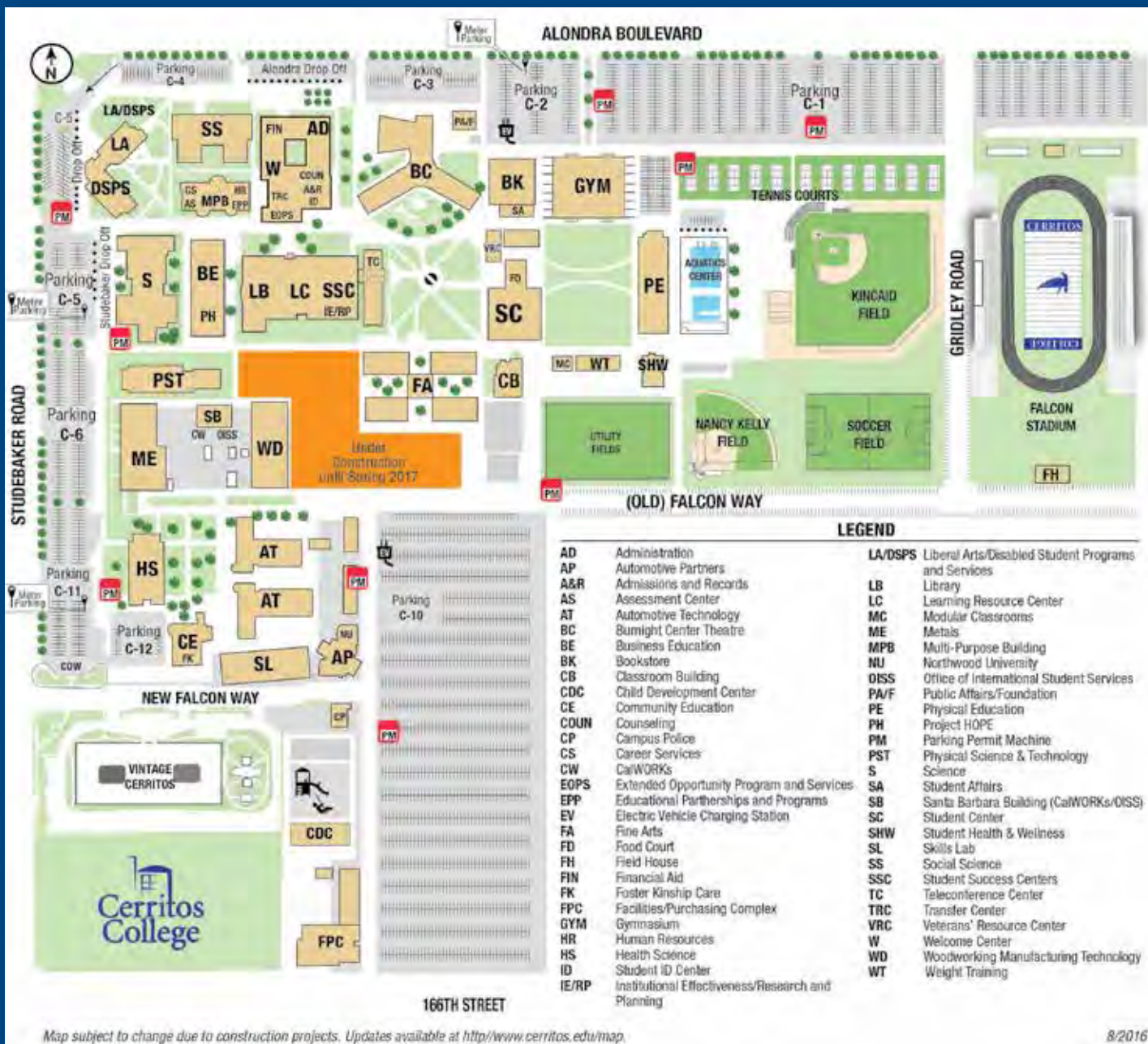


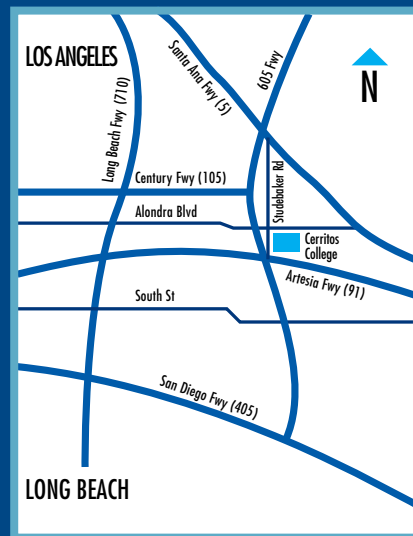
# Cerritos College 2016-17 Catalog



## Cerritos College 2016-17 Catalog



**Cerritos Community College District**  
 11110 Alondra Blvd., Norwalk, CA 90650  
[www.cerritos.edu](http://www.cerritos.edu)



**CERRITOS COLLEGE**





# 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 23,000 students each semester with a focus on transfer, career technical education and workforce preparation. The college offers 150 associate degrees, 25 associate for transfer degree, and 99 certificates of achievement, 2 certificates of completion, and has 13 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. I look forward to meeting you on campus!

Sincerely,

Dr. Jose Fierro  
*President/Superintendent*



---

## **CERRITOS COMMUNITY COLLEGE DISTRICT ADMINISTRATION**

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

RICK MIRANDA  
Vice President of Academic Affairs/Assistant Superintendent (Acting)

NOORALI P. DELAWALLA  
Vice President of Business Services/Assistant Superintendent (Acting)

HARRY W. JOEL  
Vice President of Human Resources/Assistant Superintendent (Interim)

STEPHEN B. JOHNSON, Ed.D.  
Vice President of Student Services/Assistant Superintendent

## **BOARD OF TRUSTEES**

DR. SHIN LIU  
President

MARISA PEREZ  
Vice President

ZURICH LEWIS  
Clerk

BOB ARTHUR  
Member

CARMEN AVALOS  
Member

JOHN PAUL DRAYER  
Member

DR. SANDRA SALAZAR  
Member

KAREN F. PATRON D.  
Student Member

---

## **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 2016-2017**

**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 calling (562) 860-2451, Ext. 2335.

*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.*



## TABLE OF CONTENTS

|   |     |
|---|-----|
| CERRITOS COLLEGE .....  | 1   |
| Academic Calendar .....   | 3   |
| Administration .....  | 5   |
| Mission, Vision, Values, Educational Philosophy<br>and Commitment ..... | 6   |
| ACADEMIC INFORMATION .....  | 7   |
| Admission to the College .....  | 8   |
| Expenses .....  | 10  |
| Student Success & Support Programs (3SP) .....                          | 12  |
| Enrollment Information .....  | 16  |
| Scholars' Honors Program .....  | 21  |
| Educational Partnerships & Programs .....                               | 22  |
| Teacher TRAC .....  | 22  |
| Learning Communities Program .....                                      | 22  |
| Distance Education Program .....  | 23  |
| Scholarship Regulations .....   | 23  |
| Student Rights and Responsibilities .....                               | 28  |
| Services for Students .....   | 39  |
| Honors and Awards .....   | 42  |
| Student Financial Aid .....   | 43  |
| Graduation Requirements .....   | 46  |
| Transfer Requirements .....   | 54  |
| Business, Community & Adult Programs .....                              | 60  |
| Cerritos College Foundation .....                                       | 61  |
| Información en Español –Information in Spanish .....                    | 62  |
| CURRICULUM AND REQUIREMENTS FOR:  |     |
| Majors and Certificates .....   | 74  |
| Transfer Programs and Career Pathways .....                             | 152 |
| Verifications of Completion .....                                       | 155 |
| Non-Credit Certificates .....   | 166 |
| COURSE DESCRIPTIONS .....   | 168 |
| FACULTY, EDUCATIONAL ADMINISTRATORS & MANAGERS .....                    | 351 |
| EMERITI FACULTY, EDUCATIONAL ADMINISTRATORS &<br>MANAGERS .....         | 360 |
| CLASSIFIED EMPLOYEES .....  | 366 |
| INDEX .....   | 369 |

## 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)*

## 2016-2017 ACADEMIC CALENDAR\*

### FALL SEMESTER 2016

Instruction Begins ..... August 15, 2016  
Final Examinations..... December 10-16, 2016  
Fall Semester Ends ..... December 16, 2016

### SPRING SEMESTER 2017

Instruction Begins ..... January 9, 2017  
Final Examinations..... May 13-19, 2017  
Spring Semester Ends ..... May 19, 2017

### HOLIDAYS (The College will be closed)

Independence Day ..... July 4, 2016  
Labor Day..... September 5, 2016  
Veterans Day Observance ..... November 11, 2016  
Thanksgiving Holiday ..... November 24-27, 2016  
Winter Holiday ..... December 23, 2016-January 2, 2017  
Dr. Martin Luther King, Jr. Birthday Observance ..... January 16, 2017  
Abraham Lincoln Birthday Observance..... February 17, 2017  
George Washington Birthday Observance ..... February 20, 2017  
Spring Recess Friday ..... March 17, 2017  
Memorial Day ..... May 29, 2017

### RECESS

Semester Break ..... December 17, 2016-January 8, 2017  
Spring Recess..... March 13-19, 2017

*\*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/securityreport](http://www.cerritos.edu/securityreport).



## WHOM TO CONTACT

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

### **ADMINISTRATIVE OFFICES**

|                                |      |
|--------------------------------|------|
| President/Superintendent ..... | 2204 |
| Academic Affairs .....         | 2218 |
| Business Services .....        | 2241 |
| Human Resources .....          | 2284 |
| Student Services .....         | 2236 |

### **DIVISIONS**

|   |      |
|---|------|
| Business, Humanities & Social Sciences .....        | 2715 |
| Counseling .....                                    | 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           |
| 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           |
| Disabled Student Programs & Services .....            | 2335           |
| Distance Education .....                              | 7891           |
| Economic Development .....                            | 2511           |
| EMERGENCY .....                                       | 911            |
| Extended Opportunity Programs & Services (EOPS) ..... | 2398           |
| Facilities .....                                      | 2307/2309      |

### **AREAS OF INTEREST**

|  |                       |
|--|-----------------------|
| Faculty Senate .....                   | 2217                  |
| Financial Aid .....                    | 2397                  |
| 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 .....                 | 2484                  |
| 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 Affairs Office .....           | 2473/2475             |
| Clubs & Organizations .....            | 2473                  |
| Conduct and Grievance .....            | 2472                  |
| Student Activities Center .....        | 2479                  |
| Student Body President .....           | 2477                  |
| Student Body Vice President .....      | 2478                  |
| Student Government .....               | 2475                  |
| Student I.D. Center .....              | 2471                  |
| Student Health Services .....          | 2321                  |
| Success Center .....                   | 7891                  |
| Talon Marks (Student Newspaper) .....  | 2618                  |
| Teacher TRAC .....                     | 2212                  |
| Theatre Office .....                   | 2638                  |
| Transfer Center .....                  | 2154                  |
| Veterans' Education Office .....       | 3716                  |
| Veterans' Resource Center .....        | 3716                  |

## BOARD OF TRUSTEES

President ..... Dr. Shin Liu  
 Vice President ..... Ms. Marisa Perez  
 Clerk ..... Mr. Zurich Lewis  
 Member ..... Mr. Bob Arthur  
 Member ..... Ms. Carmen Avalos  
 Member ..... Mr. John Paul Drayer  
 Member ..... Dr. Sandra Salazar  
 Student Member ..... Ms. Karen F. Patron D.

## ADMINISTRATION

President/Superintendent ..... Dr. Jose Fierro  
 President of Academic Affairs/  
 Assistant Superintendent (Acting) ..... Mr. Rick Miranda  
 Acting Vice President of Business Services/  
 Assistant Superintendent (Acting) ..... Mr. Noorali Delawalla  
 Vice President of Human Resources/  
 Assistant Superintendent (Interim) ..... Mr. Harry W. Joel  
 Vice President of Student Services/  
 Assistant Superintendent ..... Dr. Stephen B. Johnson

## ACADEMIC AFFAIRS

Dean of Academic Affairs ..... Mr. Rick Miranda  
 Dean of Academic Success ..... Ms. Shawna Baskette  
 Dean of Institutional Effectiveness,  
 Research & Planning ..... Dr. Kristi Blackburn  
 Instructional Dean of Business, Humanities &  
 Social Sciences ..... Ms. Rachel Mason  
 Instructional Dean of Fine Arts &  
 Communications ..... Dr. Gary Pritchard  
 Instructional Dean of Health Occupations ..... Ms. Sandra Marks  
 Instructional Dean of HPED/Athletics ..... Dr. Daniel Smith  
 Instructional Dean of Liberal Arts ..... Mr. David Fabish  
 Instructional Dean of Science, Engineering &  
 Mathematics ..... Ms. Connie Boardman  
 Instructional Dean of Technology ..... Dr. Yannick Real  
 Associate Dean of Adult Education/Diversity  
 Programs ..... Ms. Graciela Vasquez  
 Director of Child Development Center ..... Ms. Debra Ward  
 Director of Community Education ..... Dr. Patricia Robbins Smith  
 Director of Educational Partnerships & Programs ..... Ms. Sue Parsons  
 Senior Manager, Dual Enrollment ..... Carla Yorke



## BUSINESS SERVICES

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

## CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

CSEA President ..... Ms. Lynn Laughon

## CERRITOS COLLEGE FACULTY FEDERATION – AFT

CCFF-AFT President ..... Dr. Solomon Namala

## FACULTY SENATE

Faculty Senate President ..... Ms. R. Michelle Lewellen

## FOUNDATION

Executive Director of Foundation &  
 Community Advancement ..... Mr. Steven Richardson  
 Director of Advanced Transportation  
 Technologies Project ..... Ms. Jannet Malig  
 Director of Community Advancement ..... Ms. Bellegran Gomez

## HUMAN RESOURCES

Director of Human Resources &  
 Risk Management ..... Dr. Adriana Flores-Church  
 Director of Diversity, Compliance &  
 Title IX Coordinator ..... Dr. Valyncia Raphael

## PUBLIC AFFAIRS

Director of College Relations, Public Affairs  
 & Governmental Relations ..... Ms. Miya Walker  
 Web Administrator ..... Mr. Taylor Bowman

## STUDENT SERVICES

Dean of Admissions, Records & Services ..... Ms. Stephanie Murguia  
 Dean of Counseling Services ..... Dr. Renée De Long  
 Dean of Disabled Student Programs & Services ..... Dr. Lucinda Aborn  
 Dean of Student Services ..... Vacant  
 Dean of Student Support Services ..... Ms. Kim Westby  
 Chief of Campus Police Services ..... Mr. Thomas Gallivan  
 Captain of Campus Police Services ..... Mr. Hans Strand  
 Director of Career & Assessment Services ..... Ms. Theresa Lopez  
 Associate Dean of Student Health &  
 Wellness Services ..... Dr. Hillary Mennella  
 Director of Student Program Services ..... Ms. Norma Rodriguez  
 EOPS Assistant Director ..... Ms. Yvette Tafoya  
 Financial Aid Assistant Director ..... Ms. Jamie Quiroz



## VALUES

We are guided by our core values of:

- supporting and promoting Student Success;
- achieving Excellence/Quality in teaching, learning, service and in college processes;
- supporting Innovation and Creativity to enhance and enrich learning and services;
- celebrating Diversity in people, philosophies, cultures, beliefs, programs and learning environments;
- promoting respect and trust in all People be they students, community members and employees;
- fostering Integrity as the foundation for all that we do;
- developing, nurturing and supporting Partnerships with our educational, business and industry colleagues;
- planning and supporting Comprehensiveness in our curricular offerings; and supporting Inclusiveness of individual, campus and community viewpoints in collaborative decision-making processes.

## MISSION

Cerritos College values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

## VISION

Driven by the pursuit of unparalleled student success, Cerritos College will provide access to innovative learning opportunities that promote the power of learning.



## 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](http://www.cerritos.edu/admissions).

### 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 (College Bridge Program)

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 Disabled Student Programs and Services (DSPS) 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 Admissions, Records and 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 College Bridge 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 (Special Admit Program)

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 Disabled Student Programs and Services (DSPS) 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 Admissions, Records and 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 Special Admit 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 Special Admit Student, Please Follow the Steps Below:**

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

It is recommended that College Bridge 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. The OISS provides assistance to international students with admissions, counseling, educational support, and cultural adjustment while pursuing their academic goals. Cerritos College is a Student Exchange Visitor Program (SEVP) approved institution to admit F-1 students. 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 will be provided 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.** Mandatory medical insurance is required for all F-1 students attending Cerritos College. 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.

### **Application Deadlines:**

#### *Out of Country applicants:*

Fall Semester: June 1st  
Spring Semester: October 1st  
Summer Semester: March 1st

#### *Transfers within United States Schools:*

Fall Semester: July 1st  
Spring Semester: November 1st  
Summer Semester: April 1st

### **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
- Transcripts (proof of high school graduation)
- TOEFL (minimum score of 450 or higher on written test; 133 or higher computerized; 45 or higher on internet-based test), iTEP (minimum score of 4 or higher) or IELTS (minimum score of 4.5) or equivalent
- 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 Student Insurance USA, [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com))

### **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 an eight-week session every two months. Please visit our website at [cms.cerritos.edu/isc/intensive-english-program.htm](http://cms.cerritos.edu/isc/intensive-english-program.htm) or call (562) 860-2451, Ext. 2521.

**Cost:** Contact the Intensive English Program 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 \$12,900 USD or more available to the student or equivalent.)
- Tuberculin (TB) skin test results
- Transcripts (proof of high school graduation)
- 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 (available through Student Insurance USA, [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com))

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 or a re-validation of the F-1 Visa status. 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  
11110 Alondra Blvd.  
Norwalk, CA 90650-6298 U.S.A.  
E-mail: [oiss@cerritos.edu](mailto:oiss@cerritos.edu)  
[www.cerritos.edu/oiss](http://www.cerritos.edu/oiss)  
Phone: (562) 860-2451, Ext. 2133  
Fax: (562) 467-5086

## 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 \$259 per unit (\$211 per unit non-resident tuition and a \$48 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. Parking fees provide security and maintenance of parking lots. On-campus student parking for automobiles is \$40 per semester (\$30 for BOGFW recipients) and \$25 for summer session. Mopeds and motorcycles may use designated areas at no charge. A daily permit may be purchased for \$2 from the dispensers located in the student parking lots.

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 Board of Governors Fee Waiver (BOGFW) 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 Board of Governors Grant (BOGG) 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.

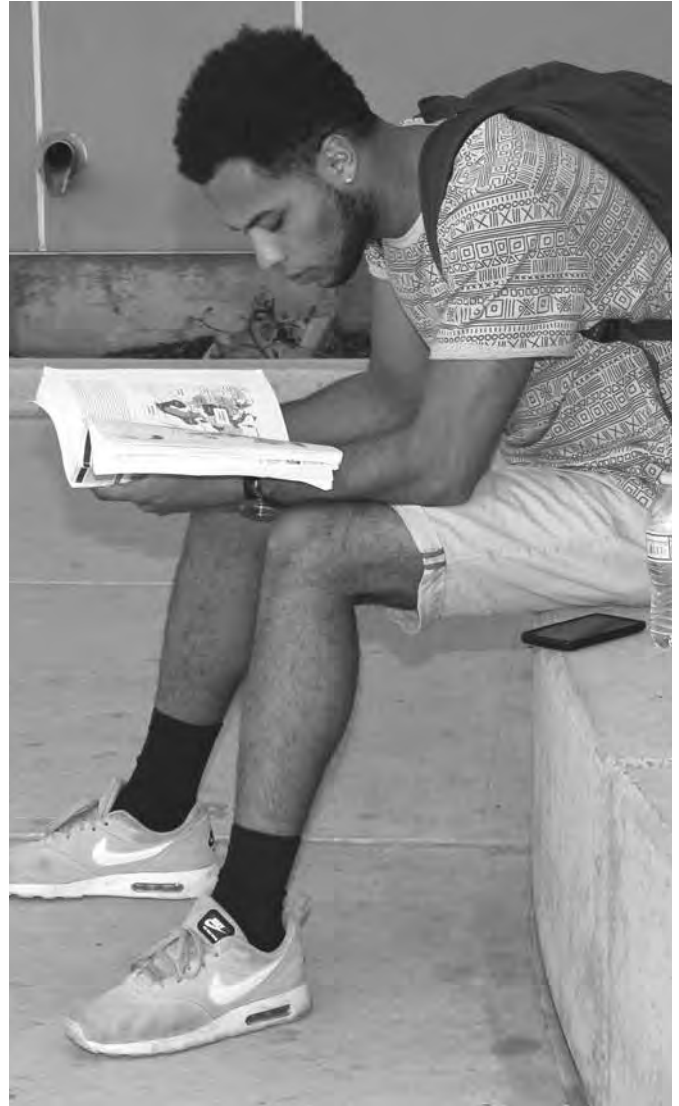
**One Year Limit on Refunds** - Classes must be dropped before filing for a refund. Students seeking refunds must meet the requirements listed above to be eligible. Students must have dropped the class(es) and met the appropriate deadlines before filing for a refund. If these conditions have been met, 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 (3SP)

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 area 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, Assessment, Counseling, Student Education Plans, Tier Groups, 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, been assessed to determine 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 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 tier-wide based on units earned and cumulative grade point average, 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.

**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.

**College Bridge Students:** 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.

**Special Admit (Grades K-10) Students:** 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 BOG FEE WAIVER

A student shall become ineligible for a Board of Governors (BOG) 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 thirty 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 BOG 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 eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG 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 DSPS student status.

Foster Youth shall not be subject to loss of BOG 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 BOG Fee Waiver due to extenuating circumstances, certain conditions specified on the Enrollment Priorities and/or BOG 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 BOG 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 BOG 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.

## ASSESSMENT

The Assessment Testing Center is located on the second floor of the Multipurpose Building.

"ASSESSMENT" means the process of gathering information about an individual student to facilitate his or her success. At Cerritos College, assessment includes, but is not limited to, the collection of information regarding a student's study skills, English language proficiency, computational skills, high school and/or college transcript review, evidence of 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 TAKE AN ASSESSMENT TEST?

First-time, new-to-college students are required to complete assessment. Students planning to enroll in a math, English, or reading class, or planning to earn an A.A. degree, must complete assessment tests prior to enrollment. A student number and photo ID are required to take a test. All tests are computerized.

## ASSESSMENT TEST EXCEPTIONS

Students who already possess an A.A. degree or higher from a regionally accredited college are not required to take assessment/ placement tests, 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 enrollment.

### Assessment Test Exceptions for:

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

**Math** - If you completed one year of Algebra 1 or higher with "B" grades or higher in high school, you may not need to take the math assessment. Students who have completed math courses at another college may also not need to take the math assessment. Please submit proof (official or unofficial transcripts) and a Requisite Clearance Request form to a counselor or Admissions & Records prior to enrollment. It is strongly recommended that these math courses have been completed within the past three 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 assessment 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.*

## ACCOMMODATION FOR ENGLISH AS A SECOND LANGUAGE

Students planning to take ESL (English as a Second Language) courses need to take the ACCUPLACER ESL test. Students may take the test during regularly scheduled testing times.

## MAY I RETAKE A TEST?

Students may repeat any assessment test one time AFTER an 18-week waiting period from the original test date.

## ASSESSMENT TESTING SCHEDULE

Copies are available at the Admissions and Records Office, Counseling Office, Career Services Center, and the college website at [www.cerritos.edu/assessment-center](http://www.cerritos.edu/assessment-center); or call (562) 860-2451, Ext. 2355, for dates and times. Appointments are available during the peak testing period of July-August.

## ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

Any student with a verified disability may arrange an accommodation for alternative test administration of English, reading, mathematics, and ESL placement tests. Prior to requesting an accommodation, a current Cerritos College application must be on file. Advance reservations may be made by contacting Disabled Student Programs and Services, (562) 860-2451, Ext. 2335. Alternative test administration may include extended time, large print, readers and scribes.

## 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 New Student 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) 860-2451, Ext. 2231, 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 Board of Governors Fee Waiver (BOGFW) 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) 860-2451, Ext. 2231.

## 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 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 [cms.cerritos.edu/admissions-and-records/online-forms](http://cms.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 [cms.cerritos.edu/admissions-and-records/online-forms](http://cms.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 telephoning (562) 860-2451, Ext. 2231. 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 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 Admissions, Records and 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. Students may not audit a course unless he/she has **exhausted all possibilities to take the course for credit**.
2. If criteria is met, permission to audit a course is granted at the discretion of the instructor. Signature of both the instructor and division dean are required.
3. With the instructor's and division dean's signed permission, a student may submit the audit form to the Admissions and Records Office anytime during the semester after the first class meeting.
4. An auditor may be allowed to elect credit in lieu of audit prior to the end of the 5th week of school for a semester length course or prior to 30% of a course for a short-term course, with the instructor's written permission. No refund of audit fees will be available and all credit fees must be paid in full at the time of credit election.
5. A credit student may be allowed to elect audit status in lieu of credit prior to end of the 5th week of school for a semester length course or prior to 30% of a course for a short-term course, with the instructor's written permission. No refund of credit fees will be available after the refund deadline and all audit fees must be paid in full at the time of audit election.
6. 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. Instructor discretion is strongly recommended.
7. The fee to audit a class is \$15.00 per unit (in addition to the student fees). Students enrolled in 10 or more units can audit 3 units free (may be 3 one-unit classes). The \$15.00 per unit audit fee will automatically be charged if the student drops below 10 units.

For additional information regarding auditing, students may make inquiries at the Counseling Office, Office of Academic Affairs, Division Office, or the Admissions and Records Office. Audit forms may be obtained in the Admissions and Records Office.

## 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, E, 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 the student’s academic record so annotated.

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.

## 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

Effective Fall 2013, repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses have been changed. Intercollegiate Athletics and some Music and Theater courses that are required for transfer programs are the only courses in these disciplines that will remain repeatable; all other courses previously offered as repeatable will be offered as single enrollment courses. There will be a notation after the course description if the course is allowed to be repeated.

The college has developed Families of Courses. The Families of Courses include old and new courses related in content (see below 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 PE 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
- Jewelry*  
Art 144, 145, 246, 248
- 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

### Counseling

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

### Dance

- Ballet*  
Dance 106A, 106B, 107
- Commercial Dance*  
Dance 110, 124
- Dance Composition*  
Dance 130A, 130B, 135, 136
- Dance Documentation*  
Dance 131, 132
- Dance Theory*  
Dance 100, 101, 105
- Formal Dance Performance*  
Dance 133, 134, 136, 150, 151
- Informal Dance Performance*  
Dance 50, 135, 151

### Introductory Dance

- Dance 105
- Jazz Dance*  
Dance 140, 141  
Theatre 140, 141
- Modern Dance*  
Dance 108A, 108B, 108C, 112
- Partnering*  
Dance 120, 125
- Tap Dance*  
Dance 142, 143  
Theatre 142, 143
- Theater Dance*  
Dance 140, 141, 142, 143, 144  
Theatre 140, 141, 142, 143, 144
- World Dance*  
Dance 109, 121, 122, 123

### Film

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

### Journalism

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

### Library

- Library Research*  
Library 100, 101

### Music

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

### Physical Education

- Adapted PE*  
PE 120, PEX 100
- Aerobics*  
PE 132A, 132B, 133, 134, PEX 110, 111, 112, 116
- Badminton*  
PE 154, PEX 156, 261
- Baseball*  
PE 175, 175A, PEX 163, 261
- Basketball*  
PE 176A, 176C, 176D, PEX 165, 166, 255, 265
- Bowling*  
PE 155A, 155B, PEX 167, 267
- Cardiovascular Fitness*  
PE 145, 147, PEX 118, 119
- Cheer*  
PE 137, 245, PEX 169, 170
- Football*  
PE 177, 178, 211, 212, 272, PEX 172, 273, 274

### General Fitness

- PE 140A, 143, 146, PEX 124, 126, 136
- Golf*  
PE 155, 245, PEX 170, 176
- Indoor Fitness*  
PE 130, 132, 136, 148, PEX 134, 136
- Muscular Conditioning*  
PE 131, 149A, 149B, 162, 240, PEX 138, 140, 141
- Pilates*  
PE 129, 139, PEX 156, 157
- Self Defense*  
PE 160, 161A, 161B, PEX 147, 149, 249
- Soccer*  
PE 173, 179A, 179B, PEX 178, 179, 278
- Softball*  
PE 171A, 171C, 179B, 281, PEX 181, 282
- Swimming*  
PE 150A, 150B, 150C, 150D, 170, PEX 184, 185, 186, 284, 285
- Tennis*  
PE 159A, 159B, 159C, 159D, PEX 184, 189, 288, 289
- Volleyball*  
PE 172A, 172B, 172C, 172D, PEX 191, 192, 291, 292
- Walking, Jogging and Running*  
PE 131, 149A, 149B, 162, PEX 138, 140, 141, 240
- Wrestling*  
PE 151, PEX 194
- Yoga*  
PE 128, 138, PEX 128, 151

### Speech

- Forensic Activity*  
Speech 236A, 236B, 236C, 236D

### Theater

- Acting*  
Theatre 107, 110, 111, 212, 213, 216
- Costuming*  
Theatre 144, 221, 221A
- Crew*  
Theatre 109, 133, 134
- Improvisation*  
Theatre 108, 117, 208
- Make-Up*  
Theatre 123, 123A
- Musical Theater*  
Theatre 105, 146, 147
- Portable Entertainment*  
Theatre 223, 224, 225
- Rehearsal and Performance*  
Theatre 130, 131, 132
- Theater Dance*  
Theatre 140, 141, 142, 143, 144  
Dance, 140, 141, 142, 143, 144
- Touring Theater*  
Theatre 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 worth a certain number of “units”. This number is determined by the type of class it is and the number of hours per week it meets. For example, a three (3) unit lecture class (English or health) meets three hours per week during a regular eighteen week semester, but a one (1) unit laboratory course meets three hours per week.

## 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.
- Special Admit K-10th grade students may enroll in a maximum of 4 units.
- College Bridge 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”. Classes scheduled for more than an hour follow formulas to stay within this definition. For example, a class scheduled from 8:00 to 8:50 has already incorporated the passing period and students must be in attendance for the full 50 minutes. Cerritos College has scheduled classes to account for the passing period and there is no need to leave 10 minutes early. Classes that meet for multiple hours may assign a 10-minute break between hours but not in the last hour of attendance. Cerritos College follows these time patterns.

## 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 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 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>College Bridge</i> | One currently enrolled in the 11th or 12th grade in high school who desires to enroll for college credit.          |
| <i>Special Admit</i>  | One currently enrolled in K-10th grade who desires to enroll for college credit.                                   |

## PARKING REGULATIONS

Parking on campus is by permit only. Term and daily permits are available. Please refer to the Expenses section of the catalog for more information. Metered parking is also available.

Any motorized vehicle (except mopeds and motorcycles) requiring registration with the California Department of Motor Vehicles must have a current parking permit each semester. On vehicles, PERMITS MUST BE AFFIXED TO THE INSIDE LOWER LEFT OF THE FRONT WINDSHIELD. IT IS YOUR RESPONSIBILITY TO ENSURE THE PERMIT IS VISIBLE IN ITS ENTIRETY AT ALL TIMES. Vehicles not properly displaying a permit or having no permit will be cited. Vehicles must be parked only in spaces or areas designed for vehicle parking. All vehicles must be parked with the front of the vehicle heading into the parking stall. Persons displaying a “DP” plate or placard may not park in spaces reserved for “carpool” or Board Members. Students may not park in stalls designated for staff parking unless they have a qualified disability and a valid “DP” plate or placard AND a current student parking permit displayed.

Parking is free in student stalls during the first week of each semester and the first week of the first summer session. VEHICLES NOT DISPLAYING A VALID PERMIT OR INCORRECTLY PARKED IN STAFF, METERED, OR HANDICAPPED STALLS, ETC., WILL BE ISSUED A PARKING CITATION.

## 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. Park only in the area designated by your permit except for students with a valid “DP” plate or placard and a current parking permit.

### Designated Parking Areas are Color Coded:

- WHITE ..... Student parking, current term or daily student parking permit required.
- YELLOW ..... Faculty and staff, permit required; or DP with valid Cerritos College permit.
- GREEN ..... Timed coin-operated meters
- BLUE ..... Valid “DP” plate or placard.
- WHITE GRID MARKED ... Motorcycle parking only.
- PINK ..... Cosmetology patron parking-located in Lot C-11. 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.

**LOST, STOLEN, OR DAMAGED PERMITS**

Replacements for lost, stolen, or damaged permits can be purchased at the Campus Police Department in accordance with the fees indicated.

**REFUNDS**

Parking permit refunds are requested through the Admissions and Records Office. Fees will be credited if the official drop has occurred within the appropriate deadline for session or semester.

**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) at Cerritos College 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 special Honors course sections taught by outstanding professors, and by offering opportunities for students to work one-on-one and in class with these faculty members through honors research contracts.

Honors courses build skills in speaking, writing, analytical thinking, problem solving and task management. They fulfill basic general education requirements for graduation and transfer to a four-year college or university.

**ADVANTAGES OF HONORS**

Honors programs in the community college are the least expensive and one of the most efficient ways to get a good education and prepare for admission to the 4-year university or college of choice.

Major universities that reject most of those who apply as freshmen will often accept most of the community college honors program students who apply for junior year transfer.

The Scholars' Honors Program at Cerritos is an effective way to develop your reading, writing, critical thinking and research skills and to learn to work directly with faculty members. This helps you to get good letters of recommendation that can be used for transferring to a four-year college or university, or applying for a job, internship or special program.

**BENEFITS FOR SHP STUDENTS**

- Working one-on-one with professors
- Small SHP course sizes
- Private honors graduation ceremony
- Travel to national and regional conferences
- Free library privileges at UCLA and UC Irvine
- Priority admission into several CSU honors programs
- Guaranteed admission or priority consideration for admission at:

|                             |                    |
|-----------------------------|--------------------|
| UC Irvine                   | UCLA               |
| Pitzer College              | Pomona College     |
| Loyola Marymount University | Chapman University |

**REQUIREMENTS OF THE PROGRAM**

SHP students must maintain a cumulative GPA of at least 3.0 in all their transferable courses and complete a total of five honors courses from the two options below:

1. **SHP Courses** — Many typical general education courses have honors sections. These have smaller enrollments than other courses. They offer different teaching approaches, more opportunity for hands-on experience and direct communication with the professors.
2. **SHP Contracts** — Students undertaking a contract work closely with the instructor to design and complete a special honors project connected with the regular course. On completion of the project, the student earns honors credit for the course.



## CRITERIA FOR ADMISSION TO THE SHP

- All students must demonstrate (through placement tests or other means) readiness to start English 100: Freshman Composition
- All students must demonstrate (through placement tests or other means) readiness to start MATH 80: Intermediate Algebra
- High School students must have a cumulative GPA of 3.0 or above.
- Current college students must have a cumulative GPA of 3.0 on at least 12 transferable units.
- Complete Honors Writing Requirement.

For applications or further information, contact:

*Timothy Juntilla*

Director, Scholars' Honors Program

(562) 860-2451, Ext. 2828; [tjuntilla@cerritos.edu](mailto:tjuntilla@cerritos.edu)

OR

*Cerritos College*

The Scholars' Honors Program

(562) 860-2451, Ext. 2728; [shp-info@cerritos.edu](mailto:shp-info@cerritos.edu)

On the Web: [www.cerritos.edu/shp](http://www.cerritos.edu/shp)

## Educational Partnerships and Programs

The Office of Educational Partnerships and Programs 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
- Credit by Exam
- Teacher TRAC Program
- Learning Communities/First Year Experience (FYE) Program
- K-16 Bridge to College Initiative
- President's Middle College Scholar's Academy
- Welcome Center

For more information, visit us on the web at [cerritos.edu/epp](http://cerritos.edu/epp) or call (562) 860-2452, Ext. 2484.

## Teacher TRAC

The Teacher TRAC program offers many services and pathways for students interested in teaching TK-12. Teacher TRAC focuses on preparing future elementary school teachers, special education teachers, secondary teachers, and future Career Technical Education Industrial Technology teachers at the secondary and community college level in woodworking, welding, and automotive.

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. Official Teacher TRAC students receive admission to CSULB (upon completion of the lower division general education and pre-major requirements).

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 for 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 REGISTER?

Applications for the program are accepted each semester. Visit our website at [www.teachertrac.com](http://www.teachertrac.com) 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 around a common theme, public issue or question. Typically, the same group of students is co-enrolled in two or more courses, usually from different disciplines—for instance, history and art, English and career guidance, political science and philosophy. Students enroll in both courses but receive a separate grade for each one.

Course instructors integrate their syllabi, encouraging students to gain a deeper understanding of each course, even as they discover connections between the two. 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. Traditional lecturing is minimized; active learning and thoughtful integration of content are maximized.

Research indicates learning communities promote student achievement, retention, and progress toward degree completion. Faculty benefit from professional development and training, fresh approaches to teaching, and collaboration with colleagues.

## FIRST-YEAR EXPERIENCE PROGRAM (FYE)

The First-Year Experience Program is a special part of the Learning Community Program. Courses are designed to provide students with a positive, strong start in college. Students who are interested in this program should call (562) 860-2541, Ext. 2782, for more information or visit the website at [www.cerritos.edu/lcp](http://www.cerritos.edu/lcp).

## WHAT ARE THE BENEFITS OF JOINING A LEARNING COMMUNITY?

- Smooth your transition into college
- Meet other students and form lasting friendships
- Reinforce learning in one class while working on projects in the other
- 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 or the Cerritos College Catalog to check specific courses.

## What are the requirements to enroll?

The only requirement is that you must enroll in all the courses listed for that Learning Community. The prerequisites are listed in the Cerritos College Catalog and must be met prior to enrollment.

**Are Learning Community courses more difficult?**

No, you will not be required to do more work than if you took the two classes separately. In fact, by taking the courses in a learning community, you may find that material is easier to understand.

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

Your transcript will reflect the classes as separate courses.

**HOW DO I REGISTER?**

Log on to [www.cerritos.edu](http://www.cerritos.edu), select **MyCerritos**, and follow the directions. To enroll in a learning community, you must enroll in all courses in the learning community before exiting MyCerritos. For more information or assistance about enrolling in the Learning Communities Program, check the Internet at [www.cerritos.edu/lcp](http://www.cerritos.edu/lcp) or call (562) 860-2451, Ext. 2782.

**LEARNING COMMUNITIES PROGRAM WITHDRAWAL POLICY**

When a student enrolls in a group of two or more courses as part of a learning community or FYE House, he or she **MUST MEET THE PREREQUISITE(S)**, if there are any, for **EACH** course in the combination. Students enrolled in one section of a course that is part of a learning community must be enrolled in all other courses in that group. If one course is dropped, the student **MUST** and **WILL BE DISENROLLED** from all other courses in that learning community. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

**Distance Education Program**

Distance education takes place whenever teacher and student interactions are separated by physical distance and facilitated by the use of technology. Voice, video, data, and print may be used in place of traditional classroom delivery to bridge the instructional gap. Many courses listed in this catalog are delivered via distance education either fully online or in a hybrid mode. In online courses students and teachers do not meet regularly on campus as a class, although some instructors may require on-campus attendance for orientation, test taking, or to satisfy other course requirements. Hybrid courses include the combination of traditional in-class meetings with computer-based learning and other instructional technologies.

Distance education classes are identified in the published class schedule with the designation “online” or “hybrid.” All online 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
- Completion of an online orientation program or equivalent preparation, such as previous online coursework.

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            |
| P      | Pass (at least satisfactory, the equivalent of a “C”; units awarded not counted in GPA) | -            |
| NP     | No Pass (less than satisfactory or failing; units not counted in GPA)                   | -            |
| I      | Incomplete  | -            |
| MW     | Military Withdrawal (without penalty)   | -            |
| W      | Withdrawal  | -            |
| *RD    | Report Delayed  | -            |

\*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.

## TRANSCRIPTS OF RECORD

A transcript of all college work completed at Cerritos College may be obtained by submitting a written request in the Admissions and Records Office. Students requiring an official transcript that bears the college seal must file a written request. Students may obtain an unofficial copy of their transcript for their own personal reference via MyCerritos at [www.cerritos.edu](http://www.cerritos.edu). Students who attended prior to 2000 and have not attended since, are not able to use MyCerritos. Official transcripts are still available online at [www.cerritos.edu](http://www.cerritos.edu), "Students", "Transcripts".

The first two (2) transcripts (whether official or unofficial) are free. For subsequent copies, a fee of \$3 is charged for each regular transcript; a \$10 fee is charged for each rush transcript (2-hour turnaround). Failure by a student to pay proper financial obligations due to the college or district may result in the withholding of grades, transcripts, diplomas, or registration privileges or any combination thereof. (California Code of Regulations, Title 5, Section 59410).

## VERIFICATION OF STUDENT STATUS FEES

The following are the fees for verification of enrollment:

\$2.00 per verification of status.

\$5.00 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 with a cumulative grade point average of 2.0 or higher for all course work completed, and the percentage of all units attempted and 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.

## 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.

## 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 for their latest semester no "W", "I", or "NP" entries are recorded.

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 cause loss of enrollment priority, with certain exceptions, and are 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.

## ACADEMIC RENEWAL REGULATIONS

An Academic Renewal procedure permits alleviation of previously recorded sub-standard ("D," "E" 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.

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 shall petition for "Credit by Examination" through a counselor. Petitioner is to take signed petition to his/her counselor for approval. If counselor approves, the petition must be submitted to the appropriate Division Dean for approval. It is the student's responsibility to obtain such approval by the designated deadline. (Deadline dates may vary from department to department. Student should see the department for deadline dates). Results are forwarded to the Division Dean and to the Office of Academic Affairs for approval, then to the Admissions and Records Office for recording.

## ELIGIBILITY GOVERNING "CREDIT BY EXAMINATION"

1. The student is currently enrolled at Cerritos College.
2. The course is approved for "Credit by Examination." (See 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.

## 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 Class Schedule 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 Class Schedule 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 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% 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% 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.

### 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 international F-1 status students and welcomes applications from such persons. All records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted as original documents. 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; Fax (562) 467-5086; or visit the website at [www.cerritos.edu/oiss](http://www.cerritos.edu/oiss).

### ADVANCED PLACEMENT EXAM CREDIT

Cerritos College will grant credit for College Board Advanced Placement examinations. 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. Credit granted can be used to satisfy Cerritos College General Education requirements for the A.A. degree (Plan A) as follows:

| AP Subject                                 | Cerritos College<br>A.A. GE Area                         | Units<br>Granted |
|--|--|------------------|
| Art: History of Art                        | Fine Arts-6 c. (1)                                       | 3                |
| Art: Studio                                | Elective credit only                                     | 3                |
| Biology                                    | Biological Sciences-6 a. (2)                             | 4                |
| Chemistry                                  | Physical Sciences-6 a. (1)                               | 5                |
| Chinese Language & Culture                 | Humanities-6c. (2)                                       | 5                |
| Computer Science A                         | Communication and Analytical Thinking-6 d. (2)           | 3                |
| Computer Science AB                        | Communication and Analytical Thinking-6 d. (2)           | 3                |
| Economics: Macroeconomics                  | Social and Behavioral Sciences-6 b. (3)                  | 3                |
| Economics: Microeconomics                  | Social and Behavioral Sciences-6 b. (3)                  | 3                |
| *English: English Language & Composition   | English Composition-6 d. (1)                             | 3                |
| *English: English Literature & Composition | English Composition and Humanities-6 d. (1) and 6 c. (2) | 6                |
| Environmental Science                      | Biological Sciences-6 a. (2)                             | 3                |
| French: French Language                    | Humanities-6 c. (2)                                      | 5                |
| French: French Literature                  | Humanities- 6 c. (2)                                     | 5                |
| German Language                            | Humanities-6 c. (2)                                      | 5                |
| Government and Politics: United States     | American Government-6 b. (2)                             | 3                |
| Government and Politics: Comparative       | Social and Behavioral Sciences-6 b. (3)                  | 3                |
| History: European History                  | Social and Behavioral Sciences- 6 b. (3)                 | 3                |
| History: United States History             | American History-6 b. (1)                                | 3                |
| History: World                             | Social and Behavioral Sciences-6 b. (3)                  | 3                |
| Human Geography                            | Social and Behavioral Sciences- 6 b. (3)                 | 3                |
| Japanese                                   | Humanities-6 c. (2)                                      | 5                |
| Latin: Vergil                              | Humanities-6 c. (2)                                      | 3                |
| Latin: Latin Literature                    | Humanities-6 c. (2)                                      | 3                |
| **Mathematics: Calculus AB                 | Communication and Analytical Thinking-6 d. (2)           | 3                |

# Cerritos College Catalog

|                                       |   |   |   |    |  |   |
|---------------------------------------|---|---|---|----|--|---|
| **Mathematics: Calculus BC            | Communication and Analytical Thinking- 6 d. (2) | 3 | College Algebra                         | 50 | Communication and Analytical Thinking-6 d. (2) and satisfaction of math proficiency requirement      | 3 |
| Music Theory                          | Fine Arts-6 c. (1)                              | 3 |   |    |  |   |
| Physics B                             | Physical Sciences- 6 a. (1)                     | 5 |   |    |  |   |
| Physics C (mechanics)                 | Physical Sciences-6 a. (1)                      | 3 | College Algebra-                        | 50 | Communication and  | 3 |
| Physics C (electricity and magnetism) | Physical Sciences-6 a. (1)                      | 3 | Trigonometry- (Discontinued June, 2007) |    | Analytical Thinking-6 d.(2) and satisfaction of math proficiency requirement                         |   |
| Psychology                            | Social and Behavioral Sciences-6 b. (3)         | 3 | English Literature                      | 50 | Humanities-6 c. (2)  | 3 |
| Spanish: Spanish Language             | Humanities-6 c. (2)                             | 5 | French Level II                         | 59 | Humanities-6 c. (2)  | 3 |
| Spanish: Spanish Literature           | Humanities-6 c. (2)                             | 5 | German Level II                         | 60 | Humanities-6 c. (2)  | 3 |
| **Statistics                          | Communication and Analytical Thinking-6 d. (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 and Development            | 50 | Social and Behavioral Sciences-6 b. (3)  | 3 |
|                                       |   |   | Humanities                              | 50 | Humanities-6 c. (2)  | 3 |
|                                       |   |   | Introductory Psychology                 | 50 | Social and Behavioral Sciences-6 b. (3)  | 3 |
|                                       |   |   | Introductory Sociology                  | 50 | Social and 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 and Analytical Thinking -6 d. (2) and satisfaction of math proficiency requirement     | 3 |
|                                       |   |   | Principles of Macroeconomics            | 50 | Social and Behavioral Sciences-6 b. (3)  | 3 |
|                                       |   |   | Principles of Microeconomics            | 50 | Social and Behavioral Sciences-6 b. (3)  | 3 |
|                                       |   |   | Spanish Level II                        | 63 | Humanities-6 c. (2)  | 3 |
|                                       |   |   | Trigonometry                            | 50 | Communication and Analytical Thinking -6 d. (2) and satisfaction of the math proficiency requirement | 3 |
|                                       |   |   | Western Civilization I                  | 50 | Social and Behavioral Sciences-6 b. (3)  | 3 |
|                                       |   |   | Western Civilization II                 | 50 | Social and Behavioral Sciences-6 b. (3)  | 3 |

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

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

*Students wishing to apply AP credits towards transfer general education and unit requirements should consult the table on the Transfer Center website at [www.cerritos.edu/transfer](http://www.cerritos.edu/transfer).*

*Students wishing to apply AP credits towards 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 |
|---------------------------------------|---------------|---|---------------|
| American Government                   | 50            | American Government -6 b. (2)   | 3             |
| American Literature                   | 50            | Humanities-6 c. (2)   | 3             |
| Analyzing and Interpreting Literature | 50            | Humanities-6 c. (2)   | 3             |
| Biology                               | 50            | Biological Sciences-6 a. (2)  | 3             |
| Calculus                              | 50            | Communication and Analytical Thinking-6 d. (2) and satisfaction of math proficiency requirement | 3             |
| Chemistry                             | 50            | Physical Sciences-6 a. (1)  | 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.

### 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, states clearly 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.

### STEP I – INDIVIDUAL ACTION

A student who believes a final course grade was assigned due to mistake, fraud, bad faith, or incompetence shall meet with the faculty member to resolve his/her concern.

### 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 obtain a Grade Grievance Form from the Office of Student Conduct and Grievance.
2. The student must return the Grade Grievance Form to the Office of Conduct and Grievance within 30 instructional days after the completion of the course about which the grade grievance is filed. An instructional 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.
3. The Student Conduct and Grievance Coordinator will meet with the student and review the completed Grade Grievance Form. If the student wishes to pursue the grievance, the Student Conduct and Grievance Coordinator will sign and date the Form. In the absence of the Coordinator the Dean of Student Services will perform these duties.
4. The student will present a copy of the Grade Grievance Form to the applicable Division Dean. The Division Dean may schedule a meeting of all concerned if appropriate. The Division Dean should schedule a meeting only if the Form has the signature of the Student Conduct and Grievance Coordinator, and is dated. In the absence of the Coordinator, the Dean of Student Services will meet with the Division Dean. The Division Dean shall make a recommendation to the parties within ten instructional days.

### STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the recommendation 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.

### STEP IV – PRESIDENT/SUPERINTENDENT ACTION

If either party chooses to appeal the decision of the Vice President of Academic Affairs, he or she may appeal the matter to the President/Superintendent of the College within ten instructional days of such decision. If a faculty member is dissatisfied with a recommendation and neither acts on it, nor appeals it, the Vice President of Academic Affairs will forward the matter to the President/Superintendent. The President/Superintendent will review the recommendation and if needed, request persons involved in the grievance to meet.

The President/Superintendent shall make a recommendation within ten instructional days. If either party is dissatisfied with the recommendation of the President/Superintendent, an appeal of the President/Superintendent’s recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten instructional days after the President/Superintendent’s recommendation. The Board may review an appeal for two consecutive regular Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level.

## 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 or 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 and Grievance 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.

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.

## DISCIPLINARY PROCEDURES AND SANCTIONS

### Disciplinary Sanctions

**Official Reprimand** – Defined as an admonishment or warning that becomes part of a student's file and is considered in the event of future violations.

1. May be initiated by any faculty or College manager and sent in writing to the Office of Student Conduct and Grievance.
2. The Dean of Student Services (Disciplinary Officer), 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** – Defined as disciplinary action that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college community.

1. Shall be initiated by the Office of Student Conduct and Grievance.
2. The nature of the misconduct, dates, times and places, and 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 Grievance.

**Instructor Removal** – Defined as instructor-initiated removal of a student from his or her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.

1. The instructor or Division Dean shall immediately report the removal to the Office of Student Conduct and Grievance for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

**Immediate Interim Suspension** – 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 instructional days.

**Suspension** – Defined as exclusion from the College for a specified period of time.

1. Suspensions shall be initiated by the Disciplinary Officer or designee with the knowledge of the Vice President of Student Services.
2. The duration of the suspension from one or more classes shall be for a period of up to ten days of instruction, for the remainder of the academic term, or from all classes and activities of the community college for one or more terms.
3. There may be an immediate suspension when necessary to protect lives or property and to insure the maintenance of order pending a hearing within ten instructional days.

**Expulsion** – Defined as the removal of a student from any and all classes of the College.

1. Only the Board of Trustees may expel students for "Good Cause" or when other means of correction fail to bring about proper conduct of a student.

2. The duration of the expulsion may be indefinite.
3. The expulsion is noted in the permanent file of the student.
4. Re-admittance after expulsion requires Board approval.

## Hearing Board

In all cases when the Disciplinary Officer or designee has initiated disciplinary action, the student, within five instructional days following notification of the action, may convey to the Vice President of Student Services, in writing:

1. Concurrence with the decision; or
2. A grievance challenging the action.

If a grievance challenging the action is filed, a hearing will be conducted.

A Hearing Board shall be responsible to the President/Superintendent for reviewing and making recommendation to the President/Superintendent. Membership of the Hearing Board shall include the following:

1. Two members of the instructional staff appointed by the Faculty Senate.
2. Two student Court Justices appointed by the ASCC Chief Court Justice or by the Associated Students President, if the Chief Court Justice is a party to the matter.
3. The Disciplinary Officer shall serve as the Chairperson of the Hearing Board, 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 instructional days of the suspension if the suspension is immediate. An instructional 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.
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 Board to be most conducive to the determination of the truth.
4. All hearings shall be tape recorded. A transcript shall be made available to parties directly involved, at their own expense. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.
5. Promptly following a hearing, the Hearing Board shall submit the recommendation to the President/Superintendent. The President/Superintendent and/or designee shall make the final decision on suspensions. A decision of the President/Superintendent to suspend shall be issued to the student in writing. Expulsion requires action by the Board of Trustees. A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular Board meeting after the Board receives the recommendation from the President/Superintendent. Notification of the Board's decision regarding expulsion shall be issued to the student in writing after the action by the Board.

**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.

## 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. Questions regarding Title IX policies affecting the educational program should be directed to the Vice President of Human Resources by calling (562) 860-2451, Ext. 2284.

## EQUAL OPPORTUNITY POLICY

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.

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 Disabled Student Programs and Services (DSPS) Dean, Disability Specialist, or DSPS 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 resultant educational limitation to apply for DSPS assistance in the Liberal Arts/DSPS Building and to file a request for accommodations

with DSPS via the college form entitled “Disabled Student Program and Services – Application for Services”. The request should be completed with adequate notice provided for an effective response. Classroom related requests will be reviewed for approval on the “Service Request Form” and, upon approval by DSPS, notification will be sent within 3 days to any involved instructor by DSPS staff. The instructor will respond to the request in writing in a timely manner. Non-return will be construed as agreement.

If the instructor denies the classroom related request(s) the DSPS 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 DSPS will provide the student with the policy, procedures and form entitled “Academic Accommodation Request Form”. The DSPS Dean or designee, will concurrently inform the student that he/she has the right to file a grievance under the college’s discrimination grievance procedure and/or the Office for Civil Rights and will provide the student with the information necessary to do so.

Inquiries regarding DSPS 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 Ext. 2276 in the Office of Human Resource Services.

## 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 Ext. 2276 in the Office of Human Resource Services. The Director may contact all parties concerned and attempt to reach some resolution of the problem.

## 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. Title 5 (California Administrative Regulations) 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 acquaintance rape is encouraged to report the matter immediately to Dr. Valyncia Raphael, District Title IX Coordinator in the Office of Human Resource Services. 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://cms.cerritos.edu/board/policies>.

## 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://cms.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 [cms.cerritos.edu/board/policies](http://cms.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. Fall and spring semester regular hours are: 7:30 a.m. – 7 p.m., Monday through Thursday; 7:30 a.m. – 2 p.m., Friday; closed on Saturday and Sunday. Special store hours are in effect during the beginning of classes, graduation, and other special events. Please call the Bookstore at (562) 860-2451, Ext. 2462, 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.rent-a-text.com](http://www.rent-a-text.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. During the summer term, textbook refunds with a receipt will be given within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter.
4. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
5. 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.

Bookstore managers may lengthen refund time periods or allow exceptions to any of the above if circumstances warrant.

### CALWORKS

The Cerritos College CalWORKS Program assists students who are receiving Temporary Assistance for Needy Families (TANF), 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 counseling, educational and career planning, job search assistance, referrals to campus and community based organizations, up-to-date information regarding Welfare Reform Rules, and advocacy with the Department of Public Social Services (DPSS). For eligible students, the CalWORKS program also provides work-study opportunities.

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 ASSESSMENT SERVICES

The Career Services Center, located in the Administration Building, offers the following services to assist students in exploring and planning their academic and vocational futures:

#### Assessment Testing Center

The Assessment Testing Center administers tests for placement into reading, English, math, and ESL courses. The testing center is located next to the Career Services Center. Please refer to the Student Success and Support Program (3SP) 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-Job Placement Office

Job Placement, located in the Career Services Center, provides job listings from local businesses, private industry and government agencies to Cerritos College students and alumni seeking employment. Full- and part-time listings, as well as internship opportunities, are available for review in the office. Internet resources are also available.

Job Placement 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. 2356; email [jobplacement-info@cerritos.edu](mailto:jobplacement-info@cerritos.edu); or visit [www.cerritos.edu/career-services/job-placement](http://www.cerritos.edu/career-services/job-placement).

## CHILD DEVELOPMENT CENTER

The Cerritos College Child Development Center serves students, college employees and the community. The Center is also a laboratory school for future teachers in the field of Early Childhood Education. Our purpose is to provide a safe, nurturing, exceptional early childhood education program for children from 2½ – 5 years old. Inspired by the schools of Reggio Emilia, Italy, we use a constructivist approach to learning. Cerritos College Child Development Center is open from 7:30 a.m. – 5:00 p.m., Monday through Friday. We foster an emergent curriculum, one that arises out of the children's interests and responses to the prepared indoor and outdoor classroom environment and their experiences. Students interested in these services must contact the Child Development Center and fill out a Request for Child Care Services or call (562) 860-2451, Ext. 2583.

## 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 Disabled Student Programs and Services (DSPS) 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 Disabled Students Programs and Services or the District's non-discrimination policy relative to Sections 504 and 508 should be directed to the Dean of Disabled Student Programs and Services.

Individuals with a disability may receive support services and instruction from Disabled Student Programs and 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, elevator access, parking, learning disability eligibility assessment, matriculation and support with disability management issues. For further information or an initial appointment contact DSPS at (562) 860-2451, ext. 2335; (562) 274-7164/VP; or visit our website at [www.cerritos.edu/dsps](http://www.cerritos.edu/dsps).

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

## High Tech Center

The High Tech Center (HTC) provides instruction and technology support services to students with all types of disabilities. Services available include preregistration, interpreters and real time captioning, textbooks on tape, liaison with instructors and other campus offices, and liaison with other outside agencies. The HTC also houses Learning and Evaluation Services, the Assistive Technology Training and Information Center, and Alternate Media Production Center. Adapted equipment and software is also located throughout the campus.

## FOOD SERVICES

A food court and cafeteria are located in the Student Center. The food court is open Monday through Thursday. Hours of operation vary by location. The Culinary Arts Café is open 11 a.m. to 1 p.m. for lunch Monday through Thursday during the fall and spring semesters. Additional food services and vending machines are located throughout the campus.

## 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 Model Approach to Partnership in Parenting (MAPP)** is a 33-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 information and application.

## 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, located on the lower level of the LRC in LC 137 and LC 166, 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 workshops, directed learning activities, and computer software programs, as well as individually from qualified tutors and instructors. Faculty and staff in the Success Center involve instructors in developing supplemental instruction in a variety of forms and work with instructors to enhance course offerings. For hours, special schedules, and additional information, please call the Success Center at (562) 860-2451, Ext. 7891, or 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 One-Stop Center 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. The Transfer Center is located in the One-Stop area of the Administration Building across from the Counseling Office. Office hours are Monday through Thursday, 8 a.m. – 7 p.m.; Friday, 8 a.m. – 2 p.m. (closed on Friday during the summer). Call (562) 860-2451, Ext. 2154, for further information or 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.

The Veterans' Education Office is located in the Veterans' Resource Center. Hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 10 a.m. – 7 p.m.; closed on Friday.

### **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. Tutoring is available Monday through Wednesday from 8 a.m. – 7 p.m. and Thursday from 8 a.m. – 5:30 p.m. The VRC is located in the Student Center Complex. Hours are Monday through Thursday, 8 a.m. – 7 p.m., and closed on Friday.

## 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 with 12 units earned or more of college-level courses in a single semester and who achieve a 3.5 grade point average or higher within those units earned will 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.

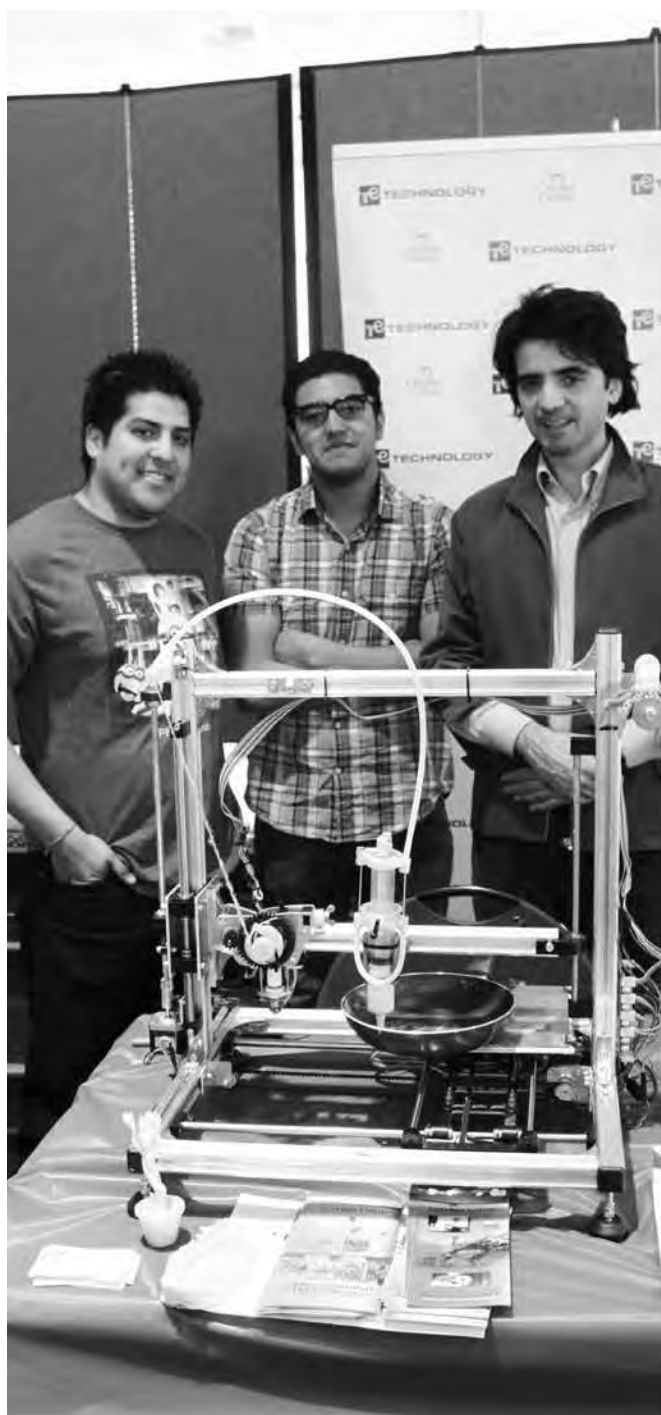
Service Certificates are awarded in recognition of service and participation in programs sponsored by the Associated Students of Cerritos College.

### 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 a 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

- Read Missing Information Letter or view To Do List, which lists required documents to complete your file
- Download required forms from [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid)
- Submit the required forms to the Financial Aid Office in person, by mail, fax, or drop-box

#### Step 3 – Review Awards

- Read award notification email and 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

- Receive and activate your Cerritos Falcon Card at [www.cerritosfalconcard.com](http://www.cerritosfalconcard.com)
- The Financial Aid Office will disburse your grants, scholarships, and/or loans
- View account activity online at MyCerritos for refund status

### 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.

**June** – Financial Aid Office begins mailing of Award Notification Letters to students.

### 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/finaid/loans.html](http://www.cerritos.edu/finaid/loans.html). Loan amounts will be determined at the time the Financial Aid Office certifies a loan application. Once offered a loan, students must accept/decline 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

**Board of Governors Fee Waiver (BOGFW)** 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.

Students must meet institutional academic and progress standards in order to avoid losing the fee waiver.

**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 to provide educationally and economically disadvantaged students assistance, which includes grants, EOP nomination waivers, admission waivers to UC and CSU, and transfer assistance. Moreover, the EOPS Program provides a number of retention programs such as Supplemental Instruction (SI), learning communities in the Achievement in Mathematics (AIM) program, and Summer Bridge program. All three programs involve social and academic integration activities for students outside of the classroom. Courses in these programs are taught by a faculty member and faculty counselor.

Admission into the EOPS Program requires that a student meet either BOGG A or B standards, complete a FAFSA, enroll in 12 units, meet with an EOPS counselor three times during each semester, and have earned less than 70 degree applicable units from ALL colleges/universities attended.

**CARE Grant** is available to students who are current recipients of TANE, in CalWORKs, single, head of household, have at least one child under the age of 14, enrolled in 12 units or more, and have been admitted into the EOPS Program. Students wishing to enter the program must attend a Mini-Conference/Orientation and workshops and may be eligible for a grant and/or service.

## 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/financialaid/scholarship.htm](http://www.cerritos.edu/financialaid/scholarship.htm).

## AB540 AND AB2000

California's AB540 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 3 years or more or attended a combination of elementary, middle, and/or high schools in California for a total of 3 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 AB540 and AB2000. AB540 and AB2000 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://cms.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% 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  $20 / 24 = 83\%$ ; student met the 67% requirement.

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

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

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

Students will also be placed on warning status and regain their eligibility if they were previously on termination 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.

## Termination

Students will be placed on termination 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 termination status, they will no longer be eligible to receive financial aid, with the exception of the Board of Governors Fee Waiver.

## Maximum Time Frame Requirement (Quantitative)

Students must complete their educational program within a maximum time frame of 150% of the published program's required units at Cerritos College. For example, associate in arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be 90 units ( $60 \text{ units} \times 1.5$ ).

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

Students must submit their educational plan to the Financial Aid Office for review. 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% time frame, they may be immediately disqualified from financial aid (with the exception of the Board of Governors Fee Waiver). 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

Incompletes, 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% maximum time frame.

## Satisfactory Academic Progress (SAP) Appeals

If a student is terminated 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. They will receive notification of the Financial Aid Advisory Committee decision by mail. The Financial Aid Advisory Committee 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 provide assistance during office hours or by appointment. Workshops are offered to assist students with the application process. Staff is also available at One Stop lobby area to assist students with submitting online financial aid applications. Students may use the Online Contact Us Form and questions will be addressed by e-mail.

## CONTACT INFORMATION

The Financial Aid Office is part of Student Support Services and is located in the Administration Building. Office hours are: Monday through Thursday, 8:00 a.m. to 7:00 p.m.; Friday, 8:00 a.m. to 12:00 p.m.

For additional information on financial aid, students are encouraged to visit the Financial Aid Office website at: [www.cerritos.edu/finaid](http://www.cerritos.edu/finaid), or contact the Financial Aid Office by E-mail: [finaid-staff-list@cerritos.edu](mailto:finaid-staff-list@cerritos.edu), or by phone at: (562) 860-2451, Ext. 2397, or by fax at: (562) 467-5035. 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.

### 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.

### ADDITIONAL ASSOCIATE IN ARTS DEGREES

Once an A.A. degree has been obtained, an additional A.A. degree may be obtained by meeting the following conditions:

1. Complete a minimum of seventy-eight (78) units - eighteen (18) degree applicable units beyond the minimum required for the first A.A. degree. The minimum 78 units must meet the requirements in a different major curriculum. All general education requirements in effect at the time continuous attendance began must be met.
2. If some or all of the major curriculum requirements for the second A.A. degree were met in the first A.A. degree and the minimum seventy-eight (78) degree applicable units is not achieved, then additional courses will be planned with a counselor to make-up the difference as described in the procedures. The general education requirements must be met which were in effect at the time continuous attendance began.
3. Upon completion of the required course work, follow the "Petition for Associate in Arts degree" procedures as detailed for the first A.A..
4. Additional A.A. degrees may be granted for each eighteen (18) degree applicable additional units completed. For example a third A.A. degree may be earned upon the completion of a minimum of ninety-six (96) units. The requirements to obtain additional degrees are the same as those stated above for a second A.A. degree.

### 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, 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 2016-17 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. Earn a score on the College Level Math test sufficient for placement in a course above the level of MATH 80 or MATH 80B.
  - b. Completion of MATH 80 or MATH 80B with a grade of Pass, or "C", or higher.
  - c. For other options, see your counselor.
3. READING PROFICIENCY REQUIREMENT:  
This requirement can be met by one of the following options:
  - a. Earn a score on the reading proficiency test sufficient for placement in a course above the level of READ 54.
  - b. Completion of READ 54 or READ 97 with a grade of Pass, or "C", or higher.
  - c. For other options, see your counselor.
4. WRITING PROFICIENCY REQUIREMENT:  
Completion of ENGL 100 with a grade of Pass, or "C", or higher.
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, 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  
Kinesiology 100, 102, 104, 106, 108, 120, 121, 122, 123, 130, 131, 132, 133, 134, 200, 202, 203, 206, 207, 210  
Physical Education Exercise 100, 101, 102, 103, 104, 105, 107, 108, 110, 111, 112, 116, 118, 119, 124, 126, 130, 132, 134, 136, 138, 139, 140, 141, 145, 147, 149, 151, 152, 155, 156, 157, 161, 163, 165, 166, 167, 169, 170, 172, 176, 177, 178, 179, 181, 184, 185, 186, 188, 189, 191, 192, 194, 240,

- 245, 246, 249, 261, 263, 265, 266, 267, 272, 274, 276, 278, 281, 282, 284, 285, 288, 289, 291, 292  
Other courses that will meet the requirement include  
Dance 105, 106A, 106B, 107, 108A, 108B, 108C, 109, 110, 112, 120, 121, 122, 123, 124, 125, 130A, 130B, 133, 134, 135, 136, 140, 141, 142, 143, 144, 150, 151.
- b. Completion of HED 100, 101, 103, or 200; HO 100 or 152; CDEC 161; or WS 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 110  
Geography 101, 101L (lab), 103  
Geology 101 (lab), 102, 102L (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



Business Administration \*\*208  
 Child Development 110  
 Child Development/Early Childhood \*\*113  
 Counseling \*\*150, 200  
 Economics 101, 102, 201, 201M, 202, 202M, 204  
 Environmental Policy 200  
 Finance 125  
 Geography 102, 105, 140  
 History 110, 120, 204, 210, 220, 221, 230, 235, 241, 242, 245, 246, 250, 255, 260, 265, \*\*270, 275  
 Journalism 100  
 Kinesiology 108, \*\*\*211  
 Political Science 110, 210, 220, 230, 240, \*\*\*250, 260  
 Psychology 101, 150, 251, 261 271  
 Sociology 101, 110, 120, 201, 202, 205, 210, 215, \*\*225, 230, 250  
 Speech 110  
 Speech Language Pathology \*\*105  
 Women's Studies 101, 108, 202, 204, 205, 206, \*\*208

English 101, 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 200  
 Speech \*\*60, 100, 120, 130, 132, 150, 235  
 Speech Language Pathology \*\*220

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, 120, 130A, 150, \*\*186, \*\*192, 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, \*\*110, 150, RTV 151/TH 151, RTV 152

(2) HUMANITIES

American Sign Language 110, 111, \*\*\*210, \*\*\*211  
 Art \*108, \*109  
 Chinese 101, 102, 201, 202, 260  
 English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B  
 French 101, 102, 201, 202, 203, 281, 282, 283, 285  
 German 101, 102, 201, 202  
 Humanities 100, \*108, \*109  
 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  
 Speech 140, \*\*145  
 Women's Studies 102, 109

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

(2) COMMUNICATION AND ANALYTICAL THINKING

Business Communication \*\*148  
 Computer and Information Sciences \*\*101, \*\*102, \*\*103  
 Engineering Design Technology \*\*131

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.

**NOTE:** The preceding graduation requirements apply to students who were in attendance during the 2016-17 school year and thereafter. Students who enrolled prior to Fall 2016 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 2016-17 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 requirements 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.)

If a student wishes only to transfer and is not seeking an A.A. degree, there are no proficiencies required for CSU GE certification.

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  
Speech 100, 120, 130, 132, 150
2. Written Communication  
English 100
3. Critical Thinking  
English 101, 103, Philosophy 103, 106, Psychology 103,  
Reading 200, Speech 235

### 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 110  
Geography 101, 101L (lab), 103  
Geology 101 (lab), 102, 102L (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  
Mathematics 110A, 110B, 112, 114, 115, 116, 140, 155, 160,  
170, 190, 220, 250  
Psychology 210

### 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, 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
2. Humanities  
American Sign Language 110, 111, 210, 211, \*220  
Art \*108, \*109  
Chinese 101, 102, 201, 202, 260  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227,  
228, 229, 230A, 230B, 232, 233, 234, 235, 236, 237, 238, 239,  
245, 246A, 246B, 248A, 248B  
French 101, 102, 201, 202, 203, 281, 282, 283, 285  
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  
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  
Sign Language 101, 102, 201  
Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245, 285  
Speech 140  
Women's Studies 102, 109

**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, 201, 202, 203, \*205  
Child Development \*110  
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  
Journalism 100  
Kinesiology \*108, 211  
Political Science 110, 210, 220, 230, \*240, 250, 260  
Psychology 101, \*150, 251, 261, 265, 271  
Sociology 101, \*110, \*120, 201, 202, 205, 210, 215, 230, 250  
Speech 110  
Women's Studies 101, \*108, 202, 204, \*205, 206

**E. Self-Development: 3 units minimum.**

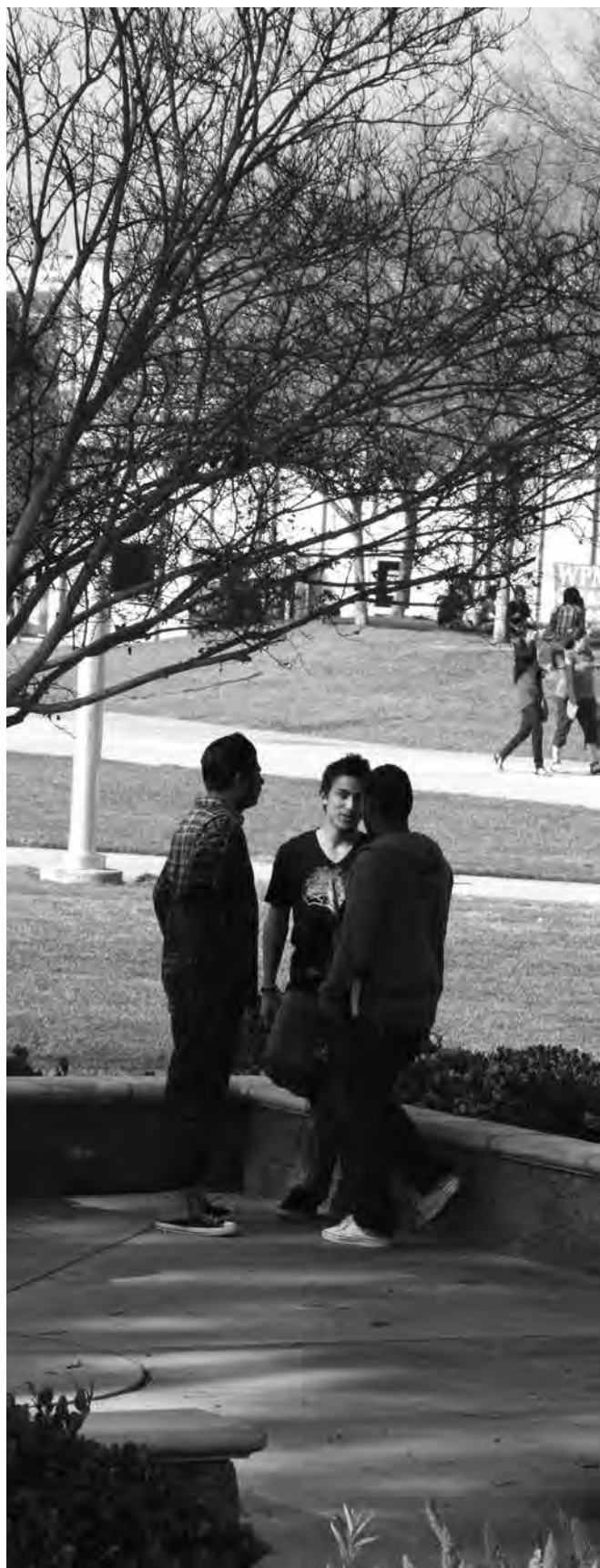
Take one course from the following:

- Anthropology \*205
- Child Development \*110
- Counseling 200
- Finance 125
- Health Education 100, 101
- Health Occupations 152
- Kinesiology 104, \*108
- Psychology \*150, 245
- Sociology \*110, \*120
- Women's Studies \*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 2016-17

## 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.

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

Further information and other regulations pertaining to IGETC and the Associate in Arts degree are found in this Catalog.

#### 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 semester/4-5 quarter units)  
English 100
- B. CRITICAL THINKING-ENGLISH COMPOSITION  
(1 course, 3 semester/4-5 quarter units)  
English 101, 103  
Philosophy 103  
Psychology 103  
Speech 235
- C. ORAL COMMUNICATION (CSU ONLY)  
(1 course, 3 semester/4-5 quarter units)  
Speech 100 +, 120, 130, 132+

#### AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

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

Mathematics 112+, 114+, 115, 116+, 155+, 160+, 170+, 190, 220, 250

Psychology 210+

#### AREA 3 ARTS AND HUMANITIES

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

- A. ARTS  
Architecture 112  
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109  
Dance 100, 101  
Film 159  
Humanities \*108, \*109  
Music 100, 101, 103, 104, 104B, 105, 180  
Photography 160  
Theatre 101, 102, 103, 104, 150
- B. HUMANITIES  
American Sign Language 111, \*220  
Art \*108, \*109  
Chinese 102, 201, 202  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B  
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  
Japanese 102  
Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206  
Photography 150  
Political Science \*240  
Sign Language 201  
Spanish 102+, 112+, 201, 202, 205, 210, 245, 285+  
Women's Studies 102, 109

#### AREA 4 SOCIAL AND BEHAVIORAL SCIENCES

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

- American Sign Language \*220  
Anthropology 100, 120, 170, 200, 201, 202, 203, 205  
Child Development 110  
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  
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  
Speech 110  
Women's Studies 101, 108, 202+, 204, 205, 206

**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 semester/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), 201 (lab), 207 (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.

**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.**

+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.



## 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.

### 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 qualifiable 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.csumentor.edu](http://www.csumentor.edu) to find out more.

**Test Scores**—Freshman 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)<br>Registration Unit, Box 592<br>Princeton, New Jersey 08541 | American College Testing Program (ACT)<br>Registration Unit, P.O. Box 168<br>Iowa City, Iowa 52240 |
|--|--|

**Freshman**—The campus to which you are applying will provide information about 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.



## GENERAL EDUCATION REQUIREMENTS FOR THE BACHELOR'S DEGREE AT THE CALIFORNIA STATE UNIVERSITY

The California Administrative Code, Title 5, relating to the California State University general education-breadth requirements authorizes Cerritos College to present to the students a maximum 39-unit pattern of general education courses which is acceptable for the bachelor degree requirements at the California State University.

Cerritos College is further authorized to certify the partial or complete fulfillment of these requirements. Credits from international transcripts granted at Cerritos College will not be used to certify general education requirements for transfer.

Students may elect to fulfill the general education requirements by following the Cerritos College pattern or the pattern specified by the State University of their choice.

Students in all major fields of study must complete the same pattern of general education requirements. It is strongly recommended that students complete as many units of these requirements as possible during their freshman and sophomore years at Cerritos College so that they can concentrate on major specialization in the upper division.

In general, four-year colleges accept at full unit value approved transfer courses completed with satisfactory grades in the public Community Colleges of the state. However, in most instances a maximum of 70 community college semester units (105 quarter units) can be transferred for credit toward a degree at the senior institution.

## 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 choose **one course** from category 1, take **one course** in category 2 and choose **one course** from category 3.
  - 1. **ORAL COMMUNICATION**  
Speech 100, 120, 130, 132, 150
  - 2. **WRITTEN COMMUNICATION**  
English 100
  - 3. **CRITICAL THINKING**  
English 101, 103, Philosophy 103, 106, Psychology 103, Reading 200, Speech 235
- B. **NATURAL SCIENCE AND MATHEMATICS:** 9 units minimum.  
Choose **one course** from category 1, **one course** from category 2, and **one course** from category 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 110  
Geography 101, 101L (LAB), 103  
Geology 101 (LAB), 102, 102L (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**  
Mathematics 110A, 110B, 112, 114, 115, 116, 140, 150, 160, 170, 190, 220, 250  
Psychology 210

- C. **FINE ARTS AND HUMANITIES:** 9 units minimum.  
Choose **at least one course** from category 1 and **at least one course** from category 2.
  - 1. **FINE ARTS**  
Architecture 112  
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109, 110, 113, 116, 120, 130A, 144, 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
  - 2. **HUMANITIES**  
American Sign Language 110, 111, 210, 211, \*220  
Art \*108, \*109  
Chinese 101, 102, 201, 202, 260  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 229, 230A, 230B, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B  
French 101, 102, 201, 202, 203, 281, 282, 283, 285  
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  
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  
Sign Language 101, 102, 201  
Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245, 285  
Speech 140  
Women's Studies 102, 109

D. **SOCIAL SCIENCES:** 9 units minimum.

Choose **one course** from category 1, **one course** from category 2, and **one course** from category 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, 201, 202, 203, \*205  
Child Development \*110  
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  
Journalism 100  
Kinesiology \*108, 211  
Political Science 110, 210, 220, 230, \*240, 250, 260  
Psychology 101, \*150, 251, 261, 265, 271  
Sociology 101, \*110, \*120, 201, 202, 205, 210, 215, 230, 250  
Speech 110  
Women's Studies 101, \*108, 202, 204, \*205, 206

E. **SELF-DEVELOPMENT:** 3 units minimum.

Choose **one course** from the following:

- Anthropology \*205
- Child Development \*110
- Counseling 200
- Finance 125
- Health Education 100, 101
- Health Occupations 152
- Kinesiology 104, \*108
- Psychology \*150, 245
- Sociology \*110, \*120
- Women's Studies \*108, \*205

**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.**

Please consult a counselor for any changes which may have occurred in the general education pattern, or if you have questions.

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).



## 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 2016-17 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).





## Intersegmental General Education Transfer Curriculum

The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum (IGETC) which was implemented Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC is intended to facilitate course planning and should appeal to students who want to keep their options open before making a final decision about transferring to a particular segment or campus. The IGETC will provide an option to the California State University general education requirements.

### FOR STUDENTS TRANSFERRING TO A UC CAMPUS

In general, it is not advisable for transfers to engineering majors at any UC campus to use the IGETC. The IGETC option may also be inappropriate for transfers entering "high unit" majors such as those in the sciences having substantial lower division science and math prerequisites. It may be more appropriate to take courses that are a part of the general education or breadth requirements for the school or college on the UC campus to which a transfer is planned.

### FOR STUDENTS TRANSFERRING TO A CSU CAMPUS

It is important to note that IGETC is an option for CSU bound students. IGETC requirements may be followed by both continuing and new students who plan to transfer to a California State University campus.

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a California community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

The course requirements for ALL areas must be completed PRIOR to transferring to the CSU or UC in order for the IGETC to be certified. However, beginning Fall 2000 a student may be partially certified if they are missing no more than 2 courses. See your counselor to determine eligibility for partial certification. All courses must be completed with a grade of "C" or higher. A student who has completed IGETC may have an official certification sent to a four-year institution upon written request by the student through the Admissions and Records Office.

**NOTE: COURSES APPEARING IN MORE THAN ONE CATEGORY MAY BE USED TO SATISFY ONLY ONE CATEGORY. SUCH COURSES ARE MARKED WITH AN \*.**

### 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 semester/4-5 quarter units)  
English 100
- B. Critical Thinking-English Composition  
(1 course, 3 semester/4-5 quarter units)  
English 101, 103  
Philosophy 103

Psychology 103

Speech 235

- C. Oral Communication (CSU ONLY)  
(1 course, 3 semester/4-5 quarter units)  
Speech 100+, 120, 130, 132+

### AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

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

Mathematics 112+, 114+, 115, 116+, 155+, 160+, 170+, 190, 220, 250  
Psychology 210+

### AREA 3 ARTS AND HUMANITIES

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

- A. Arts  
Architecture 112  
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, \*108, \*109  
Dance 100, 101  
Film 159  
Humanities \*108, \*109  
Music 100, 101, 103, 104, 104B, 105, 180  
Photography 160  
Theatre 101, 102, 103, 104, 150
- B. Humanities  
American Sign Language 111, \*220  
Art \*108, \*109  
Chinese 102, 201, 202  
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B  
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  
Japanese 102  
Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206  
Photography 150  
Political Science \*240  
Sign Language 201  
Spanish 102+, 112+, 201, 202, 205, 210, 245, 285+  
Women's Studies 102, 109

### AREA 4 SOCIAL AND BEHAVIORAL SCIENCES

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

American Sign Language \*220  
Anthropology 100, 120, 170, 200, 201, 202, 203, 205  
Child Development 110  
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  
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  
Speech 110  
Women's Studies 101, 108, 202+, 204, 205, 206

**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 semester/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), 201 (lab), 207 (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)

**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 Sign Language 101.
- 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 do vary. See your counselor for details.**

+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. See a counselor for details.



## BUSINESS, COMMUNITY & ADULT PROGRAMS

### ECONOMIC DEVELOPMENT

The Economic Development Department fulfills the specific educational needs of business and industry. The department provides quality customized workforce training and services that go beyond the traditional academic curriculum. Training and services are developed with input from the corporate clients and can be provided at the work-site or on campus at times convenient to the clients.

The department serves companies and industries including aerospace, advanced manufacturing, clean energy, utility and public works, retail chains, and others.

Services and training provided by the department include management and leadership training, composites and advanced manufacturing, language training, as well as seminars and conferences on emerging technologies. For more information, please visit us on the web at [www.CerritosTrainsU.com](http://www.CerritosTrainsU.com)

### 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 & career, personal enhancement, healthy living, enrichment & interests and motorcyclist training programs. For those under the age of 18, we offer classes in academics, art, music and athletics & movement. Also for this age group, we have a well-established and reputable Summer College for Youth program that runs for eight weeks in the summer where students can choose from over 200 classes.

Community Education offers classes/programs throughout the year – the schedule of classes for our department is published four 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 [CerritosCommunityEd.com](http://CerritosCommunityEd.com) to see all that we have to offer.

We are located in the Community Education building in the far southwest corner of campus, north of New Falcon Way. Our office hours are Monday through Thursday, 8 a.m. – 7 p.m.; Friday, 8 a.m.-4 p.m.; and Saturday, 8 a.m.-12 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
- Assessment Preparation
- College English Skills
- 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
- Nutrition
- 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.



*Former ASCC president Giovanni Jorquera with Jorquera Family Scholarship recipient Victor Macias, accompanied by his mother.*

## 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](http://www.cerritos.edu/admissions).

### 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 solicitud de admisión de 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 \$259 por unidad (\$211 por unidad para matrícula de no residente y una cuota de desembolso de capital de \$48) 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 de BOGFW) 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 Junta de gobernadores (BOGFW, 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 Junta de gobernadores (BOGG). (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, 3SP)

### 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 matrícula.

**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 Junta de Gobernadores (Board of Governors, BOG)**

Un estudiante ya no será elegible para recibir la Exención de cuotas de inscripción de la Junta de gobernadores (Board of Governors, BOG) 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 BOG 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 BOG. La divulgación incluye, entre otras, información proporcionada en los catálogos de la universidad y en los programas de clases.

El distrito establecerá procedimientos por escrito mediante los cuales un estudiante pueda apelar la pérdida de la Exención de cuotas de inscripción de la BOG 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 BOG 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 BOG debido a circunstancias atenuantes, ciertas condiciones especificadas en el Formulario de Inscripción de Prioridades y/o la Exención de cuotas de inscripción de la BOG 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 BOG 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 BOG 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 prerequisites 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 leguaje 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 ingles, necesarios para calificar para el título A.A. (Associate in Arts degree), revise su catálogo o pregunte a un consejero.*

### Adaptacion 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.

### ¿Puedo volver a tomar un examen?

Los estudiantes pueden repetir cualquier examen de evaluación una vez DESPUÉS de un period de espera de 18 semanas de la fecha original de el examen.

### 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. 2355, 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. Reservas 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 Junta de Gobernadores Fee Waiver (BOGFW) 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 proporciona 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 [cms.cerritos.edu/admissions-and-records/online-forms](http://cms.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 [cms.cerritos.edu/admissions-and-records/online-forms](http://cms.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 toques 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 toques 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 toques 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 energicamente 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 reemplazar 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 periodo 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 período 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

## ASSOCIATE DEGREE PROGRAMS, CERTIFICATES OF ACHIEVEMENT, TRANSFER AND VERIFICATIONS OF COMPLETION

|   |   |
|---|---|
| Accounting . . . . . 79   | Business Marketing . . . . . 87   |
| Advanced Accounting . . . . . 79  | Human Resources Management . . . . . 87   |
| Microcomputer Accounting Clerk . . . . . 79   | International Business . . . . . 88   |
| Advanced Microcomputer Accounting Clerk . . . . . 79  | Retail Management . . . . . 88  |
| Payroll Administration . . . . . 80   | Small Business Management/Entrepreneurship . . . . . 88   |
| Administration of Justice Associate in Science Degree for Transfer . . 80                               | Business Administration Minor . . . . . 157   |
| Administration of Justice . . . . . 80  | Training and Development . . . . . 89   |
| Anthropology Associate in Science Degree for Transfer . . . . . 81                                      | Business Communications Office Technology . . . . . 89  |
| Anthropology . . . . . 81   | General Office . . . . . 89   |
| Architecture . . . . . 154  | Secretary/Administrative Assistant . . . . . 90   |
| Architectural Technology . . . . . 81   | Legal Secretary . . . . . 90  |
| Art and Design . . . . . 82   | Chemistry . . . . . 154   |
| Art History . . . . . 82  | Chicano Studies . . . . . 91  |
| Ceramics . . . . . 82   | Child Development/Early Childhood . . . . . 91  |
| Drawing and Painting . . . . . 82   | Early Childhood Education Associates in Science   |
| Printmaking . . . . . 83  | Degree for Transfer . . . . . 92  |
| Graphic Design . . . . . 83   | Associate Teacher Verification of Completion . . . . . 91   |
| Studio Arts Associate in Arts Degree for Transfer . . . . . 83  | Preschool Director Verification of Completion . . . . . 91  |
| Digital Arts Computer Animation . . . . . 83  | Child Development/Early Childhood . . . . . 92  |
| Occupational Preparedness in Desktop Publishing/<br>Journalism Verification of Completion . . . . . 156 | Child Development/Preschool Director . . . . . 92   |
| Digital Graphics Foundation Verification of Completion . . 156  | Computer and Information Sciences . . . . . 93  |
| Digital Layout Foundation Verification of Completion . . . 156  | Computer Science Associate in Science Degree for Transfer . . . 93                                |
| 3D Animation Foundation Verification of Completion . . . 156  | Computer Science . . . . . 93   |
| Automotive Collision Repair . . . . . 84  | iSeries 400 Specialist . . . . . 93   |
| General Automotive Collision Repair . . . . . 84  | Microcomputer Specialist . . . . . 94   |
| Automotive Refinishing . . . . . 84   | Networking/Systems Administration . . . . . 94  |
| Automotive Damage Appraisal and Management . . . . . 84   | Programmer . . . . . 94   |
| Structural Damage Specialist Verification of Completion . . . 156                                       | Systems Analyst . . . . . 95  |
| Automotive Customizing and Fabrication Verification<br>of Completion . . . . . 156                      | Computer Support Technician Verification of Completion . . . 157                                  |
| Custom Painting Verification of Completion . . . . . 157  | Systems Analyst Verification of Completion . . . . . 157  |
| Automotive Damage Appraisal Verification of Completion . . 157  | CyberSecurity Verification of Completion . . . . . 157  |
| Automotive Mechanical Repair Technology . . . . . 84  | Database Application Development for Microsoft Access<br>Verification of Completion . . . . . 157 |
| General Technician . . . . . 84   | IBM iSeries 400 Server Operators Verification<br>of Completion . . . . . 158                      |
| Electrical/Diagnosis Technician . . . . . 84  | Linux Application Productivity Verification of Completion . . 158                                 |
| Engine/Machining Technology . . . . . 84  | Microsoft Systems Administrator Verification<br>of Completion . . . . . 158                       |
| Manufacture Specialty . . . . . 85  | Network Administrator Verification of Completion . . . . . 158                                    |
| Automotive Management . . . . . 85  | Project Management for Information Technology<br>Verification of Completion . . . . . 158         |
| Alternate Fuels Service Technician . . . . . 85   | Software Development in C++/Visual C# Verification<br>of Completion . . . . . 158                 |
| Installer Verification of Completion . . . . . 157  | Software Development in Database Application Verification<br>of Completion . . . . . 159          |
| Biology . . . . . 85  | Software Development in Java Verification of Completion . . . 159                                 |
| Botany . . . . . 85   | Software Development in the Unix/Linux Environment<br>Verification of Completion . . . . . 159    |
| Business Administration . . . . . 85  | Software Development in Visual Basic.Net<br>Verification of Completion . . . . . 159              |
| Business Administration Associate in Science<br>Degree for Transfer . . . . . 85                        |   |
| Business Administration . . . . . 86  |   |
| Business Essentials . . . . . 86  |   |
| Business Management . . . . . 86  |   |



## Curriculum and Requirements for Majors and Certificates

|   |     |  |     |
|---|-----|--|-----|
| Web Page Development Verification of Completion . . . . .     | 159 | World Cultures . . . . .                                       | 111 |
| Web Server Development Verification of Completion . . . . .   | 159 | Law (Paralegal) . . . . .                                      | 111 |
| Cosmetology . . . . .   | 96  | Law Legal Minor . . . . .                                      | 160 |
| Esthetician . . . . .   | 96  | Business Law . . . . .   | 160 |
| Culinary Arts . . . . .                                       | 96  | Commercial Law . . . . .                                       | 160 |
| Professional Cooking . . . . .                                | 96  | Criminal Law . . . . .   | 160 |
| Professional Baking and Pastry . . . . .                      | 97  | Family Law . . . . .   | 160 |
| Dance . . . . .   | 97  | Legal Technology . . . . .                                     | 161 |
| Dental Assisting . . . . .                                    | 97  | Litigation . . . . .   | 161 |
| Dental Hygiene . . . . .                                      | 101 | Probate and Estate Planning . . . . .                          | 161 |
| Educational Technology . . . . .                              | 103 | Liberal Arts and Sciences . . . . .                            | 113 |
| Instructional Multi-Media . . . . .                           | 103 | Art and Culture . . . . .                                      | 113 |
| Economics . . . . .   | 104 | Communication . . . . .  | 114 |
| Economics Associate in Arts Degree for Transfer . . . . .     | 104 | Culture and Society . . . . .                                  | 114 |
| Elementary Teacher Education                                  |     | Earth and Space Sciences . . . . .                             | 115 |
| Associate in Arts Degree for Transfer . . . . .               | 104 | Historical Perspective . . . . .                               | 116 |
| Engineering . . . . .   | 154 | Literature and Languages . . . . .                             | 116 |
| Engineering Design Technology . . . . .                       | 105 | Media Studies . . . . .  | 117 |
| Engineering Design and Production Technology . . . . .        | 105 | Self-Development And Social Behavior . . . . .                 | 118 |
| Engineering Technology . . . . .                              | 105 | Social And Behavioral Science . . . . .                        | 118 |
| Electrical and Electronic Engineering Technician . . . . .    | 105 | Visual Communication . . . . .                                 | 119 |
| Mechanical Engineering Technician . . . . .                   | 105 | Machine Tool Technology . . . . .                              | 120 |
| Industrial Engineering Technician . . . . .                   | 105 | Coordinate Metrology . . . . .                                 | 120 |
| Machine Design and Manufacturing Verification                 |     | Machinist . . . . .  | 120 |
| of Completion . . . . .                                       | 160 | Numerical Control Machine Operator . . . . .                   | 120 |
| 3-D Parametric Modeling Design and Presentations              |     | Tool and Die Maker Option . . . . .                            | 120 |
| Verification of Completion . . . . .                          | 160 | Numerical Control Tool Programmer . . . . .                    | 120 |
| Sheet Metal Layout Applications with 3-D Parametric           |     | Machine Tool Technology-Mastercam Verification                 |     |
| Solid Modeling Verification of Completion . . . . .           | 160 | of Completion . . . . .  | 161 |
| Engineering Design and Production Technology                  |     | Manufacturing Technology (MFGT) . . . . .                      | 161 |
| Verification of Completion . . . . .                          | 160 | Quality Assurance (QA) Verification of Completion . . . . .    | 161 |
| English Associate in Arts Degree for Transfer . . . . .       | 106 | Quality Control (QC) Verification of Completion . . . . .      | 161 |
| English . . . . .   | 106 | Statistical Process Control (SPC) Verification                 |     |
| Creative Writing . . . . .                                    | 107 | of Completion . . . . .  | 161 |
| Creative Writing/Screenwriting Verification of Completion . . | 160 | Total Quality Management (TQM) Verification                    |     |
| Film Production . . . . .                                     | 107 | of Completion . . . . .  | 161 |
| French . . . . .  | 107 | ISO 9001-2008 Verification of Completion . . . . .             | 161 |
| General Education . . . . .                                   | 107 | Advanced Quality Systems (AQS) Verification                    |     |
| CSUGE Breadth . . . . .                                       | 107 | of Completion . . . . .  | 161 |
| IGETC . . . . .   | 108 | Materials and Processes Verification of Completion . . . . .   | 161 |
| Geography Associate in Science Degree for Transfer . . . . .  | 108 | Mass Communications . . . . .                                  | 121 |
| Geology Associate in Science Degree for Transfer . . . . .    | 108 | Journalism Associate in Arts Degree for Transfer . . . . .     | 121 |
| German . . . . .  | 108 | Journalism . . . . .   | 121 |
| History Associate in Arts Degree for Transfer . . . . .       | 108 | Broadcast Journalism Verification of Completion . . . . .      | 161 |
| Industrial Arts Education . . . . .                           | 110 | Occupational Preparedness in Desktop                           |     |
| Industrial Technology Automated Manufacturing . . . . .       | 110 | Publishing/Journalism Verification of Completion . . . . .     | 162 |
| Insurance – Property and Casualty . . . . .                   | 110 | Online Journalism Verification of Completion . . . . .         | 162 |
| Interpreting/Translating . . . . .                            | 110 | Photojournalism Verification of Completion . . . . .           | 162 |
| International Studies . . . . .                               | 111 | Public Relations . . . . .                                     | 122 |
| Global Studies . . . . .                                      | 111 | Mathematics Associate in Science Degree for Transfer . . . . . | 122 |
| Global Resources . . . . .                                    | 111 | Medical Assistant . . . . .                                    | 122 |

## Curriculum and Requirements for Majors and Certificates

|   |   |
|---|---|
| <p>Mental Health Worker ..... 124</p> <p>Microbiology ..... 125</p> <p>Music ..... 125</p> <p style="padding-left: 20px;">Music Associate in Arts Degree for Transfer ..... 125</p> <p style="padding-left: 40px;">Music – General ..... 125</p> <p style="padding-left: 40px;">Music Ensemble ..... 126</p> <p style="padding-left: 40px;">Commercial Music ..... 126</p> <p style="padding-left: 40px;">Commercial Music Production ..... 126</p> <p style="padding-left: 40px;">Piano Verification of Completion ..... 163</p> <p>Natural Sciences ..... 126</p> <p>New Product Development ..... 127</p> <p style="padding-left: 20px;">Automotive Aftermarket Product Development Option ..... 127</p> <p style="padding-left: 20px;">New Product Development and Fabrication Option ..... 128</p> <p>Nursing ..... 128</p> <p style="padding-left: 20px;">Option A – Associate in Arts Degree ..... 132</p> <p style="padding-left: 20px;">Option B – LPT-ADN Mobility Major ..... 132</p> <p style="padding-left: 20px;">Option C – LVN-ADN Mobility Major ..... 133</p> <p style="padding-left: 20px;">Option D – LVN-30 Unit Option ..... 133</p> <p style="padding-left: 20px;">Option E – Transfer and Challenge ..... 133</p> <p style="padding-left: 20px;">Option F – Board of Registered Nursing Referral ..... 134</p> <p>Pharmacy Technology ..... 134</p> <p style="padding-left: 20px;">Pharmacy Technician ..... 135</p> <p>Philosophy Associate in Arts Degree for Transfer ..... 135</p> <p>Photography ..... 136</p> <p style="padding-left: 20px;">Digital Photography Verification of Completion ..... 162</p> <p style="padding-left: 20px;">Fine Art Photography Verification of Completion ..... 162</p> <p style="padding-left: 20px;">Occupational Preparedness in Photography Verification of Completion ..... 162</p> <p style="padding-left: 20px;">Traditional Black-and-White Photography Verification of Completion ..... 162</p> <p>Physical Education ..... 136</p> <p style="padding-left: 20px;">Aerobic Fitness ..... 136</p> <p style="padding-left: 20px;">Fitness ..... 136</p> <p style="padding-left: 20px;">Aquatics ..... 137</p> <p style="padding-left: 20px;">Team Activities ..... 137</p> <p style="padding-left: 20px;">Individual Activities ..... 137</p> <p style="padding-left: 20px;">Kinesiology Associate in Arts Degree for Transfer ..... 137</p> <p style="padding-left: 20px;">Exercise Science: Fitness Specialist ..... 138</p> <p style="padding-left: 20px;">Exercise Science: Athletic Trainer ..... 139</p> <p style="padding-left: 20px;">Coaching Verification of Completion ..... 163</p> <p>Physical Therapist Assistant ..... 139</p> <p>Physics Associate in Science Degree for Transfer ..... 141</p> <p>Plastics/Composites Manufacturing Technology (PMT) ..... 141</p> <p style="padding-left: 20px;">Composites Manufacturing ..... 141</p> <p style="padding-left: 20px;">Composite Inspection ..... 141</p> <p style="padding-left: 20px;">Plastic/Composite Tool Design ..... 141</p> <p style="padding-left: 20px;">Plastics Manufacturing ..... 141</p> <p style="padding-left: 20px;">Plastics Manufacturing Technology Specialty Verification of Completion ..... 164</p> <p style="padding-left: 20px;">Inspection and Testing Specialty Verification of Completion ..... 164</p> <p style="padding-left: 20px;">Injection Molding Specialty Verification of Completion ..... 164</p> | <p>Moldmaking Specialty Verification of Completion ..... 164</p> <p>Fiberglass Specialty Verification of Completion ..... 164</p> <p>Composites Specialty Verification of Completion ..... 164</p> <p>Composite Technician Specialty Verification of Completion ..... 164</p> <p>Fiberglass/Composite Repair Specialty Verification of Completion ..... 164</p> <p>Tooling Specialty Verification of Completion ..... 164</p> <p>Industrial Design Specialty ..... 164</p> <p>Political Science Associate in Arts Degree for Transfer ..... 142</p> <p>Psychology Associate in Arts Degree for Transfer ..... 142</p> <p>Real Estate ..... 142</p> <p>Real Estate Department Award ..... 165</p> <p>Religious Studies ..... 143</p> <p>American Sign Language ..... 165</p> <p>Sociology Associate in Arts Degree for Transfer ..... 144</p> <p>Spanish Associate in Arts Degree for Transfer ..... 144</p> <p>Speech ..... 145</p> <p style="padding-left: 20px;">Communication Studies Associate in Arts Degree for Transfer ..... 144</p> <p style="padding-left: 20px;">Speech Communication ..... 145</p> <p>Speech-Language Pathology Assistant ..... 145</p> <p>Speech-Language Pathology Aide ..... 146</p> <p>Theater Arts ..... 146</p> <p style="padding-left: 20px;">Theatre Arts Associate in Arts Degree for Transfer ..... 146</p> <p style="padding-left: 20px;">Theatre Arts ..... 146</p> <p style="padding-left: 20px;">Acting Emphasis ..... 146</p> <p style="padding-left: 20px;">Technical Emphasis ..... 146</p> <p style="padding-left: 20px;">Entertainment Technology Occupational Programs ..... 165</p> <p>Welding ..... 147</p> <p style="padding-left: 20px;">Arc Welding ..... 147</p> <p style="padding-left: 20px;">Gas Tungsten Arc Welding ..... 147</p> <p style="padding-left: 20px;">Pipe Welding ..... 148</p> <p style="padding-left: 20px;">Welding Fabrication and Layout ..... 149</p> <p>Women's and Gender Studies ..... 149</p> <p>Woodworking Manufacturing Technologies ..... 150</p> <p style="padding-left: 20px;">Cabinetmaking ..... 150</p> <p style="padding-left: 20px;">CNC Woodworking ..... 150</p> <p style="padding-left: 20px;">Furniture Making ..... 150</p> <p style="padding-left: 20px;">CNC Woodworking Verification of Completion ..... 165</p> <p style="padding-left: 20px;">Architectural Millwork Verification of Completion ..... 165</p> <p style="padding-left: 20px;">Handtools Verification of Completion ..... 165</p> <p>Zoology ..... 151</p> <p>Non-Credit Certificate Of Completion ..... 166</p> <p style="padding-left: 20px;">Building Trades and Construction Industry Pre-Apprenticeship ..... 166</p> <p style="padding-left: 20px;">GED Test Preparation in English ..... 167</p> <p style="padding-left: 20px;">English as a Second Language ..... 167</p> <p style="padding-left: 20px;">GED Test Preparation in Spanish ..... 167</p> <p style="padding-left: 20px;">Vocational English as a Second Language ..... 167</p> |
|---|---|

## 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 and AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to 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.

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.

Currently approved AAT/ASTs include: Administration of Justice, Anthropology, Art History, Business Administration, Communication Studies, Computer Science, Early Childhood Education, Elementary Teacher, English, Economics, Geography, Geology, History, Journalism, Kinesiology, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Sociology, Spanish, Studio Arts, and Theatre Arts.

## REQUIREMENTS

The following is required for all AA-T or AS-T Degrees:

1. Minimum of 60 CSU-transferable semester units.
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 a “P” if the course is taken on a “pass-no pass” basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth) (see page 50 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 52 for more information).

## VERIFICATION OF COMPLETION

Locally approved certificate programs may consist of one or more courses that lead to an occupationally relevant set of skills.





## ACCOUNTING

### ACCOUNTING

#### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS         | UNITS |
|--|-------|
| *ACCT 101 Fundamentals of Accounting I   | 4     |
| ACCT 102 Fundamentals of Accounting II   | 4     |
| ACCT 131 Computerized Accounting-IBM     | 3     |
| ACCT 133 Spreadsheet Accounting I        | 3     |
| ACCT 201 Intermediate Accounting I       | 4     |
| ACCT 202 Intermediate Accounting II      | 4     |
| FIN 125 Personal Finance                 | 3     |
| or ACCT 60 QuickBooks Accounting         | (1.5) |
| and ACCT 61 Turbo Tax Accounting         | (1.5) |
| ACCT 240 Cost Accounting                 | 4     |
| or ACCT 241 Managerial Accounting        | (4)   |
| ACCT 250 Income Tax Accounting           | 3     |
| or ACCT 130 Payroll Tax Accounting       | (3)   |
| FIN 51 Retirement Planning and Investing | 1.5   |
|  | —     |
| TOTAL CERTIFICATE REQUIREMENTS:          | 33.5  |

\*Prerequisite for ACCT 101 is ACCT 100

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Accounting and complete General Education requirements to achieve a minimum of 60 units.

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable.

#### RECOMMENDED COURSES

|                                  |   |
|----------------------------------|---|
| BA 100 Fundamentals of Business  | 3 |
| LAW 111 Business Law             | 3 |
| BCOT 147 Business Communications | 3 |

Please see a Business Counselor or the respective department chairperson for additional alternatives.

### ADVANCED ACCOUNTING

#### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS                  | UNITS |
|---|-------|
| Complete the Accounting Certificate Requirements: | 33.5  |

#### Plus any three of the following four courses:

|                                   |   |
|-----------------------------------|---|
| ACCT 240 Cost Accounting          | 4 |
| ACCT 241 Managerial Accounting    | 4 |
| ACCT 270 Fundamentals of Auditing | 3 |
| ACCT 280 Advanced Accounting      | 3 |
|                                   | — |

TOTAL CERTIFICATE REQUIREMENTS: 43.5/44.5

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Advanced Accounting and complete General Education requirements to achieve a minimum of 60 units.

#### RECOMMENDED COURSE

|                      |   |
|----------------------|---|
| LAW 110 Business Law | 3 |
|----------------------|---|

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable.

Please see a Business Counselor or the respective department chairperson for additional alternatives.

### MICROCOMPUTER ACCOUNTING CLERK

#### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS   | UNITS |
|--|-------|
| ACCT 100 Introduction to Accounting                                      | 3     |
| ACCT 101 Fundamentals of Accounting I                                    | 4     |
| ACCT 131 Computerized Accounting-IBM                                     | 3     |
| ACCT 133 Spreadsheet Accounting I  | 3     |
| FIN 125 Personal Finance   | 3     |
| or ACCT 60 QuickBooks Accounting   | (1.5) |
| and ACCT 61 Turbo Tax Accounting   | (1.5) |
| FIN 51 Retirement Planning and Investing                                 | 1.5   |
| CIS 102 Introduction to Microcomputer Hardware and Applications Software | 3     |
|  | —     |
| TOTAL CERTIFICATE REQUIREMENTS:  | 20.5  |

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Microcomputer Accounting Clerk and complete General Education requirements to achieve a minimum of 60 units.

#### RECOMMENDED COURSES

|   |       |
|---|-------|
| *ACCT 130 Payroll Tax Accounting                      | 3     |
| LAW 111 Business Law                                  | 3     |
| or BCOT 112 Microsoft Word                            | (3.5) |
| BCOT 147 Business Communications                      | 3     |
| INSR 121 Insurance Principles: Property and Liability | 3     |

\*Required for Advanced Microcomputer Accounting Clerk Certificate

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable.

Please see a Business Counselor or the respective department chairperson for additional alternatives.

### ADVANCED MICROCOMPUTER ACCOUNTING CLERK

#### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS                                  | UNITS |
|---|-------|
| Complete Microcomputer Accounting Clerk Certificate Requirements: | 20.5  |

#### Plus any three of the following courses

|                                    |     |
|------------------------------------|-----|
| ACCT 130 Payroll Tax Accounting    | 3   |
| ACCT 250 Income Tax Accounting     | 3   |
| LAW 111 Business Law               | 3   |
| or BA 100 Fundamentals of Business | (3) |
|                                    | —   |

TOTAL CERTIFICATE REQUIREMENTS: 29.5

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Meet the requirements for Certificate of Achievement in Advanced Microcomputer Accounting Clerk and complete General Education requirements to achieve a minimum of 60 units.

**RECOMMENDED COURSES**

|             |                          |       |
|-------------|--------------------------|-------|
| BA 100      | Fundamentals of Business | 3     |
| LAW 111     | Business Law             | 3     |
| or BCOT 112 | Microsoft Word           | (3.5) |

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable.

Please see a Business Counselor or the respective department chairperson for additional alternatives.

**PAYROLL ADMINISTRATION**

**CERTIFICATE OF ACHIEVEMENT**

**DIVISION/DEPARTMENT REQUIREMENTS UNITS**

|             |   |     |
|-------------|---|-----|
| ACCT 60     | Quickbooks Accounting   | 1.5 |
| ACCT 100    | Introduction to Accounting  | 3   |
| ACCT 130    | Payroll Tax Accounting  | 3   |
| ACCT 133    | Spreadsheet Accounting I  | 3   |
| ACCT 230    | Advanced Payroll Accounting   | 3   |
| or ACCT 250 | Income Tax Accounting   | (3) |
| ACCT 231    | Current Topics in Payroll Accounting  | 1.5 |
| LAW 105     | Intro to Federal and California Employment, Labor and Workers' Compensation Law | 3   |
| BA 106      | Human Resource Management   | 3   |

TOTAL CERTIFICATE REQUIREMENTS: 21

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Meet the requirements for a Certificate of Achievement in Payroll Administration and complete General Education requirements to achieve a minimum of 60 units.

**RECOMMENDED COURSES**

|            |  |     |
|------------|--|-----|
| ACCT 101   | Fundamentals of Accounting I                                     | 4   |
| ACCT 131   | Computerized Accounting –IBM                                     | 3   |
| BA 117     | Introduction to Supervision                                      | 3   |
| BCOT 46    | Business Communications  | 3   |
| BCOT 114   | Introduction to Microsoft Office                                 | 3.5 |
| or CIS 102 | Introduction to Microcomputer Hardware and Applications Software | 3   |

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable.

Please see a Business Counselor or the respective department chairperson for additional alternatives.

**ADMINISTRATION OF JUSTICE**

**ADMINISTRATION OF JUSTICE**

**ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)**

**REQUIRED CORE (6) UNITS**

|        |   |   |
|--------|---|---|
| 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 210    | Elementary Statistics                                  | 4   |
| or MATH 112 | Elementary Statistics                                  | (4) |
| PSYC 101    | General Introductory Psychology                        | 3   |
| AJ 110      | Patrol Procedures and Enforcement Tactics              | 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

**ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE 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.

**ADMINISTRATION OF JUSTICE**

**ASSOCIATE IN ARTS DEGREE**

The following Administration of Justice Associate in Arts Degree Major Requirements meets guidelines established by the California Community Colleges’ Chancellor’s Office.

Six units of elective, non-transferable Administration of Justice Pass may be granted to employed peace officers that have completed a basic P.O.S.T. academy.

**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.

# Curriculum and Requirements for Majors and Certificates

## CORE REQUIRED (21 UNITS)

|        |   | UNITS |
|--------|---|-------|
| AJ 91  | Report Writing Procedures                 | 3     |
| 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 202 | Substantive Law                           | 3     |

## DEPARTMENT REQUIREMENTS REQUIRED (12 UNITS)

|             |   |     |
|-------------|---|-----|
| 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) |

## ELECTIVE GROUP

|          |   |   |
|----------|---|---|
| AJ 71    | First Aid (AJ)  | 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 (Recommended) | 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 |

TOTAL ASSOCIATE IN ARTS DEGREE REQUIREMENTS 33

## ANTHROPOLOGY

### ANTHROPOLOGY

#### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

##### REQUIRED CORE (9 Units)

|          |                             | UNITS |
|----------|-----------------------------|-------|
| 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 Science Research Methods | 3 |
| GEOL 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                  | The Anthropology of Sexuality and Gender                       | 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:

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.

## ANTHROPOLOGY

### ASSOCIATE IN ARTS DEGREE

|          |                                      |   |
|----------|--------------------------------------|---|
| 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 |

TOTAL ASSOCIATE IN ARTS DEGREE REQUIREMENTS 18

## 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

## ARCHITECTURAL TECHNOLOGY

### ASSOCIATE IN ARTS DEGREE

#### 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    | Introduction to Architectural Drafting                | 3     |
| ARCH 112    | History of Architecture                               | 3     |
| ARCH 113    | Building Codes  | 4     |



# Curriculum and Requirements for Majors and Certificates

|                         |   |     |
|-------------------------|---|-----|
| ARCH 121                | Architectural Drafting And Design II                              | 3   |
| ARCH 123                | Introduction to Computer Aided Drafting for Architecture          | 4   |
| ARCH 212                | Architectural Design Theory I                                     | 3   |
| ARCH 213                | Advanced Applications of Computer Aided Drafting for Architecture | 4   |
| ARCH 221<br>or ARCH 223 | Working Drawings/ Architectural Desktop Revit Architecture        | (4) |
| ART 110                 | Freehand Drawing  | 3   |
| TOTAL REQUIREMENTS:     |   | 34  |

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) the above course requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

**RECOMMENDED ELECTIVES:** ARCH 101, ART 185, BA 100, PSYC 101, RE 101.

## ARCHITECTURAL TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

#### REQUIRED COURSES

|                     | UNITS |    |
|---------------------|-------|----|
| ARCH 110            | 3     |    |
| or ARCH 114         | (3)   |    |
| ARCH 111            | 3     |    |
| ARCH 112            | 3     |    |
| ARCH 113            | 4     |    |
| ARCH 121            | 3     |    |
| ARCH 123            | 4     |    |
| ARCH 212            | 3     |    |
| ARCH 213            | 4     |    |
| ARCH 221            | 4     |    |
| or ARCH 223         | (4)   |    |
| ART 110             | 3     |    |
| TOTAL REQUIREMENTS: |       | 34 |

**RECOMMENDED ELECTIVES:** ARCH 101, ART 185, BA 100, PSYC 101, RE 101.

## ART AND DESIGN

### ART HISTORY

#### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

| REQUIRED CORE (12 Units) | UNITS |
|--------------------------|-------|
| ART 101                  | 3     |
| ART 102                  | 3     |
| and ART 103              | 3     |
| ART 110                  | 3     |

#### LIST A (Select one) 3 Units

|         |   |
|---------|---|
| ART 107 | 3 |
| ART 104 | 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 |

#### LIST B (Select one) 3 Units

|          |   |
|----------|---|
| ART 120  | 3 |
| ART 121  | 3 |
| ART 112  | 3 |
| ART 150  | 3 |
| ART 162  | 3 |
| PHOT 100 | 3 |

#### LIST C (Select one) 3 Units

|            |     |
|------------|-----|
| ART 108    | 3   |
| or HUM 108 | (3) |
| ART 109    | 3   |
| or HUM 109 | (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

#### REQUIRED FOUNDATIONAL COURSES (21 UNITS)

|            | UNITS |
|------------|-------|
| ART102     | 3     |
| or ART 103 | (3)   |
| ART 110    | 3     |
| ART 112    | 3     |
| ART 120    | 3     |
| ART 121    | 3     |
| ART 150    | 3     |
| ART 151    | 3     |

TOTAL UNITS FOR THE MAJOR 21

#### 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.

## DRAWING AND PAINTING

### ASSOCIATE IN ARTS DEGREE

#### REQUIRED FOUNDATIONAL COURSES (24 UNITS)

|            | UNITS |
|------------|-------|
| ART102     | 3     |
| or ART 103 | (3)   |
| ART 110    | 3     |
| ART 112    | 3     |
| ART 120    | 3     |

# Curriculum and Requirements for Majors and Certificates

|          |                          |   |
|----------|--------------------------|---|
| 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 UNITS FOR THE MAJOR 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

|            |  |     |
|------------|--|-----|
| ART102     | 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 UNITS FOR THE MAJOR 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

#### REQUIRED FOUNDATIONAL COURSES (33 UNITS) UNITS

|            |  |     |
|------------|--|-----|
| ART102     | 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   |
| 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 UNITS FOR THE MAJOR 33

### 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.

## STUDIO ARTS

### ASSOCIATE IN ARTS DEGREE IN STUDIO ARTS 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 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

### 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

#### PROGRAM REQUIREMENTS

|            |   |     |
|------------|---|-----|
| 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 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 UNITS 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 UNITS |   | 30  |

**AUTOMOTIVE COLLISION REPAIR  
GENERAL AUTOMOTIVE COLLISION REPAIR  
CERTIFICATE OF ACHIEVEMENT**

|                               | <b>UNITS</b> |    |
|-------------------------------|--------------|----|
| AB 51                         | 4.5          |    |
| AB 52                         | 4.5          |    |
| AB 53                         | 4.5          |    |
| AB 54                         | 4.5          |    |
| AB 55                         | 4.5          |    |
| AB 61                         | 3.0          |    |
| AB 61L                        | 1.5          |    |
| TOTAL CERTIFICATE REQUIREMENT |              | 27 |

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Meet the requirements for a Certificate of Achievement General Education Plan A, B or C requirements to achieve a minimum of 60 units. A minimum of 10 units of non-duplicated courses from the listed certificates and/or from below can be part of your electives.

**RECOMMENDED ELECTIVES:** AB 56, AB 57, AB 58L, AB 59M, AB 59B, AB 62, AB 63, AB 65, AB 66, AB 68L, AB 73, AB 75, AB 76, AB 77, AB 79L, AB 80, AB 83A, AB 83P, AB 83U, AB 86, AB 88, AB 181, AB 182, AB 183, AB 188, AB 281, AB 282, AB 283, AB 285, AB 286, AB 287, AB 288.

**GENERAL AUTOMOTIVE COLLISION  
REPAIR: AUTOMOTIVE REFINISHING  
CERTIFICATE OF ACHIEVEMENT**

|                                | <b>UNITS</b> |    |
|--------------------------------|--------------|----|
| AB 51                          | 4.5          |    |
| AB 61                          | 3            |    |
| AB 61L                         | 1.5          |    |
| AB 62                          | 4.5          |    |
| AB 63                          | 4.5          |    |
| AB 64                          | 2.5          |    |
| AB 65                          | 2            |    |
| AB 66                          | 2.5          |    |
| AB 67                          | 2            |    |
| TOTAL CERTIFICATE REQUIREMENTS |              | 27 |

**GENERAL AUTOMOTIVE COLLISION  
REPAIR: AUTOMOTIVE DAMAGE  
APPRAISAL AND MANAGEMENT  
CERTIFICATE OF ACHIEVEMENT**

|                                | <b>UNITS</b> |      |
|--------------------------------|--------------|------|
| AB 80                          | 2            |      |
| AB 83A                         | 1.5          |      |
| AB 83P                         | 1.5          |      |
| AB 83U                         | 1.5          |      |
| AB 86                          | 2            |      |
| AB 181                         | 3            |      |
| AB 182                         | 3            |      |
| AB 188                         | 2            |      |
| AB 281                         | 1            |      |
| AB 282                         | 1            |      |
| AB 283                         | 1            |      |
| AB 286                         | 3            |      |
| AB 287                         | 2            |      |
| AB 288                         | 2            |      |
| TOTAL CERTIFICATE REQUIREMENTS |              | 26.5 |

**AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY  
CERTIFICATES OF ACHIEVEMENT**

| <b>GENERAL TECHNICIAN</b>      |  | <b>UNITS</b> |
|--------------------------------|--|--------------|
| AUTO 100                       | Automotive Maintenance and Operation   | 4            |
| AUTO 110                       | Automotive Engines                     | 5            |
| AUTO 120                       | Automatic Transmissions and Transaxles | 5            |
| AUTO 130                       | Manual Drivetrain and Axles            | 5            |
| AUTO 140                       | Automotive Steering and Suspension     | 5            |
| AUTO 150                       | Automotive Brakes                      | 5            |
| AUTO 160                       | Automotive Electricity                 | 5            |
| TOTAL CERTIFICATE REQUIREMENTS |  | 34           |

| <b>ELECTRICAL/DIAGNOSIS TECHNICIAN</b> |   | <b>UNITS</b> |
|--|---|--------------|
| AUTO 100                               | Automotive Maintenance and Operation      | 4            |
| AUTO 110                               | Automotive Engines                        | 5            |
| AUTO 160                               | Automotive Electricity                    | 5            |
| AUTO 170                               | Automotive Air Conditioning               | 4            |
| AUTO 180                               | Electronic Engine Management Systems      | 5            |
| AUTO 260                               | Advanced Electrical Systems               | 4            |
| AUTO 280                               | Diagnostic Engine Performance             | 4            |
| AUTO 281                               | Emission Control Systems – 1997 Standards | 5            |
| TOTAL CERTIFICATE REQUIREMENTS         |   | 36           |

| <b>ENGINE/MACHINING TECHNOLOGY</b> |                                      | <b>UNITS</b> |
|------------------------------------|--------------------------------------|--------------|
| AUTO 100                           | Automotive Maintenance and Operation | 4            |
| AUTO 110                           | Automotive Engines                   | 5            |
| AUTO 210                           | Automotive Machine Shop              | 5            |
| AUTO 211                           | High Performance Engines             | 5            |
| AUTO 212                           | Automotive Specialty                 | 2            |
| TOTAL CERTIFICATE REQUIREMENTS     |                                      | 21           |



# Curriculum and Requirements for Majors and Certificates

| <b>MANUFACTURE SPECIALTY</b>   |  | <b>UNITS</b> |
|--------------------------------|--|--------------|
| 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, MFGT 100

| <b>AUTOMOTIVE MANAGEMENT</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            |
| BA 114                         | Marketing                                 | 3            |
| BA 115                         | Management - Business                     | 3            |
| or BA 117                      | Introduction to Supervision               | (3)          |
| TOTAL CERTIFICATE REQUIREMENTS |   | 30           |

RECOMMENDED ELECTIVES: AUTO 180 and AUTO 260.

\* Select 3 units from the following: BA 104, BA106, BA 113, BA 120, BA 156  
 \* Additional 5 units from any Automotive course(s).

| <b>ALTERNATE FUELS SERVICE TECHNICIAN</b> |   | <b>UNITS</b> |
|---|---|--------------|
| AUTO 54                                   | Introduction to Electric Vehicles         | 4            |
| AUTO 55                                   | Advanced Technology Electric Vehicles     | 4            |
| AUTO 100                                  | Automotive Maintenance and Operation      | 4            |
| AUTO 108                                  | Energy and Transportation Systems         | 4            |
| AUTO 109                                  | Automotive Diesel Systems                 | 5            |
| AUTO 160                                  | Automotive Electricity                    | 5            |
| AUTO 182                                  | Introduction to Alternative Fuels         | 3            |
| AUTO 281                                  | Emission Control Systems – 1997 Standards | 5            |
| TOTAL CERTIFICATE REQUIREMENTS            |   | 34           |

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The completion of 60 units to include 1) courses for completion of an Automotive Certificate option, 2) General Education course requirements and 3) electives as needed.

RECOMMENDED ELECTIVES: WELD 100, MTT 100, BCOT 147, BCOT 148, MFGT 100.

## 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   |
| or MATH 170 | Analytic Geometry and Calculus I                         | (4) |

TOTAL ASSOCIATE OF ARTS 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   |
| or MATH 170 | Analytic Geometry and Calculus I                         | (4) |

TOTAL ASSOCIATE OF ARTS 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

### BUSINESS ADMINISTRATION

#### ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER (AS-T)

| <b>REQUIRED CORE (17 Units)</b> |                               | <b>UNITS</b> |
|---------------------------------|-------------------------------|--------------|
| ACCT 101                        | Fundamentals of Accounting I  | 4            |
| ACCT 102                        | Fundamentals of Accounting II | 4            |
| ECON 202                        | Principles of Microeconomics  | 3            |
| ECON 201                        | Principles of Macroeconomics  | 3            |
| BA 113                          | Legal Environment of Business | 3            |
| or LAW 111                      | Business Law                  | (3)          |

#### LIST A (Select 1 course) 4 Units

|          |   |   |
|----------|---|---|
| MATH 116 | Calculus for Managerial, Biological and Social Sciences | 4 |
| MATH 112 | Elementary Statistics                                   | 4 |
| MATH 115 | Finite Mathematics                                      | 4 |

# Curriculum and Requirements for Majors and Certificates

## LIST B (Select 2 courses) 6 Units

|  |       |
|--|-------|
| Any course from List A not already used              | 3-4   |
| BA 100 Fundamentals of Business                      | 3     |
| BCOT 247 Managerial business Communications          | 3     |
| CIS 101 Introduction to Computer Information Systems | 3     |
| —  |       |
| TOTAL UNITS FOR THE MAJOR                            | 27-28 |

## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION 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

### ASSOCIATE IN ARTS DEGREE

#### MAJOR REQUIREMENTS

|  | UNITS |
|--|-------|
| ACCT 100 Introduction to Accounting                  | 3     |
| ACCT 101 Fundamentals of Accounting I                | 4     |
| BA 113 Legal Environment of Business                 | 3     |
| or LAW 111 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 DEGREE REQUIREMENTS

19

#### 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

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 UNITS)

|   | UNITS |
|---|-------|
| 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 SPCH 100 Fundamentals of Oral Communication          | (3)   |
| or SPCH 130 Fundamentals of Speaking                    | (3)   |
| or BCOT 148 Effective Business Presentations            | (3)   |
| or BCOT 247 Managerial Business Communications          | (3)   |
| —   |       |

Subtotal

12-12.5

## CERTIFICATE SPECIFIC COURSES (12 UNITS)

|  |         |
|--|---------|
| BA 113 Legal Environment of Business       | 3       |
| or LAW 110 Business Law                    | (3)     |
| BA 114 Marketing                           | 3       |
| or ECON 201 Principle of Macroeconomics    | (3)     |
| or ECON 201M Principle of Macroeconomics   | (3)     |
| BA 115 Management – Business               | 3       |
| BA 205 Organizational Leadership           | 3       |
| or BA 208 Leadership for Women in Business | (3)     |
| —  |         |
| Subtotal                                   | 12      |
| Total Units                                | 24-24.5 |

Certificate of Achievement for Business Administration – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

## BUSINESS ESSENTIALS

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 Units)

|   | UNITS |
|---|-------|
| 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 SPCH 100 Fundamentals of Oral Communication          | (3)   |
| or SPCH 130 Fundamentals of Speaking                    | (3)   |
| or BCOT 148 Effective Business Presentations            | (3)   |
| or BCOT 247 Managerial Business Communications          | (3)   |
| —   |       |

TOTAL UNITS

12-12.5

**Business Essentials Certificate of Achievement:** Complete the BUSINESS CORE COURSES (12.0-12.5) with a grade of “C” or higher or “Pass.”

## BUSINESS MANAGEMENT

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 UNITS)

|   | UNITS |
|---|-------|
| 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 SPCH 100 Fundamentals of Oral Communication          | (3)   |
| or SPCH 130 Fundamentals of Speaking                    | (3)   |
| or BCOT 148 Effective Business Presentations            | (3)   |
| or BCOT 247 Managerial Business Communications          | (3)   |
| —   |       |

Subtotal

12-12.5

# Curriculum and Requirements for Majors and Certificates

## CERTIFICATE SPECIFIC COURSES (12 UNITS)

|             |   |         |
|-------------|---|---------|
| 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                         | —       |
| Subtotal    |   | 12      |
| Total Units |   | 24-24.5 |

Certificate of Achievement for Business Management – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

## BUSINESS MARKETING

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 UNITS)

|             | UNITS   |
|-------------|---------|
| BA 100      | 3       |
| or BA 104   | (3)     |
| or BA 106   | (3)     |
| or BA 107   | (3)     |
| BA 120      | 3       |
|             | (3)     |
| or ACCT 100 | (3)     |
| BA 132      | 3       |
| or CIS 101  | (3)     |
| or BCOT 114 | (3.5)   |
| BA 156      | 3       |
| or SPCH 100 | (3)     |
| or SPCH 130 | (3)     |
| or BCOT 148 | (3)     |
| or BCOT 247 | (3)     |
| Subtotal    | 12-12.5 |

#### CERTIFICATE SPECIFIC COURSES (12 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 157      | Principles of Public Relations   | 3       |
| or JOUR 157 | Principles of Public Relations   | (3)     |
| Subtotal    |                                  | 12      |
| Total Units |                                  | 24-24.5 |

Certificate of Achievement for Business Marketing – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

## HUMAN RESOURCE MANAGEMENT

### ASSOCIATE IN ARTS DEGREE

#### DIVISION/DEPARTMENT REQUIREMENTS

|                                       | UNITS |
|---------------------------------------|-------|
| BA 50                                 | 3     |
| or MATH 60                            | (4)   |
| BA 104                                | 3     |
| BA 106                                | 3     |
| BA 107                                | 3     |
| BA 108                                | 3     |
| BA 109                                | 3     |
| BA 113                                | 3     |
| or LAW 111                            | (3)   |
| BA 132                                | 3     |
| or BCOT 114                           | (3.5) |
| or CIS 101                            | (3)   |
| BA 156                                | 3     |
| or BCOT 148                           | (3)   |
| or SPCH 100                           | (3)   |
| BA 157                                | 3     |
| or BCOT 54                            | (3)   |
| or BCOT 147                           | (3)   |
| or ENGL 52                            | (3)   |
| TOTAL ASSOCIATE IN ARTS REQUIREMENTS: | 30/31 |

#### RECOMMENDED COURSES

|              |  |     |
|--------------|--|-----|
| ACCT 100     | Introduction to Accounting                   | 3   |
| BA 113       | Legal Environment of Business                | 3   |
| BA 208       | Leadership for Women in Business             | 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) |
| ENGL 100     | Freshman Composition                         | 4   |
| MATH 80      | Intermediate Algebra                         | 4   |
| SPCH 100     | Fundamentals of Oral Communication           | 3   |

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in Human Resource Management.

**Plan A:** To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

**Plan B:** To obtain an A.A. Degree using Plan B, complete the department requirements, and complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

**Plan C:** To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum-IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable. Please see a business Counselor or the respective department chairperson for additional alternatives.

# Curriculum and Requirements for Majors and Certificates

## HUMAN RESOURCE MANAGEMENT

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 Units) UNITS

|             |   |       |
|-------------|---|-------|
| BA 100      | Fundamentals of Business                      | 3.0   |
| or BA 104   | Managing Cultural Diversity                   | (3.0) |
| or BA 106   | Human Resource Management                     | (3.0) |
| or BA 107   | Human Relations in Business                   | (3.0) |
| BA 120      | Management Accounting and Internal Control    | 3.0   |
| or ACCT 100 | Introduction to Accounting                    | (3.0) |
| BA 132      | Computer Applications for Managers            | 3.0   |
| or CIS 101  | Introduction To Computer Information Systems  | (3.0) |
| or BCOT 114 | Introduction to Microsoft Office              | (3.5) |
| BA 156      | Motivational Presentation Skills for Managers | 3.0   |
| or SPCH 100 | Fundamentals of Oral Communication            | (3.0) |
| or SPCH 130 | Fundamentals of Speaking                      | (3.0) |
| or BCOT 148 | Effective Business Presentations              | (3.0) |
| or BCOT 247 | Managerial Business Communications            | (3.0) |

#### CERTIFICATE SPECIFIC COURSES (12 Units) UNITS

|            |                               |       |
|------------|-------------------------------|-------|
| BA 106     | Human Resource Management     | 3.0   |
| BA 108     | Labor Management Relations    | 3.0   |
| BA 109     | Human Resource Development    | 3.0   |
| BA 113     | Legal Environment of Business | 3.0   |
| or LAW 111 | Business Law                  | (3.0) |

Total Units 24-24.5

**Certificate of Achievement for Human Resource Management:**  
Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12units) with a grade of “C” or higher or “Pass.”

## INTERNATIONAL BUSINESS

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 Units) UNITS

|             |   |       |
|-------------|---|-------|
| 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 SPCH 100 | Fundamentals of Oral Communication            | (3)   |
| or SPCH 130 | Fundamentals of Speaking                      | (3)   |
| or BCOT 148 | Effective Business Presentations              | (3)   |
| or BCOT 247 | Managerial Business Communications            | (3)   |

Subtotal 12-12.5

#### CERTIFICATE SPECIFIC COURSES (12 UNITS)

|            |                               |     |
|------------|-------------------------------|-----|
| 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 Units |   | 24-24.5 |

Certificate of Achievement for International Business – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

## RETAIL MANAGEMENT

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 UNITS) UNITS

|             |   |       |
|-------------|---|-------|
| 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 SPCH 100 | Fundamentals of Oral Communication            | (3)   |
| or SPCH 130 | Fundamentals of Speaking                      | (3)   |
| or BCOT 148 | Effective Business Presentations              | (3)   |
| or BCOT 247 | Managerial Business Communications            | (3)   |

Subtotal 12-12.5

#### CERTIFICATE SPECIFIC COURSES (12 UNITS)

|           |                                  |     |
|-----------|----------------------------------|-----|
| 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) |
| BA 118    | Retail Management                | 3   |
| or BA 123 | Fundamentals of Retailing        | (3) |

Subtotal 12  
Total Units 24-24.5

Certificate of Achievement for Retail Management – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

## SMALL BUSINESS MANAGEMENT

### ENTREPRENEURSHIP

### CERTIFICATE OF ACHIEVEMENT

#### BUSINESS CORE COURSES (12.0-12.5 UNITS) UNITS

|             |  |     |
|-------------|--|-----|
| 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) |



## Curriculum and Requirements for Majors and Certificates

|             |   |         |  |   |     |
|-------------|---|---------|--|---|-----|
| BA 132      | Computer Applications for Managers            | 3       | BCOT 152                                     | Job Search in the Business Field          | 1.5 |
| or CIS 101  | Introduction to Computer Information Systems  | (3)     | BCOT 161                                     | Principles of Filing                      | 1   |
| or BCOT 114 | Introduction to Microsoft Office              | (3.5)   | BCOT 162                                     | Business Spelling and Proofreading Skills | 3   |
| BA 156      | Motivational Presentation Skills for Managers | 3       |  |   | —   |
| or SPCH 100 | Fundamentals of Oral Communication            | (3)     | Total Associate in Arts Degree Requirements: |   | 22  |
| or SPCH 130 | Fundamentals of Speaking                      | (3)     |  |   |     |
| or BCOT 148 | Effective Business Presentations              | (3)     |  |   |     |
| or BCOT 247 | Managerial Business Communications            | (3)     |  |   |     |
|             |   | —       |  |   |     |
| Subtotal    |   | 12-12.5 |  |   |     |

### CERTIFICATE SPECIFIC COURSES (12 UNITS)

|             |                               |         |
|-------------|-------------------------------|---------|
| BA 113      | Legal Environment of Business | 3       |
| or LAW 110  | Business Law                  | (3)     |
| BA 114      | Marketing                     | 3       |
| BA 115      | Management – Business         | 3       |
| BA 153      | Small Business Management     | 3       |
|             |                               | —       |
| Subtotal    |                               | 12      |
| Total Units |                               | 24-24.5 |

Certificate of Achievement for Small Business Management Entrepreneurship – Complete the BUSINESS CORE COURSES listed above (12-12.5 units) and the CERTIFICATE SPECIFIC COURSES listed above (12 units) with a grade of “C” or higher or “Pass.”

## TRAINING AND DEVELOPMENT

### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS | UNITS |
|----------------------------------|-------|
| BA 124                           | 3     |
| BA 125                           | 3     |
| BA 126                           | 3     |
| BA 156                           | 3     |
|                                  | —     |
| Total Certificate Requirements:  | 12    |

## BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

### GENERAL OFFICE

#### ASSOCIATE OF ARTS DEGREE

| DEPARTMENT REQUIREMENTS | UNITS |
|-------------------------|-------|
| BCOT 96                 | 1.5   |
| BCOT 97                 | 1.5   |
| BCOT 112                | 3.5   |
| BCOT 114                | 3.5   |
| BCOT 131                | 3.5   |
| BCOT 147                | 3.0   |
| or BCOT 247             | (3)   |

### 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-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives

## BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

### GENERAL OFFICE

#### CERTIFICATE OF ACHIEVEMENT

| DEPARTMENT REQUIREMENTS | UNITS |
|-------------------------|-------|
| BCOT 60                 | 1     |
| BCOT 96                 | 1.5   |
| BCOT 97                 | 1.5   |
| BCOT 112                | 3.5   |
| BCOT 114                | 3.5   |
| BCOT 131                | 3.5   |
| BCOT 147                | 3     |
| or BCOT 247             | (3)   |
| BCOT 152                | 1.5   |
| BCOT 161                | 1     |
| BCOT 162                | 3     |
|                         | —     |
| Total 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-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives

## BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

### 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 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 ASSOCIATE IN ARTS 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-transferrable.

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.

### 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-transferrable.

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                              | 4.0   |
| 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 ASSOCIATE IN ARTS 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-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives.

# Curriculum and Requirements for Majors and Certificates

## 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           |
|  | —           |
| <b>TOTAL CERTIFICATE REQUIREMENTS</b>                        | <b>35.5</b> |

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-transferrable.

Please see a business counselor or the respective department chairperson for additional alternatives.

## CHICANO STUDIES

### ASSOCIATE IN ARTS

| REQUIRED COURSES  | UNITS |
|---|-------|
| ANTH 100 Cultural Anthropology                            | 3     |
| ENGL 225 Mexican Literature in Translation                | 3     |
| ENGL 223 Chicana/Chicano Literature                       | 3     |
| SPAN 210 Highlights of Hispanic Culture                   | 3     |
| SPAN 245 Introduction to Chicano/Mexican American Culture | 3     |

#### Electives Courses (choose two classes)

|   |   |
|---|---|
| ANTH 170 Introduction to Language and Culture                                 | 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 |
| ANTH 202 The Maya, Inca and Aztecs: Ancient Civilizations Of the Americas     | 3 |
| HIST 120 History of California  | 3 |
| HIST 230 History of Mexico  | 3 |
| HIST 235 History of Latin America   | 3 |
| HUM 108 Black Images Pop 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 210 American Minority Relations                           | 3            |
| SOC 215 Sociology of Cultural Diversity: Challenge and Change | 3            |
| SPAN 201 Intermediate Spanish                                 | 5            |
| SPAN 202 Intermediate Spanish                                 | 4            |
| WS 101 Issues for Women in American Society                   | 3            |
|   | —            |
| <b>Total Major Requirements</b>                               | <b>21-24</b> |

### 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. All full-time Child Development Instructors are available to advise students.

CHILD DEVELOPMENT DEPARTMENT VERIFICATIONS – The verifications are 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. The student is encouraged to pursue additional units in Child Development to advance in the field. Applications for the following Verifications of Completion must be made at the Health Occupations Division office any time after the completion of courses.

1. Associate Teacher Verification of Completion Complete the following courses:

| COURSES  | UNITS |
|--|-------|
| CD 110 Child Development                                       | 3     |
| CDEC 111 Principles and Practices in Early Childhood Education | 3     |
| CDEC 112 Introduction to Curriculum                            | 3     |
| CDEC 113 The Child, Family, and Community                      | 3     |

Three of the four above courses must be completed at Cerritos College

2. Preschool Director Verification of Completion Complete the following courses:

| COURSES  | UNITS |
|--|-------|
| CD 110 Child Development   | 3     |
| CDEC 166 Administration I: Programs in Early Childhood Education | 3     |
| CDEC 111 Principles and Practices in Early Childhood Education   | 3     |
| CDEC 112 Introduction to Curriculum                              | 3     |
| CDEC 113 The Child, Family, and Community                        | 3     |

Four of the five above courses must be completed at Cerritos College

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. in Child Development. 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.

# Curriculum and Requirements for Majors and Certificates

## 1. Child Development/Early Childhood Certificate of Achievement

### Start with the core classes

| COURSES  |   | UNITS |
|----------|---|-------|
| CD 110   | Child Development                                     | 3     |
| CDEC 111 | Principles and Practices in Early Childhood Education | 3     |
| CDEC 112 | Introduction to 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

| COURSES  |  | 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.

### Optional Specialties (6 additional units required for 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

|          |   |   |
|----------|---|---|
| CDIT 151 | Infant and Toddler Development              | 3 |
| CDIT 152 | Care and Education for Infants And Toddlers | 3 |

#### Special Education Specialization

|          |   |   |
|----------|---|---|
| CDSE 150 | Introduction to Children with Special Needs               | 3 |
| CDSE 152 | Curriculum and Strategies for Children with Special Needs | 3 |

#### ECE Curriculum Planning Specialization

##### (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 |

## 2. Child Development/Preschool Director Certificate of Achievement

### Start with

Child Development/Early Childhood Certificate of Achievement 24

### Add one of the 6-unit Optional Specialties (your choice)

6 Unit Optional Specialty 6

### Next complete these three classes:

| COURSES                 |  | UNITS |
|-------------------------|--|-------|
| CDEC 166                | Administration I: Programs in Early Childhood Education                  | 3     |
| CDEC 167                | Administration II: Personnel and Leadership in Early Childhood Education | 3     |
| CDEC 230                | Adult Supervision in Child Care Programs                                 | 3     |
| TOTAL CERTIFICATE UNITS |  | 39    |

A.A. Degree – Child Development – This option requires one of the Certificates of Achievement (Child Development/Early Childhood + 6 unit Optional Specialty OR Child Development/Preschool Director + 6 unit Optional Specialty) 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 Associate in Arts Degree 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 to Curriculum   | 3     |
| CDEC 113                | The Child, Family, and Community                                     | 3     |
| 161                     | Health, Safety, and Nutrition  | 3     |
| CDEC 164                | Practicum Field Experience (See note below)                          | 3     |
| TOTAL CERTIFICATE UNITS |  | 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



# Curriculum and Requirements for Majors and Certificates

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 Child Development Permit Matrix.)

- Assistant Teacher
- Associate Teacher
- Teacher
- Master Teacher
- Site Supervisor
- Program Director

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.

## COMPUTER AND INFORMATION SCIENCES

### COMPUTER SCIENCE

#### ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE FOR TRANSFER (AS-T)

| REQUIRED CORE (28 UNITS)   | UNITS |
|--|-------|
| CIS 183     Java Programming   | 3     |
| CIS 292     Data Structures  | 3     |
| CIS 231     Computer Organization and<br>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 UNITS FOR THE MAJOR  | 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 ASSOCIATE IN ARTS 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.

## iSERIES 400 SPECIALIST

### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS                     | UNITS |
|--|-------|
| CIS 52*     Data Processing Mathematics              | 3     |
| CIS 103     Computer Programming Logic               | 3.5   |
| CIS 140     Query/400                                | 1     |
| CIS 141     iSeries 400 Operations                   | 3     |
| or CIS 142A AS/400 Operations Part 1                 | (1.5) |
| and CIS 142B AS/400 Operations/Facilities–Part 2     | (1.5) |
| CIS 175     RPG Programming                          | 3     |
| CIS 207     Database Design and SQL                  | 3.5   |
| CIS 222     Advanced RPG Programming                 | 3.5   |
| or CIS 223 Visual RPG Programming                    | (3)   |
| CIS 240     iSeries 400 Control Language Programming | 3     |
| BCOT 147** Business Communications                   | 3     |
| or ENGL 52** Introduction to College Composition     | (3)   |
| or ENGL 100** Freshman Composition                   | (4)   |
| or ENGL 155** Technical Writing                      | (3)   |

#### Choose 5 units from the following courses

|  |         |
|--|---------|
| CIS 70A     Networking Fundamentals                                    | 3.5     |
| CIS 121     Internet for Information System/<br>Information Technology | 1.5     |
| CIS 141A    Operations Navigator<br>iSeries (AS/400)                   | 1.5     |
| CIS 180     Programming in C/C++                                       | 3       |
| CIS 182     Java Programming   | 3.5     |
| CIS 186     Visual Basic.NET Programming                               | 3.5     |
| CIS 205     Programming in HTML for the World Wide<br>Web              | 1.5     |
| CIS 271/272 CIS Occupational Work Experience                           | 1/2/3/4 |
| 273/274  | —       |

TOTAL CERTIFICATE REQUIREMENTS 31.5/32

\*Meets General Education requirement, may substitute MATH 60.

\*\*Meets A.A. Degree General Education requirement, may substitute ENGL 100.

**NOTE:** CIS 52 or CIS 103 meets A.A. Degree General Education Communication and Analytical Thinking requirement.

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Computer and Information Sciences IBM AS/400 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 SEM/CIS Counselors or the respective department for additional alternatives.

## 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

| REQUIRED COURSES   | UNITS |
|--|-------|
| CIS 170A Networking Fundamentals                         | 3.5   |
| CIS 170B Network+ Certification                          | 3.5   |
| CIS 170H TCP/IP Fundamentals                             | 3     |
| CIS 170E Router Configurations and Protocol              | 3.5   |
| CIS 170F Advanced Switching and Routing                  | 3.5   |
| CIS 170G Wide Area Networks                              | 3.5   |
| 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 CERTIFICATE REQUIREMENTS                           | 34    |

## CHOOSE 3.5 UNITS FROM THE FOLLOWING COURSES:

|                                     |      |
|-------------------------------------|------|
| CIS 103 Computer Programming Logic  | 3.5  |
| CIS 170L Cybersecurity Fundamentals | 3.5  |
| TOTAL CERTIFICATE REQUIREMENTS      | 37.5 |

## 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

| REQUIRED COURSES   | UNITS |
|--|-------|
| CIS 170A Networking Fundamentals                         | 3.5   |
| CIS 170B Network+ Certification                          | 3.5   |
| CIS 170H TCP/IP Fundamentals                             | 3     |
| CIS 170E Router Configurations and Protocol              | 3.5   |
| CIS 170F Advanced Switching and Routing                  | 3.5   |
| CIS 170G Wide Area Networks                              | 3.5   |
| 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 CERTIFICATE REQUIREMENTS                           | 34    |

## CHOOSE 3.5 UNITS FROM THE FOLLOWING COURSES

|                                     |      |
|-------------------------------------|------|
| CIS 103 Computer Programming Logic  | 3.5  |
| CIS 170L Cybersecurity Fundamentals | 3.5  |
| TOTAL CERTIFICATE REQUIREMENTS      | 37.5 |

## 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 |

## Curriculum and Requirements for Majors and Certificates

|                                |   |         |
|--------------------------------|---|---------|
| CIS 231                        | Computer Organization and Assembly Language Programming | 3       |
| CIS 271/272/<br>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      |

\*\*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                          | 3.5   |
| CIS 180                          | 3     |
| CIS 183                          | 3     |
| CIS 207                          | 3.5   |
| or CIS 208A                      | (3.5) |
| CIS 214                          | 3     |
| CIS 280X                         | 3.5   |
| CIS 282                          | 3.5   |
| CIS 292                          | 3     |
| ENGL 100**                       | 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/<br>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   |

## COMPUTER AND INFORMATION SCIENCES SYSTEMS ANALYST

### ASSOCIATE OF ARTS DEGREE

| DIVISION/DEPARTMENT REQUIREMENTS | UNITS |         |
|----------------------------------|-------|---------|
| CIS 101                          | 3     |         |
| or CIS 102                       | (3)   |         |
| CIS 103                          | 3.5   |         |
| CIS 151                          | 3.5   |         |
| CIS 162                          | 3.5   |         |
| or CIS 180                       | (3)   |         |
| or CIS 183                       | (3)   |         |
| CIS 201                          | 3     |         |
| CIS 202A                         | 3.5   |         |
| CIS 202B                         | 3.5   |         |
| CIS 207                          | 3.5   |         |
| or CIS 208A                      | (3.5) |         |
| ENGL 100                         | 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.

## COMPUTER AND INFORMATION SCIENCES SYSTEMS ANALYST

### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS | UNITS |
|----------------------------------|-------|
| CIS 101                          | 3     |
| or CIS 102                       | (3)   |
| CIS 103                          | 3.5   |
| CIS 151                          | 3.5   |
| CIS 162                          | 3.5   |
| or CIS 180                       | (3)   |
| or CIS 183                       | (3)   |
| CIS 201                          | 3     |
| CIS 202A                         | 3.5   |
| CIS 202B                         | 3.5   |

# Curriculum and Requirements for Majors and Certificates

|                                 |                         |         |
|---------------------------------|-------------------------|---------|
| 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

|   |                             |              |
|---|-----------------------------|--------------|
| <b>CERTIFICATE OF ACHIEVEMENT – FULL TIME STUDENT</b> |                             | <b>UNITS</b> |
| COS 60A   | Introductory Cosmetology I  | 10.0         |
| COS 60B   | Introductory Cosmetology II | 10.0         |
| or COS 70A  | Introductory Cosmetology    | (8.0)        |
| COS 61A   | Intermediate Cosmetology I  | 10.0         |
| and COS 61B   | Intermediate Cosmetology II | 10.0         |
| or COS 70B  | Intermediate Cosmetology    | (8.0)        |
| or COS 54   | Introductory Esthetician    | (10.0)       |
| and COS 54A   | Advanced Esthetician        | (10.0)       |
|   |                             | —            |

MINIMUM UNITS REQUIRED 40.0 (38.0)

|  |                             |              |
|--|-----------------------------|--------------|
| <b>CERTIFICATE OF ACHIEVEMENT – PART TIME STUDENTS</b> |                             | <b>UNITS</b> |
| COS 60A  | Introductory Cosmetology I  | 10.0         |
| or COS 71A   | Introductory Cosmetology    | (4.0)        |
| COS 60B  | Introductory Cosmetology II | 10.0         |
| or COS 71B   | Introductory Cosmetology II | (4.0)        |
| COS 61A  | Intermediate Cosmetology I  | 10.0         |
| or COS 72A   | Intermediate Cosmetology I  | (4.0)        |
| COS 61B  | Intermediate Cosmetology II | 10.0         |
| or COS 72B   | Intermediate Cosmetology II | (4.0)        |
| COS 62A  | Advanced Cosmetology I      | 10.0         |
| or COS 73A   | Advanced Cosmetology I      | (4.0)        |
| or COS 54  | Introductory Esthetician    | (10.0)       |
| and COS 54A  | Advanced Esthetician        | (10.0)       |
|  |                             | —            |

MINIMUM UNITS REQUIRED 44.0 (32.0)

## COSMETOLOGY

### ASSOCIATE IN ARTS DEGREE

|                        |                             |              |
|------------------------|-----------------------------|--------------|
|                        |                             | <b>UNITS</b> |
| COS 60A                | Introductory Cosmetology I  | 10           |
| COS 60B                | Introductory Cosmetology II | 10           |
| or COS 70A             | Introductory Cosmetology    | (8)          |
| COS 61A                | Intermediate Cosmetology    | 10           |
| and COS 61B            | Intermediate Cosmetology II | 10           |
| or COS 70B             | Intermediate Cosmetology    | (8)          |
| or COS 54              | Introductory Esthetician    | 10           |
| and COS 54A            | Advanced Esthetician        | 10           |
| MINIMUM UNITS REQUIRED |                             | 40(38)       |

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above requirements for a Certificate of Achievement; (2) the Associate in Arts Degree General Education requirements; and (3) electives as needed.

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

|                            |                          |              |
|----------------------------|--------------------------|--------------|
| <b>REQUIREMENT COURSES</b> |                          | <b>UNITS</b> |
| COS 54                     | Introductory Esthetician | 10           |
| COS 54A                    | Advanced Esthetician     | 10           |
| or COS 61B                 | Intermediate Cosmetology | (10)         |
|                            |                          | —            |
| TOTAL CERTIFICATE UNITS    |                          | 20           |

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.

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The completion of 60 units to include: 1) the above requirements for a Certificate of Achievement, 2) The Associate of Arts Degree General Education course requirements and 3) electives as needed.

**RECOMMENDED ELECTIVES:** TH 123 - Stage Make-up, BA 153- Small Business Management.

See Cerritos College Graduation 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.

### CULINARY ARTS: PROFESSIONAL COOKING

#### ASSOCIATE IN SCIENCE DEGREE

|        |  |              |
|--------|--|--------------|
|        |  | <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 ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS: 39

Additional Expenses: Students will be required to purchase a set of knives and two sets of uniforms.



# Curriculum and Requirements for Majors and Certificates

## 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 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 CERTIFICATE REQUIREMENTS:                             | 22           |

## 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.

## DANCE

### ASSOCIATE IN ARTS DEGREE

| <b>REQUIRED CORE:</b>                   | <b>19 UNITS</b> |
|---|-----------------|
| 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 110 Commercial Dance               | 2               |

## Plus 4 Elective Units from the Courses Listed Below 4

Total 23

## SELECT A MINIMUM OF 4 UNITS FROM THE COURSES LISTED BELOW

### CHOREOGRAPHY OR PERFORMANCE ELECTIVES

|   |   |
|---|---|
| DANC 120 Partnering for Dance                   | 2 |
| DANC 130A Beginning Choreography                | 2 |
| DANC 130B Intermediate Choreography             | 2 |
| DANC 133 Dance Production                       | 2 |
| DANC 134 Dance Performance                      | 2 |
| DANC 135 Dance Workshop                         | 2 |
| DANC 136 Dance Repertory                        | 2 |
| DANC 150 Rehearsal for Formal Dance Concerts    | 2 |
| DANC 151 Rehearsal for Informal Dance Showcases | 2 |

### Other Elective Courses

|  |   |
|--|---|
| DANC 50 Individualized Dance Development             | 1 |
| DANC 107 Ballet Variations                           | 2 |
| DANC 108C Dance, Modern, Advanced                    | 2 |
| DANC 109 Introduction to Dance Cultures of the World | 2 |
| DANC 112 Contemporary Modern Dance                   | 2 |
| DANC 121 Latin Social Dance                          | 2 |
| DANC 122 Middle Eastern Dance                        | 2 |
| DANC 123 African Dance                               | 2 |
| DANC 124 Introduction to Hip Hop Dance               | 2 |
| DANC 125 Introduction to Ballroom Dance              | 2 |
| DANC 126 Hip Hop Dance Trends                        | 2 |
| DANC 131 Dance Notation                              | 3 |
| DANC 132 Dance and Digital Technology                | 3 |
| 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 |
| PEX 157 Pilates Conditioning for Dance               | 1 |

## 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.

## 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 20 or equivalent with a grade of "C" or higher, or a score on the English Assessment/Placement test sufficient for placement in ENGL 52 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 of all work completed. Unofficial transcripts can be submitted with application. Official transcripts must be submitted prior to the completion of the first semester of the program.
  - c. Cerritos College English Placement/Assessment test scores or indication by a counselor that English clearance has been met through equivalent courses or activities.
  - 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 typing/keyboarding (computer) high school course with a "B" or higher or college course with a "C" or higher. Alternative: applicants may demonstrate competence through testing proficiencies verifying typing skills at a speed of 45 wpm. This may be achieved concurrent with the program.
  - f. Verification of dental employment work experience (if applicable).
2. Applicants who meet the minimum admission requirements are assigned a number for admission by a randomized computer selection process.
3. Notification of admission to the program will be done 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 Healthcare Provider 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 an American Heart Association Provider. 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

# Curriculum and Requirements for Majors and Certificates

- 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 or 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 and transportation to extended campuses.

4. Physical exam, immunizations, and CPR card 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 \$850 - 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.

## 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.

## Curriculum and Requirements for Majors and Certificates

- 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. Verification of typing/computer proficiency.
  - c. Completion of ENGL 52, or equivalent, with a grade of a "C" or higher or satisfactory completion of the English Placement Process with eligibility for ENGL 100.
  - d. Students who successfully complete the Dental Assisting Program will receive the following:
    - 1) Infection Control and Dental Practice Act Certificate of Completion
    - 2) Oral Radiology Course Certificate of Completion
    - 3) Coronal Polish Certificate (part of the RDA program certificate)
    - 4) Pit and Fissure Sealant Certificate (part of the RDA program certificate)
    - 5) Dental Assisting Certificate of Achievement
    - 6) 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, practical, law & ethics written exam as well as a background check and fingerprinting. The practical examination is usually given in late August/September. The RDA written section, and the law & ethics 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 and State Board Dental Hygiene Examinations. Successful passage of the examinations qualifies the graduate to practice dental hygiene 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, and evaluation.
  - 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 including health care provider cardiopulmonary resuscitation with an Automated External Defibrillator (AED) is required prior to enrolling in Dental Hygiene program courses and must be kept current. CPR courses approved by the Dental Hygiene Committee of California are given through the American Heart Association and the American Red Cross.

#### 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 a 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.

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 \$12,000 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, he 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. Grade requirements of the college are to be met for all other courses.

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 Committee 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 |
|---------|-----------------------------|---|

#### 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 ASSOCIATE OF ARTS DEGREE REQUIREMENTS 53

The following requirements also must be completed to qualify for the A.A. Degree:

- General Introductory Psychology (PSYC 101)
- Freshman Composition (ENGL 100)
- Speech (SPCH 100, 120, 130, 132, 150 or 235)
- 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

#### DIVISION/DEPARTMENT REQUIREMENTS UNITS

##### You must complete 11 units in the following area:

|         |   |    |
|---------|---|----|
| EDT 100 | Integration of the Internet into Curriculum | 2  |
| EDT 103 | Spreadsheets for Educators                  | 2  |
| EDT 104 | Word Processing for Educators               | 2  |
| EDT 105 | PowerPoint for Educators                    | 2  |
| EDT 111 | Web Design for Educators                    | 1  |
| EDT 125 | Fundamentals of Online Teaching             | 2  |
|         |   | —  |
|         |   | 11 |

##### Additional Requirements – You must complete 7 units in the following area:

|                                |   |    |
|--------------------------------|---|----|
| EDT 50                         | Preparation for Online Learning                 | 1  |
| EDT 51                         | Communicating in the Online Environment         | 1  |
| EDT 67                         | Using Mind-Mapping Tools in Education           | 1  |
| EDT 68                         | Using Kidpix                                    | 1  |
| EDT 101                        | Creating Curriculum Projects Using the Internet | 1  |
| EDT 106                        | Database in Education                           | 2  |
| EDT 107                        | Desktop Publishing for Educators                | 1  |
| EDT 108                        | Photoshop Elements for Educators                | 2  |
| EDT 109                        | Developing Education-Based Portfolios           | 1  |
| EDT 112                        | Creating Virtual Curriculum                     | 3  |
| EDT 120                        | Exploring Assistive Technology in Education     | 2  |
| EDT 121                        | Using Mobile Technology in Education            | 2  |
| EDT 122                        | Fundraising/Grant Writing for Educators         | 2  |
| EDT 123                        | Internet Tools for Educators                    | 2  |
| EDT 132                        | Using Audio in the Classroom                    | 2  |
| EDT 137                        | Creating Educational Media                      | 2  |
| EDT 138                        | Teaching with Clay Animation                    | 2  |
| EDT 150                        | Podcasting in Education                         | 2  |
| EDT 170                        | Using a CMS/LMS for Education                   | 2  |
| ART 196                        | Web Design with Flash and Dreamweaver           | 3  |
| CIS 50                         | Basic Computer Literacy                         | .5 |
| PHOT 112                       | Intermediate Digital Photography                | 3  |
|                                |   | —  |
| TOTAL CERTIFICATE REQUIREMENTS |   | 18 |

To be awarded a Certificate of Achievement by the college, a student must complete all major requirements and 7 additional units from the list above to total a minimum of 18 units.

## INSTRUCTIONAL MULTI-MEDIA CERTIFICATE OF ACHIEVEMENT

#### DIVISION/DEPARTMENT REQUIREMENTS UNITS

|         |  |    |
|---------|--|----|
| EDT 30  | Fundamentals of Instructional Multi-Media Production | 1  |
| EDT 105 | PowerPoint for Educators                             | 2  |
| EDT 108 | Photoshop Elements for Educators                     | 2  |
| EDT 120 | Exploring Assistive Technology in Education          | 2  |
| EDT 132 | Using Audio in the Classroom                         | 2  |
| EDT 137 | Creating Educational Media                           | 2  |
|         |  | —  |
|         |  | 11 |

# Curriculum and Requirements for Majors and Certificates

## Additional Requirements – You must complete 7 units in the following area:

|                                |   |    |
|--------------------------------|---|----|
| EDT 51                         | Communicating in the Online Environment         | 1  |
| EDT 100                        | Integration of the Internet into Curriculum     | 2  |
| EDT 101                        | Creating Curriculum Projects Using the Internet | 1  |
| EDT 104                        | Word Processing for Educators                   | 2  |
| EDT 107                        | Desktop Publishing for Educators                | 1  |
| EDT 111                        | Web Design for Educators                        | 1  |
| EDT 112                        | Creating Virtual Curriculum                     | 3  |
| EDT 121                        | Using Mobile Technology in Education            | 2  |
| EDT 123                        | Internet Tools for Educators                    | 2  |
| EDT 125                        | Fundamentals of Online Teaching                 | 2  |
| EDT 138                        | Teaching with Clay Animation                    | 2  |
| EDT 150                        | Podcasting in Education                         | 2  |
| ART 196                        | Web Design with Flash and Dreamweaver           | 3  |
| PHOT 112                       | Intermediate Digital Photography                | 3  |
| TOTAL CERTIFICATE REQUIREMENTS |   | 18 |

## ECONOMICS

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

| MAJOR REQUIREMENTS                           | UNITS   |     |
|--|---|-----|
| 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 ASSOCIATE IN ARTS 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 IN ECONOMICS FOR TRANSFER (AA-T)

| REQUIRED CORE COURSES (14 Units): | UNITS  |     |
|-----------------------------------|--|-----|
| ECON 201M                         | Principles of Macroeconomics                       | 3   |
| ECON 202M                         | Principles of Microeconomics                       | 3   |
| MATH 112                          | Elementary Statistic                               | 4   |
| or PSYC 210                       | Elementary Statistics                              | (4) |
| MATH 116                          | Calculus for Managerial-Biological-Social Sciences | 4   |
| or MATH 170                       | Analytical Geometry and Calculus I                 | (4) |

#### LIST A - Select 1 course (3-4 Units)

|          |  |   |
|----------|--|---|
| MATH 115 | Finite Mathematics                           | 4 |
| MATH 190 | Analytical Geometry and Calculus I           | 4 |
| ACCT 101 | Fundamentals of Accounting I                 | 4 |
| ACCT 102 | Fundamentals of Accounting II                | 4 |
| CIS 101  | Introduction to Computer Information Systems | 3 |
| BCOT 247 | Managerial Business Communications           | 3 |

#### LIST B - Select 1 course (3-4 Units)

|                           |                                    |       |
|---------------------------|------------------------------------|-------|
| ECON 101                  | Economic Issues and Policy         | 3     |
| or ECON 102               | Women in Global Economy            | (3)   |
| or ECON 204               | Money, Ethics and Economic justice | (3)   |
| MATH 220                  | Analytical Geometry & Calculus III | 4     |
| TOTAL UNITS FOR THE MAJOR |                                    | 20-22 |

#### 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. (2) Obtain a minimum grade point average of 2.0. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

## ELEMENTARY TEACHER EDUCATION

### ASSOCIATE IN ARTS DEGREE IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER (AA-T)

| REQUIRED CORE (42 UNITS) | UNITS   |   |
|--------------------------|---|---|
| EDEL 200                 | Introduction to Education                                       | 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 |
| SPCH 130                 | Fundamentals of Speaking  | 3 |
| ENGL 100                 | Freshman Composition  | 4 |
| ENGL 102                 | Freshman Composition and Literature                             | 3 |
| GEOG 105                 | World Regional Geography  | 3 |
| HIST 245                 | World Civilization from Antiquity to 1500                       | 3 |
| HIST 102                 | Political and Social History of the United States 1500s to 1876 | 3 |
| POL 101                  | American Political Institutions                                 | 3 |

#### List A: Select one course (3 units)

|          |  |   |
|----------|--|---|
| ENGL 101 | Critical Thinking Through Literature                     | 3 |
| ENGL 103 | Critical and Argumentative Writing                       | 3 |
| PHIL 103 | Philosophical Reasoning: Critical Thinking in Philosophy | 3 |
| PHIL 106 | Introduction to Logic                                    | 3 |
| PSYC 103 | Critical Thinking in Psychology                          | 3 |
| SPCH 235 | Fundamentals of Argumentation and Persuasion             | 3 |
| READ 200 | Analysis and Critical Reading                            | 3 |

#### List B: Select one course (3 units)

|                           |                           |    |
|---------------------------|---------------------------|----|
| ART 100                   | Introduction to World Art | 3  |
| DANC 101                  | History of Dance          | 3  |
| TH 101                    | Introduction to Theatre   | 3  |
| TOTAL UNITS FOR THE MAJOR |                           | 48 |



# Curriculum and Requirements for Majors and Certificates

## 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 DESIGN TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

| REQUIRED COURSES  | UNITS |
|---|-------|
| ENGT 116 Blueprint Reading                                  | 2     |
| ENGT 117 Geometrical Dimensioning and Tolerancing           | 2     |
| ENGT 131 Design Fundamentals Including AutoCAD              | 3     |
| ENGT 237 Statics and Strength of Materials                  | 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   |
| —   |       |
| Total Certificate Requirement                               | 22.5  |

RECOMMENDED ELECTIVE: ENGT 104 or ENGT 133 or ENGT 153 or ENGT 258

## ENGINEERING DESIGN AND PRODUCTION TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

| REQUIRED COURSES   | UNITS     |
|--|-----------|
| ENGT 116 Blueprint Reading                                     | 2         |
| ENGT 117 Geometrical Dimensioning and Tolerancing              | 2         |
| ENGT 131 Design Fundamentals Including AutoCAD                 | 3         |
| ENGT 237 Statics and Strength of Materials                     | 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 265 CATIA I   | 4         |
| and ENGT 266 CATIA II  | 4         |
| or ENGT 259 SolidWorks   | (4)       |
| and ENGT 260 Advanced Modeling Using SolidWorks                | (4)       |
| or ENGT 257 Advanced Modeling Using Inventor                   | (4)       |
| and ENGT 103 Introduction to Engineering Design Using Inventor | (3)       |
| or ENGT 138 AutoCAD  | (4)       |
| and ENGT 153 Machine Design Applications Using Solid Modeling  | (3)       |
| —  |           |
| Total Certificate  | 29.5-30.5 |

RECOMMENDED ELECTIVE: ENGT 104 or ENGT 258

## ENGINEERING TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

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:

| ENGINEERING TECHNOLOGY BASIC CORE COURSES        |  | UNITS |
|--|--|-------|
| 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     |
| —  |  |       |

Total Certificate Requirements 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 |
| ENGT 103 Introduction to Engineering Design Using Inventor    | 3 |
| MTT 180 Robotics for Computer Numerically Controlled Machines | 3 |
| —   |   |

Total Certificate Requirements 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   |
| —   |     |

Total Certificate Requirements 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 |
| —   |   |

Total Certificate Requirements 18

### ASSOCIATE IN 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.

See Cerritos College Graduation Requirements.

# Curriculum and Requirements for Majors and Certificates

## ENGLISH

## ENGLISH

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

#### REQUIRED CORE (6 Units—two courses)

|          |                                     |   |
|----------|-------------------------------------|---|
| ENGL 102 | Freshman Composition and Literature | 3 |
| ENGL 103 | Critical and Argumentative Writing  | 3 |

#### LIST A (6 Units—choose any two courses)

|           |                                     |   |
|-----------|-------------------------------------|---|
| ENGL 230A | Introduction to American Literature | 3 |
| ENGL 230B | Introduction to American Literature | 3 |
| ENGL 246A | Survey of English Literature        | 3 |
| ENGL 246B | Survey of English Literature        | 3 |
| ENGL 248A | Masterpieces of World Literature    | 3 |
| ENGL 248B | Masterpieces of World Literature    | 3 |
| ENGL 232  | Readings in Poetry                  | 3 |
| ENGL 234  | Readings in Short Fiction           | 3 |
| ENGL 235  | Readings in the Drama               | 3 |

#### LIST B (3 Units-1 course)

Any course from List A not already used, or any of the following:

|          |                                   |   |
|----------|-----------------------------------|---|
| ENGL 225 | Mexican Literature in Translation | 3 |
| ENGL 228 | Shakespeare's Plays               | 3 |
| ENGL 237 | Asian American Literature         | 3 |
| ENGL 240 | Creative Writing                  | 3 |
| ENGL 245 | World Mythology as Literature     | 3 |

#### LIST C (3 Units-1 course)

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 any CSU transferable English course:

|           |   |   |
|-----------|---|---|
| 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/Chicano Literature                    | 3 |
| ENGL 224  | Native American Literature                    | 3 |
| ENGL 226  | African-American Literature                   | 3 |
| ENGL 227  | Current Literature                            | 3 |
| ENGL 236  | Studies in Women's Literature                 | 3 |
| ENGL 238  | Classic Islamic Literature                    | 3 |
| ENGL 241  | Screenwriting                                 | 3 |
| CHIN 101  | Elementary Chinese                            | 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 the Media                     | 3 |
| SPAN 210 | Highlights of Hispanic Culture                       | 3 |
| SPAN 245 | Introduction to Chicano/<br>Mexican American Culture | 3 |
| SPAN 285 | Romance Linguistics                                  | 3 |

#### or any of the following:

|             |                                     |     |
|-------------|-------------------------------------|-----|
| JOUR 100    | Mass Communications and Society     | 3   |
| or JOUR 101 | Beginning Newswriting and Reporting | (3) |
| SPCH 140    | Oral Interpretation of Literature   | 3   |
| HUM 100     | The Art of Being Human              | 3   |
| TH 101      | Introduction to the Theatre         | 3   |

TOTAL UNITS FOR THE MAJOR 18-20

### 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 DEGREE

#### MAJOR REQUIREMENTS

#### CORE REQUIREMENTS

##### Select two courses (7 units)

|             |                                     |     |
|-------------|-------------------------------------|-----|
| ENGL 100    | Freshman Composition                | 4   |
| ENGL 102    | Freshman Composition and Literature | 3   |
| or ENGL 103 | Critical and Argumentative Writing  | (3) |

##### 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 225  | Mexican Literature in Translation             | 3 |
| ENGL 226  | African-American Literature                   | 3 |
| ENGL 227  | Current 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 246A | Survey of English Literature                  | 3 |
| ENGL 246B | Survey of English Literature                  | 3 |
| ENGL 248A | Masterpieces of World Literature              | 3 |
| ENGL 248B | Masterpieces of World Literature              | 3 |

TOTAL UNITS FOR MAJOR: 19

# Curriculum and Requirements for Majors and Certificates

## 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 WRITING

### CERTIFICATE OF ACHIEVEMENT

#### CORE REQUIREMENTS

|  | UNITS |
|--|-------|
| ENGL 100 Freshman Composition                  | 4     |
| ENGL 102 Freshman Composition and Literature   | 3     |
| or ENGL 103 Critical and Argumentative Writing | (3)   |

#### Choose one introductory writing workshop from the following

|                           |     |
|---------------------------|-----|
| ENGL 240 Creative Writing | 3   |
| or ENGL 241 Screenwriting | (3) |

#### Take the advanced writing workshop from the following

|                                      |   |
|--------------------------------------|---|
| ENGL 250 Advanced Creative Portfolio | 3 |
|--------------------------------------|---|

### OTHER REQUIRED COURSES

#### Choose one course in form and theory of genre from the following

|                                    |   |
|------------------------------------|---|
| ENGL 232 Reading in Poetry         | 3 |
| ENGL 233 Readings in the Novel     | 3 |
| ENGL 234 Readings in Short Fiction | 3 |
| ENGL 235 Readings in the Drama     | 3 |

#### Choose one course 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 238 Classic Islamic Literature        | 3 |
| ENGL 239 Literature of India               | 3 |
| ENGL 248A Masterpieces in World Literature | 3 |
| ENGL 248B Masterpieces in World Literature | 3 |
| ENGL 245 World Mythology                   | 3 |

TOTAL CERTIFICATE OF ACHIEVEMENT REQUIREMENTS: 19

## FILM PRODUCTION

### ASSOCIATE IN ARTS DEGREE

#### 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     |
| or ART 193 Motion Picture Editing                  | (3)   |

#### Plus a minimum of 18 units from the following

|   |     |
|---|-----|
| ART 192 Photoshop/Digital Imaging   | 3   |
| FILM 103 Television Commercial and Public Service Announcement 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 Film and 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   | Introduction to Digital Photography        | 3   |
| PHOT 160   | History of Photography                     | 3   |
| TH 150     | Appreciation and History of Motion Picture | 3   |
| TH 151     | Motion Pictures/Radio and Television       | 3   |
| or RTV 151 | Motion Pictures, Radio, and Television     | (3) |

TOTAL ASSOCIATE OF ARTS DEGREE REQUIREMENTS 30

## 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 ASSOCIATE IN ARTS 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 IN GEOGRAPHY FOR TRANSFER (AA-T)

#### REQUIRED CORE (7 UNITS)

|           |                                | UNITS |
|-----------|--------------------------------|-------|
| 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 UNITS FOR THE MAJOR 19-23

### ASSOCIATE IN ARTS IN GEOGRAPHY 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 IN GEOLOGY FOR TRANSFER (AS-T)

#### REQUIRED CORE: (26 UNITS)

|               |                                   | UNITS |
|---------------|-----------------------------------|-------|
| 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 UNITS FOR THE MAJOR: 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

#### MAJOR REQUIREMENTS

|          |                     | UNITS |
|----------|---------------------|-------|
| GERM 101 | Elementary German   | 5     |
| GERM 102 | Elementary German   | 5     |
| GERM 201 | Intermediate German | 4     |
| GERM 202 | Intermediate German | 4     |
|          |                     | —     |

TOTAL ASSOCIATE IN ARTS 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)

#### REQUIRED CORE (6 Units)

|          |   | UNITS |
|----------|---|-------|
| HIST 102 | Political and Social History of the United States: 1500's-1876  | 3     |
| HIST 103 | Political and Social History of the United States: 1877-Present | 3     |

#### LIST A: 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) |



## Curriculum and Requirements for Majors and Certificates

### LIST B (one course from each group) 6 units

#### Group 1:

|             |   |     |
|-------------|---|-----|
| HIST 110    | African-American History                        | 3   |
| HIST 204    | Women in American History                       | 3   |
| HIST 230    | History of Mexico                               | 3   |
| HIST 235    | History of Latin America                        | 3   |
| HIST 245    | World Civilization From Antiquity to 1500       | 3   |
| or HIST 246 | World Civilization From 1500 to Present         | (3) |
| HIST 260    | Survey of the History of Asia                   | 3   |
| HIST 265    | Selected Problems in Contemporary Asian History | 3   |
| HIST 275    | Global Studies                                  | 3   |
| CHIN 101    | Elementary Chinese                              | 5   |
| CHIN 102    | Elementary Chinese                              | 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 I            | 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 the Media                | 3   |
| SPAN 210    | Highlights of Hispanic Culture                  | 3   |
| SPAN 285    | Romance Linguistics                             | 3   |

#### Group 2:

|           |  |   |
|-----------|--|---|
| 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 and the Soviet Union                           | 3 |
| 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 |
| ART 108   | Black Images in Popular Culture                                  | 3 |
| ART 109   | Gender and Sexuality in Art                                      | 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 English Literature                              | 3  |
| ENGL 246B                 | Survey of English Literature                              | 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  |
| HUM 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  |
| 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  |
| SOC 210                   | American Minority Relations                               | 3  |
| SOC 215                   | Sociology of Cultural Diversity: Challenge and Change     | 3  |
| SPAN 245                  | Introduction to Chicano/Mexican American Culture          | 3  |
| WS 101                    | Issues for Women in American Society                      | 3  |
| WS 102                    | Women and Religion  | 3  |
| WS 202                    | Gender and Society  | 3  |
| WS 204                    | Women in American History                                 | 3  |
| WS 206                    | Women in Global Economy                                   | 3  |
| TOTAL UNITS FOR THE MAJOR |   | 18 |

#### ASSOCIATE IN ARTS IN 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.

## INDUSTRIAL ARTS EDUCATION

### ASSOCIATE IN ARTS DEGREE

| 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     |
| PHOT 100                                    | Introductory Photography                  | 3     |
| TOTAL ASSOCIATE OF ARTS DEGREE REQUIREMENTS |   | 22    |

### 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

| REQUIRED COURSES        |   | UNITS |
|-------------------------|---|-------|
| ENGT 138                | AutoCAD   | 4     |
| MTT 60                  | Advanced Machine Tool Concepts                            | 2     |
| MTT 100                 | Machine Tool Introduction                                 | 2     |
| MTT 170                 | Computer Numerical Control Programming                    | 2     |
| MTT 180                 | Robotics for Computer Numerically Controlled Machines     | 3     |
| NPD 104                 | Programmable Logic Controllers in New Product Development | 3     |
| PMT 66                  | Hydraulics and Pneumatics                                 | 3     |
| TOTAL CERTIFICATE UNITS |   | 19    |

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Students must complete the required courses from either Plan A, B, or C to obtain the A.A. degree. Students complete the requirements for Plan A for Degree and/or Career Option or Plan B for CSU General Education Requirements or Plan C for IGETC for transfer to UC and CSU, 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. This degree will not require any local graduation requirements.

## INSURANCE – PROPERTY AND CASUALTY CERTIFICATE OF ACHIEVEMENT

|          |  | UNITS |
|----------|--|-------|
| INSR 101 | Introduction to Insurance                    | 1     |
| INSR 102 | Insurance Code and Ethics                    | 1     |
| INSR 121 | Insurance Principles: Property and Liability | 3     |
| INSR 122 | Personal Insurance                           | 3     |
| INSR 123 | Commercial Insurance                         | 3     |
| INSR 171 | Insurance Occupational Work Experience       | 1     |
| BA 100   | Fundamentals of Business                     | 3     |

|                         |   |     |
|-------------------------|---|-----|
| BA 113                  | Legal Environment of Business                 | 3   |
| or LAW 111              | Business Law                                  | (3) |
| BA 156                  | Motivational Presentation Skills for Managers | 3   |
| or BCOT 147             | Business Communications                       | (3) |
| ACCT 100                | Introduction to Accounting                    | 3   |
| ACCT 133                | Spreadsheet Accounting I                      | 3   |
| CIS 101                 | Introduction to Computer Information Systems  | 3   |
| TOTAL CERTIFICATE UNITS |   | 30  |

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Insurance -Property and Casualty and complete General Education requirements to achieve a minimum of 60 units.

## 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 |
|----------|-----------------------------|---|

### 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.

## GLOBAL STUDIES

### CERTIFICATE OF ACHIEVEMENT

|  |                 |
|--|-----------------|
| <b>CORE REQUIREMENTS</b>                       | <b>15 UNITS</b> |
| <b>DIVISION OPTION REQUIREMENTS (SELECT 1)</b> | <b>9 UNITS</b>  |
| <b>TOTAL DEGREE REQUIREMENTS</b>               | <b>24 UNITS</b> |

| <b>CORE REQUIREMENTS (15 Units)</b>   | <b>UNITS</b> |
|---------------------------------------|--------------|
| 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 |
| HIST 246 World Civilization from 1500 to Present   | 3 |
| POL 220 Comparative Government                     | 3 |
| POL 230 Contemporary Political Issues: Middle East | 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 |
| SPCH 110 Intercultural Communication                          | 3 |

NOTE: One year of Foreign Language study is recommended.

## GLOBAL RESOURCES

### CERTIFICATE OF ACHIEVEMENT

| <b>CORE REQUIREMENTS</b>          | <b>UNITS</b> |
|-----------------------------------|--------------|
| 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 |

|                                |    |
|--------------------------------|----|
| 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 CULTURES

### CERTIFICATE OF ACHIEVEMENT

| <b>CORE REQUIREMENTS</b>  | <b>UNITS</b> |
|---|--------------|
| GEOG 105 World Regional Geography                               | 3            |
| PHIL 104 Philosophy of Cultural Diversity: Challenge and Change | 3            |
| ANTH 100 Cultural Anthropology                                  | 3            |
| SPCH 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 |

|                                |    |
|--------------------------------|----|
| 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.

## LAW (PARALEGAL)

### ASSOCIATE IN ARTS DEGREE

#### **SECTION A**

##### **Paralegal Core Requirements for AA Degree Candidates**

|   | <b>UNITS</b> |
|---|--------------|
| 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            |
| or LAW 113* Fundamentals of Alternate Dispute Resolutions | (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           |

Plus 6.0 units selected from the courses listed below in section “B” with an asterisk (\*).

#### **SECTION B**

##### **A.A. Degree — Candidates must complete 28 units and an additional 5 units from from these courses below for a total of 33 units**

|  |     |
|--|-----|
| LAW 52 Law Office Management   | 3.0 |
| LAW 57 Legal Document Production   | 3.0 |
| LAW 65 Advanced Legal Technology   | 3.0 |
| LAW 102* Advanced California Civil Procedures  | 3.0 |
| LAW 104* Advanced Legal Research   | 3.0 |
| LAW 105* Introduction to Federal & California Employment, Labor, & Workers’ Compensation Law | 3.0 |
| LAW 106* Bankruptcy Law  | 3.0 |
| LAW 107* Probate Procedures  | 3.0 |
| LAW 108* Family Law Procedures   | 3.0 |

## Curriculum and Requirements for Majors and Certificates

|                                   |   |         |
|-----------------------------------|---|---------|
| LAW 109*                          | Torts & Personal Injury Law and Procedures    | 3.0     |
| LAW 110                           | Business Law                                  | 3.0     |
| LAW 112*                          | Estate Planning for the Paralegal             | 3.0     |
| LAW 113*                          | Fundamentals of Alternate Dispute Resolutions | 3.0     |
| LAW 114                           | Law on the Internet                           | 3.0     |
| LAW 115*                          | Elder Law                                     | 3.0     |
| LAW 116*                          | Criminal Law                                  | 3.0     |
| LAW 119                           | Legal Aspects of Mass Communications          | 1.0     |
| LAW 171-174*                      | Legal Occupational Work Experience            | 1.0-4.0 |
| LAW 220*                          | Landlord & Tenant Law                         | 3.0     |
| LAW 150*                          | Intellectual Property Law                     | 3.0     |
| LAW 260*                          | Immigration Law                               | 3.0     |
| TOTAL REQUIREMENTS FOR SECTION B: |   | 33.0    |

\*Denotes legal specialty courses. The ABA requires a minimum of 18 units of legal specialty courses for AA degree candidates.

AA Degree Candidates must complete a total of 22.0 units of Core Requirements, 6.0 units of Legal Specialty courses designated by an (\*) in Section "B", and 5.0 units of any other courses from Section "B". General Education requirements must also be completed to achieve a minimum of 60.0 degree-applicable units for an A.A. Degree in Paralegal Studies. No course may be taken as "Credit by Exam."

**This program is approved by the American Bar Association (ABA)**

### LAW (PARALEGAL) CERTIFICATE OF ACHIEVEMENT

#### SECTION A

#### Paralegal Core Requirements for Paralegal Certificate Candidates

|                                   | UNITS   |     |
|-----------------------------------|---|-----|
| LAW 56                            | Introduction to Computerized Legal Software   | 3   |
| LAW 100*                          | Introduction to California Civil Procedure    | 3   |
| LAW 101                           | Introduction to Law                           | 3   |
| LAW 102*                          | Advanced California Civil Procedure           | 3   |
| or LAW 113*                       | Fundamentals of Alternate Dispute Resolutions | (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 of which all must be courses marked with an asterisk (\*). If LAW 102 or LAW 113 is applied in Section "A," the same course cannot be applied for Section "B." 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 Legal Technology   | 3   |
| LAW 102*                          | Advanced California Civil Procedures  | 3   |
| LAW 104*                          | Advanced Legal Research   | 3   |
| LAW 105*                          | Introduction to Federal & California Employment, Labor, & Workers' Compensation Law | 3   |
| LAW 106*                          | Bankruptcy Law  | 3   |
| LAW 107*                          | Probate Procedures  | 3   |
| LAW 108*                          | Family Law Procedures   | 3   |
| LAW 109*                          | Torts & Personal Injury Law and Procedures  | 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 & Tenant Law   | 3   |
| LAW 230*                          | Corporate Law   | 3   |
| LAW 260*                          | Immigration Law   | 3   |
| TOTAL REQUIREMENTS FOR SECTION B: |   | 6   |

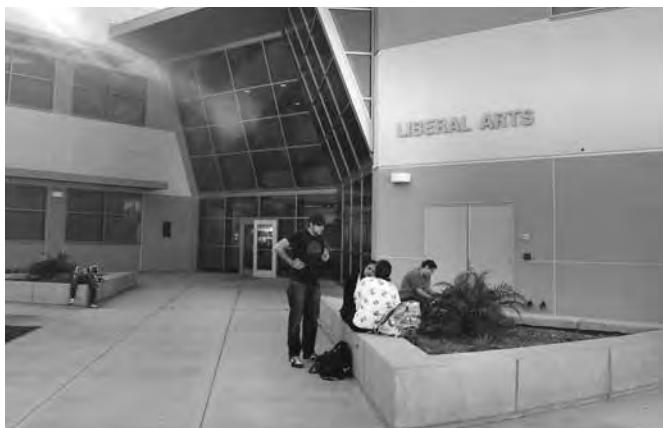
\*Denotes legal specialty courses. The ABA requires a minimum of 18 units of legal specialty courses for certificate candidates.

**Certificate Candidates:** Must complete a total of 22.0 units of Core Requirements (Section "A") and 6.0 units of Legal Specialty courses designated by an \* in Section "B" for a total of 28.0 units. If LAW 102 or LAW 113 is applied in Section "A," the same course cannot be applied to Section "B" requirements. A student may earn a Paralegal Certificate if the student has already completed an AA degree or BA degree from an accredited college or university in the United States. 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.

All 28.0 units must be taken at Cerritos College. 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 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.





# Curriculum and Requirements for Majors and Certificates

**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.

## 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† |
| DANC 100 | Dance Appreciation                          | 3  |
| DANC 101 | History of Dance                            | 3  |
| SPCH 140 | Oral Interpretation of Literature           | 3  |
| SPCH 145 | Storytelling                                | 3  |
| SPCH 240 | Oral Interpretation: Reader's Theatre       | 3  |
| TH 101   | Introduction to the Theatre                 | 3  |
| TH 104   | History and Appreciation of Musical Theatre | 3  |
| TH 110   | Fundamentals of Acting                      | 3  |

TOTAL UNITS ARTS AND CULTURE AREA OF EMPHASIS 21

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

## 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:

|             |                                    |     |
|-------------|------------------------------------|-----|
| SPCH 100    | Fundamentals of Oral Communication | 3†  |
| or SPCH 130 | Fundamentals of Speaking           | (3) |
| SPCH 110    | Intercultural Communication        | 3   |
| or SPCH 150 | Organizational Communication       | (3) |

### Section 2 — Critical Thinking Courses

Select 3 units from the following courses:

|          |  |   |
|----------|--|---|
| ENGL 101 | Critical Thinking Through Literature                     | 3 |
| ENGL 103 | Critical and Argumentative Writing                       | 3 |
| 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 |
| SPCH 235 | Fundamentals of Argumentation and Persuasion             | 3 |
| INST 100 | Principles and Strategies for Problem Solving            | 3 |

### Section 3 — Additional Courses

Select at least 9 additional units from at least two disciplines from the following courses:

|          |  |    |
|----------|--|----|
| COUN 150 | Dynamics of Leadership                                   | 3  |
| COUN 200 | Success in College and Career                            | 3  |
| ENGL 101 | Critical Thinking Through Literature                     | 3  |
| ENGL 103 | Critical and Argumentative Writing                       | 3  |
| INST 100 | Principles and Strategies for Problem Solving            | 3  |
| LIBR 100 | Introduction to Library Resources                        | 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 200 | Analysis and Critical Reading                            | 3  |
| SOC 205  | Introduction to Social Research Methods                  | 3  |
| SPCH 100 | Fundamentals of Oral Communication                       | 3† |
| SPCH 110 | Intercultural Communication                              | 3  |
| SPCH 120 | Fundamentals of Interpersonal Communication              | 3  |
| SPCH 130 | Fundamentals of Speaking                                 | 3  |
| SPCH 132 | Fundamentals of Small Group Communication                | 3  |
| SPCH 140 | Oral Interpretation of Literature                        | 3  |
| SPCH 145 | Storytelling   | 3  |

|           |  |   |
|-----------|--|---|
| SPCH 150  | Organizational Communication                 | 3 |
| SPCH 235  | Fundamentals of Argumentation and Persuasion | 3 |
| SPCH 236A | Forensics Activity 1                         | 3 |
| SPCH 236B | Forensics Activity 2                         | 3 |
| SPCH 236C | Forensics Activity 3                         | 3 |
| SPCH 236D | Forensics Activity 4                         | 3 |

TOTAL UNITS COMMUNICATION AREA OF EMPHASIS 18

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

## 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:

|           |   |     |
|-----------|---|-----|
| ANTH 100  | Cultural Anthropology                                     | 3   |
| ANTH 170  | Introduction to Language and Culture                      | 3   |
| ANTH 200  | Native Peoples of North America                           | 3   |
| ANTH 201  | Native Peoples of California                              | 3   |
| GEOG 102  | Natural and Cultural Geography                            | 3   |
| HIST 120  | History of California                                     | 3   |
| HIST 204  | Women in American History                                 | 3   |
| or WS 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 206  | Hispanic Literature in the Media                          | 3   |
| SPAN 210  | Highlights of Hispanic Culture                            | 3   |
| SPCH 110  | Intercultural Communication                               | 3   |
| WS 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:<br>Pre-Columbian           | 3  |
| ART 105B | The Arts of Latin America and the Caribbean:<br>Colonial to the Present | 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:<br>1500s to 1876   | 3†       |
| HIST 103              | Political and Social History of the United States:<br>1877 to Present | 3†       |
| HIST 110              | African-American History  | 3        |
| HIST 120              | History of California   | 3        |
| HIST 204<br>or WS 204 | Women in American History   | 3<br>(3) |
| HIST 210              | History of the United States<br>Post World WarII Era                  | 3†<br>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<br>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<br>History                    | 3        |
| JOUR 100              | Mass Communications and Society                                       | 3        |
| POL 101               | American Political Institutions                                       | 3†       |
| POL 201               | Introduction to Political Science and American<br>Government          | 3†<br>3  |
| POL 210               | International Relations   | 3        |
| POL 220               | Comparative Government  | 3        |
| POL 230               | Contemporary Political Issues: Middle East                            | 3        |
| SPAN 206              | Hispanic Literature in the Media                                      | 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 English Literature                  | 3 |
| ENGL 246B | Survey of English Literature                  | 3 |
| ENGL 248A | Masterpieces of World Literature              | 3 |
| ENGL 248B | Masterpieces of World Literature              | 3 |
| SPAN 206  | Hispanic Literature in the Media              | 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  |

† UC credit limits may apply. ASTR 102 and ASTR 103 are combined: maximum credit, one course.

No credit for ASTR 102 or ASTR 103 if taken after ASTR 101.

### Section B — Courses in Earth Sciences

Choose at least 8 units, including one laboratory, from the following courses:

|           |                                   |   |
|-----------|-----------------------------------|---|
| ESCI 101  | Physical Ecology                  | 3 |
| ESCI 102  | Physical Ecology Field Laboratory | 1 |
| ESCI 104  | Oceanography                      | 3 |
| ESCI 104L | Oceanography Laboratory           | 1 |
| ESCI 106  | Weather and Climate               | 3 |

# Curriculum and Requirements for Majors and Certificates

|           |                               |    |                    |  |     |
|-----------|-------------------------------|----|--------------------|--|-----|
| GEOG 101  | Physical Geography            | 3  | <b>or</b> HIST 246 | World Civilization from 1500 to Present                | (3) |
| GEOG 101L | Physical Geography Laboratory | 1  | HIST 250           | History of England, Great Britain and the Commonwealth | 3   |
| GEOG 103  | Environmental Geography       | 3  | <b>or</b> HIST 255 | History of Russia and the Soviet Union                 | (3) |
| GEOL 101  | Physical Geology              | 4† | <b>or</b> HIST 260 | Survey of the History of Asia                          | (3) |
|           |                               |    | <b>or</b> HIST 265 | Selected Problems in Contemporary Asian History        | (3) |

† GEOL 101 meets the laboratory requirement for Section B.

## 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   |
| ANTH 201         | Native Peoples of California                                       | 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   |
| <b>or</b> WS 204 | Women in American History  | (3) |
| HIST 210         | History of the United States in the Post World War II Era          | 3†  |

† 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.

### 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   |
| <b>or</b> HIST 221 | History of the Americas  | (3) |
| HIST 230           | History of Mexico  | 3   |
| <b>or</b> HIST 235 | History of Latin America   | (3) |
| HIST 241           | Western Civilization   | 3   |
| <b>or</b> HIST 242 | Western Civilization   | (3) |
| <b>or</b> HIST 245 | World Civilization from Antiquity to 1500                        | (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   |
| <b>or</b> ART 102  | Art History II: Renaissance to Rococo                            | (3) |
| <b>or</b> 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   |
| <b>or</b> ART 105B | The Arts of Latin America and the Caribbean: Colonial to Present | (3) |
| ART 107            | Asian Art History  | 3   |
| ARCH 112           | History of Architecture  | 3†  |
| ASTR 106           | History of Astronomy   | 3   |
| DANC 101           | History of Dance   | 3   |
| MUS 104B           | History of Rock Music  | 3   |
| PHOT 160           | History of Photography   | 3   |
| TH 102             | History of the Classical Theatre                                 | 3   |
| <b>or</b> TH 103   | History of the Modern Theatre                                    | (3) |
| <b>or</b> TH 104   | History and Appreciation of Musical Theatre                      | (3) |

TOTAL UNITS HISTORICAL PERSPECTIVES AREA OF EMPHASIS 18

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

## 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 101 | Critical Thinking Through Literature | 3 |
| ENGL 106 | Introduction to Linguistics          | 3 |

### Section 2

Select a minimum of 15 units from one or more of the following disciplines:



# Curriculum and Requirements for Majors and Certificates

## Art and Culture

|                   |   |     |
|-------------------|---|-----|
| ANTH 100          | Cultural Anthropology                     | 3   |
| ART 108           | Black Images in Popular Culture           | 3   |
| <b>or</b> HUM 108 | Black Images in Popular Culture           | (3) |
| ART 109           | Gender and Sexuality in Art               | 3   |
| <b>or</b> HUM 109 | Gender and Sexuality in Art               | (3) |
| SPAN 206          | Hispanic Literature in the Media          | 3   |
| SPAN 210          | Highlights of Hispanic Culture            | 3   |
| SPAN 245          | Intro to Chicano/Mexican American Culture | 3   |
| SPCH 240          | Oral Interpretation: 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           | Current 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 238           | Classic Islamic Literature                    | 3   |
| ENGL 240           | Creative Writing                              | 3   |
| ENGL 241           | Screenwriting                                 | 3   |
| <b>or</b> FILM 241 | Screenwriting                                 | (3) |
| ENGL 246A          | Survey of English Literature                  | 3   |
| ENGL 246B          | Survey of English Literature                  | 3   |
| ENGL 248A          | Masterpieces of World Literature              | 3   |
| ENGL 248B          | Masterpieces of World Literature              | 3   |

## Chinese

|          |                    |   |
|----------|--------------------|---|
| CHIN 101 | Elementary Chinese | 5 |
|----------|--------------------|---|

## 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 |

## 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 |

## Sign Language

|        |                                     |   |
|--------|-------------------------------------|---|
| SL 101 | Beginning American Sign Language    | 3 |
| SL 102 | Intermediate American Sign Language | 3 |
| SL 201 | Advanced American Sign Language     | 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 205 | Advanced Spanish Composition            | 3 |
| SPAN 281 | Beginning Conversational Spanish        | 3 |
| SPAN 282 | Intermediate Conversational Spanish     | 3 |
| SPAN 283 | Advanced Conversational Spanish         | 3 |

TOTAL UNITS LITERATURE AND LANGUAGE 18

## 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   |
| <b>or</b> HUM 108  | Black Images in Popular Culture                | (3) |
| ENGL 241           | Screenwriting                                  | 3   |
| <b>or</b> 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   |
| <b>or</b> BA 157   | Principles of Public Relations                 | (3) |
| RTV 151            | Motion Pictures, Radio and Television          | 3   |
| <b>or</b> TH 151   | Motion Pictures, Radio and Television          | (3) |
| RTV 152            | Introduction to Broadcasting                   | 3   |
| READ 200           | Analysis and Critical Reading                  | 3   |
| SPAN 206           | Hispanic Literature in the Media               | 3   |
| SPCH 130           | Fundamentals of Speaking                       | 3   |
| TH 150             | Appreciation and History of the Motion Picture | 3   |
| FILM 153           | Motion Picture Production                      | 3   |
| FILM 156           | Television Production                          | 3   |
| FILM 159           | World Film                                     | 3   |
| FILM 193           | Motion Picture Editing                         | 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 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   |
| ENGL 106  | Introduction to Linguistics  | 3   |
| GEOG 102  | Natural and 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   |
| PE 105    | Student Athletes in Society  | 2   |
| PE 253    | Sports Psychology  | 3   |
| POL 101   | American Political Institutions                                    | 3†  |
| POL 201   | Introduction to Political Science and American Government          | 3†  |
| PSYC 101  | General Introductory Psychology                                    | 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   |
| PE 105    | The Student Athlete and Society                                    | 2   |
| PE 106    | Women in Sports  | 3   |
| or WS 106 | Women in Sports  | (3) |
| PE 253    | Sports Psychology  | 3   |
| SOC 101   | Introductory Sociology Principles                                  | 3   |
| SOC 110   | Marriage and the Family  | 3   |
| SOC 201   | Social Problems  | 3   |
| SOC 205   | Introduction to Social Research Methods                            | 3   |
| SPAN 245  | Introduction to Chicano/Mexican American Culture                   | 3   |
| SPCH 100  | Fundamentals of Oral Communication                                 | 3   |
| SPCH 110  | Intercultural Communication  | 3   |
| SPCH 120  | Fundamentals of Interpersonal Communication                        | 3   |
| SPCH 130  | Fundamentals of Speaking   | 3   |
| SPCH 132  | Fundamentals of Small Group Communication                          | 3†  |
| SPCH 235  | Fundamentals of Argumentation and Persuasion                       | 3   |
| TH 108    | Improvisation for the Theatre                                      | 3.5 |

|        |                                      |     |
|--------|--------------------------------------|-----|
| TH 110 | Fundamentals of Acting               | 3.5 |
| WS 101 | Issues for Women in American Society | 3   |

† 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. SPCH 100 and 132 combined: maximum credit, one course. POL 101 and 102 combined: maximum credit, one course. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

### 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 |

### 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 WS 103 | Women, Their Bodies and Health                      | (3) |
| HED 200   | Nutrition for Health, Fitness and Physical Activity | 3   |
| HO 152    | Normal and Therapeutic Nutrition                    | 3   |
| PE 130    | Stretching and Relaxation                           | 1†  |
| PE 131    | Walking for Fitness                                 | 1†  |
| PE 135A   | Circuit Weight Training, Beginning                  | 1†  |
| PE 135B   | Circuit Weight Training, Intermediate/Advanced      | 2†  |
| PE 138    | Yoga  | 1†  |
| PE 139    | Pilates Conditioning                                | 1†  |
| PE 141    | Fitness and Wellness                                | 3†  |
| PE 142    | Fitness and Wellness for Older Adults               | 2†  |
| PE 143    | Personal Fitness Program                            | 1†  |
| PE 146    | Weight Management                                   | 1†  |
| PE 149A   | Beginning Jogging for Fitness                       | 1†  |
| PE 149B   | Intermediate Jogging for Fitness                    | 2†  |
| PE 160    | Personal Self Defense                               | 1†  |
| PE 254    | Measurement and Interpretation of Fitness           | 3   |

|   |    |
|---|----|
| TOTAL UNITS SELF-DEVELOPMENT AND SOCIAL BEHAVIOR AREA OF EMPHASIS | 18 |
|---|----|

† UC credit limits may apply. Any or all of these PE courses combined: maximum credit, four units. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

## SOCIAL AND BEHAVIORAL SCIENCE

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.

## Curriculum and Requirements for Majors and Certificates

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   |
| 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 202  | The Maya, Inca and 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   |
| or WS 205 | The Anthropology of Sexuality and Gender                           | (3) |
| CD 110    | Child Development  | 3   |
| COUN 200  | Success in College and Career                                      | 3   |
| ECON 101  | Economic Issues and Policy   | 3†  |
| ECON 102  | Women in Global Economy  | 3   |
| ECON 201  | Principles of Macroeconomics                                       | 3   |
| ECON 201M | Principles of Macroeconomics                                       | 3   |
| ECON 202  | Principles of Microeconomics                                       | 3   |
| ECON 202M | Principles of Microeconomics                                       | 3   |
| ECON 204  | Money, Ethics, and Economic Justice                                | 3   |
| ENVS 200  | Environmental Policy   | 3   |
| GEOG 102  | Natural and Cultural Geography                                     | 3   |
| GEOG 105  | World Regional Geography   | 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 WS 204 | Women in American History  | (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 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   |
| HIST 275  | Global Studies   | 3   |
| JOUR 100  | Mass Communications and Society                                    | 3   |
| KIN 108   | Women in Sports  | 3   |
| or WS 108 | Women in Sports  | (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 240   | Introduction to Political Theory                                   | 3   |

|            |   |     |
|------------|---|-----|
| POL 260    | Public Policy and the Supreme Court                   | 3   |
| PSYC 101   | General Introductory Psychology                       | 3   |
| PSYC 150   | Personal and Social Adjustment                        | 3   |
| PSYC 245   | Drug and Behavior                                     | 3   |
| PSYC 251   | Developmental Psychology                              | 3   |
| PSYC 261   | Social Psychology                                     | 3   |
| PSYC 265   | Psychology of Gender                                  | 3   |
| PSYC 271   | Abnormal Psychology                                   | 3   |
| SOC 101    | Introductory Sociology Principles                     | 3   |
| SOC 110    | Marriage and the Family                               | 3   |
| SOC 120    | Introduction to Human Sexuality                       | 3   |
| SOC 201    | Social Problems                                       | 3   |
| SOC 202*CL | Gender and Society                                    | 3   |
| SOC 205    | Introduction to Social Research Methods               | 3   |
| SOC 210    | American Minority Relations                           | 3   |
| SOC 220    | Introduction to Human Services                        | 3   |
| SOC 215    | Sociology of Cultural Diversity: Challenge and Change | 3   |
| SOC 230    | Juvenile Delinquency                                  | 3   |
| SOC 250    | Sociology of Aging                                    | 3   |
| SPCH 110   | Intercultural Communication                           | 3   |
| WS 101     | Issues for Women in American Society                  | 3   |
| WS 102     | Women and Religion                                    | 3   |
| WS 108     | Women in Sports                                       | 3   |
| or KIN 108 | Women in Sports                                       | (3) |
| WS 202*CL  | Gender and Society                                    | 3   |
| WS 206     | Women in the Global Economy                           | 3   |

TOTAL UNITS SOCIAL AND BEHAVIORAL SCIENCE AREA OF EMPHASIS 18

† UC credit limits may apply. No credit for ECON 101 if taken after ECON 202, HIST 101, 101LC, 102, 102LC, and 103 are combined: maximum credit, two courses. HIST 103 and 210 combined: maximum credit, one course. POL 101 and 201 combined: maximum credit, one course. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

Courses marked with a CL are cross-listed with another course. See individual in the Cerritos College catalog. Cross-listed courses may only receive credit once.

## 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) |
| PHOT 160   | History of Photography          | 3   |

# Curriculum and Requirements for Majors and Certificates

## 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   |
| SPAN 206    | Hispanic Literature in the Media    | 3   |

## Section 3 — Applied Techniques of Communication

Select 9 units from the following courses:

|          |  |    |
|----------|--|----|
| ART 110  | Freehand Drawing                         | 3  |
| ART 116  | Beginning Printmaking                    | 3  |
| ART 120  | Two-Dimensional Design                   | 3† |
| ART 130A | Fundamentals of Painting                 | 3  |
| ART 114  | Storyboard Animation Principles for Film | 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

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (<http://www.assist.org>) or a counselor for explanation.

## MACHINE TOOL TECHNOLOGY

### CERTIFICATE OF ACHIEVEMENT

| COORDINATE METROLOGY    |  | UNITS |
|-------------------------|--|-------|
| MTT 50                  | CNC Shop Math  | 3.0   |
| MTT 56                  | CNC Shop Inspection                                  | 2.0   |
| MTT 68                  | Computer-Assisted Inspection Using Verisurf          | 2.0   |
| MTT 78                  | Tool Building Using Verisurf                         | 1.5   |
| MTT 168                 | Advanced Computer-Assisted Inspection Using Verisurf | 2.0   |
| ENGT 116                | Blueprint Reading                                    | 2.0   |
| ENGT 117                | Geometrical Dimensioning and Tolerancing             | 2.0   |
| NPD 102                 | Quality Systems for New Product Development          | 3.0   |
| TOTAL CERTIFICATE UNITS |  | 17.5  |

| MACHINIST   |   | UNITS |
|-------------|---|-------|
| ENGT 116    | Blueprint Reading                           | 2     |
| ENGT 117    | Geometrical Dimensioning and Tolerancing    | 2     |
| MTT 50      | CNC Shop Math                               | 3     |
| 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 60      | Advanced Machine Tool Concepts              | 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     |
| MTT 170     | Computer Numerical Control Programming      | 2     |
| TOTAL UNITS |   | 25    |

## NUMERICAL CONTROL MACHINE OPERATOR

|             |   |     |
|-------------|---|-----|
| ENGT 116    | Blueprint Reading                                     | 2   |
| MTT 50      | CNC Shop Math   | 3   |
| 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 170     | Computer Numerical Control Programming                | 2   |
| MTT 180     | Robotics for Computer Numerically Controlled Machines | 3   |
| TOTAL UNITS |   | 25  |

## TOOL AND DIE MAKER

|             |   |     |
|-------------|---|-----|
| ENGT 116    | Blueprint Reading                           | 2   |
| ENGT 117    | Geometrical Dimensioning and Tolerancing    | 2   |
| MTT 50      | CNC Shop Math                               | 3   |
| 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 60      | Advanced Machine Tool Concepts              | 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   |
| PMT 100     | Plastics Technology                         | 2.5 |
| WELD 100    | Welding Fundamentals                        | 2.5 |
| TOTAL UNITS |   | 28  |

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above requirements for a Certificate of Achievement; (2) MTT 71 and MTT 92L or MTT93L and MTT 96L (3) the Associate of Arts Degree general education requirements; and (4) electives as needed.

RECOMMENDED ELECTIVES: WELD 120, WELD 130.

See Cerritos College Graduation Requirements.

## MACHINE TOOL TECHNOLOGY NUMERICAL CONTROL TOOL PROGRAMMER CERTIFICATE OF ACHIEVEMENT

|          |   | UNITS |
|----------|---|-------|
| ENGT 116 | Blueprint Reading                           | 2     |
| ENGT 117 | Geometrical Dimensioning and Tolerancing    | 2     |
| MTT 50   | CNC Shop Math                               | 3     |
| 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 91L  | CNC Mill Machining Laboratory               | 1     |
| MTT 95L  | CNC Lathe Machining Laboratory              | 1     |
| MTT 170  | Computer Numerical Control Programming      | 2     |



# Curriculum and Requirements for Majors and Certificates

|             |                           |      |
|-------------|---------------------------|------|
| MTT 180     | Robotics for CNC Machines | 3    |
| MTT 278     | MasterCam Advanced        | 3.5  |
|             |                           | —    |
| Total Units |                           | 30.5 |

## ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) the above requirements for a Certificate of Achievements; (2) two courses from the following: MTT 71, MTT 75, MTT 92L, MTT 93L, and MTT 96L (3) the Associate of Arts Degree general education requirements; and (4) electives as needed.

RECOMMENDED ELECTIVES: WELD 120, WELD 130

See Cerritos College Graduation Requirements.

## MASS COMMUNICATIONS

### 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 UNITS FOR THE MAJOR 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

#### CORE REQUIREMENTS (9 Units) UNITS

|          |                                     |   |
|----------|-------------------------------------|---|
| JOUR 100 | Mass Communication and Society      | 3 |
| JOUR 101 | Beginning Newswriting and Reporting | 3 |
| JOUR 121 | Multimedia Reporting                | 3 |

#### DEPARTMENT REQUIREMENTS (6 units, any combinations)

|          |                             |       |
|----------|-----------------------------|-------|
| JOUR 106 | talonmarks.com              | 1 (2) |
| JOUR 107 | College Newspaper           | 3 (6) |
| JOUR 160 | College Magazine Production | 1 (2) |

#### Additional Requirements (14 Units)

|                                |  |       |
|--------------------------------|--|-------|
| ART 188                        | Design for Digital Publishing  | 3     |
| ART 194                        | Multimedia Design  | 3     |
| ART 196                        | Web Design with Flash and Dreamweaver                                    | 3     |
| CIS 205                        | Programming HTML for the World Wide Web                                  | 1.5   |
| JOUR 111                       | Introduction to Newsletters  | 1     |
| JOUR 112                       | Copy Editing Skills  | 1     |
| JOUR 121                       | Multimedia Reporting   | 3     |
| JOUR 122                       | Creating Podcasts for Media  | 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 170                       | Broadcast News/Webcasting  | 1     |
| or RTV 170                     | Broadcast News/Webcasting  | (1)   |
| JOUR 298                       | Directed Studies in Journalism (may be applied twice)                    | 1 (2) |
| or JOUR 50                     | Editorial Board  | (1)   |
| JOUR 299                       | Directed Studies in Journalism (must be a media internship)              | 2     |
| or JOUR 171                    | Occupational Work Experience in Journalism (must be in media internship) | (1)   |
| PHOT 100                       | Introductory Photography   | 3     |
| PHOT 110                       | Introduction to Digital Photography                                      | 3     |
| RTV 175                        | Sportscasting  | 1     |
| RTV 176                        | Talk Radio Broadcasting  | 1     |
| SPCH 160                       | Parliamentary Procedure  | 1     |
|                                |  | —     |
| TOTAL ASSOCIATE IN ARTS DEGREE |  | 29    |

**NOTE:** Journalism students intending to transfer to a four-year college are referred to the Transfer Journalism Major Requirements of Study 145.

#### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the above Journalism courses and unit requirements, (2) A.A. Degree General Education Requirements, and (3) electives as needed.

## JOURNALISM

### CERTIFICATE OF ACHIEVEMENT

#### CORE REQUIREMENTS (9 Units) UNITS

|          |                                     |   |
|----------|-------------------------------------|---|
| JOUR 100 | Mass Communications and Society     | 3 |
| JOUR 101 | Beginning Newswriting and Reporting | 3 |
| JOUR 121 | Multimedia Reporting                | 3 |

# Curriculum and Requirements for Majors and Certificates

## DEPARTMENT REQUIREMENTS (Select 6 Units)

|           |                                |   |
|-----------|--------------------------------|---|
| 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 |

## DEPARTMENT ELECTIVES (Select 6 Units)

|             |  |     |
|-------------|--|-----|
| 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<br>(should be internship) | 2   |
| RTV 152     | Introduction to Broadcasting                             | 3   |

## ADDITIONAL REQUIREMENTS (Select 3 Units)

|              |                                       |           |
|--------------|---------------------------------------|-----------|
| 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         |
| <b>TOTAL</b> |                                       | <b>24</b> |

## PUBLIC RELATIONS

### CERTIFICATE OF ACHIEVEMENT

#### CORE REQUIREMENTS (12 Units)

|           |                                     |     |
|-----------|-------------------------------------|-----|
| 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) |

#### DEPARTMENT REQUIREMENTS (21 Units, any combination)

|             |   |     |
|-------------|---|-----|
| ART 188     | Design for Desktop Publishing                         | 3   |
| BA 114      | Marketing   | 3   |
| JOUR 106    | Talonmarks.com  | 1   |
| JOUR 107    | College Newspaper                                     | 3   |
| JOUR 130    | Photo Journalism                                      | 3   |
| or PHOT 130 | Photo Journalism                                      | (3) |
| JOUR 160    | College Magazine Production<br>(requires corequisite) | 1   |
| PHOT 100    | Introductory Photography                              | 3   |
| PHOT 110    | Introduction to Digital Photography                   | 3   |
| RTV 155     | Radio Production                                      | 3   |

#### Additional Requirements (up to 5 Units)

|            |                                       |     |
|------------|---------------------------------------|-----|
| ART 194    | Multimedia Design                     | 3   |
| ART 196    | Web Design with Flash and Dreamweaver | 3   |
| JOUR 111   | Introduction to Newsletters           | 1   |
| JOUR 112   | Copy Editing Skills                   | 1   |
| JOUR 122   | Creating Podcasts for Media           | 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<br>(must be a media internship)             | 2         |
| or JOUR 171                    | Occupational Work Experience in Journalism<br>(must be a media internship) | (1)       |
| SPCH 160                       | Parliamentary Procedure  | 1         |
| <b>TOTAL CERTIFICATE UNITS</b> |  | <b>38</b> |

See Cerritos College Graduation Requirements.

## MATHEMATICS

### ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)

#### REQUIRED CORE (17.0 Units)

|          |   |   |
|----------|---|---|
| MATH 170 | Analytic Geometry and Calculus I          | 4 |
| MATH 190 | Analytic Geometry and Calculus II         | 4 |
| MATH 220 | Analytic Geometry and Calculus III        | 4 |
| 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   |
| CIS 182  | Java Programming      | 3.5 |
| MATH 112 | Elementary Statistics | 4   |

**TOTAL UNITS FOR THE MAJOR** **20-21**

### ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER REQUIREMENTS

Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

1. The California State University General Education-Breadth Requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
  2. Obtainment of a minimum grade point average of 2.0.
- 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.

# Curriculum and Requirements for Majors and Certificates

Full-time students can complete this program in two semesters when starting with the fall semester. Discussion with the department chair regarding questions on course selection is encouraged.

Course selection for a full-time student starting in the fall semester is recommended as follows:

FALL: MA 60, MA 63, MA 64, MA 161, HO 53, HO 54, HO 55 (elective from list).

SPRING: MA 66, MA 67, MA 68 or MA 73 or MA 74, PSYC 101 or PSYC 150, or equivalent, and additional electives if needed.

Full-time students starting in the spring semester are advised to consult with the program chairperson regarding course selection(s).

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

The Medical Assistant (MA) Program requires the acquisition of knowledge and skills related to the practice of patient care in ambulatory settings. Cerritos College endeavors to educate students who have the ability to become highly competent MAs. Program completion decisions for starting and/or completing the MA program are based on the academic clinical factors which serve to insure that the student can complete the essential functions of the MA program in a variety of clinical settings such as general practice, internal medicine, pediatrics, OB/GYN, after hours care, and specialty practices in the ambulatory care settings. 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.

Cerritos College is committed to the principle of equal opportunity, and as such does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientations, age, marital status, disability

or veteran status. When requested, the College and the program will provide reasonable accommodation to otherwise qualified students with disabilities.

The program curriculum requires the following essential abilities: sensory and motor skills related to patient treatment, ability to comprehend, analyze problem solving and behavioral and social aspects of performance related to that of a medical assistant. The student must have the cognitive abilities necessary to master relevant content in academic and clinical courses at a level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material. She/he must be able to discern and comprehend dimensional and spatial relationships of structures and develop reasoning and decision-making skills appropriate to the practice of medical assisting.

The student must have the ability to demonstrate proper body mechanics. The students must have the ability to safely assist a patient in moving; different positions on the exam table, from a chair to an exam table and back down, or from a car to a wheelchair and from a wheelchair to a car. The student will be able to: sit up to 1.5 hours in an 8 hour shift (charting, talking on the phone; stand or walk on a continuous basis (rooming patients, assisting provider, retrieving medical records/ X-rays/lab reports, assisting family members; equipment sanitization/ disinfection; lifting on a frequent basis from 25 to 250 pounds (charts, equipment, Xrays, supplies, patients); pushing on a frequent basis up to 45 pounds effort (gurneys, wheelchairs, carts, crash cart); pulling on a frequent basis up to 70 pounds effort (positioning patients on the exam table/surgical table, transferring from gurney or wheelchair to chair/exam table); crouching frequently = bending at the knees (retrieving supplies/equipment from cabinet shelves/off the floor); stooping frequently = bending at the waist (during assisting the provider, procedures, retrieval of items from cabinet); twisting frequently (transferring patients, assisting provider with procedures/treatments, performing sterile techniques); reaching frequently (during procedures, EKGs, transferring, assisting provider/family members, obtaining supplies); kneeling occasionally (transferring patients, performing CPR, obtaining supplies); handling and grasping frequently (preparing and administering medications, performing dressing changes, suture/staple removal and other procedures, manipulation of oxygen equipment, obtaining supplies, using computer keyboards, fine motor dexterity for handling medical instruments, autoclave operation); operations of equipment and tools on a frequent basis ranging from 2 to 40 pounds of effort (bovie machine, CPR crash cart, sigmoidoscopy, suture trays, surgical trays, cystoscopes, exam tables, autoclave operation, measuring vital signs, specimen collection, phlebotomy).

The student must be able to take information and record patient treatment into the patient's record. The student must be able to communicate with the patient, caregiver and staff, all aspects related to the patient's care. This communication will include verbal, written and non-verbal content including the transmission and follow-up inquiry of information. The student must be capable of responsive, empathetic listening and speaking to establish rapport in a way that promotes openness on issues and concern and sensitivity to potential cultural differences. She/he must have the emotional stability to function effectively under stress and be able to adapt to an environment which may change rapidly without warning and/or in unpredictable ways.

These essential requirements of medical assistant education are used in consideration of starting, retention and completion from the Cerritos College program. Graduates are expected to be fully qualified to enter the profession as an MA. It is the responsibility of the student with disabilities to provide verification of the disability and resulting limitations, and to make advance requests for those accommodations that he/she feels are reasonable and needed to execute the essential requirements described.

# Curriculum and Requirements for Majors and Certificates

## 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.

## 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<br>(Fall semester only)       | 1.5    |
| HO 152                         | Nutrition  | 3      |
| SPAN 223                       | Spanish for Health and Medical Careers<br>(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

### CERTIFICATE OF ACHIEVEMENT MAJOR REQUIREMENTS

| MENTAL HEALTH WORKER CORE 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     |
| TOTAL CERTIFICATE REQUIREMENTS    |  | 18    |

### RECOMMENDED COURSES (MUST TAKE 6 UNITS)

|          |                                 |   |
|----------|---------------------------------|---|
| 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 | Introduction to Psychobiology   | 3 |
| PSYC 245 | Drugs and Behavior              | 3 |
| PSYC 251 | Developmental Psychology        | 3 |
| PSYC 261 | Social Psychology               | 3 |

## ASSOCIATES IN ARTS DEGREE REQUIREMENTS

A minimum of 60 units must be completed to include: the core courses listed above, A.A. Degree general requirements, and at least six units of recommended courses.

**NOTE:** Although all of these courses are transferable to transfer as a Psychology Major refer to Psychology Transfer Major Requirements.



## MICROBIOLOGY

### ASSOCIATE OF ARTS DEGREE

| <b>REQUIRED COURSES</b>                            |   | <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            |
| MICR 200   | Principles and Applications of Microbiology | 5            |
| <b>TOTAL ASSOCIATE OF ARTS DEGREE REQUIREMENTS</b> |   | <b>25</b>    |

#### 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

### MUSIC

#### ASSOCIATE IN ARTS DEGREE IN MUSIC FOR TRANSFER (AA-T)

| <b>REQUIRED CORE: (16 Units)</b> |                               | <b>UNITS</b> |
|----------------------------------|-------------------------------|--------------|
| 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

(a combination of 4 units from the following courses)  
(all courses are repeatable)

|         |                                    |     |
|---------|------------------------------------|-----|
| 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) |

#### 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 209E | Pep Band                 | (1) |
| MUS 210E | String Ensemble          | (1) |
| MUS 216E | Piano Ensemble           | (1) |
| MUS 217E | Guitar Ensemble          | (1) |
| MUS 218E | Community Chorus         | (1) |
| MUS 219E | Collegiate Chorale       | (1) |

**TOTAL UNITS FOR THE MAJOR ARTS IN MUSIC** 23

### 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.

## MUSIC – GENERAL

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Theory, private study/recital, and performance classes are required each semester of full-time program (4 semesters). Placement in the appropriate level of theory and private study is made by the Music Department.

#### REQUIRED CORE MUSIC COURSES

|              | <b>UNITS</b>                       |     |
|--------------|------------------------------------|-----|
| MUS 100      | Music Appreciation                 | 3   |
| MUS 180      | Music Theory/Musicianship I        | 4   |
| or MUS 106   | Music Theory/Musicianship I        | (5) |
| MUS 181      | Music Theory/Musicianship II       | 4   |
| or MUS 107   | Music Theory/Musicianship II       | (5) |
| MUS 112      | Elementary Piano I                 | 2   |
| MUS 113      | Elementary Piano II                | 2   |
| MUS 114      | Intermediate Piano I               | 2   |
| MUS 115      | Intermediate Piano II              | 2   |
| 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   |
| MUS 280      | Music Theory/Musicianship III      | 4   |
| or MUS 108   | Music Theory/Musicianship III      | (5) |
| MUS 281      | Music Theory/Musicianship IV       | 3   |
| or MUS 109   | Music Theory/Musicianship IV       | (5) |
| Corequisite: | Music Ensemble Course              | 4   |

**TOTAL UNITS** 34-39

#### REQUIRED DEPARTMENT MUSIC COURSES (SELECT 3 UNITS)

|          |                             |   |
|----------|-----------------------------|---|
| MUS 101  | Introduction to World Music | 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 |

Any course not used as the required Department course may be used as an elective.

#### ELECTIVE MUSIC COURSES (SELECT 8 UNITS)

|             |                               |       |
|-------------|-------------------------------|-------|
| MUS 105     | Music Fundamentals            | 3     |
| MUS 110     | Music Technology Fundamentals | 3     |
| MUS 116     | Voice I                       | 2     |
| MUS 117     | Voice II                      | 2     |
| MUS 118     | Voice III                     | 2     |
| MUS 119     | Voice IV                      | 2     |
| MUS 120     | Elementary Guitar I           | 2     |
| MUS 121     | Elementary Guitar II          | 2     |
| MUS 122     | Intermediate Guitar I         | 2     |
| MUS 123     | Intermediate Guitar II        | 2     |
| MUS 200E    | Beginning Band                | 1     |
| or MUS 124A | Beginning Band                | (2.5) |

## Curriculum and Requirements for Majors and Certificates

|             |                          |       |
|-------------|--------------------------|-------|
| MUS 201E    | Concert Band             | 1     |
| or MUS 124  | Concert Band             | (2.5) |
| MUS 202E    | Community Symphonic Band | 1     |
| or MUS 125  | Community Symphonic Band | (2.5) |
| MUS 203E    | Community Band           | 1     |
| or MUS 125A | Community Band           | (2.5) |
| MUS 204E    | Orchestra                | 1     |
| or MUS 127  | Orchestra                | (2.5) |

### MUSIC ENSEMBLE

|                          |                         |       |
|--------------------------|-------------------------|-------|
| MUS 205E                 | Community Orchestra     | 1     |
| or MUS 128               | Community Orchestra     | (2.5) |
| MUS 206E                 | Stage Band              | 1     |
| or MUS 133               | Stage Band              | (2.5) |
| MUS 207E                 | Jazz Ensemble           | 1     |
| or MUS 134               | Jazz Ensemble           | (2.5) |
| MUS 208E                 | Pop/Rock Latin Ensemble | 1     |
| or MUS 141               | Pop/Rock Ensemble       | (2.5) |
| MUS 209E                 | Pep Band                | 1     |
| or MUS 126               | Pep Band                | (2.5) |
| MUS 210E                 | String Ensemble         | 1     |
| or MUS 136               | String Ensemble         | (1.5) |
| MUS 211E                 | Woodwind Ensemble       | 1     |
| or MUS 129               | Woodwind Ensemble       | (1.5) |
| MUS 213E                 | Percussion Ensemble     | 1     |
| or MUS 131               | Percussion Ensemble     | (1.5) |
| MUS 216E                 | Piano Ensemble          | 1     |
| or MUS 154               | Piano Ensemble          | (1.5) |
| MUS 217E                 | Guitar Ensemble         | 1     |
| or MUS 132               | Guitar Ensemble         | (2.5) |
| MUS 218E                 | Community Chorus        | 1     |
| or MUS 138               | Community Chorus        | (2.5) |
| MUS 219E                 | Collegiate Choral       | 1     |
| or MUS 138A              | Collegiate Choral       | (2.5) |
| TOTAL MAJOR REQUIREMENTS |                         | 45-50 |

### ASSOCIATE IN ARTS IN GENERAL MUSIC DEGREE REQUIREMENTS

1. Completion of 45-50 units in the major
2. The Cerritos College Associate in Arts General Education Requirements
3. Obtainment of a minimum grade point average of 2.0.
4. Students must also earn a C or better in all courses required for the major.

### COMMERCIAL MUSIC

### ASSOCIATE IN ARTS DEGREE

#### REQUIRED CORE

|             |                               |    |
|-------------|-------------------------------|----|
| MUS 104B    | History of Rock Music         | 3  |
| MUS 110     | Music Technology Fundamentals | 3  |
| MUS 112     | Elementary Piano I            | 2  |
| MUS 135     | This Business of Music        | 3  |
| MUS 144A    | Electronic Synthesizer I      | 2  |
| MUS 144B    | Electronic Music Production   | 2  |
| MUS 146A    | Recording Techniques          | 2  |
| MUS 180     | Music Theory/Musicianship I   | 4  |
| MUS 181     | Music Theory/Musicianship II  | 4  |
|             | *Music Electives              | 6  |
| TOTAL UNITS |                               | 31 |

\*Music Electives: MUS 100, 101, 102, 103, 104, 104B, 105, 108, 109, 114, 115, 118, 119, 140, 142, 201E, 202E, 203E, 204E, 205E, 206E, 207E, 208E, 209E, 210E, 211E, 212E, 213E, 216E, 217E, 218E, or 219E.

### 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:

- 1) Students should strongly consider taking MUS 105, Music Fundamentals, as part of their General Education requirements

### COMMERCIAL MUSIC PRODUCTION

### CERTIFICATE OF ACHIEVEMENT

#### REQUIRED COURSES:

|          | UNITS |
|----------|-------|
| MUS 110  | 3     |
| MUS 112  | 2     |
| MUS 113  | 2     |
| MUS 135  | 3     |
| MUS 144A | 2     |
| MUS 144B | 2     |
| MUS 146A | 2     |
| MUS 146B | 2.5   |
| MUS 155  | 3     |
| MUS 156  | 2.5   |
| MUS 171  | 1     |
| MUS 180  | 4     |
| MUS 181  | 4     |
| MUS 244A | 2.5   |
| MUS 245A | 2.5   |

TOTAL UNITS 38

### NATURAL SCIENCES – GENERAL

### ASSOCIATE IN ARTS DEGREE

In order to qualify for an A.A. Degree in Natural Sciences - General, the following requirements must be met:

1. Completion of the AA 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.

# Curriculum and Requirements for Majors and Certificates

## A. Courses in the Physical Sciences

(Choose at least 4 units)

|           | <b>UNITS</b> |
|-----------|--------------|
| ASTR 102  | 3            |
| ASTR 103  | 3            |
| ASTR 104  | 3            |
| ASTR 105L | 1            |
| ASTR 106  | 3            |
| CHEM 100  | 4            |
| CHEM 105  | 1.5          |
| CHEM 110  | 4            |
| CHEM 111  | 5            |
| CHEM 112  | 5            |
| CHEM 211  | 5            |
| CHEM 212  | 5            |
| ESCI 101  | 3            |
| ESCI 102  | 1            |
| ESCI 104  | 3            |
| ESCI 104L | 1            |
| ESCI 106  | 3            |
| ESCI 110  | 4            |
| GEOG 101  | 3            |
| GEOG 101L | 1            |
| GEOG 103  | 3            |
| GEOG 140  | 3            |
| GEOG 160  | 2            |
| GEOL 100  | 1            |
| GEOL 101  | 4            |
| GEOL 102  | 3            |
| GEOL 102L | 1            |
| GEOL 105L | 1            |
| GEOL 120  | 1            |
| GEOL 201  | 4            |
| GEOL 204  | 3            |
| GEOL 207  | 4            |
| GEOL 208  | 3            |
| GEOL 209  | 3            |
| PHYS 100  | 4            |
| PHYS 101  | 4            |
| PHYS 102  | 4            |
| PHYS 201  | 4            |
| PHYS 202  | 4            |
| PHYS 203  | 4            |
| PS 100    | 3            |
| PS 112    | 3            |

## B. Courses In The Biological Sciences

(Choose at least 4 units)

|           | <b>UNITS</b> |
|-----------|--------------|
| A&P 120   | 4            |
| A&P 150   | 4            |
| A&P 151   | 4            |
| A&P 200   | 5            |
| A&P 201   | 5            |
| ANTH 115  | 3            |
| ANTH 115L | 1            |
| BIOL 115  | 3            |
| BIOL 120  | 4            |
| BIOL 200  | 5            |
| BIOL 201  | 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 220  | Analytic Geometry and Calculus III  | 4            |
| MATH 240  | Calculus and Differential Equations   | 4            |
| MATH 250  | Linear Algebra and Differential Equations   | 5            |
| PSYC 210  | Elementary Statistics   | 4            |

TOTAL ASSOCIATE OF ARTS DEGREE REQUIREMENTS 18

See Cerritos College Graduation Requirements.

## NEW PRODUCT DEVELOPMENT

### AUTOMOTIVE AFTERMARKET PRODUCT DEVELOPMENT OPTION

#### CERTIFICATE OF ACHIEVEMENT

##### 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     |
| NPD 105  | Mechatronics Integration in New Product Development        | 3     |
| AUTO 100 | Automotive Maintenance and Operation                       | 4     |
| or AB 51 | Non-Structural Repair                                      | (4.5) |
| NPD 108  | Human Man Interfaces in New Product Development            | 3.0   |

TOTAL CERTIFICATE REQUIREMENTS: 19-19.5

**RECOMMENDED ELECTIVES:** MTT 177, MTT 278, PMT 221, WELD 130, WMT 111L

## NEW PRODUCT DEVELOPMENT AND FABRICATION OPTION

### CERTIFICATE OF ACHIEVEMENT

#### PROGRAM REQUIREMENTS

|         |  |      |
|---------|--|------|
| NPD 100 | Product Development in a Global Economy                    | 3.0  |
| NPD 101 | Innovation Using Rapid Prototyping                         | 3.0  |
| NPD 103 | Advanced Tooling and Materials for New Product Development | 3.0  |
| NPD 104 | Programmable Logic Controllers in New Product Development  | 3.0  |
| NPD 108 | Human Man Interfaces in New Product Development            | 2.0  |
| ET 102  | Electronics for Engineering Technologists                  | 3.0  |
| ET 104  | Engineering Technology Project Development                 | 1.0  |
|         |  | 18.0 |

RECOMMENDED ELECTIVES: MTT 177, MTT 278, PMT 221, WELD 130, WMT 111L

## 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 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. 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.

#### 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, 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.



## Curriculum and Requirements for Majors and Certificates

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 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; the goals of nursing care and to organize the collection of 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 structure curriculum development, define and level competencies within the Major Requirements and identify competence 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 as a biopsychosocial being in constant interaction with the environment. As an adaptive organism, the person copes with changes in the environment. A person's health status is defined along a health-illness continuum and may be influenced by life stages and adaptation to needs. 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 need of the Physiologic Mode is physiological integrity. Components of this mode are: Oxygenation, Nutrition, Elimination, Activity and Rest, Protection, Senses, Fluid and Electrolytes, Neurological Function, and Endocrine Function. The first five components are identified as basic needs inherent in achieving physiological integrity. The remaining four are considered complex processes which mediate activities regulating the organism's 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. For each disease or condition, instruction includes pathophysiology and the application of the nursing process: assessment; nursing diagnoses; planning and goal-setting; medical, surgical and nursing interventions; and expected outcomes (evaluation).

The Self-Concept Mode, which aims to maintain psychic integrity, consists of the Physical Self and the Personal Self. The Physical Self includes body sensation and body image. The Personal Self includes self-consistency, self-ideal/self-expectancy, and the moral-ethical-spiritual self. Self esteem is a pervasive aspect of the Personal Self and relates to the worth or value a person holds related to the self. Concepts related to grief and loss, anxiety and depression are among those addressed in the curriculum content.

The Role Function Mode has three components: Primary Role, Secondary Roles and Tertiary Roles. The underlying need for this mode is social integrity. The Primary Role is an ascribed role based on age, gender, ethnicity and developmental age; it determines the majority of a person's role behaviors. The Secondary Role component encompasses

the roles that a person assumes to complete tasks associated with developmental stage and primary role. Tertiary Roles are chosen by the person, usually temporary, and often associated with accomplishment of minor tasks in a person's current development. Role performance includes instrumental and expressive behaviors. Curriculum concepts related to this mode include alterations in role function and role performance.

The Interdependence Mode is a social construct related to giving and receiving of love, respect and value. The underlying need of this mode is to attain and maintain affectional adequacy. Key concepts associated with this mode include: significant others, support systems, giving behaviors, and receiving behaviors. This mode reflects a balance between independence and dependence. Curriculum content includes management of dysfunctional dependence and dysfunctional independence as manifested through alterations in family processes, ineffective family coping, knowledge deficits, substance abuse, and related concepts.

The goal of nursing as expressed in the Roy Adaptation Model is to promote adaptation. The nursing process begins with first level assessment in which both adaptive (effective) and maladaptive (ineffective) behavioral responses of the person are assessed in each component of each mode. Maladaptive behaviors are clustered and expressed as nursing diagnoses. 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. 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.

Graduates of Associate Degree Nursing Program exhibit behaviors that are characterized by clinical decision making, clinical competence, accountability, and a commitment to the value of caring. The Associate Degree Nurse is prepared to provide care to patients with acute and chronic health care needs and is concerned with individuals and their relationships within families, groups and communities. The nurse uses a collaborative approach in working with the patient and with other health care providers. 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 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 Cerritos College curriculum introduces the management of care role in the first semester. In the first semester of the program, the student begins the management of care of one patient. In the second through fourth semesters, the number of patients is progressively increased. In the final semester of the program, students manage care for a team of patients under the supervision of a staff mentor. In addition, the management of patient care includes developing skills in delegation, communication, leadership, and time and resource management. Concepts related to the scope of practice of various licensed and unlicensed caregivers, are included in the curriculum.

# Curriculum and Requirements for Majors and Certificates

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. The nurse practices within the legal and ethical framework of nursing and contributes to maintaining high standards of nursing practice. Professional behaviors include the concern for others that is demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development. Curriculum content includes legal rules and regulations affecting nursing practice; institutional guidelines and requirements affecting the student nurse; the roles of professional organizations; resources to enhance the development of the nurse; political, social and economic forces affecting health care and nursing; and organizational factors affecting nursing education and practice.

## 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, Inc. 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, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: (404) 975-5000; [www.nlnac.org](http://www.nlnac.org)

## ADMISSION REQUIREMENTS

The nursing program welcomes all applicants. To be considered for acceptance into the program, the applicant must meet the following requirements:

1. High school graduation or the equivalent.
2. Completion of English 100, Math 80, and Reading 54 or equivalent with grades of Pass or "C" or higher or satisfactory completion of the college placement test process. LVN applicants selecting the 30-unit option are required to complete the placement test process for advisement purposes but are not required to complete these courses, or the TEAS exam
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. Only one of the above courses may be repeated if grade of "D" or "F" is earned or to achieve a better grade. A&P 150, A&P 151 and MICR 200 are recommended to be completed within six (6) years of admission. Repeats for recency will be accepted.
4. A cumulative grade point average of 2.5 for all college work taken.
5. Students selected for admission are administered the TEAS exam and must obtain a 62% or higher. The program will accept TEAS exam results from other sites or the HESI diagnostic assessment test with a 70% or higher. These assessment examinations are a test of basic math, English, reading, and science. Students who fail to achieve a passing score will be required to complete additional pre-nursing course work to become eligible to retest prior to admission.
6. A valid US Social Security number is required for admission into the program.

## 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 acute 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

- Step 1: If not previously enrolled at Cerritos College, the applicant must complete a College application. This can be done on-line at [www.cerritos.edu](http://www.cerritos.edu) or in the Admissions and Records Office (in Administration Building on Alondra Boulevard).
- Step 2: Complete the College's assessment test process at the Cerritos College Assessment Center. Test schedules are available in the Counseling Department. If assessment test requirements have already been met by equivalent measures, the applicant should see a counselor for options.
- Step 3: After college assessment tests have been completed make an appointment with a counselor by calling (562) 860-2451, ext. 2231; specify that this is for completion of a nursing application. If transcripts have not been submitted prior to appointment, official transcripts may be hand-carried to the appointment. Option F applicants do not need to see a counselor.

You may also make an appointment online by going to [www.cerritos.edu/counseling](http://www.cerritos.edu/counseling) and clicking on the "Nursing Application Workshops" link.

## SELECTION PROCEDURES AND STANDARDS

1. Applications must be submitted no later than March 15th.
2. The applicant must submit to the Health Occupations Division Office the following items:
  - a. A completed application signed by the applicant and a Cerritos College counselor
  - b. Verification of high school graduation or GED completion
  - c. Official College transcripts (unofficial Cerritos College transcripts will be accepted) showing grades for all needed prerequisite courses.
  - d. College assessment test results or indication by counselor that this requirement has been met through equivalent courses or activities
  - e. 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.
3. 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.
4. Applicants who meet the minimum admission requirements are assigned a number for admission by a randomized computer selection process.
5. Students placed in the top 100 spots will be required to pass the current TEAS diagnostic assessment test (basic math, English, reading, and science) prior to admission to the program. Students who fail to achieve a passing score will be required to complete additional pre-nursing course work to become eligible for retest.
6. Notification of admission to the program will be done in writing.
7. Admitted students and alternates will be required to attend a mandatory orientation meeting. During the orientation, information will be given regarding textbooks, uniforms, registration procedures, and other relevant matters.
8. 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
  - b. The right to know of the existence of a policy giving credit for previous nursing education and/or experience.

## 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 \$254 for non-residents of California or international students. A Student Activity Fee (\$10) and Student Health Services Fee (\$19) are assessed each semester. During the four core semesters, lab material fees total approximately \$175 textbooks approximately \$2300 and additional supplies and uniforms approximately \$350. Fees are subject to change. Students are responsible for their own living arrangements, uniform laundry and transportation to clinical agencies.

## ATTENDANCE

All students are expected to observe the attendance requirements of the Nursing Program as stated in the Nursing Program Student Handbook.

## 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. Upon successful completion of all nursing program requirements, the nursing graduate may receive and wear the nursing pin which is given at a pinning ceremony. The cost of the pin is the responsibility of the student.

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. 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 \$150. In addition, the student may apply for an interim permit for \$50. These fees are subject to change by the Board of Registered Nursing.

As stated in the Board of Registered Nursing's application for licensure:

## Curriculum and Requirements for Majors and Certificates

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:

- A. Associate in Arts Degree (also referred to as the "generic" option or Associate Degree in Nursing)
- B. LPT-ADN (Licensed Psychiatric Technician to Associate Degree in Nursing)
- C. LVN-ADN (Licensed Vocational Nurse to Associate Degree in Nursing)
- D. LVN-30 Unit Option (LVN + 30 units qualifying for NCLEX-RN, non-Degree)
- E. Transfer and Challenge
- F. 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            | 1.0 |
| NRSG 210  | **Fundamentals of Nursing 1             | 5.0 |
| NRSG 211  | **Introduction to Theoretical Framework | 1.0 |
| NRSG 212  | **Medical-Surgical Nursing 1            | 5.0 |
| NRSG 213A | *Major Drugs and Nursing Management I   | 0.5 |

#### Semester 2

|           |   |     |
|-----------|---|-----|
| NRSG 57LB | Intermediate Nursing Skills Lab         | 1.0 |
| NRSG 213B | **Major Drugs and Nursing Management II | 1.0 |
| NRSG 220  | **Medical-Surgical Nursing 3            | 5.5 |
| NRSG 222  | **Maternal/Child Nursing                | 5.5 |

#### Semester 3

|           |  |     |
|-----------|--|-----|
| NRSG 57LC | Advanced Intermediate Nursing Skills Lab | 1.0 |
| NRSG 230  | **Psychosocial and Community Nursing     | 5.0 |
| NRSG 232  | **Medical-Surgical Nursing 4             | 5.0 |

#### Semester 4

|           |                               |     |
|-----------|-------------------------------|-----|
| NRSG 57LD | Advanced Nursing Skills Lab   | 1.0 |
| NRSG 240  | **Medical-Surgical Nursing 5  | 5.0 |
| NRSG 242  | *Professional Role Transition | 3.0 |

#### ELECTIVES

|          |                                 |     |
|----------|---------------------------------|-----|
| NRSG 48T | **Elective Nursing Tutorial     | 0.5 |
| NRSG 80  | **Nursing Process Documentation | 1.0 |

\*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, NRSG 25, NRSG 211, NRSG 213A, NRSG 251, and PSYC 251 or equivalents with grades of Pass or "C" or higher. Valid California LPT license.

### REQUIRED COURSES

### UNITS

#### Semester 1

|           |                              |     |
|-----------|------------------------------|-----|
| NRSG 57LA | Beginning Nursing Skills Lab | 1.0 |
| NRSG 212  | **Medical-Surgical Nursing 1 | 5.0 |

#### Semester 2

|           |   |     |
|-----------|---|-----|
| NRSG 57LB | Intermediate Nursing Skills Lab         | 1.0 |
| NRSG 213B | **Major Drugs and Nursing Management II | 1.0 |
| NRSG 220  | **Medical-Surgical Nursing 3            | 5.5 |
| NRSG 222  | **Maternal/Child Nursing                | 5.5 |



# Curriculum and Requirements for Majors and Certificates

## Semester 3

|          |  |     |
|----------|--|-----|
| NRS 57LC | Advanced Intermediate Nursing Skills Lab | 1.0 |
| NRS 230  | **Psychosocial and Community Nursing     | 5.0 |
| NRS 232  | **Medical-Surgical Nursing 4             | 5.0 |

## Semester 4

|          |                               |     |
|----------|-------------------------------|-----|
| NRS 57LD | Advanced Nursing Skills Lab   | 1.0 |
| NRS 240  | **Medical-Surgical Nursing 5  | 5.0 |
| NRS 242  | *Professional Role Transition | 3.0 |

## ELECTIVES

|         |                                 |     |
|---------|---------------------------------|-----|
| NRS 48T | **Elective Nursing Tutorial     | 0.5 |
| NRS 80  | **Nursing Process Documentation | 1.0 |

\*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: NRS 26, NRS 215, NRS 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> |  |       |
| NRS 57LC          | Advanced Intermediate Nursing Skills Lab | 1.0   |
| NRS 230           | **Psychosocial and Community Nursing     | 5.0   |
| NRS 232           | **Medical-Surgical Nursing 4             | 5.0   |

#### Semester 2

|          |                               |     |
|----------|-------------------------------|-----|
| NRS 57LD | Advanced Nursing Skills Lab   | 1.0 |
| NRS 240  | **Medical-Surgical Nursing 5  | 5.0 |
| NRS 242  | *Professional Role Transition | 3.0 |

#### ELECTIVES

|         |                                 |     |
|---------|---------------------------------|-----|
| NRS 48T | **Elective Nursing Tutorial     | 0.5 |
| NRS 80  | **Nursing Process Documentation | 1.0 |

\*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 NRS 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: NRS 26, NRS 251 (strongly recommended), and PSYC 251. Completion of the college placement test process for advisement purposes.

#### REQUIRED COURSES

|                   |  | UNITS |
|-------------------|--|-------|
| <b>SEMESTER 1</b> |  |       |
| NRS 57LC          | Advanced Intermediate Nursing Skills Lab | 1.0   |
| NRS 230           | **Psychosocial and Community Nursing     | 5.0   |
| NRS 232           | **Medical-Surgical Nursing 4             | 5.0   |

#### Semester 2

|          |                               |     |
|----------|-------------------------------|-----|
| NRS 57LD | Advanced Nursing Skills Lab   | 1.0 |
| NRS 240  | **Medical-Surgical Nursing 5  | 5.0 |
| NRS 242  | *Professional Role Transition | 3.0 |

#### ELECTIVES

|         |                                 |     |
|---------|---------------------------------|-----|
| NRS 48T | **Elective Nursing Tutorial     | 0.5 |
| NRS 80  | **Nursing Process Documentation | 1.0 |

\*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, NRS 25 if entering prior to the middle of the second semester or NRS 26 if entering at or following the middle of the second semester. NRS 200, NRS 215, NRS 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 NRS 222 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. Armed 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. Pass will be granted based upon the content and hours of transferring courses and must be equivalent to courses in the Cerritos College Nursing 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. NRS 26 and NRS 215 or equivalents with grades of Pass or “C” or higher.

# PHARMACY TECHNOLOGY

## PHARMACY TECHNICIAN

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 and are offered during the day and evening.

## WRITING PROFICIENCY REQUIREMENT

Completion of ENGL 52 with a grade of Pass or “C” or higher, or earning a score on the Writing Proficiency Test sufficient for placement in ENGL 100.

## 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 Pass or “C” or higher or 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 with a grade of Pass or “C” or higher.  
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 \$1,000.00. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected hospitals and clinics.

# Curriculum and Requirements for Majors and Certificates

## 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.

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. Prior to enrolling in PHAR 90 and PHAR 95, you may be required to obtain a valid CPR card for Basic Life Support Healthcare Provider, offered through the American Heart Association.

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 TECHNICIAN

### CERTIFICATE OF ACHIEVEMENT

| REQUIRED COURSES   | UNITS |
|--|-------|
| HO 56 Medication Calculations                              | 1     |
| PHAR 50 Pharmaceutics                                      | 1.5   |
| PHAR 55 Pharmacy Introduction                              | 1.5   |
| PHAR 56 Pharmacy Skills Lab Introduction                   | .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-<br>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   |
| PHAR 95 Clinical Experience II                    | 5   |
| MA 161 Medical Terminology                        | 3   |
| or A&P 120 Introduction to Anatomy and Physiology | (4) |

TOTAL CERTIFICATE REQUIREMENTS 32/33

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Pharmacy Technician and complete electives and General Education requirements to achieve a minimum of 60 units.

**CAREER OPPORTUNITIES:** Employment as a Pharmacy Technician in community or hospital 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 IN PHILOSOPHY 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 and 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**

**DEPARTMENT REQUIREMENTS (15 Units)**

|   | <b>UNITS</b> |
|---|--------------|
| 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            |

**Select eight units minimum course work from the following**

|   |   |
|---|---|
| PHOT 112    Intermediate Digital Photography            | 3 |
| PHOT 122    Color Photography                           | 3 |
| PHOT 171    Occupational Work Experience in Photography | 1 |
| PHOT 200    Advanced Photography                        | 3 |
| PHOT 230    Portrait Photography                        | 3 |
| PHOT 232    Approaches to Studio Lighting               | 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 three 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 ASSOCIATE IN ARTS DEGREE REQUIREMENTS    26

**NOTE:** 35mm camera and film are provided by each student. Laboratory fees are also required. Refer to the class schedules for specific course fees.

**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.

**PHYSICAL EDUCATION**

**ASSOCIATE OF ARTS DEGREE**

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 PE Elective Courses            3 Units

See Cerritos College Graduation Requirements.

**REQUIRED CORE COURSES**

|   | <b>UNITS</b> |
|---|--------------|
| KIN 100    Introduction to Kinesiology                  | 3            |
| KIN 102    Introduction to Athletic Training            | 3            |
| KIN 104    Fitness and Wellness                         | 3            |
| 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 & A&P 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 102    Adapted Cardiovascular Exercise          | 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 118    Triathlon Basics                         | 1   |
| PEX 119    Basic Training and Physical Conditioning | 1   |
| 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 240    Jogging for Fitness, Intermediate        | 2   |

**(2) Fitness**

|   |   |
|---|---|
| PEX 103    Adapted Strength Training                      | 1 |
| PEX 104    Adapted Stretching & Relaxation                | 1 |
| PEX 130    Weight Management                              | 1 |
| PEX 134    Body Sculpting                                 | 1 |
| PEX 136    Stretch and Relaxation                         | 1 |
| PEX 145    Circuit Weight Training, Beginning             | 1 |
| PEX 151    Yoga   | 1 |
| PEX 152    Restorative Yoga                               | 1 |
| PEX 156    Pilates Conditioning                           | 1 |
| PEX 157    Pilates Conditioning for Dancers               | 1 |
| PEX 245    Circuit Weight Training, Intermediate/Advanced | 2 |
| PEX 246    Olympic Weights-Power Lifting                  | 2 |



# Curriculum and Requirements for Majors and Certificates

## (3) Aquatics

|         |                        |   |
|---------|------------------------|---|
| PEX 105 | Adapted Swimming       | 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.)

## (4) Team Activities

|         |                                 |   |
|---------|---------------------------------|---|
| PEX 101 | Wheelchair Activities           | 1 |
| 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 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   | Sedentary Activities for Students with Disabilities | 1 |
| PEX 147   | Personal Self Defense                               | 1 |
| PEX 149   | Tae Kwon Do, Beginning                              | 1 |
| PEX 161   | Badminton, Beginning                                | 1 |
| 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 249   | Tae Kwon Do, Intermediate/Advanced                  | 2 |
| PEX 261   | Badminton, 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 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 108C | Dance, Modern, Advanced                             | 2 |
| DANC 109  | Introduction to Dance Cultures of the World         | 2 |
| DANC 110  | Commercial Dance                                    | 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 |

## 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 |
| KIN 200  | Sports Psychology                                       | 3 |
| KIN 202  | Measurement and Interpretation of Fitness               | 3 |
| KIN 203  | Programs and Principles of Conditioning                 | 3 |
| KIN 206  | Athletic 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 |

## RECOMMENDED GENERAL EDUCATION ELECTIVES

|          |                                   |   |
|----------|-----------------------------------|---|
| HED 100  | Contemporary Health Problems      | 3 |
| PSYC 101 | General Introduction Psychology   | 3 |
| SOC 101  | Introductory Sociology Principles | 3 |

TOTAL ASSOCIATE OF ARTS REQUIREMENTS 25/29/31

# KINESIOLOGY

## ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

### REQUIRED CORE (14 UNITS)

|         |                                  |   |
|---------|----------------------------------|---|
| A&P 150 | Introduction to Human Anatomy    | 4 |
| A&P 151 | Introduction to Human Physiology | 4 |
| PE 114  | Introduction to Kinesiology      | 3 |

**Movement Based Courses: (maximum 3 units) Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units.**

### AQUATICS

|            |                                |     |
|------------|--------------------------------|-----|
| PE 150A    | Swimming Beginning             | 1   |
| or PE 150B | Swimming Intermediate/Advanced | (1) |

### COMBATIVES

|            |                        |     |
|------------|------------------------|-----|
| PE 160     | Personal Self Defense  | 1   |
| or PE 161A | Tae Kwon Do, Beginning | (1) |

### DANCE

|              |   |     |
|--------------|---|-----|
| DANC 106A    | Beginning Ballet                            | 2   |
| or DANC 106B | Intermediate Ballet                         | (2) |
| or DANC 108A | Dance, Modern, Beginning                    | (2) |
| or DANC 108B | Dance, Modern, Intermediate                 | (2) |
| or DANC 109  | Introduction to Dance Cultures of the World | (2) |

## Curriculum and Requirements for Majors and Certificates

|             |                                |     |
|-------------|--------------------------------|-----|
| or DANC 121 | Latin Social Dance             | (2) |
| or DANC 122 | Middle Eastern Dance           | (2) |
| or DANC 123 | African Dance                  | (2) |
| or DANC 124 | Hip Hop Dance                  | (2) |
| or DANC 125 | Introduction to Ballroom Dance | (2) |
| or DANC 140 | Beginning Jazz Dance           | (2) |
| or DANC 142 | Beginning Tap Dance            | (2) |

### FITNESS

|            |  |       |
|------------|--|-------|
| PE 131     | Walking for Fitness                            | 1     |
| or PE 132A | Low Impact Aerobics                            | (1.5) |
| or PE 132B | Aerobic Activities                             | (1.5) |
| or PE 133  | Step Aerobics                                  | (1.5) |
| or PE 134  | Water Aerobics                                 | (1)   |
| or PE 135A | Circuit Weight Training, Beginning             | (1)   |
| or PE 135B | Circuit Weight Training, Intermediate-Advanced | (2)   |
| or PE 138  | Yoga   | (1)   |
| or PE 141  | Fitness and Wellness                           | (3)   |
| or PE 143  | Personal Fitness                               | (1)   |

### INDIVIDUAL SPORTS

|            |                                  |     |
|------------|----------------------------------|-----|
| PE 154A    | Badminton, Beginning             | 1   |
| or PE 154B | Badminton, Intermediate/Advanced | (2) |
| or PE 156A | Golf Beginning                   | (1) |
| or PE 156B | Golf Intermediate/Advanced       | (2) |
| or PE 159A | Tennis, Beginning                | (1) |
| or PE 159B | Tennis Intermediate/Advanced     | (2) |

### TEAM SPORTS

|            |                                   |     |
|------------|-----------------------------------|-----|
| PE 171A    | Softball                          | 1   |
| or PE 171B | Softball, Intermediate/Advanced   | (2) |
| or PE 172A | Volleyball                        | (1) |
| or PE 172B | Volleyball, Intermediate/Advanced | (2) |
| or PE 176A | Beginning Basketball              | (1) |
| or PE 176B | Basketball, Advanced              | (2) |
| or PE 177  | Flag Football                     | (1) |
| or PE 179A | Soccer, Beginning                 | (1) |
| or PE 179B | Soccer, Intermediate/Advanced     | (2) |

### LIST A (select two) 6-10 Units

|             |                             |     |
|-------------|-----------------------------|-----|
| CHEM 100    | Introduction to Chemistry   | 4   |
| or CHEM 111 | General Chemistry           | (5) |
| HED 110     | Community First Aid and CPR | 3   |
| MATH 112    | Elementary Statistics       | 4   |
| or PSYC 210 | Elementary Statistics       | (4) |
| PHYS 101    | General Physics             | 4   |
| or PHYS 201 | Engineering Physics         | (4) |

TOTAL UNITS FOR THE MAJOR 20-24

### ASSOCIATE IN ARTS IN KINESIOLOGY 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.

## EXERCISE SCIENCE: FITNESS SPECIALIST

### ASSOCIATE IN ARTS DEGREE

1. Complete the requirements for the Certificate of Achievement in Exercise Science: Fitness Specialist. Certificate requirements appear below.
2. Complete the General Education requirements and electives to achieve a minimum of 60 units.
3. Complete at least two PEX activity courses from department approved list for a total of 3 units. These units can be double counted toward elective credits.

### DEPARTMENT REQUIREMENTS

|          |   |   |
|----------|---|---|
| HED 110  | Community First Aid and CPR                         | 3 |
| HED 200  | Nutrition for Health, Fitness and Physical Activity | 3 |
| KIN 102  | Introduction to Athletic Training                   | 3 |
| KIN 104  | Fitness and Wellness                                | 3 |
| KIN 202  | Measurement and Interpretation of Fitness           | 3 |
| KIN 203  | Programs and Principles of Conditioning             | 3 |
| KIN 271A | Occupational Work Experience                        | 1 |
| AP 120   | Introduction to Human Anatomy and Physiology        | 4 |
| BA 100   | Fundamentals of Business                            | 3 |

### Select 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)   |

(Please see department approved list for other PEX activity course options)

TOTAL REQUIREMENTS 29

## EXERCISE SCIENCE: FITNESS SPECIALIST

### CERTIFICATE OF ACHIEVEMENT

### DEPARTMENT REQUIREMENTS UNITS

|          |   |   |
|----------|---|---|
| HED 110  | Community First Aid and CPR                             | 3 |
| HED 200  | Nutrition for Health, Fitness and Physical Conditioning | 3 |
| KIN 102  | Introduction to Athletic Training                       | 3 |
| KIN 104  | Fitness and Wellness                                    | 3 |
| KIN 202  | Measurement and Interpretation of Fitness               | 3 |
| KIN 203  | Programs and Principles of Conditioning                 | 3 |
| KIN 271A | Occupational Work Experience for Fitness                | 1 |
| AP 120   | Introduction to Human Anatomy & Physiology              | 4 |
| BA 100   | Fundamentals of Business                                | 3 |

TOTAL CERTIFICATE UNITS 26

# Curriculum and Requirements for Majors and Certificates

## EXERCISE SCIENCE: ATHLETIC TRAINER

### ASSOCIATE IN ARTS DEGREE

1. Complete the core requirements for the Exercise Science: Athletic Trainer AA Degree
2. Complete the General Education and electives to achieve a minimum of 60 units.
3. Complete at least two PEX activity courses from department approved list for a total of 3 units. These units can be double counted toward elective credits.

#### DEPARTMENT REQUIREMENTS

|          |   |   |
|----------|---|---|
| HED 110  | Community First Aid and CPR   | 3 |
| KIN 102  | Introduction to Athletic Training   | 3 |
| KIN 104  | Fitness and Wellness  | 3 |
| KIN 202  | Measurement and Interpretation of Fitness Programs and Principles of Conditioning | 3 |
| KIN 203  | Athletic Injury Assessment and Reconditioning                                     | 2 |
| KIN 206  | Athletic Injury Taping, Bandaging, and Immobilization                             | 1 |
| KIN 207  | Occupational Work Experience  | 1 |
| KIN 271A | Introduction to Human Anatomy and Physiology                                      | 4 |
| AP 120   | Medical Terminology   | 3 |
| MA 161   |   | 3 |

#### Select 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 | Waking 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)   |

(Please see department approved list for other PEX activity course options)

|                    |    |
|--------------------|----|
| TOTAL REQUIREMENTS | 29 |
|--------------------|----|

## EXERCISE SCIENCE: ATHLETIC TRAINER AIDE

### CERTIFICATE OF ACHIEVEMENT

#### DEPARTMENT REQUIREMENTS

|          | UNITS |
|----------|-------|
| HED 110  | 3     |
| KIN 102  | 3     |
| KIN 104  | 3     |
| KIN 202  | 3     |
| KIN 203  | 3     |
| KIN 206  | 2     |
| KIN 207  | 1     |
| KIN 271A | 1     |

|                         |  |    |
|-------------------------|--|----|
| AP 120                  | Introduction to Human Anatomy and Physiology | 4  |
| MA 161                  | Medical Terminology                          | 3  |
| TOTAL CERTIFICATE UNITS |  | 26 |

\*(A&P 150 & A&P 151 or A&P 200 & A&P 201 recommended for transfer students.)

## 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 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. This program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

#### 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 of all college work 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 application'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. GPA in prerequisite courses
  - c. Work/volunteer experience in the field or work experience in related medical fields
  - d. Additional course work in medical and science classes
  - e. Overall grade point average
7. Notification of acceptance or non-acceptance will be mailed after June 1.

## 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.

## 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 |
| SPCH 100                            | Fundamentals of Oral Communication | 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 |



# Curriculum and Requirements for Majors and Certificates

## 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 PTA 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)

#### REQUIRED CORE (24 Units) UNITS

|                           |                                    |    |
|---------------------------|------------------------------------|----|
| 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 220                  | Analytic Geometry and Calculus III | 4  |
|                           |                                    | —  |
| TOTAL UNITS FOR THE MAJOR |                                    | 24 |

#### ASSOCIATE IN SCIENCE IN PHYSICS 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.

## PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY (PMT)

### CERTIFICATE OF ACHIEVEMENT

| CORE    |                                | UNITS |
|---------|--------------------------------|-------|
| PMT 100 | Plastics Technology            | 2.5   |
| MFGT 65 | Applied Math for Manufacturing | 3     |

### COMPOSITES MANUFACTURING

|           |                                  |       |
|-----------|----------------------------------|-------|
| PMT 61    | Fiberglass Technology            | 2.5   |
| PMT 63L   | Specialty Plastics Lab           | 0.5   |
| PMT 67    | Fiberglass Production            | 2.5   |
| or PMT 51 | Composites Fabrication           | (2.5) |
| PMT 68    | Plastics Materials and Processes | 2.5   |
| PMT 70    | Composites Technology            | 2.5   |
| ENGT 116  | Blueprint Reading                | 2     |
| or MTT 54 | CNC Blueprint Reading            | (2.5) |
|           |                                  | —     |

TOTAL UNITS (INCLUDING CORE) 18 – 18.5

### COMPOSITE INSPECTION

|           |                                 |       |
|-----------|---------------------------------|-------|
| PMT 61    | Fiberglass Technology           | 2.5   |
| PMT 63L   | Specialty Plastics Lab          | 0.5   |
| PMT 67    | Fiberglass Production           | 2.5   |
| or PMT 51 | Composites Fabrication          | (2.5) |
| PMT 68    | Plastic Materials and Processes | 2.5   |
| PMT 70    | Composites Technology           | 2.5   |
| MTT 56    | CNC Shop Inspection             | 2.0   |
| MFGT 54   | Ultrasonic Level I Testing      | 1.5   |
|           |                                 | —     |

TOTAL UNITS (INCLUDING CORE) 19.5

### PLASTIC/COMPOSITE TOOL DESIGN

|             |   |       |
|-------------|---|-------|
| ENGT 116    | Blueprint Reading                                     | 2.0   |
| or MTT 54   | CNC Blueprint Reading                                 | (2.5) |
| or WELD 50  | Blueprint Reading for the Welding Trades              | (3.0) |
| ENGT 138    | AutoCAD   | 4.0   |
| or ENGT 103 | Introduction to Engineering Design Using Inventor     | (3.0) |
| or ENGT 259 | SolidWorks  | (4.0) |
| or ENGT 265 | CATIA I   | (4.0) |
| ENGT 258    | Design and Production Technology Using Solid Modeling | 4.0   |
| PMT 58      | Industrial Design for Plastics                        | 2.5   |
| PMT 63L     | Specialty Plastics Lab                                | 0.5   |
| PMT 68      | Plastic Materials and Process                         | 2.5   |
| PMT 72      | Tooling for Plastics                                  | 2.5   |
| or PMT 65   | Moldmaking  | (3.0) |
|             |   | —     |

TOTAL UNITS (INCLUDING CORE) 23 – 25

### PLASTICS MANUFACTURING

|           |                                  |       |
|-----------|----------------------------------|-------|
| PMT 4     | Plastics Fabrication             | 2.5   |
| or PMT 64 | Plastics Production              | (2.5) |
| PMT 59    | Injection Molding                | 2.5   |
| PMT 61    | Fiberglass Technology            | 2.5   |
| PMT 63L   | Specialty Plastics Lab           | 0.5   |
| PMT 66    | Hydraulics and Pneumatics        | 3.0   |
| PMT 68    | Plastics Materials and Processes | 2.5   |
| PMT 71    | Plastics Manufacturing           | 2.5   |
|           |                                  | —     |

TOTAL UNITS (INCLUDING CORE) 21.5

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete a minimum of 60 units to include (1) the above requirements for a specific Certificate of Achievement, (2) the Associate in Arts Degree general education requirements, and (3) electives as needed.

RECOMMENDED ELECTIVES: PMT 1, PMT 2, PMT 3, PMT 5, PMT 50, PMT 55, PMT 57, PMT 58, PMT 62 and PMT 221.

## POLITICAL SCIENCE

### ASSOCIATE IN ARTS DEGREE IN POLITICAL SCIENCE FOR TRANSFER (AA-T)

| REQUIRED CORE 3 Units                  | UNITS |
|--|-------|
| 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<br>(POL 250 may be applied to the degree only once) | 3 |

TOTAL UNITS FOR THE MAJOR 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)

| REQUIRED CORE (11 UNITS)                 | UNITS |
|--|-------|
| 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 |
|--|---|

#### 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 UNITS FOR THE MAJOR 20

### 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

### CERTIFICATE OF ACHIEVEMENT

| DIVISION/DEPARTMENT REQUIREMENTS  | UNITS |
|---|-------|
| RE 101 Real Estate Principles   | 3     |
| RE 173/174 Real Estate Occupational Work Experience/<br>Career Internship | 3/4   |

#### Choose 12 units from the following:

|  |   |
|--|---|
| RE 50 Introduction to Real Estate Software   | 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 18/19

### ASSOCIATE IN ARTS DEGREE REAL ESTATE REQUIREMENTS

Meet the requirements for the California Real Estate Certificate and complete six units from the following: BA 121, BCOT 147, FIN 125, RE 51, RE 53, RE 140, or RE 151 and complete General Education requirements and electives to achieve a minimum of 60 degree applicable units.

### CALIFORNIA REAL ESTATE CERTIFICATES

#### CERTIFICATE OF ACHIEVEMENT:

| 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      | 4 |
| RE 50 Introduction to Real Estate Software | 3 |

# Curriculum and Requirements for Majors and Certificates

|                                |  |          |
|--------------------------------|--|----------|
| RE 52                          | Mortgage Loan Brokering and Lending                            | 3        |
| RE 173/174                     | Real Estate Occupational Work Experience/<br>Career Internship | 3/4<br>— |
| TOTAL CERTIFICATE REQUIREMENTS |  | 24/26    |

**NOTE:** Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable.

Please see Business Counselors or the respective department chairperson for additional alternatives.

## REAL ESTATE LICENSE REQUIREMENTS

1. Salesperson's License:  
Effective October 1, 2007, Assembly Bill (AB) 2429 will change the qualifying educational requirements for the salesperson examination and for obtaining a real estate salesperson license. Currently, the Real Estate Law requires an applicant for a real estate salesperson examination to be enrolled in or have completed a college level course in Real Estate Principles. A successful applicant who has completed a college level course in Real Estate Principles, Real Estate Practices and one other specified real estate course will be eligible for a four-year license. A successful applicant, who has completed a college level course in Real Estate Principles, but not the other two required courses, will be eligible for an 18 month conditional license and must complete the two additional courses in order to extend the license validation for a complete four year term. If the additional two courses are not completed within the 18 months, the license is automatically suspended. 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:
  1. Legal Aspects of Real Estate—Real Estate Office Administration
  2. Real Estate Appraisal—Computer Applications in Real Estate
  3. Real Estate Finance—Real Estate Economics
  4. Property Management—Business Law
  5. Escrows—Accounting
  6. Common Interest Developments
  7. Mortgage Loan Brokering and Lending

### The Department of Real Estate (DRE) will implement AB 2429 as follows:

1. Original salesperson examination applications post marked or submitted in person to any DRE office on or after October 1, 2007, will be required to include evidence of completion of all three required courses before being scheduled for an examination.
2. Salesperson examination applications are valid for a two-year period. Original salesperson examination applications post marked or submitted in person to any DRE office before October 1, 2007, that contain an acknowledgement that the applicant is enrolled in or has completed a Real Estate Principles course, will be entitled to continue to take the examination within the two-year period for which the application is valid.
3. Applicants, who qualify for the examination as set forth in Item 2 above, must take and pass the examination before October 1, 2007, and have the license application post marked, or submitted in person to any DRE office, before October 1, 2007, to be eligible for a conditional license.

4. Applicants who qualify for the examination as set forth in Item 2 above, but who pass the examination on or after October 1, 2007, or whose license application is post marked, or submitted in person to any DRE office on or after October 1, 2007, will be required to include evidence of completion of all three required courses before their four-year license can be issued.
5. 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.

2. 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:  
Real Estate Practice—Legal Aspects of Real Estate  
Real Estate Appraisal—Real Estate Economics or Accounting  
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
7. 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 DEGREE REQUIREMENTS

| CORE REQUIREMENTS (15 Units) |   | UNITS |
|------------------------------|---|-------|
| 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 Scriptures) | 3     |
| WS 102                       | Women and Religion                                | 3     |

### Take 3 units from these courses:

|                           |   |    |
|---------------------------|---|----|
| ANTH 203                  | The Anthropology of Magic, Witchcraft, and Religion | 3  |
| ENGL 238                  | Classic Islamic Literature                          | 3  |
| ENGL 239                  | Literature of India                                 | 3  |
| HIST 275                  | Global Studies                                      | 3  |
| TOTAL UNITS FOR THE MAJOR |   | 18 |

# Curriculum and Requirements for Majors and Certificates

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Religious Studies and complete electives and General Education requirements to achieve a minimum of 60 units.

## RELIGIOUS STUDIES

### CERTIFICATE OF ACHIEVEMENT

| CORE REQUIREMENTS (15 Units)                               | UNITS |
|--|-------|
| PHIL 200 World Religion                                    | 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 Scriptures) | 3     |
| WS 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 |
| ENGL 239 Literature of India                                 | 3 |
| HIST 275 Global Studies                                      | 3 |

|                         |    |
|-------------------------|----|
| TOTAL CERTIFICATE UNITS | 18 |
|-------------------------|----|

## SOCIOLOGY

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

| REQUIRED CORE                             | UNITS |
|---|-------|
| SOC 101 Introductory Sociology Principles | 3     |

#### List A (6 Units – Choose any two courses)

|   |     |
|---|-----|
| 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 B (6 Units – Choose a minimum of two courses)

| Any List A course not used above    |   |
|-------------------------------------|---|
| SOC 110 Marriage and the Family     | 3 |
| SOC 202 Gender and Society          | 3 |
| SOC 210 American Minority Relations | 3 |

#### List C (3 Units – Choose one course)

| Any List A or B course not 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 225 Contemporary Social Issues                            | 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 THE MAJOR | 18-19 |
|---------------------------|-------|

## ASSOCIATE IN ARTS IN SOCIOLOGY 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.

## SPANISH

### ASSOCIATE IN ARTS DEGREE IN SPANISH FOR TRANSFER (AA-T)

| REQUIRED CORE (19 Units)                            | 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 205 Advanced Spanish Composition                     | 3 |
| SPAN 206 Hispanic Literature in the Media                 | 3 |
| SPAN 245 Introduction to Chicano/Mexican American Culture | 3 |
| SPAN 210 Highlights of Hispanic Culture                   | 3 |

|                       |    |
|-----------------------|----|
| TOTAL UNITS FOR 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

### ASSOCIATE IN ARTS DEGREE IN COMMUNICATION STUDIES FOR TRANSFER (AA-T)

| REQUIRED CORE (3)                 | UNITS |
|-----------------------------------|-------|
| SPCH 130 Fundamentals of Speaking | 3     |

#### List A (6 Units – Choose any two courses)

|   |   |
|---|---|
| SPCH 120 Fundamentals of Interpersonal Communication  | 3 |
| SPCH 132 Fundamentals of Small Group Communication    | 3 |
| SPCH 235 Fundamentals of Argumentation and Persuasion | 3 |



# Curriculum and Requirements for Majors and Certificates

## List B (6 Units – Choose a minimum of two courses)

### Any List A course not used above

|           |                                       |   |
|-----------|---------------------------------------|---|
| SPCH 100  | Fundamentals of Oral Communication    | 3 |
| SPCH 110  | Intercultural Communication           | 3 |
| SPCH 140  | Oral Interpretation of Literature     | 3 |
| SPCH 150  | Organizational Communication          | 3 |
| SPCH 236A | Forensics Activity 1                  | 3 |
| SPCH 240  | Oral Interpretation: Reader's Theater | 3 |
| SPCH 271  | Voice and Articulation                | 3 |

## List C (3 Units – Choose one course)

### Any List A or B course not used above

|          |                                     |   |
|----------|-------------------------------------|---|
| SPCH 145 | Storytelling                        | 3 |
| SPCH 200 | Contemporary Communication Topics   | 3 |
| ANTH 100 | Cultural Anthropology               | 3 |
| ENGL 102 | Freshman Composition and Literature | 3 |
| JOUR 100 | Mass Communication and Society      | 3 |
| PSYC 101 | General Introductory Psychology     | 3 |
| SOC 101  | Introductory Sociology Principles   | 3 |

TOTAL UNITS FOR MAJOR 18

## ASSOCIATE IN ARTS IN COMMUNICATION STUDIES 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

### ASSOCIATE IN ARTS DEGREE

#### CORE REQUIREMENTS: SELECT ONE COURSE - (3.0 UNITS)

|          |                                    |   |
|----------|------------------------------------|---|
|          | <b>UNITS</b>                       |   |
| SPCH 130 | Fundamentals of Public Speaking    | 3 |
| SPCH 100 | Fundamentals of Oral Communication | 3 |

#### List A: Select two courses (6.0 Units)

|          |  |   |
|----------|--|---|
| SPCH 120 | Fundamentals of Interpersonal Communication  | 3 |
| SPCH 132 | Fundamentals of Small Group Communication    | 3 |
| SPCH 235 | Fundamentals of Argumentation and Persuasion | 3 |

#### List B: Select three courses (9.0 Units)

Including any course from the required core or List A that has not been completed

|                 |                                       |   |
|-----------------|---------------------------------------|---|
| SPCH 60         | Introduction to Communication         | 3 |
| SPCH 110        | Intercultural Communication           | 3 |
| SPCH 140        | Oral Interpretation of Literature     | 3 |
| SPCH 150        | Organizational Communication          | 3 |
| SPCH 236A -236D | Forensics Activity (Maximum 3 units)  | 3 |
| SPCH 240        | Oral Interpretation: Reader's Theatre | 3 |
| SPCH 145        | Storytelling                          | 3 |
| SPCH 200        | Contemporary Communication Topics     | 3 |

TOTAL AA DEGREE 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.

## SPEECH COMMUNICATION

### CERTIFICATE OF COMPLETION

#### DIVISION/DEPARTMENT REQUIREMENTS

**UNITS**

#### Choose 12 units from any of the following courses

|           |  |   |
|-----------|--|---|
| SPCH 100  | Fundamentals of Oral Communication             | 3 |
| SPCH 110  | Intercultural communication                    | 3 |
| SPCH 120  | Fundamentals of Interpersonal Communication    | 3 |
| SPCH 130  | Fundamentals of Speaking                       | 3 |
| SPCH 132  | Fundamentals of Small Group Communication      | 3 |
| SPCH 140  | Oral Interpretation of Literature              | 3 |
| SPCH 145  | Storytelling                                   | 3 |
| SPCH 150  | Organizational Communication                   | 3 |
| SPCH 200  | Contemporary Communication Topics              | 3 |
| SPCH 235  | Fundamentals of Argumentation and Persuasion   | 3 |
| *SPCH 231 | Forensics Activity (for 1 or more tournament)  | 1 |
| *SPCH 232 | Forensics Activity (for 2 or more tournaments) | 2 |
| *SPCH 233 | Forensics Activity (for 3 or more tournaments) | 3 |
| SPCH 271  | Voice and Articulation                         | 3 |

TOTAL CERTIFICATE OF COMPLETION REQUIREMENTS 12

\*Up to 3 forensics units may be used toward the speech certificate.

## SPEECH-LANGUAGE PATHOLOGY ASSISTANT

### ASSOCIATE IN ARTS DEGREE

A degree in Speech-Language Pathology Assistant permits the student to apply for a state license as a SLPA and work with individuals with communication disorders under the supervision of a licensed Speech-Language Pathologist. SLPAs work in educational, clinical, and medical settings.

Students pursuing an Associate of Arts degree in Speech-Language Pathology Assisting must successfully complete the requirements of Plan A, B, or C as listed in the general catalog. Below is a list of the required courses in the program to be taken in the following sequence:

|                   |   |     |
|-------------------|---|-----|
|                   | <b>UNITS</b>  |     |
| <b>Semester 1</b> |   |     |
| ** CD 110         | Child Development   | 3   |
| SLP 101           | Introduction to Communication Disorders                         | 3   |
| SLP 105           | Speech and Language Development in Children (Formerly SPCH 229) | 3   |
|                   |   | 9   |
| <b>Semester 2</b> |   |     |
| A&P 120           | Introduction to Human Anatomy & Physiology                      | 4   |
| or A&P 150        | Introduction to Human Anatomy                                   | (4) |
| SLP 108           | Introduction to Phonetics                                       | 3   |
| SLP 125           | Childhood Disorders and Treatment                               | 5   |
|                   |   | 12  |

# Curriculum and Requirements for Majors and Certificates

## Semester 3

|            |                               |      |
|------------|-------------------------------|------|
| ** CDSE 50 | Survey of Special Education   | 3    |
| ** ASL 110 | American Sign Language I      | 4    |
| SLP 235    | Adult Disorders and Treatment | 5    |
| SLP 241    | Clinical Experience I         | 2    |
|            |                               | —    |
|            |                               | 14.5 |

## Semester 4

|  |   |      |
|--|---|------|
| ** CD 139                                    | Observation, Assessment and Positive Guidance of Childhood Behavior | 3    |
| SLP 230                                      | Adaptive Communication Technology                                   | 1.5  |
| SLP 246                                      | Clinical Experience II  | 2.5  |
|  |   | —    |
|  |   | 7    |
|  |   | —    |
| TOTAL ASSOCIATE IN ARTS DEGREE REQUIREMENTS: |   | 42.5 |

\*\* Denotes classes that maybe taken out of sequence.

### 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.

### Criminal Background Checks/Health Clearance

Clearance of a criminal background check is required prior to field experience. 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. Students are required to provide proof of negative TB and current vaccination records prior to enrolling in the clinical experience courses. A current Basic Life Support CPR card issued by the American Heart Association is also required prior to clinical placement.

## SPEECH-LANGUAGE PATHOLOGY AIDE

### CERTIFICATE OF ACHIEVEMENT

|                                | UNITS |
|--------------------------------|-------|
| CD 110                         | 3     |
| SLP 101                        | 3     |
| SLP 105                        | 3     |
| CD 139                         | 3     |
| CDSE 50                        | 3     |
| SLP 125                        | 5     |
|                                | —     |
| TOTAL CERTIFICATE REQUIREMENTS | 20    |

CAREER OPPORTUNITIES: Upon completion of the courses, employment is available in educational settings where the aide will be supervised by a licensed Speech-Language Pathologist.

### 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 Arts degree.

## THEATRE ARTS

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

| REQUIRED CORE (3 Courses or 9-9.5 Units) |   | UNITS |
|--|---|-------|
| TH 101                                   | Introduction to the Theater                       | 3     |
| or TH 102                                | History of the Classical Theatre                  | (3)   |
| TH 110                                   | Fundamentals of Acting                            | 3.5   |
| TH 130                                   | Rehearsal and Performance for the Minor Role      | 1     |
| and TH 131                               | Rehearsal and Performance for the Supporting Role | 2     |
| TH 132                                   | Rehearsal and Performance for the Leading Role    | 3     |
| TH 133                                   | Stage Crew Activity                               | 1     |
| and TH 134                               | Technical Production                              | 2     |

### LIST A: Select a minimum of 9 units for the following

|        |   |     |
|--------|---|-----|
| TH 111 | Intermediate Acting to Characterization | 3.5 |
| 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

| ACTING OR TECHNICAL |   | UNITS |
|---------------------|---|-------|
| 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   |

#### Choose Two

|        |                         |   |
|--------|-------------------------|---|
| TH 120 | Theatre Stagecraft      | 3 |
| TH 221 | Costuming for the Stage | 3 |
| TH 222 | Stage Lighting          | 3 |

# Curriculum and Requirements for Majors and Certificates

## 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 ASSOCIATE IN ARTS 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                     | 2  |
| Total Requirements: |  | 19 |

##### RECOMMENDED ELECTIVES:

|           |  |     |
|-----------|--|-----|
| MTT 100   | Machine Tool Introduction                                      | 2.0 |
| WELD 54L  | Advanced Pipe Welding  | 2.0 |
| WELD 56L  | Arc Welding 6" Pipe Certification Lab                          | 2.0 |
| WELD 58L  | Arc Welding 2" Pipe Certification Lab                          | 2.0 |
| WELD 60   | Welding and Metal Fabrication Safety                           | 1.0 |
| WELD 81L  | Shielded Metal Arc Welding (SMAW)<br>Specialty Lab             | 1.0 |
| WELD 82L  | Semiautomatic Welding Process Specialty Lab                    | 1.0 |
| WELD 83L  | Gas Tungsten Arc Welding (GTAW)<br>Specialty Lab               | 1.0 |
| WELD 100  | Welding Fundamentals   | 2.5 |
| WELD 172L | Advanced Structural Fabrication Lab                            | 1.0 |
| WELD 212L | Shielded Metal Arc Welding (SMAW)<br>Certification Lab         | 2.0 |
| WELD 214L | Flux Cored Arc Welding (FCAW)<br>Certification Lab             | 2.0 |
| WELD 220  | Certification and Licensing for Welders                        | 2.0 |
| WELD 240L | Intermediate Gas Tungsten Arc Welding Lab                      | 2.0 |
| WELD 250L | Advanced Gas Tungsten Arc Welding Lab                          | 2.0 |
| WELD 260L | Gas Tungsten Arc Welding (GTAW)<br>Aerospace Certification Lab | 2.0 |
| WELD 270  | Structural Layout  | 3.0 |

## 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                     | 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)<br>Specialty Lab             | 1   |
| WELD 82L  | Semiautomatic Welding Process Specialty Lab                    | 1   |
| WELD 83L  | Gas Tungsten ARC Welding (GTAW)<br>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)<br>Certification Lab         | 2   |
| WELD 214L | Flux Cored ARC Welding (FCAW)<br>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)<br>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 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)<br>Specialty Lab | 1 |
| WELD 82L | Semiautomatic Welding Process Specialty Lab        | 1 |

## Curriculum and Requirements for Majors and Certificates

|           |  |     |
|-----------|--|-----|
| WELD 83L  | Gas Tungsten ARC Welding (GTAW)<br>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)<br>Certification Lab         | 2   |
| WELD 214L | Flux Cored ARC Welding (FCAW)<br>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)<br>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                 | 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 Fundamentals    | 5  |
| TOTAL CERTIFICATE UNITS |  | 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)<br>Specialty Lab             | 1   |
| WELD 82L  | Semiautomatic Welding Process Specialty Lab                    | 1   |
| WELD 83L  | Gas Tungsten ARC Welding (GTAW)<br>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)<br>Certification Lab         | 2   |
| WELD 214L | Flux Cored ARC Welding (FCAW)<br>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)<br>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 CERTIFICATE 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)<br>Specialty Lab             | 1   |
| WELD 82L  | Semiautomatic Welding Process Specialty Lab                    | 1   |
| WELD 83L  | Gas Tungsten ARC Welding (GTAW)<br>Specialty Lab               | 1   |
| WELD 100  | Welding Fundamentals   | 2.5 |
| WELD 172L | Advanced Structural Fabrication Lab                            | 1   |
| WELD 212L | Shielded Metal ARC Welding (SMAW)<br>Certification Lab         | 2   |
| WELD 214L | Flux Cored ARC Welding (FCAW)<br>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)<br>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 UNITS |  | 25 |

#### Recommended Electives

|          |                                       |   |
|----------|---------------------------------------|---|
| MTT 100  | Machine Tool Introduction             | 2 |
| WELD 54L | Advanced Pipe Welding                 | 2 |
| WELD 56L | ARC Welding 6" Pipe Certification Lab | 2 |



## Curriculum and Requirements for Majors and Certificates

|           |  |     |
|-----------|--|-----|
| WELD 58L  | ARC Welding 2" Pipe Certification Lab                          | 2   |
| WELD 60   | Welding and Metal Fabrication Safety                           | 1   |
| WELD 81L  | Shielded Metal ARC Welding (SMAW)<br>Specialty Lab             | 1   |
| WELD 82L  | Semiautomatic Welding Process Specialty Lab                    | 1   |
| WELD 83L  | Gas Tungsten ARC Welding (GTAW)<br>Specialty Lab               | 1   |
| WELD 100  | Welding Fundamentals   | 2.5 |
| WELD 172L | Advanced Structural Fabrication Lab                            | 1   |
| WELD 212L | Shielded Metal ARC Welding (SMAW)<br>Certification Lab         | 2   |
| WELD 214L | Flux Cored ARC Welding (FCAW)<br>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)<br>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 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)<br>Specialty Lab             | 1   |
| WELD 82L  | Semiautomatic Welding Process Specialty Lab                    | 1   |
| WELD 83L  | Gas Tungsten ARC Welding (GTAW)<br>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)<br>Certification Lab         | 2   |
| WELD 214L | Flux Cored ARC Welding (FCAW)<br>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)<br>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

|                                 | UNITS |
|---------------------------------|-------|
| WELD 49                         | 4     |
| WELD 59                         | 4     |
| WELD 120                        | 5     |
| WELD 170                        | 2     |
| WELD 200                        | 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)<br>Specialty Lab             | 1   |
| WELD 82L  | Semiautomatic Welding Process Specialty Lab                    | 1   |
| WELD 83L  | Gas Tungsten ARC Welding (GTAW)<br>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)<br>Certification Lab         | 2   |
| WELD 214L | Flux Cored ARC Welding (FCAW)<br>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)<br>Aerospace Certification Lab | 2   |
| WELD 270  | Structural Layout  | 3   |

### WOMEN'S AND GENDER STUDIES

#### ASSOCIATE IN ARTS DEGREE

##### REQUIRED COURSES:

|            | UNITS |
|------------|-------|
| WS 101     | 3     |
| WS 103     | 3     |
| or HED 103 | (3)   |

##### Choose at least 12 units from the following:

|             |   |     |
|-------------|---|-----|
| WS 102      | Women and Religion  | 3   |
| WS 104      | Community Organizing and Activism                         | 3   |
| WS 107      | Men and Masculinities: Constructing<br>Manhood in America | 3   |
| or HUM 107  | Men and Masculinities: Constructing<br>Manhood in America | (3) |
| WS 108      | Women in Sports   | 3   |
| or KIN 108  | Women in Sports   | (3) |
| WS 109      | Philosophy of the Body, Feminism and Gender               | 3   |
| or PHIL 109 | Philosophy of the Body, Feminism and Gender               | (3) |
| WS 202      | Gender and Society  | 3   |
| or SOC 202  | Gender and Society  | (3) |
| WS 204      | Women in American History                                 | 3   |
| or HIST 204 | Women in American History                                 | (3) |

## Curriculum and Requirements for Majors and Certificates

|                       |                                      |     |
|-----------------------|--------------------------------------|-----|
| WS 205                | Anthropology of Sexuality and Gender | 3   |
| or ANTH 205           | Anthropology of Sexuality and Gender | (3) |
| WS 206                | Women in the Global Economy          | 3   |
| or ECON 102           | Women in the Global Economy          | 3   |
| WS 207                | Women and Media                      | 3   |
| or ART 207            | Women and Media                      | (3) |
| WS 208                | Leadership for Women in Business     | 3   |
| or BA 208             | Leadership for Women in Business     | (3) |
| ART 109               | Gender and Sexuality in Art          | 3   |
| or HUM 109            | Gender and Sexuality in Art          | (3) |
| ENG 236               | Studies in Women's Literature        | 3   |
| PSYC 265              | Psychology of Gender                 | 3   |
|                       |                                      | —   |
| TOTAL NUMBER OF UNITS |                                      | 18  |

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

To qualify for a degree in Women's Studies, students must take courses listed above that are designated as having Women's Studies emphasis and complete all A.A. Degree General Education requirements for a total of at least 60 units.

## WOODWORKING MANUFACTURING TECHNOLOGIES

### CERTIFICATE OF ACHIEVEMENT

#### BASIC CORE COURSES

|                         |   | UNITS |
|-------------------------|---|-------|
| 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     |
|                         |   | —     |
| TOTAL CERTIFICATE UNITS |   | 28    |

### 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

## WOODWORKING MANUFACTURING TECHNOLOGIES: CABINETMAKING

### CERTIFICATE OF ACHIEVEMENT

#### WMT BASIC CORE COURSES

|            |  | UNITS |
|------------|--|-------|
| WMT 151    | Introduction to Faceframe Cabinetmaking                          | 4     |
| WMT 153    | 32mm System of Cabinetmaking                                     | 4     |
| WMT 155    | Architectural Millwork   | 4     |
| WMT 181    | Introduction to Computer Operations for Cabinetmaking and Design | 3     |
| or WMT 185 | Alphacam for CNC Woodworking                                     | (3)   |
| WMT 250    | Intermediate Faceframe Cabinetmaking                             | 4     |
| or WMT 252 | Intermediate 32mm System Cabinetmaking                           | (4)   |
| WMT 268    | Production Cabinetmaking A, B, or C                              | 5     |

### Choose from the following for a minimum of four (4) Units

|         |   |   |
|---------|---|---|
| WMT 80  | Running a Woodworking Business            | 3 |
| WMT 102 | Introduction to Solid Wood Casegoods      | 4 |
| WMT 107 | Wood Finishing                            | 3 |
| WMT 144 | Jigs and Fixtures                         | 2 |
| WMT 157 | Passage Door                              | 4 |
| WMT 159 | Solid Surface Fabrication                 | 4 |
| WMT 186 | CNC Router for Woodworking                | 3 |
| WMT 201 | Woodworking with Hand Tools               | 4 |
| WMT 203 | Wood Veneering                            | 4 |
| WMT 251 | Advanced Faceframe Cabinetmaking          | 4 |
| WMT 285 | Intermediate Alphacam for CNC Woodworking | 3 |
| WMT 286 | Intermediate CNC Router for Woodworking   | 3 |
|         |   | — |

TOTAL CERTIFICATE UNITS

28

### 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.

RECOMMENDATION ELECTIVES: WMT 80, WMT 203, WMT 258

## CNC WOODWORKING

### CERTIFICATE OF ACHIEVEMENT

|                         |   |      |
|-------------------------|---|------|
| WMT 151                 | Introduction to Faceframe Cabinetmaking             | 4.0  |
| WMT 181                 | Computer Operations for Cabinetmaking Design        | 3.0  |
| WMT 185                 | Alphacam for CNC Woodworking                        | 3.0  |
| WMT 186                 | CNC Router for Woodworking                          | 3.0  |
| WMT 281                 | Computer Operations for Cabinetmaking Manufacturing | 2.5  |
| WMT 285                 | Intermediate Alphacam for CNC Woodworking           | 3.0  |
| WMT 286                 | Intermediate CNC Router for Woodworking             | 3.0  |
|                         |   | —    |
| TOTAL CERTIFICATE UNITS |   | 21.5 |

## WOODWORKING MANUFACTURING TECHNOLOGIES: FURNITURE MAKING

### CERTIFICATE OF ACHIEVEMENT

#### WMT BASIC CORE COURSE

|         |                                      | UNITS |
|---------|--------------------------------------|-------|
| 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                     | 3     |
| WMT 201 | Woodworking with Hand Tools          | 4     |

### Choose 7Four (4) to seven (7) units from the following:

|         |                               |     |
|---------|-------------------------------|-----|
| WMT 108 | Wood Carving for Furniture    | 2.5 |
| WMT 117 | Woodworking Appreciation      | 1   |
| WMT 118 | Introduction to Woodturning   | 2   |
| WMT 132 | Chair Design and Construction | 4   |
| WMT 144 | Jigs and Fixtures             | 2   |
| WMT 185 | Alphacam CNC Woodworking      | 4   |

## Curriculum and Requirements for Majors and Certificates

---

|                         |  |       |
|-------------------------|--|-------|
| WMT 202                 | Advanced Furniture Casegoods           | 4     |
| WMT 203                 | Wood Veneering                         | 4     |
| WMT 204                 | Advanced Tables                        | 4     |
| WMT 211                 | The Workbench Class                    | 4     |
| WMT 221                 | Advanced Handtools - Handplanes        | 2     |
| or WMT 222              | Advanced Handtools – Joinery           | (2)   |
| or WMT 223              | Advanced Handtools – Layout Tools      | (2)   |
| or WMT 224              | Advanced Handtools – Dovetails         | (2)   |
| WMT 231                 | Outdoor Seating                        | 4     |
| WMT 232                 | Chair Design and Construction          | 4     |
| WMT 233                 | Morris Chair                           | 4     |
| WMT 235                 | Windsor Chair                          | 3     |
| WMT 237                 | Traditional American Furniture         | 4     |
| WMT 242                 | Curved and Tapered Forms for Furniture | 3     |
| WMT 244                 | Chest of Drawers                       | 4     |
|                         |  | —     |
| TOTAL CERTIFICATE UNITS |  | 25-28 |

### ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Complete a minimum of 60 units to include the above Certificate of Achievement requirements, the Associate in Science Degree requirements, and electives as needed.

#### RECOMMENDED ELECTIVES:

|         |                              |   |
|---------|------------------------------|---|
| WMT 144 | Jigs and Fixtures            | 2 |
| WMT 202 | Advanced Furniture Casegoods | 4 |
| WMT 203 | Wood Veneering               | 4 |
| WMT 204 | Advanced Tables              | 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 ASSOCIATE OF ARTS 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.

## TRANSFER PROGRAMS AND CAREER PATHWAYS





## 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 <http://cms.cerritos.edu/transfer-center/Private/Out-of-State> <http://cms.cerritos.edu/Transfer-Center/includes/Private-Tab.htm>

ASSIST (for CSUs and UCs)

Log on: HYPERLINK "<http://www.assist.org>" [www.assist.org](http://www.assist.org)

- Select an Institution: select "Cerritos College"
- Select: "Type of Transfer Institution" (a CSU or a UC campus)
- Select a major
- To print, click on 'Print This Report' (top left)
- For additional assistance, see a counselor.

Administration of Justice (Criminal Justice)

Anthropology

Architecture

Art and Design

Biology

Botany

Business Administration

Chemistry

Chicano Studies

Computer Science

Criminal Justice (see Administration of Justice)

Dance

Dental Hygiene

Economics

Engineering

English

Forestry

French

Geography

Geology

German

History

Journalism

Mathematics

Microbiology

Music

Nursing

Philosophy

Physical Education

Physics

Political Science

Psychology

Sociology

Spanish

Speech

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 <http://cms.cerritos.edu/transfer-center/>. 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 Welfare (Social Work) (Career Pathway)

Teaching Credential Preparation (Career Pathway)



**ARCHITECTURE****ASSOCIATE IN ARTS DEGREE**

| <b>MAJOR REQUIREMENTS</b> |                                | <b>UNITS</b> |
|---------------------------|--------------------------------|--------------|
| ARCH 212                  | Architectural Design Theory I  | 3            |
| ARCH 222                  | Architectural Design Theory II | 3            |
| MATH 140                  | Trigonometry                   | 3            |

**Additional Requirements****Complete 9 units from any of the following courses**

|                           |   |       |
|---------------------------|---|-------|
| ARCH 111                  | Architectural Drafting and Design I         | 3     |
| ARCH 113                  | Building Codes                              | 4     |
| ARCH 114                  | Green Architecture and LEED                 | 3     |
| ARCH 121                  | Architectural Drafting and Design II        | 3     |
| ARCH 123                  | Introduction to 2D Computer Aided Drafting  | 4     |
| ARCH 213                  | Introduction to 3-D Computer Aided Drafting | 4     |
| ARCH 221                  | AutoCAD Architecture                        | 4     |
| ARCH 223                  | Revit Architecture                          | 4     |
| TOTAL DEGREE REQUIREMENTS |   | 18-21 |

**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.

**CHEMISTRY****ASSOCIATE IN ARTS DEGREE**

| <b>MAJOR REQUIREMENTS</b> |                                   | <b>UNITS</b> |
|---------------------------|-----------------------------------|--------------|
| 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 |                                   | 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.

**ENGINEERING****ASSOCIATE IN ARTS DEGREE**

| <b>MAJOR REQUIREMENTS</b> |  | <b>UNITS</b> |
|---------------------------|--|--------------|
| ENGT 131                  | Design Fundamentals Including Solid Modeling | 3            |
| MATH 170                  | Analytic Geometry and Calculus I             | 4            |
| MATH 190                  | Analytic Geometry and Calculus II            | 4            |
| PHYS 101                  | General Physics                              | 4            |
| <b>and</b> PHYS 102       | General Physics                              | 4            |
| <b>or</b> PHYS 201        | Engineering Physics                          | (4)          |
| <b>and</b> PHYS 202       | Engineering Physics                          | (4)          |
| TOTAL DEGREE REQUIREMENTS |  | 19           |

**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.



## **VERIFICATIONS OF COMPLETION**

## 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.

#### SELECT 12 UNITS FROM THE FOLLOWING UNITS

|           |                                     |   |
|-----------|-------------------------------------|---|
| 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) |
|             |  | —   |
|             |  | 15  |

## DIGITAL GRAPHICS FOUNDATION

#### VERIFICATION OF COMPLETION

#### REQUIRED COURSES UNITS

|         |  |   |
|---------|--|---|
| ART 186 | Computer Graphics with Adobe Illustrator | 3 |
| ART 192 | Photoshop/Digital Imaging                | 3 |
|         |  | — |

TOTAL VERIFICATION OF COMPLETION 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

#### REQUIRED COURSES UNITS

|         |  |   |
|---------|--|---|
| ART 186 | Computer Graphics with Adobe Illustrator | 3 |
| ART 188 | Design for Digital Publishing            | 3 |
|         |  | — |

TOTAL VERIFICATION OF COMPLETION 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

#### REQUIRED COURSES UNITS

|          |                           |   |
|----------|---------------------------|---|
| ART 195  | 3D Modeling for Animation | 3 |
| ART 191A | 3D Computer Animation     | 3 |
|          |                           | — |

TOTAL VERIFICATION OF COMPLETION 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.

## AUTOMOTIVE

### AUTOMOTIVE COLLISION REPAIR

#### VERIFICATION OF COMPLETION

#### STRUCTURAL DAMAGE SPECIALIST

|        |   |      |
|--------|---|------|
| AB 51  | Non-Structural Repair                                       | 4.5  |
| AB 59M | Computerized Measuring Training                             | 2    |
| AB 59P | Structural Repair Planning                                  | 2    |
| AB 59U | Unitized Structural Repair Analysis                         | 2    |
| AB 59F | Full Frame Repair Analysis                                  | 2    |
| AB 181 | Non-Structural Damage Estimating                            | 3    |
| AB 281 | Structural Damage Analysis for Estimators                   | 1    |
| AB 282 | Steering, Suspension and Powertrain Analysis for Estimators | 1    |
|        |   | —    |
|        |   | 17.5 |

#### AUTOMOTIVE CUSTOMIZING AND FABRICATION

|          |                                   |       |
|----------|-----------------------------------|-------|
| AB 56    | Non-Structural Automotive Welding | 2     |
| or AB 57 | Structural Automotive Welding     | (2.0) |
| AB 75    | Body Panel Customizing            | 4.5   |
| or AB 51 | Non-Structural Repair             | (4.5) |
| AB 76    | Partial-Panel Fabrication         | 4.5   |
| AB 77    | Full-Panel Fabrication            | 4.5   |
|          |                                   | —     |
|          |                                   | 15.5  |



### CUSTOM PAINTING

|        |                                  |      |
|--------|----------------------------------|------|
| AB 61  | Preparation and Spot Refinishing | 3    |
| AB 61L | Automotive Refinishing Lab       | 1.5  |
| AB 64  | Automotive Air Brush Painting    | 2.5  |
| AB 65  | Mix and Adjusting Color          | 2    |
| AB 66  | Lettering, Striping and Design   | 2.5  |
| AB 67  | Automotive Custom Painting       | 2    |
|        |                                  | —    |
|        |                                  | 13.5 |

### AUTOMOTIVE DAMAGE APPRAISAL

|           |  |       |
|-----------|--|-------|
| AB 181    | Non-Structural Damage Estimating           | 3     |
| AB 182    | Structural Damage Estimating               | 3     |
| AB 183    | Computerized Damage Estimating             | 1.5   |
| or AB 83A | Computerized Damage Estimating-Audatex     | (1.5) |
| or AB 83P | Computerized Damage Estimating-Pathways    | (1.5) |
| or AB 83U | Computerized Damage Estimating-Ultramate   | (1.5) |
| AB 188    | Introduction to Automotive Claims Handling | 2     |
| AB 285    | Collision Repair Management                | 3     |
| AB 287    | Advanced Collision Repair Management       | 2     |
| AB 288    | Advanced Automotive Claims                 | 2     |
|           |  | —     |
|           |  | 16.5  |

### AUTOMOTIVE MECHANICAL REPAIR

#### VERIFICATION OF COMPLETION

#### INSTALLER

|        |                              |     |
|--------|------------------------------|-----|
| AUTO 1 | Engine Maintenance           | 0.5 |
| AUTO 2 | Fuel Systems                 | 0.5 |
| AUTO 3 | Lubrication and Cooling      | 0.5 |
| AUTO 4 | Electrical Systems           | 0.5 |
| AUTO 5 | Brakes and Suspension        | 0.5 |
| AUTO 6 | Transmission and Drive Train | 0.5 |
| AUTO 7 | Air Conditioning and Heating | 0.5 |
|        |                              | —   |
|        |                              | 3.5 |

### 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-transferrable.

Please see Business Counselors or the respective department chairperson for additional alternatives.

### COMPUTER AND INFORMATION SCIENCES

#### COMPUTER SUPPORT TECHNICIAN

#### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                                      | UNITS |
|---------------------------------|--------------------------------------|-------|
| CIS 58A                         | PC Operating System A+ Certification | 3.5   |
| CIS 58B                         | PC Core Hardware A+ Certification    | 3.5   |
| CIS 200A                        | Apple Mac OS Support Essentials      | 3.5   |
|                                 |                                      | —     |
| TOTAL VERIFICATION REQUIREMENTS |                                      | 10.5  |

A verification of completion in the A+ Certification Preparation will be granted by the division upon completion of 7 units.

#### SYSTEMS ANALYST

#### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |   | UNITS |
|---------------------------------|---|-------|
| CIS 103                         | Computer Programming Logic                    | 3.5   |
| CIS 186                         | Visual Basic.NET Programming                  | 3.5   |
| CIS 201                         | Systems Analysis and Design                   | 3     |
| CIS 202A                        | Project Management for Information Technology | 3.5   |
| CIS 202B                        | Microsoft Project                             | 3.5   |
|                                 |   | —     |
| TOTAL VERIFICATION REQUIREMENTS |   | 17    |

A Computer Information Systems Analyst Verification of Completion will be granted by the division upon completion of 17 units.

#### CYBERSECURITY

#### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                                     | UNITS |
|---------------------------------|-------------------------------------|-------|
| CIS 70A                         | Networking Fundamentals             | 3.5   |
| CIS 70K                         | Introduction to Wireless Networking | 3     |
| CIS 70L                         | Cybersecurity Fundamentals          | 3.5   |
| CIS 169D                        | Special Topics in Security          | 3.5   |
| CIS 213H                        | Microsoft Windows Security          | 3.5   |
|                                 |                                     | —     |
| TOTAL VERIFICATION REQUIREMENTS |                                     | 17    |

A Cybersecurity Verification of Completion will be granted by the division upon completion of 17 units.

#### DATABASE APPLICATION DEVELOPMENT FOR MICROSOFT ACCESS

#### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                              | UNITS |
|---------------------------------|------------------------------|-------|
| CIS 103                         | Computer Programming Logic   | 3.5   |
| CIS 155                         | Microsoft Access             | 3     |
| CIS 186                         | Visual Basic.NET Programming | 3.5   |
|                                 |                              | —     |
| TOTAL VERIFICATION REQUIREMENTS |                              | 10    |

# Curriculum and Requirements for Verifications of Completion

**NOTE:** CIS 103 can be replaced by CIS 180 or CIS 182 with the approval of the certificate advisor.

A Database Application Development for Microsoft Access verification of completion will be granted by the division upon completion of 10 units.

## IBM ISERIES 400 SERVER OPERATORS

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |  | UNITS |
|---------------------------------|--|-------|
| CIS 103                         | Computer Programming Logic               | 3.5   |
| CIS 141                         | iSeries 400 Operations                   | 3     |
| CIS 141A                        | Operations Navigator iSeries (AS/400)    | 1.5   |
| CIS 240                         | iSeries 400 Control Language Programming | 3     |
| TOTAL VERIFICATION REQUIREMENTS |  | 11    |

An IBM iSeries 400 Server Operator verification of completion will be granted by the division upon completion of 11 units.

## LINUX APPLICATION PRODUCTIVITY

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |  | UNITS |
|---------------------------------|--|-------|
| CIS 101                         | Introduction to Computer Information Systems | 3     |
| CIS 214                         | Unix and Linux Operation Systems             | 3     |
| TOTAL VERIFICATION REQUIREMENTS |  | 6     |

A verification of completion in the Linux Application Productivity Verification will be granted by the division upon completion of 6 units.

## MICROSOFT SYSTEMS ADMINISTRATOR

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |   | UNITS        |
|---------------------------------|---|--------------|
| CIS 212                         | Introduction to Microsoft Windows Administration  | 3.5          |
| CIS 213A<br>or CIS 213J         | Microsoft Windows Active Directory Services<br>Implementing a Microsoft Windows 2003 Active Directory | 3.5<br>(3.5) |
| CIS 213B<br>or CIS 213I         | Microsoft Advanced Network Infrastructure<br>Implementing a Windows 2003 Network Infrastructure       | 3.5<br>(3.5) |
| CIS 213F                        | Microsoft Windows 2003 Server Administration  | 3.5          |
| CIS 213K                        | Designing a Windows Active Directory and Network Infrastructure                                       | 3.5          |
| TOTAL VERIFICATION REQUIREMENTS |   | 17.5         |

A Microsoft Systems Administrator verification of completion in the will be granted by the division upon completion of 17.5 units.

## NETWORK ADMINISTRATOR

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                                    | UNITS |
|---------------------------------|------------------------------------|-------|
| CIS 70A                         | Network Fundamentals               | 3.5   |
| CIS 70B                         | Network+ Certification             | 3.5   |
| CIS 70D                         | Introduction to TCP/IP             | 1.5   |
| CIS 70E                         | Router Configurations and Protocol | 3.5   |
| CIS 70F                         | Advanced Switching and Routing     | 3.5   |
| TOTAL VERIFICATION REQUIREMENTS |                                    | 15.5  |

A verification of completion in Network Administration will be granted by the division upon completion of 15.5 units.

## PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |  | UNITS    |
|---------------------------------|--|----------|
| CIS 151                         | Microsoft Excel for Information Systems/<br>Information Technology | 3.5<br>3 |
| CIS 201                         | Systems Analysis and Design  | 3        |
| CIS 202A                        | Project Management for Information<br>Technology                   | 3.5      |
| CIS 202B                        | Microsoft Project  | 3.5      |
| TOTAL VERIFICATION REQUIREMENTS |  | 13.5     |

A verification of completion in Project Management for Information Technology will be granted by the division upon completion of 13.5 units.

## SOFTWARE DEVELOPMENT IN C++/VISUAL C#

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                                    | UNITS |
|---------------------------------|------------------------------------|-------|
| CIS 103                         | Computer Programming Logic         | 3.5   |
| CIS 180                         | Programming in C/C++               | 3     |
| CIS 280                         | Object-Oriented Programming in C++ | 3     |
| TOTAL VERIFICATION REQUIREMENTS |                                    | 9.5   |

CIS 103 may be replaced by CIS 182 with the approval of the department or the requirement may be met by successfully submitting a Requisite Clearance Request form.

A verification of completion in Software Development in C++/Visual C# will be granted by the division upon completion of 9.5 units.

## SOFTWARE DEVELOPMENT IN DATABASE APPLICATION

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                              | UNITS |
|---------------------------------|------------------------------|-------|
| CIS 103                         | Computer Programming Logic   | 3.5   |
| CIS 186                         | Visual Basic.NET Programming | 3.5   |
| CIS 207                         | Database Design and SQL      | 3.5   |
|                                 |                              | —     |
| TOTAL VERIFICATION REQUIREMENTS |                              | 10.5  |

A verification of completion in the Software Development in Database Application will be granted by the division upon completion of 10.5 units.

## SOFTWARE DEVELOPMENT IN JAVA

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                                     | UNITS |
|---------------------------------|-------------------------------------|-------|
| CIS 103                         | Computer Programming Logic          | 3.5   |
| CIS 182                         | Java Programming                    | 3.5   |
| CIS 282                         | Advanced Java Programming           | 3.5   |
| CIS 283A                        | Java Server Pages (JSP) Programming | 3.5   |
|                                 |                                     | —     |
| TOTAL VERIFICATION REQUIREMENTS |                                     | 14    |

The CIS 103 requirement may be met by successfully submitting a Requisite Clearance form or a Requisite Challenge and Waiver form.

A verification of completion in Software Development in Java will be granted by the division upon completion of 14 units.

## SOFTWARE DEVELOPMENT IN THE UNIX/LINUX ENVIRONMENT

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                                  | UNITS |
|---------------------------------|----------------------------------|-------|
| CIS 103                         | Computer Programming Logic       | 3.5   |
| CIS 180                         | Programming in C/C++             | 3     |
| CIS 214                         | Unix and Linux Operating Systems | 3     |
|                                 |                                  | —     |
| TOTAL VERIFICATION REQUIREMENTS |                                  | 9.5   |

A verification of completion in the Software Development in the Unix/Linux Environment will be granted by the division upon completion of 9.5 units.

## SOFTWARE DEVELOPMENT IN VISUAL BASIC.NET

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |                              | UNITS |
|---------------------------------|------------------------------|-------|
| CIS 103                         | Computer Programming Logic   | 3.5   |
| CIS 186                         | Visual Basic.NET Programming | 3.5   |
|                                 |                              | —     |
| TOTAL VERIFICATION REQUIREMENTS |                              | 7     |

CIS 103 may be replaced by CIS 180 or CIS 182 with the approval of the department, or the requirement may be met by successfully submitting a Requisite Clearance Request form or a Requisite Challenge & Waiver form.

A verification of completion in the Software Development in Visual Basic.NET verification of completion will be granted by the division upon completion of 7 units.

## WEB PAGE DEVELOPMENT

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |  | UNITS |
|---------------------------------|--|-------|
| CIS 103                         | Computer Programming Logic                 | 3.5   |
| CIS 160                         | Web Page Development                       | 3.5   |
| CIS 205                         | Programming in HTML for the World Wide Web | 1.5   |
|                                 |  | —     |
| TOTAL VERIFICATION REQUIREMENTS |  | 8.5   |

A Web Client Development verification of completion will be granted by the division upon completion of 8.5 units.

## WEB SERVER DEVELOPMENT

### VERIFICATION OF COMPLETION

| REQUIRED COURSES                |  | UNITS |
|---------------------------------|--|-------|
| CIS 103                         | Computer Programming Logic                 | 3.5   |
| CIS 186                         | Visual Basic.NET Programming               | 3.5   |
| CIS 205                         | Programming in HTML for the World Wide Web | 1.5   |
| CIS 285A                        | ASP.NET Programming                        | 3.5   |
|                                 |  | —     |
| TOTAL VERIFICATION REQUIREMENTS |  | 12    |

A Web Server Development verification of completion will be granted by the division upon completion of 12 units.

## ENGINEERING DESIGN TECHNOLOGY

### VERIFICATION OF COMPLETION

#### MACHINE DESIGN AND MANUFACTURING

|          |  |    |
|----------|--|----|
| ENGT 131 | Design Fundamentals Including AutoCAD                | 3  |
| ENGT 138 | AutoCAD  | 4  |
| ENGT 153 | Machine Design Applications using Solid Modeling     | 3  |
| ENGT 237 | Statics and Strength of Materials                    | 3  |
| ENGT 258 | Design and Production Technology with Solid Modeling | 4  |
|          |  | —  |
|          |  | 17 |

#### 3-D PARAMETRIC MODELING DESIGN AND PRESENTATIONS

|          |  |    |
|----------|--|----|
| ENGT 117 | Geometrical Dimensioning and Tolerancing | 2  |
| ENGT 131 | Design Fundamentals Including AutoCAD    | 3  |
| ENGT 138 | AutoCAD                                  | 4  |
| ENGT 259 | SolidWorks                               | 4  |
| ENGT 260 | Advanced Modeling Using Solid Works      | 4  |
|          |  | —  |
|          |  | 17 |

#### SHEET METAL LAYOUT APPLICATIONS WITH 3-D PARAMETRIC SOLID MODELING

|          |  |    |
|----------|--|----|
| ENGT 131 | Design Fundamentals Including AutoCAD                    | 3  |
| ENGT 133 | Sheet Metal Layout and Applications using Solid Modeling | 2  |
| ENGT 138 | AutoCAD  | 4  |
| ENGT 257 | Advanced Modeling Using Inventor                         | 4  |
| ENGT 259 | SolidWorks   | 4  |
|          |  | —  |
|          |  | 17 |

#### ENGINEERING DESIGN AND PRODUCTION TECHNOLOGY

|          |                                       |    |
|----------|---------------------------------------|----|
| ENGT 116 | Blueprint Reading                     | 2  |
| ENGT 131 | Design Fundamentals Including AutoCAD | 3  |
| ENGT 138 | AutoCAD                               | 4  |
| MTT 62   | Fixture Tooling                       | 2  |
| MTT 100  | Machine Tool Introduction             | 2  |
|          |                                       | —  |
|          |                                       | 13 |

## ENGLISH

### CREATIVE WRITING/SCREENWRITING

#### VERIFICATION OF COMPLETION

##### DIVISION/DEPARTMENT REQUIRMENTS

Choose 6 units from the following courses

|           |                  |     |
|-----------|------------------|-----|
| ENGL 240  | Creative Writing | 3   |
| ENGL 241  | Screenwriting    | 3   |
| or TH 241 | Screenwriting    | (3) |

Choose 6 units from the following courses

|          |                     |   |
|----------|---------------------|---|
| ENGL 227 | Current Literature  | 3 |
| ENGL 228 | Shakespeare's Plays | 3 |
| ENGL 232 | Readings in Poetry  | 3 |

|          |                          |   |
|----------|--------------------------|---|
| ENGL 233 | Reading in the Novel     | 3 |
| ENGL 234 | Reading in Short Fiction | 3 |
| ENGL 235 | Reading in the Drama     | 3 |

|   |    |
|---|----|
| TOTAL VERIFICATION OF COMPLETION REQUIREMENTS | 12 |
|---|----|

All course work required for the verification must be completed with a minimum grade of "C."

## 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.

## LAW (PARALEGAL)

### VERIFICATION OF COMPLETION REQUIREMENTS

The verification helps the student focus on the study of and preparation for entry level employment in paralegal.

| BUSINESS LAW  | UNITS |
|---|-------|
| LAW 110 Business Law                                  | 3     |
| LAW 111 Business Law                                  | 3     |
| LAW 113 Fundamentals of Alternate Dispute Resolutions | 3     |

#### COMMERCIAL (LAW)

|                                 |     |
|---------------------------------|-----|
| LAW 106 Bankruptcy Law          | 3   |
| LAW 220 Landlord and Tenant Law | 3   |
| LAW 230 Corporate Law           | 3   |
| or LAW 110 Business Law         | (3) |

#### CRIMINAL LAW

|  |     |
|--|-----|
| LAW 104 Advanced Legal Research                          | 3   |
| LAW 102 Advanced California Civil Procedures             | 3   |
| or LAW 113 Fundamentals of Alternate Dispute Resolutions | (3) |
| LAW 116 Criminal Law                                     | 3   |

#### FAMILY LAW

|  |     |
|--|-----|
| LAW 102 Advanced California Civil Procedures             | 3   |
| or LAW 113 Fundamentals of Alternate Dispute Resolutions | (3) |
| LAW 104 Advanced Legal Research                          | 3   |
| LAW 108 Family Law Procedures                            | 3   |



## Curriculum and Requirements for Verifications of Completion

### LEGAL TECHNOLOGY

|        |                           |   |
|--------|---------------------------|---|
| LAW 52 | Law Office Management     | 3 |
| LAW 57 | Legal Document Production | 3 |
| LAW 65 | Advanced Legal Technology | 3 |

### LITIGATION

|         |                                      |   |
|---------|--------------------------------------|---|
| LAW 102 | Advanced California Civil Procedures | 3 |
| LAW 104 | Advanced Legal Research              | 3 |
| LAW 109 | Torts and Personal Injury            | 3 |

### PROBATE & ESTATE PLANNING

|         |                                   |   |
|---------|-----------------------------------|---|
| LAW 107 | Probate Procedures                | 3 |
| LAW 112 | Estate Planning for the Paralegal | 3 |
| LAW 115 | Elder Law                         | 3 |

## MACHINE TOOL TECHNOLOGY

### MACHINE TOOL TECHNOLOGY - MASTERCAM VERIFICATION OF COMPLETION

|   |   |      |
|---|---|------|
| MTT 51  | MasterCam Milling                           | 3.5  |
| MTT 56  | CNC Shop Inspection                         | 2    |
| MTT 59  | MasterCam Turning                           | 2.5  |
| MTT 68  | Computer-Assisted Inspection Using VeriSurf | 2    |
| MTT 71  | MasterCam Multi-Axis Milling                | 2    |
| MTT 92L                                       | MasterCam Laboratory                        | 1    |
| MTT 278                                       | MasterCam Advanced                          | 3.5  |
| TOTAL VERIFICATION OF COMPLETION REQUIREMENTS |   | 16.5 |

## MANUFACTURING TECHNOLOGY (MFGT)

### VERIFICATION OF COMPLETION REQUIREMENTS

The three to six units for the specialty may come from the units completed toward the degree or from additional courses outlined below. Students with previous coursework may also be considered for certificates upon providing transcripts for review through the matriculation process.

### QUALITY ASSURANCE (QA)

|         |                              |     |
|---------|------------------------------|-----|
| MFGT 55 | Quality Control              | 1.5 |
| MFGT 57 | Total Quality Management     | 1.5 |
| MFGT 60 | Quality Assurance Principles | 1.5 |
|         |                              | 4.5 |

### QUALITY CONTROL (QC)

|         |                             |     |
|---------|-----------------------------|-----|
| MFGT 53 | Statistical Process Control | 1.5 |
| MFGT 55 | Quality Control             | 1.5 |
|         |                             | 3.0 |

### STATISTICAL PROCESS CONTROL (SPC)

|         |                               |     |
|---------|-------------------------------|-----|
| MFGT 53 | Statistical Process Control   | 1.5 |
| MFGT 55 | Quality Control               | 1.5 |
| MFGT 65 | Applied Math in Manufacturing | 3   |
|         |                               | 6.0 |

### TOTAL QUALITY MANAGEMENT (TQM)

|         |                              |     |
|---------|------------------------------|-----|
| MFGT 57 | Total Quality Management     | 1.5 |
| MFGT 60 | Quality Assurance Principles | 1.5 |
| MFGT 58 | Benchmarking                 | 1.5 |
| MFGT 59 | Lean Sigma                   | 1.5 |
|         |                              | 6.0 |

### ISO 9001-2008

|         |                              |     |
|---------|------------------------------|-----|
| MFGT 55 | Quality Control              | 1.5 |
| MFGT 56 | ISO 9001:2008                | 1.5 |
| MFGT 60 | Quality Assurance Principles | 1.5 |
|         |                              | 4.5 |

### ADVANCED QUALITY SYSTEMS (AQS)

|         |                             |     |
|---------|-----------------------------|-----|
| MFGT 53 | Statistical Process Control | 1.5 |
| MFGT 57 | Total Quality Management    | 1.5 |
| MFGT 58 | Benchmarking                | 1.5 |
| MFGT 59 | Lean Sigma                  | 1.5 |
|         |                             | 6.0 |

### MATERIALS AND PROCESSES

|          |                                |     |
|----------|--------------------------------|-----|
| MFGT 100 | Manufacturing Processes        | 3   |
| PMT 63L  | Specialty Plastics Lab         | .5  |
| PMT 68   | Plastics Materials and Process | 2.5 |
|          |                                | 6.0 |

## 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)

#### BROADCAST JOURNALISM REQUIREMENTS 12 UNITS

|          |                                     |   |
|----------|-------------------------------------|---|
| 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.

| <b>REQUIRED CORE COURSES</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 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 OF COMPLETION REQUIREMENTS | 15 |
|---|----|

**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.

| <b>ONLINE JOURNALISM VERIFICATION REQUIREMENTS</b> | <b>15 UNITS</b> |
|--|-----------------|
| 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 |

**PHOTOGRAPHY**

**DIGITAL PHOTOGRAPHY**

**VERIFICATION OF COMPLETION**

This verification helps the student focus on the practice of digital photography. Emphasis will be placed on achieving the ability to produce state-of-the-art digital files and prints. Completion of this verification will be prepare the student for entry-level employment in the growing field of photographic media.

|  |   |
|--|---|
| PHOT 110 Introduction to Digital Photography | 3 |
| PHOT 112 Intermediate Digital Photography    | 3 |

|       |   |
|-------|---|
| TOTAL | 6 |
|-------|---|

**FINE ART PHOTOGRAPHY**

**VERIFICATION OF COMPLETION**

This verification 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 of 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 verification will prepare the student for successful transfer to universities offering a baccalaureate Major Requirements, as well as entry-level expertise in gallery exhibition conventions.

**VERIFICATION OF COMPLETION REQUIREMENTS 15 UNITS**

**Select 15 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 |
| PHOT 234 Portfolio Development                | 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 |

## OCCUPATIONAL PREPAREDNESS IN PHOTOGRAPHY

### VERIFICATION OF COMPLETION

The verification helps the student focus on recognizing the variety available to the novice photographer, and focusing on excellence in one or more area of specialization. Completion of this verification will prepare the student for entry-level employment in professional commercial photography.

#### VERIFICATION OF COMPLETION REQUIREMENTS 15 UNITS

##### Select 12 units from the following

|               |   |   |
|---------------|---|---|
| PHOT 100      | Introductory Photography                    | 3 |
| PHOT 110      | Introduction to Digital Photography         | 3 |
| PHOT/JOUR 130 | Photo Journalism                            | 3 |
| PHOT 171      | Occupational Work Experience in Photography | 1 |
| PHOT 230      | Portrait Photography                        | 3 |
| PHOT 232      | Approaches to Studio Lighting               | 3 |
| PHOT 234      | Portfolio Development                       | 3 |
| PHOT 298      | Directed Studies                            | 1 |
| PHOT 299      | Directed Studies                            | 2 |

##### One course must be taken from the following selection

|          |                               |   |
|----------|-------------------------------|---|
| ACCT 100 | Introduction to Accounting    | 3 |
| BA 100   | Fundamentals of Business      | 3 |
| BA 110   | Advertising                   | 3 |
| BA 113   | Legal Environment of Business | 3 |

## TRADITIONAL BLACK-AND-WHITE PHOTOGRAPHY

### VERIFICATION OF COMPLETION

This verification helps the student focus on the practice of traditional black-and-white photography. Emphasis will be placed on achieving the ability to produce archival prints of the highest quality using traditional wet darkroom techniques combined with advanced exposure applications. Technique is presented as a support for producing meaningful images, rather than as an end in itself.

|          |                          |   |
|----------|--------------------------|---|
| PHOT 100 | Introductory Photography | 3 |
| PHOT 102 | Intermediate Photography | 3 |
| PHOT 200 | Advanced Photography     | 3 |

|       |  |   |
|-------|--|---|
| TOTAL |  | 9 |
|-------|--|---|

## PIANO

### VERIFICATION OF COMPLETION

The two-level Verification of Completion piano teaching Major Requirements is designed to include the following objectives:

- To improve skills at the keyboard.
- To develop knowledge of music theory and history.
- To explore group and private piano teaching methods.
- To develop communication and organizational skills.
- To gain resourceful materials in the area of pedagogy and other related areas.

A Verification of Completion in Teaching Beginning Piano will be granted upon completion of 16.5 required units with a minimum grade point of 2.0. A second Certificate of Completion in Teaching

Intermediate Piano will be granted upon completion of 13.5 units with a minimum grade point of 2.0.

### PIANO TEACHING CERTIFICATE COURSES ARE AS FOLLOWS:

#### TEACHING BEGINNING PIANO CERTIFICATE OF COMPLETION

|             | UNITS                               |          |
|-------------|-------------------------------------|----------|
| BA 153      | Small Business Management           | 3        |
| MUS 105     | Music Fundamentals                  | 3        |
| MUS 106     | Music Theory/Musicianship I         | 5        |
| or MUS 180  | Music Theory/Musicianship I         | (4)      |
| MUS 147     | Basic Applied Music                 | 1        |
| MUS 148     | Private Study/Technique             | 1        |
| MUS 152     | The Art of Teaching Beginning Piano | 2        |
| MUS 154     | Piano Ensemble                      | (1.5)    |
| or MUS 216E | Piano Ensemble                      | 1        |
|             | TOTAL UNITS                         | 15 -16.5 |

#### TEACHING INTERMEDIATE PIANO VERIFICATION OF COMPLETION UNITS

|             |  |         |
|-------------|--|---------|
| MUS 100     | Music Appreciation                     | 3       |
| MUS 107     | Music Theory/Musicianship II           | (5)     |
| or MUS 181  | Music Theory/Musicianship II           | 4       |
| MUS 149     | Private Study/Musical Preparation      | 1       |
| MUS 150     | Private Study/Performance Practice     | 1       |
| MUS 153     | The Art of Teaching Intermediate Piano | 2       |
| MUS 154     | Piano Ensemble                         | (1.5)   |
| or MUS 216E | Piano Ensemble                         | 1       |
|             | TOTAL UNITS                            | 12-13.5 |

## PHYSICAL EDUCATION

### COACHING VERIFICATION OF COMPLETION

#### CORE REQUIREMENTS

|         | UNITS  |   |
|---------|--|---|
| PE 103  | Theory of Coaching                                   | 3 |
| HED 200 | Nutrition for Health, Fitness, and Physical Activity | 3 |
| PE 253  | Sport Psychology                                     | 3 |
| HED 110 | Community First Aid and CPR                          | 3 |

#### And one course from the following

|         |                                 |   |
|---------|---------------------------------|---|
| PE 150A | Swimming, Beginning             | 1 |
| PE 150B | Swimming, Intermediate/Advanced | 2 |
| PE 151  | Wrestling, Beginning            | 1 |
| PE 154A | Badminton, Beginning            | 1 |
| PE 154B | Badminton, Intermediate         | 2 |
| PE 156A | Golf, Beginning                 | 1 |
| PE 156B | Golf, Intermediate              | 2 |
| PE 159A | Tennis, Intermediate            | 1 |
| PE 159B | Tennis, Intermediate            | 2 |
| PE 170  | Water Polo                      | 2 |
| PE 171A | Softball, Intermediate          | 1 |
| PE 171B | Softball, Intermediate          | 2 |
| PE 172A | Volleyball, Intermediate        | 1 |
| PE 172B | Volleyball, Intermediate        | 2 |
| PE 175A | Baseball, Beginning             | 1 |
| PE 175B | Baseball, Intermediate          | 2 |

## Curriculum and Requirements for Verifications of Completion

|         |                                    |   |
|---------|------------------------------------|---|
| PE 175A | Basketball, Beginning              | 1 |
| PE 175B | Basketball, Intermediate           | 2 |
| PE 177  | Flag Football                      | 1 |
| PE 178  | Football, Intermediate/Advanced    | 2 |
| PE 179A | Soccer, Beginning                  | 1 |
| PE 179B | Soccer, Intermediate/Advanced      | 2 |
| PE 200  | Baseball                           | 3 |
| PE 201  | Baseball Off-Season Conditioning   | 2 |
| PE 202  | Basketball, Men's                  | 3 |
| PE 204  | Basketball, Women's                | 3 |
| PE 206  | Cross Country, Men's               | 3 |
| PE 207  | Cross Country Conditioning         | 1 |
| PE 208  | Cross Country, Women's             | 3 |
| PE 210  | Football, Men's                    | 3 |
| PE 213  | Intercollegiate Golf               | 3 |
| PE 217  | Soccer, Men's                      | 3 |
| PE 219  | Soccer, Women's                    | 3 |
| PE 221  | Softball, Women's                  | 3 |
| PE 222  | Softball Pre-Season Conditioning   | 1 |
| PE 223  | Swimming, Men's                    | 3 |
| PE 225  | Swimming, Women's                  | 3 |
| PE 227  | Tennis, Men's                      | 3 |
| PE 228  | Tennis Conditioning                | 1 |
| PE 229  | Tennis, Women's                    | 3 |
| PE 231  | Track & Field, Men's               | 3 |
| PE 233  | Track & Field, Women's             | 3 |
| PE 234  | Track & Field Conditioning         | 1 |
| PE 235  | Volleyball, Women's                | 3 |
| PE 236  | Volleyball Pre-Season Conditioning | 1 |
| PE 238  | Wrestling Off-Season Training      | 1 |
| PE 239  | Water Polo, Men's                  | 3 |
| PE 241  | Water Polo, Women's                | 3 |
| PE 243  | Wrestling                          | 3 |

## PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY (PMT)

### VERIFICATIONS OF COMPLETION

In order to obtain a Plastics Specialty, the student is encouraged to complete the required units for the Plastics Manufacturing Technology Degree. The 4.5 to 8 units for the specialty may come from the units completed toward the degree or from additional courses outlined below. Students with previous coursework may also be considered for certificates upon providing transcripts for review, and consent of the department.

#### Plastics Manufacturing Technology Specialty

|         |                                  |     |
|---------|----------------------------------|-----|
| PMT 63L | Specialty Plastics Lab           | .5  |
| PMT 68  | Plastics Materials and Processes | 2.5 |
| PMT 100 | Plastics Technology              | 2.5 |
|         |                                  | —   |
|         |                                  | 5.5 |

#### Inspection and Testing Specialty

|         |                                  |     |
|---------|----------------------------------|-----|
| MFGT 54 | Ultrasonic Level 1 Testing       | 1.5 |
| PMT 63L | Specialty Plastics Lab           | .5  |
| PMT 68  | Plastics Materials and Processes | 2.5 |
|         |                                  | —   |
|         |                                  | 4.5 |

#### Injection Molding Specialty

|         |                        |     |
|---------|------------------------|-----|
| PMT 59  | Injection Molding I    | 2.5 |
| PMT 63L | Specialty Plastics Lab | .5  |
| PMT 100 | Plastics Technology    | 2.5 |
|         |                        | —   |
|         |                        | 5.5 |

#### Moldmaking Specialty

|           |                               |         |
|-----------|-------------------------------|---------|
| PMT 59    | Injection Molding I           | 2.5     |
| PMT 63L   | Specialty Plastics Lab        | .5      |
| PMT 65    | Moldmaking                    | 3       |
| or PMT 68 | Plastic Materials and Process | (2.5)   |
|           |                               | —       |
|           |                               | 6 (5.5) |

#### Fiberglass Specialty

|           |  |           |
|-----------|--|-----------|
| PMT 61    | Fiberglass Technology                        | 2.5       |
| PMT 63L   | Specialty Plastics Lab                       | .5        |
| PMT 67    | Fiberglass Production                        | 2.5       |
| or PMT 76 | Vacuum Infusion Process (VIP) Resin Transfer | (3.0)     |
|           |  | —         |
|           |  | 5.5 (6.0) |

#### Composites Specialty

|        |                       |     |
|--------|-----------------------|-----|
| PMT 61 | Fiberglass Technology | 2.5 |
| PMT 67 | Fiberglass Production | 2.5 |
| PMT 70 | Composites Technology | 2.5 |
|        |                       | —   |
|        |                       | 7.5 |

#### Composite Technician Specialty

|          |                        |           |
|----------|------------------------|-----------|
| PMT 51   | Composites Fabrication | 2.5       |
| PMT 53   | Composites Repair      | 2.5       |
| PMT 63L  | Specialty Plastics Lab | 0.5       |
| or PMT 5 | Survey of Composites   | (1.5)     |
| PMT 70   | Composites Technology  | 2.5       |
|          |                        | —         |
|          |                        | 8.0 (9.5) |

#### Fiberglass/Composite Repair Specialty

|        |                       |     |
|--------|-----------------------|-----|
| PMT 53 | Composite Repair      | 3   |
| PMT 61 | Fiberglass Technology | 2.5 |
| PMT 67 | Fiberglass Production | 2.5 |
|        |                       | —   |
|        |                       | 8   |

#### Tooling Specialty

|            |                                |           |
|------------|--------------------------------|-----------|
| PMT 58     | Industrial Design for Plastics | 2.5       |
| or PMT 221 | Modelmaking                    | (2.5)     |
| PMT 63L    | Specialty Plastics Lab         | .5        |
| or PMT 55  | Prototyping                    | (1.0)     |
| PMT 72     | Tooling for Plastics           | 2.5       |
|            |                                | —         |
|            |                                | 5.5 (6.0) |

#### Industrial Design Specialty

|            |                                |           |
|------------|--------------------------------|-----------|
| PMT 55     | Prototyping                    | 1.0       |
| or PMT 63L | Specialty Plastics Lab         | (0.5)     |
| PMT 58     | Industrial Design for Plastics | 2.5       |
| PMT 221    | Modelmaking                    | 2.5       |
|            |                                | —         |
|            |                                | 6.0 (5.5) |



## REAL ESTATE

### REAL ESTATE DEPARTMENT AWARD – 12/13 UNITS

| 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)   |

## AMERICAN SIGN LANGUAGE

### VERIFICATION OF COMPLETION

| DIVISION/DEPARTMENT REQUIREMENTS |                            | UNITS |
|----------------------------------|----------------------------|-------|
| 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.

## 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 REQUIREMENTS               |   | 10    |

## WOODWORKING MANUFACTURING TECHNOLOGIES

### VERIFICATION OF COMPLETION

#### CNC WOODWORKING

|                    |  |    |
|--------------------|--|----|
| WMT 151            | Introduction to Faceframe Cabinetmaking                          | 4  |
| WMT 153            | 32mm System of Cabinetmaking                                     | 4  |
| WMT 181            | Introduction to Computer Operations for Cabinetmaking and Design | 3  |
| WMT 185            | CNC Woodworking  | 3  |
|                    |  | —  |
| TOTAL REQUIREMENTS |  | 14 |

## ARCHITECTURAL MILLWORK

|                    |   |    |
|--------------------|---|----|
| WMT 151            | Introduction to Faceframe Cabinetmaking | 4  |
| WMT 155            | Architectural Millwork                  | 4  |
| WMT 258            | Mantels and Wall Systems                | 4  |
|                    |   | —  |
| TOTAL REQUIREMENTS |   | 12 |

## HAND TOOLS

|                    |                             |      |
|--------------------|-----------------------------|------|
| WMT 101            | Introduction to Woodworking | 3    |
| WMT 108            | Wood Carving for Furniture  | 2.5  |
| WMT 201            | Woodworking with Hand Tools | 4    |
| WMT 235            | Windsor Chair               | 3    |
| WMT 241            | Special Topics in Handtools | 2    |
|                    |                             | —    |
| TOTAL REQUIREMENTS |                             | 14.5 |





## NON-CREDIT CERTIFICATES

### NON-CREDIT CERTIFICATE OF COMPLETION OF COURSES IN BUILDING TRADES AND CONSTRUCTION INDUSTRY PRE APPRENTICESHIP

#### CAREER OPPORTUNITIES:

Provides preparation for entry into apprenticeship programs in the building trades.

#### CERTIFICATE OF ACHIEVEMENT

##### DIVISION/DEPARTMENT REQUIREMENTS

|           |  |
|-----------|--|
| AED 36.02 | Introduction to the Building Trades and Construction Industry                      |
| AED 36.03 | Basic Reading Skills for the Building Trades and Construction Industry             |
| AED 36.04 | Basic Math Skills for the Building Trades and Construction Industry                |
| AED 36.05 | Introduction to Basic Welding for the Building Trades and Construction In Industry |

TOTAL CERTIFICATE REQUIREMENTS: 4 Courses

## NON-CREDIT CERTIFICATE OF COMPLETION IN GED TEST PREPARATION IN ENGLISH

### CERTIFICATE OF ACHIEVEMENT

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 42.12 GED Preparation – A  
AED 42.13 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 CERTIFICATE OF COMPLETION IN VOCATIONAL ENGLISH AS A SECOND LANGUAGE

### CERTIFICATE OF ACHIEVEMENT

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 42.14 Low Beginning English as a Second Language  
AED 42.15 High Beginning English as a Second Language  
AED 49.02 Vocational English as a Second Language

#### 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 CERTIFICATE OF COMPLETION IN GED TEST PREPARATION IN SPANISH

### CERTIFICATE OF ACHIEVEMENT

#### DIVISION/DEPARTMENT REQUIREMENTS

AED 42.10 Spanish GED Test Preparation – A  
AED 42.11 Spanish GED Test Preparation – 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 CERTIFICATE OF COMPLETION IN ENGLISH AS A SECOND LANGUAGE

### CERTIFICATE OF ACHIEVEMENT

#### 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 English as a Second Language  
AED 42.16 Low Intermediate English as a Second Language  
AED 42.17 High Intermediate English as a Second Language

#### 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.



### **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

---

### **BUSINESS, HUMANITIES, AND SOCIAL SCIENCES DIVISION**

---

**(562) 860-2451 EXT. 2752**

Accounting  
Administration of Justice  
Anthropology  
Business Administration  
Business Communications Office Technology  
Economics  
Education  
Educational Technology  
Finance  
History  
Insurance  
Interdisciplinary Studies  
Law  
Philosophy  
Political Science  
Psychology  
Real Estate  
Sociology  
Women's Studies

### **COUNSELING & GUIDANCE DIVISION**

---

**(562) 860-2451 EXT. 2231**

Counseling

### **DISABLED STUDENT PROGRAMS & SERVICES**

---

**(562) 860-2451 EXT. 2335**

Access Learning

### **FINE ARTS & COMMUNICATIONS DIVISION**

---

**(562) 860-2451 EXT. 2600**

Art and Design  
Film  
Humanities  
Journalism  
Music  
Photography  
Radio/TV  
Theatre Arts

### **HEALTH OCCUPATIONS DIVISION**

---

**(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

### **HEALTH, PHYSICAL EDUCATION, DANCE/ATHLETICS DIVISION**

---

**(562) 860-2451 EXT. 2862**

Athletics  
Dance  
Health Education  
Kinesiology  
Physical Education

### **LIBERAL ARTS DIVISION**

---

**(562) 860-2451 EXT. 2858**

American Sign Language  
Chinese  
English  
English as a Second Language  
French  
German  
Japanese  
Reading  
Spanish  
Speech

### **LIBRARY/LRC DIVISION**

---

**(562) 860-2451 EXT. 2442**

Library

### **SCIENCE, ENGINEERING, AND MATHEMATICS DIVISION**

---

**(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**

---

**(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 Technology

## Course Descriptions

### **ACCESS LEARNING**

(Disabled Student Programs and 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. (Formerly DSPS 86)

#### **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 Pass or "C" or higher.

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. (Formerly DSPS 87)

#### **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 Pass or "C" or higher.

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. (Formerly DSPS 88)

#### **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 Pass or "C" or higher.

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 learning incorporating the UDL principles through technology targeted toward building perceptual reasoning skills. (Formerly DSPS 89)

#### **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. (Formerly CG 3, COUN 33)

#### **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. (Formerly COUN 34, CG 4)

#### **ACLR 92 (Not Degree Applicable)**

##### **PERSONAL ASSESSMENT FOR THE STUDENT WITH DISABILITIES 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: COUN 33 or equivalent with a grade of Pass or "C" or higher.

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. (Formerly CG 5, COUN 35)

### **ACCOUNTING**

(Business Division)

#### **ACCT 51**

##### **VOLUNTEER INCOME TAX ACCOUNTING 1.5 UNITS**

Class hours: 1.0 Lecture/1.5 Laboratory

Prerequisite: ACCT 61 or ACCT 250 or equivalent with a grade of Pass or "C" or higher.

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. (Formerly BUSA 51)

#### **ACCT 60**

##### **QUICKBOOKS ACCOUNTING 1.5 UNITS**

Class hours: 1.5 Lecture

This course introduces QuickBooks, a complete accounting software system for small businesses.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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. (Formerly BUSA 100)  
*Transfer Credit: CSU*

### **ACCT 101 FUNDAMENTALS OF ACCOUNTING I 4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 100 or equivalent with a grade of Pass or "C" or higher.

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. (Formerly BUSA 101)

*Transfer Credit: CSU; UC*

### **ACCT 102 FUNDAMENTALS OF ACCOUNTING II 4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 101 or equivalent with a grade of Pass or "C" or higher.

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. (Formerly BUSA 102)

*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 Pass or "C" or higher. 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. (Formerly BUSA 130)  
*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 Pass or "C" or higher.

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 Pass or "C" or higher.

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: Prerequisite: ACCT 101 and ACCT 133 or equivalent with grades of Pass or "C" or higher.

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. (Formerly BUSA 134)  
*Transfer Credit: CSU*

### **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. (Formerly BUSA 171)

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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. (Formerly BUSA 172)

*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. (Formerly BUSA 173)

*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. (Formerly BUSA 174)

*Transfer Credit: CSU*

### **ACCT 201 INTERMEDIATE ACCOUNTING I**

**4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 102 or equivalent with a grade of Pass or "C" or higher.

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. (Formerly BUSA 201)

*Transfer Credit: CSU*

### **ACCT 202 INTERMEDIATE ACCOUNTING II**

**4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: ACCT 201 or equivalent with a grade of Pass or "C" or higher.

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. (Formerly BUSA 202)

*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 Pass or "C" or higher.

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 expatriate 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. (Formerly BUSA 231)

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **ACCT 240 COST ACCOUNTING 4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of Pass or "C" or higher. 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. (Formerly BUSA 240)  
*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 Pass or "C" or higher. 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. (Formerly BUSA 241)  
*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 Pass or "C" or higher. 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 Reform Act of 1986, Public Law 99-514 of October 22, 1986. (Formerly BUSA 250)  
*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 Pass or "C" or higher.

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 Reform Act of 1986: Public Law 99-514. (Formerly BUSA 251)  
*Transfer Credit: CSU*

### **ACCT 270 FUNDAMENTALS OF AUDITING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ACCT 202 or equivalent with a grade of Pass or "C" or higher. 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. (Formerly BUSA 270)  
*Transfer Credit: CSU*

### **ACCT 280 ADVANCED ACCOUNTING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ACCT 202 or equivalent with a grade of Pass or "C" or higher. 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. (Formerly BUSA 280)  
*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**

**(Humanities, Social Science Division)**

### **AJ 71 FIRST AID-ADMINISTRATION OF JUSTICE 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher. 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **AJ 91 REPORT WRITING PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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: Completion of 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 and completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass," or completion of the Reading 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 Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 173 ADMINISTRATION OF JUSTICE OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS**

Class hours: 1.0 Work Experience  
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

Prerequisite: Consent of the department  
One (1) hour control class each week plus 15 hours of employment per week for Administration of Justice work experience 173 or 20 hours of employment per week for Administration of Justice Work Experience 174. 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. Student who are not employed but wish to gain work experience may be placed in a non-paying position if such opportunities are available. 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 Pass or "C" or higher.

Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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: Completion of 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 and completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass," or completion of the Reading 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;

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 Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement score into ENGL 100 or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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*

## **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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 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 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, Mathematics Division)**

### **A&P 120 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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 130, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 130, 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 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 130, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 130, 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: Satisfactory completion of A&P 150 or equivalent with a grade of Pass or "C" or higher.

Recommendation: CHEM 100 or equivalent with a grade of Pass or "C" or higher.

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 130, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 130, 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 Pass or "C" or higher.

Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher.



## Course Descriptions

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, PE/Kinesiology, Dental Hygiene, and related fields.

*Transfer Credit:* CSU; UC\*

\*UC credit limits may apply. A&P 120, A&P 130, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 130, 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 equivalent with grades of Pass or "C" or higher. 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 130, A&P 150 and A&P 151 combined: maximum credit, one course. A&P 120, A&P 130, 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**

**(Humanities, Social Science Division)**

### **ANTH 100 CULTURAL ANTHROPOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of English & Reading Placement Process or ENGL 52, ENGL 72, or ESL 152, or equivalent with a grade of Pass or "C" or higher and READ 54 or READ 97 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher 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  
Prerequisite: ENGL 100 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ANTH 170 INTRODUCTION TO LANGUAGE AND CULTURE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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*

### **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 201 NATIVE PEOPLES OF CALIFORNIA 3.0 UNITS**

Class hours: 3.0 Lecture

This course is a survey of California Indian cultures including their prehistory and social, political, and religious beliefs. The effects of European, Middle American, and Asian contact, and the resultant adaptations on current life situations of contemporary American native Americans will be examined.

*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 Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 enrolled in WS 205 or have received credit in ANTH 204. (Formerly ANTH 204)

*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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 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\**

*\*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units."*

### **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\**

*\*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units.*

### **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 Pass or "C" or higher, 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,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

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\**

*\*UC credit limits may apply. Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units."*

## **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 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\**

*\*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units.*

## **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, Architectural Desktop and VIZ Render 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 output. Hands-on exercises will be used to reinforce the functions of the applicable software. Students who repeat this course will improve skills through further practice and remain current with the latest software updates.

*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 Pass or "C" or higher, 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. Students who repeat this course will improve skills through further practice and remain current with latest software updates.

*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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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, Communication 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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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*

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 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. 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 Pass or "C" or higher 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*

### **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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 placement process with a score eligible for ENGL 100 and READ 54 or READ 97 or equivalent with a grade of "C" or higher or "Pass" or completion of the Reading 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*

### **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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 photographics 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 Pass or "C" or higher.

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 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\**

*\*UC credit limits may apply. Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum of 18 units.*

### **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 Pass or "C" or higher.

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\**

*\*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units.*

### **ART 130A** **FUNDAMENTALS OF PAINTING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

This course emphasizes new methods and technical approaches to watercolor painting.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 Pass or "C" or higher.

Recommendation: ART 120 or equivalent with a grade of Pass or "C" or higher.

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 tradition 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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

This course is designed as an introduction to the ideas, techniques, and tradition of the art of ceramic sculpture.

*Transfer Credit: CSU; UC*

### **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 Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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*

### **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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 Pass or "C" or higher.  
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 207** **WOMEN AND MEDIA** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: Completion of 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.

Recommendation: Completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass," or completion of the Reading 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 enrolled in or who have received credit in WS 207.

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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*

## Course Descriptions

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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*

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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, Mathematics 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. No credit for ASTR 102 or ASTR 103 if taken after ASTR 101.*

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.



## Course Descriptions

### **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, ASTR 102, ASTR 103, ASTR 104 or ASTR 106 or equivalent with a grade of Pass or "C" or higher 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*

### **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**

(Health, Physical Education Division)

### **ATH 200L** **BASKETBALL, 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 201LA** **BASKETBALL, 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 201LB** **BASKETBALL, 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 201LC** **BASKETBALL, 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 202L** **BASKETBALL, MEN** 1.5 UNITS

Class hours: 5.0 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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.

*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. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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\**  
*\*UC credit limits may apply. Any or all of these PE 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 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

**ATH 229LA**  
**TRACK AND FIELD, WOMEN**  
**OFF SEASON INTERCOLLEGIATE 1.0 UNITS**

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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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 stressed.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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 techniques, good sportsmanship, team play, and strategy will be emphasized.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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

*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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 236L**

#### **WRESTLING, MEN**

**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\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 237LA**

#### **WRESTLING, 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 wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 237LB**

#### **WRESTLING, 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 wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units.*

### **ATH 237LC**

#### **WRESTLING, 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 wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 PANEL 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 Pass or "C" or higher. 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 Pass or "C" or higher.

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 Pass or "C" or higher 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 Pass or "C" or higher 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 59F FULL FRAME REPAIR ANALYSIS 2.0 UNITS**

Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 59M or AB 59P or equivalent with a grade of Pass or "C" or higher. The course is designed for shop and damage estimating personnel who want to learn full-frame damage and structural repair analysis. Included topics are full-frame vehicle design analysis, effects of collisions on various full-frame designs, full-frame damage assessment using universal and electronic measuring gauges, full-frame vehicle hook-up and repair options, and methods of determining repair completion with universal and electronic measuring devices. Chief Automotive Systems, Inc. methodology is used in course delivery.

### **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 Pass or "C" or higher.

This course develops the skills in the operation and use of computer measuring systems to measure structural automotive damage. 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 Pass or "C" or higher 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **AB 59U UNITIZED STRUCTURAL REPAIR ANALYSIS 2.0 UNITS**

Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 59M or AB 59P or equivalent with a grade of Pass or "C" or higher. This course is designed for damage estimating personnel who want to learn about analysis and repair of unitized structural damage using universal gauge and electronic measuring systems. Topics include unitized structural design analysis and effects of vehicle collisions, additional unitized vehicle hook-up and repair options, and precise methods of determining that the repaired vehicle is within factory design specification using electronic and universal gauges.

### **AB 61 PREPARATION AND SPOT REFINISHING 3.0 UNITS**

Class hours: 3.0 Lecture  
Corequisite: AB 61L or equivalent with a grade of Pass or "C" or higher.  
Recommendation: AB 51 or equivalent with a grade of Pass or "C" or higher.  
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 Pass or "C" or higher 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 Pass or "C" or higher.

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 Pass or "C" or higher.  
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 Pass or "C" or higher, 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 Pass or "C" or higher.  
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 Pass or "C" or higher 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 Pass or "C" or higher.  
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 Pass or "C" or higher or appropriate work experience or concurrent enrollment.  
This course increases student skills in automotive refinishing. Students hone their skills and 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 74 AUTOMOTIVE COLLISION REPAIR 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 Automotive Collision Repair Work Experience 74. 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 75 BODY PANEL CUSTOMIZING 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 and AB 56 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.

This is an entry level course that focuses on the modification of automotive body panels. Additional topics include customization of existing body panels, partial-panel fabrication, metal finishing, rust-out panel replacement, welding techniques and the application and use of the sheet metal brake, shear, shrinker/stretcher, and bead roller.

### **AB 76 PARTIAL-PANEL FABRICATION 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
Prerequisite: AB 75 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.

This course furthers student learning in the area of automotive sheet metal design and fabrication. Students will learn to design and fabricate portions of sheet metal panels to be replaced on vehicles. Reproduction of more complex angles and shapes will be introduced. Use of specific sheet metal design and fabrication tools and equipment with appropriate techniques will be included.

### **AB 77 FULL-PANEL FABRICATION 4.5 UNITS**

Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 or AB 56 and AB 75.  
This course focuses on full-panel sheet metal design and fabrication. Sheet metal panel fabrication will be demonstrated using pre-determined shapes and forms. Formation of compound angles and complex shapes encompassing an entire panel will be addressed, including the assembly of separate complex pieces into one panel. Included are the continued application and use of advanced sheet metal fabrication tools and equipment.

### **AB 79L AUTOMOTIVE FABRICATION LAB 1.5 UNITS**

Class hours: 5.0 Laboratory  
Prerequisite: AB 75 or AB 76 or AB 77 or equivalent with a grade of Pass or "C" or higher or appropriate work experience or concurrent enrollment.

This course allows students to hone hands-on skills while completing automotive body panel fabrication project. Students will identify and select specific projects focusing on needed improvement. (Formerly AB 79)

### **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)

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 88 ESTIMATING AND MANAGEMENT UPDATE 3.0 UNITS**

Class hours: 2.5 Lecture/1.5 Laboratory  
Prerequisite: Nine units of collision repair estimating and/or management or equivalent with grades of Pass or "C" or higher, or appropriate work experience.  
This course increases skills and knowledge in collision repair estimating, management, and customer relations for students considering a career in the auto body repair industry. It includes computerized automotive damage estimating, shop management, customer relations, and communications.

### **AB 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.

### **AB 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.

### **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 Pass or "C" or higher, 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 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 183 COMPUTERIZED DAMAGE ESTIMATING 1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory  
Recommendation: Work experience in the automotive collision repair industry.  
The focus of this course is for students to distinguish between collision damage estimating programs. Students learn how each software program is used to properly identify vehicles, components, and systems, and how to select and input the appropriate replacement parts and labor costs into computerized damage reports. Topics include comparison of customer and insurance company profiles, 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 each software program will be reviewed. I-CAR Live curriculum may be included in course delivery.  
*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 Pass or "C" or higher, or appropriate work experience.  
In this course, students are introduced to the automotive claims handling process. The

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 Pass or "C" or higher, 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 282 STEERING, SUSPENSION AND POWERTRAIN ANALYSIS FOR ESTIMATORS 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory  
Recommendation: AB 59M or AB 181 or AB 281 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience. This course is designed to assist the collision damage estimator, appraiser and student to better understand the process of analyzing steering and suspension damage from collisions. It builds on student knowledge gained from the prerequisite course and assists in mastery of steering and suspension damage analysis. Specialized procedures to verify steering and suspension alignment are practiced herein.

*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 Pass or "C" or higher.

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 285 COLLISION REPAIR MANAGEMENT 3.0 UNITS**

Class hours: 2.5 Lecture/1.5 Laboratory  
Recommendation: Proficient in MS Windows Software application.

This course focuses on effective management and operation of automotive repair facilities. Students are introduced to skills required for effective promotion and management of an automotive repair facility. Areas of training include development of standard operating procedures (SOPs), rules and regulations, job-costing, equipment and material procurement, facility cost analysis, safety, employee and right-to-know issues, and warranties. Other topics include department operations, job functions, compensation packages, production controls, capacity planning, cycle-time analysis, customer satisfaction, regulatory compliance, effective communication skills, process improvement, and time management.

*Transfer Credit: CSU*

### **AB 286 COMPUTERIZED SHOP MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: AB 182 or AB 285 or equivalent with a grade of Pass or "C" or higher 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 Pass or "C" or higher, 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 1 (Not Degree Applicable) ENGINE MAINTENANCE 0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive engines dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive engines and enter the work environment with basic skills.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **AUTO 2 (Not Degree Applicable)**

#### **FUEL SYSTEMS**

**0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive fuel systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive fuel systems and enter the work environment with basic skills.

### **AUTO 3 (Not Degree Applicable)**

#### **LUBRICATION AND COOLING**

**0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive lubrication and cooling systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive lubrication and cooling systems and enter the work environment with basic skills.

### **AUTO 4 (Not Degree Applicable)**

#### **ELECTRICAL SYSTEMS**

**0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive electrical systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive electrical systems and enter the work environment with basic skills.

### **AUTO 5 (Not Degree Applicable)**

#### **BRAKES AND SUSPENSION**

**0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive brake and suspension systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive brake and suspension systems and enter the work environment with basic skills.

### **AUTO 6 (Not Degree Applicable)**

#### **TRANSMISSION**

#### **AND DRIVE TRAIN**

**0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive transmission and drive train systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating

principles and beginning skill development.

This three-week section is designed to allow students to become familiar with automotive transmission and drive train systems and enter the work environment with basic skills.

### **AUTO 7 (Not Degree Applicable)**

#### **AIR CONDITIONING**

#### **AND HEATING**

**0.5 UNIT**

Class hours: 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive air conditioning dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. The course is designed to allow students to become familiar with automotive heating and air conditioning and enter the work environment with basic skills.

### **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. This course may be taken a maximum of 2 times.

### **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.

### **AUTO 60 (Not Degree Applicable)**

#### **INTRODUCTION TO INTELLIGENT TRANSPORTATION SYSTEMS**

#### **(ITS) AND TELEMATICS**

**3.0 UNITS**

Class hours: 3.0 Lecture

This survey course introduces the student to Intelligent Transportation Systems (ITS) and telematics. Topics discussed include the history of ITS, government and industry organizations and standards, recent technological advances, navigation, wireless communication, telecommunications, traffic safety, and traffic management. The material focuses on current trends and opportunities in the field of Intelligent Transportation Systems.

### **AUTO 73**

#### **AUTOMOTIVE MECHANICAL 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 Mechanical 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 Mechanical 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 15 units.

### **AUTO 74**

#### **AUTOMOTIVE MECHANICAL REPAIR 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 Automotive Mechanical Repair Work Experience 74. The employment must be in a job related to the student's educational goal.

Work Experience/Career Internship provides the opportunity for Automotive Mechanical Repair students to apply skills and knowledge

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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.

### **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 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 108 ENERGY AND TRANSPORTATION SYSTEMS 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
This is a theory course on the relationship between energy development and transportation systems. The course involves all aspects of current and near future energy systems and how they relate to different transportation methods. Emphasis will be on career pathways in the development and sustainability of renewable energy systems for use in transportation.  
*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 Pass or "C" or higher.

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 Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 Pass or "C" or higher, 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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher, 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 Pass or "C" or higher, 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 160 AUTOMOTIVE ELECTRICITY 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory  
Recommendation: AUTO 100 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.  
This is a theory and practical course in basic electricity and automotive electrical systems such as battery, starting, charging, and electronic ignition. 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 Pass or "C" or higher.  
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 Pass or "C" or higher, 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 Pass or "C" or higher.  
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*

### **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 Pass or "C" or higher, 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 Pass or "C" or higher.  
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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **AUTO 182 INTRODUCTION TO ALTERNATIVE FUEL 3.0 UNITS**

Class hours: 3.0 Lecture

This course introduces students to the role, function, and practical application of Compressed Natural Gas (CNG) as an alternative fuel for the internal combustion engine. Propane, methanol, and hydrogen are also discussed.

*Transfer Credit: CSU*

### **AUTO 190 AUTOMOTIVE MANAGEMENT 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: AUTO 100 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher, 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 AUTOMOTIVE SPECIALTY 2.0 UNITS**

Class hours: 6.0 Laboratory

Prerequisite: AUTO 100 or equivalent with a grade of "C" or higher or "Pass," or appropriate work experience.

This course is designed to further increase the skill and knowledge of the student in areas of his/her choice, working to trade standards.

*Transfer Credit: CSU*

### **AUTO 260 ADVANCED ELECTRICAL SYSTEMS 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: AUTO 160 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.

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.

*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 Pass or "C" or higher, 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 SYSTEMS -1997 STANDARDS 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 Laboratory

Recommendation: AUTO 100 or equivalent with a grade of Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### BIOLOGY

(Science, Engineering, Mathematics 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 So. 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 placement process with a score eligible for ENGL 100.

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 Pass or "C" or higher.

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 placement process with a score eligible for ENGL 100.

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.*

#### BIOL 180L

##### LIFE SCIENCE PREPARATIONS

1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: BIOL 120 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher or concurrent enrollment. BIOL 120 or ZOO 120 or BOT 120 or equivalent with a grade of Pass or "C" or higher.

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 or 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 Pass or "C" or higher. BIOL 120 or ZOO 120 or BOT 120 or equivalent with a grade of Pass or "C" or higher.

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 equivalents with grades of "C" or higher or "Pass."

Biology 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **BIOL 250L** **SPECIAL TOPICS IN BIOLOGY** 1.0 UNIT

Class hours: 3.0 Laboratory  
Prerequisite: BIOL 120 or equivalent with a grade of Pass or "C" or higher.  
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, Mathematics Division)**

### **BOT 120** **INTRODUCTION TO** **PLANT SCIENCE** 4.0 UNITS

Class hours: 2.0 Lecture/4.5 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 placement process with a score eligible for ENGL 100.  
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*

### **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 Division)**

### **BA 50** **BUSINESS MATH** **FOR MANAGERS** 3.0 UNITS

Class hours: 3.0 Lecture  
This course is a study of basic math as it relates to specific areas of business. Topics covered include percentages, interest markup, discounting, stocks, annuities, consumer credit, loans, and bank reconciliations.

### **BA 62** **BUSINESS ON THE INTERNET** 1.5 UNITS

Class hours: 1.5 Lecture  
This course explores the current status of business and marketing practices on the Internet. Through the use of computers in the classroom, the students will explore business resources on the Internet. Opportunities on the Internet are in the areas of entrepreneurial management, business applications, marketing, and sales. Resources that are utilized are Internet service providers as well as electronic mailing lists and chat groups.

### **BA 63** **HOW TO START A** **HOME-BASED BUSINESS** 1.5 UNITS

Class hours: 1.5 Lecture  
This course explores the factors that determine the possibility of starting a home-based business. The process of starting and operating a home-based business is included in this course.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **BA 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, 2 units for 108 hours). This course may be taken a maximum of 2 times.

### **BA 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.

### **BA 100 FUNDAMENTALS OF BUSINESS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course, designed for the beginning business student, will survey business principles, problems, practices, and procedures as they pertain to the societal challenges facing business and the economic challenges facing America. Business topics will be discussed, such as: the nature of business, ownership, recruitment and training of personnel, labor-management relations, production and distribution of goods, competition, profits, transportation, finance, managerial controls, government, 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, and techniques involved in conducting business in the market places of the world and includes an overview of economic, political, geographic, and social factors that affect business transactions abroad.

*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 105 PERSONNEL-POLICY AND PROCEDURES 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to provide the student with an in-depth probe of personnel from an administrative role. It includes the implementation of compliance with governmental regulations and laws.

*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*

### **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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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*

### **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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 SMALL BUSINESS MANAGEMENT 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 small business management. It covers such topics as entrepreneurial opportunities, developing a business plan, marketing, operations, and financial management. It briefly covers the practical aspects of record keeping, planning, and control.

*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 Pass or "C" or higher.

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 motivational techniques and presentation skills required to be an effective business leader. Topics also include handling conflict, managing changes, 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 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 200 PRINCIPLES OF BANKING 3.0 UNITS**

Class hours: 3.0 Lecture  
This is an introductory course in commercial banking. It will deal with issues, subjects, and situations bankers encounter today. The topics covered will include: negotiable instruments, deposits, payments, personnel, data handling, loan functions, bank services, and management of assets.  
*Transfer Credit: CSU*

### **BA 201 MONEY AND BANKING 3.0 UNITS**

Class hours: 3.0 Lecture  
This is an introductory course whose principal objective is to explain how our modern monetary institutions can best meet the needs of society. Topics covered are monetary theory, money creation, flow, controls, national policy, and international factors. The questions of how fiscal and monetary policies may help us solve our problems will be thoroughly examined.  
*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 enrolled in WS 208 or have received credit in WS 208.

*Transfer Credit: CSU*

### **BA 233 BUSINESS MANAGEMENT IN A WEB 2.0 WORLD 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is a study of management theory and leadership in a highly networked and socially connected business environment,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

followed by a practical, fast paced introduction to the principles, context, and development of Web 2.0 and its applications for business managers.

*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 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. (Formerly BCOM 51)

### **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. (Formerly BCOM 60)

### **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 analysis, 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **BCOT 147 BUSINESS COMMUNICATIONS 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: BCOT 46 or equivalent with a grade of Pass or "C" or higher

This course integrates instruction and practice in business writing. The emphasis is on 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. (Formerly BCOM 147)

*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. (Formerly BCOM 148)

*Transfer Credit: CSU*

### **BCOT 150 INTERNATIONAL BUSINESS COMMUNICATION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: BCOT 147 or ENGL 100 or equivalent with a grade of Pass or "C" or higher.

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. (Formerly BCOM 150)

*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. (Formerly BCOM 152)

*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 Pass or "C" or higher.

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 equivalent with a grade of Pass or "C" or higher

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, Mathematics Division)**

### **CHEM 95 (Not Degree Applicable) INDIVIDUALIZED CHEMISTRY INSTRUCTION 0.5 UNIT**

Class hours: 2.0 Laboratory

Corequisite: Enrollment in any chemistry course.

Open Entry/Open Exit

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 chemistry course. This course is offered on a pass/no pass basis only. This course may be taken a maximum of 4 times. (Formerly CHEM 9T, AED 90.1)

### **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)

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

**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)

**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 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 courses).

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. 100 and 110 combined: maximum credit, one course. No credit for 100 or 110 if taken after 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 concurrent enrollment or equivalent with a grade of Pass or "C" or higher, or satisfactory completion of the Math Placement Process.

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 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\**

*\*UC credit limits may apply. 100 and 110 combined: maximum credit, one course. No credit for 100 or 110 if taken after 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 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 Pass or "C" or higher or equivalent.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 Pass or "C" or higher.  
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 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 Pass or "C" or higher.  
Recommendation: It is strongly recommended that the preceding prerequisites 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 Pass or "C" or higher.  
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 Pass or "C" or higher.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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. 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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 66 ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD EDUCATION PROGRAMS 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 will acquaint the student with the role of the director/supervisor in a child care program. Content includes laws governing child care in California, admission procedures, recordkeeping, budget, finance, the physical plant, and staffing concerns. This course meets the Department of Social Services Classification Indicator DS 6.

### **CDEC 67 ADVANCED ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD EDUCATION PROGRAMS 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 offers advanced information for administrators or directors in the child care professions. The student will explore legislative updates, current issues, families at risk, professionalism, Child Development Associates, National Association for the Education of Young Children Accreditation, and marketing strategies. This course meets the Department of Social Services Classification Indicator DS 6.

### **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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 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 173**

#### **EARLY CHILDHOOD EDUCATION 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. This course meets the Department of Social Services Classification Indicator DS 3. 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*

### **CDEC 174**

#### **EARLY CHILDHOOD EDUCATION 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. This course meets the Department of Social Services Classification Indicator DS 3. 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



**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 Pass or “C” or higher.  
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 Pass or “C” or higher.  
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 50  
SURVEY OF  
SPECIAL EDUCATION 3.0 UNITS**

Class hours: 3.0 Lecture  
This course surveys the field of special education emphasizing the role of the Special Education Assistant in the training of the exceptional individuals. It includes an introduction to the types of special need children and adults, the function of the assistant, and the vocational opportunities available.

**CDSE 52  
SPECIAL EDUCATION  
INCLUSION IN EARLY  
CHILDHOOD PROGRAMS 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is a comprehensive overview of early childhood inclusion as it applies to children from birth to age eight. It offers a broad study of early childhood special education as it relates to inclusion. The course will cover federal and state laws and regulations, terminology and definitions, appropriate practices and interventions, behavioral issues, family support and guidance and “whole child/whole family” approach to inclusion success.

**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.  
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

# Course Descriptions

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 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 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: CHIN 101 or equivalent with a grade of Pass or "C" or higher.

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 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 of 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 placement process with a score eligible for ENGL 100.

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*

## **COMPUTER AND INFORMATION SCIENCES**

**(Science, Engineering, Mathematics 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 Pass or "C" or higher, 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 Pass or "C" or higher, 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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 75 SQL ADMINISTRATION AND IMPLEMENTATION 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 212 or equivalent with a grade of Pass or "C" or higher is strongly recommended.  
This course provides students with the knowledge and skills required to install, configure, administer, trouble-shoot, and implement the Microsoft SQL server database management system.

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 126 JAVASCRIPT FOR NONPROGRAMMERS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 205 and a knowledge in one programming language or equivalent with grades or Pass or "C" or higher.  
This is a course in programming Web pages on the client-side using the JavaScript programming language. It is for beginning to intermediate level students who know how to create Web pages and now want to add interactivity to their Web pages. This course is designed for the students who are not familiar with programming language. Programming concepts and terminology will be taught using the JavaScript programming language. (This course is not open to students with credit in CIS 125.)  
*Transfer Credit: CSU*

### **CIS 141 I SERIES 400 OPERATIONS 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 101 or equivalent with a grade of Pass or "C" or higher.  
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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 Pass or "C" or higher.  
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  
Recommendation: CIS 205.  
This course provides the knowledge, skills, and hands-on experience needed to create multi-media Web pages. Students will create Web pages with links, graphics, tables, frames, and form application, as well as dimensions of time, audio, video, motion, and interactivity to Web pages using a variety of authoring tools. Upon completing this course, students will be ready to plan, build, promote, and maintain

a professional Web site, 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 Pass or "C" or higher.

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 163 DYNAMIC AND INTERACTIVE WEB PAGE SCRIPTING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 205 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.

This hands-on course will explore the latest Web development technologies to create dynamic and interactive Web pages. Topics to be discussed include validating pages to current Web standards, controlling the appearance of the content on Web page accessibility, and enhancing the interactivity and visual appeal of Web pages.

*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.

*Transfer Credit: CSU*

### **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. 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **CIS 170E ROUTER CONFIGURATIONS AND PROTOCOL 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 170A or equivalent with a grade of Pass or "C" or higher 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 set-up, configurations, and the Cisco Internetworking Operating Systems. (IOS).  
*Transfer Credit: CSU*

### **CIS 170F ADVANCED SWITCHING AND ROUTING 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 170E or equivalent with a grade of Pass or "C" or higher 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 Network) 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 or equivalent with a grade of Pass or "C" or higher 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 170L CYBERSECURITY FUNDAMENTALS 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: CIS 170A or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher 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 Pass or "C" higher 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 Pass or "C" or higher or a knowledge of networking concepts or related work experience.

This course introduces students to concepts and tools in network defense. It covers 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 180 PROGRAMMING IN C/C++ 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Prerequisite: CIS 103 or equivalent with a grade of Pass or "C" or higher.

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**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: Strongly recommend CIS 103 or equivalent with a grade of Pass or "C" or higher or appropriate work experience. This course introduces the Java programming language, its syntax, structures and libraries.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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**

Class 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**

Class 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**

Class 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**

Class hours: 2.0 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 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 Pass or "C" or higher.

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 grades of Pass or "C" or higher 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 Pass or "C" or higher 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 205 PROGRAMMING IN HTML FOR THE WORLD WIDE WEB 1.5 UNITS**

Class hours: 1.5 Lecture/1.0 Laboratory

Recommendation: CIS 103 or CIS 121 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 covers the fundamentals of the HTML (Hypertext Markup Language) language used to construct pages and documents on the World Wide Web. Features of HTML covered in this course include basic page structure, formatting, linking, handling images, handling color, tables, frames, forms, external media, plug-ins, linked windows, dynamic documents, and image maps.

*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 grades of Pass or "C" or higher 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 Pass or "C" or higher.

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 Pass or "C" or higher 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

Prerequisite: CIS 212 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.

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 213C DESIGNING A MICROSOFT WINDOWS DIRECTORY SERVICE INFRASTRUCTURE 3.5 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: CIS 212 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.

This course provides students with the knowledge and skills necessary to design a Microsoft® Windows® 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory™ structure that meets those needs.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 Pass or "C" or higher.

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 Pass or "C" or higher.

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-tasking utilities and their coordination into cohesive, productive tool-chains. This course fulfills certificate, A.A. 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 230 ASSEMBLY PROGRAMMING FOR MICROCOMPUTERS 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory

Prerequisite: CIS 180 or equivalent with a grade of Pass or "C" or higher.

This course is 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.

*Transfer Credit: CSU; UC*

### **CIS 231 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING 3.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory

Prerequisite: CIS 180 or CIS 182 or CIS183 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*

### **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 Pass or "C" or higher 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 Pass or "C" or higher.

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*

### **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 Pass or "C" or higher.

This is a course in Object-Oriented Programming (OOP) using the C++ programming language. Topics presented include abstract data types, objects and classes, constructors, destructor, 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: Strongly recommend CIS 182 or equivalent with a grade of Pass or "C" or higher.

This course covers the implementation of advanced program designs with the tools available in the Java programming language. After reviewing the fundamentals, advanced topics will include 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 Pass or "C" or higher 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**

**(Technology Division)**

### **COS 53**

#### **ADVANCED COSMETOLOGY MANIPULATION**

**6.5 UNITS**

Class hours: 3.3 Lecture/9.8 Laboratory

Prerequisite: COS 52C or COS 62B or 70C or COS 73B with a grade of Pass or "C" or higher.

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, hair coloring, permanent waving, chemical straightening, scalp treatments, facials, waxing, manicuring, pedicuring, and thermal styling.

### **COS 54**

#### **INTRODUCTORY ESTHETICIAN**

**10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory

Prerequisite: Completion of ENGL 20 with a grade of "C" or higher or "Pass" or completion of the English Placement Process with a score eligible for ENGL 52 and completion of READ 42 or READ 48 with a grade of "C" or higher or "Pass" or the Reading placement process.

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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **COS 54A ADVANCED ESTHETICIAN 10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: COS 54 or equivalent with a grade of Pass or "C" or higher.  
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 60A INTRODUCTORY COSMETOLOGY I 10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: ENGL 20 with a grade of "C" or higher or "Pass" or completion of the English placement process and READ 43 or READ 49 with a grade of "C" or higher or "Pass" or completion of the Reading placement process. 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, and manicuring. 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 10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: COS 60A or COS 71A with a grade of Pass or "C" or higher.  
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, hairsculpturing, 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 10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: COS 50C or 60B or 70A or 71B with a grade of Pass or "C" or higher.  
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, hairsculpturing, 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 10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: COS 61A or COS 72A with a grade of Pass or "C" or higher.  
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, hairsculpturing, 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 10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of Pass or "C" or higher.  
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, 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 62B ADVANCED COSMETOLOGY II 10.0 UNITS**

Class hours: 5.0 Lecture/15.0 Laboratory  
Prerequisite: COS 62A or COS 73A with a grade of Pass or "C" or higher.  
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, 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 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 Pass or "C" or higher.  
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: 4.2 Lecture/12.5 Laboratory  
Prerequisite: ENGL 20 with a grade of "C" or higher or "Pass" or completion of the English placement process and READ 43 or READ 49 with a grade of "C" or higher or "Pass" or completion of the Reading placement process. 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **COS 70B INTERMEDIATE COSMETOLOGY 8.0 UNITS**

Class hours: 4.2 Lecture/12.5 Laboratory  
Prerequisite: COS 50C or COS 60B or COS 70A or COS 71B with a grade of Pass or "C" or higher.

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 8.0 UNITS**

Class hours: 4.2 Lecture/12.5 Laboratory  
Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of Pass or "C" or higher.

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 50 ORIENTATION AND EDUCATIONAL PLANNING 0.5 UNIT**

Class hours: 0.5 Lecture  
This course is designed to introduce students to services offered at Cerritos College; the history and mission of the system of post-secondary education system in California; policies and procedures which affect students at Cerritos College; educational planning, including major and general education requirements, course sequencing, and transfer requirements for the California State University and University of California systems. As part of the course, students will tour the Cerritos College campus, acquainting themselves with the location and function of various offices and service providers. Each student will produce an educational plan specific to her or his educational goal. This course is offered on a credit/no credit basis only. (Formerly CG 50)

### **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*

### **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 Placement Process or ENGL

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

52 or equivalent with a grade of Pass or "C" or higher 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 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 Placement process or ENGL 52 or equivalent with a grade of Pass or "C" or higher. 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 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 65 FOOD COSTING 2.0 UNITS**

Class hours: 2.0 Lecture

This course emphasizes the use of food costing to control expenses for a food service establishment. This course will cover various costing systems, menu item pricing, and inventory maintenance.

### **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 152 INTRODUCTION TO COMMERCIAL FOOD PRODUCTION 6.0 UNITS**

Class hours: 4.0 Lecture/6.0 Laboratory

This course introduces the beginning student to the ingredients, methods, and skills used in commercial food production. The content will include history, nutrition, equipment, knife skills, ingredients, stocks and sauces, breakfast cookery, cold garde manger, and basic yeast bread production. A negative T.B. test for food service personnel is a State regulation. (Formerly CA 52)

*Transfer Credit: CSU*

### **CA 153 COMMERCIAL FOOD PRODUCTION: PANTRY ITEMS 9.5 UNITS**

Class hours: 3.0 Lecture/20.0 Laboratory

Prerequisite: CA 101 and CA 152 or equivalent with grades of Pass or "C" or higher.

This is a basic course in fundamentals of hotel and restaurant dinner cooking and methods of preparing special pantry items. Lecture/demonstrations and practical experience in varied methods of cooking techniques are an essential part of this course. (Formerly CA 53)

*Transfer Credit: CSU*

### **CA 154 COMMERCIAL FOOD PRODUCTION: MEATS & POULTRY 9.5 UNITS**

Class hours: 3.0 Lecture/20.0 Laboratory

Prerequisite: CA 153 or equivalent with a grade of Pass or "C" or higher.

This course is designed to familiarize the student with the principles and procedures of hotel restaurant butchering, meat purchasing, and the carving of meats and poultry. Includes lecture/demonstration and practical experience in carving procedures, trimming, boning, rolling, tying, and cutting of steaks and chops. (Formerly CA 54)

*Transfer Credit: CSU*

### **CA 180 INTRODUCTION TO BAKING SKILLS 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory

Prerequisite: Co-Requisite: CA 101 or equivalent with a grade of "C" or higher or "Pass" or prior completion.

Co-Requisite: 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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*

### **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 placement process with eligibility for ENGL 100.

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 placement process with eligibility for ENGL 100.  
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*

## **DANCE**

(Health, Physical Education 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. (Formerly PE 3, PE 50)

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **DANC 100 DANCE APPRECIATION 3.0 UNITS**

Class hours: 3.0 Lecture  
This course offers 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 PE 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 PE 191)  
*Transfer Credit: CSU; UC*

### **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 PE 180)  
*Transfer Credit: CSU; UC*

### **DANC 106A BEGINNING BALLET 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study basics of ballet terminology and technique. Emphasis is on body alignment, coordination and musicality. (Formerly PE 186A)  
*Transfer Credit: CSU; UC*

### **DANC 106B INTERMEDIATE BALLET 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study the advanced terminology and technique of classical ballet. (Formerly PE 186B)  
*Transfer Credit: CSU; UC*

### **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 PE 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 PE 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 PE 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: 4.0 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 PE 181)  
*Transfer Credit: CSU; UC*

### **DANC 110 COMMERCIAL DANCE 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to emphasize movement for commercial dance work used in film, concert dance, television and industrial shows and commercials. It offers

instruction in current trends of popular dance. (Formerly PE 195)  
*Transfer Credit: CSU; UC*

### **DANC 112 DANCE, CONTEMPORARY MODERN 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study current contemporary modern dance skills with an emphasis placed on recognizing the vocabulary and influences of the primary contemporary modern dance techniques. Studies will include, but not be limited to, release based technique, counter technique, and inversion techniques.  
*Transfer Credit: CSU; UC*

### **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 PE 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 PE 196)  
*Transfer Credit: CSU; UC*

### **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 PE 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 PE 198)  
*Transfer Credit: CSU; UC*

### **DANC 124 HIP HOP DANCE 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 dancing and the aligned movement vocabulary, terminology, and social/theatrical codifications. (Formerly PE 197)  
*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 PE 193)  
*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 NOTATION 3.0 UNITS**

Class hours: 3.0 Lecture  
Students will study basic dance notation with in-depth work in elementary Labanotation and an introduction to Benesh and Kineseography notation systems. These systems are taught by using graphs, musical scores, and stick figures or drawings. (Formerly PE 190)  
*Transfer Credit: CSU; UC*

### **DANC 132 DANCE AND DIGITAL TECHNOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
The student will study how technology has historically and traditionally been 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. (Formerly PE 192)  
*Transfer Credit: CSU*

### **DANC 133 DANCE PRODUCTION 2.0 UNITS**

Class hours: 4.0 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 PE 183)  
*Transfer Credit: CSU; UC*

### **DANC 134 DANCE PERFORMANCE 2.0 UNITS**

Class hours: 4.0 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 PE 188)  
*Transfer Credit: CSU; UC*

### **DANC 135 DANCE WORKSHOP 2.0 UNITS**

Class hours: 4.0 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 PE 189)  
*Transfer Credit: CSU; UC*

### **DANC 136 DANCE REPERTORY 2.0 UNITS**

Class hours: 4.0 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 PE 187)  
*Transfer Credit: CSU; UC*

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 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: 1.0 Lecture/3.0 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 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, 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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 Pass or "C" or higher.  
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 Pass or "C" or higher.

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.

## **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 Pass or "C" or higher.  
Corequisite: DH 125C.

Recommendation: DH 110 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 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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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*

### **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 Pass or "C" or higher.  
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 pathological 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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher. 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 Pass or "C" or higher.

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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 Pass or "C" or higher.

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 Pass or "C" or higher.  
Corequisite: DH 245C.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **EARTH SCIENCE**

(Science, Engineering, Mathematics Division)

#### **ESCI 101 PHYSICAL ECOLOGY 3.0 UNITS**

Class hours: 2.5 Lecture/1.5 Laboratory  
Recommendation: ENGL 100 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 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: Concurrent enrollment in ESCI 101 or prior completion of ESCI 101 or equivalent with a grade of Pass or "C" or higher.

This is a general studies course offering an opportunity for a more complete understanding of environmental problems discussed in Earth Science 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. (Formerly ESCI 101L)

*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 placement process with a score eligible for ENGL 100, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 60.

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 Pass or "C" or higher, 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 placement process with a score eligible for ENGL 100, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math 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 placement process with a score eligible for ENGL 100, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math 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 placement process with a score eligible for ENGL 100, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math 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*

#### **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 Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## **ECONOMICS**

**(Humanities, Social Science 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 GLOBAL ECONOMY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

This course is an introduction to the global economy from the perspectives of women in developing countries. 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 agencies of economic development such as the World Bank and International Monetary Fund on the lives of women in the developing countries and the surrounding ecological environment.

*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 Placement Process with a score eligible for MATH 60.

Recommendation: ENGL 100 or equivalent with a grade of "C" or higher or "Pass".

This one-semester course emphasizes the study of the macro-economy, business cycles of prosperity and recession, unemployment and inflation, Keynesian and classical theories, aggregate spending and the level of economic activity, banking and interest rates and the Federal Reserve, international trade and finance. 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 80 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math Placement Process with a score eligible for MATH 100 or higher.

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 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 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\**

*\*UC credit limits may apply. No credit for ECON 101 if taken after ECON 202.*

### **ECON 202M PRINCIPLES OF MICROECONOMICS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 80 or equivalent with a grade of "C" or higher or "Pass" or completion of the Math Placement Process with a score eligible for MATH 100 or higher.

Recommendation: ENGL 100 or equivalent with a grade of "C" or higher or "Pass" or completion of the English Placement Process.

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. This course is not open to students who are enrolled in or who have received credit in ECON 202.

*Transfer Credit: CSU; UC*

### **ECON 204 MONEY, ETHICS, AND ECONOMIC JUSTICE 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **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 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**

**(Humanities, Social Science Division)**

### **EDEL 100**

#### **INTRODUCTION TO TEACHING AND LEARNING IN DIVERSE CONTEMPORARY CLASSROOMS**

**1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: Enrollment in the Cerritos College Teacher Training Academy (Teacher TRAC) or CSULB'S Integrated Teacher Education program (ITEP).

EDEL 100 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. In this course, students will initiate development of their Teacher TRAC Reflective Practitioner Workbook.

*Transfer Credit: CSU*

### **EDEL 105**

#### **INTRODUCTION TO TEACHING (SINGLE SUBJECT CREDENTIAL)**

**1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: Enrollment in the Cerritos College Teacher Training Academy.

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 Portfolio. Ten hours observation in a middle/high school is a required component of this course.

*Transfer Credit: CSU*

### **EDEL 200**

#### **INTRODUCTION TO EDUCATION**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Enrollment in the Cerritos College Teacher Training Academy (Teacher TRAC), or CSU's Integrated Teacher Education Program (ITEP), and completion of EDEL 100 or equivalent with a grade of "C" or higher.

EDEL 200 provides an overview of the concepts and issues related to the teaching profession in a democratic society, including the 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 45 hours of structured fieldwork in an approved public elementary school self-contained classroom.

*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)**

**(Technical Training and Distance Education)**

### **EDT 30**

#### **FUNDAMENTALS OF INSTRUCTION MULTI-MEDIA PRODUCTION**

**2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

The Fundamentals of Instructional Multi-Media Production course focuses on the multi-media skills needed to work within today's educational environments. The course provides a foundation in the use of multi-media production equipment, computer software applications, and other resources to support educators and educational programs.

### **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 51**

#### **COMMUNICATING IN THE ONLINE ENVIRONMENT**

**1.0 UNIT**

Class hours: 1.0 Lecture

This course trains educator and prospective educators who wish to learn about how to incorporate e-mail and other online

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

communication technologies into the academic environment. Participants will learn the fundamentals of e-mail use and management techniques. Emphasis is placed on e-mail, video communications, discussion forums, and Web 2.0 communications tools within the educational community. Educational topics will include creating a variety of communications to be used in a teaching setting, netiquette, creating good discussion topics, and issues surrounding student safety and security.

### **EDT 67 USING MIND-MAPPING TOOLS IN EDUCATION 1.0 UNIT**

Class hours: 1.0 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.

### **EDT 68 USING KIDPIX 1.0 UNIT**

Class hours: 1.0 Lecture

This course is intended to teach educators how to use and teach KidPix, a popular software product for the K-6 learning environment. Topics include creating desktop publishing projects, multimedia projects, and animation using KidPix. Using the Internet and other resources, students will create lesson plans to incorporate into their curricula.

### **EDT 100 INTEGRATION OF THE INTERNET INTO CURRICULUM 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.

This course is designed for educators who wish to learn about the 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.  
*Transfer Credit: CSU*

### **EDT 101 CREATING CURRICULUM PROJECTS USING THE INTERNET 1.0 UNIT**

Class hours: 1.0 Lecture

Prerequisite: EDT 100 or equivalent with a grade of Pass or "C" or higher.

Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.

This course is for educators who wish to learn about the Internet through innovative curriculum projects. Participants will use fundamental Internet search methods and web sites for research to create an Internet-based project supporting project- or problem-based learning. Other topics include impact of technology on education; project evaluation; past, current, and future technology trends; and copyright issues.

*Transfer Credit: CSU*

### **EDT 102 CREATING TECHNOLOGY-BASED CURRICULUM 1.0 UNIT**

Class hours: 1.0 Lecture

Recommendation: EDT 110 or equivalent with a grade of Pass or "C" or higher.

This course is designed for educators and future educators who wish to expand their Internet and technology-integration skills to be used when developing classroom curriculum. Participants will learn to create Internet ready curriculum and methods for using a website in the classroom. 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.

*Transfer Credit: CSU*

### **EDT 103 SPREADSHEETS FOR EDUCATORS 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.

This course trains educators and prospective educators to use efficiently technology to perform administrative, instructional, and other classroom tasks using electronic spreadsheet software. Spreadsheet-specific topics include the fundamentals of creating worksheets; formulas and functions; creating charts; using Wizards; techniques to manipulate large worksheets and multiple-sheet workbooks; and integration of spreadsheet software into course curriculum. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.

*Transfer Credit: CSU*

### **EDT 104 WORD PROCESSING FOR EDUCATORS 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.

This course trains educators and prospective educators who wish to learn how to work with word processing documents as they prepare curriculum. Participants will use basic and intermediate word processing functions to create administrative, instructional, and classroom management documents. Word processing topics include creating, editing, saving, formatting, printing, spell checking, searching, replacing, headers and footers, footnotes and hyphenation, thesaurus, macros, merging and outlining functions. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.

*Transfer Credit: CSU*

### **EDT 105 POWERPOINT FOR EDUCATORS 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.

This course trains educators and prospective educators who wish to learn how to work with Microsoft PowerPoint as a mode of teaching and as they prepare curriculum. Participants will use basic and intermediate presentation graphic software functions to create administrative, instructional, and classroom management materials. Topics include creating, managing, and delivering a multi-media curriculum-based presentation. Students will produce conceptual and data-intensive presentations, create professional output for overheads, on-screen presentations, speaker notes, and support handouts incorporating text and graphics. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.

*Transfer Credit: CSU*

### **EDT 106 DATABASES IN EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture

Recommendation: EDT 50 or EDT 51 or equivalent with grade of "C" or higher.

This course trains educators and prospective educators in the use of database management systems. Topics include techniques for building a database, tables, queries, forms, and reports. Other topics include designing curricular lessons and student assignments utilizing databases.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **EDT 107 DESKTOP PUBLISHING FOR EDUCATORS 1.0 UNIT**

Class hours: 1.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with grade of "C" or higher.  
This course provides an introduction to the functions of desktop publishing software with an emphasis on the educational community. Topics include creating camera-ready printed presentation materials and developing presentation materials such as letterhead stationery, signs and flyers, newsletters, and a personal portfolio. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.  
*Transfer Credit: CSU*

### **EDT 108 PHOTOSHOP ELEMENTS FOR EDUCATORS 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
This course covers the basic through advanced features of Adobe Photoshop Elements. Students will be introduced to the fundamentals of Adobe Photoshop Elements while discovering practical and creative uses of the application to increase speed and quality of learning in the classroom. Methods of integrating this software into the educational setting will be explored. Digital stories and photo essays will be used as an alternative learning style.  
*Transfer Credit: CSU*

### **EDT 109 DEVELOPING EDUCATION-BASED PORTFOLIOS 1.0 UNIT**

Class hours: 1.0 Lecture  
This course covers the basic as well as advanced features of education-based e-portfolio (electronic portfolio) systems. E-portfolios can be used as a repository to store and organize digital evidence of teaching and learning. The tools in the e-portfolio systems will be used to represent individual learning and competencies.  
*Transfer Credit: CSU*

### **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 111 WEB DESIGN FOR EDUCATORS 1.0 UNIT**

Class hours: 1.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
This course is for 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 web site planning and building. Other topics include educational applications of the World Wide Web, copyright, plagiarism, and security issues.  
*Transfer Credit: CSU*

### **EDT 112 CREATING VIRTUAL CURRICULUM 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
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*

### **EDT 120 EXPLORING ASSISTIVE TECHNOLOGY IN EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with grade of "C" or higher.  
This course is intended to develop the sensitivity, skills and knowledge needed by teachers and others in the field of education to create an educational environment that is conducive to learning for students with disabilities. It will also be helpful 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 and challenges within the general educational 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.  
*Transfer Credit: CSU*

### **EDT 121 USING MOBILE TECHNOLOGY IN EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
This course trains educators and prospective educators in the use of mobile technology in education to perform administrative, instructional, and other classroom functions. Specific topics include the basics of mobile devices, as well as apps such as productivity tools, student information system tools, assessment tools, curriculum tools, e-books, and writing tools. Other topics include policy and management issues related to mobile devices.  
*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 51 or equivalent with a grade of "C" or higher.  
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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **EDT 125 FUNDAMENTALS OF ONLINE TEACHING 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
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 132 USING AUDIO IN THE CLASSROOM 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
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 137 CREATING EDUCATIONAL MEDIA 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with grade "C" or higher.  
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 138 TEACHING WITH CLAY ANIMATION 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
This course covers the concepts and techniques for creating animation using clay characters to enhance storytelling, creative

writing, and visualization of mathematical and scientific concepts. Building upon the theories of multiple intelligences in learning, clay animation enhances student learning through a variety of methods.  
*Transfer Credit: CSU*

### **EDT 150 PODCASTING IN EDUCATION 2.0 UNITS**

Class hours: 2.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of "C" or higher.  
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*

### **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, Mathematics Division)**

### **ENGY 110 ENERGY AND THE WAY WE LIVE 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Pass or "C" or higher.  
This introductory course describes the importance of energy in natural systems, energy resources, and utilization of energy

by man in modern economies. The potential for conservation and use of alternatives to the fossil fuels is studied.  
*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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## ENGINEERING

(Science, Engineering, Mathematics 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 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 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*

## ENGINEERING DESIGN TECHNOLOGY

(Technology Division)

### 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 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.

### ENGT 116 BLUEPRINT READING 2.0 UNITS

Class hours: 1.5 Lecture/1.5 Laboratory

Recommendation: ENGT 131 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher 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*

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.



## Course Descriptions

### **ENGT 131 DESIGN FUNDAMENTALS INCLUDING SOLID MODELING 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Recommendation: ENGT 116 or equivalent with a grade of Pass or "C" or higher.  
This course stresses proper use of manual drafting instruments with an introduction to solid modeling software for students who have had no high school or no industry experience on manual mechanical drafting. Manual drafting basic skills cover lettering text, geometric construction, isometric drawing, orthographic projection, dimensions, single auxiliary views, sectioning and conventional practices.  
*Transfer Credit: CSU*

### **ENGT 133 SHEET METAL LAYOUT AND APPLICATIONS USING SOLID MODELING 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 Pass or "C" or higher.  
This course will familiarize students with sheet metal layout involving triangulation, 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 138 AUTOCAD 4.0 UNITS**

Class hours: 3.0 Lecture/3.0 Laboratory  
Recommendation: ENGT 116 and ENGT 131 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.  
This course focuses on AutoCAD software for students with previous manual drafting knowledge. It includes drawing preparations in 2-D and 3-D, modify, blocks, and tools. 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. Drawings will be stored and retrieved from digital storage, enabling students to produce commercial quality copies using computer-driven plotter and printer.  
*Transfer Credit: CSU; UC*

### **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 Pass or "C" or higher.  
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 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ENGT 103, 138, 259 or 265 or equivalent with a grade of Pass or "C" or higher.  
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 Pass or "C" or higher.  
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*

### **ENGT 258 DESIGN AND PRODUCTION TECHNOLOGY 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 Pass or "C" or higher.  
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 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 Pass or "C" or higher, 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 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ENGINEERING TECHNOLOGY**

(Technology Division)

#### **ET 91L**

#### **ENGINEERING TECHNOLOGY PROJECT LABORATORY**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: ET 101 or equivalent or ET 102 or equivalent with a grade of "C" or higher or Pass.

This is a capstone course in which students will work in teams to solve engineering technology problems. Students will be given a theme by the instructor at the beginning of the semester and will identify the problem, explore various solutions, select a solution, optimize their design, provide a prototype, test their prototype, and document the result.

#### **ET 93L**

#### **PROCESS CONTROL LABORATORY**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: ET 103 or equivalent with a grade of Pass or "C" or higher, or prior completion.

This is a laboratory course in which students will work in teams to solve process control problems. Students will be given problems related to flow, pressure, liquid level, and temperature and expected to solve them. Students will gather information on those processes by correctly interpreting sensor and transducer data.

#### **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 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.

*Transfer Credit: CSU*

#### **ET 104**

#### **ENGINEERING TECHNOLOGY PROJECT DEVELOPMENT**

**1.0 UNIT**

Class hours: 1.0 Lecture

Corequisite: Previous completion or concurrent enrollment in ET 101 or equivalent or ET 102 or equivalent with a grade of "C" or higher or Pass.

This course introduces the student to managing the requirements of an engineering technology project from beginning to end. Students will identify the need, provide alternative solutions, optimize their design, provide a prototype, test their prototype, and document their solution.

*Transfer Credit: CSU*

#### **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 5L (Not Degree Applicable)**

#### **FRESHMAN COMPOSITION SUPPLEMENTAL SEMINAR**

**0.5 UNIT**

Class hours: 2.0 Laboratory

Prerequisite: Completion of the English placement process with a combined score of 85-94.

Corequisite: Concurrent enrollment in ENGL 100.

This course incorporates and contextualizes reading and writing strategies aligned to English 100 coursework. Students will read and comprehend sophisticated texts and respond to diverse ideas and perspectives through writing expository and/or persuasive compositions.

#### **ENGL 20 (Not Degree Applicable)**

#### **BASIC WRITING**

**3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 15 or ESL 200 or equivalent with a grade of Pass or "C" or higher.

This course introduces students to the writing process as a means of developing ideas into clear, correct, and effective writing. The course concentrates on short essay writing in accord with the conventions of standard English.

#### **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 52 (NOT DEGREE APPLICABLE)**

#### **INTRODUCTION TO COLLEGE COMPOSITION**

**3.0 UNITS**

Class hours: 3.0 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 placement process with eligibility for ENGL 52.

This course develops the students' ability to write clearly, effectively, and correctly by guiding students through the writing process. Students write a series of compositions that integrate critical thinking, evaluative writing, and library research.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 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: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalent with a grade of "C" or higher, or of "Pass", or completion of the placement process with eligibility for ENGL 100.  
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 101 CRITICAL THINKING THROUGH LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.  
In this course students apply critical thinking skills, close textual analysis, and research practices in writing analytic, argumentative essays about literary fiction, poetry, and drama.  
*Transfer Credit: CSU; UC*

### **ENGL 102 FRESHMAN COMPOSITION AND LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.  
This course continues to develop and improve students' skills in composition and critical analysis by introducing the study of fiction, poetry, and drama, produced by an enlarged canon of authors who reflect culturally diverse backgrounds as the subject for writing assignments.  
*Transfer Credit: CSU; UC*

### **ENGL 103 CRITICAL AND ARGUMENTATIVE WRITING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher 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 108 VOCABULARY BUILDING FOR PROFESSIONALS 2.0 UNITS**

Class hours: 2.0 Lecture  
This course is designed to further an understanding of word origins, roots, and affixes, with particular attention to terms used in business and the professional disciplines. Class hours may be used to qualify a student for the certified shorthand reporters' examination.

*Transfer Credit: CSU*

### **ENGL 155 TECHNICAL WRITING 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

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 201 TUTORING WRITING 2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

This course provides essential training and experience for students who aspire to tutor writing, teach English or basic writing skills, or improve their own writing. Students learn the fundamentals of assisting peers with writing tasks. This course includes a lab component during which the student will get firsthand experience with tutoring students about writing.

*Transfer Credit: CSU*

### **ENGL 221A LITERATURE IN THE BIBLE: HEBREW SCRIPTURES 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

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,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

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  
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: Completion of ENGL 52, ENGL 72, 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.

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 CURRENT LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52, ENGL 72, 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.

This course is a study of literature currently important or currently popular and not ordinarily studied in the regular departmental curriculum. Specific topics, such as best sellers, science fiction, campus classics, California literature, Native American literature, or modern literature, 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: Completion of ENGL 52, ENGL 72, 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.

This course is a general introduction to Shakespeare's plays. Representative selections 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: Completion of ENGL 52, ENGL 72, 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.

This course studies the representative works of American literature from 1608-1870. Selected works will be drawn from the four major literary periods: Puritan, Enlightenment/Revolutionary, Romantic, and early Realism.

*Transfer Credit: CSU; UC*

### **ENGL 230B INTRODUCTION TO AMERICAN LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52, ENGL 72, 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.

This course studies the representative works of American literature from 1870-1990's. Selected works will be drawn from the four major literary periods: Realism, Naturalism, Modernism, and Postmodernism.

*Transfer Credit: CSU; UC*

### **ENGL 232 READINGS IN POETRY** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

This is a course in the novel emphasizing structure, theme and style. Outstanding Continental, English and American novels are studied.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **ENGL 234 READINGS IN SHORT FICTION 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

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 238 CLASSIC ISLAMIC LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52, ENGL 72, or ESL 152 or equivalent with a grade of Pass or "C" or higher.

This course studies Islamic literature in the English translation beginning with the pre-Islamic Arabian poetry of the sixth century and continuing through the thirteenth century. Emphasis is on understanding the literary character of the Qur'an and later Islamic literary works through an examination of literary forms, genres, movements, and themes.

*Transfer Credit: CSU; UC*

### **ENGL 239 LITERATURE OF INDIA 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100.

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 (CAN ENGL 6) CREATIVE WRITING 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 100 or equivalent with grade of Pass or "C" or higher. This course provides an opportunity for students to explore their interest in literary 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: Completion of ENGL 52, ENGL 72, 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.

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 245 WORLD MYTHOLOGY AS LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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 ENGLISH LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

This course studies English literature from the Anglo-Saxon period to the Romantic Movement. Emphasis is on the various themes, forms, and trends in English literature, and how they prefigured Romanticism and later movements.

*Transfer Credit: CSU; UC*

### **ENGL 246B SURVEY OF ENGLISH LITERATURE 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

This course studies English literature from the Romantic Movement to the present day. It emphasizes the various themes, forms and trends in English literature.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **ENGL 248A MASTERPIECES OF WORLD LITERATURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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. (Formerly ENGL 48/ENGL 48.1)

*Transfer Credit: CSU; UC*

### **ENGL 248B MASTERPIECES OF WORLD LITERATURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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*

### **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

Prerequisite: Satisfactory completion of the English As a Second Language Placement Process or ESL 2 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher or qualifying score on the ESL placement test 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) GRAMMAR, READING, AND WRITING 5**

**4.0 UNITS**

Class hours: 4.0 Lecture/1.0 Laboratory

Prerequisite: Completion of the English as a Second Language Placement Process with an eligible score for ESL 5 or ESL 200 or completion of ESL 4 or ESL 100 with a grade of Pass or "C" or higher.

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**

**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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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.

### **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 Pass or "C" or higher. 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. This course may be taken a maximum of 2 times.

### **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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 placement process with a qualifying score for ESL 120 or completion of ESL 5, ESL 200, or equivalent with a grade of Pass or "C" or higher.

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 credit limits may apply. ESL 120 and ESL 152 combined: maximum credit, 8 units.*

### **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 Pass or "C" or higher.

This course is designed to prepare non-native English speakers for college-level writing and for entrance into English 100. 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 credit 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, 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 Pass or "C" or higher. 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*

## **FILM**

**(Fine Arts, Communication 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 Pass or "C" or higher

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 Pass or "C" or higher

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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*

### **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 Pass or "C" or higher or satisfactory completion of the English 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, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English 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 Pass or "C" or higher.  
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 Pass or "C" or higher  
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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **FINANCE**

**(Business 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. (Formerly BUSF 50)

#### **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. (Formerly BUSF 51)

#### **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. (Formerly BUSF 52)

#### **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. (Formerly BUSF 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. (Formerly BUSF 126)

*Transfer Credit: CSU*

### **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 Pass or "C" or higher.

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*

#### **FREN 201 INTERMEDIATE FRENCH 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: FREN 102 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 Pass or "C" or higher.  
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 Pass or "C" or higher  
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, Mathematics 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 Pass or "C" or higher 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. 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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*

## **GEOLGY**

**(Science, Engineering, Mathematics 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 So. 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 placement process with a score eligible for ENGL 100.

Recommendation: MATH 40 or equivalent with a grade of "C" or higher or "Pass," or completion of the 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 student 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 placement process with a score eligible for ENGL 100, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the placement process with a score eligible for MATH 60.

This course is an introduction to the composition, structure, and geologic processes of Earth. This course is not open to students with credit in GEOL 101.

*Transfer Credit: CSU; UC*

### **GEOL 102L**

#### **PHYSICAL GEOLOGY**

##### **LABORATORY**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Corequisite: GEOL 102 or prior completion of GEOL 102 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 placement process with a score eligible for ENGL 100 and MATH 40 or equivalent with a grade of "C" or higher or "Pass", or completion of the 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 105L**

#### **FIELD METHODS OF THE EARTH SCIENCES**

**1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: GEOL 101 or equivalent with a grade of Pass or "C" or higher, or concurrent enrollment.

This is a field-based laboratory course for geologic and environmental sciences. The geology, topography, structure, and ecology of the southwestern United States will be discussed in class then observed and investigated in the field. Samples and data collected from study areas may be further analyzed in a lab setting. Students will learn how to perform fundamental field techniques of the earth sciences, such as orienteering, surveying, mapping, and sampling.

This course includes 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 placement process with a score eligible for ENGL 100; and MATH 40 or equivalent with a grade of "C" or higher or "Pass", or completion of the 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,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 placement process with a score eligible for ENGL 100, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 60.

A study of the geologic processes which shaped selected national parks and monuments of Western North America.

*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 placement process with a score eligible for ENGL 100, and MATH 40 or equivalent with a grade of "C" or higher or "Pass" or completion of the math 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

Recommendation: Satisfactory completion of ENGL 52 or equivalent with a grade of Pass or "C" or higher.

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: Satisfactory completion of English Placement Process or ENGL 52, ENGL 72, or ESL 152 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **GERM 202 INTERMEDIATE GERMAN 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: GERM 201 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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*

### **GERM 282 INTERMEDIATE CONVERSATIONAL GERMAN 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: GERM 281 or equivalent with a grade of Pass or "C" or higher.

This course provides intensive oral practice in the discussion of current topics, including multi-culturalism 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 Pass or "C" or higher.

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 Pass or "C" or higher.

Recommendation: GERM 201 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

Recommendation: GERM 201 or equivalent with a grade of Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

## HEALTH EDUCATION

(Health, Physical Education 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 or who have completed WS 103.)

*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 CPR and First Aid. Upon successful completion of all tests, students will be issued an American Red Cross card for Community First Aid (3 years) and CPR (1 year).

*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 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.

### HO 9 (Not Degree Applicable)

#### EMERGENCY

#### MEDICAL TECHNICIAN I

3.0 UNITS

Class hours: 3.0 Lecture

Corequisite: HO 9L.

This course is designed to teach the student the basic knowledge, skills and attitudes necessary to perform pre-hospital emergency care. The didactic portion will present various Basic Life Support (BLS) assessment tools that are included in the Emergency Medical Technician - I (Basic) scope of practice. Areas of instruction include scene and physical patient assessment, and the proper utilization of emergency medical equipment. The information presented will assist in the development of critical thinking skills required to complete a systematic and nationally standardized approach to caring for the ill and injured patient. Successful candidates in HO 9 and HO 9L will be eligible for verification of course completion. The combination of HO 9 and HO 9L meets the didactic, certifying skills exam, and clinical experiences set forth in the

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.



## Course Descriptions

California Code of Regulations for Emergency Medical Technician hours of instruction. Additional testing and certification process is required to use the name Emergency Medical Technician-I or Basic. This course does not guarantee State certification.

### **HO 9L (Not Degree Applicable) EMERGENCY MEDICAL TECHNICIAN I LAB 2.0 UNITS**

Class hours: 6.5 Laboratory

Corequisite: HO 9.

Prerequisite: Current BLS-Healthcare Provider CPR card issued by the American Heart Association.

This course is designed to teach the student the practical skills necessary to perform pre-hospital emergency care. Areas of instruction include scene and physical patient assessment, safe and proper utilization of equipment, and hospital and ambulance clinical experience. Successful candidates in HO 9 and HO 9L will be eligible for verification of course completion. The combination of HO 9 and HO 9L meets the didactic, certifying skills exam, and clinical experiences set forth in the California Code of Regulations for Emergency Medical Technician hours of instruction. Additional testing and certification process is required to use the name Emergency Medical Technician - I or Basic. This course does not guarantee state certification. Uniform will be required. Clearance of criminal background check may be required prior to clinical field experience.

### **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 Pass or "C" or higher.

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 Pass or "C" or higher or satisfactory completion of the Math 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 Pass or "C" or higher.

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 (CAN FCS 2) 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 Pass or "C" or higher.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **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** **(Humanities, Social Science Division)**

### **HIST 101** **AMERICAN HISTORY AND CONSTITUTION 3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of English Placement Process or ENGL 52, ENGL 72, or ESL 152 or equivalent with a grade of Pass or "C" or higher.  
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.  
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 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 Placement Process or ENGL 52, ENGL 72, or ESL 152 or equivalent with a grade of Pass or "C" or higher.

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement Process or ENGL 52, ENGL 72, or ESL 152 or equivalent with a grade of Pass or "C" or higher.

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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: 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 placement process with eligibility for ENGL 100 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 Placement Process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading 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: Completion of the English Placement process with a score eligible for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or "C" or higher.

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 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 Placement Process or READ 54 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the English Placement Process or ENGL 52 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 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 202 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 Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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; UC*

### **HIST 221 HISTORY OF THE AMERICAS 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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; UC*

### **HIST 230 HISTORY OF MEXICO 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" 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 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 Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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: Completion of ENGL 52, ENGL 72, 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.

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or "C" or higher. 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: Completion of ENGL 52, ENGL 72, 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.

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

This is a survey course of the origin of the modern world, tracing both regional histories

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement Process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" 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 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 Placement Process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" 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 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 Pass or "C" or higher.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

course materials by UC staff. See a counselor for an explanation.

*Transfer Credit: CSU*

## HUMANITIES

### (Fine Arts, Communication Division)

#### **HUM 100** **THE ART OF BEING HUMAN** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: ENGL 52, ENGL 72 or ESL 152 AND READ 54 or READ 97 or equivalent with grades of "Pass" or "C" or higher.

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: Completion of 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.

Recommendation: Completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass," or completion of the Reading 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 WS 107 or have received credit in WS 107.

#### **HUM 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 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 grades of Pass or "C" or higher 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 ART 109.

*Transfer Credit: CSU; UC*

#### **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*

## INSURANCE

### (Business Division)

#### **INSR 101** **INTRODUCTION TO INSURANCE** 1.0 UNIT

Class hours: 1.0 Lecture

This course gives students a background of the modern property/casualty insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, how reinsurance is used to create an insurance company and insure large property and high liability values/limits, an understanding of civil laws or tort and contract, a review of the basic commercial and personal Insurance Services Office (ISO) insurance contracts, and an understanding of the importance of the risk management process.

*Transfer Credit: CSU*

#### **INSR 102** **INSURANCE CODE AND ETHICS** 1.0 UNIT

Class hours: 1.0 Lecture

This Code and Ethics course is designed for insurance majors. It addresses ethical considerations one must support in order to succeed in business, specifically in the insurance industry. This course presents

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

ethical issues with which employees working in insurance offices will be involved.  
*Transfer Credit: CSU*

### **INSR 121 INSURANCE PRINCIPLES: PROPERTY AND LIABILITY** 3.0 UNITS

Class hours: 3.0 Lecture  
This course will help individuals learn basic information concerning property and liability insurance. The first segment of the course covers the fundamentals of insurance, including types of insurers, institutions that provide insurance, how it is regulated, and measurements of financial performance. The second segment includes insurance operations, such as marketing, underwriting, and claims. The final segment covers insurance contracts, loss exposure, and risk management.  
*(Formerly BUSA 121)*

### **INSR 122 PERSONAL INSURANCE** 3.0 UNITS

Class hours: 3.0 Lecture  
This course is intended to assist individuals in learning basic information regarding personal insurance. It is of value to anyone majoring in business or anyone who does not possess the knowledge to handle personal insurance needs. Topics include information about automobile insurance, homeowners insurance, other residential insurance, such as fire and earthquake insurance, marine insurance, other personal property and liability insurance, financial planning, life insurance, and health insurance.  
*Transfer Credit: CSU*

### **INSR 123 COMMERCIAL INSURANCE** 3.0 UNITS

Class hours: 3.0 Lecture  
This course is intended to help individuals learn basic information regarding the whole area of commercial insurance. Covered in this course is information concerning commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owners policies and farm insurance, workers compensation and employers liability insurance, and other miscellaneous coverage.  
*Transfer Credit: CSU*

### **INSR 171 INSURANCE OCCUPATIONAL WORK EXPERIENCE** 1.0 UNIT

Class hours: 1.0 Work Experience  
One unit of Insurance Occupational Work Experience requires 72 non-paid hours or 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*

## **INTERDISCIPLINARY STUDIES**

**(Humanities, Social Science Division)**

### **INST 100 PRINCIPLES AND STRATEGIES FOR PROBLEM SOLVING** 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher. Students will study problem-solving concepts and strategies from an interdisciplinary perspective needed to succeed as a lifelong learner. Various theories and models for learning and intellectual development of adults and college students will be addressed. Emphasis is placed on the application of metacognitive strategies and problem-solving concepts to issues and problems associated with mastering the college experience.  
*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 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 Pass or "C" or higher.  
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*

## **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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **JAPN 102** **ELEMENTARY JAPANESE 5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: JAPN 101 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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

### **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, Communication 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: Completion of ENGL 52, ENGL 72, 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.

This course focuses on the principles of newsgathering and newswriting, 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

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

## Course Descriptions

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 grades of Pass or "C" or higher, or concurrent enrollment. JOUR 103 or equivalent with grades of Pass or "C" or higher, 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 Pass or "C" or higher or concurrent enrollment and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 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 two 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 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 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 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 Pass or "C" or higher.

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,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

libel, privacy, copyright, freedom of information, open meetings, broadcast decency, and student media. This course is 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 Pass or "C" or higher.  
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 grades of Pass or "C" or better.  
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.  
*Transfer Credit: CSU*

### **JOUR 130 PHOTO JOURNALISM 3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: PHOT 100 or equivalent with a grade of Pass or "C" or higher.  
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 160L)  
*Transfer Credit: CSU*

### **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**

**(Health, Physical Educ 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. This course is not open to students who have received credit in PE 114.  
*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 PE 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 PE 141.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity 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 PE 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 who are enrolled in or who have received credit in WS 106, WS 108 or PE 106.

*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 PE 101A.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 8 units.*

### **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 PE 101B.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 PE 102A.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 PE 102B.

*Transfer Credit: CSU; UC+  
+UC credit limits may apply. Any or all of these PE Activity 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 PE 103.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 PE 109.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 PE 203.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 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 PE 110.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 PE 112.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 PE 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 PE 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 PE 255.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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 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 PE 260.

*Transfer Credit: CSU*

### **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 PE 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 PE 265.

*Transfer Credit: CSU; UC+*

*+UC credit limits may apply. Any or all of these PE Activity 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

not exceed 16 units. This course is not open to students who have received credit in PE 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 PE 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 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 PE 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 PE 299.  
*Transfer Credit: CSU*

## **LAW**

**(Business 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 Pass or "C" or higher.

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. (Formerly BL 1T)

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 Pass or "C" or higher.

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. (Formerly BL 52)

### **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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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. (Formerly BL 98)

### **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. (Formerly BL 99)

### **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 system in the federal and state settings. An introduction to the law library and legal resources is provided. (Formerly BL 101)

*Transfer Credit: CSU*

### **LAW 102 ADVANCED CALIFORNIA CIVIL PROCEDURES**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: LAW 100 with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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. (Formerly BL 103)  
*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, LABOR, AND WORKERS' COMPENSATION LAW**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is an introduction to Federal and California State employment, labor, and workers' compensation 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. (Formerly BL 105)

*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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 is a survey course 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. (Formerly BL 110)  
*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. (Formerly BL 111)  
*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*

### **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. (Formerly BL 120)  
*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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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: Completion of 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.

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.

### **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. (Formerly BL 161)  
*Transfer Credit: CSU*

### **LAW 171 LEGAL OCCUPATIONAL WORK EXPERIENCE** 1.0 UNIT

Class hours: 1.0 Work Experience

One units 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. 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. (Formerly BL 171)

*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.

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. (Formerly BL 172)

*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. 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. (Formerly BL 173)

*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. 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. (Formerly BL 174)

*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."

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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*

### **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*

#### **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*

#### **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 50** **CNC SHOP MATH** **3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to teach the student how to solve typical and practical mathematical shop problems using a calculator and The Machinery's Handbook. Particular emphasis will be placed on solving problems of ratio and proportion, measurement system conversion, plane geometry, and right triangles as applied to machine fabricated parts.

#### **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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 60 ADVANCED MACHINE TOOL CONCEPTS 2.0 UNITS**

Class hours: 2.0 Lecture  
Corequisite: MTT 51 or MTT 52 or MTT 57 or MTT 59 or MTT 100 or MTT 180 or equivalent with a grade of "C" or higher, or "Pass" or prior completion.  
This course is designed to augment the student's knowledge of conventional and automated process techniques. Coursework includes developing advanced skills in lathe and mill setup, materials science, and learning process planning.

### **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.

### **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 75 GIBBSCAM MULTI-AXIS MACHINING 2.0 UNITS**

Class hours: 2.0 Lecture  
Prerequisite: MTT 278 or ENGT 103 or ENGT 259 or equivalent with a grade of "C" or higher or "Pass."  
This course advances the student's skill in digital machining of 4 and 5-axis milling machines as well as dual-spindle lathes using GibbsCam. Students will learn to digitally machine a variety of toolpaths on advanced machine tools. Basic collision control strategies and rotary axis machining are fully incorporated into this class.

### **MTT 78 TOOL BUILDING USING VERISURF 1.5 UNITS**

Class hours: 1.0 Lecture/2.0 Laboratory  
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 or MTT 76 and MTT 52, with grades of Pass or "C" or higher.  
Corequisite: MTT 56 with a grade of Pass or "C" or higher or prior completion.  
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. (Formerly MTT 1L)

### **MTT 92L MASTERCAM LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory  
Prerequisite: MTT 51 or MTT 57 or equivalent with a grade of Pass or "C" or higher 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. (Formerly MTT 2L)

### **MTT 93L VIRTUAL GIBBS LABORATORY 1.0 UNIT**

Class hours: 2.3 Laboratory  
Prerequisite: MTT 75 or equivalent with a grade of "C" or higher or "Pass" or appropriate work experience.  
This lab course is intended to complement Virtual Gibbs classes. It is designed to give practical experience in working with the

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

current release of the software program. The course will increase the student's 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 Pass or "C" or higher. 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. (Formerly MTT 4L)

### **MTT 95L CNC LATHE MACHINING LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory  
Prerequisite: MTT 57 and MTT 59 or MTT 77 with grades of Pass or "C" or higher.  
Corequisite: MTT 56 with a grade of Pass or "C" or higher or prior completion.  
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 91L or equivalent with a grade of Pass or "C" or higher.  
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 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 168 ADVANCED COMPUTER-ASSISTED INSPECTION USING VERISURF 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
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 170 COMPUTER NUMERICAL CONTROL PROGRAMMING 2.0 UNITS**

Class hours: 2.0 Lecture  
Corequisite: MTT 51 or MTT 52 or MTT 57 or MTT 59 or MTT 100 or MTT 180 or equivalent or prior completion with a grade of "C" or higher or "Pass."  
This course includes numerical control programming as applied to machine tools. Students will develop Computer Numerical Control (CNC) machine tool programs used to make manufactured parts.  
*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 Pass or "C" or higher, 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*

## **MANUFACTURING TECHNOLOGY**

### **(Technology Division)**

### **MFGT 50 HAZ-MAT 1.5 UNITS**

Class hours: 1.5 Lecture  
This course is a survey of the knowledge and skills that allow a person to work with hazardous materials in compliance with governmental regulations while at the same time to protect human health and the environment. Specific examples will include industry specific compliance, regulations, and controls. This includes an introduction to Material Safety Data Sheets (MSDS) and basic materials handling as is typical in local industries.

### **MFGT 52 INTRODUCTION TO LASER CUTTING TECHNOLOGY 2.0 UNITS**

Class hours: 2.0 Lecture  
This introductory laser cutting technology class will cover a variety of subjects, starting with an explanation of the laser itself and its history. Discussions will be held on the interface of a laser with material movement system, the different types of systems in the field, and the process required to process materials. Demonstrations and visitation(s) to local industry sites are included.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

---

### **MFGT 53 STATISTICAL PROCESS CONTROL 1.5 UNITS**

Class hours: 1.5 Lecture

This technical course is for quality assurance personnel interested in applying statistical process control concepts. Materials covered include statistical methods for use in quantitative approaches to quality assurance and reliability including basic algebraic notation and formulation, functions, graphical analysis, probability laws, measures of central tendency and dispersion, frequency distributions, sampling plans and risks, control charts, and process capability studies.

### **MFGT 54 ULTRASONIC LEVEL I TESTING 1.5 UNITS**

Class hours: 1.8 Lecture/0.5 Laboratory

This course provides students with background knowledge in the operation of basic ultrasonic testing equipment. Skill development required in understanding and operating basic ultrasonic testing equipment for the inspection of composite and metallic components is emphasized.

### **MFGT 55 QUALITY CONTROL (QC) 1.5 UNITS**

Class hours: 1.5 Lecture

This course provides basic and comprehensive details of quality control concepts for those new to or already in the manufacturing field. Areas covered include quality costs, product liability, reliability and acceptance sampling. Techniques of using production charts, graphs and tables are covered to emphasize quality improvement with manufacturing sampling. Actual case studies and current manufacturing quality issues and concerns will be studied. Related terms and methods of Quality Assurance (QA), Total Quality Management (TQM), International Standards Organization (ISO) 9000 quality standards, Statistical Process Control (SPC), Just In Time (JIT) as well as other quality tools will be outlined and identified.

### **MFGT 56 ISO 9001:2008 1.5 UNITS**

Class hours: 1.5 Lecture

This survey course is a study of ISO 9001:2008, the quality management standards established by the International Organization for Standardization, as it applies to the manufacturing industry. Materials covered will include the ISO 9001 documents and selected references on the topic. Special emphasis will be placed on the advantages of implementing an ISO 9001 Quality System in an industrial manufacturing environment.

### **MFGT 57 TOTAL QUALITY MANAGEMENT (TQM) 1.5 UNITS**

Class hours: 1.5 Lecture

This survey course examines the nature and application in manufacturing of Total Quality Management (TQM) in today's competitive environment. Students will be introduced to basic concepts of quality and why its philosophy of continuous improvement will provide the framework for production systems. The "team" approach to all facets in quality of production within industry is examined.

### **MFGT 58 BENCHMARKING 1.5 UNITS**

Class hours: 1.5 Lecture

This survey course is for those interested in learning about Benchmarking as a strategic tool in manufacturing environment for continuous quality improvement. Topics will include a definition of Benchmarking, resources available to help in the manufacturing Benchmarking process, case studies and examples of companies that have used Benchmarking methods in production.

### **MFGT 59 LEAN SIGMA 1.5 UNITS**

Class hours: 1.5 Lecture

This survey course is designed for individuals interested or actively engaged in developing an effective strategy for process improvements. The course will help Quality, Manufacturing and Engineering personnel understand the differences between Lean and Six Sigma, define the distinct power and focus of each, and why they are used together in a synchronized and complimentary way. Merging Lean and Six Sigma initiatives creates culture change, immediate results, and streamlined processes, paving the way for more effective and sustainable results.

### **MFGT 60 QUALITY ASSURANCE PRINCIPLES 1.5 UNITS**

Class hours: 1.5 Lecture

This course is an overview of quality control systems, organizational structure, quality costs, vendor relations, acceptance sampling, and customer relations. Emphasis will be placed on the importance of adequate product requirements.

### **MFGT 65 APPLIED MATH IN MANUFACTURING 3.0 UNITS**

Class hours: 3.0 Lecture

Student will utilize basic mathematic functions to solve applied technical shop problems in the industrial manufacturing work place. Typical applications will emphasize problems encountered by sales, supervision, quality assurance technicians, inspectors, shop floor, and maintenance personnel. Emphasis will be placed on specific hand measurement instruments and devices to solve common manufacturing problems and verify quality. Problem solving is stressed involving weights and measures, ratios, conversions of standard and metric system measurements, and dimensional and spatial relationships. Students will learn how to interpret manufacturing requirements including process specifications, engineering drawing, symbols and dimensional tolerances.

### **MFGT 100 MANUFACTURING PROCESSES 3.0 UNITS**

Class hours: 3.0 Lecture

This course provides information on modern manufacturing processes and operations including process materials currently used in industry.  
Transfer Credit: CSU

## **MATHEMATICS**

---

**(Science, Engineering, Mathematics 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 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.

### **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 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 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 (Not Degree Applicable) 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 placement process with a score eligible for MATH 60.

Recommendation: Successful completion of the prerequisite within two years prior to enrollment in MATH 75.

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 Cerritos College MATH 112 and MATH 114 only. 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 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 with 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 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 with 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 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 combinations, basic probability, and analysis of experiments requiring hypothesizing, experimental design and data gathering. Algebraic thinking will be used throughout the course.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 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 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; UC\**

*\*UC credit limits may apply. 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 equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH courses numbered 100 level or higher.

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 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 150 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 placement process with a score eligible for math courses numbered 100 level or higher.

This course includes sets, matrices, system 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 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 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 150 PRECALCULUS MATH 4.0 UNITS**

Class hours: 4.0 Lecture  
Prerequisite: MATH 140 or equivalent with a grade of "C" or higher or "Pass" or completion of the math placement process with a score eligible for MATH 150.

This course is a critical study of the algebra of real and complex numbers which includes selected topics such as the number system, inequalities, and the binomial theorem, sets, matrices, sequences and series. Exponential, logarithmic, polynomial and inverse functions are included.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. MATH 114 and MATH 150 combined: maximum credit, one course*

### **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 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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\**

\*UC credit limits may apply. 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 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 170 ANALYTIC GEOMETRY AND CALCULUS I 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: MATH 150 or equivalent with a grade of "C" or higher or "Pass" or completion of the math 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 Pass or "C" or higher.

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*

### **MATH 220 ANALYTIC GEOMETRY AND CALCULUS III 4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: MATH 190 or equivalent with a grade of Pass or "C" or higher.

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 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 62A HEALTH INSURANCE AND BILLING 1.5 UNITS**

Class hours: 1.5 Lecture

Recommendation: MA 161 or equivalent with a grade of Pass or "C" or higher.

This course presents principles of insurance, general health and accident insurance programs and billing procedures, government medical care programs with specialized billing procedures, role of the insurance officer,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

and aspects of related medical professional liability. (This course is not open to students who have received credit for MA 62.)

### **MA 62B ICD-9 AND CPT CODING 1.5 UNITS**

Class hours: 1.5 Lecture  
Recommendation: MA 62A and MA 161 or equivalent with grades of Pass or "C" or higher.  
This course presents the International Classification of Diseases, 9th revision (ICD-9-CM) Current Procedural Terminology (CPT) coding process utilized for health care reimbursement. Specialized billing procedures for government medical care, role of the coder, and aspects of related medical professional liability will be presented.

### **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 Pass or "C" or higher. 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.

### **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 students 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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, Mathematics 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 grades of Pass or "C" or higher.

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 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, Communication 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 Pass or "C" or higher.

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: Completion of 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 Placement Process with a score eligible for ENGL 100.

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*

### **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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **MUS 119**

#### **VOICE IV**

**2.0 UNITS**

Class hours: 2.0 Lecture/1.0 Laboratory

Prerequisite: MUS 118 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 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 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: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalents with a grade of "C" or higher or "Pass" or completion of the English Placement Process with a score eligible for ENGL 100.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalents with a grade of "C" or higher or "Pass" or completion of the English Placement Process with a score eligible for ENGL 100.

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 Pass or "C" or higher.

This course is a continuation of tape studio practices, digital recording, synthesizer performance, and computer based recording and processing.

*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 Pass or "C" or higher.

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".

Recommendation: Completion of ENGL 52 or ENGL 72 or ESL 152 or equivalents with a grade of "C" or higher or "Pass" or completion of the English Placement Process with a score eligible for ENGL 100.

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: Completion of MUS 146A or MUS 146 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 English Placement Process with a score eligible for ENGL 100.

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. This course may be taken a maximum of 4 units.

*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.

## Course Descriptions

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 Pass or "C" or higher.

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*

### **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 Pass or "C" or higher.

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: Completion of MUS 135 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 English Placement Process with a score eligible for ENGL 100.

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/1.5 Laboratory

Prerequisite: Completion of MUS 105 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 English Placement Process with a score eligible for ENGL 100.

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 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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

### **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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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*

### **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 Pass or "C" or higher.

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: Completion of MUS 144B or MUS 145 AND MUS 146B 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 English Placement Process with a score eligible for ENGL 100.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **MUS 245A**

#### **MUSIC FOR FILM, TV, AND GAMES**

**2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Completion of MUS 144B or MUS 145 and MUS 146B 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 English Placement Process with a score eligible for ENGL 100.

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 "Pass" or "C" or higher.

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 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

## Course Descriptions

development of tooling and how to integrate suppliers to reduce overall cost of product development.

*Transfer Credit: CSU*

### **NPD 104 PROGRAMMABLE LOGIC CONTROLLERS IN NEW PRODUCT DEVELOPMENT 3.0 UNITS**

Class hours: 3.0 Lecture

This course will introduce students to the integration of programmable logic controllers (PLCs) in their new product design applications. The focus of the class will be on acquiring knowledge about selection, acquisition, implementation, and application of PLSs in their new product design. Basic programming of PLCs will be introduced to gain further understanding on how PLCs work. Input and output devices such as sensors, indicators, and switches will be integrated in this class.

*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*

### **NPD 107 AUTOMATION IN NEW PRODUCT DEVELOPMENT 2.0 UNITS**

Class hours: 2.0 Lecture

This course will introduce students to automation in new product development. Students will learn about the control logic needed in sequencing control and timers for new product and process design. Emphasis will also be placed on electro and pneumatic power, pressure, flow and speed control.

*Transfer Credit: CSU*

### **NPD 108 HUMAN MAN INTERFACES IN NEW PRODUCT DEVELOPMENT 2.0 UNITS**

Class hours: 2.0 Lecture

This course will introduce students to human man interfaces in new product development. Students will learn about the design of interfaces for new product and process design. Emphasis will be placed on the output to the human man interface to provide feedback on the physical process. Tool operator adjustments using the interface to programmable logic controllers will also be introduced.

*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

Prerequisite: Acceptance to the Cerritos College Nursing Program pending remediation.  
Recommendation: Achievement of a score below benchmark on the diagnostic assessment test. 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 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 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 47 (Not Degree Applicable) NURSING SKILLS LAB 1.0 UNIT**

Class hours: 3.0 Laboratory

Corequisite: Enrollment in at least one of these Nursing courses: NRS 210, NRS 212, NRS 220, NRS 222, NRS 230, NRS 232, NRS 240, or NRS 242.

This course is designed to facilitate student learning of nursing skills and concepts through individualized and peer-group,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

and computer-mediated instruction. This course is offered on a pass/no pass basis only. (Formerly NRS 47T, AED 90.47)

### **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 Pass or "C" or higher 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 Pass or "C" or higher. 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*

### **NRS 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*

### **NRS 212 MEDICAL-SURGICAL NURSING I 5.0 UNITS**

Class hours: 2.5 Lecture/7.5 Laboratory

Prerequisite: NRS 210 or equivalent with a grade of Pass or "C" or higher. For Option B students: Possession of an active Licensed Psychiatric Technician license and admission to the Nursing Program

Corequisite: NRS 211 may be taken prior to admission or concurrent

Recommendation: NRS 200 or NRS 213A or equivalent with a grade of Pass or "C" or higher. 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 Pass or "C" or higher.

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  
Recommendation: Completion of READ 54, ENGL 52, and MATH 60 or equivalent with grades of Pass or "C" or higher or successful completion of the college 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.

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 Pass or "C" or higher.  
*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 Pass or "C" or higher.

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 Pass or "C" or higher. 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 Pass or "C" or higher. For Option C, D, and E 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 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*

### **NRSG 240 MEDICAL-SURGICAL NURSING 5      5.0 UNITS**

Class hours: 2.5 Lecture/7.5 Laboratory  
Prerequisite: NRSG 232 or equivalent with a grade of Pass or "C" or higher. 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*

### **NRSG 242 PROFESSIONAL ROLE TRANSITION      3.0 UNITS**

Class hours: 0.5 Lecture/7.7 Laboratory  
Prerequisite: NRSG 240 or equivalent with a grade of Pass or "C" or higher.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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*

### **NRSG 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*

### **NRSG 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*

### **NRSG 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 Pass or "C" or higher. 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.

### **PHAR 57 PHARMACY OPERATIONS I 1.5 UNITS**

Class hours: 1.5 Lecture

Prerequisite: PHAR 55 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment.

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. This course is not open to students who have received credit for PHAR 62.

### **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 Pass or "C" or higher.

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,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

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 Pass or "C" or higher. 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 Pass or "C" or higher. 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 Pass or "C" or higher. 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 Pass or "C" or higher. 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".

This course is designed to provide the student with practical experiences in selected out-patient 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 Pass or "C" or higher.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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**

(Humanities, Social Science Division)

#### **PHIL 100 INTRODUCTION TO PHILOSOPHY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, 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.

This course represents a survey of the major theories of value in the writings of some prominent philosophies of Western culture and the Asian tradition, with special attention to a critical evaluation of their relevance to educational, ethical, esthetic, 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 equivalent with a grade of Pass or "C" or higher 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: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100. 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, world views, 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: Satisfactory completion of English Placement Process or ENGL 52, ENGL 72, or ESL 152 or equivalent with a grade of Pass or "C" or higher.

This course will examine 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 equivalent with a grade of Pass or "C" or higher.

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: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100.

This introductory level course will examine 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: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100.

This course will examine 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: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100.

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;

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 enrolled in WS 109 or have received credit in WS 109.

*Transfer Credit: CSU; UC*

### **PHIL 130 HISTORY OF ANCIENT PHILOSOPHY 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 "Pass" or "C" or higher or completion of the placement process with eligibility for ENGL 100.

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: Completion of ENGL 52, ENGL 72 or ESL 152, or equivalent with a grade of "Pass" or "C" or higher or completion of the placement process with eligibility for ENGL 100.

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 equivalent with a grade of Pass or "C" or higher.

Recommendation: PHIL 106 with a grade of Pass or "C" or higher.

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 Placement Process or ENGL 52 or ENGL 155 or equivalent with a grade of Pass or "C" or higher is strongly recommended.

This course presents a comparative study of the major religions of the world including Hinduism, Buddhism, Taoism, 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: Completion of ENGL 52, ENGL 72, 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.

Recommendation: Satisfactory completion of 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: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English

Placement Process with eligibility for ENGL 100. This course will examine philosophical theories of the nature of religion, arguments for the existence of God, the nature of miracles, religious experience, faith and pragmatic reasons for belief, arguments from evil, God and morality, religious diversity, God and language, atheism and agnosticism, and life after death. The course will examine traditional and contemporary theories of philosophy of religion while students are also engaged in understanding the fundamentals of philosophy.

*Transfer Credit: CSU*

### **PHIL 204 PHILOSOPHY OF THE BIBLE I (HEBREW SCRIPTURES) 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **PHIL 206 PHILOSOPHY OF THE BIBLE II (CHRISTIAN SCRIPTURES) 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of ENGL 52, ENGL 72, 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.

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, Communication 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 Credit or "C" or higher.

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 Pass or "C" or higher.

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 Credit or "C" or higher.

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 Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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, 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 Credit or "C" or higher.

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 Credit or "C" or higher.

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 Credit or "C" or higher.

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 Pass or "C" or higher, or PHOT 100 and PHOT 110 or equivalent with grades of Credit or "C" or higher.

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 Pass or "C" or higher.

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 Credit or "C" or higher.

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 Credit 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 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 Credit or "C" or higher.

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**

**(Health, Physical Education Division)**

### **PEX 100 SEDENTARY ACTIVITIES FOR STUDENTS WITH DISABILITIES**

**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 for the student who is not able to participate in virtually any physical activity course due to a disability. An individualized sedentary activity program will be tailored to the physical abilities and disabilities of the student. This course is not open to students who have received credit in PE 120.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 101 WHEELCHAIR ACTIVITIES**

**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 develop the general fitness level for the student who uses a wheelchair through a variety of modified sport activities. This course is not open to students who have received credit in PE 124.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit for PE 121.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 103 ADAPTED STRENGTH TRAINING**

**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 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. This course is not open to students who have received credit in PE 122.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 104 ADAPTED STRETCHING AND RELAXATION**

**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 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

promote relaxation. This course is not open to students who have received credit in PE 127.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 105 ADAPTED SWIMMING 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 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. This course is not open to students who have received credit in PE 123.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 132B.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **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. This course is not open to students who have received credit in PE 132A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 133.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 134.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 147.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 145.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 143.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 126 PHYSICAL FITNESS TRAINING 1.5 UNITS**

Class hours: 0.75 Lecture/2.25 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 of training principles, fitness testing, a variety of exercises, and self-awareness surveys. This course is not open to students who have received credit in PE 140A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

nutritional components of a successful weight management plan and provide the opportunity for each student to establish and practice an individualized program. This course is not open to students who have received credit in PE 146.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 136.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 148.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 130.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 131.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 162.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 149A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 135A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **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. This course is not open to students who have received credit in PE 160.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **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. This course is not open to students who have received credit in PE 161A

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 138.

*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. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 152**

#### **RESTORATIVE 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. This course is not open to students who have received credit in PE 128.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 139.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 157**

#### **PILATES 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 based on the Pilates technique. These exercises are designed to increase dance and sports specific body functioning and alignment by increasing awareness, flexibility, and muscular strength. This course is not open to student who have received credit in PE 129.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **PEX 161**

#### **BADMINTON, BEGINNING 1.0 UNIT**

Class hours: 5.0 Lecture/1.5 Laboratory

Emphasis will be on fundamental strokes and court techniques for singles, doubles, and mixed doubles. This course is not open to students who have received credit in PE 154A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 175A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 176D.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 176A

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 155A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 137.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 245.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 177.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 156A.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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. This course is not open to students who have received credit in PE 179A.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 173.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 171A.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 150D.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 150A.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **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. This course is not open to students who have received credit in PE 170.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 159D.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 159A.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 172D.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 172A.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 151.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 149B.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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 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. This course is not open to students who have received credit in PE 135B.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 211.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **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, sparing, punches, blocks, and kicks, will be introduced. In addition, breakfalls and Hapkido will be introduced. This course is not open to students who have received credit in PE 161B.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 154B.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 175B.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **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. This course is not open to students who have received credit in PE 176C.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 176B.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 155B.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 178.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 212.  
*Transfer Credit: CSU; UC\**  
*\*UC credit limits may apply. Any or all of these PE 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

use on the course will be presented. Professional Golf Association (PGA) rules and etiquette will be emphasized. Students will play competitive golf in class. This course is not open to students who have received credit in PE 156B.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 179B.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 171B.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 171C.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 150B.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 150C.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 159B.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

### **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, lobs, and overheads, and double strategy. This course is not open to students who have received credit in PE 159C.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 172B.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE 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. This course is not open to students who have received credit in PE 172C.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. Any or all of these PE Activity courses combined: maximum credit, 4 units*

## **PHYSICAL SCIENCE**

**(Science, Engineering, Mathematics 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 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.*

## Course Descriptions

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 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 Pass or "C" or higher.

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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*

### **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, Mathematics 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 placement process with a score eligible for MATH 150.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 equivalent with grades of Pass or "C" or higher.

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, 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 1 PLASTICS FUNDAMENTALS 1.5 UNITS**

Class hours: 1.5 Lecture

This course provides students with a basic understanding of occupations, manufacturing processes, and materials used within the plastics industry. Students seeking employment or employees wanting to enhance their skill level and knowledge of plastics will benefit from this course. The curriculum includes a variety of plastics facilities tours, guest speakers, and current industry information. Students have an opportunity to explore their own areas of interest within the plastics manufacturing industry.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **PMT 2 INJECTION MOLDING FUNDAMENTALS 1.5 UNITS**

Class hours: 1.0 Lecture/1.5 Laboratory  
This course introduces students to the fundamentals of set-up and operation of injection molding equipment in the plastics industry. Safe handling of select machine operations and applied training utilizing current industry equipment is emphasized. Students receiving this training will be able to apply for entry-level positions in the plastics industry.

### **PMT 3 (Not Degree Applicable) PLASTICS REPAIR 1.0 UNIT**

Class hours: 1.0 Lecture  
This course will introduce students to the theory and practical application of repair for plastics and composites. The study of repair techniques as well as safety in handling hand tools, power tools, and special plastic repair equipment will be covered. It will prepare students for practical hands-on training to gain experience of plastic repairs. Related technical information and demonstrations are presented concerning plastic identification, materials, and processes of repair. The PMT 63L specialty lab class is recommended to perform the hands-on training and repairs.

### **PMT 4 PLASTICS FABRICATION 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
This is a specialty course for the advanced plastics student or individuals employed in the plastics industry that wish to further their skills and knowledge of plastics. Laboratory experience will continue to stress major areas of specialization selected by the student, including: materials, process applications, and equipment.

### **PMT 5 (Not Degree Applicable) SURVEY OF COMPOSITES 1.5 UNITS**

Class hours: 1.5 Lecture  
This course provides an overview of manufacturing procedures, processing and materials used within the composites industry. The design, construction, and fabrication of laminated parts, as well as related terminology, will be covered. PMT 63L is recommended.

### **PMT 50 SURVEY OF HYDRAULICS AND PNEUMATICS 1.5 UNITS**

Class hours: 1.5 Lecture/0.5 Laboratory  
This course will introduce the student to the fundamentals and principles of hydraulics and pneumatics as they relate to industrial manufacturing and equipment. Applications of each will be explored. The design and understanding of simple circuits and systems in the laboratory will be examined.

### **PMT 51 COMPOSITES FABRICATION 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: PMT 70 or equivalent with a grade of Pass or "C" or higher 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 52 MOLD REPAIR AND MAINTENANCE 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course is designed to further extend both the students' skills in plastic injection mold making and knowledge of the latest technologies used for mold designing and mold fabrication, including the use of computer programs. Definitions of complex types of plastic injection molds, mathematical solutions of plastic part requirements, computer-generated Electrical Discharge Machining (EDM) electrodes and computer-generated template designs, and surface polishing will be 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 Pass or "C" or higher 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 55 PROTOTYPING 1.0 UNIT**

Class hours: 1.0 Lecture/1.0 Laboratory  
This course provides insight into contemporary prototyping materials and methods used in industry. The focus is on preproduction consumer products from initial ideas through research and development concluding with manufacturing processes.

### **PMT 57 SURVEY OF PLASTICS 1.5 UNITS**

Class hours: 1.5 Lecture  
This course introduces students to a basic understanding of occupations, manufacturing processes and materials used within the plastics industry. Students seeking employment and furthering their knowledge of plastics will benefit from a variety of plant tours, guest speakers, and information in areas of interest within the plastics manufacturing industry.

### **PMT 58 INDUSTRIAL DESIGN FOR PLASTICS 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
This course is for students desiring knowledge of materials and processes used in the field of industrial design and applications. Content includes an overview of plastics technology and lecture/demonstrations in principle processes, including molding, reinforced materials, forming, moldmaking, casting, bonding, laminating, and fabrication.

### **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 Pass or "C" or higher.

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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **PMT 62 PLASTIC PACKAGING 2.0 UNITS**

Class hours: 2.0 Lecture

This course introduces students to the theory and practical methods of plastic packaging. Areas of concentration are on plastic materials, processing applications and equipment used in consumer and industrial packaging. Material identification and plastic material recycling are also covered.

### **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 64 PLASTICS PRODUCTION 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

This is an intermediate course designed to further the student's knowledge of materials and processes. Laboratory work will stress the two major areas of specialization selected by the student from the following (plastics molding, thermoforming fabrication, reinforced plastics, testing equipment set-up and maintenance, and tooling).

### **PMT 65 MOLDMAKING 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

This class introduces students to the fundamentals of plastic injection mold designs and fabrication. This course will include basic shop operation, demonstrations, safety and technology of moldmaking in the plastic industry.

### **PMT 66 HYDRAULICS AND PNEUMATICS 3.0 UNITS**

Class hours: 2.5 Lecture/1.5 Laboratory

This course will introduce the student to the fundamentals and principles of hydraulics and pneumatics as they relate to plastics and machine tool equipment. Applications of each will be explored, as well as the design of simple circuits and systems in the laboratory.

### **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 Pass or "C" or higher.

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 71 PLASTICS MANUFACTURING 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory

This is a specialty course for the advanced plastics student or one employed in the plastics industry. Emphasis will be placed on development of independent problem solving in the student's major area of specialization.

### **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 Pass or "C" or higher.

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 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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **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 manufacturing today. An overview 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**

**(Humanities, Social Science 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 Placement Process or ENGL 20 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading

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 Placement Process or ENGL 20 or equivalent with a grade of "C" or higher or "Pass" and satisfactory completion of the Reading 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 Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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 Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or "C" or higher.

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 Placement Process or ENGL 52 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 equivalent with a grade of Pass or "C" or higher and completion of the Reading Placement Process with a score eligible for READ 100 or READ 54 or equivalent with a grade of Pass or "C" or higher.

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: 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 placement process with eligibility for ENGL 100 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 Pass or "C" or higher, and READ 54 or equivalent with a grade of Pass or "C" or higher.

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**

**(Humanities, Social Science Division)**

### **PSYC 101**

#### **GENERAL INTRODUCTORY PSYCHOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Satisfactory completion of English & Reading Placement Process or ENGL 52, ENGL 72, or ESL 152, or equivalent with a grade of Pass or "C" or higher and READ 54 or READ 97 or equivalent with a grade of Pass or "C" or higher.

This course presents a general survey of the scientific study of behavior and mental processes. 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*

### **PSYC 103**

#### **CRITICAL THINKING IN PSYCHOLOGY**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **PSYC 150 PERSONAL AND SOCIAL ADJUSTMENT 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: PSYC 101 and ENGL 52 or equivalent with grades or "Pass" or "C" or higher.

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 80 or MATH 80B or equivalent with a grade of Pass or "C" or higher.

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 "Pass" or "C" or higher.

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" and READ 54 or READ 97 with a grade of "C" or higher or "Pass" or completion of the Reading Placement Process with a score eligible for READ 100.

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 various types of psycho-active drugs that are used and abused in our culture, including legal drugs, such as those used to treat psychiatric disorders, and illegal drugs, including some stimulants, psychedelic, and opiates. The psycho-active properties and the behavioral consequences of drug use and misuse will be the focus. The societal and cultural influences on drug use/abuse, treatment, prevention, 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, and WS 202 combined: maximum credit, one course.*

### **PSYC 271 ABNORMAL PSYCHOLOGY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 52 or equivalent with a grade of Pass or "C" or higher, and READ 54 or equivalent with a grade of Pass or "C" or higher.

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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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.

*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, Communication 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 Placement Process or READ 43 or equivalent with a grade of Pass or "C" or higher.

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.

### **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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **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 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 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 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 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 Pass or "C" or higher.

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 200**

#### **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 equivalent with a grade of "C" or "Pass" or higher or completion of the reading 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.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## REAL ESTATE

(Business Division)

### RE 50

#### INTRODUCTION TO REAL ESTATE SOFTWARE 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: RE 101 or equivalent with a grade of Pass or "C" or higher.  
This course covers hands-on training using WinForms, creating a market analysis for sellers, searching the Multiple Listing Service for properties, and then downloading or e-mailing these offerings for presentation to buyers, renting versus buying analysis presentation to buyers, renting versus buying analysis, and using realtor.com to locate owner of properties. In addition, students will learn how to calculate a seller's net sheet when selling a home, as well as a buyer's net sheet when purchasing a home. (Formerly BUSR 50)

### RE 51

#### REAL ESTATE PRE-LICENSE 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: RE 101 or equivalent with a grade of Pass or "C" or higher 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. (Formerly BUSR 51)

### RE 52

#### MORTGAGE LOAN BROKERING AND LENDING 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: RE 101 or equivalent with a grade of Pass or "C" or higher.  
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. (Formerly BUSR 52)

### RE 53

#### ADVANCED REAL ESTATE APPRAISAL 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: RE 131 or equivalent with a grade of Pass or "C" or higher.  
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. (Formerly BUSR 53)

### RE 55

#### REAL ESTATE OFFICE ADMINISTRATION 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: RE 101 or equivalent with a grade of Pass or "C" or higher.  
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. (Formerly BUSR 55)

### 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. (Formerly BUSR 98)

### 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. (Formerly BUSR 99)

### 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 the following: 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 can be taken in either a traditional or an online learning environment. (Formerly BUSR 101)  
*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 Pass or "C" or higher.  
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 a Broker's License.) (Formerly BUSR 120)  
*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 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 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.) (Formerly BUSR 125)  
*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 students of current selling practices and techniques. (This course is statutorily required by the Department of Real Estate for a Salesperson's license as well as required for a Broker's License.) (Formerly BUSR 130)

*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 Pass or "C" or higher.

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. (Formerly BUSR 131)

*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. (Formerly BUSR 140)

*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 Pass or "C" or higher.

This is a basic course covering the principles and fundamentals of escrow procedure, with emphasis on the duties and responsibilities of 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 one of the three choices of college-level classes required for a Broker's License. (Formerly BUSR 151)

*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. (Formerly BUSR 157)

*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 Pass or "C" or higher.

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.) (Formerly BUSR 160)

*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. (Formerly BUSR 172)

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### 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. (Formerly BUSR 173)

*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. (Formerly BUSR 174)

*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. (Formerly BUSR 174A)

*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. (Formerly BUSR 195)

*Transfer Credit: CSU*

## SOCIOLOGY

(Humanities, Social Science 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 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 Pass or "C" or higher.

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,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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 WS 101 with a grade of Pass or "C" or higher.

This course addresses the concept of gender in our society 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 as well as gender and the economy, politics, the media, families, and education. It also addresses how gender impacts interactions between individuals and groups.

*Transfer Credit:* CSU; UC\*

\*UC credit limits may apply. PSYC 265, SOC 202, and WS 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 Pass or "C" or higher. Recommendation: ENGL 100 or equivalent and MATH 80 or equivalent with grades of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher is strongly recommended.

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 Pass or "C" or higher 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 Pass or "C" or higher 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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **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 Pass or "C" or higher.

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.

*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 Pass or "C" or higher.

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 Pass or "C" or higher. 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 Pass or "C" or higher.

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 205**

#### **ADVANCED SPANISH**

#### **COMPOSITION**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: SPAN 201 or equivalent with a grade of Pass or "C" or higher.

This course is a continuation of the development of Spanish composition skills and applied grammar. Compositions are assigned to develop specific writing skills and improve critical judgment. This course will further develop the appreciation of cultural diversity. The class is conducted primarily in Spanish.

*Transfer Credit: CSU; UC*

### **SPAN 206**

#### **HISPANIC LITERATURE**

#### **IN THE MEDIA**

**3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: SPAN 201 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 will examine the translation of various literary genres from different periods of Hispanic literature, both Peninsular and Latin American, into various audio/visual media. An exploration of how literature and audio/visual media create, shape, reinforce, and/or change culture and impact its images, stereotypes, and archetypes will be examined. Theoretical approaches to the adaptation of literature into other media will be studied.  
*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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 281 BEGINNING CONVERSATIONAL SPANISH 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: SPAN 102 or equivalent with a grade of Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher

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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

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**

(Liberal Arts Division)

### **SPCH 60 INTRODUCTION TO 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.

### **SPCH 100 FUNDAMENTALS OF ORAL 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: SPCH 60, ENGL 52, ENGL 72, ESL 152, READ 54, READ 97, or completion of the English or Reading 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.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. SPCH 100 and SPCH 132 combined: maximum credit, one course.*

### **SPCH 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: SPCH 60, ENGL 52, ESL 152, READ 54, READ 97, or completion of the English or Reading placement process.

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.

*Transfer Credit: CSU; UC*

### **SPCH 120 FUNDAMENTALS OF 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: SPCH 60, ENGL 52, ENGL 72, ESL 152, READ 54, READ 97 or completion of the English or Reading placement process.

The interpersonal communication course is an overview of theory and research on human communication. The course is designed with the opportunity to improve

students communication skills in a variety of communication contexts. This course includes skill practices, oral presentations, and videotaping as instructional tools.

*Transfer Credit: CSU; UC*

### **SPCH 130 FUNDAMENTALS OF 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: SPCH 60, ENGL 52, ENGL 72, ESL 152, READ 54, READ 97, or completion of the English or Reading placement process.

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.

*Transfer Credit: CSU; UC*

### **SPCH 132 FUNDAMENTALS OF 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: SPCH 60, ENGL 52, ENGL 72, ESL 152, READ 54, READ 97 or completion of the English or Reading placement process.

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.

*Transfer Credit: CSU; UC\**

*\*UC credit limits may apply. SPCH 100 and SPCH 132 combined: maximum credit, one course.*

### **SPCH 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: SPCH 60, ENGL 52, ENGL 72, ESL 152, READ 54, READ 97 or completion of the English or Reading placement process.

This course focuses on the analysis and interpretation of both prose and verse literature, including study of voice production,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

structure and content of literature, and techniques of effective oral communication of meaning from the printed page.  
*Transfer Credit: CSU; UC*

### **SPCH 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. Videotape is used as an evaluative tool.  
*Transfer Credit: CSU*

### **SPCH 150 ORGANIZATIONAL COMMUNICATION** 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: Completion of at least one of these courses with a grade of "C" or higher or "Pass" or an equivalent course: SPCH 60, ENGL 52, ENGL 72, ESL 152, READ 54, READ 97, or completion of the English or Reading placement process with eligibility for ENGL 100 or READ 54 Exempt.  
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.  
*Transfer Credit: CSU*

### **SPCH 165 GROUP PROCEDURE** 1.0 UNIT

Class hours: 1.0 Lecture  
Prerequisite: SPCH 160 or equivalent with a grade of Pass or "C" or higher.  
This course addresses leadership functions, techniques of cooperative problem solving, types of organizations, creating new organizations, and informal deliberation.  
*Transfer Credit: CSU*

### **SPCH 200 CONTEMPORARY COMMUNICATION TOPICS** 3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: ENGL 52 or READ 54 with a grade of Pass or "C" or higher or the equivalent.  
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. The special topic will be decided by the course instructor and announced in the Schedule of Classes.  
*Transfer Credit: CSU; UC TBD after admission.*

### **SPCH 231 FORENSICS ACTIVITY** 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).

### **SPCH 232 FORENSICS ACTIVITY (TWO OR MORE TOURNAMENTS)** 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).

### **SPCH 233 FORENSICS ACTIVITY (FOR THREE OR MORE TOURNAMENTS)** 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).

### **SPCH 235 FUNDAMENTALS OF ARGUMENTATION AND PERSUASION** 3.0 UNITS

Class hours: 3.0 Lecture  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.  
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.  
*Transfer Credit: CSU; UC*

### **SPCH 236A FORENSICS ACTIVITY 1** 3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory  
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. Requires coaching hours outside of the classroom and participation in interscholastic competition as a competitor at one or more forensics tournaments (held on weekends).

### **SPCH 236B FORENSICS ACTIVITY 2** 3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: SPCH 236A or equivalent with a grade of Pass or "C" or higher.  
Provides intermediate training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at two or more forensics tournaments (held on weekends).  
*Transfer Credit: CSU*

### **SPCH 236C FORENSICS ACTIVITY 3** 3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: SPCH 236B or equivalent with a grade of Pass or "C" or higher.  
Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at two or more forensics tournaments (held on weekends).  
*Transfer Credit: CSU*

### **SPCH 236D FORENSICS ACTIVITY 4 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: SPCH 236C or equivalent with a grade of Pass or "C" or higher.  
Provides advanced training and supervised preparation for participating in collegiate competitive speech activities such as debate, public speaking and oral performance of literature. Requires coaching hours outside the classroom and participation in interscholastic competition as competitors and critics at three or more forensics tournaments (held on weekends).  
*Transfer Credit: CSU*

### **SPCH 240 ORAL INTERPRETATION: READERS' THEATRE 3.0 UNITS**

Class hours: 3.0 Lecture  
This course offers further study of oral interpretation principles emphasizing dramatic literature through preparation and performance of a Readers' Theatre production. Videotape is used as an evaluative tool.  
*Transfer Credit: CSU; UC*

### **SPCH 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*

### **SPCH 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: 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 placement process with eligibility for ENGL 100.  
This course introduces foundational skills and principle 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. Observation techniques, assessment methods, and intervention tools will be introduced. This course is not open to students with credit in both SLP 100 and SLP 110.

*Transfer Credit: CSU*

### **SLP 105 SPEECH AND LANGUAGE DEVELOPMENT IN CHILDREN 3.0 UNITS**

Class hours: 3.0 Lecture  
This course is designed to provide the student an understanding of how speech and language develop in normal monolingual and bilingual children and what factors characterize language disorders in children with special needs. The course will include exposure to standardized tests and measures of language development. Practice will be provided in eliciting and analyzing speech/language samples from children representing native and non-native speakers and demonstrating normal and delayed speech/language skills. This course is recommended for students majoring in speech-language pathology; the Speech-Language Pathology Assistant Program; or elementary, preschool, or special education. This course is not open to students who received credit in SPCH 229. (Formerly SPCH 229).

*Transfer Credit: CSU*

### **SLP 108 INTRODUCTION TO PHONETICS 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Prerequisite: SLP 105 or equivalent with a grade of "C" or higher or "Pass".  
This course is designed to provide the student with knowledge and skill in the classification, 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: SLP 100 or SLP 101 or equivalent with a grade of "C" or higher or "Pass."  
This course focuses on screening procedures and treatment interventions used for speech, language and hearing disorders in children in educational and healthcare settings. The student will learn to use observational checklists, administer screening assessment tests and complete related therapeutic protocol forms.

*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### SLP 230

#### ADAPTIVE COMMUNICATION TECHNOLOGY

1.5 UNITS

Class hours: 1.5 Lecture/0.5 Laboratory

Prerequisite: SLP 100 or SLP 101 or equivalent with a grade of "C" or higher or "Pass".

This course introduces the student to the needs of non-oral children and adults, as well as the preparation, use and maintenance of selected adaptive communication equipment. Emphasis is placed on the collaborative use of assistive equipment for speech, language and hearing disorders.

*Transfer Credit: CSU*

### SLP 235

#### ADULT DISORDERS AND TREATMENT

5.0 UNITS

Class hours: 4.0 Lecture/3.0 Laboratory

Prerequisite: SLP 100 or SLP 101 or equivalent with a grade of "C" or higher or "Pass".

This course is an introduction to the different clinical settings in which the speech-language pathology assistant may work. The course focuses on screening procedures and treatment interventions used for speech, language, and hearing disorders in adults.

*Transfer Credit: CSU*

### SLP 240

#### FIELD EXPERIENCE I

2.0 UNITS

Class hours: 0.5 Lecture/4.5 Laboratory

Prerequisite: SLP 105, SLP 120 and SLP 125 or equivalent with grades of Pass or "C" or higher. Students must have departmental approval to enroll in this course.

This introductory field experience course will provide the student with an orientation to clinical placement and provide the student with the opportunity to perform basic speech-language pathology assistant responsibilities under appropriate supervision.

*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". Students must have departmental approval to enroll in this course.

This introductory field experience course will provide the student with an orientation to clinical placement and provide the student with the opportunity to perform basic speech-language pathology assistant responsibilities under appropriate supervision. This course is not open to students with credit for SLP 240.

*Transfer Credit: CSU*

### SLP 245

#### FIELD EXPERIENCE II

2.0 UNITS

Class hours: 0.5 Lecture/4.5 Laboratory

Prerequisite: SLP 235 and SLP 240 or equivalent with grades of Pass or "C" or higher. Students must have departmental approval to enroll in this course.

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*

### SLP 246

#### CLINICAL EXPERIENCE II

2.5 UNITS

Class hours: 1.0 Lecture/4.5 Laboratory

Prerequisite: SLP 235 and SLP 241 or equivalent with grades of "C" or higher or "Pass." Students must have departmental approval to enroll in this course.

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. This course is not open to students with credit for SLP 245.

*Transfer Credit: CSU*

## THEATRE ARTS

(Fine Arts, Communication 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*

### 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 or Pass or "C" or higher.

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 Pass or "C" or higher.

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 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 Pass or "C" or higher.

Recommendation: ART 110 and ART 112 or equivalent with grades of Pass or "C" or higher.

This course provides instruction in techniques of theatrical makeup with a 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.

### **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 Pass or "C" or higher.

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.

### **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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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. The course may be taken a maximum of 4 times.

*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. The course may be taken a maximum of 4 times.

*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. This course may be taken a maximum of 2 times.

*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. This course may be taken a maximum of 2 times.

*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. This course may be taken a maximum of 4 times.

*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. This course may be taken a maximum of 4 times.

*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. This course may be taken a maximum of 4 times.

*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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## 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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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. This course may be taken a maximum of 2 times.  
*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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
Recommendation: TH 120, TH 133, or TH 134 or equivalent with grades of Pass or "C" or higher.  
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

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

# Course Descriptions

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*

## **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 Pass or "C" or higher or WELD 120 or equivalent with a grade of Pass or "C" or higher or WELD 130 or equivalent with a grade of Pass or "C" or higher.  
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 Pass or "C" or higher.

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 Pass or "C" or higher.  
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 Pass or "C" or higher 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 Pass or "C" or higher.  
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.

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 Pass or "C" or higher.  
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 Pass or "C" or higher.  
This is a course 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 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 Pass or "C" or higher or WELD 120 or equivalent with a grade of Pass or "C" or higher or WELD 130 or equivalent with a grade of Pass or "C" or higher.  
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 Pass or "C" or higher.  
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 SEMIAUTOMATIC WELDING PROCESS SPECIALTY LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory  
Prerequisite: WELD 120 or equivalent with a grade of Pass or "C" or higher.  
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 Pass or "C" or higher 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 Pass or "C" or higher or concurrent enrollment or appropriate work experience.  
This course is designed to provide the student with technical and practical welding skills

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

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*

### **WELD 172L ADVANCED STRUCTURAL FABRICATION LABORATORY 1.0 UNIT**

Class hours: 3.0 Laboratory

Prerequisite: WELD 170 or equivalent with a grade of Pass or "C" or higher.

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.

*Transfer Credit: CSU*

### **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 Pass or "C" or higher 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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher 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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass or "C" or higher.

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 Pass of "C" or higher.

Recommendation: WELD 49 and WELD 59 or equivalent with grades 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 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 STUDIES**

**(Humanities, Social Science Division)**

### **WS 101 ISSUES FOR WOMEN IN AMERICAN SOCIETY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

Issues for Women in American Society is a multidisciplinary course that provides a foundation for interpreting gender issues in America. 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.

*Transfer Credit: CSU; UC*

### **WS 102 WOMEN AND RELIGION 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

This course is a multidisciplinary course that investigates women's religious lives. It will center around the writing of women's experiences within world religions. The course will include such issues 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.

*Transfer Credit: CSU; UC*

### **WS 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 or who have completed HED 103.)

*Transfer Credit: CSU*

### **WS 104 COMMUNITY ORGANIZING AND ACTIVISM 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: WS 101 with a grade of Pass or "C" or higher.

This course is designed to encourage the relationship between Cerritos College 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 build more impressive resumes and improve the lives of women.

### **WS 107 MEN AND MASCULINITIES: CONSTRUCTING MANHOOD IN AMERICA 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of 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.

Recommendation: Completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass," or completion of the Reading 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 have received credit in HUM 107.

### **WS 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 who have received credit in WS 106, PE 108, or PE 106.

*Transfer Credit: CSU; UC*

### **WS 109 PHILOSOPHY OF THE BODY, FEMINISM, AND GENDER 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of ENGL 52, ENGL 72, ESL 152 or equivalent with a grade of Pass or "C" or higher, or completion of the English Placement Process with eligibility for ENGL 100.

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 enrolled in PHIL 109 or have received credit in PHIL 109.

*Transfer Credit: CSU; UC*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **WS 202 GENDER AND SOCIETY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: SOC 101 or equivalent with a grade of Pass or "C" or higher or equivalent with a grade of Pass or "C" or higher.

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, as well as 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 enrolled in or who received credit in SOC 202.

*Transfer Credit: CSU; UC\**

\*UC credit units may apply. WS 202, PSYC 265, and SOC 202 combined: maximum credit, one course.

### **WS 204 WOMEN IN AMERICAN HISTORY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Completion of the English Placement process with a score eligible for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or "C" or higher.

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 HIST 204.

*Transfer Credit: CSU; UC*

### **WS 205 THE ANTHROPOLOGY OF SEXUALITY AND GENDER 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or

higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or "C" or higher.

This course examines the cultural connection 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 economics, and status in the construction of "normal" and "abnormal" sexualities and genders. Student must be at least 18 years of age or have parental consent in order to take this course. This course is not open to students who are enrolled in ANTH 205 or have received credit in ANTH 205.

*Transfer Credit: CSU; UC*

### **WS 206 WOMEN IN THE GLOBAL ECONOMY 3.0 UNITS**

Class hours: 3.0 Lecture

Recommendation: ENGL 100.

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 economic development such as the World Bank and International Monetary Fund (IMF) on the lives of women in the developing countries and the surrounding ecological environment. This course is not open to student who have received credit in ECON 102.

*Transfer Credit: CSU; UC*

### **WS 207 WOMEN AND MEDIA 3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: Completion of 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.

Recommendation: Completion of READ 54 or READ 97 with a grade of "C" or higher, or "Pass," or completion of the Reading 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 enrolled in or who have received credit in ART 207.

### **WS 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 enrolled in BA 208 or have received credit in BA 208.

*Transfer Credit: CSU*

### **WS 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

## **WS 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 101**

### **INTRODUCTION TO WOODWORKING 3.0 UNITS**

Class hours: 2.5 Lecture/2.0 Laboratory  
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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

### **WMT 102 INTRODUCTION TO SOLID WOOD CASEGOODS 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 101 or equivalent with a grade of Pass or "C" or higher.

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 construction in free-standing furniture casework. 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 perfect 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: WMT 101 or equivalent with a grade of Pass or "C" or higher.

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 perfect 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 is designed to enable the student to understand the functions of equipment used in industrial finishing operations. The basic chemistry of lacquers, enamels, stains and glazes will be covered. Instruction and practice will include the use of brushes and the spray gun in coating various materials with emphasis on wood.

*Transfer Credit: CSU*

### **WMT 108 WOOD CARVING FOR FURNITURE 2.5 UNITS**

Class hours: 2.0 Lecture/2.0 Laboratory  
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 Pass or "C" or higher.

This course provides the student who has completed WMT 101 the opportunity to hone and refine skills and complete projects required in the prerequisite 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: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Pass or "C" or higher.

This course introduces students to the methods, tools, materials, and machinery used in woodturning. Students have the opportunity to create turned projects using the woodworking lathe.

*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 Pass or "C" or higher.

This laboratory course provides students who have completed WMT 118 the opportunity to improve and refine their woodturning skills in order to prepare them for advanced woodturning courses.

*Transfer Credit: CSU*

### **WMT 120 ARTWORK FRAMING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
This course introduces the student to the skills needed for framing artwork, photographs, archival media, and memorabilia. Topics include design principles, material selection, methods, and tools used for cutting and assembling frames, measuring and cutting mat materials, and hanging methods. Emphasis is placed on the selection and safe use of tools, choice of wood frame materials and finishes, and the proper selection of mats.

*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 Pass or "C" or higher.  
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 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



# Course Descriptions

## **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 Pass or "C" or higher.  
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 134 FRAME MAKING 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory  
Prerequisite: WMT 103 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.  
This course introduces the fundamental principles and techniques of frame making for upholstered furniture. Topics include design, engineering, layout, machine woodworking and frame assembly.  
*Transfer Credit: CSU*

## **WMT 144 JIGS AND FIXTURES 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: WMT 102 or WMT 103 or WMT 155 or equivalent with a grade of Pass or "C" or higher.  
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  
This course introduces the student to the methods, materials, tools, and machinery used in the construction of traditional faceframe cabinetry. Classroom topics will include the history, design, 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: WMT 151 or equivalent with a grade of Pass or "C" or higher.  
Recommendation: WMT 181 or equivalent with a grade of Pass or "C" or higher.  
In this course, students learn the foundational information and skills related to the 32mm system of cabinet manufacturing. It includes detailed coverage of the system, hands-on experience in product design, layout of boring patterns, and CNC machine operation.  
*Transfer Credit: CSU*

## **WMT 155 ARCHITECTURAL MILLWORK 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 151 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.  
This course introduces the student to the methods, materials, tools, and machinery used in the manufacturing and installation of architectural millwork. Classroom topics include the history, design, fabrication, installation, and safe use of woodworking machinery and materials involved in architectural millwork and finished carpentry.  
*Transfer Credit: CSU*

## **WMT 157 PASSAGE DOOR 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 151 or WMT 102 or WMT 103 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.  
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 COMPUTER OPERATIONS FOR CABINETMAKING AND DESIGN 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
This course introduces students to computer aided cabinet design and manufacturing. Topics include utilization of software to design and manufacture cabinets, details of design

standards, variables and parameters as well as industry drawings, contracts, proposals, materials, and cut lists.  
*Transfer Credit: CSU*

## **WMT 183 SKETCHUP FOR WOODWORKERS 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: WMT 102 or WMT 103 or WMT 151 with a grade of Pass or "C" or higher.  
Recommendation: WMT 130 with a grade of Pass or "C" or higher. Students should have basic knowledge of computer and file management.  
This course introduces the student to Google SketchUp modeling 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*

## **WMT 185 ALPHACAM FOR CNC WOODWORKING 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Recommendation: Students should have a basic knowledge of computers and file management.  
This course introduces the student to AlphaCAM software and its use in woodworking operations on the computer numerical control (CNC) router. Topics include software operations, preparing G-Code instructions for the machine, and use of the CNC router. Emphasis is placed on design, planning, safety, and efficiency.  
*Transfer Credit: CSU*

## **WMT 186 CNC ROUTER FOR WOODWORKING 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory  
Recommendation: Students should have a basic knowledge of computers and file management.  
This course introduces the student to the computer numeric control (CNC) router and its use in woodworking with an emphasis on panel processing. Topics include CNC router components, tooling, loading and managing G-Code instructions for the machine, and operation of the CNC router. Emphasis is placed on design, planning, safety, and efficiency.  
*Transfer Credit: CSU*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **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 sharpening, tool identification, wood technology and hand plane adjustment for optimum performance.  
*Transfer Credit: CSU*

### **WMT 202 ADVANCED FURNITURE CASEGOODS 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or "C" or higher. Recommendation: WMT 201.  
This advanced course covers the design and building of museum 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 203 WOOD VENEERING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 or WMT 103 or equivalent with a grade of Pass or "C" or higher.  
This course introduces the student to the methods, materials, tools, and machinery used to process wood veneers. Topics include material identification, veneer selection, pattern layout, substrate selection, and clamping methods used to lay-up veneer on various types and shapes of substrates.  
*Transfer Credit: CSU*

### **WMT 204 ADVANCED TABLES 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass "C" or higher.  
This advanced course expands the student's knowledge of tables design and construction to include large table such as dining and conference tables, expanding table, and torsion box table top construction. Topics include bent lamination, curved part joinery and angled joinery.  
*Transfer Credit: CSU*

### **WMT 211 THE WORKBENCH CLASS 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or "C" or higher. Recommendation: WMT 201.  
This course provides the student with the background and skills required to research, design, purchase materials, select hardware, and manufacture a workbench.  
*Transfer Credit: CSU*

### **WMT 212 ROUTERS AND ROUTER TABLES 4.0 UNITS**

Class hours: 2.0 Lecture/6.0 Laboratory  
Prerequisite: WMT 102 or WMT 103 or WMT 151 or equivalent with a grade of Pass or "C" or higher.  
In this course students will design and manufacture "The Ultimate Router Table."  
The router table is one of the most versatile and essential pieces of equipment for any woodworker. Course topics include comparison and evaluation of routers available on the market, design, construction, and use of jigs and fixtures.  
*Transfer Credit: CSU*

### **WMT 221 ADVANCED HANDTOOLS-HANDPLANES 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: WMT 201 or equivalent with a grade of Pass or "C" or higher, and WMT 101 or equivalent with a grade of Pass, or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher.  
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: WMT 201 or equivalent with a grade of Pass or "C" or higher and WMT 101 or equivalent with a grade of Pass or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher.  
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 will be emphasized.  
*Transfer Credit: CSU*

### **WMT 223 ADVANCED HANDTOOLS- LAYOUT TOOLS 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: WMT 201 or equivalent with a grade of Pass or "C" or higher and WMT 101 or equivalent with a grade of Pass or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher.  
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, squares, and marking gauges will be included.  
*Transfer Credit: CSU*

### **WMT 224 ADVANCED HANDTOOLS - DOVETAILS 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: WMT 201 or equivalent with a grade of Pass or "C" or higher and WMT 101 or equivalent with a grade of Pass or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher.  
In this course, students will explore advanced topics in woodworking with handtools, specifically, dovetails. Topic 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*

### **WMT 228L PROJECT COMPLETION LAB 1.0 UNIT**

Class hours: 4.0 Laboratory  
Prerequisite: WMT 151 or WMT 153 or WMT 102 or WMT 103 or equivalent with a grade of Pass or "C" or higher.  
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*

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*

## Course Descriptions

### **WMT 229L COMPREHENSIVE WOODWORKING MANUFACTURING SPECIALTY 2.5 UNITS**

Class hours: 8.0 Laboratory  
Prerequisite: WMT 151 or WMT 153 or WMT 102 or WMT 103 or equivalent with a grade of Pass or "C" or higher.  
This course allows students to perfect 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 grades of "C" or higher.  
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 or 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 grades of Pass or "C" or higher.  
This course in furniture making will challenge and improve the student's skills through the manufacturing of a historical chair, the Morris chair. Hand tools, machinery and hand power tools are used in an advanced setting. Topics include planning, manufacturing, utilizing solid wood joinery, complex laminations, subassembly and final assembly as well as finishing. The class focuses on the history and design of the Morris Chair, the first recliner.  
*Transfer Credit: CSU*

### **WMT 235 WINDSOR CHAIR 3.0 UNITS**

Class hours: 2.0 Lecture/3.0 Laboratory  
Recommendation: WMT 118 with a grade of Pass or "C" or higher.  
This course will introduce the student to the materials, methods, and tools used to make and manufacture a reproduction of an eighteenth century Windsor chair. Topics include layout, turning, bending, and shaping the various chair components, final assembly and finishing of the chair. Emphasis is placed on the safe use of tools and materials used in the chair construction.  
*Transfer Credit: CSU*

### **WMT 237 TRADITIONAL A MERICAN FURNITURE 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 103 or equivalent with a grade of Pass or "C" or higher.  
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.

### **WMT 239L TRADITIONAL FURNITURE LAB 1.0 UNIT**

Class hours: 3.5 Laboratory  
Prerequisite: WMT 235 or equivalent with a grade of Pass or "C" or higher.  
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 242 CURVED AND TAPERED FORMS FOR FURNITURE 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with grades 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 244 CHEST OF DRAWERS 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or "C" or higher.  
Recommendation: WMT 201.  
This advanced course will reinforce skills learned in previous classes and challenge the student to demonstrate the ability to plan, design, fabricate and finish a chest of drawers. The course will allow the student more in-depth experience in solid-wood-panel side and frame-and-panel methods of construction. The focus will be on the carcass as well as on drawer construction. Topics include history, planning, design, fabrication and finishing as they pertain to building a chest of drawers.  
*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 Pass or "C" or higher.  
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*

### **WMT 250 INTERMEDIATE FACEFRAME CABINETMAKING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory  
Prerequisite: WMT 151 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.  
In this course the student will review and learn additional methods, materials, tools, and machinery used in the design, manufacturing, and installation of face frame cabinetry. Classroom topics include the history, design,

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



## Course Descriptions

milling, assembly, and installation of face frame cabinetry. Students will work in teams to design, fabricate and install a complete set of kitchen cabinets. A major emphasis will be on production techniques and the safe use of woodworking machinery and materials involved in cabinetmaking and millwork.

*Transfer Credit: CSU*

### **WMT 252 INTERMEDIATE 32 MM SYSTEM OF CABINETMAKING 4.0 UNITS**

Class hours: 2.5 Lecture/5.5 Laboratory

Prerequisite: WMT 153 and WMT 181 or equivalent with grades of Pass or "C" or higher or appropriate work experience.

Recommendation: WMT 281.

In this course the student will review and learn additional methods, materials, tools, and machinery used in the design, manufacturing, and installation of European 32MM system cabinetry. Classroom topics include the history, design, milling, assembly, and installation of European 32MM system cabinetry. Students will work in teams to design, fabricate and install a complete set of European cabinets. A major emphasis will be focused on production techniques and the safe use of computerized numerical control panel processing machinery.

*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 Pass or "C" or higher.

This course introduces the student to the methods, materials, tools, and machinery used in the design and manufacturing and installation of mantels and wall systems. Topics will include the history, design, milling, and assembly and installation of mantels and wall paneling. A major emphasis will be focused on the safe use of woodworking machinery and materials involved in architectural millwork.

*Transfer Credit: CSU*

### **WMT 268A PRODUCTION CABINETMAKING (COMMERCIAL/INSTITUTIONAL) 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 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 Pass or "C" or higher or appropriate work experience.

Recommendation: WMT 154 or equivalent with a grade of Pass or "C" or higher.

This course enables the students to work as a team in the design, manufacturing, and installation of cabinets and fixtures for on-campus use. This course includes instruction in 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 268C PRODUCTION CABINETMAKING AND MANUFACTURING (MASS PRODUCTION) 5.0 UNITS**

Class hours: 4.0 Lecture/4.0 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 Pass or "C" or higher or appropriate work experience.

Recommendation: WMT 154 or equivalent with a grade of Pass or "C" or higher.

This course specializes in the fabrication and installation of mass production cabinetry, furniture products and millwork. Topics include material selection, product options, ergonomics, functionality and mass production construction applications. Students will also receive instruction in mass production systems, materials science, cost analysis, estimating, time management and building to industry standards. This course enables students to work as team in the design, manufacturing and installation of mass production cabinetry and fixtures for on-campus use.

*Transfer Credit: CSU*

### **WMT 269L CABINETMAKING MANUFACTURING SPECIALTY 2.5 UNITS**

Class hours: 8.0 Laboratory

Prerequisite: WMT 151 or WMT 153 or equivalent with a grade of Pass or "C" or higher. This course allows students to perfect 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 COMPUTER OPERATIONS FOR CABINETMAKING MANUFACTURING 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."

Recommendation: WMT 186 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 design and manufacturing software with Computer Numerical Control (CNC) machinery. Classroom topics will include submittal drawings, assembly sheets, shape editor, machining and nesting, machine and tool catalogs. Lab activities include configuring, CNC Machining and assembling frameless cabinets.

*Transfer Credit: CSU*

### **WMT 285 INTERMEDIATE ALPHACAM FOR CNC WOODWORKING 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: WMT 185 with a grade of "C" or higher or "Pass".

Recommendation: WMT 186 with a grade of "C" or higher or "Pass". Students should have a basic knowledge of computers and file management.

In this course, the student will review and learn intermediate functions of AlphaCAM software and its use in woodworking operations on the computer numeric control (CNC) router. Topics include software operations, constrained parametric sketching, 3D drawing and 3D surface machining. Emphasis is placed on design, planning, safety, and efficiency.

*Transfer Credit: CSU*

### **WMT 286 INTERMEDIATE CNC ROUTER FOR WOODWORKING 3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: WMT 186 with a grade of "C" or higher or "Pass".

Recommendation: Students should have a basic knowledge of computers and file management.

In this course, the student will review and learn additional methods for operating the computer numeric control (CNC) router and its use in woodworking, with an emphasis on hardwood components. Topics include CNC Router setup, advanced tooling, material handling, process flow, jigs and fixtures for

*All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.*



the machine, and operation of the CNC router. Emphasis is placed on design, planning, safety, and efficiency.  
*Transfer Credit: CSU*

### **ZOOLOGY**

**(Science, Engineering, Mathematics 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 placement process with a score eligible for ENGL 100.

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*

## Course Descriptions

### ADULT EDUCATION

(Community, Industry, Technology Education)

#### **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 MESSAGE 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 22.09 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.

## Course Descriptions

### **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 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.

### **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

## Course Descriptions

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 AND REMEDIES, AND EXTERIOR BRUSH AND 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.

### **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.



## Course Descriptions

### **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.

### **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

## Course Descriptions

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 ARCH ORN 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 CON 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 up 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.

### **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

## Course Descriptions

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.

### **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.

## Course Descriptions

**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 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**

Class hours: 2.0 Lecture/2.0 Laboratory

Prerequisite: Completion of the English Placement process.

Recommendation: This course is not recommended for students working on secondary language skills who would be better served by an ESL course.

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.

**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.



## Course Descriptions

### **AED 80.03 ELEC 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 termination's 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 ECT LIGHT/MOTOR AND 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 ECT IND LIGHT LOAD AND 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 AND 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, duct-work installation principles, and the use of psychometric charts. Information and learning activities 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.

## Course Descriptions

### **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.

### **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

## Faculty, Educational Administrators and Managers

---

The excellence of a college program is closely related to the excellence of the college faculty. The Cerritos College faculty represents a rich cross-section of scholarship, experience, and above all dedication to teaching. The faculty has helped earn a reputation for Cerritos as one of the finest community colleges in California.

The Faculty Senate of Cerritos College studies and recommends to the administration and Governing Board matters related to academic and professional standards and affairs of the college. The Senate consists of three officers and elected representatives from each of the college's instructional divisions.

**ABBRUZZESE, MARK (2005)**

*Assistant Professor, Anthropology*  
B.A., California State University, Fullerton  
M.A., State University of New York, Binghamton

**ABING, JOSEPH (2003)**

*Assistant Professor/Coach, Physical Education/  
Athletics*  
B.A., University of California, Los Angeles  
M.Ed., Azusa Pacific University

**ABORN, LUCINDA (2006)**

*Dean of Disabled Student Programs & Services*  
B.A., Southwest Texas State University  
M.A., California State University, Northridge  
Ph.D., University of Northern Colorado

**AGUAYO, ROBERT (2016)**

*Counselor/Instructor*  
B.A., California State University, Long Beach  
M.S., University of La Verne

**ALENIKOV, TERESA (2002)**

*Professor, Accounting/Finance*  
B.S., M.B.A., California State University, Long Beach

**ALEXANDER, CYNTHIA (2000)**

*Professor, Educational Technology*  
B.A., California State University, Long Beach  
J.D., Western State University

**ALVAREZ, LYDIA (2000)**

*Associate Professor, English*  
B.A., Pomona College  
M.A., California Polytechnic State University,  
Pomona

**ANDRADE, OLGA (2012)**

*Instructor, Child Development*  
M.A., California State University, Long Beach

**ARCE, CARLOS (1991)**

*Assistant Professor, Spanish*  
B.A., California State University, Chico  
M.A., California State University, Sacramento

**ARTIAGA, BENJAMIN (2007)**

*Assistant Professor, Physical Education/Athletics*  
M.A., California State University, Long Beach

**ASHE, SUZANNE (1986)**

*Professor, English*  
B.A., Rosary College, River Forest, IL  
M.A., University of California, Los Angeles

**BABIAR, RYAN (2016)**

*Instructor, Anatomy & Physiology*  
B.S., D.C., National College of Chiropractic

**BANUELOS, JAVIER**

*Manager, Information Technology*  
B.S., M.B.A., California State University, Long Beach

**BARRERA DE CONTRERAS, GABRIELA (2016)**

*Instructor, GED/Basic Skills*  
B.A., M.A., California State University, Long Beach

**BARON, TONY (1986)**

*Assistant Professor, Automotive Technology*  
A.A., A.S., Pierce College  
B.A., California State University, Los Angeles

**BARRETT, BONNIE R. (1998)**

*Professor, Graphic Design/Computer Graphics*  
B.A., Immaculate Heart College  
M.A., California State University, Los Angeles  
M.F.A., California State University, Fullerton

**BARTIKOVSKY, IRVING (2012)**

*Specialist DSPS/Instructor*  
*Disabled Student Programs and Services*  
B.S., University of Southern California  
M.A., California State University, Los Angeles

**BASKETTE, SHAWNA (2015)**

*Dean of Academic Success*  
B.A., Simon Fraser University  
M.L.I.S., University of British Columbia

**BATHKE, JULIE (2002)**

*Associate Professor, Physical Therapist Assistant*  
B.S., California State University, Long Beach  
M.S., University of Kentucky

**BECK, ANGELA (2004)**

*Associate Professor, Child Development*  
B.A., California State University, Long Beach  
M.A., Pacific Oaks College

**BELLAS, MONICA (2000)**

*Professor, Anthropology*  
B.A., California State University, Northridge  
M.A., Ph.D., University of California, Riverside

**BELLO, FRANCESCA (2015)**

*Counselor/Instructor*  
B.A., California State University, Fullerton  
M.S., University of La Verne

**BELLO-GARDNER, SYLVIA (1987)**

*Counselor/Professor*  
B.A., University of California, Los Angeles  
M.S., California State University, Long Beach

**BELROY, BARBARA (2000)**

*Associate Professor, Reading*  
B.A., M.S., California State University, Fullerton  
M.A., California State University, Long Beach

**BENDER, W. JON (1988)**

*Assistant Professor, Automotive Technology*  
A.A., A.S., Los Angeles Pierce College  
B.A., California State University, Los Angeles

**BETANCOURT, DAVID (1999)**

*Professor/Director of Bands, Music*  
B.M., Berklee College of Music  
M.M., N. Arizona University  
D.M.A., University of Southern California

**BEYENE, AEMIRO (2013)**

*Associate Professor, Mathematics*  
B.S., M.S., California State University, Northridge

**BILSLEY, NICOLE (2016)**

*Instructor, Geology*  
B.S., M.S., University of California, San Diego

**BINNING, MICHAEL (2015)**

*Instructor, English*  
B.A., University of California, Santa Barbara  
J.D., University of California, Davis School of Law

**BLACKBURN, KRISTI (2015)**

*Dean of Institutional Effectiveness, Research, and  
Planning*  
B.A., Montana State University  
M.A., New Mexico State University  
Ph.D., Capella University

**BOARDMAN, CONSTANCE (1991)**

*Instructional Dean, Science, Engineering & Math*  
B.S., M.S., California State University, Long Beach

**BONNESS, NICHOLAS SEAN (2016)**

*Instructor, Chemistry*  
B.S., University of California, Los Angeles  
Ph.D., University of California, Santa Barbara

**BOWMAN, TAYLOR (1999)**

*Web Administrator*  
B.J., University of Texas, Austin  
B.F.A., M.F.A., North Texas State University

**BRADBURY, JEFFERY (1999)**

*Professor, Chemistry*  
B.S., Biola University  
M.S., California State Polytechnic University,  
Pomona

## Faculty, Educational Administrators and Managers

---

**BRADY, MARY ELLEN (2004)**

*Assistant Professor, Real Estate*  
A.A., Cerritos College  
B.A., M.A., Azusa Pacific University

**BREIT, CRAIG A. (1985)**

*Assistant Professor, Theatre Arts*  
B.A., M.A., California State University, Long Beach

**BROOKS, KELLI (2006)**

*Assistant Professor, Nursing*  
B.S., M.S., California State University,  
Dominguez Hills

**BROWN, F. REED (2014)**

*Instructor, Theater Arts*  
B.A., Illinois State University  
M.F.A., University of Southern Florida

**BUDARIN, DMITRI (2003)**

*Professor, Mathematics*  
B.S., M.S., Moscow State University

**BUENO, NI (2005)**

*Assistant Professor, Fitness*  
B.S., University of South Florida  
M.S., United States Sports Academy  
Ed.D., Pepperdine University

**BURGOS, KATHRYN (2015)**

*Accounting Manager*  
B.A., California State University, Dominguez Hills

**BYUN, EUI WON JAMES (2004)**

*Associate Professor, Mathematics*  
B.A., M.A., California State University,  
San Bernardino

**CABUTO, FROYLAN (2000)**

*Professor, Spanish*  
B.A., M.A., California State University, Los Angeles

**CAGNOLATTI, DAMON M. (2011)**

*Instructor, English*  
B.A., University of California, Riverside  
M.A., The Pennsylvania State University

**CAINES, THOMAS R. (1997)**

*Professor*  
*Health, Physical Education/Athletics*  
B.A., California State University, Long Beach  
M.Ed., Azusa Pacific University

**CALISHER, JENNIFER (2014)**

*Instructor, Mathematics*  
B.A., Texas Christian University  
M.A., California State University, Fullerton

**CAMERON, RICHARD D. (1997)**

*Assistant Professor, Journalism*  
B.A., M.A., California State University, Fresno

**CAMINITI, CAROL (2005)**

*Assistant Professor, Nursing*  
A.S., Long Beach City College  
B.S., California State University, Fullerton  
M.S., California State University, Long Beach

**CAMPEAU, LORA (2005)**

*Associate Professor, Mathematics*  
B.S., M.S., California State University, Long Beach

**CAMPOLO, ROBERT B. (1997)**

*Associate Professor, Film*  
B.F.A., School of Visual Arts  
M.F.A., University of California, Los Angeles

**CARRILLO, ROSA (2012)**

*Counselor/Instructor*  
B.A., California State University, Long Beach  
M.A., San Diego State University

**CARROLL, DANI (2002)**

*Professor, Dental Hygiene*  
A.A., Cerritos College  
B.A., M.A., California State University, Long Beach

**CASAS, RALPH P. (1995)**

*Professor, Pharmacy Technology*  
A.A., Whittier College  
M.A., Fuller Theological Seminary  
M.A., Ph.D., Claremont School of Theology  
Ph.D., University of Southern California

**CASILLAS, ROCIO (2003)**

*Counselor /Assistant Professor*  
B.A., University of Southern California  
M.A., Loyola Marymount University

**CASTRO, RIGOBERTO (2015)**

*Counselor/Instructor*  
B.A., M.S., California State University, Long Beach

**CAVALLARO, LYNN M. (1990)**

*Professor, English*  
B.A., M.A., California State University, Long Beach

**CHALMERS, GRAHAM (1991)**

*Professor, Mathematics*  
B.A., University of Waterloo  
M.A., Ph.D., University of California, Berkeley

**CHEATHAM, TERESA (2012)**

*Instructor, English*  
B.S., M.A., California State University,  
Dominguez Hills

**CHESTER, ROBERT (1987)**

*Professor, English*  
B.A., M.A., California State University, Northridge

**CHO, ANGELA (2013)**

*Instructor, Mathematics*  
B.A., University of California, Los Angeles  
M.A., California State University, Fullerton

**CHRISTENSEN, VALERIA (2010)**

*Instructor, Physical Therapist Assistant*  
B.S., D.P.T., University of Southern California

**CLARKE, MARY (1980)**

*Professor, Mathematics*  
B.A., M.A., California State University, Long Beach

**CLAUSS, DANIEL (2011)**

*Instructor/Athletic Director*  
*Physical Education/Athletics*  
B.S., Southeast Missouri State University  
M.A., Western Carolina University

**CLIFFORD, STEPHEN (2003)**

*Professor, English*  
B.A., Assumption College  
M.A., Marquette University  
Ph.D., University of Washington

**CODD, GERALDINE A. (1997)**

*Professor, Reading*  
B.A., Rider College  
M.A., Seton Hall University

**CONLEY, ANGELA (2004)**

*Associate Professor, Mathematics*  
B.A., M.A., California State University, Fullerton

**CONNAL, JANICE S. (1988)**

*Assistant Professor*  
A.A., Fullerton College  
B.A., Chapman College  
M.A., California State University, Fullerton  
Ph.D., University of California, Los Angeles

**COOKE, MELODIE (2004)**

*Associate Professor, Nursing*  
A.S., San Bernardino Valley College  
B.S., B.S.N., M.S.N., University of California,  
Los Angeles

**CORDOVA, ERNESTO (2002)**

*Assistant Professor, Mathematics*  
B.S., University of California, Los Angeles  
M.S., California State University, Long Beach

**CORTEZ, DANIELA (2016)**

*Instructor, Mathematics*  
B.S., M.S., California State University, Long Beach

**COSIO, LYDIA (2008)**

*Assistant Professor, Dental Assisting*  
A.A., Cerritos College  
B.S., California State University, Long Beach

**COVILL, MATHEW (2004)**

*Assistant Professor, Biological Sciences*  
B.S., M.S., California State University, Long Beach

**DALTRO, MARCELA (2016)**

*Instructor, Business Administration*  
B.A., California State University, Fullerton  
M.S., Chapman University

**DANIELO, JA'NET (2012)**

*Instructor, English*  
B.A., New York University  
M.F.A., California State University, Long Beach

**DAVIS, JULIE E. (2011)**

*Instructor, History*  
B.A., M.A., California State University, Fullerton



## Faculty, Educational Administrators and Managers

---

- DEKRAKER, DANIEL (2011)**  
*Assistant Professor, Earth Science*  
B.A., Calvin College  
M.A., California State University, Fullerton
- DELAWALLA, NOORALI (2012)**  
*Director of Fiscal Services*  
*Vice President of Business Services (Acting)*  
B.S., Premier College
- DELONG, RENEE (2001)**  
*Dean of Counseling Services*  
A.A., Lincoln Land College  
B.A., Oral Roberts University  
M.A., Fuller Theological Seminary  
M.S., California State University, Los Angeles  
Ed.D., University of California, Irvine
- DEMIAN, KAMAL A. (1997)**  
*Professor, Mathematics/Engineering*  
B.S., Ain Shams University, Cairo, Egypt  
M.S., California State University, Long Beach
- DEMICHELE, ANNA (2004)**  
*Professor, Music*  
M.A., Ph.D., Claremont Graduate University
- DUFF, KIMBERLEY (1999)**  
*Professor, Psychology*  
B.A., University of California, Santa Barbara  
M.A., Ph.D., University of Illinois, Chicago
- EDWARDS, CARRIE E. (1997)**  
*Professor, Health, Fitness/Wellness*  
B.A., New York University  
M.A., Ph.D., University of Southern California
- FABISH, DAVID M. (1994)**  
*Instructional Dean, Liberal Arts*  
*Professor, English*  
B.A., California State University, Long Beach  
M.F.A., University of Iowa
- FALCON, DENNIS P. (1997)**  
*Assistant Professor, Political Science*  
B.A., California State University, Long Beach  
M.P.A., Southern Illinois University
- FARINA, MICHAEL J. (1989)**  
*Professor, Accounting*  
A.A., Cerritos College  
B.A., California State University, Fullerton  
M.B.A., University of California, Irvine
- FERNANDEZ, CHRISTINA (2001)**  
*Associate Professor, Photography*  
B.A., University of California, Los Angeles  
M.F.A., California Institute of Arts
- FERNANDEZ, WALTER I. (1995)**  
*Professor, History*  
B.A., M.A., M.A., California State University,  
Northridge
- FIERRO, JOSE L. (2015)**  
*President/Superintendent*  
D.V.M., University of Applied Sciences,  
Bogota, Columbia  
M.S., Nova Southeastern University  
Ph.D., Northcentral University
- FISHER, CHELENA (2015)**  
*Counselor/Instructor*  
B.A., California State University, Long Beach  
M.S., University of La Verne  
Ed.D., California State University, Long Beach
- FLORES-CHURCH, ADRIANA (2006)**  
*Director of Human Resources/Risk Management*  
B.S., Universidad Tecnologica de Mexico  
M.A., University of Phoenix  
Ed.D., California State University, Long Beach
- FLORESCU, MIHAELA (2001)**  
*Professor, French and Romance Linguistics*  
M.A., Ph.D., University of California, Los Angeles
- FOAT, REUBEN (2016)**  
*Instructor, Woodworking*  
B.S., University of Wisconsin  
M.F.A., San Diego State University
- FORAL, JASON (2015)**  
*Instructor, Welding*  
A.A., Cerritos College
- FORTNER, ANTHONY (1999)**  
*Professor*  
*Woodworking Manufacturing Technologies*  
B.A., California State University, Long Beach
- FRONKE, MARK J. (1992)**  
*Professor, Accounting*  
B.S., University of Southern California
- FUSCHETTO, SUSAN (2000)**  
*Professor, Computer and Information Sciences*  
B.B.A., National University  
M.B.A., Pepperdine University
- GAIK, FRANK (1989)**  
*Professor, English*  
B.S., McNeese State University  
M.F.A., University of Arkansas  
Ph.D., University of Southern California
- GALLARDO, BERENICE (2015)**  
*Counselor/Instructor*  
B.A., University of California, Santa Barbara  
M.S., University of La Verne
- GALLIVAN, THOMAS (2013)**  
*Chief of Campus Police*  
A.A., Fullerton College
- GARDNER, DANIEL (2015)**  
*Instructor, English*  
B.A., M.A., Ph.D., University of California,  
Los Angeles
- GARRIOTT, DONALD (2008)**  
*Specialist DSPS/Assistant Professor (LD)*  
*Disabled Student Programs and Services*  
B.A., California State University, Dominguez Hills  
M.S., National University
- GAYLORD, KENNETH (1990)**  
*Assistant Professor, Physical Education/Athletics*  
B.A., California State University, Long Beach  
M.A., Azusa Pacific
- GEORGE, PATTY (1999)**  
*Professor, Mathematics*  
B.A., M.A., M.S., University of California, Riverside
- GERSITZ, LORRAINE (2000)**  
*Associate Professor, Librarian*  
B.A., M.L.S., Rutgers University
- GIBSON, DIONNE (2015)**  
*Instructor, Child Development*  
B.S., California State University, Fullerton  
M.A., California State University, Long Beach
- GLICK, LEONARD (2006)**  
*Associate Professor, Automotive Mechanical Repair*  
B.A., M.A., California State University, Long Beach
- GOMEZ, BELLEGRAN (2011)**  
*Director of Community Advancement*  
B.S., M.P.L., University of Southern California
- GOMEZ, RUBEN (2016)**  
*Instructor, Administration of Justice*  
B.A., California State University, Fullerton  
M.S., California State University, Long Beach  
M.A., Chapman University
- GONZALES, JOANA (2002)**  
*Assistant Professor, English*  
B.A., M.A., University of California, Irvine
- GONZALEZ, KERI (2010)**  
*Instructor, Nursing*  
A.A., Cerritos College  
B.S.N., M.S.N., University of Phoenix
- GONZALEZ, RUBEN (2014)**  
*Instructor/Coach, Physical Education/Athletics*  
B.A., California State University, Los Angeles  
M.A., Loyola Marymount University  
M.A., California State University, Dominguez Hills
- GRADIN, SUSAN (1999)**  
*Professor, Child Development*  
B.A., University of California, Santa Barbara  
M.A., Pepperdine University
- GRAF, MARVELINA (2004)**  
*Counselor/Assistant Professor*  
B.A., University of California, Santa Barbara  
M.S., University of La Verne
- GREENBERG, BRUCE (2012)**  
*Instructor, Paralegal*  
J.D., Southwestern Law School

## Faculty, Educational Administrators and Managers

---

**GREENE, CHAD J. (2011)**

*Assistant Professor, English*  
B.A., University of Minnesota  
M.P.W., University of Southern California

**GREGORIO, ALINE (2013)**

*Instructor, Geography*  
M.A., California State University, Fullerton

**GRIFFIN, APRIL (2012)**

*Instructor*  
*Director of Forensics/Speech*  
B.A., Point Loma Nazarene  
M.S., Pepperdine University

**GROSFELD, STEPHEN (2004)**

*Assistant Professor/Coach*  
*Health, Physical Education/Athletics*  
A.A., Cerritos College  
B.S., Utah State  
M.S., Azusa Pacific University

**GURROLA, MARIA (2014)**

*Instructor, Medical Assisting*  
A.A., East Los Angeles Community College  
C.M.A., Bryman College

**HAAS, JOHN H. (1998)**

*Assistant Professor, History*  
B.A., California State University, Los Angeles  
Ph.D., Claremont Graduate School

**HART, DEANNA (1989)**

*Payroll Manager*  
B.A., National University, La Jolla

**HATHAWAY, REBEKAH (2012)**

*Instructor, Dance*  
B.F.A., University of Texas  
M.F.A., California State University, Long Beach

**HAVICE, SALLY (1975)**

*Associate Professor, English*  
A.A., Cerritos College  
B.A., M.A., California State University, Long Beach

**HECKERMAN, EDWARD (2004)**

*Associate Professor, Photography*  
B.A., Sonoma State University  
M.F.A., California Institute of Arts

**HELBERG, BONNIE (1988)**

*Assistant Professor, Reading*  
B.A., M.A., California State University, Long Beach

**HENDERSON, SCOTTIE (2010)**

*Professor, Biology*  
B.A., University of California, Santa Cruz  
Ph.D., University of Washington

**HENRIQUES, JAMES (1988)**

*Professor, Physics*  
B.S., M.S., Georgia State University  
M.M., California State University, Fullerton

**HERRERA, VERONICA (2011)**

*Counselor/Assistant 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

**HIRANANDANI, JAYANANDA (1992)**

*Professor, Engineering Design Technology*  
B. Tech., M. Tech., Indian Inst. of Tech.,  
Kharagpur, W. Bengal, India  
M.S., University of California, Berkeley

**HIROHAMA, STEVEN (2005)**

*Professor, Film*  
B.A., B.F.A., University of Hawaii, Manoa  
M.F.A., University of California, Los Angeles

**HOLMES, JUDI (2001)**

*Professor, Disabled Student Programs and 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., California State University, Fullerton

**HOYLE, SHEELA (2000)**

*Counselor/Professor*  
B.A., University of California, Berkeley  
M.A., California State University, San Diego

**HU, JIANLI (2015)**

*Instructor, 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)**

*Assistant Professor, Mathematics*  
A.B. Secondary, Dorset College  
M.A., California State University, Fullerton

**HUNT, MARY (2004)**

*Specialist DSPS/Assistant Professor (LD)*  
*Disabled Student Programs and Services*  
B.F.A., Otis Art Institute  
M.A., Philips Graduate Institute

**HURTADO, HENRIETTA (2001)**

*EOPS Counselor /Assistant Professor*  
B.A., California State University, San Diego  
M.A., University of Redlands

**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

**JOHNSON, STEPHEN B. (2005)**

*Vice President of Student Services/  
Assistant Superintendent*  
A.B., University of California, Berkeley  
M.A., San Diego State University  
Ed.D., University of California, Los Angeles

**JUNTILLA, TIMOTHY J. (1997)**

*Assistant 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

**KRAYER, ADELLE (2001)**

*Professor, Dental Hygiene*  
A.A., Cerritos College  
B.V.E., M.A., California State University, Long Beach

**LA VIGNE, STEVEN (2012)**

*Counselor/Associate Professor*  
*Disabled Student Programs and 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  
Ed.D., University of Phoenix

## Faculty, Educational Administrators and Managers

---

- LAZOR, C.G. (1984)**  
*Professor, Electronics*  
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)**  
*Career Counselor/Instructor*  
B.A., California State University, Long Beach  
M.S., University of Southern California
- LEON, JR., RUBEN (1990)**  
*Assistant Professor, Mathematics*  
B.A., M.A., California State University, Long Beach
- 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)**  
*Associate Professor, Psychology*  
B.A., M.A., California State University, San Marcos
- LI, DEJUN (2016)**  
*Instructor, Engineering Design*  
B.S., M.S., Shan Dong University of Technology
- LIVINGSTON, ROBERT (2001)**  
*Professor, Business Administration*  
B.S., M.A., University of San Francisco  
Ph.D., Capella University
- LO VETERE, CRYSTAL (2004)**  
*Associate 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
- LOPEZ, CHRISTINE S. (1992)**  
*Associate Professor, Piano/Choral*  
B.M., M.M., D.M.A., University of Arizona
- LOPEZ, JESUSITA (2007)**  
*Assistant Professor, Culinary Arts*  
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)**  
*Director of Career and Assessment Services*  
B.S., California State Polytechnic University,  
Pomona  
M.S., California State University, Los Angeles
- LOU, RENA ZHIHONG (2007)**  
*Associate Professor, Chemistry*  
M.S., The State University of New Jersey, Rutgers  
Ed.D., University of Southern California
- LOU, ZHENG (2000)**  
*Professor, Computer and 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)**  
*Counselor/Assistant Professor*  
B.A., California State University, Fullerton  
M.S., California State University, Long Beach
- MACDEVITT, JAMES (2005)**  
*Assistant Professor, Art*  
B.A., M.A., University of California, Riverside
- MACIAS, JOHN (2016)**  
*Instructor, History*  
B.B.A., Loyola Marymount University  
M.A., Ph.D., Claremont Graduate University
- MACIAS, SERGIO (2005)**  
*Assistant Professor, Athletics*  
B.A., Whittier College  
M.A., California State University, Los Angeles
- MAHONEY, MICHELLE (2016)**  
*Counselor/Instructor*  
B.S., Woodbury University  
M.S., Ph.D., California State University, Long Beach
- MAKAREM, NASIBA (2011)**  
*Instructor, Pharmacy Technology*  
Dr. of Pharmacy, 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  
M.S., California State University, Long Beach
- MARKS, SANDRA A. (1995)**  
*Instructional Dean, Health Occupations  
Professor, Medical Assistant*  
B.S.N., Alverno College  
M.S., California State University, Long Beach
- MARTINEZ, RACHEL (2016)**  
*DSPS Disability Specialist*  
B.A., California State University, Fullerton  
M.A., California State University, Dominguez Hills
- MASON, RACHEL G. (2008)**  
*Instructional Dean, Business, Humanities &  
Social Sciences*  
A.A., Los Angeles Valley College  
B.S., California State University, Northridge  
M.B.A., Pepperdine University
- MATA, PILAR (2000)**  
*Associate Professor, Mathematics*  
B.A., M.A., California State University, Fullerton
- MATSUURA, KENNETH (1990)**  
*Counselor/Professor*  
B.A., University of California, Santa Barbara  
M.A., Ph.D., University of California, Los Angeles
- 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
- MAYFIELD, CONNIE (2005)**  
*Professor, Music*  
B.M., Southwest Baptist University, Missouri  
M.M., University of Missouri, Kansas City  
Ph.D., University of Kansas
- MAZ, ANDREW (2012)**  
*Instructor, Commercial Music*  
M.M., D.M.A., University of Southern California  
M.A., University of California, Los Angeles
- MAZZOTTA, FRANK (1976)**  
*Professor/Coach, Physical Education/Athletics*  
B.S., University of Utah  
M.A., Pepperdine University

## Faculty, Educational Administrators and Managers

---

**MCCANCE, IAN (2012)**

*Instructor, 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

**MCLARTY-SCHROEDER, JANET (1999)**

*Professor, Astronomy*  
B.S., University of Iowa  
M.S., University of Arizona

**MCPHERSON, MICHAEL (1988)**

*Associate Professor, Health and Physical Education*  
B.A., California State University, Northridge  
M.A., Azusa Pacific University

**MELLAS, DEAN (2000)**

*Professor, Computer and Information Science*  
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)**

*Instructor, 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

**MILES, MICHAEL (2012)**

*Counselor/Instructor*  
B.A., M.S., University of La Verne  
M.S., California State University, Fullerton

**MILLER, ALICE (1985)**

*Assistant Professor, Reading*  
B.S., Southern Illinois University  
M.A., Arizona State University

**MILLER, KIRK (1988)**

*Professor, Art and Design*  
A.B., University of California, Berkeley  
B.F.A., M.F.A., Art Center College of Design

**MIRANDA, RICK (2012)**

*Dean of Academic Affairs,  
Vice President of Academic Affairs (Acting)*  
B.S., University of California, Riverside  
M.S., California State University, San Bernardino

**MIXSON, JR., FRANK L. (1998)**

*Associate Professor, English*  
B.A., Drake University  
M.A., California State University, Long Beach  
Ph.D., University of Georgia

**MOLONEY, PETER (2002)**

*Assistant Professor, Accounting/Finance*  
B.S., M.B.A., California State Polytechnic University, Pomona

**MOORE, DAVID (2012)**

*Director of Physical Plant & Construction Services*  
B.S., Arizona State University

**MOORE, DEBRA (2001)**

*Professor, Librarian*  
B.A., Oberlin College  
M.Div., Andover Newton Theological School  
M.L.S., University of California, Los Angeles

**MORALES, GLORIA (1999)**

*Counselor/Professor, B.A., University of California, Los Angeles*  
M.A., California State University, Dominguez Hills

**MORALES, MANUEL (2016)**

*Instructor, Mathematics*  
B.A., San Diego State University  
M.S., California State University, Los Angeles

**MORENO, JUDE (2014)**

*Instructor, Nursing*  
B.S.N., Mount St. Mary's College  
M.S.N., Mount St. Mary's College

**MORGAN, VYKKI (1992)**

*Professor, Court Reporting*  
A.A., Chaffey College  
B.A., National University  
M.A., Pepperdine University

**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)**

*Instructor, Chemistry*  
B.S., Linfield College  
Ph.D., University of Southern California

**MOTRUK, NINA (2001)**

*Professor, Cosmetology*  
A.A., Cerritos College  
B.S., Southern Illinois University

**MULLEARY, JOSEPH (2012)**

*Instructor, 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

**MURGUIA, STEPHANIE (2001)**

*Dean of Admissions, Records and Services*  
A.A., Palomar College  
B.A., California State University, San Marcos  
M.A., University of San Diego

**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 and 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

**NEGRETE, BERNARD J. (1981)**

*Professor, Computer and Information Sciences*  
B.A., California State University, Long Beach  
M.S., National University

**NGUYEN, PHUONG D. (1991)**

*Professor, Computer and 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

**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



## Faculty, Educational Administrators and Managers

---

**OLAGUE, MARK (2015)**

*Instructor, English*

B.A., M.A., 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)**

*Assistant Professor, Political Science*

B.A., Alaska Pacific University

M.P.A., University of Alaska, Anchorage

M.A., Ph.D., Claremont Graduate University

**OROZCO, REBECCA JENNIFER (2007)**

*Assistant Professor, Nursing*

B.S., Pacific Union College

M.S., California State University, Long Beach

**PAGE, ELIZABETH (1998)**

*Associate Professor/Counselor*

*Disabled Student Programs and 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

**PARSONS, SUSAN (1985)**

*Director of Educational Partnerships & Programs*

B.A., M.A., California State University, Long Beach

**PEREIRA, PAULA (2012)**

*Librarian/Instructor*

M.L.S., San Jose State University

**PESTOLESI, KARI (2016)**

*Instructor/Coach, Health/Physical Education/  
Volleyball*

B.S., University of California, Irvine

M.A., Concordia University

**PETROVA, ROSSITZA (2015)**

*Instructor, Cosmetology*

B.A., California State University, Northridge

M.A., University of Phoenix

**PIERINI, MICHAEL S. (1995)**

*Associate Professor, Culinary Arts*

A.A., West Los Angeles College

B.V.E., California State University, Long Beach

**PORTIGAL, STEVEN J. (1991)**

*Professor, Art and Design*

B.A., San Fernando Valley State College

M.F.A., University of California, Los Angeles

**POTTER, INGEBOG (1979)**

*Professor, German*

B.A., M.A., California State University, Fullerton

**PRICE, TERRY L. (1975)**

*Professor, Plastics Technology*

A.A., East Los Angeles College

B.A., California State University, Long Beach

**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

**QUIROZ, JAMIE (2014)**

*Financial Aid Assistant Director*

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

**RANIEWICZ, TRISHA (2015)**

*Instructor/Coach, Physical Education/Athletics*

B.A., California State University, San Bernardino

M.S., 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

**REITER, BRANDT (2016)**

*Instructor, Theatre/Acting*

B.A., Temple University

M.F.A., Sarah Lawrence College

**RICHARDSON, CHRISTOPHER (2012)**

*Instructor/Coach*

*Physical Education/Athletics*

B.A., California State University, Long Beach

M.A., Concordia University

**RICHARDSON, STEVEN (2000)**

*Executive Director of Foundation &*

*Community Advancement*

B.A., Biola University

**RICHEY, THOMAS (2003)**

*Operations Manager*

A.A., Cypress College

**RIEDEL, PATRICIA (2003)**

*Professor, Nursing*

B.S., California State University, Los Angeles

M.S., California State University, Long Beach

**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

**ROBERTSON, CHARLES C. (1994)**

*Professor, Automotive Collision Repair*

A.A., Cerritos College

A.S., Long Beach City College

B.V.E., California State University, Long Beach

**ROBLES, MARTHA (2004)**

*Assistant Professor, Adult Ed/Diversity Programs*

B.A., California State University, Chico

M.S., National University

**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)**

*Instructor, 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)**

*Instructor, Psychology*

M.A., Ph.D., University of Southern California

**ROSENBLATT, STEPHANIE (2012)**

*Librarian/Instructor*

B.A., B.S., University of Texas

M.L.S., Queens College

M.S., Pace University

## Faculty, Educational Administrators and Managers

---

**ROSENFELD, KIMBERLY (1999)**

*Professor, Speech Communication*

B.A., M.A., California State University, Fullerton  
Ph.D., University of California, Los Angeles

**ROSS-JONES, CLARA (2014)**

*Career Counselor, Counseling*

B.A., University of California, Berkeley  
M.A., California State University, Long Beach

**ROTHER, EDWARD (1989)**

*Professor, Architecture*

B.S., M.Arch., University of Illinois  
M.B.A., California State University, Fullerton  
Ed.D., University of Southern California

**RYOZAKI, EVELYN (1990)**

*Counselor/Professor*

B.A., University of California, Los Angeles  
M.A., California State University, Dominguez Hills

**SALAZAR, FELIPE (2014)**

*Veterans Counselor, Counseling*

B.A., California State Polytechnic University, Pomona  
M.S., University of La Verne

**SALAZAR, MICHAEL (1998)**

*People-Soft Database Administrator*

A.A., Cerritos College

**SANCHEZ, VERONICA (2015)**

*Instructor, Psychology*

B.A., California State University, Long Beach  
M.A., Ph.D., University of California, Riverside

**SANDERSON, JANET (1986)**

*Professor, Physical Education/Dance*

B.A., M.A., California State University, Los Angeles

**SARTIN, NATALIE (2016)**

*Instructor, English*

B.A., M.A., California State University,  
Dominguez Hills  
M.A., California State University, Long Beach  
Ed.D., California State University, Fullerton

**SATTERFIELD, PHILLIP (2000)**

*Professor, Administration of Justice*

A.A., Long Beach City College  
B.S., M.P.A., California State University, Long Beach

**SCHMIDT, DEBRA L. (1990)**

*Professor, Accounting*

B.A., California State University, Fullerton

**SCOTT, KAITLIN (2016)**

*Instructor, Librarian (Instructional Specialist)*

B.A., University of California, Los Angeles  
M.L.I.S., San Jose State University  
M.A., University of California, Irvine

**SELORIO, CONRAD (2014)**

*Budget Manager*

B.A., University of Southern California

**SERWIN, LYNN A. (1997)**

*Associate Professor, English*

B.A., California State University, Fullerton  
M.A., California State Polytechnic University,  
Pomona

**SHAH, NISHI (2004)**

*Associate Professor, English*

B.A., M.A., California State University, Fullerton

**SHARP, MAGEYA (1983)**

*Professor, Business Communications Office  
Technology*

B.A., California State University, Long Beach  
M.S., Pepperdine University

**SHIMAZU, CHERYL (1989)**

*Professor, Chemistry*

B.A., University of California, Irvine  
M.S., California State University, Long Beach

**SHORE, MARLENA (2015)**

*Instructor, Dental Hygiene*

B.S., Northern Arizona University  
M.S., Loma Linda University

**SMITH, DANIEL (2002)**

*Instructional Dean, Physical Education/Athletics,  
Professor*

B.S., M.S., Brigham Young University  
Ph.D., University of Illinois

**SMITH, FELICIA (2004)**

*Assistant Professor, Cosmetology*

A.A., El Camino College  
B.S., University of Southern California

**SMITH, PATRICIA ROBBINS (2002)**

*Director of Community Education*

B.A., University of California, Los Angeles  
M.S., California State University, Fullerton  
Ed.D., University of California, Irvine

**SODEN, BARBARA A. READ (1987)**

*Professor, Business Communications Office  
Technology*

B.S., College Misericordia, Pennsylvania  
M.S., Marywood College

**SOTO, ARMANDO (1998)**

*Counselor/Associate Professor*

B.A., University of California, Berkeley  
M.A., San Diego State University

**SPARKS JR., WILLIAM F. (1995)**

*Associate Professor, Speech*

B.A., M.A., University of Southern California

**ST. JOHN, H KATE (2016)**

*Instructor, Psychology*

B.A., M.A., Auburn University  
M.A., Claremont Graduate University

**STAMMERJOHN, CARL (2004)**

*Professor, Woodworking*

B.S., California Polytechnic State University,  
San Luis Obispo

**STEIBER, MICHELLE (2011)**

*Assistant Professor, Biological Science*

B.S., University of California, Los Angeles  
Ph.D., City of Hope

**STOLZE, TED (2004)**

*Assistant Professor, Philosophy*

B.S., Davidson College  
M.A., Ph.D., Claremont Graduate University

**STRAND, HANS (2015)**

*Captain of Campus Police*

A.A., Santa Ana College

**STUART, PEGGY J. (1995)**

*Professor, Nursing*

B.S.N., California State University, Long Beach  
M.S.N., California State University, Los Angeles

**SUGIHARA-CHEETHAM, JOANN (2002)**

*Assistant Professor, English as a Second Language*

B.S., University of California, Riverside  
M.A., California State University, San Francisco

**SUGIYAMA, CHRISTINE (1987)**

*Counselor/Professor*

B.A., University of California, Los Angeles  
M.A., California State University, Dominguez Hills

**SZABO, THAD (2009)**

*Assistant Professor, Physics/Astronomy*

B.A., University of Pennsylvania  
M.A., Florida State University  
Ph.D., University of Southern California

**TABER, CHARLES (2016)**

*Instructor, Welding*

A.A., Columbia Southern University

**TAFOYA, YVETTE (2004)**

*EOPS Assistant Director*

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

## Faculty, Educational Administrators and Managers

---

**TORRES, MARIA DE LA LUZ (2009)**

*Assistant Professor, Mathematics*  
B.S., M.A., California State University, San Bernardino

**TORRES-BOWER, ANA (1992)**

*Professor, Philosophy*  
B.A., University of Puerto Rico  
M.A., California State University, Long Beach

**TRAGER, JULIE (2001)**

*Associate Professor, Art History*  
B.F.A., Rhode Island School of Design  
M.F.A., Bard College

**TROUP, JACQUELYN A. (1991)**

*Professor, Sociology*  
B.A., M.A., Pepperdine University

**TSANG, WILLIAM (2016)**

*Instructor, Accounting*  
B.A., University of California, Berkeley  
M.B.A., University of Southern California

**TYDELL, CAROL C. (2011)**

*Assistant 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)**

*Instructor, 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)**

*Instructor, Nursing*  
B.S., California State University, Fullerton  
M.S., California State University, Dominguez Hills

**VITELA, LISA (2012)**

*Instructor Art History*  
M.A., Ph.D., University of California, Los Angeles

**VO, CHUONG (2014)**

*Instructor, Machine Tool Technology*  
A.A., College of the Canyons

**VOORHIES, ANN (2002)**

*Professor, Nursing*  
A.S., Purdue University  
B.S., California State University, Dominguez Hills  
M.S., California State University, Long Beach

**WALDMAN, LINDA S. (1997)**

*Assistant 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

**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

**WEDELL, DONNA (2004)**

*Professor, Dental Assisting*  
A.S., Rio Hondo College  
B.V.E., California State University, Long Beach  
M.A. California State University, San Bernardino

**WESTBY, KIM (1985)**

*Dean of Student Support Services*  
A.A., Cerritos College  
B.A., California State University, Dominguez Hills  
M.S., University of La Verne

**WHITSON, BEVERLY (1984)**

*Professor, English*  
A.A., Cerritos College  
B.A., M.A., California State University, Fullerton

**WILLIAMS, DAHLENE (2015)**

*Instructor/Counselor*  
*Disabled Student Programs and Services*  
B.S., Union Institute and University  
M.S., University of La Verne

**WILSON, CHRISTOPHER (2000)**

*Associate Professor, Art and Design*  
B.A., University of California, Irvine  
M.F.A., Loyola Marymount University

**WILSON, JACK (1999)**

*Professor, Computer and Information Sciences*  
B.A., M.S., California State University, Fullerton

**WORREL, DARA (2004)**

*Associate Professor, Mathematics*  
B.S., M.S., California State University, Long Beach

**WRIGHT, WENDY (2016)**

*Instructor/Business Administration*  
B.A., University of La Verne  
M.B.A., Claremont Graduate University

**ZHOU, YIRAN (2012)**

*Instructor, Chinese*  
M.A., Missouri State University  
M.S., University of Kentucky

## Emeriti Faculty, Educational Administrators and Managers

---

|  |  |   |
|--|--|---|
| <b>ACKLAND, DEAN</b> (1987-2010)<br>Coordinator of Student Activities        | <b>BEHREND, SHARON</b> (1976-1996)<br>Nursing Education                    | <b>BRADY, LAWRENCE</b> (1970-1999)<br>Instructional Dean, Fine Arts and Communications            |
| <b>ADAMS, KEITH</b> (1970-1991)<br>Dean of Vocational Education/Extended Day | <b>BELLUGUE, ROLAND</b> (1991-2000)<br>French                              | <b>BRADY, MELVIN</b> (1963-1991)<br>Business  |
| <b>AGUIRRE, RUDOLPH</b> (1959-1987)<br>Art                                   | <b>BELROY, ALEXANDER</b> (1964-2003)<br>English                            | <b>BRAUN, SHARON K.</b> (1997-2013)<br>Child Development  |
| <b>ALLEGRE, JEAN</b> (1964-1991)<br>French                                   | <b>BENGSTON, CARL</b> (2009-2015)<br>Dean of Library                       | <b>BROADBENT, LINDSEY</b> (1966-79)<br>Technical Mathematics                                      |
| <b>ALLEN, ROBERT</b> (1965-1991)<br>Business-Accounting                      | <b>BERKLITE, STEVEN L.</b> (1985-2011)<br>Instructional Dean of Technology | <b>BRODERICK, WILLIAM E.</b> (1976-2003)<br>Reading   |
| <b>ANDERSON, LOWELL</b> (1962-2003)<br>Real Estate                           | <b>BERRY, PATRICIA A.</b> (1978-2011)<br>English as a Second Language      | <b>BUFALINI, ELVIDIO G.</b> (1967-1986)<br>Counselor  |
| <b>ANGLE, NANCY</b> (1989-1999)<br>Mathematics                               | <b>BETTINO, M. L.</b> (1991-2011)<br>Dean of Academic Affairs              | <b>BURNIGHT, RALPH F.</b> (1956-62)<br>President/Superintendent                                   |
| <b>ARAGON, RICHARD</b> (1994-2012)<br>Automotive Mechanical Repair           | <b>BETZ, CHARLES R.</b> (1962-1998)<br>Economics                           | <b>BURNS, MARLA</b> (1990-2013)<br>English  |
| <b>ARCHER, DONNY</b> (1961-1981)<br>Mathematics                              | <b>BEULIGMANN, MARIE</b> (1981-1999)<br>Nursing                            | <b>BUSCHAUER, ROBERT</b> (1989-2016)<br>Physics   |
| <b>ARFWEDSON, CHRISTINE</b> (1997-2013)<br>Nursing                           | <b>BEYKIRCH, HELEN M.</b> (1984-1993)<br>Counselor                         | <b>CABEEN, CHARLES</b> (1958-1979)<br>Psychology  |
| <b>ASPEREN, ROBERT</b> (1979-2011)<br>Automotive Collision Repair            | <b>BIBB, EVELYN R.</b> (1958-1986)<br>English                              | <b>CAIN, GARY L.</b> (1998-2011)<br>Coordinator of Student Activities                             |
| <b>AUSTIN, ANTHONY</b> (1980-2009)<br>Electronics                            | <b>BLACK, JOHN G.</b> (1959-1989)<br>Accounting                            | <b>CALEY, DONALD</b> (1965-1987)<br>Marketing, Management, Business                               |
| <b>BAIRD, MARGARET W.</b> (1965-1983)<br>Office Occupations                  | <b>BLACK, RHEA G.</b> (1964-1999)<br>Physical Education                    | <b>CAMPBELL, CLINTON P.</b> (1965-1983)<br>Sociology  |
| <b>BAKER, EVERETT D.</b> (1959-1989)<br>Chemistry                            | <b>BLACKMUN, EUGENE</b> (1983-2010)<br>Business                            | <b>CANNON, JOHN P.</b> (1958-1980)<br>Earth Science   |
| <b>BALCH, DONALD</b> (1962-1979)<br>English                                  | <b>BLASZCAK, FRANK</b> (1962-1988)<br>Machine Tool/Plastics Technology     | <b>CARLSON, BARBARA</b> (1972-1985)<br>Nursing  |
| <b>BALEY, JOHN D.</b> (1971-2003)<br>Mathematics/Computer Science            | <b>BLISS, BETTY</b> (1965-1983)<br>Dental Assisting                        | <b>CARLSON, LELAND</b> (1965-1967)<br>Mathematics   |
| <b>BALMAGES, MARY</b> (1992-2013)<br>Court Reporting                         | <b>BLOOMFIELD, EDWARD H.</b> (1969-2003)<br>Philosophy                     | <b>CARLSON, NORMAN</b> (1982-1991)<br>Drafting  |
| <b>BARAMKI, HENRIETTA</b> (1977-2003)<br>Nursing                             | <b>BLUSKE, MARGARET</b> (1958-1979)<br>German                              | <b>CARSON, CHARLOTTE</b> (1963-1985)<br>Nursing   |
| <b>BARKER, MATILDA</b> (1989-2000)<br>Sociology                              | <b>BOCK, FRANK</b> (1961-1988)<br>Anthropology/Theatre                     | <b>CASKEY, WILLIAM</b> (1961-1989)<br>Accounting  |
| <b>BARCLAY, LOIS</b> (1964-1979)<br>Cosmetology                              | <b>BOGDANOVICH, JACK</b> (1971-1998)<br>Physical Education/Athletics       | <b>CATES, CARROLL</b> (1959-1988)<br>Physical Education   |
| <b>BAXTER, DORRIS</b> (1957-1984)<br>Chemistry                               | <b>BONNYCASTLE, WILLIAM L.</b> (1960-1984)<br>English                      | <b>CHADWICK, RALPH G.</b> (1962-1980)<br>Associate Dean, Technology                               |
| <b>BAYER, CONNIE</b> (1966-2002)<br>Health and Physical Education            | <b>BOODNICK, ALLAN</b> (1965-1991)<br>Counselor                            | <b>CHAMBERS, CAROLYN</b> (2008-2015)<br>Instructional Dean, Science, Engineering &<br>Mathematics |
| <b>BEALE, DARRYL</b> (1973-2009)<br>Psychology                               | <b>BOS, ROBERT KEMP</b> (1958-1984)<br>Counselor                           | <b>CHAVEZ, ERLINDA</b> (1989-2011)<br>Cosmetology   |
| <b>BEAM, ROGER D.</b> (1975-1993)<br>Automotive Technology                   | <b>BOYLE, JOHN</b> (1974-2006)<br>Biology                                  | <b>CHOWEN, JUDITH</b> (1981-2006)<br>Accounting   |



## Emeriti Faculty, Educational Administrators and Managers

---

|  |   |  |
|--|---|--|
| <b>CLEMANS, SUSANNA</b> (1986-2013)<br>English   | <b>DI CORPO, NELLO</b> (1959-1992)<br>Dean of Community/Continuing Education                                | <b>FENNER, WILBURT</b> (1972-1990)<br>Art  |
| <b>COLE, JOSEPH C.</b> (1960-1973)<br>Psychology   | <b>DIGHERA, JAMES A.</b> (1960-1986)<br>Speech Communication  | <b>FINKELSTEIN, HY L.</b> (1975-2011)<br>Management                                |
| <b>COLLINS, JOHN</b> (2006-2015)<br>Administration of Justice                                      | <b>DOWDEN, JOHN</b> (1961-1991)<br>English  | <b>FINLEY, ROBIN</b> (1972-1994)<br>Biology  |
| <b>CONOVER, SANDY</b> (1991-2002)<br>Nursing   | <b>DOZIER, AMY L.</b> (1958-1974)<br>Physical Education and Recreation                                      | <b>FISCHER, LAWRENCE</b> (1961-1992)<br>English                                    |
| <b>CONVEY, CYNTHIA</b> (1996-2013)<br>Director of Employment, Diversity & Legal Services           | <b>DOZIER, PATRICIA</b> (1989-2001)<br>English as a Second Language   | <b>FLEMING, RONALD</b> (1963-1966)<br>Business                                     |
| <b>COOK, EDWARD P.</b> (1965-1981)<br>Welding  | <b>DOZIER, ROSE MARIE</b> (1964-1989)<br>French   | <b>FOBI, CHARLENE</b> (1988-2011)<br>Nursing                                       |
| <b>COPPENGER, MICHAEL</b> (1980-2004)<br>Photography   | <b>DRANT, SANDRA</b> (1992-2003)<br>Court Reporting   | <b>FOERSTER, ROBERT</b> (1969-1989)<br>Physical Education                          |
| <b>COULTER, LUCIA</b> (1987-2014)<br>English as a Second Language                                  | <b>DUNKIN, V. EDWIN</b> (1970-1984)<br>Electronics  | <b>FOLLETT, KAY S.</b> (1981-2011)<br>Disabled Student Programs & Services         |
| <b>CRACCHIOLO, EDITH E.</b> (1964-2000)<br>Psychology  | <b>DUNROE, WILLIAM D.</b> (1979-2010)<br>Psychology   | <b>FRAME, JAMES</b> (1965-1991)<br>Business Mathematics                            |
| <b>CRANE, JULES</b> (1962-1989)<br>Biology   | <b>DURAN, AGNES H.</b> (1987-2004)<br>Reading   | <b>FRANK, REX C.</b> (1957-1977)<br>Business                                       |
| <b>CRAWFORD, SUZANNE</b> (2004-2011)<br>English  | <b>EDSON-PERONE, LORRAINE</b> (1984-2010)<br>Mathematics  | <b>FRANKLEY, ALLEN G.</b> (1958-2003)<br>Engineering Design Technology             |
| <b>CROSS, KATHLEEN</b> (1990-2008)<br>Counselor  | <b>EGAN, ISABELLE</b> (1989-2007)<br>Counselor  | <b>FREIFIELD, MAX</b> (1989-2003)<br>Speech Communication                          |
| <b>CROUSE, LOIS</b> (1963-1980)<br>Nursing   | <b>ELIAS, ABUNDIO</b> (1969-1992)<br>Spanish  | <b>FROST, WALLACE E.</b> (1965-1989)<br>Counselor                                  |
| <b>CUMMINGS, SELDEN</b> (1965-1993)<br>English   | <b>ELIZONDO, SANDRA</b> (2000-2011)<br>Business Computerized Office Technologies                            | <b>FULTS, JON</b> (1968-1993)<br>Business Computer Info Systems                    |
| <b>DARNALL, FLORENCE</b> (1959-1977)<br>Cosmetology  | <b>ENQUIST, MARVIN</b> (1990-2005)<br>Administration of Justice   | <b>GAFFANEY, TODD W.</b> (1975-2012)<br>Psychology                                 |
| <b>DAVIS, RICHARD H.</b> (1975-2003)<br>Computer and Information Sciences                          | <b>ERJAVEC, DONALD</b> (1965-1998)<br>Music   | <b>GIANNONE, ANTHONY</b> (1971-1991)<br>Welding                                    |
| <b>DEFRANCE, FRANCINE</b> (1976-2009)<br>English<br>Instructional Dean, Humanities/Social Sciences | <b>ERNEST, ROGER</b> (2000-2013)<br>English   | <b>GIRTNER, JOSEPH P.</b> (1968-1998)<br>Art                                       |
| <b>DELEON, MANUEL</b> (1964-1991)<br>Art   | <b>ESCOBAR DE PATRYLA, LILLIAN</b><br>(1974-1993)<br>Child Development                                      | <b>GRADISHAR, RUDOLPH L.</b> (1965-1984)<br>Business Law                           |
| <b>DELYRE, WOLF R.</b> (1966-1977)<br>Dental Assisting   | <b>EVANS, WILLIAM</b> (1974-2002)<br>Accounting   | <b>GRAUPMAN, ALVINA</b> (1957-1986)<br>Office Occupations                          |
| <b>DENNY, PAUL</b> (1962-1979)<br>Business Education   | <b>FAILOR, JOLEEN</b> (1976-2008)<br>Dental Assisting   | <b>GURRERA, BEN</b> (1976-1985)<br>Accounting                                      |
| <b>DEREMO, GEORGE F., JR.</b> (1971-1999)<br>Art   | <b>FALLAR, MARGARET</b> (1965-1979)<br>Nursing  | <b>HALL, DONALD</b> (1959-1979)<br>Division Chairman, Health, P.E., and Recreation |
| <b>DERMODY, EUGENE</b> (1965-1997)<br>History  | <b>FARMER JR, WILLIAM C.</b> (2005-2011)<br>Vice President of Academic Affairs/<br>Assistant Superintendent | <b>HALLINGER, DONALD</b> (2001-2011)<br>Earth Science                              |
| <b>DESFOR, DONALD</b> (1957-1989)<br>Photography/Physical Education                                | <b>FEENEY, JOHN</b> (1958-1991)<br>Music  | <b>HALLUM, ANDREW</b> (1973-1992)<br>Business/Disabled Student Programs            |
| <b>DIAZ, BEDAL</b> (1963-1989)<br>Counselor  | <b>FELDSTEIN, THERESE</b> (1988-2011)<br>Mathematics  | <b>HAMPTON, PRESTON</b> (1989-2008)<br>Counselor                                   |

## Emeriti Faculty, Educational Administrators and Managers

---

|   |  |   |
|---|--|---|
| <b>HANKS, WENDELL G.</b> (1966-2011)<br>Speech Communication            | <b>HOLMES, CAROLYN R.</b> (1996-2007)<br>Nursing   | <b>JOHNSON, BRUCE A.</b> (1977-2011)<br>Welding                           |
| <b>HANSON, KENNETH J.</b> (1985-2007)<br>Electronics                    | <b>HOLSTEGE, MARTIN</b> (1962-1989)<br>Mathematics   | <b>JOHNSON, CARL</b> (1958-1976)<br>Librarian                             |
| <b>HARBUT, CHESTER</b> (1989-2010)<br>Biology                           | <b>HORVATH, ELLEN</b> (1989-2009)<br>Speech Pathology  | <b>JOHNSON, JEANNE EVA</b> (1973-2011)<br>Cosmetology                     |
| <b>HARRINGTON, ROBERT</b> (1966-1979)<br>Data Processing                | <b>HOUSEMAN, PHIL</b> (1982-2003)<br>Dean of Student Activities  | <b>JOHNSON, WAYNE</b> (1989-2010)<br>Biology                              |
| <b>HARRIS, WAYNE</b> (1965-1974)<br>Physical Education                  | <b>HUBBELL, SILVIA R.</b> (1966-1999)<br>Spanish   | <b>JOHNSON, WILLIAM</b> (1971-1991)<br>Physical Education                 |
| <b>HART, OSCAR W.</b> (1959-1977)<br>Welding                            | <b>HUBER, ROBERT C.</b> (1988-2009)<br>Theatre Arts  | <b>JONES, BETTY LOU</b> (1965-1989)<br>Librarian                          |
| <b>HARTMAN, CLAUDE</b> (1971-1992)<br>Physical Science                  | <b>HUBRECHT, GLENN</b> (1975-1991)<br>Electronics  | <b>JONES, MARGIA</b> (1974-1979)<br>Business Education                    |
| <b>HASSAN, GLORIA</b> (1982-1999)<br>Speech Communication               | <b>HUFFMAN, JOAN</b> (1963-1991)<br>Biology  | <b>JONES, MICHAEL</b> (2004-2012)<br>Woodworking                          |
| <b>HAYNES, W. DOUGLAS</b> (1988-2016)<br>Administration of Justice      | <b>HUGHLETT, ROBERT</b> (1973-2005)<br>Director, Disabled Student Programs & Services                                | <b>JORDAN, ROBERT</b> (1960-1989)<br>Sociology                            |
| <b>HENDERSON, SCOTT</b> (1974-1997)<br>Music                            | <b>HUMISTON, GENEVIEVE</b> (1957-1960)<br>Dean of Admissions   | <b>JORDAN, WESLEY</b> (1991-2013)<br>Mathematics                          |
| <b>HENDRICKSON, THOM</b> (1965-1989)<br>Political Science/History       | <b>HUNTER, FREDERICK</b> (1973-1988)<br><b>BUSINESS EDUCATION IDEAL, BONNIE</b><br>(1965-2002)<br>Office Occupations | <b>JULIANO, RICHARD</b> (1965-1991)<br>Instructional Dean, HPE/Athletics  |
| <b>HENRY, FRED</b> (1986-2009)<br>Welding                               | <b>IKEMOTO, MILDRED</b> (1967-1992)<br>Instructional Dean/Health Occupations   | <b>KAMANSKI, PAUL DAVID</b> (1959-1989)<br>Physical Education             |
| <b>HENRY, PAUL L.</b> (1957-1982)<br>Machine Tool                       | <b>INCORVAIA, JOSEPH</b> (1958-1978)<br>Business   | <b>KARVELIS, DONALD</b> (1977-2003)<br>History                            |
| <b>HENTELL, DUCIA</b> (1968-1982)<br>Nursing                            | <b>JACKSON, JOHN</b> (1957-1991)<br>Automotive Technology  | <b>KASTAN, CYNTHIA</b> (1979-2009)<br>Art and Design                      |
| <b>HENGSTELER, ELIZABETH</b> (1956-1977)<br>Philosophy                  | <b>JACKSON, THOMAS</b> (1980-2002)<br>Accounting   | <b>KEENAN, DIANE</b> (1989-2013)<br>Economics                             |
| <b>HERR, FLORENCE S.</b> (1973-1986)<br>Business                        | <b>JAEGER, GEORGE A.</b> (1965-2003)<br>English  | <b>KELLY, NANCY J.</b> (1975-2002)<br>Health, Physical Education          |
| <b>HICKEY, X. RAYMOND</b> (1959-1979)<br>Electronics                    | <b>JAIME, JENNIE</b> (2000-2011)<br>Spanish  | <b>KENNY, JAMES</b> (1970-2002)<br>Computer and Information Systems       |
| <b>HINRICHSSEN, KEITH</b> (1965-2002)<br>History                        | <b>JANKOWSKI, SHIRLEY</b> (1975-1990)<br>College Nurse   | <b>KERR, JOSEPH P.</b> (1963-1966)<br>Data Processing                     |
| <b>HOAD, GRETCHEN A.</b> (1987-2002)<br>Business Paralegal              | <b>JANOSOVA, ANITA M.</b> (1992-2011)<br>Art and Design  | <b>KETCHAM, JULE</b> (1999-2010)<br>Librarian                             |
| <b>HOFFLUND, CLYDE</b> (1957-1982)<br>Drafting                          | <b>JENKINS, SARAH</b> (1959-1989)<br>Librarian   | <b>KETELLE, WILLIAM</b> (1975-1992)<br>Furniture Manufacturing Technology |
| <b>HOGGARD, KEVIN</b> (1985-2013)<br>Theatre Arts                       | <b>JENNINGS, STANLEY</b> (1957-1985)<br>History  | <b>KIEFFER, KEPNER K.</b> (1984-2006)<br>Accounting                       |
| <b>HOHLY, MARGARET</b> (1984-2011)<br>Computer and Information Sciences | <b>JEPPESEN, JACK</b> (1964-1982)<br>Economics   | <b>KINCAID, WALLACE</b> (1957-1989)<br>Physical Education                 |
| <b>HOLLAND, ROGER</b> (1976-1992)<br>Business Administration            | <b>JOHNSON, JR., ADOLPH</b> (1982-2011)<br>Counselor   | <b>KLEIN, WERNER</b> (1960-1976)<br>Dental Assisting                      |
| <b>HOLMAN, JEAN LEE</b> (1962-1974)<br>Cosmetology                      |  | <b>KLEINERMAN, JOSEPH</b> (1957-1987)<br>Counselor                        |

## Emeriti Faculty, Educational Administrators and Managers

---

**KORF, LEE** (1958-1982)

Theatre Arts

**KORSMEIER, HENRY F.** (1956-1969)

Assistant Superintendent, Business

**KREGER, ROBERT** (1991-2011)

Earth Science

**KREMER, NICK** (2000-2011)

Executive Dean of Community, Industry &  
Technology Education

**KROGUE, R. KENT** (1972-2005)

Biology

**LACKMAN, JACK** (1965-1984)

English

**LACY, LINDA L.** (2009-2015)

President/Superintendent

**LA GUARDIA, PATRICIA** (1973-1998)

Director, Assessment Center

**LAHRS, WILLIAM E.** (1965-1983)

Office Occupations

**LAIDLAW, RUTH F.** (1964-1986)

Home Economics

**LANE, WILMA C.** (1973-1989)

Cosmetology

**LANG, JEAN H.** (1972-1989)

Nursing

**LANGDON, DEARESTEN** (1968-1991)

Special Education

**LAYTON, DONALD W.** (1962-1989)

Earth Science

**LEVI, LINDA** (1969-1998)

Art

**LEWIS, WILLIAM** (1962-1989)

Speech Communications

**LICARI, JOAN** (1966-2001)

Geology

**LITTLETON, OSCAR** (1958-1979)

English

**LOPEZ DEGAINES, CHRISTINA** (1976-2007)

Counselor

**LUCAS, STANLEY** (1976-1991)

Automotive Technology

**LUNDGREN, AUSTIN** (1965-1989)

Accounting

**MACIAS, DORA** (2001-2011)

International Student Program

**MADDEN, JOHN** (1998-2006)

Philosophy

**MAGNUSON, WALTER C.** (1973-1993)

Vice President of Business Services

**MAKI, ROY E.** (1963-1983)

Business

**MALKIN, HAROLD** (2003-2011)

Pharmacy Technology

**MANIRE, MARGARET V.** (1959-1975)

School Nurse

**MANTZ, CONCETTA** (1973-1993)

Sociology

**MARINE, REBECCA A.** (1994-2011)

Child Development

**MARKHAM, WENDELL C.** (1965-1980)

Chemistry

**MARTIN, LUGENE** (1957-1989)

Director of Counseling

**MARTINEZ, ORLANDO** (1991-1999)

Spanish

**MARTINEZ, RUBEN** (1966-1991)

Spanish

**MASTALER, RUDY** (1976-1987)

Technical Mathematics

**MAYS, GLADYS** (1964-1979)

Mathematics

**MCDANNEL, KATHLEEN H.** (1962-1982)

Business Education

**MCFADDEN, WILLIAM** (1982-2011)

Mathematics/Computer Science

**MCGINNIS, JOHN** (1988-2008)

Dean of the Library & Learning  
Resource Center

**MCGRATH, RICHARD F.** (1963-1999)

Administration of Justice

**MCMAHON, GEORGE VINCENT** (1961-1984)

Technical Mathematics

**MEDINA, CECILIA** (1976-2011)

Child Development

**MEDINA-VALIN, NIURKA** (1989-2013)

Spanish

**MEDOFF, JACK I.** (1966-1984)

Metallurgy

**MERKLE, MICHAEL L.** (1982-1995)

Physical Education

**MERRILL, MARY ALICE** (1962-1981)

Chemistry

**MICHAEL, WILFORD** (1973-1986)

President-Superintendent

**MILES, LYMAN C.** (1965-1983)

Learning Resources Center

**MILLER, DONNA** (1972-2010)

Speech Communications

**MILLER, ROBERT** (1976-1990)

Administration of Justice

**MILLS, MELVIN** (1965-1989)

Biology/Anatomy & Physiology

**MITCHELL, VALENCIA** (1989-2011)

Librarian

**MONTERA, FRANK J.** (1972-2003)

Physical Education/Athletics

**MONTGOMERY, DONALD** (1967-1989)

Counselor

**MOSER, BERNICE** (1988-2003)

Nursing

**MOSES, SHERILL** (1963-1989)

Philosophy/Political Science

**MUELLER, BARBARA J.** (1995-2011)

English

**MYERS, ARLENE** (1970-1991)

Business

**NAKAMURA, DIANE** (1986-2009)

English as a Second Language

**NAKASONE, HARRIET H.** (1973-2011)

Disabled Student Programs and Services

**NANCE, WESLEY** (1979-2011)

Computer and Information Sciences

**NEFF, JOHN** (1959-1982)

Anatomy and Physiology

**NELSON, C. THOMAS** (1974-1996)

Journalism

**NELSON, DAVID W.** (1986-2012)

Music

**NEW, BILL** (1964-1997)

Mathematics

**NEWMAN, FRAN** (1972-1992)

Vice President of Student Services

**NEVILLE, KENNETH C.** (1965-1986)

English/Spanish

**NINOMIYA, KATHLYN** (1986-2013)

Dental Hygiene

**NOGLE, DONALD G.** (1957-1986)

Counselor

**NOLAN, JENINE** (1980-2011)

Instructional Dean, Health Occupations

**NORMAN, DAVID** (1965-1974)

Data Processing

**NOVINSKI, PATRICIA** (2001-2015)

Cosmetology

**NUTTALL, ANN C.** (1970-1978)

English

## Emeriti Faculty, Educational Administrators and Managers

---

**OLIVER, SUSAN** (1995-2012)

History

**O'ROURKE, DANIEL H.** (1974-2009)

Acting Director of Human Resources

**ORR, MILDRED** (1971-1983)

Office Occupations

**PACHECO, RUPERT** (2004-2014)

Welding

**PAIGE, DEAN** (1964-1992)

Instructional Dean, Science/Engineering/Math

**PALMER, JOHN** (1956-1976)

Political Science

**PALUMBO, LINDA** (1988-2015)

English

**PASCOE, RAYMOND** (1961-1989)

Mathematics

**PATRICK, CAROL** (1997-2006)

Dean of Counseling Services

**PELLONI, JR., JOHN** (1989-2000)

Cosmetology

**PENDLETON, WILLIAM C.** (1960-1988)

Physical Education

**PERALTA, TRUDY B.** (1990-2007)

English

**PERKINS, SHERRY** (1979-2006)

Court Reporting

**PETER, JAMES R.** (1961-1997)

Chemistry

**PINDER, PATRICIA** (1978-1999)

Coordinator of Student Health & Wellness

**PIORKOWSKI, MARIJEAN** (1977-2009)

Physical Therapist Assistant

**PIRTLE, DIANNE** (1997-2016)

Sociology

**PLOWMAN, LOIS** (1965-1982)

Business

**PORTER, STANLEY** (1964-1991)

Music

**POTTER, RAYMOND** (1962-1989)

Counselor

**POWERS, LELA** (1969-1991)

Office Skills

**POWERS, WILLIS** (1959-1979)

Mathematics

**PRATT, JOAN** (1981-2005)

Nursing

**PRIBBLE, MARY** (1984-2013)

Paralegal

**PRINDLE, JEANINE V.** (1977-2013)

Health, Physical Education/Athletics

**PYKA, ANDREW J.** (1963-1976)

Engineering and Mathematics

**REECE, JOHN A.** (1964-1988)

Administration of Justice

**REGAN, PATRICIA** (1974-1994)

Medical Assisting

**RENTERIA, ROBERT A.** (1975-2011)

Reading

**REW, WAYNE** (1970-1999)

Counselor

**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

**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

**SAFERITE, ELWYN** (1957-1981)

General Business and Accounting

**SALAZAR, PHILLIP** (1981-2011)

Counselor

**SAMPSON, LYNDA** (1989-2011)

Librarian

**SANSON, DORIS** (1961-1979)

Division Chairman, Health Occupations

**SARELL, GARY** (1985-2013)

Mathematics

**SAUCEDO, MARCELINO** (1972-1993)

Counselor

**SCHAUMBURG, GARY** (1970-2003)

Psychology

**SCHUTZ, JOAN** (1957-1979)

Division Chairman, Health, P.E. and 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

**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, JEFFERY** (1979-2008)

Physical Education/Athletics

**SMITH, RALPH** (1961-1983)

Drafting

**SMITH, RONALD L.** (1992-2006)

Machine Tool Technology

**SOKOLIK, JOSEPH** (1982-1991)

Technology

**SPECHT, CARL H.** (1963-1982)

Administration of Justice

**SPENCER, SONORA W.** (1960-1973)

Dental Assisting



## Emeriti Faculty, Educational Administrators and Managers

---

|  |  |  |
|--|--|--|
| <b>SPETRINO, ALBERT</b> (1973-2005)<br>Disabled Student Programs and Services            | <b>WAGNER, CHARLOTTE F.</b> (1968-1978)<br>Speech Communication                      | <b>WHITLOCK, THOMAS</b> (1964-1999)<br>Accounting/Business Law             |
| <b>STAGNER, EUGENE</b> (1969-1988)<br>Automotive Technology                              | <b>WAGNER, M. EDWARD</b> (1960-1975)<br>Dean of Admissions and Records               | <b>WHITMAN, CORINE</b> (1967-1981)<br>Nursing                              |
| <b>STANLEY, DELMAR</b> (1961-1991)<br>Accounting/General Business                        | <b>WALKER, JOAN</b> (1969-1993)<br>Cosmetology                                       | <b>WILLIAMS, GEORGE R.</b> (1964-1988)<br>Architecture                     |
| <b>STERNER, WANDA</b> (1959-1992)<br>Chemistry/Energy                                    | <b>WALLACE, MARK L.</b> (2006-2013)<br>Director of Public and Governmental Relations | <b>WILKOFF, HUGH</b> (1962-2003)<br>Business                               |
| <b>STEIN, GERALD</b> (1992-2010)<br>Paralegal  | <b>WALTHER, ROBERT S.</b> (1992-2011)<br>Microbiology                                | <b>WILLETTE, CHARLES</b> (1964-1985)<br>Business Administration            |
| <b>STEWART, PATRICIA J.</b> (1972-2006)<br>Dental Hygiene                                | <b>WARDEN, WALTER C.</b> (1957-1972)<br>Mathematics                                  | <b>WILLIAMS, LEE H.</b> (1964-1972)<br>Director of Purchasing              |
| <b>STORKAN, RUSSELL</b> (1965-2001)<br>History   | <b>WEAVER, EDGAR B.</b> (1962-1987)<br>Technology/Drafting                           | <b>WILSON, LOUIS</b> (1963-1985)<br>Mathematics                            |
| <b>STRAUSS, BENJAMIN G.</b> (1962-1967)<br>Data Processing                               | <b>WEBER, NOVA JEAN</b> (1964-1992)<br>English                                       | <b>WILSON, ROY</b> (1971-2000)<br>Technical Math                           |
| <b>SUMNER, EDWARD M.</b> (1957-1970)<br>Electronics                                      | <b>WEGENER, HELEN</b> (1959-1986)<br>English   | <b>WISSA, FARID F.</b> (1988-2012)<br>Engineering Design Technology        |
| <b>SWANSON, JOHN</b> (1992-2016)<br>English  | <b>WEIDMAN, MARY LOU</b> (1964-1993)<br>Office Occupations                           | <b>WOLFE, BETTY</b> (1990-2000)<br>Reading                                 |
| <b>SWIFT, ELIZABETH</b> (1987-2004)<br>Mathematics                                       | <b>WEIGEL, CAMELIA</b> (1960-1999)<br>English  | <b>WOLFE, FREDERICK C.</b> (1961-1987)<br>Counselor                        |
| <b>TABOR, RON</b> (1965-1981)<br>Speech Communication                                    | <b>WELCH, GLORYA</b> (1965-1986)<br>Chemistry and Mathematics                        | <b>WOOD, MELVIN</b> (1961-1983)<br>Art                                     |
| <b>TASLITZ, HOWARD</b> (1964-1992)<br>History  | <b>WELL, GEORGIA</b> (1983-2013)<br>Theatre Arts                                     | <b>WOODS, YVONNE</b> (1991-2003)<br>Early Childhood Education              |
| <b>TAYLOR, ROBERT A.</b> (1969-1983)<br>Philosophy/English                               | <b>WELLIVER, KAREN</b> (1988-2015)<br>Physical Education                             | <b>WOOLEVER, JAMES D.</b> (1966-2003)<br>Computer and Information Sciences |
| <b>THOMPSON, SIDNEY L.</b> (1964-1984)<br>Librarian                                      | <b>WELLS, DOUGLAS</b> (1989-2011)<br>Physical Education/Athletics                    | <b>WRIGHT, FRANK</b> (1965-2005)<br>Mathematics/Computer Sciences          |
| <b>TILGHMAN, CHARLES</b> (1965-1991)<br>Instructional Dean, Fine Arts and Communications | <b>WENICK, LILLIAN</b> (1970-1989)<br>Reading  | <b>YEAGER, MARTHA</b> (1982-2011)<br>English as a Second Language          |
| <b>TOLLEFSON, GLENN</b> (1965-1991)<br>Numerical Control                                 | <b>WENSMAN, MARTIN H.</b> (1963-1983)<br>Associate Dean, Business Division           | <b>YEE, FRANKLIN</b> (1976-2003)<br>Ornamental Horticulture                |
| <b>TREAT, MARSHALL E.</b> (1956-1977)<br>Geology   | <b>WERNER, NEWTON</b> (1964-2000)<br>Chemistry                                       | <b>YOUNG, DAVID A.</b> (1987-2011)<br>Counselor                            |
| <b>TUCKER, ROY</b> (1961-1991)<br>History/Political Science                              | <b>WESSELL, DOUGLAS</b> (1968-1991)<br>Philosophy                                    | <b>YSAIS, REY</b> (1965-2003)<br>Mathematics                               |
| <b>TURNBLOM, SELMA</b> (1987-1998)<br>Office Technologies                                | <b>WESTERLIN, LEE MOILE</b> (1976-1991)<br>Instructional Dean, Business              | <b>ZEWAIL, MERVAT</b> (1984-2014)<br>Chemistry                             |
| <b>TYNE, JAMES PATRICK</b> (1963-1997)<br>Physical Education                             | <b>WHALEN, MARGARET</b> (1964-1985)<br>Nursing Education                             | <b>ZIVE, INA</b> (1972-2002)<br>Dental Hygiene                             |
| <b>VATCHER, OLGA SIEBERT</b> (1957-1965)<br>Business Education                           | <b>WHITE, BRENDA J.</b> (1993-2011)<br>Cosmetology                                   |  |
| <b>VENITSKY, JULIETTE L.</b> (1957-1984)<br>Speech Communication                         | <b>WHITE, LOUISE</b> (1960-1980)<br>Nursing  |  |
| <b>VIGIL, MODESTO</b> (1972-1993)<br>Autobody  | <b>WHITEMAN, RICHARD E.</b> (1970-1989)<br>Dean of Business and Industry             |  |

## Classified Employees by Area

---

### ACADEMIC AFFAIRS

EDWARDS, ANNABELLE  
EVANS, LEE  
KRISTINAT, LAURIE  
*B.A., California State University, Long Beach*  
LAREDO, NORA  
*A.A., Cerritos College*  
*B.A., California State University, Fullerton*  
MARKEY, MARISSA  
*A.A., Fullerton College*  
*B.A., California State University, Long Beach*  
MAUINATU, SALA  
RIOS, REBECCA

### ADMISSIONS, RECORDS AND SERVICES

AGUILAR, ISABEL  
ALEGRE, ROSE  
BADZEY, PAUL  
*A.A., Cerritos College*  
BERNABE, DELFINA  
BOSS, DAVID  
BOSS, SUE  
*A.A., Cerritos College*  
CAMPBELL, CHRISTINA  
*A.A., Cerritos College*  
EAR, JOEY  
*A.A., Cerritos College*  
*A.A., Long Beach City College*  
GARNER, JACQUELINE  
HALL, DANNIA  
LEGUIZAMON, PAOLA  
MEJIA, NATASHA  
OTERO, JESSICA  
OTERO, KATHLEEN  
PENDLETON, BENJAMIN  
TORRES, THERESA

### ADULT EDUCATION/DIVERSITY PROGRAMS

CURRY, VICKY  
DIAZ, TISCHEL  
LIANG, IVY  
MARTINEZ, DARYABUTH  
MULLINS, CAITLIN  
NAVARRO, JOSEPH

### BUSINESS, HUMANITIES & SOCIAL SCIENCES

MERAZ, ROSA  
SANCHEZ, JASMIN  
SENE, JOYLYNN  
TOLSON, MIRIAM

### BUSINESS SERVICES

KAUFMAN, LINDA

### CALWORKS SERVICES

GAMEZ, BLANCA  
LEON, ZOMAIRA  
RODRIGUEZ, MARINA

### CAMPUS POLICE

ALBANO, RANDY  
ARRIOLA, DANIEL  
BARRON, JAIRZINHIO  
BRUSH, TOM  
BUSTAMANTE, RICARDO  
CASTILLO, ANGEL  
CHAVEZ, MARIO  
CLEVELAND, CHARRON  
ECHEVARRIA, JOHN  
HENDERSON, KAMESHA  
KOMADINA, DEBRA  
MARQUEZ, ANA MARIA  
RAMIREZ, TERRI  
RIOS JR., SANTIAGO  
TOLAN, JOSHUA  
VELAZQUEZ, CARLO  
WHEATLEY, MICHELLE

### CAREER AND ASSESSMENT SERVICES

ESTRADA, SHANNON  
MARTINEZ, ROSARIO  
MOLINA, NANCY  
VASQUEZ, ROSARIO

### CHILD DEVELOPMENT CENTER

CORTEZ, VERONICA  
ECHEVERRIA, DIANA  
GONZALEZ, DEBRA  
MURRAY, MARLEN  
POPIEL DE CAZAUX, REENA  
RESSEGUIE, FLORENCE  
*A.A., Fullerton College*  
ROBLES, DESIREE  
*B.A., California State University, Long Beach*  
THARP, CASEY

### COMMUNITY EDUCATION

AREVALO, SYLVIA  
DELLIMAGINE, TRUDY  
PREECE, ROBIN  
RUIZ, MARTHA

### COUNSELING SERVICES

APPLEBURY, KIMBERLY  
DUENAS, NAYELI  
MATTISON, EVELYN  
*A.A., Cerritos College*  
RODRIGUEZ, MONIQUE

### DISABLED STUDENT PROGRAMS AND SERVICES

BENAVIDEZ, NADIA  
BOSS, VERONICA  
BOYCE, KAREN  
D'ETTORE, MARY  
GUTIERREZ, ROCIO  
O'NEAL, JANICE  
*M.S., University of Southern California*  
SHIN, APRIL  
TAYLOR, MARCIA  
THOMPSON, ROBIN  
*A.A., Cerritos College*

### ECONOMIC DEVELOPMENT

DOAN, QUYEN  
LO, CINDY

### EDUCATIONAL PARTNERSHIPS & PROGRAMS

BLEAK, PAUL  
CASTRO, MONICA  
CHAMBERS, PAMELA

### EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)

CHANEY, MARCIA  
*M.S., University of La Verne*  
GARCIA, RICHARD

### FACILITIES

AMADOR, HECTOR  
BALCAZAR, MARIA  
BECERRA, DANIEL  
BELL, LESLIE  
BORN, KENNETH  
BUTLER, KEVEN  
CASILLAS, JAIME  
CASTILLO, ESTELA  
CISNEROS, CELESTE  
CONTRERAS, ROBERT  
CRUZ, CLAUDIA  
CUEVA, JORGE  
ESPINOZA, DANIEL  
GARCIA, DAVID  
GARCIA DIAZ, ARMANDO  
GIDDENS, ARTHUR  
GOIS, PHILIP  
GOMEZ, JOHN  
GOMEZ, MARIBEL  
GONZALEZ, STEVE  
GRIFFIN, CHARLES  
HARKINS, DONALD  
HAWKINS, DONNIE  
HOWARD JR., ELVIE  
HUNT, JOE

## Classified Employees by Area

---

JONES, ELMER  
JONES, GARY  
KELLET, MICHAEL  
KREBS, DAVID  
LEE, ROBERT  
LEIGHLITER, BRYAN  
LINHARES, DOMINGOS  
MARSHALL, DENISE  
MCKINLEY, PATRICIA  
MCKINNEY, DANIEL  
MCLEOD, RODNEY  
MELO, ANTONIO  
MENDES, MANUEL  
MENSAH, JAMES  
MONTERROSA, JULIO  
MORALES, JOSE  
MORRIS, ARTHUR  
MYER, GLEN  
OCAMPO, LUZ  
PLUMP, SHARON  
REEVES, JOHN  
RODRIGUEZ, ALFRED C.  
RODRIGUEZ, ALFRED L.  
RUIZ, JAVIER  
RYAN, PETER  
SCHMITT, THOMAS  
TROVAO, PAUL  
VALDEZ, BERNIE  
VILLALOBOS, MICHAEL  
WHITE, EDWARD

### **FINANCIAL AID**

CANNATA, ELIZABETH  
CASTRO, VERONICA  
CHAMBERS, JEAN  
*A.A., Cerritos College*  
*B.A., California State University, Long Beach*  
GONZALEZ, LIZETTE  
GONZALEZ, MICHAEL  
LEGUIZAMON, ADRIANA  
LOPEZ, LEODOMIRO  
MEJIA, JENNY  
MERCADO, JUAN  
RAMIREZ, YESENIA  
RODRIGUEZ, ESTER  
VALENCIA, ULYSSES  
VARELA, SYLVIA

### **FINE ARTS/COMMUNICATIONS**

ACOSTA, ALVA  
BLOCH, RENEE  
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  
DONNELL, ARCELY  
DUARTE, KARLA  
GONZALEZ, ELIZABETH  
HUNTER, CONSTANCE  
*A.A., Cerritos College*  
LITONJUA, GERALDINE  
MUNOZ, JESSICA  
NGUYEN, HOAI PHONG  
SANTOS, CLAUDIA  
THEIN, JOHN  
THOMAS, SCHELLARY  
YOUNG, BARBARA

### **FOUNDATION**

MINAMI, STEPHANIE  
MISHLER, KATHERINE  
SAMARIN, RACHEL

### **HEALTH OCCUPATIONS**

GONZALEZ, JR., SILVIANO  
HEDDON, STEPHANIE  
KUSUMOTO, ALICE  
*B.S., California State University,  
Dominguez Hills*  
MAJOR, AMBER  
PEELE, TRAMAINA  
ROGACION, DANIELLE  
SENE, JANELL  
*A.A., Cerritos College*  
VAJA, VICTORIA  
VIZCARRA, VINCE

### **HUMAN RESOURCES**

ACUNA, MONICA  
FINNEY, EDITH  
PANG, REBECCA  
*B.S., California State University, Fullerton*  
SHEIBE, DONNA  
THOMAS, LORI  
WHITE, CHYEANNE

### **INFORMATION TECHNOLOGY**

ADAMS, ROGER  
*B.M., California State University, Long Beach*  
ALGIERE, RAY  
AZUCENA, MARIO  
*B.S., University of Phoenix*

BELKNAP, ARLENE  
CHU, TOM  
DUANE, ERIK  
*A.A., Cerritos College*  
ELLA, JOHN AUSTIN  
GARNER, RODNEY  
GONZALES, ANTHONY  
HENDRICKS, WOODROW  
KIM, STEVEN  
KINGSTON, MICHELE  
KYLINGSTAD, TIMOTHY  
*B.S., M.S., University of Phoenix*  
MEJIA, ALPHONSE  
MORALES, MARIO  
MUSSAW, DAVID  
ORTON, VINCE  
PEDROZA, MARICELA  
PEDROZA, MAURICIO  
RODRIGUEZ, GILBERT  
SMITH, THOMAS  
STEVENS, VICTORIA  
TANNER, BRUCE  
*M.S., California State University, Fullerton*

### **INSTITUTIONAL EFFECTIVENESS, RESEARCH & PLANNING**

BEACH, KRISTEN  
GARTRELL, RONDA  
HISS, SOPHIA  
KRETZ, ANDREW  
RODRIGUEZ, VANESSA  
TESHIMA, ANGELA

### **INTERNATIONAL STUDENT SERVICES**

TILAHUN, DAVID  
YBANEZ, REGINA

### **LIBERAL ARTS**

HARMON, JEANNE  
LOPEZ, MEGALIS  
MAUINATU, EMILY

### **LIBRARY/LEARNING RESOURCE CENTER**

ALAVIAN, MASOUD  
BRUGGER, ROBIN  
CARDENAS, ILDA  
FRASER, DEEANN  
HEAPY, SUZANNE  
METZ, RONALD  
TAN, LINDA  
TOWHID, KRISTEN  
VALDIVIA, DAISY

## Classified Employees by Area

---

### PHYSICAL EDUCATION/ATHLETICS

BARRIOS, FELICITAS  
CABLE, BRIAN  
*M.S., California State University, Fullerton*  
CASTRO, MARIA  
ESTRADA, REFUGIO  
MALDONADO, MAYRA  
MCLENNAN, ERICA  
ORTEGA, ELIAS  
ROMERO, LUCIA  
SELF, LUCY  
TUFNELL, DANIEL  
VAN GASTON, JOHN  
VELAZQUEZ-ORTEGA, MARIA  
*M.A., Azusa Pacific University*  
*M.S., California State University, Fullerton*

### PRESIDENT'S OFFICE

MUN, JULIE  
*B.A., University of California, Los Angeles*  
THURY, CHERYL  
WITTIG, ANDREA

### PROJECT HOPE

WILLIAMS-MANSER, DANYLLE

### PUBLIC AFFAIRS

ABELON, AYAKO  
CHAVEZ, SAMUEL  
GRIJALVA, TONI  
KWAN, KELLY  
*B.A., California State University, Los Angeles*  
WINNERS, MARGO

### PUBLICATIONS

LAUGHON, LYNN  
*A.A., Cerritos College*  
*B.A., California State University, Fullerton*  
VIJAR, ROSEMARIE

### PURCHASING

ARIAS, MIGUEL  
BARLOW, STEPHANIE  
BLANCHARD, IVETTE  
MELLGOZA, RAMONA  
PINEDA-RUELAS, INEZ  
RADILLO, MAYRA  
SMITH, RICHARD

### SCIENCE/ENGINEERING/MATH

CASTRO, LAURA  
COLLINGS, LEANNA  
DUKHOVNY, OLGA  
HARRIS, LINDA  
LEGASPI, PATRICK  
MACLEAN, AMANDA  
*B.F.A., California Institute of the Arts*  
MONTERO, CEZAR  
REICHWEIN, EVANGELINA

### STUDENT AFFAIRS

ARCEO, SHIRLEY  
*B.S., California State Polytechnic University,  
San Luis Obispo*  
*M.A., California State University, Long Beach*  
CHAVEZ, CYNTHIA  
DOFNER, AMBER  
ISAI, MARIA  
JARA, AMNA  
*B.S., DeVry University*  
*M.A., California State University, Long Beach*  
MALLARD-JONES, NIKEETHA  
PAGANO, DOREEN

### STUDENT HEALTH SERVICES

AMADOR, AMERICA  
CHORA, MONICA  
RODRIGUEZ, ELIZABETH

### STUDENT SERVICES

RIOS, ANITA

### STUDENT SUCCESS

ATHERTON, AMPARO  
*B.A., California State University, Fullerton*  
FISCHER, ANNA  
*M.A., California State University, Long Beach*  
GUNN, DAVID  
JUAREZ, YVETTE  
PIMENTEL, SUSANA  
RAMIREZ, SARAH  
RODRIGUEZ, MICHELLE  
VALENCIA, MONIQUE  
WATSON, BERNICE  
WILMOVSKY, ALBERT

### TECHNOLOGY

AROS, RICHARD  
AVERY, TIFFANY  
CASEY, LINDA  
CORONADO, JESSICA  
ELIAS, VERONICA  
HOGUE, KATHY  
KECK, BEVERLY  
LIZARRAGA, MARIA DEL CARMEN  
LIZARRAGA, RAQUEL  
LOPEZ, IRLANDA  
MILLARD, SAMUEL  
MITCHELL, ROXANNE  
*A.A., Cerritos College*  
*B.A., Northwood University*  
REED, CAROLYN  
REICH, SAVERNA  
ROPER, DAVID  
SHELTON, KEVIN  
SIERRA, BRENDA  
WILSON, ESTHER



# Index

|  |               |
|--|---------------|
| — A —  |               |
| Absences . . . . .   | 24            |
| Academic Calendar . . . . .  | 3             |
| Academic Excellence Awards . . . . .   | 42            |
| Academic Freedom . . . . .   | 2             |
| Academic Honesty/Dishonesty Policy . . . . .                                       | 33            |
| Academic Information . . . . .   | 7             |
| Academic Renewal . . . . .   | 25            |
| Access Learning Courses . . . . .  | 170           |
| Accident Insurance . . . . .   | 39            |
| Accounting Courses . . . . .   | 170           |
| Accounting Major . . . . .   | 79            |
| Accounting Occupational Work Experience<br>Courses (See Accounting) . . . . .      | 170           |
| Accreditation . . . . .  | 1             |
| Add/Drop Procedures . . . . .  | 17            |
| Administration, College . . . . .  | 5             |
| Administration of Justice Courses . . . . .  | 173           |
| Administration of Justice Major . . . . .  | 80            |
| Admission Application . . . . .  | 14            |
| Admission of Minors . . . . .  | 8             |
| Admission to Class . . . . .   | 16            |
| Admission to the College . . . . .   | 8             |
| Adult Education/Diversity Programs . . . . .                                       | 60            |
| Adult Education Non-Credit Courses . . . . .                                       | 342           |
| Advanced Placement Exam Credit . . . . .   | 26            |
| Alcohol & Drug Policy . . . . .  | 38            |
| Americans with Disabilities Act,<br>Section 504/508 . . . . .                      | 35            |
| American Sign Language Courses . . . . .   | 175           |
| Anatomy & Physiology Courses . . . . .   | 176           |
| Annual Security Report . . . . .   | 3             |
| Anthropology Courses . . . . .   | 177           |
| Anthropology Major . . . . .   | 81            |
| Application for Admission . . . . .  | 8, 14         |
| Architectural Technology Major . . . . .   | 78            |
| Architecture Courses . . . . .   | 178           |
| Architecture Major . . . . .   | 154           |
| Architectural Occupational Work Experience<br>Courses (See Architecture) . . . . . | 178           |
| Art & Design Courses . . . . .   | 181           |
| Art & Design Major . . . . .   | 82            |
| Assessment Tests . . . . .   | 14            |
| Associate in Arts Degree, Petition for . . . . .                                   | 46            |
| Associate in Arts Degree, Plan A . . . . .   | 48            |
| Associate in Arts Degree, Plan B . . . . .   | 50            |
| Associate in Arts Degree, Plan C . . . . .   | 52            |
| Associate in Arts Degree,<br>Requirements for . . . . .                            | 46            |
| Associate in Arts Degree,<br>Unit Requirements . . . . .                           | 46            |
| Associated Students . . . . .  | 39            |
| Astronomy Courses . . . . .  | 187           |
| Athletics Major<br>(See Physical Education) . . . . .                              | 136           |
| Athletics Courses . . . . .  | 188           |
| Attendance Regulations . . . . .   | 24            |
| Auditing Courses . . . . .   | 17            |
| Automotive Collision Repair and<br>Refinishing/Autobody Courses . . . . .          | 194           |
| Automotive Collision Repair Major . . . . .  | 84            |
| Automotive Collision Repair (Autobody)<br>Occupational Work Experience . . . . .   | 194           |
| Automotive Mechanical Repair<br>Occupational Work Experience . . . . .             | 199           |
| Automotive Mechanical Repair<br>Technology Courses . . . . .                       | 199           |
| Automotive Mechanical Repair<br>Technology Major . . . . .                         | 84            |
| Awards . . . . .   | 42            |
| — B —  |               |
| Bacteriology Courses<br>(See Microbiology) . . . . .                               | 283           |
| Band Courses (See Music) . . . . .   | 283           |
| Basic Skills Course Limitations . . . . .  | 25            |
| Biology Courses . . . . .  | 204           |
| Biology Major . . . . .  | 85            |
| Board of Governors Fee Waiver<br>(BOGFW) . . . . .                                 | 43            |
| Board of Governors Fee Waiver,<br>Loss of Eligibility . . . . .                    | 14            |
| Board of Trustees . . . . .  | 5             |
| Bookkeeping Courses<br>(See Accounting) . . . . .                                  | 170           |
| Bookstore . . . . .  | 39            |
| Botany Courses . . . . .   | 205           |
| Botany Major . . . . .   | 85            |
| Broadcasting Courses<br>(See Radio-Television) . . . . .                           | 315           |
| Business Administration Courses . . . . .  | 205           |
| Business Administration Major . . . . .  | 85            |
| Business Communications Office<br>Technology Courses . . . . .                     | 210           |
| Business Communications Office<br>Technology Major . . . . .                       | 89            |
| Business, Community &<br>Adult Programs . . . . .                                  | 60            |
| Business Law Courses (See Law) . . . . .   | 271           |
| Business Paralegal Courses (See Law) . . . . .                                     | 271           |
| — C —  |               |
| Cafeteria (See Food Services) . . . . .  | 40            |
| Calendar (Academic) . . . . .  | 3             |
| CalWORKs Program . . . . .   | 39            |
| Campus Phone Numbers . . . . .   | 4             |
| Career & Assessment Services . . . . .   | 39            |
| Ceramics Courses<br>(See Art and Design) . . . . .                                 | 181           |
| Cerritos College Foundation . . . . .  | 61            |
| Change of Address . . . . .  | 20            |
| Chemistry Courses . . . . .  | 212           |
| Chemistry Major . . . . .  | 154           |
| Chicano Studies Major . . . . .  | 91            |
| Child Development Center . . . . .   | 40            |
| Child Development Courses . . . . .  | 214           |
| Child Development/Early Childhood<br>Major . . . . .                               | 91            |
| Child Development/Early Childhood<br>Courses . . . . .                             | 215           |
| Child Development/Infant Toddler<br>Courses . . . . .                              | 217           |
| Child Development/Special Education<br>Courses . . . . .                           | 217           |
| Chinese Courses . . . . .  | 218           |
| Class Hour, Definition of . . . . .  | 20            |
| Classification of Students . . . . .   | 20            |
| Classified Employees . . . . .   | 366           |
| College Level<br>Examination Program (CLEP) . . . . .                              | 27            |
| College Units . . . . .  | 20            |
| Communication Studies Major<br>(See Speech) . . . . .                              | 144           |
| Community Education . . . . .  | 60            |
| Composites/Plastics Courses . . . . .  | 309           |
| Composites/Plastics Major . . . . .  | 141           |
| Computer & Information<br>Sciences Courses . . . . .                               | 218           |
| Computer & Information<br>Sciences Major . . . . .                                 | 93            |
| Continuous Attendance . . . . .  | 44            |
| Cosmetology Courses . . . . .  | 226           |
| Cosmetology Major . . . . .  | 96            |
| Costs - Attending College . . . . .  | 10            |
| Counseling (Guidance Services) . . . . .   | 15            |
| Counseling Courses . . . . .   | 228           |
| Course Repeatability . . . . .   | 18            |
| Credit by Examination . . . . .  | 25            |
| Credits/Refunds . . . . .  | 11            |
| Criminal Justice Courses<br>(See Administration of Justice) . . . . .              | 173           |
| Culinary Arts Courses . . . . .  | 229           |
| Culinary Arts Major . . . . .  | 96            |
| — D —  |               |
| Dance Courses<br>(See Physical Education & Theatre)<br>. . . . .                   | 231, 300, 326 |
| Dance Major . . . . .  | 97            |
| Dean's List . . . . .  | 42            |
| Debate Courses (See Speech) . . . . .  | 323           |
| Definition of a Class Hour . . . . .   | 20            |
| Dental Assisting Courses . . . . .   | 234           |
| Dental Assisting Major . . . . .   | 97            |
| Dental Hygiene Courses . . . . .   | 235           |
| Dental Hygiene Major . . . . .   | 101           |
| Directory Information . . . . .  | 36            |
| Disabled Student Programs & Services . . . . .                                     | 40            |
| Disabled Student Program Courses . . . . .   | 162           |
| Dismissal - Class or College . . . . .   | 24            |
| Distance Education . . . . .   | 23            |
| Drama Courses (See Theatre) . . . . .  | 326           |
| Dropping Classes . . . . .   | 17            |
| Drug & Alcohol Policy . . . . .  | 38            |
| — E —  |               |
| Early Childhood Major . . . . .  | 91            |
| Earth Science Courses . . . . .  | 238           |
| Economic Development . . . . .   | 60            |
| Economics Courses . . . . .  | 239           |
| Economics Major . . . . .  | 104           |
| Education Courses . . . . .  | 240           |
| Elementary Teacher Education Major . . . . .                                       | 104           |
| Educational Partnerships & Programs . . . . .                                      | 22            |
| Educational Technology Major . . . . .   | 103           |
| Educational Technology Courses . . . . .   | 240           |

# Index

|   |  |   |
|---|--|---|
| <p>Emergency Medical Technician<br/>           Courses (See Health Occupations) . . . . . 259<br/>           Employment (See Job Placement) . . . . . 40<br/>           Energy Courses . . . . . 243<br/>           Engineering Courses . . . . . 244<br/>           Engineering Technology Courses . . . . . 246<br/>           Engineering Technology Major . . . . . 105<br/>           Engineering Design Technology<br/>           Courses . . . . . 244<br/>           Engineering Design and Production<br/>           Technology Major . . . . . 105<br/>           Engineering Design Technology Major . . 105<br/>           English as a Second Language Courses . . 250<br/>           English as a Second Language<br/>           Placement Exam . . . . . 15<br/>           English Courses . . . . . 246<br/>           English Major . . . . . 106<br/>           English/Reading Course Limitations . . . . 46<br/>           Enrollment Appointment Priority . . . . . 12<br/>           Enrollment Information . . . . . 16<br/>           Enrollment Limitations . . . . . 13<br/>           Enrollment Priority Appeals &amp;<br/>           Exemptions . . . . . 14<br/>           Enrollment Priority – Student Groups . . . 13<br/>           Environmental Policy Courses . . . . . 252<br/>           Equal Opportunity Policy . . . . . 35<br/>           Escrow Courses<br/>           (See Real Estate) . . . . . 317<br/>           Expenses . . . . . 10<br/>           Extended Opportunities Program &amp;<br/>           Services (E.O.P.S.) . . . . . 44</p> | <p>General Education - University of California<br/>           Requirements . . . . . 52<br/>           General Information . . . . . 7-61<br/>           Geography Courses . . . . . 255<br/>           Geography Major . . . . . 108<br/>           Geology Courses . . . . . 256<br/>           Geology Major . . . . . 108<br/>           German Courses . . . . . 257<br/>           German Major . . . . . 108<br/>           Good Standing . . . . . 24<br/>           Grade Changes . . . . . 23<br/>           Grade Grievance Policy . . . . . 31<br/>           Grading . . . . . 23<br/>           Graduation Requirements . . . . . 46<br/>           Graphic Design Courses<br/>           (See Art &amp; Design) . . . . . 181<br/>           Grievance &amp; Complaint Procedures . . . . . 29<br/>           Guidance Services (See Counseling) . . . . 16</p>  | <p style="text-align: center;">— L —</p> <p>Lab Fees . . . . . 10<br/>           Law Courses . . . . . 271<br/>           Law Paralegal Major . . . . . 111<br/>           Law Enforcement Courses<br/>           (See Administration of Justice) . . . . . 173<br/>           Learning Communities Program . . . . . 22<br/>           Learning Resource Center (LRC) . . . . . 41<br/>           Legal Assistant Courses<br/>           (See Law) . . . . . 271<br/>           Level Changes . . . . . 17<br/>           Library Services . . . . . 41<br/>           Library Courses . . . . . 275<br/>           Liberal Arts &amp; Sciences Major . . . . . 113</p>  |
| <p style="text-align: center;">— F —</p> <p>Faculty . . . . . 351<br/>           Fees . . . . . 10<br/>           FERPA (Family Educational Rights<br/>           &amp; Privacy Act) . . . . . 36<br/>           Film Courses . . . . . 252<br/>           Film Production Major . . . . . 107<br/>           Final Examinations . . . . . 23<br/>           Finance Courses . . . . . 254<br/>           Financial Aid . . . . . 43<br/>           Food Services . . . . . 40<br/>           Food Services Courses<br/>           (See Culinary Arts) . . . . . 229<br/>           Foreign Language Courses<br/>           (See Chinese, French, German, Spanish)<br/>           . . . . . 218, 254, 257, 321<br/>           Forensics Courses (See Speech) . . . . . 323<br/>           Foster/Kinship Care Education Programs . . 40<br/>           Foundation, Cerritos College . . . . . 61<br/>           French Courses . . . . . 254<br/>           French Major . . . . . 107<br/>           Furniture Manufacturing Courses<br/>           (See Woodworking Manufacturing<br/>           Technology) . . . . . 335</p>  | <p style="text-align: center;">— H —</p> <p>Health Education Courses . . . . . 259<br/>           Health Insurance . . . . . 40<br/>           Health Occupations Courses . . . . . 259<br/>           Health Services . . . . . 40<br/>           High School Students (Special Admit) . . . . 8<br/>           History Courses . . . . . 261<br/>           History Major . . . . . 108<br/>           Hold on Records . . . . . 11<br/>           Honors &amp; Awards . . . . . 42<br/>           Honors - Graduates . . . . . 42<br/>           Humanities Courses . . . . . 264</p>   | <p style="text-align: center;">— M —</p> <p>Machine Tool Technology Courses . . . . . 275<br/>           Machine Tool Technology Major . . . . . 120<br/>           Major Requirements - Graduation . . . . . 46<br/>           Major Requirements - Programs . . . . . 48<br/>           Management Courses<br/>           (See Business Administration) . . . . . 205<br/>           Management Major<br/>           (See Business Administration) . . . . . 85<br/>           Manufacturing Technology Major . . . . . 161<br/>           Manufacturing Technology Courses . . . . 277<br/>           Marine Biology Courses (See Biology) . . 204<br/>           Mass Communications Major . . . . . 121<br/>           Materials Fees . . . . . 10<br/>           Mathematics Courses . . . . . 278<br/>           Mathematics Major . . . . . 122<br/>           Medical Assistant Courses . . . . . 281<br/>           Medical Assistant Major . . . . . 122<br/>           Mental Wellness Program . . . . . 41<br/>           Mental Health Worker Major . . . . . 124<br/>           Merchandising Courses<br/>           (See Business Administration) . . . . . 205<br/>           Mexican American Studies Major<br/>           (See Chicano Studies) . . . . . 91<br/>           Microbiology Courses . . . . . 283<br/>           Microbiology Major . . . . . 125<br/>           Military Services, Unit Credit . . . . . 20<br/>           Military Withdrawal . . . . . 17<br/>           Minors (Admission) . . . . . 8<br/>           Mission Statement . . . . . 6<br/>           Multimedia Courses<br/>           (See Art &amp; Design) . . . . . 181<br/>           Music Courses . . . . . 283<br/>           Music Major . . . . . 125</p> |
| <p style="text-align: center;">— G —</p> <p>General Education – Graduation<br/>           Requirements . . . . . 46<br/>           General Education - State University<br/>           Requirements . . . . . 50</p>  | <p style="text-align: center;">— I —</p> <p>Identification Card . . . . . 41<br/>           Incomplete . . . . . 23<br/>           Industrial Arts Education Major . . . . . 110<br/>           Industrial Technology Automated<br/>           Manufacturing Major . . . . . 110<br/>           Information, Academic . . . . . 7<br/>           Instructional Materials Fee . . . . . 10<br/>           Instructional Multi-Media Major . . . . . 103<br/>           Insurance - Student . . . . . 40<br/>           Insurance-Property and Casualty Major<br/>           . . . . . 110<br/>           Insurance Courses . . . . . 264<br/>           Intensive English Program . . . . . 9<br/>           Interdisciplinary Studies Courses . . . . . 265<br/>           International Students, Admission of . . . . 9<br/>           Interpreting/Translating Major . . . . . 110<br/>           International Studies Major . . . . . 111</p> | <p style="text-align: center;">— N —</p> <p>Natural Sciences Major . . . . . 126<br/>           New Product Development Courses . . . . . 290<br/>           New Product Development Major . . . . . 127<br/>           Non-Credit Adult Education Courses . . . . 342<br/>           Non-Credit Adult Education Major . . . . . 166<br/>           Numerical Control Courses<br/>           (See Machine Tool Technology) . . . . . 275<br/>           Numerical Control Major<br/>           (See Machine Tool Technology) . . . . . 120<br/>           Nursing Courses . . . . . 291<br/>           Nursing Major . . . . . 128</p>  |
| <p style="text-align: center;">— J —</p> <p>Japanese Courses . . . . . 265<br/>           Job Placement . . . . . 40<br/>           Journalism Courses . . . . . 266<br/>           Journalism Major . . . . . 121</p>  | <p style="text-align: center;">— K —</p> <p>Keyboarding Courses<br/>           (See Business Communications<br/>           Office Technology) . . . . . 210<br/>           Kinesiology Courses . . . . . 268<br/>           Kinesiology Major . . . . . 137</p>  |   |

# Index

|   |     |
|---|-----|
| — O —   |     |
| Office Technologies Courses<br>(See Business Communications<br>Office Technology) . . . . . | 210 |
| Office Technologies Major<br>(See Business Communications<br>Office Technology) . . . . .   | 89  |
| Open Courses . . . . .  | 2   |
| Orientation . . . . .   | 15  |
| — P —   |     |
| Paralegal Courses (See Law) . . . . .   | 271 |
| Parking Regulations . . . . .   | 20  |
| Pass/No Pass Courses . . . . .  | 25  |
| Pharmacy Technician Courses . . . . .   | 294 |
| Pharmacy Technology Major . . . . .   | 134 |
| Philosophy Courses . . . . .  | 296 |
| Philosophy Major . . . . .  | 135 |
| Philosophy of the College . . . . .   | 6   |
| Photography Courses . . . . .   | 298 |
| Photography Major . . . . .   | 136 |
| Physical Education Courses . . . . .  | 300 |
| Physical Education Major . . . . .  | 136 |
| Physical Science Courses . . . . .  | 306 |
| Physical Therapist Assistant Courses . . . . .  | 307 |
| Physical Therapist Assistant Major . . . . .  | 139 |
| Physics Courses . . . . .   | 308 |
| Physics Major . . . . .   | 141 |
| Physiology & Anatomy Courses . . . . .  | 176 |
| Plastics/Composites Manufacturing<br>Technology Courses . . . . .                           | 309 |
| Plastics/Composites Manufacturing<br>Technology Major . . . . .                             | 141 |
| Police Science Courses<br>(See Administration of Justice) . . . . .                         | 173 |
| Political Science Courses . . . . .   | 312 |
| Political Science Major . . . . .   | 142 |
| Prerequisite Challenge . . . . .  | 16  |
| Prerequisites, Corequisites &<br>Recommendations . . . . .                                  | 15  |
| President's List . . . . .  | 42  |
| Priority Enrollment Criteria . . . . .  | 12  |
| Printmaking Courses<br>(See Art and Design) . . . . .                                       | 181 |
| Probation - Academic/Progress . . . . .   | 24  |
| Probation Clearance . . . . .   | 24  |
| Program Planning . . . . .  | 16  |
| Psychology Courses . . . . .  | 313 |
| Psychology Major . . . . .  | 142 |
| — R —   |     |
| Radio/Television Courses . . . . .  | 315 |
| Reading Courses . . . . .   | 315 |
| Real Estate Courses . . . . .   | 317 |
| Real Estate Major . . . . .   | 142 |
| Records Hold . . . . .  | 11  |
| Re-entry Resource Program . . . . .   | 39  |
| Refund Policies & Procedures . . . . .  | 10  |
| Reinstatement, After Dismissal . . . . .  | 24  |
| Religious Studies Major . . . . .   | 143 |
| Removal from Class . . . . .  | 24  |
| Repetition of Courses . . . . .   | 18  |
| Requirements - Admissions . . . . .   | 8   |
| Requirements - Attendance . . . . .   | 24  |
| Requirements - Graduation . . . . .   | 44  |
| Requirements - Residence . . . . .  | 8   |
| Requirements - Scholarship<br>(Financial Aid) . . . . .                                     | 44  |
| Requirements - Scholarship (Academic) . . . . .   | 23  |
| Residency . . . . .   | 8   |
| Returned Check Policy . . . . .   | 11  |
| — S —   |     |
| Scholars' Honors Program . . . . .  | 21  |
| Scholarship - Regulations . . . . .   | 23  |
| Scholarship & Grants . . . . .  | 43  |
| Sculpture Courses<br>(See Art and Design) . . . . .   | 181 |
| Secretarial Major<br>(See Business Communications<br>Office Technology) . . . . .           | 89  |
| Secretarial Science Courses<br>(See Business Communications<br>Office Technology) . . . . . | 210 |
| Section 504/508, Americans with<br>Disabilities Act . . . . .                               | 35  |
| Section Changes . . . . .   | 17  |
| Services for Students . . . . .   | 39  |
| Sexual Assault and Title IX Policy . . . . .  | 36  |
| Sexual Harassment . . . . .   | 37  |
| Sign Language Courses . . . . .   | 175 |
| Smoking Policy . . . . .  | 38  |
| Sociology Courses . . . . .   | 319 |
| Sociology Major . . . . .   | 144 |
| Spanish Courses . . . . .   | 321 |
| Spanish Major . . . . .   | 144 |
| Special Admit Minors . . . . .  | 8   |
| Speech Courses . . . . .  | 323 |
| Speech Major . . . . .  | 145 |
| Speech Language Pathology Courses . . . . .   | 325 |
| Speech Language Pathology Major . . . . .   | 145 |
| Speed Reading Courses (See Reading) . . . . .   | 315 |
| Sports (See Athletics) . . . . .  | 39  |
| Standards of Student Conduct . . . . .  | 31  |
| State University General Education<br>Certification Requirements . . . . .                  | 53  |
| Student Activity Sticker . . . . .  | 41  |
| Student Conduct Policy . . . . .  | 31  |
| Student Discipline Procedures . . . . .   | 34  |
| Student Employment . . . . .  | 40  |
| Student Grade Grievance Procedure . . . . .   | 31  |
| Student Grievance Procedures . . . . .  | 29  |
| Student Records (FERPA) . . . . .   | 36  |
| Student Rights & Responsibilities . . . . .   | 28  |
| Student Success & Support<br>Programs (3SP) . . . . .                                       | 12  |
| Student Success & Support Programs -<br>Appeals & Exemptions . . . . .                      | 14  |
| Student Success & Support Programs -<br>Enrollment Appointment Priority . . . . .           | 12  |
| Student Success & Support Programs -<br>Enrollment Limitations . . . . .                    | 13  |
| Student Success & Support Programs -<br>Loss of BOG Fee Waiver . . . . .                    | 14  |
| Student Success & Support Programs -<br>Priority Enrollment Criteria . . . . .              | 12  |
| Student Success & Support Programs -<br>Responsibilities . . . . .                          | 12  |
| Student Success & Support Programs -<br>Student Group Priorities . . . . .                  | 13  |
| Students - Associated . . . . .   | 39  |
| Students - Financial Aid . . . . .  | 43  |
| Students - Health Services . . . . .  | 40  |
| Students - Insurance . . . . .  | 40  |
| Students - Job Placement . . . . .  | 40  |
| Students - Organizations . . . . .  | 41  |
| Students - Services . . . . .   | 39  |
| Study Load . . . . .  | 20  |
| Success Center . . . . .  | 41  |
| — T —   |     |
| Table of Contents . . . . .   | 2   |
| Teacher TRAC . . . . .  | 22  |
| Television & Radio Courses . . . . .  | 315 |
| Theatre Courses . . . . .   | 326 |
| Theatre Major . . . . .   | 146 |
| Title IX Policy . . . . .   | 35  |
| Transcripts - for Admission . . . . .   | 8   |
| Transcripts - of Record . . . . .   | 24  |
| Transfer Center . . . . .   | 41  |
| Transfer College Credit . . . . .   | 26  |
| Transfer Requirements . . . . .   | 54  |
| Tuition (Fees) . . . . .  | 10  |
| — U —   |     |
| Unit Credit for Military Service . . . . .  | 20  |
| University of California Transfer<br>Requirements . . . . .                                 | 57  |
| — V —   |     |
| Verification of Student Status . . . . .  | 24  |
| Veterans Education Office . . . . .   | 41  |
| Veterans Resource Center . . . . .  | 41  |
| Vision Statement . . . . .  | 6   |
| — W —   |     |
| Wait List . . . . .   | 18  |
| Welding Courses . . . . .   | 330 |
| Welding Major . . . . .   | 147 |
| Withdrawal . . . . .  | 25  |
| Withdrawal, Military . . . . .  | 17  |
| Women's Studies Courses . . . . .   | 333 |
| Women's and Gender Studies Major . . . . .  | 149 |
| Woodworking Manufacturing<br>Technology Courses . . . . .                                   | 335 |
| Woodworking Manufacturing<br>Technologies Major . . . . .                                   | 150 |
| Word Processing Courses<br>(See Business Communications<br>Office Technology) . . . . .     | 210 |
| — Z —   |     |
| Zoology Courses . . . . .   | 341 |
| Zoology Major . . . . .   | 151 |