body in the areas of metaphysics, epistemology, ethics, and aesthetics. Questions about gender identity, the nature of the self and personal identity, friendship, the feminist conception of knowledge, feminism and philosophy of language, philosophy of religion, philosophy of science; misogynist patterns in philosophical texts, male responses to feminism, moral theories, and feminist questions about beauty and art will be examined in the course, while students are also engaged in understanding

the fundamentals of philosophy. This course is not open to students who are currently enrolled in WGS 109 or WS 109.

*Transfer Credit: CSU; UC*

### **PHIL 130 HISTORY OF ANCIENT PHILOSOPHY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the placement process with eligibility for ENGL 100 or ENGL 100S.

This course covers the genesis of Western philosophy and its development, ranging from the pre-Socratic philosophers, moving through Plato and Aristotle, and ending with the emergence of Neo-Platonism. This study includes the influence Hellenic society and culture had over Athens, Rome, Alexandria, and Asia Minor: from 585 BC/BCE), with the earliest pre-Socratics, the 529 AD/CE, when Justinian closed Plato's Academy at Athens. Special attention is paid to reading primary philosophical texts.

*Transfer Credit: CSU; UC*

### **PHIL 140 HISTORY OF MODERN PHILOSOPHY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the placement process with eligibility for ENGL 100 or ENGL 100S.

This course addresses 17th and 18th century philosophy with an emphasis on metaphysical, epistemological, political, and psychological developments of rationalism and empiricism in philosophical thought from Descartes to Kant and may include approximate precursors and successors. Special attention is paid to reading primary philosophical texts.

*Transfer Credit: CSU; UC*

### **PHIL 160 SYMBOLIC LOGIC 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or ENGL 100S, or equivalent with a grade of "C" or higher or "Pass".

Recommendation: PHIL 106 with a grade of "C" or higher or "Pass".

This course is an introduction to propositional (sentential) and predicate (quantificational) logic. PHIL 160 examines the basic concepts and achievements of modern logic. It aims to provide students with the ability to think rigorously, identify and deconstruct arguments, represent arguments in symbolic

notation, and determine the validity of arguments using deductive proofs.

*Transfer Credit: CSU; UC*

### **PHIL 200 WORLD RELIGIONS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or ENGL 155 or equivalent with a grade of "C" or higher or "Pass" is strongly recommended.

This course presents a comparative study of the major religions of the world including Hinduism, Buddhism, Daoism, Shinto, Judaism, Christianity, Islam, etc. The survey pertains to their origin, historic development, primary source book, theological doctrines and value system.

*Transfer Credit: CSU; UC*

### **PHIL 201 CONTEMPORARY PHILOSOPHY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: READ 42 or READ 48 or equivalent with a grade of "C" or higher or "Pass".

This course is a survey of the major philosophical movements that characterize the twentieth and twenty-first centuries, including the rise of Continental, Anglo- American, Marxist, Feminist, Asian, African, and Latin American philosophies. Students will become familiar with the diversity of styles, methods, and approaches that contemporary philosophers have developed in response to the problems of self and subjectivity; mind and consciousness; alienation, anxiety, and authenticity; gender, race, nationality, and social justice; relativism, universalism, realism; and the role of meaning and language in philosophical inquiry.

*Transfer Credit: CSU; UC*

### **PHIL 203 PHILOSOPHY OF RELIGION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course examines philosophical theories of the nature of religion, arguments for the existence of God, the nature of miracles, religious experience, faith and pragmatic

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## Course Descriptions

reasons for belief, arguments from evil, God and morality, religious diversity, God and language, atheism and agnosticism, and life after death. The course examines traditional and contemporary theories of philosophy of religion while students are also engaged in understanding the fundamentals of philosophy.

*Transfer Credit: CSU, UC*

### **PHIL 204 PHILOSOPHY OF THE BIBLE I (HEBREW SCRIPTURES) 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course is a general introduction to the philosophical, religious, cultural and historical influences on the development of the Hebrew Scriptures. The methods of critical analysis of Biblical materials from an academic point of view will be presented and discussed.

*Transfer Credit: CSU; UC*

### **PHIL 205 INTRODUCTION TO BIOETHICS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This introductory course examines moral theories and philosophical implications relevant to biological and medical procedures, technologies, and treatments, such as organ transplantation, genetic engineering, and care of the terminally ill. This course also studies ethical problems arising from biological research and the application of biological research in other fields such as social and political policies, the environment, and professional careers in medical and some scientific fields. Students learn about the principles of philosophical reasoning and the fundamentals of philosophy while engaged in understanding the elements of bioethics.

*Transfer Credit: CSU; UC*

### **PHIL 206 PHILOSOPHY OF THE BIBLE II (CHRISTIAN SCRIPTURES) 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English

assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course is a general introduction to the philosophical, religious, cultural and historical influences on the development of the Christian Scriptures. The methods of critical analysis of Biblical materials from an academic point of view will be presented and discussed.

*Transfer Credit: CSU; UC*

### **PHIL 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **PHIL 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **PHOTOGRAPHY**

### **(FINE ARTS & COMMUNICATIONS DIVISION)**

#### **PHOT 100 INTRODUCTORY PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This is a beginning course in the theory and practice of photography. The lecture portion of the class will emphasize historical trends, contemporary applications, and an appreciation of photography as an art and as a craft. The lab portion will introduce the student to camera technique, film exposure, digital capture, processing, darkroom and computer techniques, lighting, and composition.

*Transfer Credit: CSU; UC*

#### **PHOT 102 INTERMEDIATE PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".

This photography course is a continuation and expansion of principles taught in the introductory class. This course includes the use of special film processing techniques, advanced exposure techniques, archival print processing, toning techniques, and an introduction to large format cameras. Special effects techniques, lighting set-ups, color film and digital photography will also be covered.

*Transfer Credit: CSU*

#### **PHOT 110 INTRODUCTION TO DIGITAL PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course provides an introduction to the basics of digital photography. Topics include use of digital cameras; scanning techniques; file compression and formatting; use of image editing software (primarily Adobe Photoshop); printing techniques; and legal, philosophical and sociological issues associated with digital photography. Emphasis is placed on constructing meaning in imagery through digital techniques.

*Transfer Credit: CSU*

#### **PHOT 112 INTERMEDIATE DIGITAL PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: PHOT 110 or ART 192 or equivalent with a grade of "C" or higher or "Pass".

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

This course continues the instruction in digital photographic technique begun in PHOT 110, and explores digital photography as a new visual arts medium. More intensive use of tools and filters in Adobe Photoshop and other art and photo-related software, advanced camera techniques, and scanning and output methods are included with emphasis on constructing meaning in imagery through digital processes.

*Transfer Credit: CSU*

### **PHOT 122 COLOR PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: PHOT 100 or PHOT 110 or equivalent with a grade of "C" or higher or "Pass".

This course provides instruction in the practical and theoretical principles of color photography. The student will examine choices in film, scanning, digital capture, and digital output. Image evaluation will include technical considerations of light, exposure, color correction, computer monitor calibration, and color profiles for printing. Furthermore, color and vision, color theory, and color symbolism will be examined at length. Specific assignments will be addressed with individual and class critiques.

*Transfer Credit: CSU*

### **PHOT 130 PHOTO JOURNALISM 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".

This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, Internet and other mass communications media. Students must have access to a manually operable camera. This course is not open to students who are enrolled in or who have received credit in JOUR 130.

*Transfer Credit: CSU*

### **PHOT 150 PHOTOGRAPHY AND SOCIETY 3.0 UNITS**

Class hours: 3.0 Lecture

This course will examine a variety of topics concerning the interface of photography and society. These include photography and the arts, propaganda and politics,

photography and scientific observation, visual anthropology, the visual archive as historical memory, surveillance and power, issues of privacy and censorship, advertising and commodity culture, photojournalism, and the construction of celebrity through images. The manufacturing of personal identity and cultural history through photographic artifacts will be emphasized, as well. Analysis will focus on the way photographic images are used in society and how they help construct our sense of self and the world on a daily basis.

*Transfer Credit: CSU; UC*

### **PHOT 160 HISTORY OF PHOTOGRAPHY 3.0 UNITS**

Class hours: 3.0 Lecture

This course is a survey of the history of photography from its origins to the present, speculating on the future. This course traces the development of photographic theory and practice from its inception, through postmodernism to the present. The major concepts of photographic representation and the impact of photography on society are also covered.

*Transfer Credit: CSU; UC*

### **PHOT 171 OCCUPATIONAL WORK EXPERIENCE IN PHOTOGRAPHY 1.0 UNIT**

Class hours: 1.0 Work Experience

One unit of Occupational Work Experience in Photography requires 60 non-paid hours or 75 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### **PHOT 200 ADVANCED PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: PHOT 102 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to advance student's knowledge and skills beyond Intermediate Photography. This course will cover advanced large format camera use, studio strobe lighting techniques, digital photography, and professional presentation of photographs. At the end of the semester, student will be expected to present portfolio of photographic prints that represent a body of work. Class will include black-and-white as well as color assignments.

*Transfer Credit: CSU*

### **PHOT 230 PORTRAIT PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".

This is a course in the theory and practice of portraiture. Lectures will present lighting and contemporary retouching techniques for professional studio portraiture. Topics also include self-portraiture, extended environmental portraiture, typological portraits, narrative, documentary portraiture, candid camera, the snapshot aesthetic, figurative portraiture, directorial portraiture, and fashion. Issues regarding idolatry, gender and sexuality, "the gaze," ethics, exploitation, and legal questions will be explored.

*Transfer Credit: CSU*

### **PHOT 232 APPROACHES TO STUDIO LIGHTING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".

This course examines a variety of approaches to studio lighting in photography. Concept development, and execution in the studio environment as well as studio construction, location work, and lighting and exposure techniques will be covered. Students will concentrate on a semester-long project in a specialized area of studio work.

*Transfer Credit: CSU*

### **PHOT 234 PORTFOLIO DEVELOPMENT 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: PHOT 102 or equivalent with a grade of "C" or higher or "Pass" or PHOT 100 and PHOT 110 or equivalent with grades of "C" or higher or "Pass".

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## Course Descriptions

This course is designed to address the marketing aspects of photography. Preparation of portfolios, care of original photographs, photography markets, legal aspects, and gallery exhibition are the primary course topics.  
*Transfer Credit: CSU*

### **PHOT 235 THE PHOTOGRAPHIC BOOK 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: PHOT 100 or PHOT 110 with a grade of "C" or higher or "Pass".  
Recommendation: ART 188 and ART 182A with grades of Pass or "C" or higher.  
This is a course in the theory and practice of making photography books. Lectures and demos will present information regarding both handmade, one-of-a-kind photography art books and digital print-on-demand photography books. Topics include sequencing images, photography book history, contemporary applications, conceptual strategies, book structure and design.  
*Transfer Credit: CSU*

### **PHOT 240 EXPERIMENTAL PHOTOGRAPHY 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".  
This is a course in the theory and practice of experimental photography. Content includes a variety of approaches that differ from standard photography, including experiments with cameraless photography, photomontage, chance procedures, 3-D photography, the slide show, and new genres of photo-based art-making involving sculpture, installation, projection, and performance.  
*Transfer Credit: CSU*

### **PHOT 250 CONTEMPORARY PHOTOGRAPHIC EXPRESSION 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".  
This course is an in-depth study of the use of visual language for contemporary photographic expression. Imagery is stressed, with process used as the tool for achieving a particular expression. Students will explore photographic genres, as well as discover the uniqueness of their own approach through the creation of a personal body of work.  
*Transfer Credit: CSU; UC*

### **PHOT 252 PHOTOGRAPHY OF THE LANDSCAPE 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: PHOT 100 or equivalent with a grade of "C" or higher or "Pass".  
This course examines the interpretation of the landscape through the medium of photography. Theories of photographic approaches to the landscape and its development and industrialization are stressed. Topics include preparation for field work, film types, exposure techniques, appropriate equipment and care, and printing techniques.  
*Transfer Credit: CSU*

### **PHOT 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **PHOT 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **PHYSICAL EDUCATION (KINESIOLOGY DIVISION)**

### **PEX 100 FITNESS FOR STUDENT'S WITH DISABILITIES 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for the student who is not able to participate in virtually any physical activity course due to a disability. An individualized fitness program will be tailored to the physical abilities and disabilities of the student.  
*Transfer Credit: CSU; UC*  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 100A ADAPTED INDEPENDENT EXERCISE 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for the student who is not able to participate in virtually any physical activity course due to a disability. An individualized exercise program will be tailored to the physical abilities and disabilities of the student.  
*Transfer Credit: CSU, UC\**  
*\*UC credit limits may apply. Any or all of these PEX Activity courses combined: maximum credit, 4 units*

### **PEX 101 WHEELCHAIR ACTIVITIES 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to develop the general fitness level for the student who uses a wheelchair through a variety of modified sport activities.  
*Transfer Credit: CSU; UC*  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 102 ADAPTED CARDIOVASCULAR EXERCISES 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.  
This course is designed to provide cardiovascular fitness training. Emphasis is on individual assessment, programming and selection of training methods including a variety of training options for wheelchair and non-wheelchair user.  
*Transfer Credit: CSU; UC*  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

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## Course Descriptions

### **PEX 103 ADAPTED STRENGTH TRAINING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for the student who is not able to participate in the standard circuit weight-training program due to a disability. An individualized weight-training program will be tailored to the physical abilities and disabilities of the student.

*Transfer Credit:* CSU, UC\*

\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 103A ADAPTED CIRCUIT WEIGHT TRAINING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to teach individuals with disabilities the fundamentals and techniques of circuit weight training with the use of machines, barbells, dumbbells, and other equipment in the development of muscular strength and endurance. This class is for students who are not able to participate in a standard circuit weight training program due to a disability.

*Transfer Credit:* CSU, UC\*

\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 104 ADAPTED STRETCHING AND RELAXATION 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for students with physical disabilities requiring an individualized exercise program of stretching and relaxation. Emphasis is on individual assessment, programming and selection of stretching and relaxation techniques to develop and improve flexibility, as well as promote relaxation.

*Transfer Credit:* CSU; UC\*

Any one of all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 104D INTRODUCTION TO ADAPTIVE DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course introduces elements of multiple dance genres for individuals with disabilities. Students will explore the benefits of breath, components of weight-shifting and gravity, as well as rhythm and space. This course will encourage proprioception, mind body connection, and coordination, and decision-making through choreographic choices. This course is not open to students who have completed DANC 102.

*Transfer Credit:* CSU; UC\*

\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 105 ADAPTED SWIMMING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for the student who is unable to participate in a regular swimming course due to a disability. Improvement in basic swimming and water safety skills along with other pool activities such as hydroexercises and mobility activities will be included.

*Transfer Credit:* CSU; UC

\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 106 ADAPTED AQUATIC EXERCISE 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for the student who is unable to participate in a regular aquatic exercise course due to a disability. Improvement in the components of fitness and basic water safety skills along with other pool activities such as basic swimming mechanics will be included.

*Transfer Credit:* CSU; UC\*

\*UC credit limits may apply. Any or all of these PEX Activity courses combined: maximum credit, 4 units

### **PEX 106A ADAPTED AQUATIC GROUP FITNESS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to provide group aquatic fitness training. This class will meet the needs of students who want practical instruction in ways to improve their cardiovascular endurance, muscular strength and endurance, and flexibility through various aerobic, strength, and flexibility exercises in the water including a variety of training options for various ability and mobility levels. No swimming skills are required.

*Transfer Credit:* CSU; UC\*

\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 107 ADAPTED TEAM SPORTS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for students with disabilities requiring assistance and equipment adaptation to participate in team sports. The course will provide activities to develop general fitness as well as skill and knowledge in a variety of team sports.

*Transfer Credit:* CSU; UC\*

\*UC credit limits may apply. Any or all of these PEX Activity courses combined: maximum credit, 4 units

### **PEX 107A ADAPTED SOCCER 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This class is designed to introduce theory and practice in the fundamental skills and techniques of full size games, short field games, and power soccer for individuals with a disability. Skills and techniques will be tailored to the student's individual ability levels.

*Transfer Credit:* CSU; UC\*

\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 108 ADAPTED INDIVIDUAL SPORTS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed for students with disabilities requiring assistance and equipment adaptation to participate in individual sports. The course will provide activities to develop general fitness as well as skill and knowledge in a variety of individual sports.

*Transfer Credit:* CSU; UC\*

\* UC credit limits may apply. Any or all of these PEX Activity courses combined: maximum credit, 4 units

### **PEX 109 ADAPTED GROUP FITNESS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to provide group fitness training. This class will meet the needs of students who want practical instruction in ways to improve their cardiovascular endurance, muscular strength and endurance, and flexibility through various aerobic, strength, and flexibility exercises including a variety of training options for various ability and mobility levels.

*Transfer Credit:* CSU; UC\*

\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.

### **PEX 110 AEROBIC ACTIVITIES 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
This course is designed to meet the needs of students who want practical instruction in ways to improve their cardiovascular endurance, and flexibility through various aerobic activities and stretching movements. Lectures may include areas of basic nutrition, body composition, posture analysis, and principles of safe and effective exercise.

*Transfer Credit:* CSU; UC\*

\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

## Course Descriptions

### **PEX 111 LOW IMPACT AEROBICS 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
Students will receive practical instruction in ways to improve their cardiovascular endurance, muscular endurance, flexibility and body composition through various low impact aerobic activities. Lectures may include the areas of basic nutrition, body composition, posture analysis and principles of safe and effective exercise.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 112 STEP AEROBICS 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
This course is designed as a contemporary workout to improve each participant's strength and cardiovascular fitness level through steady-state stepping movements that will improve health. Students will be exposed to a graduated, continuous system of rhythmic stepping at various platform heights, emphasizing strength, flexibility, and endurance. This class will include proper body alignment and mechanics, basic nutrition, injury prevention, strength training, and personal fitness assessment.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 113 ZUMBA 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This Zumba course is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting, exhilarating, and effective fitness program. This class combines fast and slow rhythms that tone and sculpt the body using an aerobic/fitness approach to achieve a unique blended balance of cardio and muscle-toning benefits.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 116 WATER AEROBICS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This water aerobics exercise class emphasizes development of cardiorespiratory endurance, flexibility and muscle tone. No swimming skills are required.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PEX Activity courses combined: maximum credit, 4 units*

### **PEX 117 AQUA ZUMBA 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
Aqua Zumba is designed to develop cardiovascular fitness using the resistance of the water as a means to develop endurance, strength, flexibility and coordination. This course combines some of the traditional elements of aqua fitness with the upbeat, Latin-infused dance moves and music.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units*

### **PEX 118 TRIATHLON BASICS 1.0 UNIT**

Class hours: 0.5 Lecture/2.5 Laboratory  
This class studies the sport of triathlon. Students will learn the basics of swimming skills, bicycling techniques, running drills, and muscular endurance training. Participants entering this class should be at an intermediate to advanced fitness level. Upon completion of the class, participants will be able to finish a sprint distance triathlon.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 119 BASIC TRAINING AND PHYSICAL CONDITIONING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This is a high-energy course incorporating sport-specific activities and physical drills. Training will improve sports performance, as well as have a conditioning effect. Participants entering this class should be at an intermediate to advanced fitness level.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 120 CARDIO KICKBOXING 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
This course is designed to introduce the student to the history, skills and strategies of Cardio Kickboxing/Muay Thai. It will introduce concepts of proper warm up, cool down and stretches. It will provide an overview of effective offensive and defensive combative techniques achieved through participating in Cardio Kickboxing/Muay Thai drills.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units*

### **PEX 121 HIGH-INTENSITY INTERVAL TRAINING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
Recommendation: Students should be able to participate safely in a high-intensity exercise program.

Each workout will consist of a series of 6-8 High-Intensity Exercises followed by short bouts of rest. Students will improve endurance and burn fat within a short amount of time. Each exercise can be modified for all levels of fitness and injury prevention will be stressed. Students will learn about the basic principles of fitness and wellness and the benefits of High-Intensity Interval Training.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units*

### **PEX 122 CROSS FIT TRAINING AND FUNCTIONAL EXERCISES 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
This Hybrid Fitness class incorporates components for cardiovascular training, core training, weight lifting, agility, plyometrics and functional training exercises. Improvement in cardiovascular fitness, muscular strength and endurance, and flexibility will be measured.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units*

### **PEX 124 PERSONAL FITNESS PROGRAM 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed as an exercise program consisting of cardiorespiratory, stretching and weight training activities. Testing will be provided to determine physical assessment and improvement in the areas of flexibility, strength, endurance, aerobic fitness, and body composition. Each student will establish and practice his or her training program based on recommended exercises.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 126 PHYSICAL FITNESS TRAINING 1.5 UNITS**

Class hours: 0.8 Lecture/2.3 Laboratory  
This course is designed to provide knowledge, resources, and a routine that promotes fitness awareness through a progressive training regimen. The student will participate in a physical conditioning program based on the use

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## Course Descriptions

of training principles, fitness testing, a variety of exercises, and self-awareness surveys.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 130 WEIGHT MANAGEMENT 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed to provide strategies for weight management. It will include discussion in the physical, emotional, and nutritional components of a successful weight management plan and provide the opportunity for each student to establish and practice an individualized program.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 132 INDOOR CYCLING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

Students will receive practical instruction in ways to improve their cardiorespiratory endurance, muscular endurance, flexibility, and body composition through indoor bicycling. Basic drills and intensity training will be included. Lectures may include the areas of basic nutrition, body composition, posture analysis, and principles of safe and effective exercise on an indoor bicycle.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 134 BODY SCULPTING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed as an exercise program consisting of activities to improve the participant's muscular tone, strength, endurance, and flexibility. The student will participate in body sculpting exercises using various resistance techniques and equipment.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 135 ROPES, BANDS, AND SUSPENSION TRAINING 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory

A class utilizing jump ropes, heavy ropes, resistance bands, calisthenics, and suspension trainers (i.e., TRX) to create a fun and interesting full body workout. Students will learn how to utilize each type of exercise/equipment safely and effectively and work towards improving in all 5 components of fitness. Lectures include the areas of basic

nutrition, body composition, posture analysis, and principles of safe and effective exercise.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 136 STRETCHING AND RELAXATION 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course emphasizes the development of flexibility in muscles and joints to prevent injury and improve posture and body alignment. Relaxation techniques and stretching improve general wellness as they become part of lifestyle.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 137 CARDIO BARRE CONDITIONING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed to provide a complete conditioning program for the aspiring dancer or fitness enthusiast, involving exercises based on ballet-based group fitness. These exercises are designed to increase body functioning and alignment by increasing cardiovascular health, flexibility, and muscular strength. This course is not open to students who have taken PEX 137.

*Transfer Credit: CSU; UC*

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 138 WALKING FOR FITNESS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course will emphasize instruction and practice of walking techniques for speed, distance and endurance. Information on aerobic conditioning, heart rate, stretching, and stress reduction will be covered.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 139 WALKING/JOGGING FOR FITNESS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course is recommended for students who wish to increase their cardiovascular endurance and fitness foundation through a combination of walking and jogging. This course is designed to advance students from walking to jogging through a progressive workout plan. Students will improve their fitness substantially in order to begin jogging before the conclusion of the semester.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 140 JOGGING, BASICS 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed specifically for non-runners and those who are in need of building a general fitness foundation. A preliminary training regimen will be utilized in order to achieve improvements and stability while going through the learning process.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 141 JOGGING FOR FITNESS, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed to be an introduction to a running program that will benefit a broad spectrum of fitness levels. This class will incorporate a weekly mileage progression with attention to running mechanics and injury prevention.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 142 GROUP TREADMILL AND CARDIO MACHINE TRAINING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

A cardiovascular fitness class that incorporates treadmill running, indoor cycling, and/or indoor stair stepping with short components of resistance training. The focus of each class will rotate from cardiovascular endurance, power, or strength, followed by stretching exercises. Individual's Heart Rates will be monitored during class to assess intensity throughout and to individualize workouts.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 145 CIRCUIT WEIGHT TRAINING, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course covers the fundamentals and techniques of circuit weight training with the use of machines, barbells, dumbbells, jump ropes, and other equipment in the development of an improved level of fitness and physical condition.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

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## Course Descriptions

### PEX 147

#### PERSONAL SELF DEFENSE 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

A course designed to provide women with specific attitudes, knowledge and skills useful in self-defense.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 148

#### BRAZILIAN JIU JITSU 1.0 UNIT

Class hours: 0.5 Lecture/4.5 Laboratory

This course is designed to introduce the student to the history, skills and strategies of Brazilian Jiu Jitsu (BJJ), "The gentle art." It will introduce concepts of proper warm up, cool down and stretches. It will provide an overview of effective offensive and defensive combative techniques achieved through participating in BJJ drills and sparring.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 148C

#### BRAZILIAN JIU JITSU, CONDITIONING 1.5 UNITS

Class hours: 1.0 Lecture/ 2.0 Laboratory

This course is designed to improve the student's Brazilian Jiu Jitsu (BJJ) physical conditioning and fitness. It will cover strategies and movement patterns to enhance the student's skill level of Brazilian Jiu Jitsu. It will provide an overview of effective offensive and defensive combative techniques achieved through participating in BJJ drills and sparring.

*Transfer Credit: CSU*

### PEX 149

#### TAE KWON DO, BEGINNING 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed to teach the student introductory elements of Tae Kwon Do with an emphasis on forms; eleven basic stances; three-step sparring; breakfalls; and basics of punches, blocks, and kicks. Instruction in the history and philosophy relevant to Tae Kwon Do will also be provided.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 150

#### MIXED MARTIAL ARTS 1.5 UNITS

Class hours: 1.0 Lecture/2.0 Laboratory

This course is designed to introduce the student to the skills and strategies of Mixed Martial Arts (MMA). Combative techniques will be derived from, but not limited to, Muay Thai, Brazilian Jiu Jitsu, Judo, Jeet Kune Do, Tae Kwon Do, etc. It will introduce concepts of proper warm up, cool down and stretches. It will provide an overview of effective offensive and defensive combative techniques achieved through participating in various Mixed Martial Arts drills and sparring.

*Transfer Credit: CSU, UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 151

#### YOGA 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This course is an introduction to Yoga based on basic yoga practices and principles. Instruction will include yoga postures, guided relaxation, and breathing practices. Benefits of yoga include increased flexibility, strength, balance, and body awareness, as well as stress reduction.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 152

#### GENTLE YOGA 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This course will emphasize a style of yoga that will allow the body to experience total relaxation in various postures. Various props will be used to allow passive stretching.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 153

#### MEDITATIVE – YOGA AND STRESS REDUCTION 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This class is meditative yoga class as well as an introduction to mindfulness based stress reduction. Instruction will include basic yoga postures with an emphasis on mindfulness, breathing practices, meditation, guided relaxation and expanded instruction in stress reduction strategies with a weekly topic of focus. The benefits of yoga include increased flexibility, strength balance, body awareness, as well as stress reduction. Stress reduction strategies can benefit both physical

and emotional health and functioning.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any one or all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 155

#### PIYO INTRODUCTION TO PILATES AND YOGA 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This course is an introduction to the basic principles of both Hatha Yoga practice and Pilates mat techniques. Instruction will include yoga postures, guided relaxation, and breathing practices and level 1 Pilates mat exercises. Benefits of yoga include increased flexibility, strength, balance, and body awareness, as well as stress reduction. The benefits of Pilates include increased circulation, flexibility and muscular strength.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 156

#### PILATES CONDITIONING 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed to provide a physical and mental conditioning program involving exercises based on the Pilates technique. These exercises are designed to increase body awareness by increasing circulation, flexibility, and muscular strength.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 157

#### CONDITIONING FOR DANCERS 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This course is designed to provide a sports-specific physical and mental conditioning program for the aspiring dancer or athlete involving exercises from Pilates and dance conditioning based techniques. These exercises are designed to increase dance specific body functioning and alignment by increasing awareness, flexibility, and muscular strength.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 161

#### BADMINTON, BEGINNING 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

Emphasis will be on fundamental strokes and court techniques for singles, doubles, and mixed doubles.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **PEX 162 BADMINTON FITNESS AND TECHNIQUE TRAINING 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
This course will emphasize training for badminton fitness, footwork, movement, and technique covering most skill levels. Progressive badminton movement and fitness drills will be incorporated as a method to enhance the students' technical training and performance.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 163 BASEBALL, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to present the fundamental techniques, rules, and etiquette of the sport of baseball.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 165 BASKETBALL, NOVICE 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course will include instruction and practice in shooting, lay-ups, dribbling, passing, footwork, defensive stance, and basic rules.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 166 BASKETBALL, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course will include instruction and practice in shooting, passing, offensive play, individual and team defense.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 167 BOWLING, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
The fundamental theory, techniques, rules, etiquette and scoring of bowling will be emphasized.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 169 SONG UNIT 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to develop, improve and implement the skills necessary to be an effective songleader at the community college level.

*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 170 PEP UNIT 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to develop, improve and implement the skills necessary to be an effective cheerleader at the community college level.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 171 CHEERLEADING 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to develop individual and group cheerleading training. Students are expected to learn cheerleading techniques such as cheer development, voice projection, and routines to be performed at collegiate athletic events.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 172 FLAG FOOTBALL 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to teach the fundamental theory and skills involved in the game of flag football.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 176 GOLF, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to teach fundamental techniques of grip, alignment, stance, and swing for irons, woods, and putting.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 177 FUTSAL-INDOOR SOCCER 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This class is designed to introduce the motor skills, fundamental techniques, decision making strategies, knowledge necessary for successful participation in indoor soccer/futsal.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 178 SOCCER, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This class is designed to introduce theory and practice in the fundamental skills and techniques of soccer. Proper conditioning will be stressed.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 179 SOCCER, FITNESS AND TECHNIQUE 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This class is designed to develop soccer technique through a conditioning based program. This class will incorporate soccer fitness training while building a foundation of skill development and progression.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 181 SOFTBALL, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to provide students with the knowledge and practical skills necessary to effectively participate in softball.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 184 SWIMMING, NOVICE 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This class is an introduction to the "non" swimmer. Getting students comfortable in the water is our priority. The class will introduce floating, and the freestyle stroke.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 185 SWIMMING, BEGINNING 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This class will deal with mastering the fundamental swimming strokes and water safety. In addition to learning the basic strokes, this class will learn how to tread water, jump from the diving board, and dive from the side of the pool.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

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## Course Descriptions

### PEX 186

#### WATER POLO

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
The student will learn the skills of water polo, which include physical skill development, conditioning, game strategy and terminology.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 188

#### TENNIS, INTRODUCTION

**1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to introduce students to the basic fundamentals of tennis by instruction and practice in fundamental movement skills, grips, forehand, backhand, and serve.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 189

#### TENNIS, BEGINNING

**1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course will cover fundamental stroke techniques for singles and doubles. The history of tennis, playing area, tennis vocabulary, etiquette and rules will be included.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 191

#### VOLLEYBALL, INTRODUCTION

**1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to introduce students to the basic fundamental of volleyball by instruction and practice in fundamental movement skills, passing, setting, hitting, and serving.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 192

#### VOLLEYBALL, BEGINNING

**1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to build on the basic fundamentals of volleyball by instruction in areas such as forearm pass, setting, hitting, and overhand serve in a practice setting and team play.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 194

#### WRESTLING, BEGINNING

**1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to provide instruction and practice in the fundamentals of wrestling.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 240

#### JOGGING FOR FITNESS, INTERMEDIATE

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to build a moderate running base and improve stride mechanics through various training techniques. Training will be monitored through weekly mileage progression, heart rate training, and stride mechanics.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 245

#### CIRCUIT WEIGHT TRAINING, INTERMEDIATE/ADVANCED

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course will consist of applied theory as well as physical conditioning. Students will use three types of resistance exercise to reach goals: isotonic, isometric, and isokinetic. Individual instruction will be given along with the discussion of strengths, weaknesses, and nutritional needs of each individual.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 246

#### OLYMPIC WEIGHTS-POWER LIFTING

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to prepare students for Olympic power lifting. It is an intensive power training program based on the overload principle. This course uses Olympic weights in a structured program that primarily builds power. It does not use isometric or cardiovascular training.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 248

#### BRAZILIAN JIU JITSU, INTERMEDIATE

**2.0 UNITS**

Class hours: 1 Lecture/2 Laboratory  
This course is designed to advance the student's knowledge, skill and combat strategy of Brazilian Jiu Jitsu (BJJ), "The gentle art" to an intermediate level. It will strengthen the students understanding of proper warm up, cool down and stretches. It will provide an overview of effective intermediate offensive and defensive combative techniques achieved through participating in BJJ drills and sparring.  
*Transfer Credit: CSU*

### PEX 249

#### TAE KWON DO, INTERMEDIATE/ADVANCED

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to continue the student's learning to the intermediate/advanced levels of Tae Kwon Do. Intermediate and advanced versions of all techniques, including basic stances, sparring, punches, blocks, and kicks, will be introduced. In addition, breakfalls and Hapkido will be introduced.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 261

#### BADMINTON, INTERMEDIATE/ADVANCED

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed for badminton players wishing to improve skills and techniques. Emphasis will be on improving form and court strategy in offensive and defensive play. Interclass competition will be held.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### PEX 263

#### BASEBALL, INTERMEDIATE/ADVANCED

**2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
The course is designed to improve individual techniques for baseball players. Team competitive play situations will be provided in order to increase students' skills, knowledge, and strategy.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **PEX 265 BASKETBALL, INTERMEDIATE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course will provide instruction and practice in transition offense and fast break situations, offensive screening techniques away from the ball to get teammates open, these will be demonstrated in three on three basketball games. This course will introduce basic 2-3 zone defense and how to attack a 2-3 zone offensively.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 266 BASKETBALL, ADVANCED 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Team competitive play situations will be provided in order to increase students' skills, knowledge, and strategy.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 267 BOWLING, INTERMEDIATE/ADVANCED 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to help the student improve their skill in bowling by correction of individual faults, advanced lane adjustment techniques and opportunity for league competition in the class. Additional areas of knowledge will include league organization and psychology of competition.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 271 STUNTING, ACROBATICS, AND TUMBLING 2.0 UNITS**

Class hours: 6.0 Laboratory  
This course is designed to develop, improve and implement the stunting and acrobatic skills necessary for community college and competitive stunt cheerleading. Acrobatics and tumbling is the evolution of different forms of gymnastics with a cheerleading background. Teams would participate in events including compulsories, acrobatics, pyramid, toss, tumbling and team event.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 272 FOOTBALL, INTERMEDIATE/ADVANCED 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to teach individual techniques of offense and defense in football. It is recommended for physical education majors and those interested in varsity competition.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 274 FOOTBALL, TRAINING AND TECHNIQUES 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course will consist of in-season conditioning, theory of play, opponent evaluation, and goal setting for football. The student will be instructed in each of the above to develop a successful physical and mental approach to weekly.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 276 GOLF, INTERMEDIATE/ADVANCED 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course provides group and individualized instruction to develop and improve the more technical and advanced golf strokes. Specialized strokes include those used in sand traps, side hill and down hill lies, tee shots, and advanced putting techniques. Golf playing strategy for use on the course will be presented. Professional Golf Association (PGA) rules and etiquette will be emphasized. Students will play competitive golf in class.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 278 SOCCER, INTERMEDIATE/ADVANCED 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Must demonstrate some knowledge of basic soccer skills. This course is designed to deal with advanced techniques, skills, and tactics for soccer players. It is recommended for those interested in varsity competition.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 281 SOFTBALL, INTERMEDIATE/ADVANCED 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to provide students with advanced knowledge and practical skills necessary to effectively participate in fast pitch softball. Emphasis will be placed on skills which will prepare the students to compete on the intercollegiate softball team.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 282 COMPETITIVE SLOW PITCH SOFTBALL 1.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to provide students with the knowledge and practical skills necessary to effectively participate in slow-pitch softball. In slow-pitch softball the ball is thrown slowly, traveling in an arc.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 284 SWIMMING, INTERMEDIATE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course will provide intensive drills in backstroke, butterfly, breaststroke, and crawl (freestyle). Fundamentals of diving, and water polo will also be introduced.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 285 SWIMMING, ADVANCED 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course will challenge the swimmer with competitive training. Higher standards in racing techniques and conditioning will be covered.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

### **PEX 288 TENNIS, INTERMEDIATE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to develop the student's understanding and skill of the basic fundamentals of tennis by instruction and practice in basic tennis strokes, lob shots, and strategy.  
*Transfer Credit: CSU; UC\**  
*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## PEX 289

### TENNIS, ADVANCED 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to develop the student's understanding and skill of advanced fundamentals of tennis by instruction and practice in all ground strokes including drop shots, lops, and overheads, and double strategy.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

## PEX 291

### VOLLEYBALL, INTERMEDIATE 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course designed to develop the student's understanding and skill of intermediate fundamentals of volleyball by instruction and practice in forearm pass, setting, hitting, overhand serve, blocking, and defensive play in a practice setting and team play.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

## PEX 292

### VOLLEYBALL, ADVANCED 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to develop the student's understanding and skill of advanced fundamentals of volleyball by instruction and practice in forearm pass, setting, hitting, overhand serve, team blocking, offensive play, and defensive play in a practice setting and team play.

*Transfer Credit: CSU; UC\**

*\*Any one of all of these PEX activity courses combined: maximum credit, 4 units.*

## PHYSICAL SCIENCE

(Science, Engineering, and Math Division)

## PS 100

### PHYSICAL SCIENCE OF MODERN TECHNOLOGY 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 60.

This is a lecture/demonstration course especially designed to develop an understanding of basic science facts and concepts for non-science majors. Study of the sciences that make our technological world possible will be stressed.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. No credit for PS 100 if taken after a college course in Astronomy, Chemistry, Geology or Physics.*

## PS 112

### PHYSICAL SCIENCE FOR ELEMENTARY SCHOOL TEACHERS 3.0 UNITS

Class hours: 2.0 Lecture/3.0 Laboratory  
Prerequisite: MATH 105 or MATH 110A or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This course is an introduction to basic physical science facts and concepts. The physical sciences that make our technological world possible will be studied. This course is designed to give a general introduction to fundamental concepts and to prepare students for teaching at the elementary school level.

*Transfer Credit: CSU*

## PHYSICAL THERAPIST ASSISTANT

(Health Occupations Division)

### PTA 100 PREPARING FOR CAREERS IN PHYSICAL THERAPY 3.0 UNITS

Class hours: 3.0 Lecture  
This course introduces students to the field of physical therapy in the rehabilitation setting. Topics covered include documentation in the medical record, interviewing patients, therapeutic interaction with patients and their caregivers, problem identification and helpful responses, assertive roles in rehabilitation, cultural sensitivity, working with persons with disabilities, and patient/family teaching.

*Transfer Credit: CSU*

### PTA 110 INTRODUCTION TO PHYSICAL THERAPY 4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: Admission into Physical Therapist Assistant Program.

This course will introduce the student to the history and ethics of physical therapy as they relate to the health care system; the development of the team approach and the philosophy of rehabilitation; the use of physical agents and interventions; body mechanics and proper handling of patients; vital signs and their relationship to patient care.

*Transfer Credit: CSU*

## PTA 120

### KINESIOLOGY 4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of "C" or higher or "Pass".

This course is the study of biomechanical principles of human movement and locomotion including specific kinesiological functions of muscles and muscle groups, characteristics of normal posture and gait, and an introduction to the clinical manifestations of muscle dysfunction. Laboratory hours will be used for goniometry, gait observation, muscle action application, and practice.

*Transfer Credit: CSU*

### PTA 125 PATHOLOGY 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: PTA 110 or equivalent with a grade of "C" or higher or "Pass".

This course will include introduction to and instruction in observation of common pathological conditions. Emphasis will be placed on the following systems: musculoskeletal, circulatory, respiratory, gastrointestinal, and genitourinary.

*Transfer Credit: CSU*

### PTA 126 CLINICAL PRACTICUM I 4.0 UNITS

Class hours: 12.3 Laboratory  
Prerequisite: PTA 110 and PTA 120 or equivalent with grades of "C" or higher or "Pass".

This course is designed to give the student an initial exposure to physical therapy interventions. Students will practice application of heat and cold physical agents, gait and transfer training and medical record review under the direction of the physical therapy clinical instructor. The laboratory experience involves training in one or more physical therapy settings as designated by the instructor. Uniforms are required. This course is offered on a pass/no pass basis only.

*Transfer Credit: CSU*

### PTA 128 PHYSICAL THERAPY ASPECTS OF GROWTH AND DEVELOPMENT 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: Acceptance into the Physical Therapist Assistant Program.

This course will introduce the student to concepts and physical therapy principles applied to the developmental process from

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

gestation through adulthood. Emphasis will be placed on neurodevelopment techniques used for abnormal development and for patients with neurological or musculoskeletal disorders occurring in those age groups.

*Transfer Credit: CSU*

### **PTA 129 PHYSICAL THERAPY ASPECTS OF AGING AND INTEGUMENTARY MANAGEMENT 1.5 UNITS**

Class hours: 1.5 Lecture

Prerequisite: Acceptance into the Physical Therapist Assistant Program.

This course will introduce the student to concepts and physical therapy principles applied to the aging process, including management of integumentary problems. Emphasis will be placed on pathologies and physical therapy interventions for disabilities in aging, burns, and wounds.

*Transfer Credit: CSU*

### **PTA 130 SOFT TISSUE INTERVENTIONS 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: PTA 120 or equivalent with a grade of "C" or higher or "Pass".

This course introduces students to interventions for the neuromusculoskeletal and myofascial system. Content includes the philosophy of care, facilitation of mechanical, neurological and physiological changes and documentation of interventions. Specific topics covered are soft tissue assessment and treatment techniques, release, and scar tissue intervention. This course is not open to students who have received credit for PTA 127.

*Transfer Credit: CSU*

### **PTA 230 THERAPEUTIC EXERCISE 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: PTA 120 or equivalent with a grade of "C" or higher or "Pass".

This course is for second year physical therapist assistant majors. Therapeutic exercise introduces the student to the use of exercise as a preventive and intervention mechanism for pathological conditions which influence strength, endurance and flexibility of the human body. Emphasis is placed upon identification and application of exercise, developmental sequence of exercise, types of exercise, and the use of exercise equipment. Instruction includes the body's physiological response to exercise.

*Transfer Credit: CSU*

### **PTA 233 PROSTHETICS AND ORTHOTICS FOR ALLIED HEALTH PROFESSIONALS 2.0 UNITS**

Class hours: 2.0 Lecture

This course is an introduction to the application of prosthetics and orthotic devices in the rehabilitation process of persons with disabilities. Included in the course is a survey of commonly used devices, principles of fitting and alignment, criteria for selection of various components, instruction in donning, removing and maintenance of prostheses and orthoses, patient education in use of devices, and development of skill in fabrication of plaster positioning splints for upper and lower extremities.

*Transfer Credit: CSU*

### **PTA 235 NEUROLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: PTA 120 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to increase the student's knowledge in the anatomy and physiology of the nervous system. Information regarding the central, peripheral and autonomic systems is provided. Emphasis will be placed on the clinical manifestations of disease or injury to the nervous system as it relates to clinical problems encountered in physical therapy.

*Transfer Credit: CSU*

### **PTA 236 CLINICAL PRACTICUM II 4.0 UNITS**

Class hours: 12.3 Laboratory

Prerequisite: PTA 125 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to teach the student the necessary intervention skills for physical therapy patient care. These skills will include active, passive and resistive exercise programs, as well as continued practice in physical agent application, gait and transfer training. Students will also learn fundamental procedures for clinical education from direct teaching and evaluation of learning. Laboratory experience involves training in one or more physical therapy settings as designated by the instructor. Student uniforms are required. This course is offered on a pass/no pass basis only.

*Transfer Credit: CSU*

### **PTA 240 ACTIVITIES OF DAILY LIVING 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: PTA 230 or equivalent with a grade of "C" or higher or "Pass".

This course will present instruction in the functional rehabilitation of the disabled. Emphasis will be on understanding and utilization of the physical therapy evaluation for implementation of intervention programs. This course will present clinical instruction activities of daily living training techniques, wheelchair fitting, and professional presentations.

*Transfer Credit: CSU*

### **PTA 245 ADVANCED MODALITIES 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: PTA 235 or equivalent with a grade of "C" or higher or "Pass".

This course is a study of the specific advanced physical therapy interventions and physical agents which are employed in the physical therapy clinic and which require greater expertise in their application.

*Transfer Credit: CSU*

### **PTA 246 CLINICAL AFFILIATION 4.0 UNITS**

Class hours: 12.3 Laboratory

Prerequisite: PTA 235 or equivalent with a grade of "C" or higher or "Pass".

This course will provide supervised instruction in activities of daily living training techniques; wheelchair fitting; types of orthotic and prosthetic devices and their proper application; and splinting and bandaging procedures in selected clinical facilities. Experiences will be in acute rehabilitation or out-patient physical therapy settings. Student uniforms are required. This course is offered on a pass/no pass basis only.

*Transfer Credit: CSU*

### **PTA 250 LICENSURE EXAMINATION PREPARATION 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: PTA 246 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to assist the Physical Therapist Assistant student to prepare for the national and state law licensing examinations. Content will include the application process, the testing milieu, testing strategies, preparatory study techniques, and a review of material from the Content Outline published by the test editors.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## PTA 298

### DIRECTED STUDIES

1.0 UNIT

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## PTA 299

### DIRECTED STUDIES

2.0 UNITS

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## PHYSICS

(Science, Engineering, and Math Division)

### PHYS 95 (Not Degree Applicable)

#### INDIVIDUALIZED

#### PHYSICS INSTRUCTION

0.5 UNIT

Class hours: 2.0 Laboratory

Corequisite: Enrollment in any Physics course. This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in any physics course. This course is offered on a pass/no pass basis only. Open Entry/Open Exit

## PHYS 100

### ELEMENTARY PHYSICS

4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: MATH 140 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math assessment/placement process with a score eligible for MATH 155.

This course is a general survey of the basic principles of physics. It includes mechanics, heat, sound, electricity and magnetism, light, and modern physics with emphasis on mechanics. It is designed primarily as a prerequisite to courses in Engineering Physics.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. No credit for PHYS 100 if taken after PHYS 101 or PHYS 201.*

## PHYS 101

### GENERAL PHYSICS

4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: MATH 140 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to give students an understanding and appreciation of the basic principles governing the everyday happenings in the physical environment. The subjects covered are mechanics, heat and sound.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.*

## PHYS 102

### GENERAL PHYSICS

4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: PHYS 101 or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of PHYS 101. It includes electricity and magnetism, light, and modern physics.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.*

## PHYS 201

### ENGINEERING PHYSICS

4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: PHYS 100 or PHYS 101 and MATH 170 or equivalents with grades of "C" or higher or "Pass".

This is the first course in a three-semester sequence designed to meet the requirements for engineering and related majors. Topics to be covered are mechanics, wave motion and sound.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.*

## PHYS 202

### ENGINEERING PHYSICS

4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: PHYS 201 and MATH 170 or equivalents with grades of "C" or higher or "Pass".

Corequisite: MATH 190 or prior completion of MATH 190 or equivalent with a grade of "C" or higher or "Pass".

This course emphasizes the physics of electricity and magnetism. The units of study under electricity include electrostatics, DC circuits and capacitance. Magnetism will cover magnetic fields, force on conductors, torque on coils, motional electromagnetic force and induction, self and mutual inductance, magnetic properties of matter and some basic AC theory.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.*

## PHYS 203

### ENGINEERING PHYSICS

4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: PHYS 201 and MATH 170 or equivalents with grades of "C" or higher or "Pass".

Corequisite: MATH 190 or prior completion of MATH 190 or equivalent with a grade of "C" or higher or "Pass".

This course is a study of heat, light and modern physics. The unit on heat covers such topics as thermometry, calorimetry, the gas laws, thermodynamics and kinetic theory. Optics include geometric and physical optics. Modern physics touches on selected topics such as photoelectric effects, x-ray production and nuclear effects.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.*

## PHYS 298

### DIRECTED STUDIES

1.0 UNIT

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member,

## Course Descriptions

students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **PHYS 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY**

**(Technology Division)**

### **PMT 51 COMPOSITES FABRICATION 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: PMT 70 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.  
This course will provide students with theory and "hands-on" exposure to fabrication methods with "high-tech" materials. Areas of concentration will include composite structures, material choices, design of composite structures, surface bonding, fastener installation, inspection processes and approved repair methods. Fabrication, safety procedures, and material handling are also covered.

### **PMT 53 COMPOSITES REPAIR 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Recommendation: PMT 70 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.  
This course provides students with "hands-on" exposure to composite structural repair techniques. Areas of emphasis include structural and nonstructural (cosmetic) evaluation, material handling, surface preparation, and common types of damages encountered within the composite industry.

### **PMT 59 INJECTION MOLDING I 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
This course introduces the student to the fundamentals of set-up and operation of injection molding equipment as found in industry. Training on actual industrial equipment as well as safe material and equipment handling is stressed.

### **PMT 61 FIBERGLASS TECHNOLOGY 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: PMT 100 or equivalent with a grade of "C" or higher or "Pass".  
This is a course in the industrial use of fiberglass resins, cloth, mat and composite materials. The care and use of equipment (fiberglass chopper gun, gel-coat spray gun) is stressed. Other areas explored are mold laminating, repair, and proper use of resins and fillers. Mixing of resins and safety procedures are emphasized.

### **PMT 63L SPECIALTY PLASTICS LAB 0.5 UNIT**

Class hours: 1.5 Laboratory  
This is a lab course to complement other courses in the Plastic/Composite curriculum. It is designed to give practical experience in working with plastics and fiberglass materials.

### **PMT 67 FIBERGLASS PRODUCTION 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
This is a course in fiberglass/composites manufacturing technology. Areas of concentration include the processes and techniques of fiberglass composites as applied in industry. This course will place the student in production situations similar to those encountered in industry. The student may also have an opportunity to construct a project of his/her own with instructor approval.

### **PMT 68 PLASTIC MATERIALS AND PROCESS 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
This is a course directed toward the study of plastic materials used in processing areas. Proper selection and applications of various thermosetting and thermoplastics are studied. Testing of these materials is covered as specified in the ASTM Standards, including physical properties and chemical properties. Plastic material processing that is covered includes injection molding, compression molding and extrusion.

### **PMT 70 COMPOSITES TECHNOLOGY 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: PMT 67 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed for students in the field of fiberglass/composites. Emphasis is on the lay-up, vacuum bagging, and cure processing of wet laminating techniques and prepregged materials. Also included are processes of resin transfer molding (RTM), filament winding, pultrusion, bonding, and fabrication of composite structures with honeycomb core materials. Laboratory experience will cover safety of handling resins, reinforcements, and related materials.

### **PMT 72 TOOLING FOR PLASTICS 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: PMT 61, PMT 67, PMT 70 or equivalent with a grade of "C" or higher or "Pass".  
This course covers basic tooling concepts and materials for making various plastic composite molds. These include laminated, cast and high temperature plastic tools as well as plaster tooling. Design recommendations, physical properties data, repair procedures and techniques will be discussed.

### **PMT 76 VACUUM INFUSION PROCESS (VIP)/RESIN TRANSFER MOLDING (RTM) 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course is designed for individuals in the field of Fiberglass/Composites, Tooling, and Production. It includes lecture/demonstration with Resin Transfer Molding (RTM) and Vacuum Infusion process (VIP) moldmaking and production techniques. Emphasis on converting parts currently being made by the hand lay-up method to the closed

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## Course Descriptions

mold RTM and VIP process are covered. Topics include safe RTM and VIP equipment operation, mold design, fabrication, resin and catalyst selection, reinforcements, and core materials. Production methods leading to high output and troubleshooting techniques are discussed.

### **PMT 98** **DIRECTED STUDIES** **1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **PMT 99** **DIRECTED STUDIES** **2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

### **PMT 100** **PLASTICS TECHNOLOGY** **2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
This course provides knowledge of materials and processes used in the field of plastic technology and application of production processes, as well as fabrication methods are covered. This course includes molding, forming, reinforced materials, bonding, laminating, and finishing techniques, and plastic materials identification.

*Transfer Credit: CSU*

### **PMT 221** **MODELMAKING** **2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
This course introduces students to the techniques and various materials used in commercial modelmaking. Areas of emphasis include conventional and current trends, tools and materials, dimensional accuracy, and stylistic value. Hands-on fabrication of commercial models is also covered.

*Transfer Credit: CSU*

## **POLITICAL SCIENCE**

### **(Business, Humanities, and Social Sciences Division)**

### **POL 90** **INTERNET STRATEGIES FOR CIVIC COMMUNICATION** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course, using traditional and online techniques looks at the growing use of the Internet by public agencies, government relations departments, non-profit and community-based organizations, and political/civic campaigns, and civic institutions. Students will examine the effects of Internet on society as well as the economic impact of Internet on political, public and civic institutions. Strategic issues related to aligning Internet solutions and overall institutional objectives will be addressed including Internet tools for fundraising, targeted communication, volunteer recruitment, polling, management, narrow casting and online collaboration.

### **POL 101** **AMERICAN POLITICAL INSTITUTIONS** **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 43 or equivalent with a grade of Pass or "C" or higher.

This course is a study of United States and California government and politics, including the national and state constitutions, political institutions and processes, and political actors. It emphasizes the rights and responsibilities of citizens and political issues facing government. Emphasis will be given to practical policy formulation at all levels.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. POL 101 and POL 201 combined: maximum credit, one course.*

### **POL 110** **CALIFORNIA STATE AND LOCAL GOVERNMENT** **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 43 or READ 49 equivalent with a grade of "C" or higher or "Pass".

This course stresses the study of California State and local government (counties, cities, and special districts) and California party politics, including the study of the California constitution, intergovernmental relations, regional governments, and urban politics and problems. This course is designed to make available to students, concepts, information, and skills which will enable them to better understand the political and governmental systems in which citizen's function.

*Transfer Credit: CSU*

### **POL 201** **INTRODUCTION TO POLITICAL SCIENCE AND AMERICAN GOVERNMENT** **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".

This course is an introductory survey of the field of political science designed to familiarize students with basic political concepts, political ideologies, political systems, and subfields within political science. This course will also focus on the major concepts, theories, institutions, processes and policies of government at the national, state, and local levels. The class is intended for college transfer students, especially political science majors.

*Transfer Credit: CSU; UC\**

*\*UC Credit limits may apply. POL 101 and POL 201 combined: maximum credit, one course.*

### **POL 210** **INTERNATIONAL RELATIONS** **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English assessment/placement process or ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 or equivalent with a grade of Pass or "C" or higher.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

This course is a study of basic concepts, theories, and principles of international politics. Emphasis shall be placed on an examination of national, international, transnational, and sub-national actors and their institutions, interactions, and processes as they relate to global issues; as well as contemporary world affairs including the importance of nationalism, imperialism, ideology, alliance systems, the rise of the developing nations and the nature of international organizations. Specific case studies shall be examined to illustrate the various principles of international relations.  
*Transfer Credit: CSU; UC*

### **POL 220** **COMPARATIVE GOVERNMENT 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory score on the English assessment/placement process or ENGL 52 with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading assessment/placement process or READ 54 with a grade of "C" or higher or "Pass".  
This course is a study of different kinds of political systems including comparative analysis of their history, political institutions, processes and policies, the environment in which they occur, and differing ideologies, current political problems and their consequences.  
*Transfer Credit: CSU; UC*

### **POL 230** **CONTEMPORARY POLITICAL ISSUES:** **MIDDLE EAST 3.0 UNITS**

Class hours: 3.0 Lecture  
A one-semester course emphasizing the basic issues in conflict between nations of the Middle East, this class will investigate, in addition to the political and economic conditions, the social and cultural contributions of the Middle Eastern nations.  
*Transfer Credit: CSU; UC*

### **POL 240** **INTRODUCTION TO** **POLITICAL THEORY 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Completion of the English Placement Process with a score eligible for ENGL 52 or ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher, or "Pass" and completion of the Reading Placement Process with a score eligible for READ 100 or READ 54 or equivalent with a grade of "C" or higher, or "Pass".

This course is an introduction to western political thought. The course surveys major themes in the history of political theory, including works by Plato, Aristotle, Augustine, Machiavelli, Locke, Hobbes, Rousseau and Marx. Topics of discussion include how best to govern society, the quality and ethics of political leadership, the sources of law and governmental authority, the issue of liberty and justice, and the role of the state in economic relations.  
*Transfer Credit: CSU; UC*

### **POL 250** **MODEL UNITED NATIONS** **THEORY AND PRACTICE 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the placement process with eligibility for ENGL 100 or ENGL 100S and READ 54 with a grade of "C" or higher or "Pass," and completion of the placement process with a score sufficient to meet the A.A. Reading proficiency requirement.  
This course introduces students to the theory and practice of international diplomacy through participation in Model United Nations simulations. It explores the purpose and functions of international organizations with emphasis on the United Nations. It examines the historical development, norms, rules and procedures of the United Nations. Students will debate major issues of the organization; learn parliamentary procedures, diplomacy, international advocacy and extemporaneous speaking. The simulation activities in this course will afford students the opportunity to role-play as delegates representing specific countries at conferences sponsored and attended by colleges and universities in the region, nation-wide and all over the world. This course may be taken a maximum of 2 times.  
*Transfer Credit: CSU*

### **POL 260** **PUBLIC POLICY AND** **THE SUPREME COURT 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and READ 54 or equivalent with a grade of "C" or higher or "Pass".  
This course introduces students to the concept of how public policy is formed, how law reflects and affects societal norms, how legal mores change over time, and how law relates to its execution. Students study civil liberties, Supreme Court cases, and the tension between rights guaranteed by the Bill of Rights. Students learn how gender, race and sexuality have been defined over time by policymakers.  
*Transfer Credit: CSU*

### **POL 298** **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **POL 299** **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **PSYCHOLOGY**

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**(Business, Humanities, and Social Sciences Division)**

### **PSYC 101** **GENERAL INTRODUCTORY** **PSYCHOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture  
The content focuses on the exploration of major psychological theories and concepts, methods and research findings in psychology. Topics include the biological basis of behavior, perception, development, learning, memory, cognition and consciousness, motivation, emotion, personality, psychological disorders and therapeutic approaches and applied psychology.  
*Transfer Credit: CSU; UC*

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# Course Descriptions

## **PSYC 103**

### **CRITICAL THINKING IN PSYCHOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or ENGL 100S, or equivalent with a grade of "C" or higher, or "Pass".

This course covers the nature of critical thinking from a psychological perspective. Focusing on the nature of thinking, the course emphasizes the development of critical thinking applied to scientific inquiry. Through an interactive classroom environment that includes lecture/discussion, debates, and writing exercises, critical thinking skills such as problem solving, determining cause and effect relationships, analyzing arguments, fallacies in thinking, comparing facts with opinion, an understanding probabilities are developed. There will be an emphasis on the application of critical thinking skills to everyday issues.

*Transfer Credit: CSU; UC*

## **PSYC 150**

### **PERSONAL AND SOCIAL ADJUSTMENT**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: PSYC 101 and ENGL 52 or equivalent with a grade of "C" or higher or "Pass".

This course presents an applied focus on how psychology is used in everyday life. Different theoretical perspectives are applied across the lifespan with an emphasis on culture, gender, ethnicity, personality, and relationships. Applications of the concepts taught in this course help students understand themselves better, change behaviors, and enhance relationships. An understanding of how scientists, clinicians and practitioners study and apply psychology is emphasized.

*Transfer Credit: CSU; UC*

## **PSYC 210**

### **ELEMENTARY STATISTICS**

**4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: MATH 75 or MATH 80 or equivalent with a grade of "C" or higher or "Pass" or satisfactory completion of the assessment/placement process with eligibility for PSYC 210.

This course emphasizes the calculation and interpretation of the basic statistical measures, with major emphasis upon the meaning, limitations, and applicability of statistical procedures. It is intended for majors and minors in the behavioral sciences, especially in psychology and sociology. The course will include the theory of parametric and non-parametric statistical methods and its application to psychological data. Topics will

include descriptive statistics, probability and sampling distributions, statistical inference and power, linear correlation and regression, chi-square, t-test, and one-way analysis of variance. Application of statistical software to psychological data is required.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. PSYC 210 combined with MATH 112: maximum credit, one course.*

## **PSYC 220**

### **RESEARCH METHODS**

**4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: PSYC 101 and PSYC 210 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: ENGL 52 or equivalent with a grade of "Pass" or "C" or higher.

An introduction to the scientific study of psychological principles, this course is intended primarily for prospective psychology majors and other students who plan further work in psychology. Independent projects are developed, performed and reported with emphasis on laboratory and naturalistic techniques of observation and investigation.

*Transfer Credit: CSU; UC*

## **PSYC 241**

### **INTRODUCTION**

#### **TO PSYCHOBIOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: PSYC 101 or equivalent with a grade of "C" or higher or "Pass".

This course is a study of the biology of behavior, covering cells and what they do; and the structure, function, and development of the nervous and hormone systems. It also covers sensory processes, the neurological basis of motivated and emotional behavior, along with a series of specific behavioral categories, such as pain, aggression, sleep, dreaming, sexual behavior and mental illness. In addition, it explores the biological basis of the higher cerebral functions crucial to human beings as *Homo sapiens*, learning, memory, intelligence, thought and language.

*Transfer Credit: CSU; UC*

## **PSYC 245**

### **DRUGS AND BEHAVIOR**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course entails a detailed survey of the issues involved in substance abuse and its relevance to health. The pharmacological, neurological, physiological and psychological behavioral issues of substance abuse and dependence will be the focus. Epidemiologic data on prevalence, incidence and trends of drug dependency in the U.S. will be covered,

including the risk factors and safety factors involved in drug use, misuse and abuse. The societal and cultural influences on drug use/abuse, recovery, treatment and prevention, including a survey of local resources, as well as the history, laws, and ethics will be covered in this course.

*Transfer Credit: CSU; UC*

## **PSYC 251**

### **DEVELOPMENTAL PSYCHOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

An integrated study of the social, emotional, cognitive, and biological foundations of the human life cycle from conception to death will be presented in this course. Attention will also be devoted to the study of research methods and the application of research findings to ongoing developmental problems. Implications for personal and professional use will be discussed.

*Transfer Credit: CSU; UC*

## **PSYC 261**

### **SOCIAL PSYCHOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course emphasizes an introduction to methods and content of social psychology; theories of social behavior; communication; social influence; conformity; aggression; leadership; and, prejudice. Since emphasis will be given to practical applications of research findings, this elective course is recommended for students majoring in the social and behavioral sciences.

*Transfer Credit: CSU; UC*

## **PSYC 265**

### **PSYCHOLOGY OF GENDER**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course will examine the psychological issues that are a part of each gender's experiences. An exploration of gender and sex differences and issues specific to women will also be undertaken. Topics include the psychology of reproduction, ability, achievement, work, social interactions, sexuality, growing older, violence against women, and mental illness. An emphasis will be placed on differences that exist between women as they relate to race, ethnicity, culture, religion, and class. The evaluation of these topics is relevant for all genders.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. PSYC 265, SOC 202 or WGS 202 combined: maximum credit, one course.*

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## Course Descriptions

### **PSYC 271 ABNORMAL PSYCHOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or equivalent with a grade of "C" or higher or "Pass" and READ 54 or equivalent with a grade of "C" or higher or "Pass".

This course entails a detailed survey of the various types of abnormal behavior, including behavior resulting from anxiety disorders, mood disorders, substance abuse, sexual disorders, personality disorders, childhood and aging disorders and schizophrenia. Investigation of different models of abnormal behavior, including biological, psychological and sociocultural approaches. Theory and research in abnormal behavior, the causes, treatment, and prevention of abnormal behavior, as well as ethical and the legal issues will also be discussed.

*Transfer Credit: CSU; UC*

### **PSYC 273 MENTAL HEALTH WORKER FIELD EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Lecture/6.0 Laboratory

Prerequisite: INST 151, INST 152, PSYC 101, and PSYC 271, with a grade of "C" or higher or "Pass".

Corequisite: INST 272 with a grade of "C" or higher or "Pass".

Field experience provides the opportunity for students to apply skills and knowledge learned in the classroom at a direct practice training site, under the supervision of a Psychosocial Rehabilitation Specialist. Emphasis will be placed on helping relationships, including personal/family issues, employment, finances, housing, community integration, living with mental illness, cultural/ethnic issues, and any other special population issues. While interacting with clients, students will engage in the four components of rehabilitation: hope, empowerment, self-responsibility, and obtaining a meaningful role in life. The students will develop a professional attitude in all phases of psychosocial rehabilitation, including the legal and ethical aspects of rehabilitation. Weekly seminars are held to evaluate and review clinical applications. This course is not open to students who are currently enrolled or received credit in INST 273.

*Transfer Credit: CSU*

### **PSYC 275 CULTURAL PSYCHOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

Where does cultural variation come from? How does cultural variation shape who you are? In this course we will examine the answers to such questions by examining a

range of topics that address the intersection of culture and psychology. Historically Western, educated, industrialized, rich, and democratic populations have characterized the bulk of psychological research, but this is problematic as culture and an individual's psychology are inseparable. Throughout this course, we will explore how culture influences our lives and the lives of others within the U.S. and across the world by addressing how culture shapes childhood experiences, morality, religion, justice, personality, emotions, motivation, perception, mental health, and attraction. We will also discuss techniques in cross-cultural research and living in multi-cultural worlds.

*Transfer Credit: CSU*

### **PSYC 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **PSYC 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **RADIO - TELEVISION**

### **(FINE ARTS & COMMUNICATIONS DIVISION)**

### **RTV 151 MOTION PICTURES, RADIO, AND TELEVISION 3.0 UNITS**

Class hours: 3.0 Lecture

This is a broad survey of the history, theory, and production techniques of motion pictures, radio, and television with emphasis on the form, content, and social impact of each. Students will participate in at least one field trip to a motion picture, radio, or television studio. (This course is not open to students currently enrolled in or who have completed TH 151.)

*Transfer Credit: CSU*

### **RTV 152 INTRODUCTION TO BROADCASTING 3.0 UNITS**

Class hours: 3.0 Lecture

As an introduction to the basic phases of radio and television broadcasting, this course covers historical, legal, and practical aspects of broadcasting. Students will learn microphone and camera techniques, studio procedure, and station staffing as well. Field trips to radio and television stations may be included.

*Transfer Credit: CSU*

### **RTV 155 RADIO PRODUCTION 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

This course is a study and practice of production and departments involved in radio broadcasting. Students make actual broadcasts and recordings and are responsible for staffing and some programming of the campus radio station WPMD-956, 1700 AM, and WPMD on the internet.

*Transfer Credit: CSU*

## **READING**

### **(Liberal Arts Division)**

### **READ 6 (Not Degree Applicable) TUTOR TRAINING 0.5 UNIT**

Class hours: 3.0 Lecture

Prerequisite: Satisfactory completion of the Reading assessment/placement process or READ 43 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to acquaint the tutor with techniques in assisting students to gain better scholastic achievement. Those students who fail to complete nine hours of course work will not receive credit for this course. This course is offered on a credit/no credit basis only.

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## Course Descriptions

### **READ 41 (Not Degree Applicable) INDIVIDUALIZED READING 0.5 UNIT**

Class hours: 2.0 Laboratory  
This course is for students who wish to improve their reading skills outside of a structured class. Students will be tested as they enter the class, or by the reading component of the Cerritos College assessment test. Based on the scores from the test, work in any of the following areas may be assigned: phonics, vocabulary study, vocabulary in context, literal comprehension, inferential comprehension, critical reading or study-related reading. (Formerly AED 90.41)

### **READ 44 (Not Degree Applicable) EFFECTIVE STUDY METHODS FOR COLLEGE 3.0 UNITS**

Class hours: 3.0 Lecture  
The student will become aware of and experience proven learning techniques ensuring improved comprehension and retention of information from college lectures and textbooks. Skills to be emphasized include: study time management, methods for reading textbooks efficiently, note-taking techniques, understanding textbook assignments, preparation for examinations, test-taking techniques, effective listening techniques, guidelines for vocabulary development, memory techniques, the preparation of research papers and library skills. Study skills surveys will be used to help students identify and improve upon their personal study skills habits and their individual mode of learning.

### **READ 46 (Not Degree Applicable) VOCATIONAL/ TECHNICAL READING 3.0 UNITS**

Class hours: 3.0 Lecture  
This course develops the ability to acquire and improve reading skills necessary for success in the students' occupational lives. All of the instructional activities in this course will strengthen specific technology course curriculum: reading comprehension, vocabulary development, word attack, and study-reading strategies that will prepare students for reading in the workplace.

### **READ 48 (Not Degree Applicable) READING ACCESS FOR COLLEGE SUCCESS 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Completion of the Reading assessment/placement process with eligibility for READ 42 or READ 48.  
This course is designed to help culturally diverse students make the transition from non-credit courses into college-credit programs. It is open

to non-readers and limited readers, both native and immigrants. Visual, auditory, tactile, and kinesthetic instructions are included. Phonics, vocabulary, reading, and writing skills are stressed. This course is not open to students who have received credit for READ 42.

### **READ 49 (Not Degree Applicable) INTRODUCTION TO COLLEGE READING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: READ 42 or READ 48 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with the eligibility for READ 43 or READ 49. This course is designed for students who wish to improve basic reading skills for success in college-level courses. Coursework includes work on fundamental skills in dictionary use, word analysis and vocabulary development, and fundamental comprehension skills, such as analyzing paragraph structure and determining implied main ideas and rhetorical modes. This course is not open to students who have received credit for READ 43.

### **READ 54 ADVANCED COLLEGE READING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: READ 43 or READ 49 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score eligible for READ 54 or higher. This course is designed to improve literal, interpretive, critical comprehension, and vocabulary skills. Emphasis will be on structured vocabulary development and college-level reading skills.

### **READ 97 INTRODUCTION TO COLLEGE READING-ACCELERATED 5.0 UNITS**

Class hours: 5.0 Lecture  
Prerequisite: READ 42 or READ 48 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with eligibility for READ 43 or READ 49 or READ 54. As an alternative to READ 43/READ 49 and READ 54 sequence, this accelerated course is designed to improve vocabulary skills; literal, interpretive, and critical comprehension; and analytical reading skills. Emphasis will be on college-level reading skills, and structured vocabulary development, including Latin and Greek roots and affixes and contextual clues. This course is not available to students who have received credit in READ 43 or READ 49 or READ 54.

### **READ 98 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **READ 100 SPEED READING METHODS AND APPLICATIONS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to increase reading speed and comprehension in college-level material. Emphasis is placed on developing an improved reading method through learning rapid reading techniques, gaining flexibility in adjusting reading speed to suit purpose for reading and difficulty of the material, overcoming habits of regression and subvocalization, recognizing and using basic writing structures and literary elements as aids to comprehension in depth, and mastering speed study techniques and speed research techniques. All methods and techniques are applied to various types of college-level reading materials.  
*Transfer Credit: CSU*

### **READ 100A SPEED READING: METHODS 1.5 UNITS**

Class hours: 1.5 Lecture  
This course is identical to the first half of Reading 100. It is designed to increase reading speed by developing an improved reading method through learning rapid reading techniques, gaining flexibility in adjusting reading speed to suit purpose for reading and difficulty of the material, overcoming habits of regression and subvocalization, recognizing basic writing structures and literary elements as aids to comprehension.  
*Transfer Credit: CSU*

### **READ 100B SPEED READING: APPLICATIONS 1.5 UNITS**

Class hours: 1.5 Lecture  
Prerequisite: READ 100A or equivalent with a grade of "C" or higher or "Pass".

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## Course Descriptions

This course is identical to the second half of Reading 100. It is designed to improve comprehension while reading rapidly by utilizing knowledge of basic writing structures and literary elements as aids to comprehension, mastering speed study techniques, and speed research techniques, and applying all methods and techniques learned in Reading 100A to various types of college level reading materials.

*Transfer Credit: CSU*

### **READ 101 LITERACY AND LEARNING STRATEGIES FOR COLLEGE SUCCESS**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course focuses on providing students with powerful success strategies and tools for college completion and career success. These skills include applying reading and learning strategies, using time management techniques, determining and setting goals, employing effective study-reading strategies, utilizing listening and note-taking skills, preparing for and taking tests, using memory techniques, and developing their information literacy. Students will learn and apply scientifically grounded and practical tips and tools to build emotional intelligence, identify learning preferences, and apply brain-compatible study habits. When course materials are not compatible with a person's disability, the instructor will develop an Equally Effective Alternate Access Plan (EEAAP).

*Transfer Credit: CSU*

### **READ 102 ACADEMIC LITERACY IN THE CONTENT AREAS**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course incorporates reading and study skills customized to a student's particular field. such as Nursing, Social Science, Cosmetology, etc. The course is designed to give students the skills and abilities needed to read and analyze the complex informational text found typically in social studies, sciences, and medical and health fields. Because the type of reading differs as the material being read changes, different skills are required. Content area reading skills are explicitly taught, modeled, and practiced, using the students' own textbooks from courses in their major content areas. Attention is given to building vocabulary in content areas, including use of Latin and Greek roots, affixes and contextual clues, and, most importantly,

word lists specific to the students' major areas of study, e.g. terminology for various fields as medicine and health, physical and biological sciences, history, political science, psychology, etc... Students will read actual scientific papers and historical documents, etc.... while learning comprehension strategies that help them make sense of content-area texts. Students will also examine and appreciate the diversity of the people and cultures that have contributed to developments in the students' areas of study. Digital literacy is covered as well, incorporating the critical thinking skills necessary to locate and evaluate online sources of information for five criteria. When course materials are not compatible with a person's disability, the instructor will develop an Equally Effective Alternate Access Plan (EEAAP).

*Transfer Credit: CSU*

### **READ 103 ANALYSIS AND CRITICAL READING**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of English 100 or equivalent with a grade of "C" or "Pass" or higher and READ 54 or READ 97 or equivalent with a grade of "C" or "Pass" or higher or completion of the reading assessment/ placement process with a score of "Reading Exempt."

This course focuses on the development and application of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic readings across the curriculum and Internet media sources. When course materials are not compatible with a person's disability, the instructor will develop an Equally Effective Alternate Access Plan (EEAAP).

*Transfer Credit: CSU; UC*

## **REAL ESTATE**

**(Business, Humanities, and Social Sciences  
Division)**

### **RE 50 COMPUTER APPLICATIONS IN REAL ESTATE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass".

In this course students will explore and evaluate basic computer functions and technologies, along with the latest computer software applications relating to real estate appraisal, property management, finance, escrow, sales,

trust funds, record keeping, e-Business, and hands on use of real estate business tools such as, using zipforms desktop, online and mobile applications, creating a market analysis for sellers, searching the Multiple Listing Service (MLS) for properties, downloading and e-mailing offers to present to sellers, and renting versus buying analysis. In addition, students will learn to utilize social media such as Facebook, Snapchat, LinkedIn, Twitter, and Instagram, as a real estate business tool.

### **RE 51 REAL ESTATE PRE-LICENSE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment.

This course covers materials used by the State of California Department of Real Estate in preparing test questions for Real Estate License examinations. The major topics studied are real estate law, real estate practice, real estate principles, real estate finance, real estate appraisal, real estate taxations, and real estate economics.

### **RE 52 MORTGAGE LOAN BROKERING AND LENDING**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass".

This course introduces the student to the principles and operations of the loan brokering field. The emphasis is on the lending rules for residential property, disclosures, maximum fees and charges, agency relationships, advertising laws, HUD/RESPA calculations and the loan process. This course partially satisfies the requirements of the Real Estate Salesperson and California Real Estate Broker's licenses.

### **RE 53 ADVANCED**

### **REAL ESTATE APPRAISAL**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: RE 131 or equivalent with a grade of "C" or higher or "Pass".

This is an advanced course in real estate appraisal devoted to current techniques of estimating value. An income property will be chosen, analyzed, and appraised. The creative development of a Narrative Appraisal Report will be taught, and its completion will be the goal of each student. All examples are or have been real life situations. Great emphasis is placed on preparing the student to be able to walk into an appraisal office and begin appraising. Capitalization, reciprocals, and land and building residual techniques, are covered.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### RE 55

#### **REAL ESTATE OFFICE ADMINISTRATION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to acquaint the real estate licensee with skills necessary to manage a profitable and stable business. These skills include techniques in research; office organization; managerial decision making; establishing controls systems and policies; recruiting, selecting, and training of personnel; and product marketing and other skills related to financing, expansion, and growth. This course may be taken as a broker's license requirement.

### RE 98

#### **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

Prerequisite: A previous college course in the discipline.

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### RE 99

#### **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

### RE 101

#### **REAL ESTATE PRINCIPLES 3.0 UNITS**

Class hours: 3.0 Lecture

This is a beginning course in real estate which introduces the student to real estate fundamentals and principles. Major topics covered are: history of real estate in California, contracts, agency, introduction to financing, deeds, liens and encumbrances, escrow and title insurance, land descriptions, and real estate math. This course is statutorily required by the California Department of Real Estate for the Real Estate Salesperson's License and is an elective for the Broker's License.  
*Transfer Credit: CSU*

### RE 120

#### **REAL ESTATE FINANCE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to be of assistance to real estate brokers, salesmen, college students majoring in real estate, and others who may have a special interest in real estate financing. Actual case illustrations demonstrating lending policies, problems, and risks involved in financing transactions in residential, apartment, commercial, and special purpose properties will be used. (Statutorily required by the Department of Real Estate for the Real Estate Broker's License and can be used as an elective course for the Real Estate Salesperson's License.)  
*Transfer Credit: CSU*

### RE 125

#### **LEGAL ASPECTS OF REAL ESTATE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or LAW 111 or equivalent with a grade of "C" or higher or "Pass".

This course is designed to be of material assistance to real estate licensees, college students majoring in real estate, and others interested in real estate. This is a practical, applied study of California real estate law intended to be of help in avoiding legal difficulties which can arise with real estate transactions. (Statutorily required by the Department of Real Estate for a Broker's License.)  
*Transfer Credit: CSU*

### RE 130

#### **REAL ESTATE PRACTICE 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to acquaint the students with everyday real estate practice and to familiarize them with forms used in the real estate industry, as well as keep them abreast of the changing conditions in the real estate

market, notably in lending, land utilization, and zoning. This course will inform the student of current selling practices and techniques. (This course is statutorily required by the Department of Real Estate for a Real Estate Salesperson's License as well as required for the Real Estate Broker's License.)  
*Transfer Credit: CSU*

### RE 131

#### **INTRODUCTION TO REAL ESTATE APPRAISAL 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to the field of real property appraisal. It includes the hands-on evaluation of a single family residence and a multi-family income units. This course includes preparation of and finalization of the Uniform Residential Appraisal Report. Students will learn to use the Uniform Residential Appraisal Report (URAR) with addendums for the single family residence report and will use the Small Residential Income Report for multiple units. This course will qualify for 72 hours of basic Appraisal Education toward the 90 hours necessary for Trainee License, the 120 hours required for Licensed or Certified Residential classification, and the 180 hours required for the Certified General classification.  
*Transfer Credit: CSU*

### RE 140

#### **REAL ESTATE PROPERTY MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture

The course illustrates how skilled management practice can assure the production of maximum financial yield to investment real estate. The students gain an overview of the many different types of properties in which they might become involved. The course considers the specific duties of management, including the establishing rental schedule, merchandising available space, collecting rent, creating and supervising maintenance schedules and repairs, supervising all purchasing, developing a tenant relationship policy, and maintaining proper accounting records. This course is an elective toward a Real Estate Broker's License.)  
*Transfer Credit: CSU*

### RE 151

#### **FUNDAMENTALS OF ESCROW 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass".

This is a basic course covering the principles and fundamentals of escrow procedure, with emphasis on the duties and responsibilities of

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

escrow personnel. Students will understand why escrow is a means of facilitating the transfer of property and for protection of the interests of the principals. This is a background course for real estate students and a prerequisite for more advanced courses in escrow. This course may be taken as an elective course for the Real Estate Salesperson's License and for a Real Estate Broker's License.

*Transfer Credit: CSU*

### RE 157

#### **REAL ESTATE INVESTMENTS 3.0 UNITS**

Class hours: 3.0 Lecture

This course is designed to acquaint the students with real estate investments. Content will include commonly used forms, solving on-the-job problems, cash flow analysis including calculation of cash-on-cash return, net present value and internal rate of return, analysis of the client's needs, and modern practices and techniques used in industry today.

*Transfer Credit: CSU*

### RE 160

#### **REAL ESTATE ECONOMICS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: RE 101 or equivalent with a grade of "C" or higher or "Pass".

This course covers principles and problems in urban development such as basic methods of statistical analysis and interpretation, controlling land use, patterns of land use for commercial and industrial facilities, economic aspects of real estate investment theory, economic utilization, land resources, public housing, urban renewal and rehabilitation, and impact of environmental controls. ( This course is required for California Real Estate Broker's License.)

*Transfer Credit: CSU*

### RE 172

#### **REAL ESTATE OCCUPATIONAL WORK EXPERIENCE/ CAREER INTERNSHIP 2.0 UNITS**

Class hours: 1.0 Work Experience

Two units of Real Estate Occupational Work Experience/Career Internship require 120 non-paid hours of work or 150 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to exacting experiences in the workplace. The aim of the course is to assist students in becoming more productive workers. In the process of doing so, it creates greater communication with increased understanding between the broker/sponsors, student/trainees, and the college. First semester students meet with

their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### RE 173

#### **REAL ESTATE OCCUPATIONAL WORK EXPERIENCE/ CAREER INTERNSHIP 3.0 UNITS**

Class hours: 1.0 Work Experience

Three units of Real Estate Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to exacting experiences in the workplace. The aim of the course is to assist students in becoming more productive workers. In the process of doing so, it creates greater communication with increased understanding between the broker/sponsors, student/trainees and the college.

First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### RE 174

#### **REAL ESTATE OCCUPATIONAL WORK EXPERIENCE/ CAREER INTERNSHIP 4.0 UNITS**

Class hours: 1.0 Work Experience

Four units of Real Estate Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to

exacting experiences in the workplace. The aim of the course is to assist students in becoming more productive workers. In the process of doing so, it creates greater communication with increased understanding between the broker/sponsors, student/trainees and the college.

First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site.

Second, third, and fourth semester students must meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

### RE 174A

#### **REAL ESTATE OCCUPATIONAL WORK EXPERIENCE/ CAREER INTERNSHIP 4.0 UNITS**

Class hours: 1.0 Work Experience

Prerequisite: Completion of 12 units in Business Administration, Real Estate or Paralegal or equivalent.

The Real Estate Occupational Work Experience Alternate Plan is supervised employment of students designed to offer students opportunities to attend college full-time one semester and work full-time the following semester. Job experience must relate directly to the student's educational goals. Up to eight (8) units may be earned in one semester. Occupational work internship is supervised employment of students designed to extend their classroom-based occupational learning at an on-the-job learning station in fields directly related to their educational or occupational goals. This course may be taken a maximum of 4 times.

*Transfer Credit: CSU*

### RE 195

#### **COMMON INTEREST DEVELOPMENTS 3.0 UNITS**

Class hours: 3.0 Lecture

This course covers the basics of managing, purchasing, and selling of common interest developments (CID's) that are governed by homeowner associations (HOA), including condominiums. All applicable laws will be included in the course.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## **SOCIOLOGY**

(Business, Humanities, and Social Sciences Division)

### **SOC 101 INTRODUCTORY SOCIOLOGY PRINCIPLES 3.0 UNITS**

Class hours: 3.0 Lecture  
Sociology 101 represents an introductory survey of the fundamental theories, philosophies and problems associated with the study of sociology in a pluralistic society. A multicultural approach is used throughout in the analysis of human relationships through a study of major concepts. Institutions and their functions, personality development, social interaction, social change, collective behavior, the environment, war and peace are major themes for this course.  
*Transfer Credit: CSU; UC*

### **SOC 205 INTRODUCTION TO SOCIAL RESEARCH METHODS 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: SOC 101 or ANTH 100 or equivalent with a grade of "C" or higher, or "Pass".  
Recommendation: ENGL 100 or ENGL 100S, or equivalent and MATH 80 or equivalent with grades of a grade of "C" or higher, or "Pass".  
Students will examine fundamental elements of empirical research and the ways social scientists think critically. This course includes attention to the nature of theory, hypotheses, variables, and ethics of research. Students will apply qualitative and quantitative analytical tools. Topics may include logic and research design, survey, observation, case study, focus groups, ethnographic methods, linguistic analysis, and historical/comparative research methods. This course is designed for students in the social sciences.  
*Transfer Credit: CSU; UC*

### **SOC 110 MARRIAGE AND THE FAMILY 3.0 UNITS**

Class hours: 3.0 Lecture  
Sociology 110 represents an introductory survey of the sociological, psychological and biological factors involved in love, marital and family relationships. Using a multicultural approach, consideration is given to the complex issues of dating, courting, mate selection, alternatives to marriage, conflict, communication, sex roles, child-bearing and child-rearing.  
*Transfer Credit: CSU; UC*

### **SOC 120 INTRODUCTION TO HUMAN SEXUALITY 3.0 UNITS**

Class hours: 3.0 Lecture  
Sociology 120 represents an introductory survey of the behavioral, biological, historical, religious, and socio-cultural aspects of human sexuality in a pluralistic society. A multicultural approach is used throughout in the study of the anatomy and physiology of sexual function, treatment of dysfunction, psychosexual development and the relationship between sexuality, changing social/cultural standards and contemporary values. Sex across the life span, pregnancy, birth control, sexually transmitted diseases, the AIDS crisis, homosexuality, sexual assault, incest, and child molestation are among the topics covered.  
*Transfer Credit: CSU; UC*

### **SOC 201 SOCIAL PROBLEMS 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: SOC 101 or equivalent with a grade of "C" or higher or "Pass".  
Sociology 201 represents a study of undesirable socially constructed social problems. Special emphasis is on the range of phenomena considered social problems which may include: war, overpopulation, immigration, poverty, street crime, white-collar crime, racial/ethnic conflict, mental illness, the environment, health care, international terrorism, government regulation, drug abuse, ageism, unemployment, hopelessness, the decline of the family, child abuse, urban decay, pornography, overcrowded prisons, campus unrest, sex discrimination, abortion, alienated youth, and AIDS.  
*Transfer Credit: CSU; UC*

### **SOC 202 GENDER AND SOCIETY 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: SOC 101 or WGS 101 with a grade of "C" or higher or "Pass".  
This course addresses the concept of gender as an organizing principle in men's and women's lives from a sociological perspective. The class will address the issue of the social construction of gender and how it relates to race, ethnicity, class and sexuality, and how social institutions are gendered. Topics to be covered will include cultural ideas of gender and gender and the economy, politics, the media, families, and education. It will also address how gender impacts interactions between individuals and groups. This course is not open to students who are currently enrolled in or who completed WGS 202 or WS 202.  
*Transfer Credit: CSU; UC\**  
*\*UC credit units may apply. WGS 202, PSYC 265, and SOC 202 combined: maximum credit, one course.*

### **SOC 205 INTRODUCTION TO SOCIAL RESEARCH METHODS 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: SOC 101 or ANTH 100 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: ENGL 100 or equivalent and MATH 80 or equivalent with grades of "C" or higher or "Pass".  
Students will examine fundamental elements of empirical research and the ways social scientists think critically. This course includes attention to the nature of theory, hypotheses, variables, and ethics of research. Students will apply qualitative and quantitative analytical tools. Topics may include logic and research design, survey, observation, case study, focus groups, ethnographic methods, linguistic analysis, and historical/comparative research methods. This course is designed for students in the social sciences.  
*Transfer Credit: CSU; UC*

### **SOC 210 AMERICAN MINORITY RELATIONS 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: SOC 101 or equivalent with a grade of "C" or higher or "Pass".  
This course is a survey of theories, problems, nature, and the dynamics of racism. Power and inequality, prejudice and discrimination and patterns of racial/ethnic relations are examined conceptually and historically, using data from scientific, philosophical, sociopolitical, legal and cultural sources. Models and concepts for positive change will be explored.  
*Transfer Credit: CSU; UC*

### **SOC 215 SOCIOLOGY OF CULTURAL DIVERSITY: CHALLENGE AND CHANGE 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to create an awareness of, an appreciation of, and a tolerance of diverse cultures. Topics covered will include the nature of culture, world views, customs and mores, views on religion, marriage and the family, children and the elderly, ethnocentrism, stereotyping, the nature of prejudice and discrimination, and social change.  
*Transfer Credit: CSU; UC*

### **SOC 220 INTRODUCTION TO HUMAN SERVICES 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: SOC 101 or PSYC 101 or equivalent with a grade of "C" or higher or "Pass" is strongly recommended.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

## Course Descriptions

Sociology 220 represents an introduction to the purposes, historical context and organizational structure of human services. Emphasis is threefold: the development of human services and related careers in response to situations of individuals or groups who need assistance to live better lives (purpose); the recent history of human services dating from the early 1960s, which is marked by an increased awareness that many people need different kinds of assistance; and the purposes of the organizations that deliver services to clients.  
*Transfer Credit: CSU*

### **SOC 225** **CONTEMPORARY** **SOCIAL ISSUES** **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: SOC 101 or equivalent with a grade of "C" or higher or "Pass" is strongly recommended.  
This is a specialized course designed to acquaint the student with major social issues facing the United States and to a limited extent, the world. This course focuses on origins, sustaining causes and possible solution to societal issues. The specific issue will be decided by the course instructor and announced in the Schedule of Classes. This course may be taken for a maximum of 4 times.  
*Transfer Credit: CSU; UC credit determined after admission.*

### **SOC 230** **JUVENILE DELINQUENCY** **3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: SOC 101 or equivalent with a grade of "C" or higher or "Pass" is strongly recommended.  
This course is a study of adolescents and their lives within contemporary society with emphasis on what is defined and accepted as justice for adolescents in general and delinquents in particular.  
*Transfer Credit: CSU*

### **SOC 250** **SOCIOLOGY OF AGING** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course represents an introductory survey of the fundamental theories and problems of aging. Using a multicultural approach, the course investigates the sociological, psychological, and physical aspects of the human aging process from middle age to old age. Students are required to investigate why we study aging, to understand the demography of aging as well as the historical and cross-cultural aspects of the aging process in a society. A knowledge of current policies

and their effects on the aged population is also desirable. Using and understanding various methodologies is also part of the course.  
*Transfer Credit: CSU; UC*

### **SOC 298** **DIRECTED STUDIES** **1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

### **SOC 299** **DIRECTED STUDIES** **2.0 UNITS**

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

## **SPANISH**

(Liberal Arts Division)

### **SPAN 101** **ELEMENTARY SPANISH** **5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
This beginning Spanish course emphasizes listening, speaking, reading, and writing and helps to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. SPAN 101 and SPAN 111 combined: maximum credit, one course.*

### **SPAN 102** **ELEMENTARY SPANISH** **5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: SPAN 101 or SPAN 103B or SPAN 111 or equivalent with a grade of "C" or higher or "Pass".  
This course is a continuation of the study of the basic principles of Spanish with an emphasis on oral and written communication. It helps to continue to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. SPAN 102 and SPAN 112 combined: maximum credit, one course.*

### **SPAN 103A** **ELEMENTARY SPANISH** **FOR TEACHER PREPARATION I** **3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
This beginning course in Spanish language for teacher preparation emphasizes listening, speaking, reading, and writing, and helps to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.  
*Transfer Credit: CSU*

### **SPAN 103B** **ELEMENTARY SPANISH** **FOR TEACHER PREPARATION** **3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: SPAN 103A or equivalent with a grade of "C" or higher or "Pass".  
This course is a continuation of the study of basic Spanish language principles for teacher preparation with an emphasis on oral and written communication. It further develops an appreciation of cultural diversity through the study of differences and similarities between cultures.  
*Transfer Credit: CSU*

### **SPAN 111** **ELEMENTARY SPANISH** **FOR SPANISH SPEAKERS** **5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
This beginning course corresponding to SPAN 101 is designed for students already able to understand and speak the language as used in everyday situations. Emphasis is on listening, speaking, reading, writing and special problems with structures and vocabulary.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. SPAN 101 and SPAN 111 combined: maximum credit, one course.*

### **SPAN 112 ELEMENTARY SPANISH FOR SPANISH SPEAKERS 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: SPAN 101 or SPAN 111 or SPAN 103B or equivalent with a grade of "C" or higher or "Pass".

This course is a continuation of SPAN 111 or SPAN 101 designed for the native speaker. It corresponds to SPAN 102 with an emphasis on oral and written communication. This course is designed for students that already speak, understand and have studied Spanish. It helps develop the appreciation of cultural diversity through the study of differences and similarities between the diverse Latin-American and Spanish cultures.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. SPAN 102 and SPAN 112 combined: maximum credit, one course.*

### **SPAN 201 INTERMEDIATE SPANISH 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory  
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of "C" or higher or "Pass".

This course provides a review and in-depth study of grammatical concepts. Reading and interpretation of literary works by Hispanic writers and guided and original compositions are included. This course will further develop the appreciation of cultural diversity. The class is conducted primarily in Spanish.

*Transfer Credit: CSU; UC*

### **SPAN 202 INTERMEDIATE SPANISH 4.0 UNITS**

Class hours: 4.0 Lecture  
Prerequisite: SPAN 201 or equivalent with a grade of "C" or higher or "Pass".

This course provides a review and in-depth study of grammatical concepts. Reading and interpretation of literary works by Latin American and Spanish writers, and guided and original compositions are included. This course provides further practice in the discussion and presentation of current cultural topics through literature. This class, conducted primarily in Spanish, will further develop the appreciation of cultural diversity and is recommended for all Spanish majors.

*Transfer Credit: CSU; UC*

### **SPAN 210 HIGHLIGHTS OF HISPANIC CULTURE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of "C" or higher or "Pass".

This course traces the principal currents of Hispanic culture through Europe and the New World. Using a thematic approach, it traces the historic, political and economic development of the Spanish speaking people, and presents the highlights of Hispanic achievements from the standpoint of civilization and culture. This course conducted primarily in Spanish, is recommended for Spanish majors.

*Transfer Credit: CSU; UC*

### **SPAN 213 LIVING SPANISH GRAMMAR AND WRITTEN COMMUNICATION 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of "C" or higher or "Pass".

Study of fundamental grammatical principles and sentence structures with drills and translations. (Special emphasis on uses of the Imperfect and the Preterite and the phonetic rules of the accent.) Writing of short paragraphs blending creativity with grammatical correctness. An excellent review course for all students. Recommended for Spanish majors.

*Transfer Credit: CSU; UC*

### **SPAN 214 LIVING SPANISH GRAMMAR AND WRITTEN COMMUNICATION 2.0 UNITS**

Class hours: 2.0 Lecture

Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of "C" or higher or "Pass".

Study of fundamental grammatical principles and sentence structures with drills and translations. (Special emphasis on uses of the Subjunctive and the phonetic rules of the accent.) Writing of short compositions blending creativity with grammatical correctness. An excellent review course for all students. Recommended for Spanish majors.

*Transfer Credit: CSU; UC*

### **SPAN 223 SPANISH FOR HEALTH AND MEDICAL CAREERS 3.0 UNITS**

Class hours: 3.0 Lecture

This Spanish course for health and medical personnel is designed for students who plan to use Spanish as a communication tool in their field of specialization. A major emphasis is on vocabulary and situational dialogues closely related to health and medical careers.

*Transfer Credit: CSU*

### **SPAN 245 INTRODUCTION TO CHICANO/MEXICAN AMERICAN CULTURE 3.0 UNITS**

Class hours: 3.0 Lecture

This course is a study of the culture of the Chicano/Mexican American student. It analyzes the family, religious institutions, contributions, advancements, and problems of the Chicano/Chicana in the United States and aids students in achieving self-identification and understanding their relationship to their own community. This course, conducted in English, develops insight into the special nature of Chicano/Chicana culture for those outside that culture. It is open to all Spanish speaking and non-Spanish speaking students.

*Transfer Credit: CSU; UC*

### **SPAN 260 FRIDA KAHLO AND MEXICAN MURALISTS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This course is an introduction to the artwork, life and politics of Frida Kahlo, Diego Rivera, José Clemente Orozco, David Alfaro Siqueiros, and other muralists through a cultural, literary, political, and social approach. The course also provides skills to students to further develop their basic understanding on culture, religion, mestizaje, machismo, literature, geography, and ideas and customs of Mexican society during late 1800s through mid 1900s. In addition, students will be able to improve their writing and critical thinking skills. No previous knowledge of the subject is required. The course is taught in English.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **SPAN 281 BEGINNING CONVERSATIONAL SPANISH 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: SPAN 102 or equivalent with a grade of "C" or higher or "Pass".

This course gives the student practice in understanding and speaking Spanish as used in the home, school, business, travel and everyday life. Emphasis is placed on vocabulary, idioms, and language patterns fundamental to an active and practical use of Spanish. This course recommended for all Spanish majors, develops the appreciation of cultural diversity.

*Transfer Credit: CSU; UC*

### **SPAN 282 INTERMEDIATE CONVERSATIONAL SPANISH 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: SPAN 281 or equivalent with a grade of "C" or higher or "Pass".

This course provides intensive practice in the discussion of current topics including multiculturalism. Emphasis is on the acquisition of special idioms and vocabulary suitable to conversation about the family, the world of work, business, sports and pastimes, popular culture, travel and ecology. This course conducted primarily in Spanish, is recommended for all Spanish majors.

*Transfer Credit: CSU; UC*

### **SPAN 283 ADVANCED CONVERSATIONAL SPANISH 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: SPAN 282 or equivalent with a grade of "C" or higher or "Pass".

This course consists of in-depth oral discussion of cultural topics, including modern family life, the job market, advertising in the business world, pastimes and amusements, economy versus ecology, the world of travel and multiculturalism. Emphasis is on the acquisition of appropriate vocabulary and language patterns, and the creative development of arguments. This course conducted in Spanish, is recommended for all Spanish majors.

*Transfer Credit: CSU; UC*

### **SPAN 285 ROMANCE LINGUISTICS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: SPAN 101 or SPAN 111 with a grade of "C" or higher or "Pass".

This course will analyze the evolution of Romance languages from Latin. Spanish utterances will be structured through phonological, morphosyntactic, and lexical norms. This course is not open to students who are enrolled in or have received credit in FREN 285. This course will be taught in English.

*Transfer Credit: CSU; UC*

### **SPAN 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **SPAN 299 DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## **SPEECH AND LANGUAGE PATHOLOGY**

**(Health Occupations Division)**

### **SLP 101 INTRODUCTION TO COMMUNICATION DISORDERS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course introduces foundational skills and principal theories for identification, classification, and management of communication disorders in individuals. Students will learn what distinctive features constitute normal and disordered speech, language, and hearing in a multicultural society. The legal and ethical scope of practice pertinent to roles in the fields of speech-language pathology and audiology will be delineated. Methods of assessment, observation, and intervention will be introduced.

*Transfer Credit: CSU*

### **SLP 105 SPEECH AND LANGUAGE DEVELOPMENT IN CHILDREN 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course is designed to provide the student with an understanding of how speech and language develop in normal monolingual and bilingual children. Students will learn the components of speech and language as well as theories of language development. Cognitive, motor, and social-emotional factors will be discussed as they relate to language development. Students will be introduced to informal measures of communication development using speech and language samples of typically developing children.

*Transfer Credit: CSU*

### **SLP 108 INTRODUCTION TO PHONETICS 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: Enrollment is dependent on admittance to the Speech-Language Pathology Assistant Program.

This course is designed to provide the student with knowledge and skill in the classification,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

description, and transcription system of the phonetic speech sounds of American-English. Students will learn to transcribe normal, accented, and disordered speech using the International Phonetic Alphabet (IPA) for broad transcription. Linguistic variation and regional dialects will be addressed.  
*Transfer Credit: CSU*

### **SLP 125 CHILDHOOD DISORDERS AND TREATMENT** **5.0 UNITS**

Class hours: 4.0 Lecture/3.0 Laboratory  
Prerequisite: Enrollment is dependent on admittance to the Speech-Language Pathology Assistant Program.  
This course focuses on the treatment of speech, language and hearing disorders in children. Students will learn causes and characteristics of specific disorders and the elements of assessment and screening tools. Models of service delivery for children in educational and healthcare settings will be discussed. Students will learn and observe therapeutic principles and methods for treating a variety of speech and language disorders in children, and will demonstrate these skills through therapy simulations. Treatment documentation and data collection will be introduced.  
*Transfer Credit: CSU*

### **SLP 230 INTRODUCTION TO AUGMENTATIVE AND ALTERNATIVE COMMUNICATION** **1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory  
Prerequisite: SLP 125 with a grade of "C" or higher or "Pass".  
This course introduces the student to the needs of children and adults who are nonverbal or have limited verbal abilities. Students will learn about the types of augmentative and alternative communication (AAC) systems, with emphasis on the preparation, use and maintenance of selected low-tech and high-tech equipment. Opportunities for structured practice in the development and implementation of AAC tools will be provided.  
*Transfer Credit: CSU*

### **SLP 235 ADULT DISORDERS AND TREATMENT** **5.0 UNITS**

Class hours: 4.0 Lecture/3.0 Laboratory  
Prerequisite: Completion of SLP 125 with a grade of "C" or higher or "Pass".  
This course focuses on the classifications, causes, symptoms, and intervention methods of speech and language disorders in adults. Students will learn about service delivery models in a

variety of settings that treat these disorders and the role of the speech-language pathology assistant (SLPA). Assessment methods and types will be discussed. Students will have the opportunity to learn and practice therapeutic techniques designed to treat a variety of speech and language disorders in adults.  
*Transfer Credit: CSU*

### **SLP 241 CLINICAL EXPERIENCE I** **2.5 UNITS**

Class hours: 1.0 Lecture/4.5 Laboratory  
Prerequisite: SLP 108 and SLP 125 or equivalent with grades of "C" or higher or "Pass".  
This introductory field experience course will provide the student with an orientation to clinical placement and provide the student with the opportunity to perform speech-language pathology assistant responsibilities under the guidance and supervision of a state-licensed speech-language pathologist. Experiences may take place in educational, clinical, or home health settings.  
*Transfer Credit: CSU*

### **SLP 246 CLINICAL EXPERIENCE II** **2.5 UNITS**

Class hours: 1.0 Lecture/4.5 Laboratory  
Prerequisite: Completion of SLP 235 and SLP 241 with a grade of "C" or higher or "Pass".  
This final field experience course provides the student with an opportunity to perform advanced speech-language pathology assistant responsibilities under appropriate supervision. Additional emphasis will be placed on report writing and independent execution of therapeutic skills.  
*Transfer Credit: CSU*

## **THEATRE ARTS**

### **(FINE ARTS & COMMUNICATIONS DIVISION)**

### **TH 101 INTRODUCTION TO THE THEATRE** **3.0 UNITS**

Class hours: 3.0 Lecture  
This broad survey of the entire theatre field focuses on modern theatre practice and theory. Some historical background is provided. Topics include stage lighting and design, acting and directing, properties and costume, theatre architecture, make-up, career opportunities, and playwriting.  
*Transfer Credit: CSU; UC*

### **TH 102 HISTORY OF THE CLASSICAL THEATRE** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to introduce the student to the history and literature of the theatre from ancient times to the English Restoration. The role of theatre in human affairs will be explored, and particular attention will be given to the way theatre shapes—and is shaped by—the cultural, intellectual, and political forces of its time.  
*Transfer Credit: CSU; UC*

### **TH 103 HISTORY OF THE MODERN THEATRE** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to introduce the student to the history and literature of the theatre from French Classicism to the 20th Century. The role of theatre in human affairs will be explored, and particular attention will be given to the way theatre shapes—and is shaped by—the cultural, intellectual, and political forces of its time.  
*Transfer Credit: CSU; UC*

### **TH 104 HISTORY AND APPRECIATION OF MUSICAL THEATRE** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course introduces the student to the history and literature of the musical theatre from mid-19th century to present day. The course will explore the stylistic distinctions found in the musical as well as its social and cultural significance. Emphasis is placed on the contributions and influence of the individual writer, composer, or lyricist.  
*Transfer Credit: CSU; UC*

### **TH 105 INTRODUCTION TO MUSICAL THEATRE TECHNIQUES** **3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course introduces the student to performance and audition techniques for musical theatre. Emphasis is placed on character development through scene study and song analysis, as well as vocal production and psychomotor awareness exercises.  
*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### TH 107

#### **ACTORS STUDIO 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course is a performance laboratory. Students will rehearse plays and/or projects, which they will perform for invited audiences. Emphasis will be upon developing acting skills, keeping production elements to a minimum.  
*Transfer Credit: CSU*

### TH 108

#### **IMPROVISATION FOR THE THEATRE 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
In this course, students will learn how to act without a script. The focus will be on improvisational performance, but students will also learn how improvisation is used in actor training and as a tool for rehearsing traditional plays. Class members will participate in exercises designed to free their natural ability in all acting situations.  
*Transfer Credit: CSU; UC*

### TH 109

#### **RECOUNTING A PRODUCTION 2.0 UNITS**

Class hours: 1.0 Lecture/4.0 Laboratory  
Prerequisite: TH 130 or TH 131 or TH 132 or audition or equivalent with a grade of "C" or higher or "Pass".  
Students in this course will remount a major theatrical production. This particular course is for those cast in a show previously produced.  
*Transfer Credit CSU*

### TH 110

#### **FUNDAMENTALS OF ACTING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This course is an introduction to acting methods and exercises. It is appropriate for the beginner, but it also lays a strong foundation for students who would like to pursue a career in acting. Students will perform regularly on stage, and will learn to analyze scenes and monologues.  
*Transfer Credit: CSU; UC*

### TH 111

#### **INTERMEDIATE ACTING TO CHARACTERIZATION 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: TH 110 or equivalent with a grade of "C" or higher or "Pass".  
This is an advanced course in acting methods and practices, with particular focus upon creating exciting, believable characters. Students will learn to find elements from their own lives to use in characterization, and then to explore cultures and walks of life other than their own.  
*Transfer Credit: CSU; UC*

### TH 112

#### **SCRIPT ANALYSIS 3.0 UNITS**

Class hours: 3.0 Lecture  
Principles, theories and techniques of play script analysis for theatrical production. Students will study and analyze selected contemporary one act and full-length plays of various styles, in order to understand more fully the solutions of successful playwrights to problems of dramatic structure, character creation, plot development, dialogue and theatrical style.  
*Transfer Credit: CSU*

### TH 114

#### **VOICE FOR ACTING 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory  
This course presents vocal techniques to free and develop the actor's voice. It includes exercises in relaxation, physical awareness, and proper breathing, as well as in the development of diction, range and projection as required for theatrical performance.  
*Transfer Credit: CSU; UC*

### TH 115

#### **STAGE MOVEMENT AND COMBAT 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
This is an introduction to basic stage movement and combat for the actor. Emphasis will be placed on physical and spatial awareness, using movement creatively in characterization, and developing confidence in the physical self. Various stage combat techniques will be covered so that students can fully choreograph their own stage fights.  
*Transfer Credit: CSU; UC*

### TH 117

#### **STAND-UP COMEDY 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
This is a complete course in stand-up comedy from material development to performance. The student will create a comic persona, write several routines, and performs these routines at venues both on-and off-campus. Field trips to local comedy clubs will be arranged.

### TH 120

#### **THEATRE STAGECRAFT 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course introduces the student to the principles and basic techniques of theatrical scenery construction. The class will be involved in scene shop procedures and practices, safe tool usage, materials selection, and fabrication methods.  
*Transfer Credit: CSU; UC*

### TH 123

#### **STAGE MAKE-UP 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course provides instruction in techniques of theatrical make-up. Crew assignments in college productions are required.  
*Transfer Credit: CSU; UC*

### TH 123A

#### **ADVANCED STAGE MAKEUP 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Prerequisite: TH 123 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: ART 110 and ART 112 or equivalent with grades of "C" or higher or "Pass".  
This course provides instruction in techniques of theatrical makeup with an emphasis on three-dimensional special effects makeup. A crew assignment on a college production is required.  
*Transfer Credit: CSU; UC*

### TH 126

#### **WIGS AND HAIR FOR THEATRE 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course provides instruction in basic hair and wig styling and basic wig-making techniques for the theatre. Crew assignment in college production are required.  
*Transfer Credit: CSU*

### TH 126A

#### **WIGS AND HAIR FOR THEATRE I 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course provides basic instruction for the styling, care, and maintenance of hard and soft front wigs. Instruction on preparing the actor's hair to wear wigs is included. Hairstyling emphasis is on Twentieth Century hairstyles. Hair ventilating techniques used in wig making is also covered.  
*Transfer Credit: CSU*

### TH 126B

#### **WIGS AND HAIR FOR THEATRE II 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Prerequisite: TH 126A or equivalent with a grade of "C" or higher or "Pass".  
This course provides instruction in advanced hair and wig styling, hair punching, and wig making for the theater. Hairstyling emphasis is on fantasy and large, historical, pre-Twentieth Century hairstyles that require cage and foam foundations. Instruction on ventilating wig fronts is included.  
*Transfer Credit: CSU*

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## Course Descriptions

### **TH 130 REHEARSAL AND PERFORMANCE FOR THE MINOR ROLE 1.0 UNIT**

Class hours: 0.5 Lecture/2.5 Laboratory

Prerequisite: By audition.

Students in this course will rehearse and perform a major theatrical production. Students should contact the Theatre Department for a schedule of audition dates. This particular course is for those cast in "minor" roles.

*Transfer Credit: CSU; UC*

### **TH 131 REHEARSAL AND PERFORMANCE FOR THE SUPPORTING ROLE 2.0 UNITS**

Class hours: 1.0 Lecture/4.0 Laboratory

Prerequisite: By audition.

Students in this course will rehearse and perform a major theatrical production. Students should contact the Theatre Department for a schedule of audition dates. This particular course is for those cast in "supporting" roles.

*Transfer Credit: CSU; UC*

### **TH 132 REHEARSAL AND PERFORMANCE FOR THE LEADING ROLES 3.0 UNITS**

Class hours: 1.0 Lecture/7.0 Laboratory

Prerequisite: By audition.

Students in this course will rehearse and perform a major theatrical production. Students should contact the Theatre Department for a schedule of audition dates. This particular course is for those cast in "major" roles.

*Transfer Credit: CSU; UC*

### **TH 133 STAGE CREW ACTIVITY 1.0 UNIT**

Class hours: 0.5 Lecture/2.5 Laboratory

This course introduces the student to backstage crew skills and duties in connection with the mounting of college plays. The student will be assigned to running or preparation crews as scenery, lighting, costumes, sound, props, makeup, or house management.

*Transfer Credit: CSU; UC*

### **TH 134 TECHNICAL PRODUCTION 2.0 UNITS**

Class hours: 1.0 Lecture/5.0 Laboratory

This course introduces the student to technical theatre work in connection with the mounting of college plays. Emphasis is on the design and preparation of scenery, lighting, costume, sound, props, and makeup. Students may also be assigned to a running crew for some of their lab hours.

*Transfer Credit: CSU; UC*

### **TH 136 TOURING THEATRE PRODUCTION FOR SUPPORTING ROLES 2.0 UNITS**

Class hours: 1.5 Lecture/1.5 Laboratory

Prerequisite: By audition.

In this course students in supporting roles prepare one-acts plays, "story theatre" programs, or improvisational performances, which are taken on tour and performed for the community.

*Transfer Credit: CSU*

### **TH 137 TOURING THEATRE PRODUCTION FOR LEADING ROLES 2.0 UNITS**

Class hours: 1.5 Lecture/2.5 Laboratory

Prerequisite: By audition.

In this course students in leading roles prepare one-acts plays, "story theatre" programs, or improvisational performances, which are taken on tour and performed for community organizations and schools.

*Transfer Credit: CSU*

### **TH 144 DANCE FOR MUSICAL THEATRE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This course is an introduction to musical theatre dance styles, techniques, and repertory. Emphasis is on mastering the fundamental skills and styles basic to musical theatre dance techniques and performance.

*Transfer Credit: CSU; UC*

### **TH 145 COSTUME PRODUCTION FOR DANCE 1.0 UNIT**

Class hours: 1.0 Lecture/3.0 Laboratory

This course introduces the student to the fabrication of costume elements including patterning, machine sewing, hand sewing, dyeing, and decoration for dance.

*Transfer Credit: CSU; UC*

### **TH 146 MUSICAL THEATRE PRODUCTION FOR CHORUS 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Prerequisite: By audition.

This course involves participation in a major Theatre Department musical production as a member of the chorus. Activities may include singing, dancing, acting and/or playing a musical instrument.

*Transfer Credit: CSU; UC*

### **TH 147 MUSICAL THEATRE PRODUCTION FOR LEADING ROLES 3.0 UNITS**

Class hours: 1.0 Lecture/7.0 Laboratory

Prerequisite: By audition.

This course involves participation in a major Theatre Department musical production in a leading role. Activities will include singing, dancing, acting, and/or playing musical instrument.

*Transfer Credit: CSU; UC*

### **TH 150 APPRECIATION AND HISTORY OF THE MOTION PICTURE 3.0 UNITS**

Class hours: 3.0 Lecture

This course examines the art of motion pictures and their impact upon society. It includes the viewing and critical analysis of feature films in various thematic categories.

*Transfer Credit: CSU; UC*

### **TH 151 MOTION PICTURES, RADIO AND TELEVISION 3.0 UNITS**

Class hours: 3.0 Lecture

This is a broad survey of the history, theory, and production techniques of motion pictures, radio, and television, with emphasis on the form, content, and social impact of each. Students will participate in at least one field trip to a motion picture, radio, or television studio. (This course is not open to students currently enrolled in or who have completed RTV 151.)

*Transfer Credit: CSU*

### **TH 171 OCCUPATIONAL WORK EXPERIENCE IN THEATRE 1.0 UNIT**

Class hours: 1.0 Work Experience

One unit of Occupational Work Experience in Theatre requires 60 non-paid or 75 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students will meet with the instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

*Transfer Credit: CSU*

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## Course Descriptions

### **TH 208 ADVANCED IMPROV 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: TH 108 or equivalent with a grade of "C" or higher or "Pass".  
This is an advanced course in the art and craft of acting without a script. Emphasis will be placed upon character, status, narrative, group transformation, and transactional analysis as they apply to scene work and to long-form improv.  
*Transfer Credit: CSU*

### **TH 212 SCENE STUDY 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: TH 110 or equivalent with a grade of "C" or higher or "Pass".  
This is an intensive acting course focusing on the study and performance of challenging scenes from Chekhov, Ibsen, Strindberg, Shaw, and Feydeau, as well as from Beckett, Pinter, Ionesco, Albee, and Mamet. Students will explore multiple objectives, acting between the lines, and techniques for absurdist plays and farce.  
*Transfer Credit: CSU; UC*

### **TH 213 HISTORICAL STYLES OF ACTING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: TH 110 or equivalent with a grade of "C" or higher or "Pass".  
In this course students will learn acting methods and styles needed to perform in plays written before the 19th century. These may include plays from ancient Greece, Commedia dell'Arte, Shakespeare and his contemporaries, the Spanish Golden Age, English Restoration, French neoclassicism, Moliere, and 18th century authors of various nationalities. Students will also explore vocal production, movement patterns, costumes, and social modes and manners for each period study.  
*Transfer Credit: CSU; UC*

### **TH 216 ACTING FOR THE CAMERA 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: TH 110 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed for the experienced acting student to adapt stage acting techniques for the motion picture and television camera. Emphasis will be placed on gaining an understanding of camera shots, angles, the shooting process, auditioning and actor behavior in front of the camera.  
*Transfer Credit: CSU*

### **TH 221 COSTUMING FOR THE STAGE 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course introduces the student to the principles and methods of costume crafts for stage purposes. Although design and construction are accentuated, the approach to costuming for the stage is underscored by a historical perspective.  
*Transfer Credit: CSU; UC*

### **TH 221A ADVANCED COSTUMING FOR THE STAGE 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Prerequisite: TH 221 or equivalent with a grade of "C" or higher or "Pass".  
This course provides instruction to the student who has become proficient with basic costume construction practices and techniques. In this course, the focus is on pattern drafting, cutting, fitting, construction, and decoration of costumes. The design and construction of costumes is underscored by a historical perspective. Wardrobe crew chief or a design assignment on a college production is required.  
*Transfer Credit: CSU; UC*

### **TH 222 STAGE LIGHTING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
This course introduces the student to the theory and practice of modern stage lighting. Emphasis is placed on the design and function of lighting equipment and control systems, as well as color theory, the historical perspective, and hands-on experience.  
*Transfer Credit: CSU; UC*

### **TH 223 PORTABLE ENTERTAINMENT TECHNOLOGY - LIGHTING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Recommendation: TH 120, TH 133, or TH 134 or equivalent with grades of "C" or higher or "Pass".  
This course introduces the student to the principles and basic techniques of portable event staging. The class will cover procedures and practices involved in the general practices and lighting of entertainment events.  
*Transfer Credit: CSU*

### **TH 224 PORTABLE ENTERTAINMENT TECHNOLOGY - AUDIO AND STAGING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Recommendation: TH 120, TH 133, or TH 134 or equivalent with grades of "C" or higher or "Pass".

This course introduces the student to the principles and basic techniques of portable event staging. The class will cover procedures and practices involved in the staging and audio of entertainment events.  
*Transfer Credit: CSU*

### **TH 225 PORTABLE EVENT PRODUCTION 2.0 UNITS**

Class hours: 1.0 Lecture/5.0 Laboratory  
Prerequisite: TH 223 or TH 224 or equivalent with grades of "C" or higher or "Pass".  
Recommendation: TH 120, TH 133, or TH 134 or equivalent with grades of "C" or higher or "Pass".  
This course requires the student to set up and run a live event using the skills acquired in the Portable Event Production classes. Students will work in the areas of staging, lighting, and audio on multiple live entertainment events that are open to the public.  
*Transfer Credit: CSU*

### **TH 226 INTRODUCTION TO SCENIC DESIGN 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course introduces the student to the basic principles and techniques of scenic design for the theatre. The class will be involved in the conceptualization, analysis, and actual exploration of the design process. Emphasis will be placed on the development of the individual's design capabilities and knowledge of contemporary design approaches.  
*Transfer Credit: CSU; UC*

### **TH 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## TH 299

### DIRECTED STUDIES 2.0 UNITS

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## WELDING

### (Technology Division)

### WELD 43 (Not Degree Applicable)

#### WELDING OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS

Class hours: 1.0 Work Experience  
One (1) hour control class each week plus 15 hours of employment per week for Welding Work Experience 43. The employment must be in a job related to the student's educational goal.

Work Experience/Career Internship provides the opportunity for welding students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### WELD 44 (Not Degree Applicable)

#### WELDING OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS

Class hours: 1.0 Work Experience  
One (1) hour control class each week plus 20 hours of employment per week for Welding Work Experience 44. The employment must be in a job related to the student's educational goal.

Work Experience/Career Internship provides the opportunity for welding students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

### WELD 49 WELDING SHOP MATH 4.0 UNITS

Class hours: 4.0 Lecture  
Recommendation: WELD 100 or equivalent with a grade of "C" or higher or "Pass" or WELD 120 or equivalent with a grade of "C" or higher or "Pass" or WELD 130 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to familiarize the student with the shop math typical to the welding industry. Emphasis will be placed on the practical applications of measuring, measuring instruments, area, volume, fractions, decimals, and the metric system. (Not open to students with credit in WELD 39.) Formerly WELD 39

### WELD 51L ADVANCED ARC WELDING SPECIALTY LAB 1.0 UNIT

Class hours: 3.0 Laboratory  
Prerequisite: WELD 120 or equivalent with a grade of "C" or higher or "Pass".  
This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, piping, sheet metal, and construction industries.

### WELD 52 PIPE WELDING FUNDAMENTALS 4.0 UNITS

Class hours: 2.0 Lecture/6.0 Laboratory  
Prerequisite: WELD 210L or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: Current Los Angeles City or AWS certification for structural steel.  
This advanced welding course is designed to utilize previously acquired welding skills and techniques on ferrous pipe in the rotated and fixed positions. Emphasis is placed on the welding of open groove pipe joints using the shielded metal arc welding (SMAW) process.

Subjects covered will include joint preparation, alignment techniques, pre-heat and inter-pass temperatures, and post-heat requirements. Pipe flanges and fittings will be identified as to alloy content and applicable welding procedures.

### WELD 53 PIPE LAYOUT 2.0 UNITS

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: WELD 120 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.  
This advanced welding course emphasizes practical techniques of pipe layout, terminology, use of layout tools, fittings, offset tie-ins, and rolled offset tie-in of parallel pipelines. Instruction in more advanced layout techniques will cover layout of calculated fittings involving pipelines of unequal sizes and compound offset tie-in fittings.

### WELD 54L ADVANCED PIPE WELDING 2.0 UNITS

Class hours: 6.0 Laboratory  
Prerequisite: WELD 52 or equivalent with a grade of "C" or higher or "Pass".  
This is a course designed to building and/or refine the student's previously acquired pipe welding skills and prepare the student to pass a certification test in pipe welding. Emphasis is placed on welding various diameters of ferrous pipe in the flat 1G, horizontal fixed 2G, vertical fixed 5G using shielded metal arc (SMAW) process.

### WELD 56L ARC WELDING 6" PIPE CERTIFICATION LABORATORY 2.0 UNITS

Class hours: 6.0 Laboratory  
Prerequisite: WELD 54L or equivalent with a grade of "C" or higher or "Pass".  
This is a course designed to refine the student's previously acquired pipe welding skills and prepare the student to pass a certification test in pipe welding. Emphasis is placed on welding 6" ferrous pipe in the vertical fixed (5G) and 45 degree inclined (6G) positions using the Shielded Metal Arc Welding (SMAW) process.

### WELD 58L ARC WELDING 2" PIPE CERTIFICATION LABORATORY 2.0 UNITS

Class hours: 6.0 Laboratory  
Prerequisite: WELD 56L or equivalent with a grade of "C" or higher or "Pass".  
This is a course to refine the student's previously acquired pipe welding skills and prepare the student to pass a certification

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

test in pipe welding. Emphasis is placed on welding 2" ferrous pipe in the vertical fixed (5G) and 45 degree inclined (6G) positions using the Shielded Metal Arc Welding (SMAW) process.

### **WELD 59 BLUEPRINT READING FOR THE WELDING TRADES** 4.0 UNITS

Class hours: 4.0 Lecture  
Recommendation: WELD 100 or equivalent with a grade of "C" or higher or "Pass" or WELD 120 or equivalent with a grade of "C" or higher or "Pass" or WELD 130 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to enable the student to read and interpret shop structural drawings and blueprints. Emphasis is placed on structural shape identification, nomenclature, and welding symbols. (Not open to students with credit in WELD 50.) Formerly WELD 50

### **WELD 60 WELDING AND METAL FABRICATION SAFETY** 1.0 UNIT

Class hours: 1.0 Lecture  
This course is designed to familiarize the welding student with recognized safety practices of the industry. Emphasis will be placed on compliance with government safety codes and regulations. Students will be introduced to preventive health and safety techniques and practices. Safety concerns relating to welding and cutting will be covered for both shop and field work environments.

### **WELD 81L SHIELDED METAL ARC WELDING (SMAW) SPECIALTY LABORATORY** 1.0 UNIT

Class hours: 3.0 Laboratory  
Prerequisite: WELD 120 or equivalent with a grade of "C" or higher or "Pass".  
This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, piping, sheet metal, and construction industries.

### **WELD 82L SEMI-AUTOMATIC WELDING PROCESS SPECIALTY LABORATORY** 1.0 UNIT

Class hours: 3.0 Laboratory  
Prerequisite: WELD 120 or equivalent with a grade of "C" or higher or "Pass".  
This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, sheet metal, and construction industries.

### **WELD 83L GAS TUNGSTEN ARC WELDING (GTAW) SPECIALTY LABORATORY** 1.0 UNIT

Class hours: 3.0 Laboratory  
Prerequisite: WELD 130 or equivalent with a grade of "C" or higher or "Pass" or higher or concurrent enrollment.  
This advanced level welding course is designed to further develop advanced specialized gas tungsten arc welding skills in the structural steel, piping, sheet metal, and construction industries.

### **WELD 98 DIRECTED STUDIES** 1.0 UNIT

Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

### **WELD 99 DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

### **WELD 100 WELDING FUNDAMENTALS** 2.5 UNITS

Class hours: 2.0 Lecture/2.0 Laboratory  
This introductory course is designed to familiarize the student with the history, principles, and practices of the welding industry and their relationship to our economy and society. Emphasis is placed on technical and practical applications of metal cutting, brazing and soldering, shielded metal arc, gas

metal arc, flux cored arc, and gas tungsten arc welding processes, shop and field safety practices, weld testing and welding metallurgy.  
*Transfer Credit: CSU*

### **WELD 120 BEGINNING ARC WELDING** 5.0 UNITS

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: WELD 100 with a grade of "C" or higher or "Pass" or concurrent enrollment or appropriate work experience.  
This course is designed for the beginning student welder covering the technical and practical aspects of the shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW) processes on ferrous and non-ferrous metals. Emphasis is placed on the safe operation of manual and semi-automatic welding and cutting tools and equipment.  
*Transfer Credit: CSU*

### **WELD 130 GAS TUNGSTEN ARC WELDING FUNDAMENTALS** 5.0 UNITS

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: WELD 100 or WELD 120 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment or appropriate work experience.  
This course is designed to provide the student with technical and practical welding skills on ferrous and non-ferrous metals using the gas tungsten arc welding process (GTAW), commonly known as TIG. Related classroom instruction covers technical data pertaining to this welding process with special emphasis on operational parameters of inverter type machines.  
*Transfer Credit: CSU*

### **WELD 170 STRUCTURAL FABRICATION** 2.0 UNITS

Class hours: 1.0 Lecture/4.0 Laboratory  
Prerequisite: WELD 120 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: WELD 49 and WELD 59 or equivalent with grades of "C" or higher or "Pass".  
This is a course designed to develop welding skills and structural fabrication techniques on real or simulated metal construction projects. Emphasis will be on the safe operation of fabricating equipment as applied to structural steel components.  
*Transfer Credit: CSU*

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## Course Descriptions

### **WELD 172L ADVANCED STRUCTURAL FABRICATION LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory  
Prerequisite: WELD 170 or equivalent with a grade of "C" or higher or "Pass".  
This is a course designed to enhance the previously acquired welding and fabrication skills and techniques commonly used within industry. Emphasis is on safety in the shop environment and the use of typical fabrication shop and field equipment.

### **WELD 200 INTERMEDIATE ARC WELDING 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory  
Prerequisite: WELD 120 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.  
This is a course designed to refine the student's previously acquired welding skills and prepare the student to pass welding certification tests. Emphasis is placed on welding in the vertical and overhead positions and the welding of alloy steels with compatible filler metals using the shielded metal arc (SMAW), gas metal arc (GMAW), and flux cored arc (FCAW) welding processes. Related classroom instruction is given in the technical data pertaining to these processes.  
*Transfer Credit: CSU*

### **WELD 210L ADVANCED ARC WELDING LABORATORY 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: WELD 200 or equivalent with a grade of "C" or higher or "Pass".  
This advanced welding course is designed to prepare the student welder for structural steel welding applications using (Shielded Metal Arc Welding (SMAW) and (Flux Cored Arc Welding (FCAW) processes.  
*Transfer Credit: CSU*

### **WELD 212L SHIELDED METAL ARC WELDING (SMAW) CERTIFICATION LABORATORY 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: WELD 210L or equivalent with a grade of "C" or higher or "Pass".  
This advanced certification laboratory is designed specifically to enhance and prepare the welding students for structural steel welding certifications using the shielded metal arc welding (SMAW) process.  
*Transfer Credit: CSU*

### **WELD 214L FLUX CORED ARC WELDING (FCAW) CERTIFICATION LABORATORY 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: WELD 210L or equivalent with a grade of "C" or higher or "Pass".  
This advanced certification laboratory is designed specifically to enhance and prepare the welding students for structural steel welding certifications using the Flux Cored Arc Welding (FCAW) process.  
*Transfer Credit: CSU*

### **WELD 220 CERTIFICATION AND LICENSING FOR WELDERS 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: WELD 200 or equivalent with a grade of "C" or higher or "Pass" or concurrent enrollment or appropriate work experience.  
This is a technical course for the advanced welding student. Material covered will include data on all approved modern welding processes, welding filler metals, approved welded joint design, and welding procedures. Special emphasis will be placed on welding symbols and American Welding Society (AWS) Structural Code specifications leading to Los Angeles City and AWS welding certifications.  
*Transfer Credit: CSU*

### **WELD 240L INTERMEDIATE GAS TUNGSTEN ARC WELDING LABORATORY 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: WELD 130 or equivalent with a grade of "C" or higher or "Pass".  
This is an intermediate welding course using the Gas Tungsten Arc Welding (GTAW) process. This course is designed to further the skills of the student in this process. Special emphasis is placed on the welding of ferrous and non-ferrous metals in the various positions. (Not open to students with credit in Weld 240.) Formerly WELD 240  
*Transfer Credit: CSU*

### **WELD 250L ADVANCED GAS TUNGSTEN ARC WELDING LAB 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: WELD 240L or equivalent with a grade of "C" or higher or "Pass".  
This advanced course is designed to further increase the manipulative skills and technical

knowledge of the student welder using the Gas Tungsten Arc Welding (GTAW) process on .020 to .030 thickness metals as well as welding the root bead on high pressure pipe. All welding samples will comply with standards set by the American Welding Society or industry.  
*Transfer Credit: CSU*

### **WELD 260L GAS TUNGSTEN ARC WELDING (GTAW) AEROSPACE CERTIFICATION LABORATORY 2.0 UNITS**

Class hours: 6.0 Laboratory  
Prerequisite: WELD 250L or equivalent with a grade of "C" or higher or "Pass".  
This is an advanced welding course using the Gas Tungsten Arc Welding (GTAW) process. This course is designed to develop the skills needed to be successful within the aerospace industry. Emphasis is placed on GTAW of various types and thickness of materials commonly used in the aerospace industry.  
*Transfer Credit: CSU*

### **WELD 270 STRUCTURAL LAYOUT 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Prerequisite: WELD 53 or WELD 170 or equivalent with a grade of "C" or higher or "Pass".  
Recommendation: WELD 49 and WELD 59 or equivalent with grades of "C" or higher or "Pass".  
This advanced course is designed to further develop layout skills on structural plate, beams, channel, and angle iron. The student will work from prints utilizing measuring tools and fabrication equipment to develop weldments typical in the industry.  
*Transfer Credit: CSU*

## **WOMEN'S AND GENDER STUDIES**

**(Business, Humanities, and Social Sciences Division)**

### **WGS 101 ISSUES FOR WOMEN IN AMERICAN SOCIETY 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.  
Recommendation: READ 54 or READ 97 with a grade of "C" or higher, or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

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## Course Descriptions

Issues for Women in American Society is a multidisciplinary course that provides a foundation for interpreting gender in American society. It examines the essential components of women's studies as an academic discipline; delineates theories of feminism and history of women's movements; evaluates the social construction and politics of gender; analyzes the intersection of gender with race, ethnicity, social class and sexual orientation; and identifies the issues of feminism in a global context. This course is not open to students currently enrolled or who have completed WS 101.

*Transfer Credit: CSU; UC*

### **WGS 102 WOMEN AND RELIGION 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

This course is a multidisciplinary course that investigates women's religious lives. It will center around the writings of women's experiences within world religions. The course will include issues such as identity, women's religious leadership, language and liturgy, rituals performed by women, and sacred texts. Students will learn about world religions generally, and women's lives in these religions specifically. This course is not open to students currently enrolled in or who have completed

*Transfer Credit: CSU; UC*

### **WGS 103 WOMEN, THEIR BODIES AND HEALTH 3.0 UNITS**

Class hours: 3.0 Lecture

This course will examine contemporary women's health issues and body image concerns. General topics will include images of women, lifespan changes, mental health, eating disorders, prevention of abuse and self harm, social roles, sexual identity and sexuality, relationships, birth control and pregnancy. Current research on cardiovascular disease, cancer and other chronic conditions will be discussed as they pertain to women's issues. Students will develop the skills necessary to become wiser consumers of health and beauty-enhancing products. This course is not open to students currently enrolled in or who have completed HED 103 or WS 103. (Formerly WS103)

*Transfer Credit: CSU*

### **WGS 104 COMMUNITY ORGANIZING AND ACTIVISM 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: WGS 101 with a grade of "C" or higher or "Pass" and completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

This course is designed to encourage the relationship between students who are interested in working with feminist-based organizations and the local organizations that need assistance. This class will expose students to potential volunteer, internship, and job opportunities while helping them to build more impressive resumes and improve the lives of women. This course is not open to students currently enrolled in or who have completed WS 104. (Formerly WS 104)

*Transfer Credit: CSU*

### **WGS 105 GENDER STUDIES AND THE CHICANA/LATINA EXPERIENCE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

Gender Studies and the Chicana/Latina Experience is a multidisciplinary course that uses a feminist perspective to examine the Chicana/Latina experience in the US, Caribbean, and Latin America. It examines the essential components of gender and Chicana/Latina studies as an academic discipline; delineates theories of feminism and history of women's movements; evaluates the social construction and politics of the lives of Chicanas/Latinas; analyzes the intersection of gender with race, ethnicity, national origin, immigration status, social class, and sexuality; and identifies the issues of the Chicana/Latina experience in a global context. This course is not open to students currently enrolled in or who have completed

*Transfer Credit: CSU; UC*

### **WGS 107 MEN AND MASCULINITIES: CONSTRUCTING MANHOOD IN AMERICA 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

Men and Masculinities: Constructing Manhood in America is a multidisciplinary course that provides a foundation for interpreting aspects of gender in American society. It examines the essential components of Masculinities. Studies as an academic discipline; delineates gender theories; evaluates the social construction and politics of gender, and gender-oriented social and political movements; analyzes the intersections of gender with race, ethnicity, social class, disability, sexual orientation, and sub-cultures; and identifies the issues of men and masculinities in a global context. This course is not open to students who are enrolled in HUM 107 or WS 107.

*Transfer Credit: CSU; UC*

### **WGS 108 WOMEN IN SPORTS 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides students with a chronological history, analysis and interpretation of people, events and issues affecting women in sports, in past and present societies. Physiological, sociological and psychological aspects of female athletes as related to sport, history and education will be covered. Students will gain an understanding of the significant events of women in athletics from the past to the present and how their significance will determine the future of women in sports. This course is not open to students who are enrolled in or have completed KIN 108 or WS 108. (Formerly WS 108)

*Transfer Credit: CSU; UC*

### **WGS 109 PHILOSOPHY OF THE BODY, FEMINISM, AND GENDER 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

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## Course Descriptions

Recommendation: READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/ placement process with a score of "Reading Exempt."

This course will examine philosophical scholarship on feminism, gender, and theory of the body in the areas of metaphysics, epistemology, ethics, and aesthetics. Questions about gender identity, the nature of the self and personal identity, friendship, the feminist conception of knowledge, feminism and philosophy of language, philosophy of religion, philosophy of science; misogynist patterns in philosophical texts, male responses to feminism, moral theories, and feminist questions about beauty and art will be examined in the course, while students are also engaged in understanding the fundamentals of philosophy. This course is not open to students who are currently enrolled in or who completed PHIL 109 and WS 109. (Formerly WS 109)

*Transfer Credit: CSU; UC*

### **WGS 115 GENDER, COMMUNICATION, AND THE DIGITAL REVOLUTION**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Choose at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: COMM 60, ENGL 72, ESL 152, READ 54, READ 97 or completion of the English or Reading placement/assessment process with eligibility for ENGL 100 or ENGL 100S.

This course considers digital technology as an active agent in gender creation, maintenance, change, and expression through communication. Explores communication competency in contemporary gendered relationships. Examines the multiple ways communication across media cultural, digitally mediated, and face-to-face contexts creates and perpetuates gender roles and expectations in society. Investigates a wide range of issues related to the contemporary representation of gender in society. Conceptualizes how digital technology offers possibilities for new social relations and new definitions of the gendered self. This course is not open to students who are enrolled in COMM 115 or SPCH 115.

*Transfer Credit: CSU, UC*

### **WGS 118 HISTORY OF WOMEN IN VISUAL ARTS**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with a score eligible for ENGL 100 or ENGL 100S, and satisfactory completion of READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading assessment/ placement process with a score of "Reading Exempt".

This course provides an introduction to the role of women in the visual arts as subjects, patrons, and artists. The course examines global case studies of female involvement in the visual arts from the medieval period through the present. Particular attention is paid to issues of female agency, historical gender roles, and female artists and patrons who shaped the discipline of Art History. This course is not open to students who are currently enrolled in or who have completed ART 118 or WS 118.

*Transfer Credit: CSU, UC*

### **WGS 140 INTRODUCTION TO LGBT STUDIES**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL52, or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass".

This course introduces students to the interdisciplinary scholarship of gender and sexuality by presenting gender and sexuality as fundamental categories of biological, social, cultural, and psychological analysis. Students will examine the history of LGBT+ identities and the representation of these identities in the media, politics, literature, and other domains. Throughout this course, students will work towards a deep understanding of the intersectional dynamics of privilege and oppression as they relate to LGBT+ individuals and culture by exploring the lived experiences of LGBT+ individuals. This course will also highlight the psychological issues affecting LGBT+ individuals in American society such as the conceptualization and origin of sexual orientation and gender, lifespan development, identity, relationships, and internalized homophobia. No previous training in gender and sexuality studies is necessary, as this class is intended both to familiarize students with the scholarly content around LGBT+ studies and allow students to reflect on their own experiences and expectations as they relate to LGBT+ issues

and people. The course also emphasizes an affirmative approach and is appropriate for students of any sexual orientation or gender identity

*Transfer Credit: CSU; UC*

### **WGS 202 GENDER AND SOCIETY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: SOC 101 or WGS 101 or equivalent with a grade of "C" or higher or "Pass".

This course addresses the concept of gender as an organizing principle in men's and women's lives from a sociological perspective. The class will address the issue of the social construction of gender and how it relates to race, ethnicity, class, and sexuality, and how social institutions are gendered. Topics to be covered will include cultural ideas of gender, and the economy, politics, the media, families, and education. It will also address how gender impacts interactions between individuals and groups. This course is not open to students who are currently enrolled in or who have completed SOC 202 or WS 202. (Formerly WS 202)

*Transfer Credit: CSU; UC*

*\*UC credit units may apply. WGS 202, PSYC 265, and SOC 202 Combined: maximum credit one course.*

### **WGS 204 WOMEN IN AMERICAN HISTORY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/ placement process with eligibility for ENGL 100 or ENGL 100S.

This lecture/discussion course will survey women's history in the United States from colonial times to the present. It will focus on defining the similarities and differences in historical experiences of women based on their social class, race, and ethnicity. Topics of concentration include the changing roles of women in the private and public spheres; an analysis of the agendas, strategies, and consequences of the women's movements; and the historical revolution of the definitions of feminism and social construction of gender. This course is not open to students who are currently enrolled in or have completed HIST 204 or WS 204.

*Transfer Credit: CSU; UC*

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## Course Descriptions

### **WGS 205 THE ANTHROPOLOGY OF SEXUALITY AND GENDER 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S, and satisfactory completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass" or completion of the Reading assessment/placement process with score of "Reading Exempt".

This course examines the cultural construction of human sexuality and gender in an anthropological framework. Biological and cultural bases for the multiple expressions of sexuality and gender found around the world are presented. Case studies include food foraging, horticultural, agricultural, industrial, and post-industrial societies. A central concern is the interaction between subsistence practices, cultural economies, and status in the construction of "normal" and "abnormal" sexualities and genders. This course is not open to students who are currently enrolled in or have completed ANTH 205 or WS 205.

*Transfer Credit: CSU; UC*

### **WGS 206 WOMEN IN THE GLOBAL ECONOMY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to the global economy from the perspectives of women in the Third World Drawing from various disciplinary fields such as economics, history, political science, anthropology and postcolonial studies, it examines critically the processes of globalization that impact the multiple identities and oppressions which shape women's lives with respect to race, gender, class, and culture. This course studies the consequences of strategies of modernization and neocolonialism employed by institutions of economic development such as the World Bank and International Monetary Funds on the lives of women in the developing countries. This course is included as part of the Women's Studies program at Cerritos College. This course is not open to students who are currently enrolled in or have completed WS 206 or ECON 102.

*Transfer Credit: CSU; UC*

### **WGS 207 WOMEN AND MEDIA 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: READ or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading assessment/placement process with a score of "Reading Exempt".

Women and Media explores and analyzes the various portrayals of female representation (historical and contemporary) in media, which may include film, television, music video, video games, commercials, and new media; and uses feminist, gender, and queer theory, criticism, and history to understand how popular culture shapes identity and representation of the female gender in accordance to its socio-historical, political, and economic contexts, as well as values and cultural norms. The intersection of race, social class, ethnicity, religion, disability, sub-cultures, and sexual orientation will be analyzed, along with social and political movements that inform and assist the construction of these images in a global context. This course is not open to students who are currently enrolled in or who have completed ART 207 or WS 207.

*Transfer Credit: CSU; UC*

### **WGS 208 LEADERSHIP FOR WOMEN IN BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture

This course explores women's leadership, management, communication styles, and the vision and values women leaders bring to an effective environment in business. It is about balancing work/life and managing drive, ambition, adversity, commitment, networking, and achievement. It examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. This course is not open to students who are currently enrolled in or have completed BA 208 or WS 208. (Formerly WS 208)

*Transfer Credit: CSU*

### **WGS 209 GENDER AND SCIENCE 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: WGS 101 with a grade of "C" or higher.

This course will examine the historical exclusion of women from science, while stressing that science has not been unique in its failure to welcome women as participants. It will address how gender threads through all of society, including sciences commonly understood as free from biases. The course will explore how gender is a central dimension of social structures, authority, cognitive practices, and knowledge claims of science. It will also inquire how scientific institutions, authority, ideals, practices, and knowledge play a critical role in the maintenance of sex and gender norms. This course will also encourage students to reflect on their.

*Transfer Credit: CSU; UC*

### **WGS 250 FOUNDATIONS OF FEMINIST, GENDER, AND QUEER THEORIES 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 52 ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English Placement Process with eligibility for ENGL 100 or ENGL 100S.

Recommendation: WGS 101 with a grade of "C" or higher or "Pass."

Foundations of feminist, gender, and queer theories is an interdisciplinary course that surveys critical work in the areas of feminist and queer theories. Emphasis will be on intersections of gender, race, nationality, age, sexuality, language, and subcultures; questioning how gender and sexuality are constructed and defined; and exploring the role of institutions in enforcing gender and sexual norms.

*Transfer Credit: CSU, UC*

### **WGS 298 DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **WGS 299**

#### **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

### **WOODWORKING MANUFACTURING TECHNOLOGY**

**(Technology Division)**

#### **WMT 1**

#### **OPEN ENTRY/EXIT WOODWORKING 0.5 UNIT**

Class hours: 3.0 Laboratory

This open entry/exit course is designed to provide between semester access to the woodworking program for students to develop, enhance, and refine their woodworking skills. Students are accepted into existing courses on a space-available basis dependent on the students' skills and needs and can exit when their individual goals have been met. This course is intended to facilitate basic fundamental skills for entry level employment.

#### **WMT 43 (Not Degree Applicable) WOODWORKING MANUFACTURING TECHNOLOGIES OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience

One (1) hour control class each week plus 15 hours of employment per week for Woodworking Manufacturing Work Experience 43. The employment must be in a job related to the student's educational goal.

Three units of Woodworking Manufacturing Occupational Work Experience requires 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for Woodworking Manufacturing Technology students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

#### **WMT 44 (Not Degree Applicable) WOODWORKING MANUFACTURING TECHNOLOGIES OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS**

Class hours: 1.0 Work Experience

One (1) hour control class each week plus 15 hours of employment per week for Woodworking Manufacturing Work Experience 44. The employment must be in a job related to the student's educational goal.

Four units of Woodworking Manufacturing Occupational Work Experience requires 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for Woodworking Manufacturing Technology students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

#### **WMT 80 RUNNING A WOODWORKING BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides an overview of business management considerations and practices for the establishment and operation of a successful woodworking business.

#### **WMT 98**

#### **DIRECTED STUDIES 1.0 UNIT**

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

#### **WMT 99**

#### **DIRECTED STUDIES 2.0 UNITS**

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

#### **WMT 100**

#### **WOODWORKING ESSENTIALS 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This introductory course introduces students to the essential machinery, processes, and safety procedures necessary to obtain an entry-level job in the woodworking industry. Topics include shop math, basic machinery use, lumber preparation, sheet material handling, joinery, shop etiquette, and safety.

*Transfer Credit: CSU*

#### **WMT 101**

#### **INTRODUCTION TO WOODWORKING 3.0 UNITS**

Class hours: 2.5 Lecture/2.0 Laboratory

Recommendation: Basic math skills, spatial skills, and eye/hand coordination are recommended.

This introductory woodworking course acquaints the student with the essential principles of woodworking. Topics include wood technology, use of hand tools, portable power tools, and basic machinery. Emphasis is placed on proper technique, safety, and shop policies for the woodworking facility.

*Transfer Credit: CSU*

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## Course Descriptions

### **WMT 102 INTRODUCTION TO SOLID WOOD CASEGOODS 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 101 with a grade of "C" or higher or "Pass".  
This intermediate course increases the student's skill in the use of hand tools, portable power tools, and machinery. Topics include project planning and implementation, wood technology, and hand and machine joinery as it pertains to solid-wood, free-standing casegoods. Emphasis is placed on proper technique, safety, and shop policies for the woodworking facility.  
*Transfer Credit: CSU*

### **WMT 102L CASEGOOD MANUFACTURING LAB 2.5 UNITS**

Class hours: 8.0 Laboratory  
Prerequisite: WMT 102 or equivalent with a grade of "C" or higher or "Pass".  
This course allows students to refine and hone skills acquired during WMT 102. In this lab, students will design and construct a solid wood cabinet of their choice.  
*Transfer Credit: CSU*

### **WMT 103 INTRODUCTION TO TABLES 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 101 with a grade of "C" or higher or "Pass".  
This intermediate course increases the student's skill in the use of hand tools, portable power tools and machinery. Topics include project planning and implementation, wood technology, and hand and machine joinery as it pertains to table construction. Emphasis is placed on proper technique, safety, and shop policies for the woodworking facility.  
*Transfer Credit: CSU*

### **WMT 103L TABLE MANUFACTURING LAB 2.5 UNITS**

Class hours: 8.0 Laboratory  
Prerequisite: WMT 103 or equivalent with a grade of "C" or higher or "Pass"  
This course allows students to refine and hone skills acquired during WMT 103. In this lab, students will design and construct a solid wood table of their choice.  
*Transfer Credit: CSU*

### **WMT 107 WOOD FINISHING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course introduces the student to wood finishing for furniture makers, cabinetmakers, and general woodworkers. Topics include the chemistry and application of oil, varnish, shellac, polyurethane, lacquer, and water-base finishes. Stains, dyes, glazes, and chemicals for coloring wood are covered, along with with wipe-on, brush, and spray application techniques.  
*Transfer Credit: CSU*

### **WMT 108 WOOD FINISHING 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: Basic math skills, spatial skills, and eye/hand coordination are recommended.  
This course introduces the student to the fundamentals of wood carving relative to wood furniture. Topics include chip carving, letter carving, shallow relief carving, and carving the Newport Shell. Emphasis is placed on the selection and safe use of tools, carving techniques, choice of wood, and wood finishes.  
*Transfer Credit: CSU*

### **WMT 111L INTRODUCTION TO WOODWORKING LAB 1.0 UNIT**

Class hours: 3.0 Laboratory  
Prerequisite: WMT 101 or equivalent with a grade of "C" or higher or "Pass".  
This course provides the student who has completed WMT 101 the opportunity to hone and refine basic woodworking skills prior to enrolling in an intermediate course.  
*Transfer Credit: CSU*

### **WMT 117 WOODWORKING APPRECIATION 1.0 UNIT**

Class hours: 1.0 Lecture/1.3 Laboratory  
This course analyzes and explores the culture and history of woodworking in the Los Angeles region. Critical analysis of architectural woodworking and furnishings will be studied. The course focus is on wood and wood products design, makers, historically significant buildings, and collections, both public and private.  
*Transfer Credit: CSU*

### **WMT 118 INTRODUCTION TO WOODTURNING 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Recommendation: Basic math skills, spatial skills, and eye/hand coordination are recommended. This course introduces students to the methods, tools, materials, and machinery used to woodturning using the woodworking lathe. Topics include creating spindles, bowls, goblets, pens, and other turned objects.  
*Transfer Credit: CSU*

### **WMT 119L INTRODUCTION TO WOODTURNING LAB 1.0 UNIT**

Class hours: 4.0 Laboratory  
Prerequisite: WMT 118 or equivalent with a grade of "C" or higher or "Pass".  
This laboratory course provides students who have completed WMT 118 the opportunity to improve and refine their woodturning skills.  
*Transfer Credit: CSU*

### **WMT 123 DECORATIVE BOXES 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 or WMT 103 or equivalent with a grade of "C" or higher or "Pass".  
This course introduces the student to the creation of heirloom quality decorative boxes. Advanced skills and techniques will be explored in the design and production of high-quality chests or boxes. Topics include historical styles, box types, materials, and design and construction processes. Emphasis is placed on quality and safety.  
*Transfer Credit: CSU*

### **WMT 130 FURNITURE DESIGN 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
This course is designed to introduce the student to the process of furniture design. Topics include conceptualization, drawing, engineering, ergonomics, style and mock-ups.  
*Transfer Credit: CSU*

### **WMT 132 CHAIR DESIGN AND CONSTRUCTION 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of "C" or higher or "Pass".

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## Course Descriptions

This course for the advanced student covers the history, design, construction and production of seating pieces. The student will design and build a solid wood or exposed frame chair or bench.

*Transfer Credit: CSU*

### **WMT 135 WINDSOR CHAIR 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Recommendation: WMT 101 or equivalent with a grade of "C" or higher or "Pass".

Basic math skills, spatial skills, and eye/hand coordination are recommended.

This course introduces the student to the materials, methods, and tools used to make and manufacture a reproduction of an eighteenth century Windsor chair. Topics include layout, jig creation, steam bending, and shaping the various chair components, final assembly, and finishing of the chair. This course is not open or available to students who have received credit for WMT 235.

*Transfer Credit: CSU*

### **WMT 135L WINDSOR CHAIR LAB 2.5 UNITS**

Class hours: 8.0 Laboratory

This course allows students to refine and hone skills acquired during WMT 135 Windsor Chair. In this lab, students will design and construct a Windsor chair variant.

*Transfer Credit: CSU*

### **WMT 144 JIGS AND FIXTURES 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Prerequisite: Completion of WMT 102 or WMT 103 or WMT 151 or equivalent with a grade of "C" or higher or "Pass".

This course introduces students to jigs and fixtures associated with various machinery and processes in the woodworking lab. Topics include machinery tune-up, jig and fixture design, measurement, materials, hardware, construction techniques, dust collection, and safety.

*Transfer Credit: CSU*

### **WMT 151 INTRODUCTION TO FACEFRAME CABINETMAKING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory

Recommendation: Basic math skills, spatial skills, and eye/hand coordination are recommended.

This course introduces the student to the methods, materials, tools, and machinery used in the construction of traditional faceframe cabinetry. Classroom topics include the design,

construction, fabrication, and safe use of woodworking machinery and materials involved in cabinet construction.

*Transfer Credit: CSU*

### **WMT 153 32MM SYSTEM OF CABINETMAKING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory

Prerequisite: Completion of WMT 151 or equivalent with a grade of "C" or higher or "Pass".

In this course, students learn the information and skills related to the frameless or 32mm system of cabinet manufacturing. Topics include the basics of 32mm-system design, sheet materials, layout of boring patterns, panel optimization, sheet material processing, and the use of system hardware.

*Transfer Credit: CSU*

### **WMT 155 ARCHITECTURAL MILLWORK 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory

Prerequisite: Completion of WMT 151 or equivalent with a grade of "C" or higher or "Pass".

This course introduces the student to the methods, materials, tools, and machinery used in the manufacturing and installation of architectural millwork. Topics include the fabrication and installation of case, base, and crown molding; entry door installation; and the safe use of woodworking machinery and materials involved in architectural millwork and finish carpentry.

*Transfer Credit: CSU*

### **WMT 157 PASSAGE DOOR 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory

Prerequisite: Completion of WMT 151 or WMT 102 or WMT 103 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: WMT 155.

This course introduces the student to the methods, materials, tools, and machinery used in the design, manufacturing and installation of passage doors. Classroom topics include the history, design, milling, assembly and installation of doors. A major emphasis will be on the safe use of woodworking machinery and materials involved in door millwork.

*Transfer Credit: CSU*

### **WMT 181 INTRODUCTION TO CABINET VISION 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

This course introduces students to Cabinet Vision, a popular cabinet design software program. Topics include utilization of Cabinet Vision to plan and design cabinets, create production drawings and cut lists, and create proposal drawings.

*Transfer Credit: CSU*

### **WMT 182 ALPHACAM AND THE CNC ROUTER 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory

This course introduces students to Alphacam software and its use in operating the computer numerical control (CNC) router for woodworking applications. Topics include software operations, preparing tool path instructions for the machine, and operation of the CNC router. Emphasis is placed on design, planning, safety, and effective use of the technology.

*Transfer Credit: CSU*

### **WMT 182L CNC WOODWORKING LAB 2.5 UNITS**

Class hours: 8.0 Laboratory

Prerequisite: WMT 182 with a grade of "C" or higher or "Pass".

This course is a project-based learning opportunity for students to practice basic skills acquired during WMT 182. In this lab, students will design and execute a furniture or cabinet object utilizing Alphacam software and the CNC router.

*Transfer Credit: CSU*

### **WMT 183 SKETCHUP FOR WOODWORKERS 3.0 UNITS**

Class hours: 3 Lecture/1.0 Laboratory

Prerequisite: WMT 100 or WMT 101 or WMT 151 or equivalent with a grade of "C" or higher or "Pass."

Recommendation: Students should have basic knowledge of computers and file management. This course introduces the student to SketchUp design software and its use in designing furniture and cabinet projects. Topics include software operations, modeling, model revision, presentation graphics, and drawing creation.

*Transfer Credit: CSU*

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## Course Descriptions

### **WMT 184** **INTRODUCTION TO** **DIGITAL FABRICATION**      **4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
This course introduces the student to Rhino3D software and its use in fabrication operations using computer controlled machines. Topics include CAD (Computer Aided Design) software operations, preparing files for use in various machines like CNC (Computer Numerical Control) routers, laser cutters, and 3D printers and integrating technology into an effective making practice. Emphasis is placed on design, planning, safety, and efficiency.  
*Transfer Credit: CSU*

### **WMT 201** **WOODWORKING** **WITH HAND TOOLS**      **4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
This course introduces students to the hand tools used in woodworking. Topics include wood technology; sharpening chisels, hand planes, and scrapers; sawing and creating joinery; and the tuning and use of hand tools for more efficient woodworking.  
*Transfer Credit: CSU*

### **WMT 202** **ADVANCED** **FURNITURE CASEGOODS**      **4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 102 and WMT 103 or equivalent with a grade of "C" or higher or "Pass".  
This advanced course covers the design and construction of high-quality solid wood cabinets. Topics include the aesthetics of design, making scale mockups, selection of grain and color to complement the design, and advanced joinery techniques. Coopering, bent laminating, and basic veneering are also covered. Emphasis is placed on the highest degree of workmanship and design.  
*Transfer Credit: CSU*

### **WMT 204** **ADVANCED TABLES**      **4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 102 and WMT 103 or equivalent with grades of "C" or higher or "Pass".  
This advanced course expands the student's knowledge of table design and construction to include large tables such as dining and conference tables, expanding tables, and torsion box table top construction. Topics include bent lamination, curved part joinery and angled joinery.  
*Transfer Credit: CSU*

### **WMT 205** **VENEERING AND MARQUETRY**      **4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with a grade of "C" or higher or "Pass".  
This course introduces the student to the methods, materials, tools, and machinery used to create decorative veneer panels, marquetry, and inlay. Topics include veneer selection, pattern matching and layout, substrate selection, and clamping methods used to lay-up veneer on various types and shapes of substrates.  
*Transfer Credit: CSU*

### **WMT 211** **THE WORKBENCH CLASS**      **4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 102 and WMT 103 or equivalent with grades of "C" or higher or "Pass".  
Recommendation: WMT 201.  
In this advanced course, students will research, design, and construct a traditional workbench with design features for their specific needs and work habits. Topics include ergonomics, work-holding features, vises, hardware, materials, joinery, assembly, and finishing.  
*Transfer Credit: CSU*

### **WMT 212** **ROUTERS AND** **ROUTER TABLES**      **4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 or WMT 103 or WMT 151 or equivalent with a grade of "C" or higher or "Pass".  
In this course, students will design and build a full-featured router table. Topics include comparison and evaluation of routers, hand-held outer and router table use, router table design and construction, and the use of jigs and fixtures for routing operations.  
*Transfer Credit: CSU*

### **WMT 221** **ADVANCED** **HANDTOOLS-HANDPLANES**      **2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: Completion of WMT 201 and WMT 101 or equivalent with a grade of "C" or higher or "Pass" or WMT 151 or equivalent with a grade of "C" or higher or "Pass".  
In this course, students will explore advanced topics in woodworking with handtools, specifically, handplanes. Topics will include the use of handplanes in creating furniture projects, making wooden handplanes, tuning and using metal and wood handplanes, and building and using tools and fixtures related to handplanes.  
*Transfer Credit: CSU*

### **WMT 222** **ADVANCED** **HANDTOOLS - JOINERY**      **2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: Completion of WMT 201 or equivalent with a grade of "C" or higher or "Pass" and completion of WMT 101 or WMT 151 or equivalent with a grade of "C" or higher or "Pass".  
In this course, students will explore advanced topics in woodworking with handtools, specifically, joinery used in furniture construction. Topics will include laying out and creating the following joinery; mortise and tenon (blind, through, and wedged), half lap, and dovetail, among others. The use of handtools to augment machine use is emphasized.  
*Transfer Credit: CSU*

### **WMT 223** **ADVANCED** **HANDTOOLS-LAYOUT TOOLS**      **2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: Completion of WMT 201 or equivalent with a grade of "C" or higher or "Pass" and completion of WMT 101 or WMT 151 or equivalent with a grade of "C" or higher or "Pass".  
In this course, students will explore advanced topics in woodworking with handtools, specifically, layout tools. Tools covered will include squares, straightedges, marking and cutting gauges, marking knives, and sliding t-bevels, among others. Construction of straightedges, various types of squares, and marking gauges is covered.  
*Transfer Credit: CSU*

### **WMT 224** **ADVANCED** **HANDTOOLS - DOVETAILS**      **2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: Completion of WMT 201 or equivalent with a grade of "C" or higher or "Pass" and completion of WMT 101 or WMT 151 or equivalent with a grade of "C" or higher or "Pass".  
In this course, students will explore advanced topics in woodworking with handtools, specifically, dovetails. Topics will include the laying out and creation of various types of dovetails, including through, half-blind, full-blind, houndstooth, mitered-edge, angled, and compound-angled. Tools used in creating dovetails, including saws and layout tools, will also be covered.  
*Transfer Credit: CSU*

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## Course Descriptions

### **WMT 228L PROJECT COMPLETION LAB 1.0 UNIT**

Class hours: 4.0 Laboratory  
Prerequisite: WMT 102 or WMT 103 or WMT 151 equivalent with a grade of "C" or higher or "Pass".

This course provides students with the necessary time and facility to continue working a project to completion. Instruction is project specific with emphasis on problem solving and detail.

*Transfer Credit: CSU*

### **WMT 229L COMPREHENSIVE WOODWORKING MANUFACTURING SPECIALTY LAB 2.5 UNITS**

Class hours: 8.0 Laboratory  
Prerequisite: WMT 102 or WMT 103 or WMT 151 or equivalent with a grade of "C" or higher or "Pass".

This course allows students to refine and hone skills acquired during previous comprehensive woodworking courses. In this lab, students will design and construct a project of their choice that is relevant to the subject matter being taught.

*Transfer Credit: CSU*

### **WMT 231 OUTDOOR SEATING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with a grade of "C" or higher or "Pass".

This course for the advanced student covers the history, design, construction and production of outdoor seating pieces. The student will design and build a solid-wood, exposed-frame chair or bench.

*Transfer Credit: CSU*

### **WMT 232 CHAIR DESIGN AND CONSTRUCTION 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 231 or equivalent with a grade of "C" or higher or "Pass".

This course for the advanced student covers the history, design, construction and production of seating pieces. The student will design and build a solid wood or exposed frame chair with angled joinery.

*Transfer Credit: CSU*

### **WMT 233 MORRIS CHAIR 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with a grade of "C" or higher or "Pass".

This course for the advanced student covers the first recliner, the historical Morris Chair. Hand tools, hand power tools, and machinery are used in an advanced setting. Topics include planning, design, joinery, bent lamination, complex assembly procedures, upholstery, and finishing.

*Transfer Credit: CSU*

### **WMT 237 TRADITIONAL AMERICAN FURNITURE 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 103 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: WMT 102, WMT 118, and WMT 201.

This course is designed to increase the students' knowledge in the use of machine woodworking and woodworking hand tools and expand their understanding of wood technology. This advanced course will reinforce skills learned in previous courses and challenge the student to demonstrate the ability to plan, design, fabricate, reproduce, and finish a piece of traditional furniture. Students will construct woodworking projects that are relevant to the subject matter being taught during the same period of time. Topics include traditional American furniture (19th century and earlier) including: chairs, beds, and caseworks. Emphasis is placed on machine and hand tool skills and safety.

*Transfer Credit: CSU*

### **WMT 239L TRADITIONAL FURNITURE LAB 1.0 UNIT**

Class hours: 3.5 Laboratory  
Prerequisite: WMT 235 or equivalent with a grade of "C" or higher or "Pass".

This course allows students to perfect and hone skills acquired during previous traditional furniture classes. In this class, students will design and construct traditional furniture pieces of their choice that are variations of pieces constructed in earlier classes. Emphasis is placed on safety, hand tool operations, and traditional construction and finishing techniques.

*Transfer Credit: CSU*

### **WMT 244 CHEST OF DRAWERS 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 102 and WMT 103 or equivalent with grades of "C" or higher or "Pass".

Recommendation: WMT 201.

This advanced course covers the design, material selection, fabrication, and finishing options for building a solid-wood cabinet with multiple drawers. Topics include solid-wood-panel side and frame-and-panel methods of construction, web frame design, joinery, drawer box construction, and drawer slide options. Emphasis is placed on high quality craftsmanship and construction methods.

*Transfer Credit: CSU*

### **WMT 245 CURVED AND TAPERED FORMS FOR FURNITURE 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with a grade of "C" or higher or "Pass".

This course introduces the student to a variety of advanced techniques for creating curved and tapered forms appropriate for furniture construction.

*Transfer Credit: CSU*

### **WMT 246 SCULPTURAL ROCKING CHAIR 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 231 or WMT 232 or equivalent with a grade of "C" or higher or "Pass".

This advanced furniture making course introduces the student to the methods, materials, tools, and machinery used in the fabrication of a sculpted wood rocking chair.

*Transfer Credit: CSU*

### **WMT 249L FURNITURE MANUFACTURING SPECIALTY 2.5 UNITS**

Class hours: 8.0 Laboratory  
Prerequisite: WMT 102 or WMT 103 or equivalent with a grade of "C" or higher or "Pass".

This course allows students to perfect and hone skills acquired during previous furniture courses. In this lab, students will design and construct woodworking projects that are relevant to the subject matter being taught during the same time period.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **WMT 250 INTERMEDIATE FACEFRAME CABINETMAKING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 151 or equivalent with a grade of "C" or higher or "Pass".

In this course, the student will review and learn methods, materials, tools, and machinery used in the design, manufacturing, and installation of face frame cabinetry. Topics include upper and lower cabinet construction, multiple cabinet systems, and installation of face frame cabinetry. Emphasis is placed on production techniques and the safe use of woodworking machinery and materials involved in cabinetmaking and millwork.  
*Transfer Credit: CSU*

### **WMT 252 INTERMEDIATE 32MM SYSTEM OF CABINETMAKING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: Completion of WMT 153 or equivalent with a grade of "C" or higher or "Pass".

In this course, the student will review and learn methods, materials, tools, and machinery used in the design, manufacturing, and installation of European 32mm system cabinetry. Topics include upper and lower cabinet construction, multiple cabinet systems, and installation of 32mm cabinetry. Emphasis is placed on production techniques and the safe use of woodworking machinery and materials involved in cabinetmaking and millwork.  
*Transfer Credit: CSU*

### **WMT 258 MANTELS AND WALL SYSTEMS 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102, 103, or WMT 151 or equivalent with a grade of "C" or higher or "Pass".

Recommendation: WMT 155 or equivalent with a grade of "C" or "Pass".  
In this course, the student will learn the methods, materials, tools, and machinery used in the design, construction, and installation of architectural millwork, with an emphasis on fireplace mantels, wainscoting, and chair rail construction.  
*Transfer Credit: CSU*

### **WMT 269L CABINETMAKING MANUFACTURING SPECIALTY LAB 2.5 UNITS**

Class hours: 8.0 Laboratory  
Prerequisite: WMT 151 or equivalent with a grade of "C" or higher or "Pass".

This course allows students to refine and hone skills acquired during previous cabinetmaking courses. In this lab, students design and construct a cabinet project(s) that is relevant to the subject matter being taught during the same time period.  
*Transfer Credit: CSU*

### **WMT 281 INTERMEDIATE CABINET VISION 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: WMT 181 or equivalent with a grade of "C" or higher or "Pass".

This course provides the student with the intermediate skills and knowledge required to utilize Cabinet Vision cabinet design software with Computer Numerical Control (CNC) machinery. Topics include submittal drawings, assembly sheets, shape editor use, machining and nesting, machine and tool catalogs, production reports, and labels.  
*Transfer Credit: CSU*

### **WMT 282 INTERMEDIATE ALPHACAM AND THE CNC ROUTER 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 182 with a grade of "C" or higher or "Pass".

In this course, the student will review and learn intermediate functions of Alphacam software and additional methods for operating the computer numeric control (CNC) router in woodworking applications. Topics include software operations, 3D surface machining, CNC Router setup, advanced tooling, and operation of the CNC router. Emphasis is placed on design planning, safety, and efficiency.  
*Transfer Credit: CSU*

### **WMT 282L INTERMEDIATE CNC WOODWORKING LAB 2.5 UNITS**

Class hours: 8.0 Laboratory  
Prerequisite: WMT 282 with a grade of "C" or higher or "Pass".

This course allows student to perfect and hone intermediate level skills acquired during WMT 282. In this lab, students will design and execute a furniture or cabinet object utilizing Alphacam software and the CNC router.  
*Transfer Credit: CSU*

### **WMT 291 PRODUCTION CABINETMAKING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 151 and one of the following: WMT 102, WMT 103, WMT 153, WMT 155,

WMT 181, or WMT 250 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course enables students to work as a team in the design, manufacturing, and installation of wall-mounted cabinets and fixtures for on-campus use. This course includes instruction in cabinet design, production techniques, materials science, cost estimating, time management, and scheduling. This course specializes in the fabrication and installation of cabinetry and fixtures in the category of institutional or commercial production.  
*Transfer Credit: CSU*

### **WMT 292 PRODUCTION- SPECIAL PROJECTS 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 151 and one of the following: WMT 102, WMT 103, WMT 153, WMT 155, WMT 181, or WMT 250 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.

This course enables students to work as a team in the design, manufacturing, and installation of a project or projects for on-campus use, other than wall-mounted cabinets. This course includes instruction in design, production techniques, materials science, cost estimating, time management, and scheduling. This course specializes in the fabrication and installation of furniture items, freestanding cabinets, or other items.  
*Transfer Credit: CSU*

## **ZOOLOGY**

(Science, Engineering, and Math Division)

### **ZOOL 120 INTRODUCTION TO ANIMAL BIOLOGY 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory  
Prerequisite: ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher or "Pass" or completion of the English assessment/placement process with a score eligible for ENGL 100 or ENGL 100S.

This is a survey course in animal biology. Included are a taxonomic review of major invertebrate and vertebrate groups, animal adaptations and behavior, basic anatomy and physiology (with emphasis on vertebrates), cell biology, reproduction and development, genetics, ecology, and evolution. Laboratory dissection is used to illustrate these principles. This is designed as an entry-level course for both majors and non-majors in biology.  
*Transfer Credit: CSU; UC*

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

## Course Descriptions

### **ADULT EDUCATION (NONCREDIT)**

#### **(Adult Education and Diversity Programs)**

#### **AED 10.01 EXERCISE FOR SENIORS 0.0 UNIT**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course enables students to increase and maintain flexibility and strength, develop and maintain good posture, cardiovascular awareness and fitness, and develop skills for stress management. This course may be repeated.

#### **AED 10.06 MUSIC EXPERIENCE FOR SENIORS 0.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory  
This course will focus on students learning about music, old and new, through listening, discussions, and activities. This course may be repeated.

#### **AED 10.07 FITNESS FOR OLDER ADULTS 0.0 UNIT**

Class hours: 0.5 Lecture/1.0 Laboratory  
This course is designed for adults with or without physical limitations. Non-strenuous, rhythmic exercises, adapted to physical abilities of participants will be taught. Participants create and maintain a positive self-image toward health and life through a planned physical fitness program. This course may be repeated.

#### **AED 10.08 EXERCISE FOR ADULTS 0.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory  
This course is designed to enable students to increase and maintain muscular flexibility and strength, develop and maintain good posture, cardiovascular awareness and fitness, and develop skills for stress management.

#### **AED 11.06 MASSAGE FOR OLDER ADULTS 0.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory  
Learn acupressure, hand, foot and ear reflexology and basic Swedish massage strokes that can ease muscular tension, increase flexibility and joint mobility, as well as enhance cardiovascular and lymph circulation and relieve physical, emotional and mental stress. This course may be repeated.

#### **AED 11.08 STRESS MANAGEMENT/ OLDER ADULT 0.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory  
This course will take an experiential approach in exploring the causes, effects, and management techniques of age-related stress. A discussion will precede special group participatory exercises designed to excite the learning of personal themes of stress and coping, and also to acquaint members in the class with one another. Stress management's techniques, such as biofeedback, mediation, visualization, and cognitive therapy will also be introduced in lecture, and then practiced in class. Further elaboration may be given through films, and guest lectures in the field.

#### **AED 11.10 PERSONAL CARE/ OLDER ADULT 0.0 UNIT**

Class hours: 2.5 Lecture  
This class is designed for the senior citizen to learn to cope with and overcome barriers, created by age and physical limitations, in caring for their personal needs.

#### **AED 14.08 CREATIVE ARTS/ CRAFTS/ADULTS 0.0 UNIT**

Class hours: 2.0 Laboratory  
This course explores a variety of craft projects. Students will make decorative as well as functional items. Projects will depend on the skill level of the group and range from simple paste-up techniques to the creation of original art forms, such as sculpture, painted items or original designs.

#### **AED 14.09 ARTS & CRAFTS FOR ADULTS 0.0 UNIT**

Class hours: 2.0 Laboratory  
Students will explore various painting and drawing media, such as watercolors, charcoal acrylics or combinations of media. (Media will depend upon student's skill level.) Expression will be emphasized as well as technique. This course may be repeated.

#### **AED 14.11 QUILTING FOR SENIORS 0.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory  
A quilting frame for the old time "quilting bee" atmosphere is center stage for class. Students can participate in hand quilting, quilt restoration, block/fabric exchanges and many

other activities. This class will allow time for completion of projects. Sewing machine and all necessary items will be brought on an individual basis for those students wanting to sew during class time. This course may be repeated.

#### **AED 16.10 SENIOR CHORUS 0.0 UNIT**

Class hours: 1.0 Lecture/2.0 Laboratory  
This course will examine the fundamentals of vocal techniques for larger groups including proper warm-up techniques, vocal pedagogy, physiology of singing, musicianship, performance techniques and instructor-guided practice. Emphasis will be placed upon correct singing, deportment, posture, breathing, musical interpretation, correct pitch, rhythmic accuracy, and correct musical style, and correct practices for singing in groups with piano accompaniment. This course may be repeated.

#### **AED 16.13 VOCAL ARTS WORKSHOP FOR SENIORS 0.0 UNIT**

Class hours: 1.5 Lecture/1.5 Laboratory  
This course will examine the fundamentals of vocal techniques for solo and small ensemble including proper warm-up techniques, vocal pedagogy, and physiology of singing, musicianship, performance techniques and instructor-guided practice. This course may be repeated.

#### **AED 16.14 ADULT FOUR-PART CHORUS FOR SENIORS 0.0 UNIT**

Class hours: 1.5 Lecture/1.5 Laboratory  
This course will examine the fundamentals of vocal techniques for four-part groups including proper warm-up techniques, vocal pedagogy, physiology of singing, musicianship, performance techniques and instructor-guided practice, and learning and singing a four-part harmony.

#### **AED 22.06 CAREER SKILLS 0.0 UNIT**

Class hours: 4.0 Lecture  
The Career Skills course is tailored to help students build or improve their interpersonal skills in the workplace. The course will allow students to develop a broad range of knowledge in several work related areas such as goal setting, clear and effective communication, collaboration skills, and personal strengths. Students will develop soft workplace skills to experience new success in their current or prospective job setting.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **AED 22.09** **TOPICS OF INTEREST SENIORS 0.0 UNIT**

Class hours: 2.0 Lecture

This course covers topics of interest to senior citizens and their special needs and concerns. The course is designed to assist older adults in developing physical emotional and mental skills needed to function better and enrich their quality of life. This course may be repeated.

### **AED 22.11** **CONTEMPORARY ISSUES/ ADULTS 0.0 UNIT**

Class hours: 0.7 Lecture

Designed to provide older adults with avenues for communication with city/community officials.

### **AED 24.03** **ADULT NUTRITION 0.0 UNIT**

Class hours: 0.7 Laboratory

Discuss nutrition with an emphasis on the healthy body, the heart, cholesterol, and blood pressure. Learn to plan well-balanced meals and work toward maintaining good nutritional habits.

### **AED 24.04** **COOKING FOR SENIORS 0.0 UNIT**

Class hours: 0.5 Lecture/1.5 Laboratory

This course enables senior citizen students to prepare basic meals and desserts through observation of the instructor's procedures. Each class will cover the importance of nutrition in meal preparation and how nutrition is important in maintaining healthy cholesterol levels, blood pressure and an overall healthy body. The student will learn to select well-balanced meals, whether the meals are purchased or prepared at home. This course may be repeated.

### **AED 36.01** **OCCUPATIONAL ORIENTATION 0.0 UNIT**

Class hours: 4.0 Lecture

The Occupational Orientation/Preparation course is designed to prepare students to enter a new job position and/or advance in the workplace. The goal of the course is to build a broad range of knowledge in basic job competencies, evaluate personal abilities regarding vocational areas, and to provide job readiness skills to those seeking employment. The course will allow students to acquire skills that will allow them to be competitive in the job market.

### **AED 36.02** **INTRODUCTION TO THE BUILDING TRADES AND CONSTRUCTION INDUSTRY 0.0 UNIT**

Class hours: 2.0 Lecture

This course is intended to introduce students to the wide spectrum of careers that are available in the Building Trades and Construction Industry. The students will receive the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. This course will integrate academic and technical preparation, with an emphasis on career awareness, career exploration and skill preparation.

### **AED 36.03** **BASIC READING SKILLS FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY 0.0 UNIT**

Class hours: 2.0 Lecture

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. The course is designed to develop reading skills that can be applied to the various building and construction trades.

### **AED 36.04** **BASIC MATH SKILLS FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY 0.0 UNIT**

Class hours: 2.0 Lecture

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. The course is designed to develop mathematical skills that can be applied to the building trades and construction industry through practice and application.

### **AED 36.05** **INTRODUCTION TO BASIC WELDING FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY 0.0 UNIT**

Class hours: 2.0 Lecture/3.0 Laboratory

This course is intended to provide students with the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction industry. The course will train students in gas welding, as well as any combination of arc welding processes, thus allowing them to be able to weld metal parts and layout materials, as specified by diagrams, blueprints, or written specifications.

Students will also be trained on how to safely use different tools and equipment designed for metal fabrication.

### **AED 36.06** **OCCUPATIONAL TRAINING 0.0 UNIT**

Class hours: 4.0 Lecture

Occupational Training will enhance students' skills to enter a new job position and/or advance in their current work. The goal of the course is to advance students' technical skills to apply for a new job or to acquire a job advancement.

### **AED 36.07** **COMMUNICATION FOR HEALTHCARE PROFESSIONALS 0.0 UNIT**

Class hours: 2.0 lecture/2.0 laboratory

This course provides instruction and practice with American English as it relates to the healthcare setting. Students will learn stress patterns of English and how to pronounce American English speech sounds in medical terms and phrases. In addition, students will practice using these sounds and stress patterns in functional communication activities used in their chosen profession, such as conversing with patients, giving instructions, and phone skills. Aspects of American culture and idioms will be addressed to increase the student's familiarity with social discourse in the workplace.

### **AED 39.01** **INTRODUCTION TO PAINTING/ COATING/DECORATING TRADES 0.0 UNIT**

Class hours: 2.2 Lecture

This course is an introductory course in a series of specialty courses for people involved in the painting/coating/decorating industry. Emphasis will be placed on safety and the overall aspects of this specialty industry. Demonstrations will cover basic surface preparation and application of materials.

### **AED 39.02** **PROFESSIONALISM IN PAINTING TRADES/JOB PLANNING AND SURFACES 0.0 UNIT**

Class hours: 2.2 Lecture

This course is the second in a series for apprentices involved in the painting/coating/decorating industry. Specialty topics like professionalism, job planning, ladders and scaffolds, surface identification and preparation, area protection, and interior and exterior painting methods will be included. Lecture and demonstrations will cover surface preparation and application of materials.

## Course Descriptions

**AED 39.03**  
**INTRODUCTION TO PAINTS,  
COATINGS, SEALANTS,  
REPAIRS AND FILLERS,  
AND SURFACE CONDITIONS**      **0.0 UNIT**

Class hours: 2.2 Lecture  
This course is the third in a series for apprentices involved in the painting/coating/decorating industry. The specialties of paints and coatings, brushing and rolling, paints and coatings, sealants and repair/fillers, and surface materials and conditions will be included.

**AED 39.04**  
**INTERIOR AND EXTERIOR  
PROJECTS AND SAFETY**      **0.0 UNIT**

Class hours: 2.2 Lecture  
This is the fourth course in a series of specialty courses developed for people in the painting and decorating industry. Emphasis will be placed on application techniques and potential problems in these painting processes. Demonstrations will include applications of flat and enamel coatings for interior and exterior surfaces. Jobsite cleanup will be addressed.

**AED 39.05**  
**JOB PLAN FOR PAINT/COAT**      **0.0 UNIT**

Class hours: 1.8 Lecture/0.4 Laboratory  
This is the fifth course in a series of specialty courses developed for apprentices in the painting and decorating industry. Emphasis will be placed on job planning for the painting and decorating industry, including lectures and demonstrations in the areas of job safety, materials planning, equipment planning, and important factors related to paint failures and remedies. Lectures and demonstrations will cover abrasive blasting, chemical cleaning and stripping, low pressure washing, paint failures, stains, clear finishes, and wood finishes.

**AED 39.06**  
**CLEAR FINISHES, COATINGS,  
SPRAY PAINTING DRYWALL,  
AND SPECIALTY COATINGS**      **0.0 UNIT**

Class hours: 1.3 Lecture/0.9 Laboratory  
This is the sixth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on clear finishes application and types of coatings. Lectures and demonstrations will include topic areas of airless spray painting, drywall finishing and patching, and specialty coating applications.

**AED 39.07**  
**WALLCOVERINGS, DECORATIVE  
FINISHES, HVLP, AND  
BRUSH & ROLL**      **0.0 UNIT**

Class hours: 0.9 Lecture/1.3 Laboratory  
This is the seventh course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on general safety professionalism and HVLP spray systems. Lecture and demonstrations will include HVLP spray systems, equipment and application, wallcoverings, decorative finishes, and interior brush and roll.

**AED 39.08**  
**APPLICATION & PREPARATION,  
FAILURES & REMEDIES, AND  
EXTERIOR BRUSH & ROLL**      **0.0 UNIT**

Class hours: 1.3 Lecture/1.9 Laboratory  
This is the eighth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on brush and roll painting of exterior surfaces and the application/preparation related to paint failures and remedies. This will include lectures and demonstrations in the areas of coatings, brush and roll techniques, and safety.

**AED 39.09**  
**PROFESSIONALISM, JOB SUPERVISION,  
PLANNING & CONTROL,  
COLOR TINTING, AND  
WALLCOVERINGS**      **0.0 UNIT**

Class hours: 1.1 Lecture/1.1 Laboratory  
This is the ninth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on color matching, trade mathematics, and measurement. This will include lectures and demonstrations in the areas of trade history and achievements, special applications of mathematics, color matching, job supervision, planning and control, color tinting, and wall covering. Discussions will also cover the requirements for coating old work as compared to new work.

**AED 39.10**  
**TEXTURING, WOOD FINISHING,  
AND SPRAYING WITH SPECIAL  
AND ELECTRONIC DEVICES**      **0.0 UNIT**

Class hours: 1.1 Lecture/1.1 Laboratory  
This is the tenth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on texturing and wood finishes

and spraying with special devices. This will include lectures and demonstrations in the areas of texture material and application, applying finishes and stains to wood, and spraying with devices.

**AED 39.11**  
**HIGH PERFORMANCE COATINGS,  
PRIMERS, URETHANES & EPOXIES,  
ARCHITECTURAL DRAWINGS  
& GRAPHICS**      **0.0 UNIT**

Class hours: 1.8 Lecture/0.4 Laboratory  
This is the eleventh course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on high performance coatings, graphics, and graining applications. This will include lectures and demonstrations in the area of primers, urethanes, epoxies, blueprints, graphics, quality control, and graining.

**AED 39.12**  
**WALLCOVERING APPLICATION**      **0.0 UNIT**

Class hours: 0.4 Lecture/1.8 Laboratory  
This is the twelfth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on coatings and finishes wall covering application. This will include lectures, demonstrations and hands-on training in the areas of preparation, hanging, and correcting defects.

**AED 40.00**  
**IW-MIXED BASE-STRUCTURAL**      **0.0 UNIT**

Class hours: 2.2 Lecture/0.8 Laboratory  
This course will acquaint the apprentice with specifications that constitute a safe and healthy working environment under OSHA. The apprentice will have an overview of construction blueprints commonly used with emphasis on function and interpretation. Students will be introduced to symbols, terms, and application of blueprints within the construction industry. This course offers a brief review of some math skills and the opportunity to apply these skills to solve typical problems that are apt to arise in the construction trades.

**AED 40.01**  
**IRONWORKERS -  
FIRST AID MULTI-MEDIA**      **0.0 UNIT**

Class hours: 0.2 Lecture/0.2 Laboratory  
A non-professional course of Standard First Aid designed to teach knowledge and skills that are needed for the emergency care of the injured and ill until medical care can be obtained, and to create an active interest in the prevention of accidents.

## Course Descriptions

### **AED 40.05**

#### **IW-ADVANCED WELDING 0.0 UNIT**

Class hours: 1.3 Lecture/1.3 Laboratory

The apprentice will be trained in metal-arc and gas metal-arc welding with emphasis on skill development in both processes of ferrous and nonferrous metals in the flat, vertical and overhead positions, and for all types of joints. This course may be repeated as necessary.

### **AED 40.07**

#### **FIW-ORIENTATION 0.0 UNIT**

Class hours: 2.8 Lecture

This course provides an overview of the skill and knowledge needed to become a safe and productive working apprentice. It will provide a hands-on approach to general information, rigging, structural steel, welding and burning, and reinforcing iron.

### **AED 40.08**

#### **IW-EXTENSION AND REVIEW 0.0 UNIT**

Class hours: 2.2 Lecture/0.5 Laboratory

This course will offer a study review of the practices and procedures used in the field of ironworking. The purpose is to strengthen the competencies and complete the training requirement of a journey person.

### **AED 40.09**

#### **IW-GEN RIGGING/ REINFORCING 0.0 UNIT**

Class hours: 1.8 Lecture/0.7 Laboratory

This course introduces the proper application of fiber line, steel cable, and chain in various tackle and lever combination used in raising, transporting, and storing heavy loads. It provides instruction and manipulative experience with the various types of rigging equipment and procedures used in the ironworkers' trade.

### **AED 40.10**

#### **IW-WELDING I/REINFORCING 0.0 UNIT**

Class hours: 1.3 Lecture/1.4 Laboratory

This course introduces basic understanding of the structure of ferrous metals and their reactions to heat. This course also provides knowledge of the equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.

### **AED 40.11**

#### **IW-WELDING II/REINFORCING 0.0 UNIT**

Class hours: 1.6 Lecture/0.9 Laboratory

This course will introduce the apprentice to a basic understanding of the structure of ferrous metals and their reactions to heat. It provides knowledge and basic skills in the

equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.

### **AED 40.12**

#### **IW-REINFORCING IRON I 0.0 UNIT**

Class hours: 2.1 Lecture/0.7 Laboratory

This course will provide the ironworker with the ability to interpret the standard codes, code classifications, plans, schedules, charts and specifications in common use by the ironworker. The apprentice will become familiar with the construction techniques used in reinforcing concrete members with steel. They will become familiar with the use of bar supports, placement of reinforcing iron in the structural members of buildings and in structures other than buildings, general principles of bar splicing and welding, post tensioning and prestressing.

### **AED 40.15**

#### **IW-REINFORCING IRON II 0.0 UNIT**

Class hours: 1.8 Lecture/0.7 Laboratory

This course will train students in the installation of multi-strand post-tension bar systems, including stressing, grouting, and inspection. Students will become familiar with related topics to post-tension bar systems, which share many of the same procedures and characteristics. This course will cover various types of structures, including bridges, buildings, and storage tanks.

### **AED 40.21**

#### **IW-STRUCTURAL STEEL I 0.0 UNIT**

Class hours: 2.5 Lecture/0.8 Laboratory

This course promotes understanding of both theory and practice built around the study of blueprint reading, structural erection procedures, and proper construction of various steel structures.

### **AED 40.22**

#### **IW-STRUCTURAL STEEL II 0.0 UNIT**

Class hours: 2.2 Lecture/1.1 Laboratory

This course continues to develop understanding of both theory and practice built around the study of blueprint reading and the structural erection procedures and proper construction of various steel structures.

### **AED 40.26**

#### **IW-METAL BUILDING ERECT I 0.0 UNIT**

Class hours: 1.0 Lecture/0.5 Laboratory

This class provides the apprentice with hands-on experience in erecting a pre-engineered metal building. The course will provide the apprentice

with necessary time to perform the tests needed in interpreting charts and tables, blueprint, and assembly of prefab buildings.

### **AED 40.50**

#### **IW-MIXED BASE-REINFORCING 0.0 UNIT**

Class hours: 1.8 Lecture/0.7 Laboratory

This course will acquaint the apprentice with specifications that constitute a safe and healthy working environment under OSHA. It provides an introduction to the rights and obligations that this act imposes. The apprentice will have an overview of construction blueprints commonly used with emphasis on its function and interpretation. This course offers a brief review of the basic math skill and the opportunity to apply these skills in solving typical problems that are apt to arise in the construction trades.

### **AED 40.52**

#### **IW-ORIENTATION II 0.0 UNIT**

Class hours: 0.9 Lecture/1.3 Laboratory

This course provides an orientation to the reinforcing ironworker trade. Students will be able to explore careers for ironworkers and enhance their potential to succeed in a post secondary education program through the Ironworker Apprenticeship /Trade Programs. The course identifies the basic academic and physical skills needed to be a successful ironworker. Emphasis will be placed on trade specific techniques for the installation of rebar as well as construction safety. This class is intended to provide a hands-on approach to job-site conditions that will ease the transition from being a candidate to apprentice. Prerequisite: Current applicant with Field Ironworker Apprenticeship

### **AED 40.53**

#### **DETAILING/REINFORCING IRON 0.0 UNIT**

Class hours: 2.5 Lecture/0.6 Laboratory

This course will provide insight into the job performed by the detailer of reinforcing iron. Content includes reading and interpreting the communication instruments that are the products of the detailer's skills such as placing drawings, the bar lists, the bar schedules. These are the instruments that guide the fabrication of reinforcing bars in the shop and their proper placement in the field. This class shows how these documents are assembled and from what sources information is derived. Mechanical drawings, math computation skills, and blue prints are covered.

## Course Descriptions

### **AED 40.54**

#### **IWS-REINFORCING DETAIL II 0.0 UNIT**

Class hours: 2.4 Lecture/0.6 Laboratory

This course will provide knowledge, procedures and practices employed by the detailer of reinforcing iron in the preparation of placing drawings and bar lists. In addition, the class places particular emphasis on analysis and interpretation of placing patterns and practices in the erection of a wide variety of reinforced concrete structures.

### **AED 40.55**

#### **IWS-REINFORCING OSHA 500 0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

This course is designed to heighten the construction worker's awareness regarding on-the-job hazards. The student will receive training in accordance with OSHA standards and the many aspects of safety, compliance, scheduling, jurisdiction, and labor law. The student will receive instruction regarding the duties of the ironworker foreman, general foreman, and superintendent's and forklift operation.

### **AED 40.56**

#### **IWS-REI/ IRONWORKER HISTORY 0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

This course instructs the apprenticeship student about the history of the Ironworker union from its birth in 1896 to the present.

### **AED 40.57**

#### **IWS-REINFORCING LEAD HAZARD 0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

The purpose of this course is to train ironworkers who are exposed to lead in the repair and renovation of bridges or steel structures, or in the demolition of buildings and other structures. Construction work on bridges, steel structures, and demolition, where lead-containing materials are present, is particularly hazardous. Exposures to lead in this kind of construction work is quite hazardous, with exposures often exceeding the OSHA exposure limits by more than one hundred times that which is allowable. This course will stress the health effects caused by lead exposure, OSHA regulations in this regard, sampling methods, legal rights of workers and the use of proper protective equipment and work methods.

### **AED 40.60**

#### **IWS-STRUCTURAL ARCHITECTURAL ORNAMENTAL I 0.0 UNIT**

Class hours: 1.0 Lecture/2.0 Laboratory

This course is designed primarily for ironworker apprentices and will provide a detailed understanding of procedures and practices

employed by the ironworker in architectural and ornamental ironworking. Special emphasis is placed on the tools, anchors, and fasteners in constructing curtain walls and window walls.

### **AED 40.61**

#### **IWS-STRUCTURAL PRECAST CONCRETE 0.0 UNIT**

Class hours: 1.7 Lecture/1.1 Laboratory

The course provides knowledge, coordination task elements and skills needed in the staging and economical erection of a precast concrete building, placing particular emphasis on the rigging, handling and installing of the precast concrete members themselves.

### **AED 40.62**

#### **IWS-STL/ IRONWORKER HISTORY 0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

This course deals with the history of the Ironworkers Union from its birth in 1896 to the present time.

### **AED 40.63**

#### **IWS-STRUCTURAL LEAD HAZARD 0.0 UNIT**

Class hours: 3.0 Lecture

This course will teach ironworkers to recognize and reduce hazards related to lead when repairing and renovation of bridges or steel structures, or in the demolition of buildings and other structures. It will stress the health effects caused by lead exposure, OSHA regulations in this regard, sampling methods, legal rights of workers and the use of proper protective equipment and work methods.

### **AED 41.03**

#### **IW - REINFORCING II 0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

This course provides students with training in reinforcing concrete, including manufacturing, safety, reinforcing forms, bridge, and highway construction, bending, tagging, marking, and fabricating. This course delineates as precisely as possible the industry practices for reinforcing steel and provides a convenient reference source for the architect/engineer, the inspector, the detailer, fabricator, and ironworker.

### **AED 41.04**

#### **IW - ARCHITECTURAL III 0.0 UNIT**

Class hours: 1.7 Lecture/1.1 Laboratory

This course teaches the ironworker how to erect storefronts and entrance ways and how to install the various types of doors commonly found in today's modern structures. The student will be introduced to the various types of

materials used and the installation procedures recommended. This course will also cover installing revolving doors, swinging doors and closers, sliding fronts and doors, hollow metal doors, and balanced doors. The student will learn how to erect a wide variety of doors, stairs, handrails, ladders, toilet partitions, vanity supports, relief angles and flagpoles and how to install chain link fences.

### **AED 41.05**

#### **IW - ARCHITECTURAL II 0.0 UNIT**

Class hours: 1.7 Lecture/1.1 Laboratory

This course will teach the ironworker the many tasks involved in the construction of window wall and curtain wall systems. The student will be introduced to the many techniques used to provide a functioning yet, aesthetically pleasing structure. The student will learn about new construction techniques regarding designs of exterior facing structure enclosure and protection. This class will provide information on building sealants and the effects of weathering.

### **AED 41.06**

#### **IW- STRUCTURAL II 0.0 UNIT**

Class hours: 1.7 Lecture/1.1 Laboratory

This course provides the student with training in structural steel erection including history, safety, planning and scheduling, handling materials, and erecting structural steel members.

### **AED 41.07**

#### **POST-TENSION II 0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

This course is designed to provide the ironworker student with training in post-tension reinforcing, including single-strand unbonded systems and bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbonded tendons on superstructures. Students will learn the principles and theories of post-tensioning and identify the components of single-strand unbonded tendon systems and bar post-tensioning systems. Students also learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.

## Course Descriptions

### **AED 41.08**

#### **POST-TENSION III**

**0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

This course provides the ironworker student with training in post-tensioned reinforcing, including single-strand unbonded system bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbonded tendons on superstructures. Students will learn the proper procedures for detensioning and perform lift-offs on post-tensioning systems. Students will learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.

### **AED 41.09**

#### **IW - WELDING III - REINFORCING**

**0.0 UNIT**

Class hours: 2.2 Lecture/0.6 Laboratory

This course will introduce the apprentice to shop safety in welding and burning. It provides knowledge of the equipment and materials employed in the use of oxy-acetylene burning and welding. Students will learn the symbols used in welding. This course will prepare the student for the Los Angeles City written welding exam.

### **AED 41.10**

#### **FIELD IRONWORKERS**

#### **STRUCTURAL ORIENTATION**

**0.0 UNIT**

Class hours: 2.8 Lecture/1.7 Laboratory

Prerequisite: Must be a registered apprentice with the California State Division of Apprenticeship Standards.

This course provides an overview of the skill and knowledge needed to become a safe and productive working apprentice. It will provide a hands-on approach to general rigging, structural steel, welding and burning, and reinforcing iron.

### **AED 42.02**

#### **MEDIATION IN BASIC SKILLS**

**0.0 UNIT**

Class hours: 1.0 Lecture/2.0 Laboratory

This course is designed for students who require mediation between verified learning disabilities and basic skill subjects including Reading, Mathematics, and English Composition. Specific assessment procedures will be utilized to isolate basic skill/learning process deficiencies which will then be addressed by individualized instruction.

### **AED 42.03**

#### **SURVIVAL ESL**

**0.0 UNIT**

Class hours: 6.0 Lecture

This first course in a series is designed as a survival-level English language course for those students with no English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking; the main focus will be on vocabulary building and listening as initial steps for building English language acquisition.

### **AED 42.04**

#### **BASIC ADULT ENGLISH**

**0.0 UNIT**

Class hours: 5.0 Lecture

This course is designed to prepare the adult student for college English. It is aimed at improving reading, writing, and grammar skills.

### **AED 42.05**

#### **SUPERVISED TUTORING**

**0.0 UNIT**

Class hours: 3.0 Laboratory

This course is intended to give students in need of special supplemental instruction in a basic skills subject area an opportunity to develop and improve their skills and/or knowledge of the subject. It is an open entry/open exit course. Students enrolled in the course are limited to thirty (30) hours per semester.

### **AED 42.06**

#### **BASIC SKILLS**

**0.0 UNIT**

Class hours: 1.0 Lecture/2.0 Laboratory

This course is designed for students who require mediation between disabilities and basic skill subjects including Reading, Mathematics, and English Composition. Specific assessment procedures will be utilized to isolate basic skill/learning process deficiencies which will then be addressed by individualized instruction.

### **AED 42.07**

#### **INDEPENDENT**

#### **MEDIATION LAB**

**0.0 UNIT**

Class hours: 8.0 Laboratory

This course is designed to be an adjunct to Mediation in Basic Skills (M.B.S.). Focus will be upon implementation of activities determined by the student's individual education plan developed for M.B.S. Initial emphasis may be placed on a variety of other activities designed to mediate between a student's disability and matriculation at Cerritos.

### **AED 42.10**

#### **SPANISH GED TEST PREP-A**

**0.0 UNIT**

Class hours: 6.0 Lecture

This course will prepare students for the writing and social studies components of the GED examination. This course is designed to assist

students limited in English and will provide instruction and materials in Spanish. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

### **AED 42.11**

#### **SPANISH GED TEST PREP-B**

**0.0 UNIT**

Class hours: 6.0 Lecture

This course will prepare student for the science, literature, and mathematics components of the GED examination. This course is designed to assist students limited in English and will provide instruction and materials in Spanish. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

### **AED 42.12**

#### **GED PREPARATION-A**

**0.0 UNIT**

Class hours: 6.0 Lecture

This course will prepare students for the writing and social studies components of the GED examination. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

### **AED 42.13**

#### **GED PREPARATION-B**

**0.0 UNIT**

Class hours: 6.0 Lecture

This course will prepare students for the science, literature, and mathematics components of the GED examination. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

### **AED 42.14**

#### **LOW BEGINNING ENGLISH**

#### **AS A SECOND LANGUAGE**

**0.0 UNIT**

Class hours: 6.0 Lecture

This second course in a series is designed as a Low Beginning English as a Second Language course for those students transitioning from the Survival Level English as a Second Language course or those students with minimal English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking with an increasing interest in vocabulary building to generate language production and conversation.



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### **AED 42.15 HIGH BEGINNING ENGLISH AS A SECOND LANGUAGE 0.0 UNIT**

Class hours: 6.0 Lecture

This third course in a series is designed for those students transitioning from the Low Beginning English as a Second Language course or for those students with some English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing emphasis on language production and conversation in preparation for future vocational and academic work.

### **AED 42.16 LOW INTERMEDIATE ENGLISH AS A SECOND LANGUAGE 0.0 UNIT**

Class hours: 6.0 Lecture

This fourth course in a series is designed as a Low Intermediate English as a Second Language course for those students transitioning from the High Beginning English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing interest in language production and conversation.

### **AED 42.17 HIGH INTERMEDIATE ENGLISH AS A SECOND LANGUAGE 0.0 UNIT**

Class hours: 6.0 Lecture

This fifth course in a series is designed as a High Intermediate English as a Second Language course for those students transitioning from the Low Intermediate English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking with an increasing interest in language production and conversation. The emphasis of this course is to prepare for transitioning into the appropriate ESL Credit course.

### **AED 42.18 LOW ADVANCED ENGLISH AS A SECOND LANGUAGE 0.0 UNIT**

Class hours: 6.0 Lecture

Prerequisite: Pass AED 42.17 High Intermediate English as a Second Language course or assess into AED 42.18.

This course is designed for students successfully transitioning from the AED High Intermediate English as a Second Language course and for students who assess with moderate to high English language skills. English listening, speaking, reading and writing will be taught using an integrated skills approach with the main objective being to help students advance

in fluency and proficiency. Special emphasis will be placed on effective communication, on developing critical thinking skills to prepare students for success in High Advanced ESL courses, success in GED courses and success in their community and in their workplace.

### **AED 42.19 ESL GRAMMAR, READING, AND WRITING 0.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: ESL 4 with grade a "C" or higher or "Pass" or equivalent OR AED 42.18 or equivalent (non-credit Adult Ed. ESL) with a grade of "Pass" OR satisfactory completion of the assessment/placement process with eligibility for ESL 5.

This is a low-advanced course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of advanced-level grammar, critical reading and thinking, paragraph and short essay writing. Punctuation rules, sentence variety, and academic vocabulary will also be taught along with continued emphasis and practice in listening and speaking in an academic context.

### **AED 42.20 LITERACY SKILLS FOR GENERAL EDUCATION DEVELOPMENT (GED) SUCCESS 0.0 UNIT**

Class hours: 4.0 Lecture

Recommendation: AED 42.12 GED A or AED 42.13 GED B

The Literacy Skills for General Education Development (GED) Success course is designed to provide students with additional instruction and support to pass the Reasoning Through Language Arts (RLA) subtest of the General Education Development (GED) exam. Students will understand and apply integrated reading and writing tasks that require test-takers to read complex texts, analyze arguments, and use text-based evidence to support reasoning. Students will learn test-taking skills, understand the official General Education Development (GED) RLA test format, and complete practice General Education Development (GED) RLA tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.

### **AED 42.21 SPANISH LITERACY SKILLS FOR GENERAL EDUCATION DEVELOPMENT (GED) SUCCESS 0.0 UNIT**

Class hours: 4.0 Lecture

Recommendation: AED 42.10 GED A Spanish or AED 42.11 GEN B Spanish

The Spanish Literacy Skills for General Education Development (GED) Success course is designed to provide students with additional instruction and support to pass the Spanish Reasoning Through Language Arts (RLA) subtest of the Spanish General Education Development (GED) exam. Students will understand and apply integrated Spanish reading and writing tasks that require test-takers to read complex Spanish texts, analyze arguments, and use text-based evidence to support reasoning. Students will learn test-taking skills, understand the official General Education Development (GED) RLA test format, and complete practice Spanish General Education Development (GED) RLA tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.

### **AED 42.22 SUPPLEMENTAL GENERAL EDUCATION DEVELOPMENT (GED) MATH 0.0 UNIT**

Class hours: 4.0 Lecture

Recommendation: AED 42.12 GED A or AED 42.13 GED B

The Supplemental General Education Development (GED) Math course is for students who need additional instruction and support in order to pass the math subtest of the General Education Development (GED) exam. By passing the General Education Development (GED) math exam, students will be that much closer to earning their California High School Certification. Students will understand and apply the necessary math concepts needed for estimating, computing, algebra, geometry, and problem solving needed to take the General Education Development (GED) math exam. Students will learn test-taking skills, understand the official General Education Development (GED) math test format, and complete practice General Education Development (GED) math tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.

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### **AED 42.23 SPANISH SUPPLEMENTAL GENERAL EDUCATION DEVELOPMENT (GED) MATH 0.0 UNIT**

Class hours: 4.0 Lecture

Recommendation: AED 42.10 GED A Spanish or AED 42.11 GED B Spanish

The Spanish Supplemental General Education Development (GED) Math course is for students who need additional instruction and support in order to pass the math subtest of the Spanish General Education Development (GED) exam. By passing the Spanish General Education Development (GED) math exam, students will be that much closer to earning their California High School Certification. Students will understand and apply the necessary math concepts needed for estimating, computing, algebra, geometry, and problem solving needed to take the Spanish General Education Development (GED) math exam. Students will learn test-taking skills, understand the official Spanish General Education Development (GED) math test format, and complete practice Spanish General Education Development (GED) math tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.

### **AED 42.25 SUPERVISED OCCUPATIONAL SKILL DEVELOPMENT 0.0 UNIT**

Class hours: 6.0 Laboratory

Corequisite: Enrollment in a Career Technical Education (CTE) course.

This course is designed to facilitate learning in Career and Technical Education (CTE) principles through mediated instruction. The goal of this course is to build a broad range of knowledge in basic job competencies and develop personal abilities in regard to specific CTE programs. This course is offered as an open entry/open exit course.

### **AED 42.98 COLLEGE PLACEMENT TESTING STRATEGIES A 0.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Recommendation: Placement into AED 48.05, READ 48, or ENGL 20

This course will build pre-college level proficiency to prepare students for the community college assessment test in reading comprehension and sentence skills. Students will develop fundamental concepts of reading and writing and gain familiarity with the

basic testing format. The combination lecture/lab format will expose students to various mediums of instruction and strengthen their knowledge of testing strategies. This course is presented in a modular format.

### **AED 42.99 PRE-ALGEBRA SKILLS 0.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Recommendation: Placement into AED 49.01 or MATH 40

The concepts of this course will help students build skills and understanding in topics related to Pre-Algebra. Students will receive support in understanding integers, fundamentals of Algebra, solving equations with fractions and/or decimals, percent, and introduction to the Cartesian coordinate system. Students will gain conceptual knowledge and use analytical thinking to solve problems. The combination lecture/lab format will provide a foundation for Pre-Algebra.

### **AED 48.01 VOCATIONAL ENGLISH 0.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

Basic knowledge of fundamental grammar necessary for practical usage; spelling, punctuation, and minimum skill in writing and speaking necessary to communicate effectively and appropriately.

### **AED 48.03 CREATIVE WRITING FOR SENIORS 0.0 UNIT**

Class hours: 2.0 Lecture

This course is designed to introduce the older adult to techniques for creative writing in the areas of drama, poetry, fiction, and non-fiction. Techniques for a complete autobiography will be taught. This course may be repeated.

### **AED 48.04 COMMUNICATION SKILLS 0.0 UNIT**

Class hours: 1.5 Laboratory

This course is designed to increase receptive and expressive language skills in the senior citizen, as well as improve non-verbal body language, and develop a higher self-confidence through positive interaction with others. This course may be repeated.

### **AED 48.05 COLLEGE ENGLISH SKILLS 0.0 UNIT**

Prerequisite: Completion of the English assessment/placement process.

Recommendation: This course is not recommended for students working on secondary language skills who would be better served by an ESL course.

Class hours: 2.0 Lecture/2.0 Laboratory

This beginning course is designed for students already able to understand and speak the English language. This course is not recommended for students working on secondary language skills who would be better served by an ESL course. It is intended to reduce beginning writing students' fear and anxiety about writing. It develops writing fluency through written activities and assignments designed to teach and reinforce conventions of Standard English. This course focuses on sentence structure and development and sentence combining. Students will work toward developing short paragraphs.

### **AED 49.01 PREPARATORY MATH 0.0 UNIT**

Class hours: 2.0 Lecture/2.0 Laboratory

This course is for students who wish to master basic mathematical skills in order to pursue subsequent mathematical courses, gain personal enrichment, and develop career readiness. It covers the concepts of addition, subtraction, multiplication and division of whole numbers, fractions, mixed numbers, decimals, and percentages, with an emphasis on real-world applications.

### **AED 49.02 VOCATIONAL ENGLISH AS A SECOND LANGUAGE 0.0 UNIT**

Class hours: 4.5 Lecture

This course is designed as a survey of work-related communication including nomenclature for the student with limited English language skills. Students will learn to recognize, produce, and understand technical vocabulary utilizing language learning skills: speaking, listening, reading and writing. Students will learn about vocation and nomenclature, while increasing their English language acquisition by learning to ask and respond to questions related to the vocation and practice conversation on a variety of work-related subjects. Students will expand their vocational knowledge via class discussions, reading print material, attending field trips, and by sharing their vocational experiences with other students. This course is intended as preparation for future credit courses, vocational training, or increased vocational language acquisition for the work situation.

### **AED 49.04 CAHSEE MATH A PREPARATION 0.0 UNIT**

Class hours: 4.0 Lecture

This course prepares students to review and pass the Math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on basic skills.

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### **AED 49.05 CAHSEE MATH B PREPARATION 0.0 UNIT**

Class hours: 4.0 Lecture

This course prepares students to review and pass the math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on Algebra skills.

### **AED 49.06 CAHSEE ENGLISH PREPARATION 0.0 UNIT**

Class hours: 4.0 Lecture

This course prepares students to review and pass the English section of the California High School Exit Exam using a vocational context for learning activities.

### **AED 50.05 NTMA METALLURGY 0.0 UNIT**

Class hours: 3.0 Lecture

A course designed to teach the properties of metals, selections, testing, physical metallurgy, pure metals, deformation, crystallization. Includes shaping, forming (including hot working, cold working, drawing, and welding), structure and properties of steel, carbon steel, tool steel, cast iron, copper alloys, special metals, heat treatment and power metallurgy.

### **AED 60.01 CITIZENSHIP I 0.0 UNIT**

Class hours: 4.0 Lecture

This course prepares students to take the written exam for U.S. citizenship. In addition, it assists them with completing the application for U.S. citizenship and in preparing for the oral interviews with the INS.

### **AED 80.01 INTRO TO ELECTRICAL TRADES 0.0 UNIT**

Class hours: 3.4 Lecture/1.0 Laboratory

This course is the introductory or beginning course for "first period" apprentices in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be placed on safety and the overall aspects of this specialty industry.

### **AED 80.02 BASIC ELECTRICAL THEORY 0.0 UNIT**

Class hours: 3.4 Lecture/1.0 Laboratory

This is the second course in a series of specialty courses for electrical apprentices involved in the construction trades. Emphasis will be placed on electrical prints, drawings and symbols. Also types of information they can find on schematics, one-lines and wiring diagrams will be covered.

### **AED 80.03 ELECTRICAL THEORY & APPLICATION 0.0 UNIT**

Class hours: 3.4 Lecture/1.0 Laboratory

This course is the third in a series of specialty courses for electrical apprentices involved in the construction industry concerning the electrical area. Emphasis will be placed on alternating current, motors, grounding, conduit bending, boxes and fittings, conductor installations, and cable tray.

### **AED 80.04 BASIC ELECTRICAL THEORY 0.0 UNIT**

Class hours: 3.4 Lecture/1.0 Laboratory

This is the fourth course in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be placed on conductor terminations and splices, installation of electric services, circuit breakers and fuses, contractors and relays, and electric lighting.

### **AED 80.05 ELECTRICAL CALCULATIONS AND INSTALLATION 0.0 UNIT**

Class hours: 3.4 Lecture/1.0 Laboratory

This is the fifth course in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be on load calculations (branch circuits), conductor selection and calculations, overcurrent protection, raceways, box and fitting fill requirements, wiring devices, distribution equipment, and distribution system transformers.

### **AED 80.06 ELECT LIGHT/MOTOR & HVAC SYSTEMS 0.0 UNIT**

Class hours: 3.4 Lecture/1.0 Laboratory

This course is sixth in a series of specialty courses for apprentices involved in the construction industry. Emphasis will be on basic lighting, motor calculations, and motor maintenance, motor controls, electricity in HVAC system, and hazardous locations.

### **AED 80.07 ELECT IND LIGHT LOAD & THEORY 0.0 UNIT**

Class hours: 3.4 Lecture/1.0 Laboratory

Number seven in a series of specialty courses for electrical apprentices involved in the construction industry. The emphasis is placed on load calculation-feeder and services, commercial/industrial lighting, specialty lighting, stand-by and emergency systems, basic electronic theory, fire alarm system.

### **AED 80.08 ECT ADV THEORY & APPLICATIONS 0.0 UNIT**

Class hours: 4.0 Lecture/1.0 Laboratory

This is course number eight, the last in a series of specialty courses for electrical apprentices involved in the construction industry. The emphasis is placed on specialty transformers, advanced controls, HVAC controls, welding machines, heat tracing and freeze protection, motor maintenance, part 2, and high voltage terminators/splices.

### **AED 80.09 CPR AND FIRST AID 0.0 UNIT**

Class hours: 0.3 Lecture/0.3 Laboratory

This is a course of Cardiopulmonary Resuscitation (CPR) and Standard First Aid that is designed to teach the knowledge and skills that are needed for the emergency care of the injured and ill until medical care can be obtained and to create an active interest in the prevention of accidents.

### **AED 80.10 SHEET METAL I 0.0 UNIT**

Class hours: 1.0 Lecture

This course discusses the scope and nature of the sheet metal trade including systems and methods for gauging sheet metal. It describes the types and uses of hand and layout tools as well as cutting, bending and forming machines used in the trade. Types of fasteners and common screw and bolt configurations are described. This course explains the purpose of louvers, dampers, and access doors and how they are constructed. The proper installation of duct insulating materials is covered. Problems involved with measurement lines, area, volume, weight, and geometric figures are introduced. Also provided is an explanation for the uses of parallel line development and step-by-step procedures for selected fittings.

### **AED 80.11 SHEET METAL II 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory

This course covers problems involving the use of protractors, vernier calipers and micrometers. Introduces the various types of pipe and fittings and discusses and describes the principles, uses and type of fitting for radial line development. It covers factors, calculations and precision necessary for proper bend allowance in sheet metal and application of materials and tools for soldering sheet metal parts and sealing seams. This course introduces techniques for reading blueprint specifications, and shop drawings. Sheet Metal and contracting manuals are exposed. The steps required for sizing ducts are identified. This course describes air distribution systems and their components, air flow measurement,

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duct-work installation principles, and the use of psychometric charts. Information and learning actives for calculating downspout and gutter size are presented. Outlines of the principles of weather sealing and procedures for the fabrication and installation of selected flashing components are discussed.

### **AED 80.12 SHEET METAL III 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course covers the principles of air flow and components as applied to Heating, Ventilation, and Air Conditioning (HVAC) air distribution systems. It covers basic refrigeration cycles and affiliated components and controls needed in various refrigeration components. Topics include, material characteristics, tools and procedures for laying out the fabricating fiberglass ductrun fittings and self-paced learning of layout and fabrication problems requiring the triangulation method are included. This course provides an overview of the basic welding processes and introduces the problems and techniques of field measuring for layout and installation of duct sections and offsets.

### **AED 80.13 SHEET METAL IV 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course covers recommended practices necessary to increase shop production and eliminate wasted time and materials. It provides installation methods for grilles, diffusers, and registers. Parallel and radial line development, and triangulation methods of fabrication are reviewed. The purpose of louvers, dampers, and access doors and their construction are explained. This course covers specifications and principles for the layout and fabrication of hood and ventilation fittings, and covers industrial ventilation and conveying of particulate.

### **AED 80.14 HVAC I 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course introduces the Heating, Ventilating, and Air Conditioning (HVAC) trainee to the basic concepts and environmental concerns related to heating, ventilating, and air conditioning. It also describes the apprentice program and the career opportunities available in the HVAC trade.

### **AED 80.15 HVAC II 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course instructs trainees in the properties of air distribution systems. Students will become familiar with the operation, layouts, types of equipment, and installation practices used for air distribution systems installed in the different regions of the country.

### **AED 80.16 HVAC III 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course instructs trainees in preventive maintenance of HVAC system. Students will become familiar with the different types of troubleshooting and serving of heating systems.

### **AED 80.17 HVAC IV 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course discusses techniques for reading and using blueprints, specification and shop drawings. It introduces indoor air quality and its effect on the health and comfort of building occupants. Identifies equipment and methods used. Students learn about various heat recovery and reclaim devices using their computers and microprocessor controls. Water problems encountered in heating and cooling systems are identified, and various water treatment methods and equipment is discussed. Factors that affect the heating and cooling loads of a building are included in this process. Types of duct systems as well as their selection, sizing and installation are discussed. Ice-making machines are also covered.

### **AED 80.18 ELECTRONIC SYSTEMS TECH I 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course introduces the Electronic Systems Technician trainee to construction materials and methods, pathways, spaces and electrical theory. It also covers hand bending of conduit, electrical safety and low-voltage cabling.

### **AED 80.19 ELECTRONIC SYSTEMS TECH II 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course provides the Electronic Systems Technician trainee with an overview of related mathematics, electrical theory, electrical testing equipment, power quality and grounding, electrical blueprints, voice and data systems, switching devices and timers, and terminating conductors. Introduction to codes and standards and computer applications will be covered.

### **AED 80.20 ELECTRONIC SYSTEM TECH III 0.0 UNIT**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course provides the Electronic Systems Technician trainee with an overview of cable selection, busses and networking, fiber optics, video systems, wireless communication, site survey, job planning, low-voltage maintenance and repair, supervision, fire alarm and security systems.

### **AED 80.21 INTRODUCTION TO ELECTRICAL CRAFT TRAINING 0.0 UNIT**

Class hours: 1.6 Laboratory  
This course is the beginning course for the "first period" apprentices in a series of specialty courses for electrical craft training involved in the construction industry. Emphasis will be placed on safety and the overall aspects of this specialty industry. Students will have an orientation covering craft training and personal development.

### **AED 80.22 ELECTRICAL CRAFT TRAINING LEVEL I 0.0 UNIT**

Class hours: 1.6 Laboratory  
Students will be introduced to methods of hand bending conduit and various methods used to install conduit as well as how to cut, ream, and thread conduit. Students will learn to use correct applications of non-threaded, threaded fasteners and anchors. Electrical theory, including a navigational road map for using the National Electrical Code (NEC) will be stressed. This course will introduce the types and applications of raceways, wire ways, and use of ducts. Students will learn function, operation and characteristics of transducers, transistors, amplifiers, integrated circuits and photo-operated devices, digital and logic circuits. Students will learn to read electrical blueprints, including layout, types of lines, symbols, drawings, architects and engineer's scales and electrical specifications. Commercial, industrial, and residential wiring will be covered.

### **AED 80.23 ELECTRICAL CRAFT TRAINING - LEVEL II 0.0 UNIT**

Class hours: 3.2 Laboratory  
Students will focus their studies in the methods, techniques, and characteristics related to electrical systems, their parts, circuits, and connections. They will learn the purpose of grounding and bonding electrical systems using National Electric Code (NEC) regulations. This course covers all types of benders in all sizes of conduit, focusing on mechanical, hydraulic, and electrical benders. It also covers the transportation, storage, and set up of cable reels, methods of rigging, and procedures for complete cable pulls in raceways and cable trays, focusing on National Electrical Manufacturers' Association (NEMA) and NEC installation requirements. Students will be taught about conductor termination's, splices, and the installation of electric services, circuit breakers and fuses, conductors and relays, and the basic principles of electrical lighting.

## Course Descriptions

### **AED 80.24 ELECTRICAL CRAFT TRAINING - LEVEL III 0.0 UNIT**

Class hours: 3.2 Laboratory  
Students will be introduced to industry standards for electrical work, including branch circuits, rating and de-rating, and various types of residential and commercial electrical loads. This course covers the types of conductors used in wiring systems, including insulation, current-carrying capacity temperature ratings, and the use of fuses for over-current protection in all types of electrical systems. Functions, operation, and characteristics of various types of motors will be taught to the electrical student. Students will learn about hazardous locations and how to correct them.

### **AED 80.25 ELECTRICAL CRAFT TRAINING - LEVEL IV 0.0 UNIT**

Class hours: 3.2 Laboratory  
This course will cover basic calculation procedures and calculations for residential, commercial, and farming application. Students will be introduced to the practical applications of lighting, covering lighting installations, applications and wiring systems, and basic electronic theory. This course will also introduce the student to fire alarm systems, specialty transformers, principles and practical applications of solid state controls, Heating and Ventilating, and Air Conditioning (HVAC) controls. A brief introduction to welding machine types and how they operate will be covered. Students will continue their training in motor maintenance techniques. An overview of high voltage terminators and splices and National Electric Code (NEC) and cable manufacturers requirement will be covered.

### **AED 90.01 INTRODUCTION TO ENERGY SURVEYING 0.0 UNIT**

Class hours: 1.3 Lecture/0.9 Laboratory  
Prerequisite: Student must be part of Conservation Corps.  
This is a competency-based course designed to align with the American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) Level-1 energy auditing standards. Provides hands-on experience in residential and commercial energy auditing. Emphasis on principles and sources of energy, detailed facilities evaluation techniques, data collection for energy auditing, establishing baselines, and conducting accurate inventories, Includes workplace safety policies and practices to comply with OSHA guidelines.

### **AED 90.02 BASIC ELECTRICITY AND WIRING FUNDAMENTALS 0.0 UNIT**

Class hours: 1.2 Lecture/1.2 Laboratory  
Prerequisite: AED 90.01 with a grade of "C" or higher or "Pass".  
Prerequisite: Student must be part of Conservation Corps.  
This comprehensive introduction to electrical wiring provides a well-rounded understanding of the fundamentals of basic electricity, electrical safety, electrical circuitry, and the processes and procedures of the electrical wiring trades, Includes relevant electrical codes.

### **AED 90.03 INTRO TO LIGHTING RETROFITS 0.0 UNIT**

Class hours: 1.2 Lecture/1.2 Laboratory  
Prerequisite: Student must be part of Conservation Corps.  
This course provides well-rounded competency-based understanding of lighting retrofit trade fundamentals through hands-on experience in commercial retrofit procedures and skills. Includes electrical safety, policies, and practices as related to retrofit work.

### **AED 90.04 INTRODUCTION TO AUTOMOTIVE TOOLS AND EQUIPMENT 0.0 UNIT**

Class hours: 4.0 Lecture/2.0 Laboratory  
This course introduces students to basic hand tools, power tools, and equipment used in the automotive industry. Safety, technique, and proper handling are the emphasis of the course. This course also includes the creation of practical tools and focuses on application of tools. Quality craftsmanship and tool building techniques will be covered in laboratory.  
Students may qualify for credit for Auto 101 if criteria is met.

### **AED 90.05 OSHA-10 TRAINING 0.0 UNIT**

Class hours: 0.6 Lecture/0.9 Laboratory  
This course is designed to deliver OSHA standards to individuals in various professions. It will introduce topics that OSHA prescribes for a 10-hour course. Students completing this course will earn an OSHA 10 certificate. This is an introductory course which requires little or no regulations/industry experience.

### **AED 90.06 MATH SUPPORT: STATISTICS 0.0 UNIT**

Class hours: 2.5 Lecture/2.5 Laboratory  
This course is a math support course. The concepts of this course will help students build skills and understanding in topics related to the introduction of descriptive and inferential statistics. Students will receive support in understanding mean, standard deviation, variance, probability, random variables, central limit theorem, hypothesis testing, confidence intervals, t-distribution, chi-square distribution, F-distribution, linear regression, and linear correlation. Students will gain conceptual knowledge and use analytical thinking to solve problems. The combination lecture/lab format will provide a foundation for introductory statistics. This course is open entry/open exit.

### **AED 90.07 MATH SUPPORT: COLLEGE ALGEBRA 0.0 UNIT**

Class hours: 2.0 Lecture/3 Laboratory  
This course is a math support course. Students will build pre-college level math skills to prepare for college algebra. Students will gain conceptual knowledge and use analytical thinking to solve problems. The combination lecture/lab format will provide a foundation for college algebra. This course is open entry/open exit.

### **AED 90.08 SOLAR ENERGY 0.0 UNIT**

Class hours: 2.2 Lecture/2.2 Laboratory  
This course is designed to prepare an individual for entry-level employment within the alternative energy industry as an integrator, designer, or as a maintenance or repair worker.

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---

**ABBRUZZESE, MARK (2005)**

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**HERNANDEZ, HUMBERTO (2016)**

*College Psychologist*  
B.A., University of California, Irvine  
Ph.D., Washington State University

**HERNANDEZ-GARCIA, NELLIE (2016)**

*Counselor/Assistant Professor, CalWORKs*  
B.A., M.S., California State University, Los Angeles



## Faculty, Educational Administrators and Managers

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**HERRERA, VERONICA (2011)**

*Counselor/Professor*

B.A., M.S., California State University, Long Beach

**HILL, SHELIA (2012)**

*Counselor/Instructor*

B.A., M.Ed., University of South Carolina  
Ed.D., California State University, Long Beach

**HIROHAMA, STEVEN (2005)**

*Professor, Film*

B.A., B.F.A., University of Hawaii, Manoa  
M.F.A., University of California, Los Angeles

**HIVELEY, RACHEL L. (2019)**

*Instructor, Nursing*

B.S.N., M.S.N., University of Texas at Arlington

**HOLLINNESS, DAHLENE (2015)**

*Assistant Professor/Counselor*

*Student Accessibility Services*

B.S., Union Institute and University  
M.S., University of La Verne

**HOLMES, JUDI (2001)**

*Professor/Counselor, Student Accessibility Services*

B.A., M.S., California State University, Long Beach

**HOLZGANG, AMY (2001)**

*Professor, Sociology*

B.A., University of California, San Diego  
M.A., Ph.D., Syracuse University

**HOPPE-NAGAO, ANGELA K. (1995)**

*Professor, Speech Communication*

B.A., M.A., Ed.D., California State University,  
Fullerton  
California State University, Fullerton

**HOYLE, SHEELA (2000)**

*Counselor/Professor*

B.A., University of California, Berkeley  
M.A., California State University, San Diego  
Ed.D., University of Southern California

**HROCH, AMBER MICHELLE (2020)**

*Director, Institutional Effectiveness, Research, &  
Planning*

B.S., California State University, Santa Barbara  
M.Ed., University of Southern California  
Ph.D., University of California, Los Angeles

**HU, JIANLI (2015)**

*Professor, Business Administration*

M.A., Ph.D., Washington State University

**HUA, LINDA (2014)**

*Instructor, English*

B.A., Loyola Marymount University  
M.A., California State University, Long Beach

**HUGEN, MARK A. (1998)**

*Associate Professor, Mathematics*

A.B. Secondary, Dorset College

M.A., California State University, Fullerton

**HURTADO, HENRIETTA (2001)**

*EOPS Counselor /Assistant Professor*

B.A., California State University, San Diego  
M.A., University of Redlands

**INGSTAD, CHRISTOPHER MARK (2019)**

*Instructor, Physical Therapist Assistant*

B.A., California State University, Dominguez Hills  
D.P.T., University of St. Augustine for Health Sciences

**IWAZ, NICOLE (2016)**

*Assistant Professor, Geology*

B.S., M.S., University of California, San Diego

**JARRETT, GEORGE (2004)**

*Professor, History*

B.A., University of California, Santa Cruz  
M.A., University of California, Davis

**JENSEN, DEBORAH C. (1995)**

*Professor/Coach*

*Health, Physical Education/Athletics*

B.S., California State University, Fullerton  
M.S., Louisiana Tech University

**JIMENEZ, FERNANDO (2017)**

*Instructor, Administration of Justice*

B.S., University of Phoenix  
M.S., Tiffin University

**JOHNSON, DEBRA L. (1990)**

*Professor, Accounting*

B.A., California State University, Fullerton

**JUNTILLA, TIMOTHY J. (1997)**

*Professor, English*

B.A., California Lutheran University  
M.S., Illinois State University

**KALT, KOLLEEN (2011)**

*Instructor, English*

B.A., Boston University  
M.A., California State University, Long Beach

**KAVENEY, SHANNON (2015)**

*Facilities Manager*

B.S., University of Phoenix

**KAYSER, LANCE (2006)**

*Associate Professor, English*

B.A., Biola University  
M.A., California State University, Fullerton

**KELLY, EDWARD (2011)**

*Instructor, Sign Language*

California Community Colleges Credential -  
Special Education

**KOZLOWSKI, TRISHA (2015)**

*Instructor/Coach, Physical Education/Athletics*

B.A., California State University, San Bernardino  
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**KRAYER, ADELLE (2001)**

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A.A., Cerritos College  
B.V.E., M.A., California State University, Long Beach

**LA VIGNE, STEVEN (2012)**

*Counselor/Professor*

*Student Accessibility Services*

M.A., M.S., B.S., Eastern Washington University  
Ed.D., Brandman University

**LACY, TOR (2005)**

*Associate Professor, Earth Science*

B.S., University of California, Santa Barbara  
M.S., California State University, Long Beach

**LAVARIERE, CYNTHIA (2000)**

*Professor, Assistant Director of Forensics/Speech  
Communication*

B.A., Point Loma Nazarene College  
M.A., California State University, Fullerton  
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**LAZOR, C.G. (1984)**

*Professor, Computer & Information Sciences*

A.A., Cerritos College  
B.S., University of the State of New York

**LE PERE, SUSAN C. (1995)**

*Associate Professor, Biology*

B.A., M.A., California State University, Fullerton

**LEE, RANDY (2016)**

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B.A., California State University, Long Beach  
M.S., University of Southern California

**LEON, JR., RUBEN (1990)**

*Assistant Professor, Mathematics*

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**LEW, ERNEST (2011)**

*Instructor, Culinary Arts*

B.A., University of California, Irvine  
M.B.A., California State University, Fullerton

**LEWANDOWSKI, PAMELA (2000)**

*Assistant Professor, Mathematics*

B.S., M.S., California State University, Long Beach

**LEWANDOWSKI, THOMAS (2002)**

*Assistant Professor, Mathematics*

B.S., University of Wisconsin  
M.S., California State University, Long Beach

**LEWELLEN, RITA (2002)**

*Professor, Psychology*

B.A., M.A., California State University, San Marcos  
Ed.,D., Argosy University

**LI, DEJUN (2016)**

*Instructor, Engineering Design*

B.S., M.S., Shan Dong University of Technology

## Faculty, Educational Administrators and Managers

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**LIVINGSTON, ROBERT (2001)**

*Professor, Business Administration*  
B.S., M.A., University of San Francisco  
Ph.D., Capella University

**LO VETERE, CRYSTAL (2004)**

*Professor, Earth Science*  
A.A., Fullerton College  
B.A., M.A., California State University, Fullerton  
Ed.D., University of Southern California

**LOERA, DIANE M. (2007)**

*Assistant Professor, Dental Hygiene*  
B.S., M.S., California State University, Long Beach

**LOGAN, MARK B. (2012)**

*Director of Purchasing & Contract Administration*  
A.A., Saddleback College  
B.A., California State University, Fullerton  
M.P.A., California State University, Long Beach

**LOPEZ, CHRISTINE S. (1992)**

*Associate Professor, Piano/Choral*  
B.M., M.M., D.M.A., University of Arizona

**LOPEZ, FELIPE (2017)**

*Vice President of Business Services*  
B.A., California Baptist University

**LOPEZ, JESUSITA (2007)**

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A.A., Cerritos College  
B.S., California State University, Long Beach

**LOPEZ, MANUEL (2001)**

*Professor, Mathematics*  
B.S., M.A., University of California, Los Angeles  
M.A., California State University, Fullerton

**LOPEZ, MONICA (2004)**

*Associate Professor/Librarian, Library*  
B.A., California State University, Fullerton  
M.L.I.S., San Jose State University

**LOPEZ, THERESA (2000)**

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B.S., California State Polytechnic University,  
Pomona  
M.S., California State University, Los Angeles

**LOU, RENA ZHIHONG (2007)**

*Professor, Chemistry*  
M.S., The State University of New Jersey, Rutgers  
Ed.D., University of Southern California

**LOU, ZHENG (2000)**

*Professor, Computer & Information Sciences*  
B.E., University of Shanghai for Sciences &  
Technology  
M.S., University of Massachusetts, Amherst

**LOVEJOY-ROBOLD, NICOLE M. (2011)**

*Instructor, English*  
B.A., M.A., Claremont Graduate University

**LUNDEEN, BRITTANY (2004)**

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B.A., California State University, Fullerton  
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**MACDEVITT, JAMES (2005)**

*Associate Professor, Art History*  
B.A., M.A., University of California, Riverside

**MACIAS, JOHN (2016)**

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B.B.A., Loyola Marymount University  
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**MACIAS, SERGIO (2005)**

*Assistant Professor, Athletics*  
B.A., Whittier College  
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**MAHONEY, MICHELLE (2016)**

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**MAKAREM, NASIBA (2011)**

*Associate Professor, Pharmacy Technology*  
PhamD, University of the Pacific

**MALIG, JANNET (2009)**

*Director of Advanced Transportation Technologies  
Project*  
B.A., California State University, Fullerton  
M.B.A., Chapman University

**MARIANI, ILVA (2000)**

*Associate Professor, Mathematics*  
B.S., University of Zagreb, Croatia  
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**MARKS, SANDRA A. (1995)**

*Instructional Dean, Health Occupations*  
B.S.N., Alverno College  
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**MARTINEZ, RACHEL (2016)**

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Student Accessibility Services*  
B.A., California State University, Fullerton  
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**MASON, RACHEL G. (2008)**

*Instructional Dean, Business, Humanities &  
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M.B.A., Pepperdine University

**MATSUURA, KENNETH (1990)**

*Counselor/Professor*  
B.A., University of California, Santa Barbara  
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**MATTHEWS, NICHOLAS (2016)**

*Instructor, Forensics/Speech*  
B.A., University of California, Los Angeles  
M.A., California State University, Long Beach

**MAY, RUSSELL (2010)**

*Instructor, Health, Physical Education/Athletics*  
A.A., Cerritos College  
B.A., California State Polytechnic University,  
Pomona  
M.Ed., Azusa Pacific University

**MAZ, ANDREW (2012)**

*Assistant Professor, Commercial Music*  
M.M., D.M.A., University of Southern California  
M.A., University of California, Los Angeles

**MCCANCE, IAN (2012)**

*Associate Professor, Mathematics*  
B.S., M.S., California State University, Long Beach

**MCDONALD, SUSAN L. (2011)**

*Instructor, Speech Language Pathology*  
B.A., Western Washington University  
M.S., University of Vermont

**MCILROY, LEEANNE (2016)**

*Instructor, ESL*  
B.A., University of California, Los Angeles  
M.A., California State University, Long Beach

**MCKINLEY, COLLEEN (2016)**

*Director, Educational Partnerships & Programs*  
B.A., University of California, Irvine  
M.A., California State University, Fullerton

**MCLARTY-SCHROEDER, JANET (1999)**

*Professor, Astronomy*  
B.S., University of Iowa  
M.S., University of Arizona

**MELLAS, DEAN (2000)**

*Professor, Computer & Information Sciences*  
B.A., B.S., California State University, Fullerton

**MENDEZ, MARIA (2000)**

*People-Soft Database Administrator*  
B.A., California State University, Long Beach

**MENNELLA, HILLARY (2014)**

*Associate Dean of Student Health &  
Wellness Services*  
B.S., John Hopkins School of Nursing  
B.S., Virginia Polytechnic Institute & State  
University  
M.A., California State University, Long Beach  
D.N.P., Duke University School of Nursing

**MERA, CARLOS (2015)**

*Instructor, Physics*  
B.S., California State University, Fullerton

**MICIC, MIODRAG (2012)**

*Professor, Engineering Technology*  
Sc.D., M.Sc., B.Sc., B.Ed., University of Belgrade  
B.Eng., Polytechnic Academic  
M.T.M., Washington State University  
Ph.D., University of Miami

## Faculty, Educational Administrators and Managers

**MILLER, ELIZABETH (2017)**

*Dean, Student Services*

B.A., M.A., California State University, Long Beach  
Ed.D., California State University, Long Beach

**MILLER, KIRK (1988)**

*Professor, Art & Design*

A.B., University of California, Berkeley  
B.F.A., M.F.A., Art Center College of Design

**MIRANDA, RICK (2012)**

*Vice President of Academic Affairs/  
Assistant Superintendent*

B.S., University of California, Riverside  
M.S., California State University, San Bernardino

**MISHLER, KATHERINE (2018)**

*Deputy Sector Navigator Transportation &  
Logistics*

B.A., M.A., California State University, Los Angeles

**MITCHELL-LAMBERT, JANET (2017)**

*Instructor, English*

B.A., University of California, Los Angeles  
M.A., California State University, Los Angeles

**MITTENDORF, ROBERT WILLIAM (2019)**

*Instructor, Philosophy*

B.A., Pitzer College  
M.A., Ph.D., Claremont Graduate University

**MIXSON, JR., FRANK L. (1998)**

*Instructional Dean, Liberal Arts*

B.A., Drake University  
M.A., California State University, Long Beach  
Ph.D., University of Georgia

**MOLONEY, PETER (2002)**

*Professor, Accounting/Finance*

B.S., M.B.A., California State Polytechnic  
University, Pomona

**MOORE, DEBRA (2001)**

*Professor, Librarian*

B.A., Oberlin College  
M.Division., Andover Newton Theological School  
M.L.S., University of California, Los Angeles

**MORALES, MANUEL (2016)**

*Assistant Professor, Mathematics*

B.A., San Diego State University  
M.S., California State University, Los Angeles

**MORENO, JUDE (2014)**

*Assistant Professor, Nursing*

B.S.N., M.S.N., Mount St. Mary's College

**MORIARTY, CYNTHIA (1992)**

*Professor, Business Administration*

A.A., Fullerton Junior College  
B.S., California State University, Fullerton  
M.B.A., University of La Verne

**MOSKUN, AMY (2016)**

*Professor, Chemistry*

B.A., Linfield College  
Ph.D., University of Southern California

**MOTRUK, NINA (2001)**

*Professor, Cosmetology*

A.A., Cerritos College  
B.S., Southern Illinois University

**MUELLER, DONALD M. (2020)**

*Chief of Campus Police*

B.A., University of California, Irvine

**MULLEARY, JOSEPH (2012)**

*Associate Professor, Automotive Mechanical Repair*

B.S., California State University, Chico  
M.A., Humboldt State University

**MULLINS, TERRANCE M. (2011)**

*Instructor, Political Science*

B.A., M.A., California State University, Northridge

**MURRAY, KODEE (2001)**

*Assistant Professor/Coach*

*Physical Education/Athletics*

B.S., California State Polytechnic University,  
Pomona

M.A., California State University, Dominguez Hills  
M.S., National University

**NAJARIAN, HAGOP (1999)**

*Associate Professor, Art & Design*

B.F.A., California State University, Long Beach  
M.F.A., Temple University

**NAMALA, SOLOMON (1999)**

*Professor, Economics*

B.A., Lewis & Clark College  
Ph.D., University of Utah

**NATIVIDAD, RACHEL (2002)**

*Professor, Nursing*

A.S., Mt. San Antonio College  
B.S., California State University, Fullerton  
M.S., University of Phoenix

**NATIVIDAD, RORY K. (2019)**

*Instructional Dean, Kinesiology*

B.A., California State University, Dominguez Hills  
M.Ed., Azusa Pacific University  
Ed.D., Brandman University

**NGUYEN, PHUONG D. (1991)**

*Professor, Computer & Information Sciences*

B.S., M.S., University of California, Davis

**NIKDEL, MOJDEH (1997)**

*Professor, Mathematics*

B.S., M.A., Ph.D., Pennsylvania State University

**NOYES, NICHOLLE (2016)**

*Instructor, Paralegal*

B.A., California State University, Northridge  
J.D., Pepperdine University

**NUNEZ, JOHNNY (2017)**

*Instructor, Welding*

B.A. Southern Illinois University

**O'CONNOR, JENNIFER (2016)**

*Instructor, Adapted Physical Education*

B.S., M.S., California State University, Northridge

**O'DONNELL, PATRICK (2004)**

*Director, Information Technology*

B.S., California State University, Long Beach

**O'NEIL, SCOTT (2000)**

*Assistant Professor, Mathematics*

B.S., University of California, Santa Barbara  
M.S., California State University, Long Beach

**OBASOHAN, VICTOR (1992)**

*Assistant Professor, Political Science*

B.S., M.A., Jackson State University

**OBAZUAYE, SUNDAY (2005)**

*Professor, Political Science*

B.A., Alaska Pacific University  
M.P.A., University of Alaska, Anchorage  
M.A., Ph.D., Claremont Graduate University

**OLAGUE, MARK (2015)**

*Instructor, English*

B.A., M.A., California State University, Long Beach

**OROZCO, REBECCA JENNIFER (2007)**

*Professor, Nursing*

B.S., Pacific Union College  
M.S., California State University, Long Beach

**PAGE, ELIZABETH (1998)**

*Associate Professor/Counselor*

*Student Accessibility Services*

B.A., California State University, Dominguez Hills  
M.A., California State Polytechnic University,  
San Luis Obispo

**PAIGE, MATTHEW (1999)**

*Professor, Reading*

B.A., California Lutheran College  
M.A., California State University, Long Beach

**PALMA, JENNIFER (2012)**

*Instructor, Child Development*

B.S., Ed.D., University of Southern California

**PEREIRA, PAULA (2012)**

*Librarian/Instructor*

M.L.S., San Jose State University

**PEREZ, DILCIE (2019)**

*Vice President of Student Services/Assistant  
Superintendent*

B.A., California State University, San Marcos  
M.S., Central Michigan University  
Ed.D., San Diego State University

**PETROVA, ROSSITZA (2015)**

*Assistant Professor, Cosmetology*

B.A., California State University, Northridge  
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## Faculty, Educational Administrators and Managers

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**PHELPS, CELESTE (2020)**

*Dean, Student Accessibility & Wellness Services*  
B.A., California State University, Long Beach  
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**PIERINI, MICHAEL S. (1995)**

*Associate Professor, Culinary Arts*  
A.A., West Los Angeles College  
B.V.E., California State University, Long Beach

**PRADO, ROSA ELENA (2019)**

*Dean, Counseling Services*  
B.A., University of California, Los Angeles  
M.A., California State University, Los Angeles  
Ed.D., M.S.W., University of Southern California

**PRITCHARD, JR., GARY (1999)**

*Instructional Dean, Fine Arts & Communications*  
*Associate Professor, Music*  
B.M., Chapman University  
M.A., Claremont Graduate School  
Ph.D., University of California, Irvine

**QUAAS-BERRYMAN, FRANCIE (1999)**

*Professor, English*  
A.A., Santa Ana College  
B.A., M.A., California State University, Fullerton  
Ed.D., University of California, Los Angeles

**QUILIZAPA, CLAUDIA (2016)**

*Counselor/Instructor*  
B.A., University of California, Los Angeles  
M.A., Azusa Pacific University

**QUIROZ, JAMIE (2014)**

*Assistant Director of Financial Aid*  
A.A., Cerritos College  
B.A., California State University, Fullerton  
M.A., University of La Verne

**RAMIREZ-HAN, JANET (2016)**

*Instructor, Cosmetology*  
B.S., California State University, Long Beach

**RAMOS, GERARDO R. (2011)**

*Instructor, Business Administration*  
B.A., M.B.A., California State University, Fullerton

**RAPHAEL, VALYNIA (2016)**

*Director, Diversity, Compliance, & Title IX*  
*Coordinator*  
Ph.D., J.D., B.A., University of Wisconsin

**REAL, YANNICK (2000)**

*Instructional Dean, Technology*  
*Professor, Machine Tool Technology*  
B.S., University of Metz  
M.S., California State University, Long Beach  
Engr., University of Southern California  
Ed.D., Pepperdine University

**REHNELT, WAYNE (2020)**

*Captain, Campus Police*  
A.A., Ridgewater College

**REITER, BRANDT (2016)**

*Instructor, Theatre/Acting*  
B.A., Temple University  
M.F.A., Sarah Lawrence College

**RICHARDSON, CHRISTOPHER (2012)**

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B.A., California State University, Long Beach  
M.A., Concordia University

**RIEDEL, PATRICIA (2003)**

*Professor, Nursing*  
B.S., California State University, Los Angeles  
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**RIGBY, JEFFREY (1991)**

*Professor, Anthropology*  
B.A., M.A., University of California, Los Angeles

**ROBBINS II, HAROLD J. (2012)**

*Instructor, Nursing*  
M.S.N., University of Phoenix

**ROBLES, MARTHA (2004)**

*Assistant Professor, Adult Ed/Diversity Programs*  
B.A., California State University, Chico  
M.S., National University

**RODARTE, DAVID (2017)**

*Counselor/Instructor, Student Accessibility Services*  
M.S., California State University, Long Beach

**RODRIGUEZ, NORMA C. (1983)**

*Director of Student Program Services*  
A.A., Cerritos College  
B.A., M.A., California State University,  
Dominguez Hills

**ROJAS, SANTOS (2012)**

*Assistant Professor, Microbiology*  
B.S., Arizona State University  
Ph.D., University of California, Irvine

**ROMERO, GUSTAVO (2015)**

*Counselor/Instructor*  
B.A., California State University, Los Angeles  
M.S., California State University, Long Beach

**RONQUILLO-ADACHI, JACLYN (2011)**

*Professor, Psychology*  
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**ROSENBLATT, STEPHANIE (2012)**

*Professor/Librarian*  
B.A., B.S., University of Texas  
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M.S., Pace University

**ROSENFELD, KIMBERLY (1999)**

*Professor, Speech Communication*  
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**ROSS, CLARA (2014)**

*Career Counselor/Instructor*  
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**ROTHER, EDWARD (1989)**

*Professor, Architecture*  
B.S., M.Arch., University of Illinois  
M.B.A., California State University, Fullerton  
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**SAID, ASMA WASEF (2019)**

*Instructor, Physics*  
B.S., M.S., Kuwait University  
Ph.D., Capella University

**SALAZAR, FELIPE (2014)**

*Veterans/General Counselor/Instructor*  
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**SALAZAR, MICHAEL (1998)**

*People-Soft Database Administrator*  
A.A., Cerritos College

**SANCHEZ, VERONICA (2015)**

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B.A., California State University, Long Beach  
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**SARTIN, NATALIE (2016)**

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Dominguez Hills  
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**SCOTT, KAITLIN (2016)**

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B.A., University of California, Los Angeles  
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M.A., University of California, Irvine

**SELORIO, CONRAD (2014)**

*Budget Manager*  
B.A., University of Southern California

**SEPULVEDA, PAMELA MARIE (2020)**

*Case Manager, Basic Needs*  
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**SERNA, JUAN CARLOS (2018)**

*Operations Manager*

**SERWIN, LYNN A. (1997)**

*Professor, English*  
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**SHAH, NISHI (2004)**

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## Faculty, Educational Administrators and Managers

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**SHARP, MAGEYA (1983)**

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**SHORE, MARLENA (2015)**

*Instructor, Dental Hygiene*

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M.S., Loma Linda University

**SMITH, FELICIA (2004)**

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**SMITH, PATRICIA ROBBINS (2002)**

*Director of Community Education*

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**ST. JOHN, H. KATE (2016)**

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**STAMMERJOHN, CARL (2004)**

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**SUGIHARA-CHEETHAM, JOANN (2002)**

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M.A., California State University, San Francisco

**SZABO, THAD (2009)**

*Professor, Physics/Astronomy*

B.A., University of Pennsylvania  
M.A., Florida State University  
Ph.D., University of Southern California

**TAFOYA, YVETTE (2004)**

*Acting Dean, Enrollment Services*

A.A., Cerritos College  
B.A., California State University, Fullerton  
M.S., California State University, Long Beach

**TAIT, MARK E. (1995)**

*Professor, Welding*

A.A., Cerritos College  
B.V.E., California State University, Long Beach

**TAYLOR, KEVIN (1992)**

*Professor, Automotive Technology*

B.A., M.A., California State University, Long Beach

**TERAN, SERGIO (2014)**

*Instructor, Art*

B.A., Art Center of Design  
M.A., New York University

**TORRES, MARIA DE LA LUZ (2009)**

*Assistant Professor, Mathematics*

B.S., M.A., California State University, San  
Bernardino

**TRAGER, JULIE (2001)**

*Professor, Art History*

B.F.A., Rhode Island School of Design  
M.F.A., Bard College

**TRINH, THANH (2017)**

*Instructor, Mathematics*

M.S., California State University, Long Beach

**TSANG, WILLIAM (2016)**

*Instructor, Accounting*

B.A., University of California, Berkeley  
M.B.A., University of Southern California

**TSUHAKO, JOY JUNJI (2019)**

*Instructor, Sociology*

B.A., California State University, Long Beach  
M.A., California State University, Fullerton

**TYDELL, CAROL C. (2011)**

*Professor, Anatomy & Physiology*

B.S., D.V.M., University of California, Davis

**UGALDE, MARIA (2016)**

*Instructor, Spanish*

B.A., M.A., California State University, Long Beach

**UKITA, TRACI (2001)**

*Counselor/Associate Professor*

B.A., University of California, Los Angeles  
M.S., California State University, Long Beach

**VALCARCEL, ANNA (2012)**

*Assistant Professor, Biology*

M.S., California State University, Long Beach

**VALENZUELA, RAUL (1990)**

*EOPS Counselor/Associate Professor*

B.A., University of California, Irvine  
M.S., California State University, Fullerton

**VAN DE MORTEL, JOSEPH (1988)**

*Professor, Philosophy*

B.A., California State University, Fullerton  
M.A., University of San Francisco

**VASQUEZ, GRACIELA (1994)**

*Associate Dean of Adult Education/Diversity  
Programs*

B.A., M.A., University of California, Los Angeles

**VEGA, FRANK (2005)**

*Assistant Professor, Automotive Mechanical Repair*

A.A., Cerritos College  
B.A., University of La Verne

**VELOZ-RENDON, LIZETTE (2011)**

*Associate Professor, Nursing*

B.S., California State University, Fullerton  
M.S., California State University, Dominguez Hills

**VINES, ANDREW (2019)**

*Instructional Dean, Science, Engineering, &  
Mathematics*

B.S., M.S., Mississippi State University

**VITELA, LISA (2012)**

*Associate Professor, Art History*

M.A., Ph.D., University of California, Los Angeles

**VO, CHUONG (2014)**

*Assistant Professor, Machine Tool Technology*

A.A., College of the Canyons

**WALDMAN, LINDA S. (1997)**

*Professor, Chemistry*

A.S., Cypress Community College  
B.S., California State University, Long Beach  
M.S., Ph.D., University of California, Irvine

**WALKER, MIYA (2014)**

*Director of College Relations, Public Affairs &  
Governmental Relations*

B.A., California State University, Northridge  
M.A., University of Southern California

**WALSH, MIASARAH (2017)**

*Counselor/Instructor*

M.S.W., California State University, Fullerton

**WANG, LYNN (2015)**

*Counselor/Instructor, Financial Aid*

B.A., University of California, Berkeley  
M.A., California State University, Long Beach  
Ed.D., California State University, Fullerton

**WARD, DEBRA SUE (2007)**

*Director of Child Development Center*

B.A., University of Redlands  
M.S., University of La Verne

**WATANABE-LONSBURY, SUSAN (1991)**

*Professor, Theatre Arts*

B.A., California State University, Dominguez Hills  
M.F.A., University of Southern California

**WILSON, CHRISTOPHER (2000)**

*Associate Professor, Art & Design*

B.A., University of California, Irvine  
M.F.A., Loyola Marymount University

**WORREL, DARA (2004)**

*Associate Professor, Mathematics*

B.S., M.S., California State University, Long Beach

## Faculty, Educational Administrators and Managers

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**WRIGHT, WENDY (2016)**

*Assistant Professor, Business Administration*

B.A., University of La Verne

M.B.A., Claremont Graduate University

**YORKE, CARLA (2016)**

*Senior Manager, Dual Enrollment*

B.A., M.A., University of California, Los Angeles

**ZHOU, YIRAN (2012)**

*Instructor, Chinese*

M.A., Missouri State University

M.S., University of Kentucky

## Emeriti Faculty, Educational Administrators and Managers

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- ABORN, LUCINDA** (2006-2018)  
Dean of Disabled Student Programs & Services
- ACKLAND, DEAN** (1987-2010)  
Coordinator of Student Activities
- ADAMS, KEITH** (1970-1991)  
Dean of Vocational Education/Extended Day
- AGUIRRE, RUDOLPH** (1959-1987)  
Art
- ALLEGRE, JEAN** (1964-1991)  
French
- ALLEN, ROBERT** (1965-1991)  
Business-Accounting
- ANDERSON, LOWELL** (1962-2003)  
Real Estate
- ANGLE, NANCY** (1989-1999)  
Mathematics
- ARAGON, RICHARD** (1994-2012)  
Automotive Mechanical Repair
- ARCE, CARLOS** (1991-2018)  
Foreign Language
- ARCHER, DONNY** (1961-1981)  
Mathematics
- ARFWEDSON, CHRISTINE** (1997-2013)  
Nursing
- ASHE, SUZANNE** (1986-2018)  
English
- ASPEREN, ROBERT** (1979-2011)  
Automotive Collision Repair
- AUSTIN, ANTHONY** (1980-2009)  
Electronics
- BAIRD, MARGARET W.** (1965-1983)  
Office Occupations
- BAKER, EVERETT D.** (1959-1989)  
Chemistry
- BALCH, DONALD** (1962-1979)  
English
- BALEY, JOHN D.** (1971-2003)  
Mathematics/Computer Science
- BALMAGES, MARY** (1992-2013)  
Court Reporting
- BARAMKI, HENRIETTA** (1977-2003)  
Nursing
- BARCLAY, LOIS** (1964-1979)  
Cosmetology
- BARKER, MATILDA** (1989-2000)  
Sociology
- BATHKE, JULIE** (2002-2019)  
Physical Therapist Assistant
- BAXTER, DORRIS** (1957-1984)  
Chemistry
- BAYER, CONNIE** (1966-2002)  
Health & Physical Education
- BEALE, DARRYL** (1973-2009)  
Psychology
- BEAM, ROGER D.** (1975-1993)  
Automotive Technology
- BEHREND, SHARON** (1976-1996)  
Nursing Education
- BELLAS, MONICA** (2000-2019)  
Professor, Anthropology
- BELLO-GARDNER, SYLVIA** (1987-2020)  
Counselor
- BELLUGUE, ROLAND** (1991-2000)  
French
- BELROY, ALEXANDER** (1964-2003)  
English
- BENGSTON, CARL** (2009-2015)  
Dean of Library
- BERKLITE, STEVEN L.** (1985-2011)  
Instructional Dean of Technology
- BERRY, PATRICIA A.** (1978-2011)  
English as a Second Language
- BETTINO, M. L.** (1991-2011)  
Dean of Academic Affairs
- BETZ, CHARLES R.** (1962-1998)  
Economics
- BEULIGMANN, MARIE** (1981-1999)  
Nursing
- BEYKIRCH, HELEN M.** (1984-1993)  
Counselor
- BIBB, EVELYN R.** (1958-1986)  
English
- BLACK, JOHN G.** (1959-1989)  
Accounting
- BLACK, RHEA G.** (1964-1999)  
Physical Education
- BLACKMUN, EUGENE** (1983-2010)  
Business
- BLASZCAK, FRANK** (1962-1988)  
Machine Tool/Plastics Technology
- BLISS, BETTY** (1965-1983)  
Dental Assisting
- BLOOMFIELD, EDWARD H.** (1969-2003)  
Philosophy
- BLUSKE, MARGARET** (1958-1979)  
German
- BOARDMAN, CONNIE** (1991-2018)  
Instructional Dean/Science, Engineering & Mathematics
- BOCK, FRANK** (1961-1988)  
Anthropology/Theatre
- BOGDANOVICH, JACK** (1971-1998)  
Physical Education/Athletics
- BONNYCASTLE, WILLIAM L.** (1960-1984)  
English
- BOODNICK, ALLAN** (1965-1991)  
Counselor
- BOS, ROBERT KEMP** (1958-1984)  
Counselor
- BOWMAN, TAYLOR** (1999-2017)  
Web Administrator
- BOYLE, JOHN** (1974-2006)  
Biology
- BRADY, LAWRENCE** (1970-1999)  
Instructional Dean, Fine Arts & Communications
- BRADY, MELVIN** (1963-1991)  
Business
- BRAUN, SHARON K.** (1997-2013)  
Child Development
- BREIT, CRAIG** (1985-2018)  
Theatre Arts
- BROADBENT, LINDSEY** (1966-79)  
Technical Mathematics
- BRODERICK, WILLIAM E.** (1976-2003)  
Reading
- BUFALINI, ELVIDIO G.** (1967-1986)  
Counselor
- BURNIGHT, RALPH F.** (1956-62)  
President/Superintendent
- BURNS, MARLA** (1990-2013)  
English
- BUSCHAUER, ROBERT** (1989-2016)  
Physics
- CABEEN, CHARLES** (1958-1979)  
Psychology
- CAIN, GARY L.** (1998-2011)  
Coordinator of Student Activities
- CALEY, DONALD** (1965-1987)  
Marketing, Management, Business
- CAMERON, RICHARD D.** (1997-2017)  
Journalism
- CAMPBELL, CLINTON P.** (1965-1983)  
Sociology
- CANNON, JOHN P.** (1958-1980)  
Earth Science

## Emeriti Faculty, Educational Administrators and Managers

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<b>CARLSON, BARBARA</b> (1972-1985) Nursing	<b>COULTER, LUCIA</b> (1987-2014) English as a Second Language	<b>DRANT, SANDRA</b> (1992-2003) Court Reporting
<b>CARLSON, LELAND</b> (1965-1967) Mathematics	<b>CRACCHIOLO, EDITH E.</b> (1964-2000) Psychology	<b>DUNKIN, V. EDWIN</b> (1970-1984) Electronics
<b>CARLSON, NORMAN</b> (1982-1991) Drafting	<b>CRANE, JULES</b> (1962-1989) Biology	<b>DUNROE, WILLIAM D.</b> (1979-2010) Psychology
<b>CARSON, CHARLOTTE</b> (1963-1985) Nursing	<b>CRAWFORD, SUZANNE</b> (2004-2011) English	<b>DURAN, AGNES H.</b> (1987-2004) Reading
<b>CASKEY, WILLIAM</b> (1961-1989) Accounting	<b>CROSS, KATHLEEN</b> (1990-2008) Counselor	<b>EDSON-PERONE, LORRAINE</b> (1984-2010) Mathematics
<b>CATES, CARROLL</b> (1959-1988) Physical Education	<b>CROUSE, LOIS</b> (1963-1980) Nursing	<b>EGAN, ISABELLE</b> (1989-2007) Counselor
<b>CAVALLARO, LYNN</b> (1990-2018) English	<b>CUMMINGS, SELDEN</b> (1965-1993) English	<b>ELIAS, ABUNDIO</b> (1969-1992) Spanish
<b>CHADWICK, RALPH G.</b> (1962-1980) Associate Dean, Technology	<b>DARNALL, FLORENCE</b> (1959-1977) Cosmetology	<b>ELIZONDO, SANDRA</b> (2000-2011) Business Computerized Office Technologies
<b>CHALMERS, GRAHAM</b> (1991-2018) Mathematics	<b>DAVIS, RICHARD H.</b> (1975-2003) Computer & Information Sciences	<b>ENQUIST, MARVIN</b> (1990-2005) Administration of Justice
<b>CHAMBERS, CAROLYN</b> (2008-2015) Instructional Dean, Science, Engineering & Mathematics	<b>DEFRANCE, FRANCINE</b> (1976-2009) English Instructional Dean, Humanities/Social Sciences	<b>ERJAVEC, DONALD</b> (1965-1998) Music
<b>CHAVEZ, ERLINDA</b> (1989-2011) Cosmetology	<b>DELEON, MANUEL</b> (1964-1991) Art	<b>ERNEST, ROGER</b> (2000-2013) English
<b>CHESTER, ROBERT</b> (1987-2018) English	<b>DELYRE, WOLF R.</b> (1966-1977) Dental Assisting	<b>ESCOBAR DE PATRYLA, LILLIAN</b> (1974-1993) Child Development
<b>CHOWEN, JUDITH</b> (1981-2006) Accounting	<b>DEMIAN, KAMAL</b> (1997-2018) Mathematics	<b>EVANS, WILLIAM</b> (1974-2002) Accounting
<b>CLARKE, MARY</b> (1980-2018) Mathematics	<b>DENNY, PAUL</b> (1962-1979) Business Education	<b>FABISH, DAVID</b> (1994-2018) Instructional Dean/Liberal Arts
<b>CLEMANS, SUSANNA</b> (1986-2013) English	<b>DEREMO, GEORGE F., JR.</b> (1971-1999) Art	<b>FAILOR, JOLEEN</b> (1976-2008) Dental Assisting
<b>CODD, GERALDINE</b> (1997-2018) Reading	<b>DERMODY, EUGENE</b> (1965-1997) History	<b>FALLAR, MARGARET</b> (1965-1979) Nursing
<b>COLE, JOSEPH C.</b> (1960-1973) Psychology	<b>DESFOR, DONALD</b> (1957-1989) Photography/Physical Education	<b>FARINA, MICHAEL</b> (1989-2018) Accounting/Finance
<b>COLLINS, JOHN</b> (2006-2015) Administration of Justice	<b>DI CORPO, NELLO</b> (1959-1992) Dean of Community/Continuing Education	<b>FARMER JR., WILLIAM C.</b> (2005-2011) Vice President of Academic Affairs/ Assistant Superintendent
<b>CONNAL, JANICE</b> (1988-2018) Counseling	<b>DIAZ, BEDAL</b> (1963-1989) Counselor	<b>FEENEY, JOHN</b> (1958-1991) Music
<b>CONOVER, SANDY</b> (1991-2002) Nursing	<b>DIGHERA, JAMES A.</b> (1960-1986) Speech Communication	<b>FELDSTEIN, THERESE</b> (1988-2011) Mathematics
<b>CONVEY, CYNTHIA</b> (1996-2013) Director of Employment, Diversity & Legal Services	<b>DOWDEN, JOHN</b> (1961-1991) English	<b>FENNER, WILBURT</b> (1972-1990) Art
<b>COOK, EDWARD P.</b> (1965-1981) Welding	<b>DOZIER, AMY L.</b> (1958-1974) Physical Education & Recreation	<b>FINKELSTEIN, HY L.</b> (1975-2011) Management
<b>COPPENGER, MICHAEL</b> (1980-2004) Photography	<b>DOZIER, PATRICIA</b> (1989-2001) English as a Second Language	<b>FINLEY, ROBIN</b> (1972-1994) Biology
<b>CORDOVA, ERNESTO</b> (2002-2018) Mathematics	<b>DOZIER, ROSE MARIE</b> (1964-1989) French	



## Emeriti Faculty, Educational Administrators and Managers

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<b>FISCHER, LAWRENCE</b> (1961-1992) English	<b>HAMPTON, PRESTON</b> (1989-2008) Counselor	<b>HOGGARD, KEVIN</b> (1985-2013) Theatre Arts
<b>FLEMING, RONALD</b> (1963-1966) Business	<b>HANKS, WENDELL G.</b> (1966-2011) Speech Communication	<b>HOHLY, MARGARET</b> (1984-2011) Computer & Information Sciences
<b>FOBI, CHARLENE</b> (1988-2011) Nursing	<b>HANSON, KENNETH J.</b> (1985-2007) Electronics	<b>HOLLAND, ROGER</b> (1976-1992) Business Administration
<b>FOERSTER, ROBERT</b> (1969-1989) Physical Education	<b>HARBUT, CHESTER</b> (1989-2010) Biology	<b>HOLMAN, JEAN LEE</b> (1962-1974) Cosmetology
<b>FOLLETT, KAY S.</b> (1981-2011) Disabled Student Programs & Services	<b>HARRINGTON, ROBERT</b> (1966-1979) Data Processing	<b>HOLMES, CAROLYN R.</b> (1996-2007) Nursing
<b>FRAME, JAMES</b> (1965-1991) Business Mathematics	<b>HARRIS, WAYNE</b> (1965-1974) Physical Education	<b>HOLSTEGE, MARTIN</b> (1962-1989) Mathematics
<b>FRANK, REX C.</b> (1957-1977) Business	<b>HART, OSCAR W.</b> (1959-1977) Welding	<b>HORVATH, ELLEN</b> (1989-2009) Speech Pathology
<b>FRANKLEY, ALLEN G.</b> (1958-2003) Engineering Design Technology	<b>HARTMAN, CLAUDE</b> (1971-1992) Physical Science	<b>HOUSEMAN, PHIL</b> (1982-2003) Dean of Student Activities
<b>FREIFIELD, MAX</b> (1989-2003) Speech Communication	<b>HASSAN, GLORIA</b> (1982-1999) Speech Communication	<b>HUBBELL, SILVIA R.</b> (1966-1999) Spanish
<b>FROST, WALLACE E.</b> (1965-1989) Counselor	<b>HAVICE, SALLY</b> (1975-2018) English	<b>HUBER, ROBERT C.</b> (1988-2009) Theatre Arts
<b>FULTS, JON</b> (1968-1993) Business Computer Info Systems	<b>HAYNES, W. DOUGLAS</b> (1988-2016) Administration of Justice	<b>HUBRECHT, GLENN</b> (1975-1991) Electronics
<b>FUSCHETTO, SUSAN</b> (2000-2018) Computer & Information Sciences	<b>HENDERSON, SCOTT</b> (1974-1997) Music	<b>HUFFMAN, JOAN</b> (1963-1991) Biology
<b>GAFFANEY, TODD W.</b> (1975-2012) Psychology	<b>HENDRICKSON, THOM</b> (1965-1989) Political Science/History	<b>HUGHLETT, ROBERT</b> (1973-2005) Director, Disabled Student Programs & Services
<b>GAIK, FRANK</b> (1989-2020) Professor, English	<b>HENGSTELER, ELIZABETH</b> (1956-1977) Philosophy	<b>HUMISTON, GENEVIEVE</b> (1957-1960) Dean of Admissions
<b>GALLIVAN, THOMAS</b> (2013-2020) Chief, Campus Police	<b>HENRIQUES, JAMES</b> (1988-2018) Physics/Astronomy	<b>HUNT, MARY</b> (2004-2016) Disabled Student Programs & Services
<b>GAYLORD, KENNETH</b> (1990-2018) Health, Physical Education, & Athletics Division	<b>HENRY, FRED</b> (1986-2009) Welding	<b>HUNTER, FREDERICK</b> (1973-1988)
<b>GIANNONE, ANTHONY</b> (1971-1991) Welding	<b>HENRY, PAUL L.</b> (1957-1982) Machine Tool	<b>IDEAL, BONNIE</b> (1965-2002) Office Occupations
<b>GIRTNER, JOSEPH P.</b> (1968-1998) Art	<b>HENTELL, DUCIA</b> (1968-1982) Nursing	<b>IKEMOTO, MILDRED</b> (1967-1992) Instructional Dean/Health Occupations
<b>GRADISHAR, RUDOLPH L.</b> (1965-1984) Business Law	<b>HERR, FLORENCE S.</b> (1973-1986) Business	<b>INCORVAIA, JOSEPH</b> (1958-1978) Business
<b>GRAUPMAN, ALVINA</b> (1957-1986) Office Occupations	<b>HICKEY, X. RAYMOND</b> (1959-1979) Electronics	<b>JACKSON, JOHN</b> (1957-1991) Automotive Technology
<b>GURRERA, BEN</b> (1976-1985) Accounting	<b>HINRICHSEN, KEITH</b> (1965-2002) History	<b>JACKSON, THOMAS</b> (1980-2002) Accounting
<b>HALL, DONALD</b> (1959-1979) Division Chairman, Health, P.E., & Recreation	<b>HIRANADANI, JAYANANDA</b> (1992-2018) Engineering Design Technology	<b>JAEGER, GEORGE A.</b> (1965-2003) English
<b>HALLINGER, DONALD</b> (2001-2011) Earth Science	<b>HOAD, GRETCHEN A.</b> (1987-2002) Business Paralegal	<b>JAIME, JENNIE</b> (2000-2011) Spanish
<b>HALLUM, ANDREW</b> (1973-1992) Business/Disabled Student Programs	<b>HOFFLUND, CLYDE</b> (1957-1982) Drafting	<b>JANKOWSKI, SHIRLEY</b> (1975-1990) College Nurse

## Emeriti Faculty, Educational Administrators and Managers

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<b>JANOSOVA, ANITA M.</b> (1992-2011) Art and Design	<b>KETCHAM, JULE</b> (1999-2010) Librarian	<b>LOPEZ DE GAINES, CHRISTINA</b> (1976-2007) Counselor
<b>JENKINS, SARAH</b> (1959-1989) Librarian	<b>KETELLE, WILLIAM</b> (1975-1992) Furniture Manufacturing Technology	<b>LUCAS, STANLEY</b> (1976-1991) Automotive Technology
<b>JENNINGS, STANLEY</b> (1957-1985) History	<b>KIEFFER, KEPNER K.</b> (1984-2006) Accounting	<b>LUNDGREN, AUSTIN</b> (1965-1989) Accounting
<b>JEPPESEN, JACK</b> (1964-1982) Economics	<b>KINCAID, WALLACE</b> (1957-1989) Physical Education	<b>MACIAS, DORA</b> (2001-2011) International Student Program
<b>JOHNSON, JR., ADOLPH</b> (1982-2011) Counselor	<b>KLEIN, WERNER</b> (1960-1976) Dental Assisting	<b>MADDEN, JOHN</b> (1998-2006) Philosophy
<b>JOHNSON, BRUCE A.</b> (1977-2011) Welding	<b>KLEINERMAN, JOSEPH</b> (1957-1987) Counselor	<b>MAGNUSON, WALTER C.</b> (1973-1993) Vice President of Business Services
<b>JOHNSON, CARL</b> (1958-1976) Librarian	<b>KORF, LEE</b> (1958-1982) Theatre Arts	<b>MAKI, ROY E.</b> (1963-1983) Business
<b>JOHNSON, JEANNE EVA</b> (1973-2011) Cosmetology	<b>KORSMEIER, HENRY F.</b> (1956-1969) Assistant Superintendent, Business	<b>MALKIN, HAROLD</b> (2003-2011) Pharmacy Technology
<b>JOHNSON, STEPHEN</b> (2005-2018) Vice President of Student Services/ Assistant Superintendent	<b>KREGER, ROBERT</b> (1991-2011) Earth Science	<b>MANIRE, MARGARET V.</b> (1959-1975) School Nurse
<b>JOHNSON, WAYNE</b> (1989-2010) Biology	<b>KREMER, NICK</b> (2000-2011) Executive Dean of Community, Industry & Technology Education	<b>MANTZ, CONCETTA</b> (1973-1993) Sociology
<b>JOHNSON, WILLIAM</b> (1971-1991) Physical Education	<b>KROGUE, R. KENT</b> (1972-2005) Biology	<b>MARINE, REBECCA A.</b> (1994-2011) Child Development
<b>JONES, BETTY LOU</b> (1965-1989) Librarian	<b>LA GUARDIA, PATRICIA</b> (1973-1998) Director, Assessment Center	<b>MARKHAM, WENDELL C.</b> (1965-1980) Chemistry
<b>JONES, MARGIA</b> (1974-1979) Business Education	<b>LACKMAN, JACK</b> (1965-1984) English	<b>MARTIN, LUGENE</b> (1957-1989) Director of Counseling
<b>JONES, MICHAEL</b> (2004-2012) Woodworking	<b>LACY, LINDA L.</b> (2009-2015) President/Superintendent	<b>MARTINEZ, ORLANDO</b> (1991-1999) Spanish
<b>JORDAN, ROBERT</b> (1960-1989) Sociology	<b>LAHRS, WILLIAM E.</b> (1965-1983) Office Occupations	<b>MARTINEZ, RUBEN</b> (1966-1991) Spanish
<b>JORDAN, WESLEY</b> (1991-2013) Mathematics	<b>LAIDLAW, RUTH F.</b> (1964-1986) Home Economics	<b>MASTALER, RUDY</b> (1976-1987) Technical Mathematics
<b>JULIANO, RICHARD</b> (1965-1991) Instructional Dean, HPE/Athletics	<b>LANE, WILMA C.</b> (1973-1989) Cosmetology	<b>MAYFIELD, CONNIE</b> (2005-2019) Professor, Music
<b>KAMANSKI, PAUL DAVID</b> (1959-1989) Physical Education	<b>LANG, JEAN H.</b> (1972-1989) Nursing	<b>MAYS, GLADYS</b> (1964-1979) Mathematics
<b>KARVELIS, DONALD</b> (1977-2003) History	<b>LANGDON, DEARESTEN</b> (1968-1991) Special Education	<b>MAZZOTTA, FRANK</b> (1976-2018) Health, Physical Education, & Athletics Division
<b>KASTAN, CYNTHIA</b> (1979-2009) Art & Design	<b>LAYTON, DONALD W.</b> (1962-1989) Earth Science	<b>MCDANNEL, KATHLEEN H.</b> (1962-1982) Business Education
<b>KEENAN, DIANE</b> (1989-2013) Economics	<b>LEVI, LINDA</b> (1969-1998) Art	<b>MCFADDEN, WILLIAM</b> (1982-2011) Mathematics/Computer Science
<b>KELLY, NANCY J.</b> (1975-2002) Health, Physical Education	<b>LEWIS, WILLIAM</b> (1962-1989) Speech Communications	<b>MCGINNIS, JOHN</b> (1988-2008) Dean of the Library & Learning Resource Center
<b>KENNY, JAMES</b> (1970-2002) Computer & Information Systems	<b>LICARI, JOAN</b> (1966-2001) Geology	<b>MCGRATH, RICHARD F.</b> (1963-1999) Administration of Justice
<b>KERR, JOSEPH P.</b> (1963-1966) Data Processing	<b>LITTLETON, OSCAR</b> (1958-1979) English	<b>MCMAHON, GEORGE VINCENT</b> (1961-1984) Technical Mathematics

## Emeriti Faculty, Educational Administrators and Managers

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<b>MCPHERSON, MICHAEL</b> (1988-2018) Health Education	<b>NAKASONE, HARRIET H.</b> (1973-2011) Disabled Student Programs & Services	<b>PATRICK, CAROL</b> (1997-2006) Dean of Counseling Services
<b>MEDINA, CECILIA</b> (1976-2011) Child Development	<b>NANCE, WESLEY</b> (1979-2011) Computer & Information Sciences	<b>PELLONI, JR., JOHN</b> (1989-2000) Cosmetology
<b>MEDINA-VALIN, NIURKA</b> (1989-2013) Spanish	<b>NEFF, JOHN</b> (1959-1982) Anatomy & Physiology	<b>PENDLETON, WILLIAM C.</b> (1960-1988) Physical Education
<b>MEDOFF, JACK I.</b> (1966-1984) Metallurgy	<b>NEGRETE, BERNARD</b> (1981-2018) Computer & Information Sciences	<b>PERALTA, TRUDY B.</b> (1990-2007) English
<b>MERKLE, MICHAEL L.</b> (1982-1995) Physical Education	<b>NELSON, C. THOMAS</b> (1974-1996) Journalism	<b>PERKINS, SHERRY</b> (1979-2006) Court Reporting
<b>MERRILL, MARY ALICE</b> (1962-1981) Chemistry	<b>NELSON, DAVID W.</b> (1986-2012) Music	<b>PETER, JAMES R.</b> (1961-1997) Chemistry
<b>MICHAEL, WILFORD</b> (1973-1986) President-Superintendent	<b>NEW, BILL</b> (1964-1997) Mathematics	<b>PINDER, PATRICIA</b> (1978-1999) Coordinator of Student Health & Wellness
<b>MILES, LYMAN C.</b> (1965-1983) Learning Resources Center	<b>NEWMAN, FRAN</b> (1972-1992) Vice President of Student Services	<b>PIORKOWSKI, MARIJEAN</b> (1977-2009) Physical Therapist Assistant
<b>MILLER, ALICE</b> (1985-2018) Reading	<b>NEVILLE, KENNETH C.</b> (1965-1986) English/Spanish	<b>PIRTLE, DIANNE</b> (1997-2016) Sociology
<b>MILLER, DONNA</b> (1972-2010) Speech Communications	<b>NINOMIYA, KATHLYN</b> (1986-2013) Dental Hygiene	<b>PLOWMAN, LOIS</b> (1965-1982) Business
<b>MILLER, ROBERT</b> (1976-1990) Administration of Justice	<b>NOGLE, DONALD G.</b> (1957-1986) Counselor	<b>PORTER, STANLEY</b> (1964-1991) Music
<b>MILLS, MELVIN</b> (1965-1989) Biology/Anatomy & Physiology	<b>NOLAN, JENINE</b> (1980-2011) Instructional Dean, Health Occupations	<b>PORTIGAL, STEVE</b> (1991-2018) Art
<b>MITCHELL, VALENCIA</b> (1989-2011) Librarian	<b>NORMAN, DAVID</b> (1965-1974) Data Processing	<b>POTTER, INGEBORG</b> (1979-2018) Foreign Language
<b>MONTERA, FRANK J.</b> (1972-2003) Physical Education/Athletics	<b>NOVINSKI, PATRICIA</b> (2001-2015) Cosmetology	<b>POTTER, RAYMOND</b> (1962-1989) Counselor
<b>MONTGOMERY, DONALD</b> (1967-1989) Counselor	<b>NUTTALL, ANN C.</b> (1970-1978) English	<b>POWERS, LELA</b> (1969-1991) Office Skills
<b>MOORE, DAVID</b> (2012-2019) Director of Physical Plant & Construction Services	<b>O'ROURKE, DANIEL H.</b> (1974-2009) Acting Director of Human Resources	<b>POWERS, WILLIS</b> (1959-1979) Mathematics
<b>MORALES, GLORIA</b> (1999-2018) Counseling	<b>OLIVER, SUSAN</b> (1995-2012) History	<b>PRATT, JOAN</b> (1981-2005) Nursing
<b>MORGAN, VYKKI</b> (1992-2018) Educational Technology	<b>ORR, MILDRED</b> (1971-1983) Office Occupations	<b>PRIBBLE, MARY</b> (1984-2013) Paralegal
<b>MOSER, BERNICE</b> (1988-2003) Nursing	<b>PACHECO, RUPERT</b> (2004-2014) Welding	<b>PRICE, TERRY L.</b> (1975-2016) Plastics Technology
<b>MOSES, SHERILL</b> (1963-1989) Philosophy/Political Science	<b>PAIGE, DEAN</b> (1964-1992) Instructional Dean, Science/Engineering/Math	<b>PRINDLE, JEANINE V.</b> (1977-2013) Health, Physical Education/Athletics
<b>MUELLER, BARBARA J.</b> (1995-2011) English	<b>PALMER, JOHN</b> (1956-1976) Political Science	<b>PYKA, ANDREW J.</b> (1963-1976) Engineering & Mathematics
<b>MURGUIA, STEPHANIE</b> (2001-2020) Dean, Admissions, Records, & Services	<b>PALUMBO, LINDA</b> (1988-2015) English	<b>REECE, JOHN A.</b> (1964-1988) Administration of Justice
<b>MYERS, ARLENE</b> (1970-1991) Business	<b>PARSONS, SUSAN</b> (1985-2016) Director of Educational Partnerships & Programs	<b>REGAN, PATRICIA</b> (1974-1994) Medical Assisting
<b>NAKAMURA, DIANE</b> (1986-2009) English as a Second Language	<b>PASCOE, RAYMOND</b> (1961-1989) Mathematics	<b>RENTERIA, ROBERT A.</b> (1975-2011) Reading

## Emeriti Faculty, Educational Administrators and Managers

---

- REW, WAYNE** (1970-1999)  
Counselor
- RICHARDSON, STEVEN** (2000-2018)  
Executive Director of Foundation & Community Advancement
- RINGWALD, SIEGFRIED** (1969-1991)  
English/Law
- RIZKALLAH, BERLANTI** (1981-2011)  
Director of Fiscal Services
- ROBERTS, CECIL** (1971-1979)  
Librarian
- ROBERTS, EDITH** (1960-1980)  
Physical Education
- ROBERTS, LYNDA** (1989-2008)  
Child Development
- ROBERTSON, CHARLES** (1994-2018)  
Automotive Collision Repair
- ROBINSON, ELLIS** (1983-2003)  
Culinary Arts
- ROBINSON, RICHARD B.** (1965-1986)  
Associate Dean, Student Activities
- RODRIGUEZ, ANTONIO** (1968-1989)  
Speech Communication
- RODRIGUEZ, PHILLIP** (1974-2008)  
English
- ROMER, CHRISTINE** (1981-2016)  
Chemistry
- ROMERO, VIRGINIA** (1980-2011)  
Counselor
- ROSIER, RUDOLF** (1975-1992)  
Baking
- RYOZAKI, EVELYN** (1990-2020)  
Counselor
- SAFERITE, ELWYN** (1957-1981)  
General Business & Accounting
- SALAZAR, PHILLIP** (1981-2011)  
Counselor
- SAMPSON, LYNDA** (1989-2011)  
Librarian
- SANDERSON, JANET** (1986-2016)  
Physical Education/Dance
- SANSON, DORIS** (1961-1979)  
Division Chairman, Health Occupations
- SARELL, GARY** (1985-2013)  
Mathematics
- SATTERFIELD, PHILLIP** (2000-2016)  
Administration of Justice
- SAUCEDO, MARCELINO** (1972-1993)  
Counselor
- SCHAUMBURG, GARY** (1970-2003)  
Psychology
- SCHUTZ, JOAN** (1957-1979)  
Division Chairman, Health, P.E. & Recreation
- SCOTT, DICK** (1957-1980)  
History
- SCOTT, LACRETA** (1984-2002)  
English
- SCOTT, OLIVE P.** (1959-1986)  
Vice President for Instructional Services
- SEELEY, GEORGE** (1959-1988)  
Physics
- SESTINI, SALLY** (1986-2016)  
Mathematics
- SEWELL, DONALD** (1989-2003)  
Counselor
- SHARPE, DOLLIE** (1979-2001)  
Cosmetology
- SHAW, FRANK** (1966-1982)  
Administration of Justice
- SHAWVER, LOUIS REED** (1965-1984)  
Industrial Supervision
- SHIMAZU, CHERYL** (1989-2018)  
Chemistry
- SHOPFNER, JERRY** (1970-1993)  
Autobody
- SHOWMAN, FRANK** (1957-1989)  
Physics
- SHUTT, ROLAND P.** (1963-1972)  
Art
- SIEGEL, ALLAN B.** (1961-1993)  
English
- SIEGEL, FRANCES J.** (1962-1966)  
History
- SIMONEK, HAROLD R.** (1963-2003)  
Physical Education/Athletics
- SIRIANI, DON V.** (1957-1983)  
Dean of Instructional Support
- SMITH, DANIEL** (2002-2018)  
Instructional Dean/Physical Education/Athletics
- SMITH, JEFFERY** (1979-2008)  
Physical Education/Athletics
- SMITH, RALPH** (1961-1983)  
Drafting
- SMITH, RONALD L.** (1992-2006)  
Machine Tool Technology
- SODEN, BARBARA** (1987-2018)  
Business Computerized Office Technologies
- SOKOLIK, JOSEPH** (1982-1991)  
Technology
- SPARKS, WILLIAM** (1995-2018)  
Speech
- SPECHT, CARL H.** (1963-1982)  
Administration of Justice
- SPENCER, SONORA W.** (1960-1973)  
Dental Assisting
- SPETRINO, ALBERT** (1973-2005)  
Disabled Student Programs & Services
- STAGNER, EUGENE** (1969-1988)  
Automotive Technology
- STANLEY, DELMAR** (1961-1991)  
Accounting/General Business
- STEIN, GERALD** (1992-2010)  
Paralegal
- STERNER, WANDA** (1959-1992)  
Chemistry/Energy
- STEWART, PATRICIA J.** (1972-2006)  
Dental Hygiene
- STORKAN, RUSSELL** (1965-2001)  
History
- STRAUSS, BENJAMIN G.** (1962-1967)  
Data Processing
- STUART, PEGGY** (1995-2018)  
Nursing
- SUGIYAMA, CHRISTINE** (1987-2020)  
Counselor
- SUMNER, EDWARD M.** (1957-1970)  
Electronics
- SWANSON, JOHN** (1992-2016)  
English
- SWIFT, ELIZABETH** (1987-2004)  
Mathematics
- TABOR, RON** (1965-1981)  
Speech Communication
- TASLITZ, HOWARD** (1964-1992)  
History
- TAYLOR, ROBERT A.** (1969-1983)  
Philosophy/English
- THOMPSON, SIDNEY L.** (1964-1984)  
Librarian
- TILGHMAN, CHARLES** (1965-1991)  
Instructional Dean, Fine Arts & Communications
- TOLLEFSON, GLENN** (1965-1991)  
Numerical Control
- TORRES-BOWER, ANA** (1992-2018)  
Philosophy

## Emeriti Faculty, Educational Administrators and Managers

---

<b>TREAT, MARSHALL E.</b> (1956-1977) Geology	<b>WELLS, DOUGLAS</b> (1989-2011) Physical Education/Athletics	<b>WOOD, MELVIN</b> (1961-1983) Art
<b>TROUP, JACQUELYN</b> (1991-2018) Sociology	<b>WENICK, LILLIAN</b> (1970-1989) Reading	<b>WOODS, YVONNE</b> (1991-2003) Early Childhood Education
<b>TUCKER, ROY</b> (1961-1991) History/Political Science	<b>WENSMAN, MARTIN H.</b> (1963-1983) Associate Dean, Business Division	<b>WOOLEVER, JAMES D.</b> (1966-2003) Computer & Information Sciences
<b>TURNBLOM, SELMA</b> (1987-1998) Office Technologies	<b>WERNER, NEWTON</b> (1964-2000) Chemistry	<b>WRIGHT, FRANK</b> (1965-2005) Mathematics/Computer Sciences
<b>TYNE, JAMES PATRICK</b> (1963-1997) Physical Education	<b>WESSELL, DOUGLAS</b> (1968-1991) Philosophy	<b>YEAGER, MARTHA</b> (1982-2011) English as a Second Language
<b>VATCHER, OLGA SIEBERT</b> (1957-1965) Business Education	<b>WESTBY, KIM</b> (1985-2019) Dean of Student Support Services	<b>YEE, FRANKLIN</b> (1976-2003) Ornamental Horticulture
<b>VENITSKY, JULIETTE L.</b> (1957-1984) Speech Communication	<b>WESTERLIN, LEE MOILE</b> (1976-1991) Instructional Dean, Business	<b>YOUNG, DAVID A.</b> (1987-2011) Counselor
<b>VIGIL, MODESTO</b> (1972-1993) Autobody	<b>WHALEN, MARGARET</b> (1964-1985) Nursing Education	<b>YSAIS, REY</b> (1965-2003) Mathematics
<b>VOORHIES, ANN</b> (2002-2018) Nursing	<b>WHITE, BRENDA J.</b> (1993-2011) Cosmetology	<b>ZEWAIL, MERVAT</b> (1984-2014) Chemistry
<b>WAGNER, CHARLOTTE F.</b> (1968-1978) Speech Communication	<b>WHITE, LOUISE</b> (1960-1980) Nursing	<b>ZIVE, INA</b> (1972-2002) Dental Hygiene
<b>WAGNER, M. EDWARD</b> (1960-1975) Dean of Admissions & Records	<b>WHITEMAN, RICHARD E.</b> (1970-1989) Dean of Business and Industry	
<b>WALKER, JOAN</b> (1969-1993) Cosmetology	<b>WHITLOCK, THOMAS</b> (1964-1999) Accounting/Business Law	
<b>WALLACE, MARK L.</b> (2006-2013) Director of Public & Governmental Relations	<b>WHITMAN, CORINE</b> (1967-1981) Nursing	
<b>WALTHER, ROBERT S.</b> (1992-2011) Microbiology	<b>WHITSON, BEVERLY</b> (1984-2017) English	
<b>WARDEN, WALTER C.</b> (1957-1972) Mathematics	<b>WILKOFF, HUGH</b> (1962-2003) Business	
<b>WEAVER, EDGAR B.</b> (1962-1987) Technology/Drafting	<b>WILLETTE, CHARLES</b> (1964-1985) Business Administration	
<b>WEBER, NOVA JEAN</b> (1964-1992) English	<b>WILLIAMS, GEORGE R.</b> (1964-1988) Architecture	
<b>WEDELL, DONNA</b> (2004-2018) Dental Assisting	<b>WILLIAMS, LEE H.</b> (1964-1972) Director of Purchasing	
<b>WEGENER, HELEN</b> (1959-1986) English	<b>WILSON, JACK</b> (1999-2018) Computer & Information Sciences	
<b>WEIDMAN, MARY LOU</b> (1964-1993) Office Occupations	<b>WILSON, LOUIS</b> (1963-1985) Mathematics	
<b>WEIGEL, CAMELIA</b> (1960-1999) English	<b>WILSON, ROY</b> (1971-2000) Technical Math	
<b>WELCH, GLORYA</b> (1965-1986) Chemistry & Mathematics	<b>WISSA, FARID F.</b> (1988-2012) Engineering Design Technology	
<b>WELL, GEORGIA</b> (1983-2013) Theatre Arts	<b>WOLFE, BETTY</b> (1990-2000) Reading	
<b>WELLIVER, KAREN</b> (1988-2015) Physical Education	<b>WOLFE, FREDERICK C.</b> (1961-1987) Counselor	

## Classified Employees by Area

### ACADEMIC AFFAIRS

EVANS, LEE  
KRISTINAT, LAURIE  
*B.A., California State University, Long Beach*  
LAREDO, NORA  
*A.A., Cerritos College*  
*B.A., California State University, Fullerton*  
LAY, PHALLY  
*A.A., Cerritos College*  
*B.S., California State University, Long Beach*  
MULLINS, CAITLIN  
MUN, JULIE  
*B.A., University of California, Los Angeles*  
RIOS, REBECCA  
*B.A., M.A., California State University,  
Dominguez Hills*  
SANCHEZ-VIRAMONTES, JASMIN

### ADMISSIONS, RECORDS & SERVICES

AGUILAR, ISABEL  
BADZEY, PAUL  
*A.A., Cerritos College*  
BERNABE, DELFINA  
BOSS, DAVID  
CAMPBELL, CHRISTINA  
*A.A., Cerritos College*  
CORADO, IRMA  
EAR, JOEY  
*A.A., Cerritos College*  
*A.A., Long Beach City College*  
HALL, DANNIA  
KAING, LINDA  
LEGUIZAMON, PAOLA  
MARKEY, MARISSA  
*A.A., Fullerton College*  
*B.A., California State University, Long Beach*  
MEJIA, NATASHA  
OTERO, JESSICA  
OTERO, KATHLEEN  
PENDLETON, BENJAMIN  
ROSALES, JACQUELINE  
TORRES, THERESA

### ADULT EDUCATION/DIVERSITY PROGRAMS

CURRY, VICKY  
DIAZ, TISCHEL  
GONZALEZ, MARYSOL  
LIANG, IVY  
MARTINEZ, DARYABUTH  
SAMRIN, RACHEL  
*B.A., M.S., California State University,  
Fullerton*

### BUSINESS, HUMANITIES & SOCIAL SCIENCES

ELIAS, VERONICA  
MERAZ, ROSA  
SENE, JOYLYNN

### BUSINESS SERVICES

KAUFMAN, LINDA

### CALWORKS SERVICES

CHAVEZ, SARA  
GAMEZ, BLANCA  
*B.A., M.S., California State University, Fullerton*  
*M.A., California State University, Dominguez Hills*  
RODRIGUEZ, MARINA

### CAMPUS POLICE

ALBANO, RANDY  
ARRIOLA, DANIEL  
BARRON, JAIRZINHIO  
BRUSH, TOM  
BUSTAMENTE, RICARDO  
CASTILLO, ANGEL  
CHAVEZ, MARIO  
CLEVELAND, CHARRON  
ECHEVARRIA, JOHN  
GONZALES, CESIAH  
KOMADINA, DEBRA  
PEREZ, DAVID  
PRICE, DRUE  
RAMIREZ, TERRI  
RIOS, JR., SANTIAGO  
TOLAN, JOSHUA  
VELAZQUEZ, CARLO

### CAREER & ASSESSMENT SERVICES

ESTRADA, SHANNON  
MOLINA, NANCY  
RUBIO, ROSARIO  
VASQUEZ, ROSARIO

### CHILD DEVELOPMENT CENTER

ANAYA, NANCY  
ECHEVERRIA, DIANA  
FARAH GARCIA, KRISTINA  
GHANEIAN, NADA  
GONZALEZ, DEBRA  
HENDRICKS, VERONICA  
MURRAY, MARLEN  
O'NEILL, CINDY  
POPIEL DE CAZAUX, REENA  
RIVERA, TATYANA  
ROQUE, GUADALUPE  
ROSAS, ALICIA  
SANCHEZ, ALBA

SERRANO DE LORENZO, MARIA GRACIELA  
TURNER, ANDREA  
ZENDEJAS SEVILLA, DAISY

### COMMUNITY EDUCATION

AREVALO, SYLVIA  
FISHER, ZOLITA  
KHAN, MAHAM  
MONCADA, MARTHA

### COUNSELING SERVICES

APPLEBURY, KIMBERLY  
BARNETT, SHALISHA  
DUENAS, NAYELI  
MATTISON, EVELYN  
*A.A., Cerritos College*  
RODRIGUEZ, MONIQUE  
SALAS, VANESSA

### ECONOMIC DEVELOPMENT

ARGUELLO, JASMINE  
LO, CINDY

### EDUCATIONAL PARTNERSHIPS & PROGRAMS

BLEAK, PAUL  
CASTRO, MONICA  
LIZARRAGA, RAQUEL

### EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)

GARCIA, RICHARD  
LEON, ZOMAIRA  
MINAMI, STEPHANIE  
RAMOS, LINDA

### FACILITIES

AMADOR, HECTOR  
BALCAZAR, MARIA  
BECERRA, DANIEL  
BELL, LESLIE  
BELTON, DAPHNEY  
BONILLA, HENGEL  
BRYANT, ERICK  
BUTLER, KEVEN  
CALDERON, MARK  
CARRILLO, JOSEPH  
CASILLAS, JAIME  
CASTILLO, ESTELA  
CHATMAN, DANIEL  
CISNEROS, CELESTE  
CONTRERAS, ROBERT  
CRUZ, CLAUDIA  
CUEVA, JORGE  
DAVIS, GRANT  
ESPINOZA, DANIEL

## Classified Employees by Area

---

GARCIA, DAVID  
GARCIA DIAZ, ARMANDO  
GIDDENS, ARTHUR  
GOMEZ, JOHN  
GOMEZ, JR., JOHN  
GOMEZ, MARIBEL  
GONZALEZ, STEVE  
GRIFFIN, CHARLES  
HAWKINS, DONNIE  
HOWARD JR., ELVIE  
JONES, ELMER  
JOSON, JOSEPH  
KELLETT, MICHAEL  
LEE, ROBERT  
LEIGHLITER, BRYAN  
MARSHALL, DENISE  
MARTS, KEISHA  
MCKINNEY, DANIEL  
MCLEOD, RODNEY  
MCMICHAEL, KENYETTA  
MENDES, MANUEL  
MENSAH, JAMES  
MORALES, JOSE  
MORRIS, ARTHUR  
OCAMPO, LUZ  
PEDRAZA, FAIZAL  
PLUMP, SHARON  
REEVES, JOHN  
RODRIGUEZ, ALFRED C.  
RODRIGUEZ, ALFRED L.  
RUIZ, JAVIER  
RUSCHEINSKY, CHRISTOPHER  
RYAN, PETER  
SAUCEDO, DENISE  
SCHMITT, THOMAS  
TROVAO, PAUL  
VALDEZ, BERNIE  
VERNOLA, PAUL

### **FINANCIAL AID**

CANNATA, ELIZABETH  
CASTRO, VERONICA  
GONZALEZ, LIZETTE  
GONZALEZ, MICHAEL  
GORDON, NATALIE  
HORTON, ANABELLE  
LEGUIZAMON, ADRIANA  
LOPEZ, LEODOMIRO  
MEJIA, JENNY  
NINO DE RIVERA, SARAHI  
RAMIREZ, YESENIA  
RODRIGUEZ, ESTER  
VALENCIA, ULYSSES  
VARELA, SYLVIA

### **FINE ARTS/COMMUNICATIONS**

ACOSTA, ALVA  
BUFFINGTON, DEBORAH  
CROTHER, RICHARD  
EDQUIST, ALICIA  
ENGLAND, MICKI  
HO, ROBERT  
WALTON, ETTA  
*B.A., M.A., California State University,  
Long Beach*  
WARD, DAVID  
*B.A., California State University, Long Beach*  
*M.A., University of Michigan*

### **FISCAL SERVICES**

ALONZO-CAMPOS, KARINA  
CHAU, TRAN  
CONTRERAS, MARIA  
DUARTE, KARLA  
GONZALEZ, ELIZABETH  
LITONJUA, GERALDINE  
MUNOZ, JESSICA  
NGUYEN, HOAI PHONG  
SANTOS, CLAUDIA  
THEIN, JOHN  
THOMAS, SCHELLARY

### **FOUNDATION**

DOAN, QUINN  
JONES, PAULINA

### **HEALTH OCCUPATIONS**

DOUGLAS, AMBER  
GONZALEZ, JR., SILVIANO  
HEDDON, STEPHANIE  
MAJOR, AMBER  
MILNE, LAURA  
PEELE, TRAMAINÉ  
ROGACION, DANIELLE  
SENF, JANELL  
*A.A., Cerritos College*  
VAJA, VICTORIA  
VIZCARRA, VINCE

### **HUMAN RESOURCES**

ACUNA, MONICA  
FINNEY, EDITH  
NGUYEN, HUGH  
*B.S., California State Polytechnic University,  
Pomona*  
PANG, REBECCA  
*B.S., California State University, Fullerton*  
SHEIBE, DONNA

### **INFORMATION TECHNOLOGY**

ADAMS, ROGER  
*B.M., California State University, Long Beach*  
AZUCENA, MARIO  
*B.S., University of Phoenix*  
BELKNAP, ARLENE  
CHU, TOM  
DIAZ, EDWARD  
DUANE, ERIK  
*A.A., Cerritos College*  
*B.A., M.A., California State University,  
Long Beach*  
ELLA, JOHN AUSTIN  
GARNER, RODNEY  
GONZALES, ANTHONY  
HAMID, SULEMAN  
KIM, STEVEN  
KINGSTON, MICHELE  
KYLINGSTAD, TIMOTHY  
*B.S., M.S., University of Phoenix*  
MARUZZO, MARC  
MORALES, MARIO  
PEDROZA, MARICELA  
PEDROZA, MAURICIO  
RODRIGUEZ, GILBERT  
SMITH, THOMAS  
STEVENS, VICTORIA  
WRIGHT, CASSIE  
ZUNIGA, ANDRES

### **INSTITUTIONAL EFFECTIVENESS, RESEARCH & PLANNING**

GARTRELL, RONDA  
KATAYAMA, MARK  
REDIX, ASHLEY  
RODRIGUEZ, VANESSA

### **INTERNATIONAL STUDENT SERVICES**

TILAHUN, DAVID  
YBANEZ, REGINA

### **KINESIOLOGY**

CABLE, BRIAN  
*M.S., California State University, Fullerton*  
ESTRADA, REFUGIO  
FLORES, MAYRA  
INGRAM, JAMAL  
MCLENNAN, ERICA  
ORTEGA, ELIAS  
SELF, LUCY  
TUFNELL, DANIEL  
VAN GASTON, JOHN  
VELAZQUEZ-ORTEGA, MARIA  
*M.A., Azusa Pacific University*  
*M.S., California State University, Fullerton*

## Classified Employees by Area

---

### **LIBERAL ARTS**

HARMON, JEANNE  
LOPEZ, MEGALIS  
MAUINATU, EMILY

### **LIBRARY/LEARNING RESOURCE CENTER**

ALAVIAN, MASOUD  
OSUNA, ERIK  
RODRIGUEZ SALAZAR, JEAN MICHEL  
SAN JUAN, DIANA  
SIERRA, BRENDA  
TAN, LINDA  
TOWHID, KRISTEN  
VALDIVIA, DAISY

### **PRESIDENT'S OFFICE**

THURY, CHERYL  
WITTIG, ANDREA

### **PROJECT HOPE**

WILLIAMS-MANSER, DANYLLE

### **PUBLIC AFFAIRS**

ABELON, AYAKO  
CHAVEZ, SAMUEL  
GORRACINO, IRMA  
GRIJALVA, TONI  
KWAN, KELLY  
*B.A., California State University, Los Angeles*  
WINNERS, MARGO

### **PUBLICATIONS**

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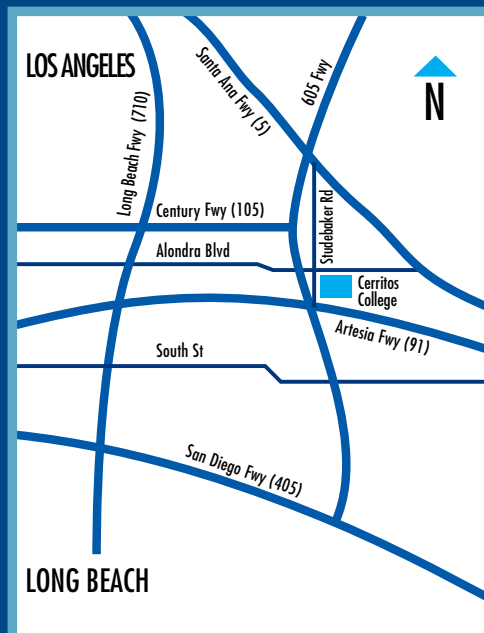
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Map subject to change due to construction projects. Updates available at <http://www.cerritos.edu/map>

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