Dear Student:

Welcome to Cerritos College and to an interesting and rewarding educational experience.

We are pleased that you have chosen to pursue your educational goals with us. Remember that no matter where you started, or where your path leads you afterward, you'll always be able to look back on your experiences as a student at Cerritos College. We hope that your mind and mission in life are strengthened considerably during your stay.

During the next year, we'll be celebrating the college's half-century mark. For 50 years, Cerritos College has provided instruction and training to generations of students like you, who have sought growth and achievement. As we celebrate this milestone in the college's history, we celebrate you, our students, as you are the lifeblood of our institution.

We invite you to take advantage of resources here on campus, including academic counseling, career services, and the transfer center to name just a few. Individuals in these areas are available to specifically address your needs, questions and concerns.

We strongly encourage you to take advantage of every opportunity to learn within and beyond the classroom.

I wish you the best in your academic and vocational journey, both at Cerritos College and beyond our campus and look forward to interacting with you at some point during your studies.

Enjoy your journey!

Noelia Vela, Ed.D.
President/Superintendent
CERRITOS COLLEGE
GENERAL CATALOG AND
ANNOUNCEMENT OF COURSES
ACADEMIC YEAR 2004-2005

CERRITOS COLLEGE
11110 ALONDRA BOULEVARD,
NORWALK, CALIFORNIA90650
(562) 860-2451
http://www.cerritos.edu

CERRITOS COLLEGE
A PUBLIC COMMUNITY COLLEGE
ESTABLISHED 1955

Serving the residents of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada and Norwalk.

ACCREDITED BY:
Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges
Mendocino Avenue, Santa Rosa, CA 95403
(707) 569-9177

APPROVED BY:
CaliforniaCommunity College Board of Governors
Bureau of Citizenship and Immigration Services under the Department of Homeland Security
State Department of Education for Veterans Benefits
United States Department of Education

A MEMBER OF:
Academic Senate for California Community Colleges
Association of Community College Trustees
California Community College Trustees
California Association of Community Colleges
Cerritos Area Trustees and Administrators Association
College Association for Public Events and Services
School Employers Association
Southern California Consortium for Community College Television
Western Alliance of Arts Administrators

This information is available on the Internet at http://www.cerritos.edu

“In accordance with the Americans with Disabilities Act, this information is available in an alternate format by calling 562/860-2451, extension 2333.”
OPEN COURSES

It is the policy of the Cerritos Community College District that, unless specifically exempted by statute, every course, course section or class, the attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code, commencing with Section 51006.

All announcements herein are subject to revision. Changes may be made subsequent to the date of publication.
2004-2005 ACADEMIC CALENDAR*

FALL SEMESTER 2004
Instruction Begins ............................ August 16, 2004
Final Examinations .......................... December 11-17, 2004
Fall Semester Ends ......................... December 17, 2004

SPRING SEMESTER 2005
Instruction Begins ............................ January 10, 2005
Final Examinations .......................... May 14-20, 2005
Spring Semester Ends ....................... May 20, 2005
Commencement ............................... May 14, 2005

HOLIDAYS (THE COLLEGE WILL BE CLOSED)
Independence Day ............................ July 5, 2004
Labor Day ..................................... September 6, 2004
Veterans Day Observance ................... November 11, 2004
Thanksgiving Holiday ....................... November 25-27, 2004
Christmas Eve ............................... December 24, 2004
Christmas Day ............................... December 25, 2004
New Year’s Eve ............................... December 31, 2004
New Year’s Day ............................... January 1, 2005
Dr. Martin Luther King, Jr.’s Birthday Observance . January 17, 2005
Abraham Lincoln’s Birthday Observance ...... February 18, 2005
George Washington’s Birthday Observance ...... February 21, 2005
Good Friday ................................. March 25, 2005
Memorial Day ............................... May 30, 2005

RECESS
Semester Break ............................ December 20, 2004-January 7, 2005
Spring Recess ............................... March 21-27, 2005

*This calendar is subject to change. The Schedule of Classes contains specific dates, times, procedures, and appointment information.
### General Offices

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<tr>
<th>Office</th>
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<tbody>
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### Divisions

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### Areas of Interest

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<td>Box Office (Burnight Center)</td>
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<td>Career Center</td>
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<td>Job Information Hotline</td>
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<td>Student I.D. Center</td>
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<td>Writing Center</td>
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Cerritos College General Catalog

BOARD OF TRUSTEES

President ........................................... Mr. Bob Arthur
Vice President ...................................... Dr. Ted Edmiston
Secretary ........................................... Mrs. Cheryl Eppele
Member ............................................. Mr. John Moore
Member ............................................. Mr. Eric Gutierrez
Member ............................................. Mr. Tom Jackson
Member ............................................. Mr. Bob B. Verderber
Student Member ............................... Mr. Josh Franco

ADMINISTRATION

President/Superintendent .................... Dr. Noelia Vela
Vice President of Academic Affairs/ Provost ........................................ Mr. John Grindel
Vice President of Business Services/ Assistant Superintendent .............. Mr. Dennis Chuning
Vice President of Student Services/ Assistant Superintendent ................ Dr. Erlinda Martinez
Dean of Academic Affairs .................. Dr. Adolph Johnson, Jr.
Dean of the Library and Learning Resource Center ................................. Mr. John J. McGinnis
Executive Dean of Community, Industry and Technology Education ........ Mr. Nick Kremer
Executive Dean of Information Technology and Development ......................
Executive Director of Foundation .................. Mr. Steven Richardson
Administrative Dean of Technology Training/ Distance Education .................. Mr. M. L. Bettino
Instructional Dean/Business Education .... Mr. William C. Christie
Instructional Dean/Health Occupations ................................ Ms. Jenine Nolan
Instructional Dean/Humanities and Social Sciences .................................. Ms. Francine DeFranche
Instructional Dean/Fine Arts/Communications .................................. Dr. Barry Russell
Instructional Dean/Liberal Arts .................. Ms. Brenda Scranton
Instructional Dean/HPE/Athletics .................. Dr. Daniel Smith
Instructional Dean/Science, Engineering and Mathematics ...................... Mr. Norman Fujimoto
Instructional Dean/Technology .................. Dr. Randy W. Peebles
Director of Foster/Kinship Education Programs .................................. Ms. Patricia Robbins-Anema
Director of Research and Planning ................................ Ms. Caroline Sheldon
Title V Project Director ........................ Ms. Graciela Vasquez

COMMUNITY EDUCATION

Director of Community Education ........ Ms. Laura Franklin
Director of Adult Education/ Diversity Programs ................................ Ms. Martha Figueroa
Director of Economic Development .......... Mr. Jose Anaya

COMPUTER SERVICES

Director of Computer Services ............ Ms. Lee Krichmar
Manager Information Technology .......... Mr. Patrick O’Donnell

FACILITIES SERVICES

Facilities Manager .................................
Director of Physical Plant .................... Mr. Robert Riffle
Operations Manager ............................. Mr. Thomas Richey

FISCAL SERVICES

Director of Fiscal Services ..................... Mrs. Lola Rizkallah
Director of Purchasing ........................ Ms. Jenney Ho
Accounting Manager ........................... Ms. Ramona Payne
Budget Manager ................................. Ms. JoAnne Payne
Interim Payroll Manager ..................... Ms. Deanna Sims

HUMAN RESOURCES

Director of Human Resources ............... Mr. Mark E. Fisher
Assistant Director of Human Resources ... Mr. Dan O’Rourke
Manager of Employment Services/ Faculty & Staff Diversity Officer ........... Ms. Cynthia Convey

STUDENT SERVICES

Administrative Dean of Admissions and Records .................. Ms. Stephanie Murgua
Administrative Dean of Counseling ................ Mrs. Carol Patrick
Assistant Dean Career Services ............. Ms. Theresa Lopez
Interim Chief of Campus Police ..... Mr. Marvin Engquist
Director of Disabled Student Program and Services .................. Dr. Robert Hughlet
Director of Student Affairs .................... Dr. Phil Rodriguez
Director of Marketing/Public Relations .... Mr. Chi-Chung Keung
Coordinator of Health and Wellness ...... Ms. Charles Gale
Coordinator of International Students Program .................. Ms. Danita Kurtz
Coordinator of Judicial Affairs ................ Mr. Pat Callahan
Coordinator of Student Activities .......... Mr. Dean Ackland
Director of Student Activities .............. Ms. Holly Bogdanovich
CalWORKs Coordinator ..................... Ms. Renée Chomiak
Web Administrator .............................. Mr. Taylor Bowman

FACULTY SENATE

Faculty Senate President ....................... Mr. Robert Chester

CERRITOS COLLEGE FACULTY FEDERATION – AFT

CCFF-AFT President ............................. Mr. David Fabish

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

CSSEA President ................................. Mr. Tom Chavez
History

Cerritos College was established on June 10, 1955 when citizens of the Bellflower, Norwalk, Artesia, Carmenita, and Bloomfield elementary districts voted four to one in favor of forming a junior college district. On September 27, 1955, a ballot measure calling for a six-million-dollar bond issue with which to build the junior college passed, again by a four-to-one margin. Title to the proposed college site was acquired on December 5, 1956, and the college Board turned its attention to securing favorable zoning so that construction could begin.

Credit for the birth of Cerritos College lies chiefly with Dr. Ralph Burnight, first president of the institution. Superintendent of the Excelsior Union High School District for 27 years before the College was born, Burnight had seen the need for the extension of educational opportunities offered at his high school and fought the State Board of Education for the establishment of a college in 1953, when the State Board indicated it was doubtful that the District could attract a minimum enrollment of 400 students.

Dr. Burnight, however, was convinced that the area would continue to grow, and three years later the Board of Trustees-Leslie Nottingham, Walter Van Alstine, Dale Donnell, Al Sommer, and Arthur Kulzer-authorized the College to offer instruction. On September 11, 1956, in classrooms rented from the Excelsior High School District, 197 students enrolled in classes and made the college a reality. That first semester, ten certified teachers offered 15 subjects, with Dr. Burnight at the helm. Beginning with the 1957-58 school year, the College operated out of Artesia High School, awaiting the completion of the new campus.

By the end of 1959, eight buildings (Field House, 3-25-58; Business Education, Lecture Hall, Science, Shower and Locker, 10-6-59; Liberal Arts, Technology, Electronics, 9-15-59) had been completed on campus, and funds were made available to provide the remaining facilities to accommodate a student body of 3,500 students.

By 1961 the campus was beginning to look like a college with the completion of four more buildings (Library and Gymnasium, 7-1-61; Metal Trades Shop Building, 7-17-61; Student Center, 3-8-60) and an enrollment of 4,000 students. The campus included 95 acres in 1964, and its 15 permanent buildings brought the value of the College to 16 million dollars; it now served a District with an assessed valuation of 271 million dollars.

Effective July 1, 1965, the district included the ABC Unified School District, the Bellflower Unified School District, the Downey Unified School District, and the Norwalk-La Mirada Unified School District. District population was 400,000 and the assessed valuation had jumped to more than $500,000,000. This would be the year that, beyond the bravest expectations of everyone connected with Cerritos College, enrollment would exceed 10,000 students.

The College acquired the “South 40” acres by 1966, enlarging the campus to 135 acres. The purchase proved to be an excellent investment by the Board; land values in the College’s district have since skyrocketed. The property today supports the Health Sciences Building, the largest parking lot on campus, the Auto Technology Building, and the Community Education Center.

The campus grew to 18 buildings by the 1968-69 school year, with a student enrollment of more than 11,000. The District, too, was growing and now included more than half a million people and an assessed valuation of $543,000,000. The 18 buildings were complemented by a weight lifting facility in 1971 and a Student Activities/Bookstore complex in 1974.
With the campus thus complete for the time being, the administration and Board of Trustees turned to building the excellence of the academic program, which had a strong foundation. Innovation in satellite courses, televised instruction, open entry/exit classes, and the move into audio-visual instruction marked the coming decade.

In 1972 the student population reached 17,000. The next year, 18,000 students attended classes, and the assessed valuation of the district had grown to more than $800,000,000.

The early 1970's were marked by spiraling inflation and tighter money; yet the College was able to finance a new, modern Bookstore (3-19-74), the Health Sciences Building (2-1-78), and the Auto Technology Building (9-1-78) to cope with the growing demands of students.

The Bicentennial Year was a special time for Cerritos, as well as for millions of other Americans. Twenty years earlier, the 135-acre campus had been in its infancy, and educational visionaries had predicted that by 1975 more than 15,000 students would be attending classes in the many buildings depicted only on the architect's drawing boards. That modest forecast failed to foresee an even greater need in the community by 1975, when nearly 23,000 students enrolled in courses. In 1970-71 the predicted 15,000 had already been exceeded, and growing pains brought expansion to the campus, which continues to grow to meet the demands of the surrounding communities.

By its twenty-fifth anniversary, Cerritos College had educated nearly 250,000 students since it first opened its doors at Excelsior High School. Course offerings had expanded, a satellite campus program had been implemented, and the faculty and staff had grown as the community needs increased. Cerritos College received its first ever Federal Title III grant in 1986. The grant was in the amount of $500,000 renewable for five years totaling $2.5 million dollars.

Over the last few years, the College has undergone five major renovations. In 1994, the Library and Learning Resource Center (LRC) underwent another major renovation and expansion. The library expanded from 22,000 square feet to over 40,000 square feet. And the old card catalog was replaced with an automated on line system as a result of a major financial gift by the Associated Students of Cerritos College (ASCC). A modern teleconference center and learning assistance lab were added to the east wing of the Learning Resource Center.

The Student Center was renovated in 1995, funded by a three-way partnership between the ASCC, the College District and the State. Unchanged since its doors first opened, The Student Center was completely remodeled from the main floor to the adjacent Culinary Arts food service. The renovation also included a four-restaurant food court with both indoor and outdoor casual dining for students.

In fall of 1998 Cerritos College opened the doors to the “One-Stop” Student Services Center. The new center houses a full spectrum of student resources including admissions and Records, academic counseling, financial aid, the Scholars’ Honors Program, veteran’s affairs, EOPS (Extended opportunities Programs and Services) and university transfer assistance. Each department is equipped with high-speed Pentium computers, designed to provide immediate access to the College’s network. In addition, the College’s Career Services and Job Placement Centers have been moved within a short distance of the “One Stop” Student Services Center making it the central hub of all Student Services and enrollment activities.

Also in the fall of 1998, the second phase of the Learning Resource Center (LRC) opened, with more than 500 high-speed personal computers and 699 data ports. The dual-level computer labs provide students with access to the latest software, the Internet for students and tutorial programs. In addition, there are dedicated labs for reading, math, English and foreign languages. This renovation of the LRC was part of a $12 million investment in a technology infrastructure that also included the “wiring” of the entire campus and the placement of a networked PC on the desk of each employee. As a result, Cerritos College became “the most technologically advanced community college in the state” for teaching and learning.

And in 1999, the ASCC underwrote the development of Falcon Square, formerly a cement quad situated at the heart of the campus. Falcon Square is a wonderful area for students to relax or study in front of a split face block waterfall with concrete seat caps and slate covering. As part of the renovation, a 300-seat outdoor amphitheater is built in front of the College’s music building.

Cerritos College takes pride in the quality of their outstanding faculty. In 1995, Economics Professor Dianne Keenan was selected as the “Community College Professor of the Year” by the National Carnegie Foundation for the Advancement of Teaching. And in 1999, Mathematics Professor Susan Parsons was recognized as the nation’s “Outstanding Community College Faculty Member of the Year” by the Association of Community College Trustees (ACCT).

Cerritos College is highly diverse. Across the nation, it is the fourth largest Hispanic serving community college. Furthermore, it is home to more than 300 international students representing 34 countries.

With the turn of the millennium, expansion began to take on a new face at Cerritos College. Instead of adding onto the campus as in the past, Cerritos College began to develop global partnerships with the aid of technology. This became extremely beneficial to education in the aftermath of Sept. 11, 2001 when pursuing cross-cultural educational opportunities became more difficult.

In late 1999, a partnership began between Cerritos College and the University of Wisconsin-Stout (UW-Stout). The two colleges began to hold joint class sessions in real time with the use of a TV screen and the Internet. Not only did this allow for Cerritos College students to exchange ideas with students in another part of the country, but it also allowed Cerritos’ ethnically diverse student body to exchange points of view on United States history with the predominately Caucasian population at UW-Stout.

In 2003, the concept of the virtual classroom once again expanded, and Cerritos College entered into a similar partnership with International Pacific College (IPC) in New Zealand. For the first time ever at Cerritos College, two hemispheres were connected in real time and students were able to participate in multi-national approaches to world history.

Both the partnership with UW-Stout and IPC also allowed for a handful of Cerritos students to visit their partner campuses and experience “hands on” what they had been experiencing via technology.

In 2002, the ground work was set for Cerritos College to launch into the world of tribal technology with the Indian community. In 2003, the college began offering online courses offering custom training for American tribal governments. Cerritos College was awarded a $50,000 Verizon Foundation Grant for the pilot phase of their program, and their first workshop to promote the program was attended by over 15 tribes from California, Arizona, Oklahoma, Idaho and Nevada. Currently, three online courses are being offered to tribal governments.

So now, not only is Cerritos College serving the communities at Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada and Norwalk, but it is also serving locations in Wisconsin, New Zealand, Bolivia and America’s Indian Country.

With technology on the rise, Cerritos College is also raising the bar on global partnerships and is making a direct impact on globalization in education by forging ahead into the previously unthread waters of international education right here at home.
Vision

Cerritos College, as an institution of higher education, is:
Dedicated to excellence in teaching and learning;
Committed to meeting diverse student needs;
United with the community to serve our students’ education, career, and life-long learning needs.

Mission

Cerritos College is an open access institution committed to providing high-quality, academically rigorous instruction in a comprehensive curriculum that respects the diversity represented in our student body and our region. We provide a technologically advanced educational community in which students pursue a variety of educational goals: attainment of an associate’s degree, transfer to a four-year university, vocational 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.

Philosophy and Objectives

Cerritos College is a community-oriented institution that embraces 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 our learners, regardless of age, gender, ethnicity, or disability. In educating, we consider the learner’s cognitive growth, and seek to foster 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 goals and the future of the region. We believe that the purpose of education is to enlighten and enhance the quality of life.
Academic Information
Admission to the College

Admission to Cerritos College is open to any high school graduate or equivalent or persons eighteen years of age or older and shows evidence of being able to benefit from instruction. 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 is eligible to attend Cerritos College whose legal residence is within the state of California. 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.

Cerritos College does not discriminate against any person in employment or college participation because of race, color, religion, sexual orientation, sex, handicap or age.

Further inquiries may be directed to the Office of Admissions and Records at (562) 860-2451, Ext. 2211 or the Cerritos College website at http://www3.cerritos.edu/student-services/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 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 application admission, Admissions and Records will issue Falcon Phone enrollment appointments. Additionally, a student identification number will be issued to applicants. A student identification number is necessary to complete the matriculation process: assessment testing, counseling appointment, and enrollment.

TRANSCRIPTS

It may be necessary to submit 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 OF HIGH SCHOOL STUDENTS (VEYSEY PROGRAM)

The Veysey program represents a cooperative venture between Cerritos College and its neighboring high schools. Under the terms of this program, juniors and seniors at least 16 years of age may take college courses to achieve three important purposes:

1. Advanced academic work: High school students can get a headstart in their college major or in completing college graduation requirements.
2. Vocational-technical career courses: Students can take courses not available in a high school or can obtain advanced work beyond the scope of a high school's vocational program.

Upon recommendation of the high school and with parental consent, high school juniors and seniors may take classes at Cerritos College. High school students may enroll in courses and possibly receive both high school and or college credit, but must also attend a minimum day at the high school. Enrollment in the summer session immediately prior to the junior year is also open to high school students. No enrollment fee (with the exception of health and student ID fees) will be charged to concurrently enrolled high school students.

Veysey students will not be eligible for continuing student enrollment dates. Interested students should contact their high school counseling office or the Cerritos College School Relations Office at (562) 860-2451, Ext. 2130 for more information.

Students who need accommodations due to a disability should make arrangements for these through their K-12 school district, in consultation with the DSP&S office at Cerritos College.

ADMISSION OF MINORS

The College may admit as a (non-Veysey eligible) part-time or full-time student in grades kindergarten through 10 (K-10) an advanced student who, in the opinion of the Dean of Academic Affairs and designated faculty and staff, may benefit from instruction to be taken.

This is not a remediation program. For example, if a student fails or does poorly in a particular course(s) at his/her school, Cerritos College is not an alternative institution through which deficiencies can be made up. The minors program for under-aged students is for advanced students who desire to take courses that are not available at their schools.

Students applying for admittance must meet the following criteria:

1. Submit an application for admission to Cerritos College, and;
2. Submit a completed special minors application form;
3. Enroll in 11.5 units or less, and;
4. Demonstrate the ability to benefit from more advanced scholastic or vocational work than is available in the K-12 setting as determined by the Dean of Academic Affairs and designated faculty and staff, and;
5. Be authorized to attend Cerritos College by the Public School District or school the student attends;
6. Minor students must submit a completed Permission Letter for Special minor Students (application only) each term or semester they wish to attend Cerritos College.

Underage minors are exempt from enrollment fees and are not eligible for continuing student enrollment dates. Students who need accommodations due to a disability should make arrangements for these through their K-12 school district, in consultation with the DSP&S office at Cerritos College.

ADMISSION OF INTERNATIONAL STUDENTS

The International Student Center welcomes F-1 international students to attend Cerritos College. The Center provides international students assistance with admissions, counseling, immigration advisement, cultural adjustment and educational support while they pursue their academic goals. We assist international students in their relations with the Bureau of Citizenship and Immigration Services (BCIS) under the Department of Homeland Security and other U.S. and foreign governmental agencies while they maintain proper immigration status at Cerritos College. Mandatory medical insurance is required for all F-1 students attending Cerritos College. Visit our website at www.cerritos.edu/isppcallus at (562) 860-2451, ext. 2133, for further information or for an international student application package.
**DOCUMENTATION REQUIRED:**

Application  
- Fee of $40 for new student (fee of $25 for readmit student)  
- Statement of Support  
- Bank Certification (verification on bank letterhead signed by a bank official showing at least $17,000 available to the student or equivalent.)  
- TB exam results  
- Transcripts (proof of high school graduation)  
- TOEFL (Not needed for Intensive English Program) and/or  
- Cerritos College Placement Test  
- Copy of Passport, Visa, and I-94  
- Copy of ALL I-20’s  
- Transfer Authorization (if applicable)  
- Proof of Medical Insurance Coverage (available in the International Student Center)

Costs: Approximate fees and accommodations for one year:  
(Subject to change)  
- Application fee $40  
- Tuition and enrollment fee* ($185.00 per unit) 6,000  
- Books and supplies 1,600  
- Student Health Fees 24  
- College student ID Fee 20  
- Health Insurance (mandatory) 540  
- Living expenses (Approx.) 11,840  
- Parking permit (optional if you have a vehicle) 40  
- Approx. total for the year: $20,104  
  Approx. tuition fees per semester based on 12 units: $2,300  
*Fees are subject to legislative changes without prior notice.

For further information contact:  
Cerritos College  
The International Student Center  
11110 Alondra Blvd.  
Norwalk, CA 90650-6298 U.S.A.  
E-mail: dkurtz@cerritos.edu  
Phone: (562) 860-2451 ext. 2133 Fax: (562) 467-5086

**Expenses**

The cost of textbooks, supplies, and equipment will depend upon the number or kinds of courses taken. Textbooks and supplies are sold in the college Bookstore. Additional fees as noted below must be paid at time of registration:

**STUDENT FEES**

1. Enrollment fees for the community college student is $18 per unit. **FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO STATE LEGISLATION.**
2. Students who are non-residents of California will also be subject to non-resident tuition fee of $149 per unit. International student fee is $165.00 per unit, **PAYABLE AT TIME OF REGISTRATION.** 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. If the above fees are not paid during the same day of registration, your complete program will be dropped and you will have to re-register.

3. Student Health Fee is $13.00 per semester, $10.00 for Summer Session.
4. College Services I.D. Fee is $10.00 per semester, $4.00 for Summer Session.
5. Parking fees provide security and maintenance of parking lots. On-campus parking for automobiles is $20.00 per semester and $10.00 for Summer Session for students. Mopeds and motorcycles may use designated areas at no charge.

**REQUIRED INSTRUCTIONAL AND OTHER MATERIALS POLICY**

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. (Title 5 Ca. 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. 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 district 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 withdraw due to military orders.

The above listed eligible students may file a petition with the district requesting refund of their registration fee(s). A refund will not be processed if academic credit has been awarded for the class. Refunds will be mailed after your application is filed at the Payroll/Fee Station in the Administration Building. Be sure your address is correct at the time you file. To an officially withdrawn student, the following refund guidelines apply:

1. **Enrollment Fee, Non-Resident Tuition, and International Student Tuition** - Fall and Spring Semester, Summer Session and short-Term Classes - A student will be fully refunded if classes are dropped within the drop dates published in the Schedule of Classes. There are no exceptions to the published drop dates.

2. **Student Health Fee** - A student will be fully refunded if all classes are dropped within the drop dates published in the Schedule of Classes. There are no exceptions to the published drop dates.

3. **College Services I.D. Fee and Parking Fees** - A student will be fully refunded if all classes are dropped within the drop dates published in the Schedule of Classes. If the student paid for but did not receive their Student I.D. Card or parking sticker, he/she must pick them up before applying for the refund. The Student I.D. Card and parking sticker must be surrendered at the time the student applies for the refund. There are no exceptions to this requirement.
Refunds are made pursuant to Title 5, Section 58501 or 58501.1, for program changes made during the first two weeks of instruction for a primary term-length course (18 weeks) or by the ten percent point of the length of a short-term course (15 weeks, 9 weeks, 6 weeks, etc.).

Example: 15 weeks class x 5 working days  75 x 10%  7.5. The result is rounded to allow 8 days to drop a class and be eligible for a refund.

**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.

**BAD CHECK REGULATIONS**

A $10.00 fee will be charged for all returned and stop payment checks. All fees are subject to change without notice in accordance with any action taken by the Board of Trustees. Under Assembly Bill 1226, any person who writes a check on or after January 1, 1984, which is dishonored for lack of funds is civilly liable, and under the law, is liable for three times the amount of the check, plus the face value of the check.

**FAILURE TO PAY COLLEGE FINANCIAL OBLIGATIONS**

Failure to pay college financial obligations may result in the withholding of grades, transcripts, diplomas, or registration privileges.

a. The failure by a student to pay a proper financial obligation due to the college or district may result in the withholding of grades, transcripts, diplomas, or registration privileges or any combination thereof.

b. Prior to instituting any such hold, a written notice of a student’s failure to pay a financial obligation due the college or district shall be given to the student.

c. The decision to withhold any of the above may be appealed to the president/superintendent or his/her designee.

d. The item or items being withheld shall be released when the student pays the financial obligation. (Education Code Section 72237)

**INCIDENTAL**

Students are expected to furnish all textbooks, supplies, and uniforms as needed for instruction. The materials may be purchased through the student store which is operated by the Associated Students. In Laboratory courses, students are charged actual cost of items lost or broken. Fines are assessed in the library for lost or overdue books.
Matriculation

Matriculation is a process designed to help students in planning, choosing, and achieving educational goals. The process brings the college and a student into an agreement for the purpose of realizing the student’s educational goal using the college’s established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain those objectives. The main purpose of matriculation is student success.

Listed below are the basic components of the matriculation partnership shared between the college and the student.

The college agrees to provide:
- An admissions application process.
- An orientation to the College’s programs and services.
- An assessment of the student’s study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services.
- Counseling and advisement to develop an educational plan.
- Follow-up evaluation of each student’s progress in achieving an educational goal.

The student agrees to:
- Express at least a broad educational intent upon admission.
- Declare an educational goal before or during the term after which the student completes 15 units.
- Attend class.
- Work diligently to complete course assignments.
- Demonstrate an effort to attain an educational goal.
- All new students are required to participate in the matriculation partnership activities. Students who have completed an associate degree or higher at an accredited post-secondary institution are exempt from the partnership. However, exempt students may choose to participate in any portion of the matriculation process.
- Alternate arrangements are available for students with physical, communication or learning disabilities, or who are on financial aid and are determined as EOPS eligible students. Contact the Counseling Center for details. Outlined below are guidelines designed to help you complete the matriculation process.
- Failure to comply with matriculation regulations, declaring an educational goal and developing an educational plan may result in the termination of matriculation services to the student.
- An assessment of the 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, aptitudes and values.

Do I Need to Take an Assessment Test?

If you plan to enroll in a math, English, ESL (English as a Second Language), or reading class or if you plan to earn an A.A. degree, it is strongly recommended that you take assessment tests prior to registration.

Please note: The exceptions listed are assessment options for 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.

Assessment Testing Schedule

Copies are available at the Admissions and Records Office, Counseling Office, Career Services Center, and the college web site; or call (562) 860-2451, Ext. 2355 for dates and times.

Assessment Test Exemptions

Students who already possess an A.A. degree or higher are not required to take assessment tests, but will be required to verify the degree by presenting official documents to the Admissions and Records Office at least one week prior to registration.

Individual Assessment Exceptions for Course Placement

English

If you have completed English 100 (formerly English 1) or an equivalent three or four unit college-level composition course with a “C” grade or higher at an accredited college, you are exempt from the English Assessment. Please submit official proof (grade reports or transcripts) to a counselor prior to registration.
Basic Math
If you have completed Algebra 1 or higher with a “B” grade or higher at a high school or an accredited college, you are exempt from the Basic Math Assessment. Please submit official proof (grade reports or transcripts) to a counselor prior to registration.

Advanced Math
Students who achieve MATH 60 (formerly MATH 30) clearance on the Basic Math Readiness Test may take one of the appropriate Advanced Math Tests to determine their math level.

Students may be placed in advanced math courses based on a “B” grade or higher in recently completed high school or college algebra courses. It is strongly recommended that these math courses have been completed within the past three years. Proof of high school or college grades is required.

Advanced Placement Courses
Students who participate in advanced placement courses at their high schools and score 3, 4, or 5 on the College Board Advanced Placement Examination will be granted units toward the A.A. degree.

Chemistry
Please read the prerequisites and recommendations section with each Chemistry class listing. Be sure that the prerequisites are satisfied before registering for a course.

Accomodations for English as a Second Language
Students planning to take ESL (English as a Second Language) courses need to take the CELSA and ESL writing placement exam.

May I Retake a Test?
Students are allowed to retake tests using the following schedule:

- Basic Math Readiness . . . . . . . May be repeated one time AFTER one semester waiting period.
- Intermediate Algebra Readiness . . . May be repeated one time AFTER one semester waiting period.
- Advanced Math Readiness . . . . . . May be repeated one time AFTER one semester waiting period.
- Calculus . . . . . . . . . . . . . . . May be repeated one time AFTER one semester waiting period.
- Reading . . . . . . . . . . . . . . . . . . . . . . . . . . May be repeated one time AFTER one semester waiting period.
- English . . . . . . . . . . . . . . . . . . . . . . . . . . May be repeated one time AFTER one semester waiting period.
- ESL Writing and CELSA . . . . . . May be repeated one time AFTER one semester waiting period.

Accomodation for Special Needs
Any student with a verified disability may arrange an appointment for alternative administration of English, reading, mathematics, and ESL placement tests by contacting Disabled Student Programs and Services, (562) 860-2451, Ext. 2333. Alternative administration may include extended time, large print, readers or writers.

COUNSELING
All new students are advised to see a counselor for course approval prior to registration. Students who are on academic or progress probation are required to complete a contract with a counselor prior to registration. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop an educational plan. Readmit and transfer students are also advised to see a counselor.

All students are encouraged to meet with a counselor every semester to ensure that their educational plan accurately reflects their educational goal.

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 Community College to guide students into courses in which they will have the greatest chance for academic success. Therefore, the student will find courses which have prerequisites, corequisites and/or recommendations in their descriptions. This is the case when a specific body of knowledge or skill(s) must be learned or demonstrated before the student can be expected to successfully progress to the second-level course. For example, ENGL 52 (formerly ENGL 50.2) 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.

Beginning in Summer 2005, ALL PREREQUISITES will be strictly enforced; to avoid denied enrollment, please complete the Cerritos College placement tests or submit transcripts* if prerequisite course work was completed at another institution.

*Transcripts and or grade cards accepted in the Admissions and Records Office.

Following are the definitions for prerequisites, corequisites and/or recommendations for course preparation:

1. A prerequisite is any requirement which must be satisfied before a student may register for a course. In other words, “prerequisite” means a course that a student is required to complete in order to demonstrate 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.

2. “Corequisite” means a course that a student is required to take at the same time.

3. “Recommendation” for course preparation means 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.

4. “Credit grade” is at least a grade of “C” (satisfactory). Credit will not be granted for substandard course work (“D” or “F”).

5. “Satisfactory grade” means that, for the course in question, the student’s academic record has been annotated with the symbol A, B, C, or “CR”.

Sometimes students mistakenly take and successfully pass a particular course before taking its prerequisite. If this happens and the student later wants to take the prerequisite, he or she may be denied admission to that class.
What is the Prerequisite Challenge Procedure for Students?

Prerequisite may be waived by the institution for students who have presented the appropriate reasons and who have the appropriate backgrounds.

If you believe that you can meet the requirements, or that you meet one of the conditions below, then you may challenge a prerequisite. A Prerequisite Challenge Form can be obtained upon request from the Admissions and Records Office, Counseling Center or any division office. The directions for challenging a prerequisite are explained on the form.

It is the student's responsibility to provide information to Support the challenge. The challenge must be filed and resolved prior to the student's registration appointment time.

Criteria for challenging a course are:
1. You have the knowledge or the ability to succeed in the course without the prerequisite. OR
2. The course which provides the prerequisite is not available. OR
3. You believe that the prerequisite is discriminatory or is being applied in a discriminatory manner. OR
4. You believe that the prerequisite was established in violation of regulations and/or the established District-approved policy and procedures.

Students must bring transcripts from other colleges/universities or high schools with them to their counseling appointment to establish that prerequisites have been met elsewhere. The counselor will review the college/university catalog published the year the course was taken.

Once you have completed the challenge procedure, your challenge will be reviewed by a Prerequisite Challenge Committee, which consists of a member of the appropriate department and the instructional dean. You will be informed in writing of the committee's determination within five (5) working days. If you are dissatisfied with the decision rendered by this body, you may appeal that decision to the Dean of Academic Affairs.

Retention Awards Program

The Retention Awards Program recognizes students who have successfully completed a semester of course work at Cerritos College. Successful completion is based on: Receiving no “W” grades in any course, earning a “C” or better in each CREDIT course of at least 3 units, enrolled in at least one pre-collegiate basic skills course (as defined by Title 5), and enrolled in a minimum of nine semester units.

Students meeting the aforementioned criteria qualify for a congratulatory letter from the Vice President of Academic Affairs/Provost, the Vice President of Student Services/Assistant Superintendent, and the Retention Awards Program Coordinator.
Registration Information

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; and
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 credentialed 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 the four-year institutions.

Although the use of counseling services is on a voluntary basis, all entering freshmen, students on probation, students transferring in from other schools, F-1 VISA students, and students on financial aid are required to meet with a counselor for program planning and approval before registration. Generally, students should schedule conferences each semester. Counseling appointments may be made in person at the Counseling Center located in the Administration Building or by telephoning (562) 860-2451, Ext. 2231. Walk-in counseling is also available. General academic counseling is available online at www.cerritos.edu/counseling.

Due to the high volume of students seeking counseling before the start of each semester, appointments are not made during the four weeks prior to each semester. Only walk-in counseling is available during this time. Contact the Counseling Center for hours scheduled for walk-in counseling.

ENROLLMENT

Students are considered officially enrolled when all fees have been paid in full. Grades and/or credit will not be given to students who are not officially enrolled.

Enrollment dates, procedures and policies can be found in the Class Schedule. The Class Schedule is published for each term.

ADMISSION TO CLASS

Students must be officially enrolled before attending any class. It is highly recommended that students attend the first class meeting in order to avoid being dropped as a "no show." If students are unable to attend the first class meeting, every effort should be made to contact the instructor(s).

Students seeking admission into a “closed” class must secure an availability card with an add number. Students may use Falcon Phone or Falcon Web to complete official enrollment or submit availability card with add number to the Admissions and Records office.

It is the policy of Cerritos Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established.

AUDITING COURSES

Auditing courses is permitted at Cerritos College. An audit or is a student who attends a course or courses for no credit or notation on an official transcript. Auditing may be available, pending instructor’s 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 an official transcript.

1. Students may not audit a course unless he/she has exhausted all possibilities to take the course for credit.
2. Permission to audit a course is granted at the discretion of the instructor and with the instructor’s signed permission.
3. With the instructor’s signed permission a student may enroll for audit status anytime during the semester after the first day of the course. (The first day of the course refers to the actual first course meeting.)
4. An audit or may be allowed to elect credit in lieu of audit 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 instructor 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 instructor written permission. No refund of credit fees will be available after 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.
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.

ADD/DROP PROCEDURES

ADD

If changes to enrolled class schedule become necessary please follow the steps below:

1. To ADD a class, complete an ADD/DROP card, which is available in the Admissions and Records office located in the Administration Building.
2. Submit the completed ADD/DROP card to an Admissions and Records Assistant for OFFICIAL entry. You will receive an updated receipt with validation.

If the class is closed, an availability card must be obtained from the instructor within the first week of class.
DROP

Pursuant to Title 5, section 58004 and Cerritos College Board Policy 4104, it is the responsibility of the instructor to withdraw student(s) based on “no show.” It is the student’s responsibility to participate fully in class(es), once enrollment is complete. However, should it become necessary to withdraw from a class, it is the student’s responsibility to present to the Admissions and Records office, a student signed drop card.

Instructors may drop a student who is no longer participating due to excessive unexcused absences in the class. But it is the responsibility of students to withdraw themselves. Failure to officially withdraw from class(es) may result in an “F” grade for each class.

How to officially withdraw from class after registration ends:
1. Complete an ADD/DROP card (available in the Admissions and Records office).
2. Be sure to submit the ADD/DROP card to an Admissions and Records Assistant.
3. Report to the Payroll/Fees Station in the Administration Building for a printout.

Deadlines for withdrawal from 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 withdrawal 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 progress, probation and dismissal procedures. Additionally, a student who has a withdrawal (“W”) in the same course two or more times, loses the privilege of priority registration for that course. Students may submit a Petition for Course Repetition, which is subject to approval or denial, to the Academic Records and Standards Committee for consideration of exceptions to the Excessive “W” policy for course repetition.

DROPPING A CLASS(ES) AFTER THE DROP DEADLINE

Students 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.

PETITION PROCESS

1. Student requests an Extenuating Circumstance Petition (ECP) in the Admissions and Records Office.
2. Student completes the form and attaches the documentation verifying circumstances beyond his/her control. The form is then submitted to the Admissions and Records Office.
3. Admissions and Records forward the ECP and supporting documentation to the appropriate faculty member for approval or denial.
4. The faculty member forwards the approved or denied ECP to the Admissions and Records Office.
5. The student will be notified, by mail, of the result of the Extenuating Circumstance Petition.

STUDY LOAD

In order to meet graduation requirements in four semesters, students must carry an average of 16 units of 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 units.

Repetition of Courses

Course repetition allows such courses for which substandard work has been recorded, to be repeated only once. The previous grade and units will be disregarded in the computation of Cerritos College grade point average. When course repetition occurs, permanent academic work shall be annotated in such a manner that all work remains legible ensuring a true and complete academic history. The following policies apply to course repetition.

Students may use equivalent course work from an accredited college or university to replace a Cerritos College course in which substandard work was recorded.

Courses designated as repeatable are indicated following this section.

Exceptions to the Course Repetition Policy

Students may petition the Academic Records and Standards Committee for consideration of exceptions to the policy.

Examples of Exceptions:

1. Student received two, substandard grades or “W’s,” or any combination.
2. Student’s previous grades are a result of documented circumstances beyond his/her control.
3. Curriculum changes have occurred.
4. Repetition is 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. (Title 5, Division 6, Ch. 6 Subchapter 9, §55763)

Cerritos College has identified the courses listed below as repeatable under the above guidelines for the maximum number of units listed.

PLEASE NOTE

A computer system identifies a student who is attempting to repeat a course more than the permitted number of times. A program to check for course repetition is run before the semester begins and again at check points during the first part of the semester. A student attempting to repeat a course which is nonrepeatable under the above guidelines is automatically dropped from the course.
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<td>Indoor Cycling</td>
<td>1.0</td>
<td>4.0</td>
</tr>
<tr>
<td>PE 137</td>
<td>Song Unit</td>
<td>2.0</td>
<td>8.0</td>
</tr>
<tr>
<td>PE 138</td>
<td>Yoga</td>
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<td>4.0</td>
</tr>
<tr>
<td>PE 139</td>
<td>Pilates Conditioning</td>
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<tr>
<td>PE 141</td>
<td>Fitness and Wellness</td>
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<td>6.0</td>
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<tr>
<td>PE 142</td>
<td>Fitness for Older Adults</td>
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<tr>
<td>PE 143</td>
<td>Personal Fitness Program</td>
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<td>4.0</td>
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<tr>
<td>PE 145</td>
<td>Basic Training and Physical Conditioning</td>
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<tr>
<td>PE 146</td>
<td>Weight Management</td>
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<tr>
<td>PE 147</td>
<td>Triathlon Basics</td>
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<tr>
<td>PE 148</td>
<td>Body Sculpting</td>
<td>1.0</td>
<td>4.0</td>
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<tr>
<td>PE 149A</td>
<td>Beginning Jogging</td>
<td>1.0</td>
<td>2.0</td>
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<tr>
<td>PE 150A</td>
<td>Swimming, Beginning</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>PE 150B</td>
<td>Swimming, Intermediate/Advanced</td>
<td>2.0</td>
<td>4.0</td>
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<tr>
<td>PE 151</td>
<td>Wrestling, Beginning</td>
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</tr>
<tr>
<td>PE 153A</td>
<td>Backpacking, Beginning</td>
<td>2.0</td>
<td>4.0</td>
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<tr>
<td>PE 153B</td>
<td>Backpacking, Advanced</td>
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<tr>
<td>PE 154A</td>
<td>Badminton, Beginning</td>
<td>1.0</td>
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<tr>
<td>PE 154B</td>
<td>Badminton, Intermediate/Advanced</td>
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<tr>
<td>PE 155A</td>
<td>Bowling Beginning</td>
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<td>4.0</td>
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<tr>
<td>PE 155B</td>
<td>Bowling Intermediate/Advanced</td>
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<td>4.0</td>
</tr>
<tr>
<td>PE 156A</td>
<td>Golf, Beginning</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>PE 156B</td>
<td>Golf: Intermediate/Advanced</td>
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<tr>
<td>PE 158A</td>
<td>Racquetball, Beginning</td>
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<tr>
<td>PE 158B</td>
<td>Racquetball, Intermediate/Advanced</td>
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<td>4.0</td>
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<td>PE 159A</td>
<td>Tennis, Beginning</td>
<td>1.0</td>
<td>2.0</td>
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<tr>
<td>PE 159B</td>
<td>Tennis, Intermediate/Advanced</td>
<td>2.0</td>
<td>4.0</td>
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<tr>
<td>PE 160</td>
<td>Personal Self Defense</td>
<td>1.0</td>
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<td>PE 170</td>
<td>Water Polo</td>
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<tr>
<td>COURSE</td>
<td>DESCRIPTION</td>
<td>MAX UNITS</td>
<td>UNITS</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>WMT 134</td>
<td>Frame Making</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 137</td>
<td>Outdoor Furniture</td>
<td>2.5</td>
<td>10.0</td>
</tr>
<tr>
<td>WMT 148</td>
<td>Furniture Making and Manufacturing</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 151</td>
<td>Intro to Faceframe Cabinetmaking</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 154</td>
<td>Intro to Cabinet Installation</td>
<td>3.0</td>
<td>6.0</td>
</tr>
<tr>
<td>WMT 155</td>
<td>Architectural Mill Work</td>
<td>4.0</td>
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</tr>
<tr>
<td>WMT 157</td>
<td>Passage Door</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 159</td>
<td>Solid Surface Fabrication</td>
<td>3.0</td>
<td>6.0</td>
</tr>
<tr>
<td>WMT 171</td>
<td>Introduction to Wooden Boat Building</td>
<td>3.0</td>
<td>6.0</td>
</tr>
<tr>
<td>WMT 181</td>
<td>Introduction to Computer Operations for Cabinetmaking and Design</td>
<td>2.5</td>
<td>5.0</td>
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<tr>
<td>WMT 201</td>
<td>Wood Working with Hand Tools</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 202</td>
<td>Advance Machine Wood Tech</td>
<td>4.0</td>
<td>8.0</td>
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<tr>
<td>WMT 203</td>
<td>Wood Veneering</td>
<td>3.0</td>
<td>6.0</td>
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<tr>
<td>WMT 211</td>
<td>The Workbench Class</td>
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<tr>
<td>WMT 212</td>
<td>Routers and Router Tables</td>
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<tr>
<td>WMT 218</td>
<td>Polychromatic and Closed Form Turning</td>
<td>3.0</td>
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<tr>
<td>WMT 219L</td>
<td>Woodturning Lab</td>
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<td>6.0</td>
</tr>
<tr>
<td>WMT 228L</td>
<td>Production Furniture Making and Manufacturing</td>
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<tr>
<td>WMT 229L</td>
<td>Comprehensive Wood Working</td>
<td>2.5</td>
<td>12.5</td>
</tr>
<tr>
<td>WMT 233</td>
<td>Morris Chair</td>
<td>4.0</td>
<td>12.0</td>
</tr>
<tr>
<td>WMT 244</td>
<td>Chest of Drawers</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 246</td>
<td>Rocking Chair</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 248</td>
<td>Production Furniture Making and Manufacturing</td>
<td>4.0</td>
<td>12.0</td>
</tr>
<tr>
<td>WMT 249L</td>
<td>Furniture Manufacturing Specialty</td>
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<td>10.0</td>
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<tr>
<td>WMT 250</td>
<td>Intermediate Faceframe Cabinetmaking</td>
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<tr>
<td>WMT 251</td>
<td>Advanced Cabinetmaking</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 252</td>
<td>Intermediate 32MM System Cabinetmaking</td>
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<td>8.0</td>
</tr>
<tr>
<td>WMT 253</td>
<td>Advanced 32MM System of Cabinetmaking</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 258</td>
<td>Mantels and Wall Systems</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>WMT 268A</td>
<td>Production Cabinetmaking (Commercial/Institutional)</td>
<td>5.0</td>
<td>15.0</td>
</tr>
<tr>
<td>WMT 268B</td>
<td>Production Cabinetmaking &amp; Manufacturing (Residential)</td>
<td>5.0</td>
<td>10.0</td>
</tr>
<tr>
<td>WMT 268C</td>
<td>Production Cabinetmaking &amp; Manufacturing (Mass Production)</td>
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<td>10.0</td>
</tr>
<tr>
<td>WMT 269L</td>
<td>Cabinetmaking Manufacturing Specialty</td>
<td>2.5</td>
<td>12.5</td>
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<tr>
<td>WMT 281</td>
<td>Advanced Computer Operations for Cabinetmaking and Design</td>
<td>2.5</td>
<td>5.0</td>
</tr>
</tbody>
</table>

**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.

**CHANGE OF ADDRESS**

Changes in address must be reported immediately to the Office of Admissions and Records. Failure to do so may result in a delay of registration appointment or other important notifications.

**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.
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.

MILITARY WITHDRAWAL

Pursuant to Education Code 66023, the Board of Trustees of Cerritos College makes provisions for non-punitive withdrawals of students from class who are members of an active or reserve United States military service unit and who are compelled to withdraw from courses. Any such military orders must be verified. After such time, a student will be administratively dropped from all classes by the Dean of Academic Affairs. There will be no notation made for withdrawals. Military withdrawal shall not be counted in progress probation and dismissal calculations.

CLASSIFICATION OF STUDENTS

Freshman-One who has earned fewer than 30 units.

Sophomore-One who has earned 30 or more units but fewer than 60 units, or has completed 60 units but does not hold a degree.

Graduate-One who has been awarded the Associate in Arts Degree or higher degree.

Full-time-One who is enrolled in 12 or more units.

Part-time-One who is enrolled in less than 12 units.

Special (Veysey)-One currently enrolled in the 11th or 12th grade in high school (may include summer session prior to 12th grade) and who desires to enroll for college credit. Such a student must have a letter of approval from either the high school principal or high school counselor and parental consent.

PARKING REGULATIONS

Parking on campus is by permit only. 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 ARE TO BE PLACED ON THE INSIDE LOWER RIGHT CORNER OF WINDSHIELD (PASSENGER SIDE). THE PERMIT NUMBER MUST BE READABLE FROM THE OUTSIDE OF THE VEHICLE. NO OTHER LOCATION IS ACCEPTABLE. Vehicles not properly displaying or having no permit may be cited. Vehicles may be parked only in spaces or areas designated for vehicle parking. All vehicles must be parked with the front of the vehicle heading into the parking stall. Students may not park in areas designated for staff parking.

A one-semester parking permit may be purchased at Registration, or anytime during the semester at the Admissions Office or Campus Police Department, for $20.00 for fall or spring semesters and $10.00 for the summer session. A daily permit may be obtained for a $1.00 from the yellow Park-Ur-Self meters located on the sidewalks in the student parking lots. The meters accept four quarters or a $1.00 bill (meter does not dispense change). Students may not park in staff parking lots or stalls unless they are disabled and have a “DP” plate or placard AND a student parking permit displayed. During the “open registration” period listed in the class schedule, parking is free in student stalls in lots C-1 and C-2. 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 handicapped students with DMV permit and Cerritos College permit.

DESIGNATED PARKING AREAS ARE COLOR CODED:

- WHITE .............. Student parking, student parking permit required.
- YELLOW .............. Faculty and staff, permit required.
- GREEN .............. Timed coin-operated meters.
- BLUE .............. Handicapped-DMV permit and Cerritos College permit required.
- WHITE GRID MARKED .... Motorcycle parking only.
- PINK .............. Cosmetology patron parking-located in Lot C-11. Pink cosmetology patron parking permit required.
- DARK BLUE .............. Student Health Services

Bicycles must park in designated areas only. All designated student and staff parking areas will be enforced Monday through Friday, 7:30 a.m. to 10:00 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 college's Campus Police Office 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. The City will cite student vehicles. The property owners also prohibit parking in the shopping centers adjacent to campus. The property managers, at the student’s expense, impound student vehicles parking in these lots.

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 may be purchased at the Campus Police Department or Payroll Office in accordance with the fees indicated.

REFUNDS

Parking permit refunds will be given through the Payroll Office. Before classes begin, a 100 percent refund will be given. After classes begin, no refund will be given.

LIABILITY

Cerritos College is not responsible and assumes no liability 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 your 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
• Library privileges at UCLA and UCI
• Participation in regional and national honors conferences
• Guaranteed acceptance into several CSU honors programs offering priority registration
• Guaranteed admission or priority consideration for admission at:
  UC Irvine Chapman University
  UCLA Occidental College
  UC Riverside La Sierra University
  UC Santa Cruz Whitman College (WA)
  And others

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 six 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 — Each semester the schedule of classes lists courses which are available for 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 placements tests or other means) readiness to start English 100 (freshman composition)
• Accepted students must achieve eligibility for Math 80 (second year algebra) within one year.
• High School students must have a cumulative GPA of 3.25 or above.
• Current college students must have a cumulative GPA of 3.0 on at least 12 transferable units.

For applications or further information, contact:
Cerritos College
The Scholars’ Honors Program
(562) 860-2451, x2728
On the Web: http://www.cerritos.edu/shp
email: shp-info@cerritos.edu
Learning Communities Program

The Learning Communities Program (LCP) of Cerritos College is founded on the principle that acquiring knowledge demands social interaction. For this reason, the LCP seeks to nurture students within a community of learners and to engender a new culture of learning at Cerritos College. Specifically, the Learning Communities Program commits to three interdependent objectives. First, LCP validates that students’ experiences and ideas are essential components to true learning. Second, this program illustrates that collaboration and sharing increases exponentially the process of true teaching. Third, the Learning Community Program of Cerritos College demonstrates that an interdisciplinary approach to teaching and learning best prepares individuals for the complexities of living successfully in the 21st century.

WHAT IS A LEARNING COMMUNITY?

Enrolling in a Learning Community at Cerritos College means that you can complete your education program by linking two or more courses. Those who teach these courses assure that they combine the content so that learning becomes more relevant and easier for you. For example, you can be part of a learning community that combines English and history or math and economics. Equally important, by becoming part of the Learning Communities Program, you will have a great support network provided by your teachers, a counselor, and opportunities for various workshops and field trips. By combining learning, counseling, and social events, we want to increase your confidence and friendships. Each semester, the Learning Communities Program includes many linked or paired courses, courses that increase your fundamental skills and add to completion of your general education requirements. By registering for a Learning Community, you will be on the “Fast Track to Success.”

WHAT ARE THE BENEFITS OF JOINING A LEARNING COMMUNITY?

• Complete recommended basic skills courses
• Complete most of the transfer courses requirements
• Build a convenient class schedule
• Make friends in multiple classes with the same group of students
• Enjoy small group interaction
• Hear different points of view from more than one instructor
• Reinforce learning in one class while working on projects in the other
• Earn better grades

FREQUENTLY ASKED QUESTIONS

What is different about a Learning Community?
A Learning Community is a group of two or more classes where students and faculty address simultaneously the needs for greater intellectual interaction:

STUDENT ←→ STUDENT

STUDENT ←→ FACULTY

FACULTY ←→ FACULTY

Are the Learning Communities courses transferable?
Many are transferable to the CSU and UC. See the schedule of classes or college catalog to check on specific courses.

What are the requirements to enroll?
You must enroll in all courses. The prerequisites are the same for each course separately. Check the Schedule of Classes.
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 posted two (2) weeks in advance of each semester's examination period. 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:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory, the equivalent of a “C”); units awarded not counted in GPA</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No credit (less than satisfactory or failing - units not counted in GPA)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>*RD</td>
<td>Report Delayed</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*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 Standards Committee. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student. (Title 5, Section 55760. Board of Trustees Policy 12/8/1992).

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.

WITHDRAWAL

Once students are enrolled it is their responsibility to attend class and complete the course requirements. Instructors may drop a student who is no longer participating due to excessive unexcused absences in the class. (Title 5, Section 58004 (c) (3)). But, the ultimate responsibility to withdraw from a course in which they are not longer participating falls to the student.

Withdrawal from a class or classes shall be authorized through the last day of the 14th week of the semester (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the date allowed for withdrawal must reflect a symbol authorized in Title 5, Section 55757, other than a "W", "Ws" shall not be used in calculating grade point averages, but excessive “Ws" shall be used as factors for probation and dismissal procedures. A student who has a withdrawal ("W") in the same course two or more times, loses the privilege of priority registration for that course. Students may petition the Academic Records and Standards Committee for exceptions to the Withdrawal Policy. Failure to withdraw may result in an "F" grade for each of the classes not dropped.

TRANSCRIPTS OF RECORD

A transcript of all college work completed at Cerritos College may be obtained by submitting a written request in the Office of Admissions and Records. 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 personal reference. The first two (2) transcripts (whether official or unofficial) are free. For subsequent copies, a fee of $2 is charged for each regular transcript; a $5 fee is charged for each rush transcript (copy needed sooner than three (3) days). The failure by a student to pay proper financial obligation due to the college or district may result in the withholding of grades, transcripts, diplomas, or registration privileges or any combination thereof. (Education Code, section 72237).

VERIFICATION OF STUDENT STATUS FEES

The following are the fees for verification of enrollment:

$2.00 per verification of status.
$7.00 additional rush fee per verification to be completed within 48 hours.

Remissions 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 attempted.

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 in which the students have enrolled and for which entries of “W,” “I,” and “NC” 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 by mail at the 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 even 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 “NC” entries to less than 50 percent of all units in which the students have enrolled.

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 better.

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 “NC” are recorded 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 “NC” 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 for readmission.

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 “NC” entries is less than 50 percent of all units in which the students have enrolled.

Petitions must be filed prior to the stated deadline for Fall registration. Students who have been dismissed from another college or university must also file a petition by the above date.

DISMISSAL FROM CLASS OR COLLEGE

Excessive absences, unsatisfactory academic or progress achievement, undesirable citizenship, or falsification of information supplied to the Office of Admissions and Records shall serve as a basis for dismissal from a class or from the college.

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 the instructor in charge to explain the absence. When the hours of absence exceed one more than twice the number of class hours per week, the students are considered to be excessively absent and are subject to exclusion from class.

For summer school, a student is considered excessively absent and subject to exclusion from class when the hours of absence exceed ten percent (10%) of the total class hours.

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.
3. JURY DUTY: Serving on jury duty is a civic and expected responsibility. Typically, courts tend to be lenient with students who are pursuing their education. If, however, an active student is required to serve on jury duty, an arrangement must be worked out in such a way that the student, upon presentation of proper documentation will not be penalized with a substandard grade in a course. Should an impasse develop between a faculty member and student, a decision can be appealed to the Dean of Academic Affairs before the final grade is assigned.

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 on an availability card to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

BASIC SKILLS COURSE LIMITATIONS

No more than a total of thirty (30) units from the remedial courses listed below are allowed:

- BCOM 46
- ENGL 15, 20, 22, 32
- MATH 20, 40, 42
- READ 41T, 42, 43, 44, 46

“Remedial 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.

As students near this thirty (30) unit limit, they will be notified by the Dean of Academic Affairs and referred to a counselor for educational planning.

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 remedial 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,” “F,” and “NC”) 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 substandard course work attempted in up to two semesters 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. The twenty-four (24) units with the 2.0 (“C”) grade point average must be completed subsequent to the semester(s) from which course work is 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 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 insure that his/her transfer institution will approve of academic renewal from Cerritos College.

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

GRADE REPORTS

Semester grade reports are available to students at the Admissions and Records Office approximately 3 weeks after the conclusion of the term.

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 Instructional 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 counselor for deadline dates). Results are forwarded to the Instructional Dean and to the Office of Academic Affairs for approval, then to the Office of Admissions and Records for recording.

ELIGIBILITY GOVERNING “CREDIT BY EXAMINATION”

1. The student is currently enrolled at Cerritos College.
2. The student's overall GPA in all college units attempted at Cerritos College is 2.0 (This requirement is waived for new entering students.)
3. The course is approved for “Credit by Examination.” (See Schedule of Classes for list of approved courses.)
4. Student has met prerequisite(s) for the course.
5. The student has not already received credit for a more advanced course which follows this course in sequence.
6. The student has not previously challenged this course.
7. 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 12 units through “Credit by Examination.”

Those students planning to transfer to the University of Southern California should be advised that credit by exam grades are not accepted at USC.

CREDIT/NO-CREDIT COURSES

Title 5, California Administrative Code, permits the granting of credit toward a degree or certificate for courses completed on a credit/no-credit basis.

A. Non-Optional:

The courses are graded entirely on a Credit/No Credit basis. These courses are indicated in the Schedule of Classes. Units earned in such courses shall not be considered as part of the 15 unit limit in the Optional Credit/No Credit policy.

B. Optional:

The option to enroll with the Credit/No Credit grading option is designed to encourage students to explore courses in which they might have an interest. Only those courses specifically listed by each department may be taken on this basis. Units thus earned may be counted toward the A.A. Degree, but will be disregarded in determining grade point average.

Courses with the Credit/No Credit grade option will be indicated on the student's permanent record as "CR" with units earned and no grade points or "NC" with no units earned and no grade points. Units attempted for which "NC" is recorded shall be considered in probation and dismissal procedures. The student is required to take all tests, complete all assignments, and shall be subject to withdrawal and attendance regulations. Standards of evaluation are identical for all students. The student shall petition for a Credit/No Credit grading option through the Admissions and Records Office. The Credit/No Credit grading option is available only within the first 30% of the course. Students wishing to change Credit/No Credit to a letter grade may do so only within the first 30% of courses. See the schedule of classes for details and deadlines.
ELIGIBILITY GOVERNING “CREDIT/NO-CREDIT COURSES”

1. The course must be on an approved list of credit/no-credit courses.
2. No more than fifteen (15) units of credit/no-credit courses may be completed at Cerritos College, nor may more than fifteen (15) units earned on a credit/no-credit basis be applied toward the Associate in Arts degree. Some courses are graded entirely on a credit/no-credit basis. These courses are indicated in the schedule of classes. Units earned in such courses shall not be considered as part of the 15 unit limit in the optional credit/no-credit policy.
3. The petition for credit/no credit must be submitted within the first 30% of the course.

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 as follows:

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>Number of Units</th>
<th>Cerritos College A.A. G.E. Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>3 semester units</td>
<td>6 c. (1)</td>
</tr>
<tr>
<td>Art: Studio</td>
<td>3 semester units</td>
<td>Elective credit only</td>
</tr>
<tr>
<td>Biology</td>
<td>4 semester units</td>
<td>6 a. (2)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 semester units</td>
<td>6 a. (1)</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3 semester units</td>
<td>6 d. (2)</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3 semester units</td>
<td>6 d. (2)</td>
</tr>
<tr>
<td>Economics: Macroeconomics</td>
<td>3 semester units</td>
<td>6 b. (3)</td>
</tr>
<tr>
<td>Economics: Microeconomics</td>
<td>3 semester units</td>
<td>6 b. (3)</td>
</tr>
<tr>
<td>*English: English Language &amp; Composition</td>
<td>3 semester units</td>
<td>6 d. (1)</td>
</tr>
<tr>
<td>*English: English Literature &amp; Composition</td>
<td>6 semester units</td>
<td>6 d. (1) &amp; 6 c. (2)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3 semester units</td>
<td>6 a. (2)</td>
</tr>
<tr>
<td>French: French Language</td>
<td>5 semester units</td>
<td>6 c. (2)</td>
</tr>
<tr>
<td>French: French Literature</td>
<td>5 semester units</td>
<td>6 c. (2)</td>
</tr>
<tr>
<td>German Language</td>
<td>5 semester units</td>
<td>6 c. (2)</td>
</tr>
<tr>
<td>Government and Politics:</td>
<td>3 semester units</td>
<td>6 b. (2)</td>
</tr>
<tr>
<td>United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government and Politics:</td>
<td>3 semester units</td>
<td>6 b. (3)</td>
</tr>
<tr>
<td>Comparative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History: European History</td>
<td>3 semester units</td>
<td>6 b. (3)</td>
</tr>
<tr>
<td>History: United States History</td>
<td>3 semester units</td>
<td>6 b. (1)</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>3 semester units</td>
<td>6 c. (2)</td>
</tr>
<tr>
<td>Latin: Latin Literature</td>
<td>3 semester units</td>
<td>6 c. (2)</td>
</tr>
<tr>
<td>**Mathematics: Calculus AB</td>
<td>3 semester units</td>
<td>6 d. (2)</td>
</tr>
<tr>
<td>**Mathematics: Calculus BC</td>
<td>3 semester units</td>
<td>6 d. (2)</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3 semester units</td>
<td>6 c. (1)</td>
</tr>
<tr>
<td>Physics B</td>
<td>5 semester units</td>
<td>6 a. (1)</td>
</tr>
<tr>
<td>Physics C (mechanics)</td>
<td>3 semester units</td>
<td>6 a. (1)</td>
</tr>
<tr>
<td>Physics C</td>
<td>3 semester units</td>
<td>6 a. (1)</td>
</tr>
<tr>
<td>(electricity and magnetism)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>3 semester units</td>
<td>6 b. (3)</td>
</tr>
<tr>
<td>Spanish: Spanish Language</td>
<td>5 semester units</td>
<td>6 c. (2)</td>
</tr>
<tr>
<td>Spanish: Spanish Literature</td>
<td>5 semester units</td>
<td>6 c. (2)</td>
</tr>
<tr>
<td>**Statistics</td>
<td>3 semester units</td>
<td>6 d. (2)</td>
</tr>
</tbody>
</table>

Students planning to use AP credits toward transfer requirements should consult the transfer institution regarding its policy. Policies do differ at the various colleges and universities. Universities tend to grant credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, graduation credit, or credit toward general education or breath requirements, as determined by evaluators at each campus. A Cerritos College counselor can help you with your inquiries.

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Entrance Examination Board (CEEB) offers General and Subject Examinations through the College Level Examination Program (CLEP). The General Examinations measure college-level achievement in five general areas and the material covered is comparable to general education courses at the college freshman and sophomore levels. You may satisfy a significant portion of your general education requirements towards the associate in arts degree through CLEP General Examinations. Cerritos College will grant a corresponding number of units of credit for each general examination on which a student scores 500 or higher.

The College Level Examination Program is designed to be a means through which recognition, academic credit, and placement may be given for less conventional forms of educational experience. Those who may have reached a college-level of education through home or correspondence study, on-the-job training, telecourses, military service or other means may take the CLEP examinations which are offered by the College Entrance Examination Board.

A residency of 12 units of satisfactory work must be completed at Cerritos College prior to granting of credit under this program. A maximum of 30 units of credit via CLEP may be credited toward the associate in arts degree.

Credit for CLEP exams is granted as follows:

<table>
<thead>
<tr>
<th>General Examination</th>
<th>Units</th>
<th>A.A. GE Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English Composition (with Essay)</td>
<td>6</td>
<td>5 d. (1)</td>
</tr>
<tr>
<td>**Mathematics</td>
<td>6</td>
<td>5 d. (2)</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
<td>5 a.</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
<td>5 b. (3)</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>5 c.</td>
</tr>
</tbody>
</table>

*Also satisfies the Writing Proficiency Requirement for the A.A. degree only if the English Composition with Essay is taken.
**Also satisfies the Mathematics Proficiency Requirement for the A.A. degree.

You may not use CLEP to improve a previous grade earned in a course. No credit may be earned by CLEP for any course in which the student has already received a grade.

CLEP credit posted to another institution’s transcript is reevaluated based on Cerritos College’s standards. Evaluations made and credit allowed by Cerritos College are subject to review and evaluations by any college or university to which the student may later transfer. CLEP credit granted at Cerritos College will not be used to certify general education requirements for transfer. The University of California will not accept CLEP for transfer credit.

Repeating a CLEP examination is governed by a six-month waiting period.
Credit for Subject Examinations may be granted by Cerritos College for scores of 50 or more. The units may be applied in an area of general education and/or the major at the discretion of the college. Requests for general education credit should be submitted to the Admissions and Records Office on a Petition to the Academic Records and Standards Committee. Requests for major credit should be discussed with a counselor.

**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.

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.

The faculty member may take options 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 Judicial Affairs for further administrative action, such as suspension or expulsion.
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 touchtone registration, athletics, choir, band, forensics, drama, and 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.

STATEMENT OF 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 should be open to all qualified students regardless of race, creed, national origin, disability or sex.

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 of knowing 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, which is acquired in the course of their work. Transcripts of academic records should contain only information about academic status.

ON THE 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.

Student and student organizations shall 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 to 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 GRIEVANCE POLICY

In accordance with the Statement of Student Rights and Responsibilities, this policy describes the procedures by which a student(s) of Cerritos College may air his or her 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 certificated or management employee of Cerritos College.

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 covered by this policy. Student should refer to “Grades or Grading Grievance Policy.”

GRIEVANCE PROCEDURE: STEP I - INFORMAL ACTION

A. The student (or group of students), who believe that an injustice has been done to him (them), shall first attempt to resolve the complaint by informal discussion with the employee(s) involved.

B. If the problem is not resolved in step I-A, an informal discussion should take place with the person at the lowest level of authority directly above the person(s) at which the complaint is directed, where authority exists to take corrective action.

C. If the grievant still believes the issue has not been resolved satisfactorily, they may obtain a student grievance form from the Office of Judicial Affairs. After completion of this form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Judicial Affairs 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 school days after the grievant has become aware of the act or condition on which the complaint is based. A school 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 and college holidays are excluded.

D. The ASCC Supreme Court 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 will attempt to involve the levels of administration concerned with the problem and should be completed within ten (10) school days (a school day is defined as a day when classes are held). In the event the informal procedure fails, then the formal procedure would be implemented.

STEP II - FORMAL ACTION

A. PRELIMINARY

1. If the grievant does not believe the grievance has been resolved, then the grievant must request through the Chief Justice Step II-Formal Action. 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:

(a) ASCC Chief Court Justice and two (2) Court Justices or designees. Vice President of Academic Affairs or administrative designee. Faculty Senate President or Senate designee. One (1) Faculty Senate member, chosen by the Faculty Senate.

(b) The Chief Justice or designee shall serve as the Hearing Committee Chairman, but shall have no vote in committee decisions. The five voting members of the Hearing Committee shall be selected within the first six weeks of the school year. Names selected by the Faculty Senate, ASCC Senate, and ASCC Cabinet are to be submitted to the Chief Justice. Members of the committee will serve for a school 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 Court 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.

B. FORMAL HEARING

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

1. The Hearing Committee must meet within ten (10) school days after informal action has been completed and grievant has requested formal hearing.

2. The Chairman must notify both parties involved within five (5) school days before the hearing along with the written complaint, a copy of Statement of Student Rights and Responsibilities, and copy of the Grievance Policy.

3. Four (4) members shall constitute a quorum by which business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.

4. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Each party shall have the right to be present, to be accompanied by the person of his choice, and to question witnesses who are present.

5. The Hearing Committee shall discuss the charge, hear the testimony, examine the witnesses, and receive all available evidence to the charge.

6. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.

7. 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 College President. The Hearing Committee's decision shall be final unless appealed.

8. A recording of the proceedings shall be kept in a confidential file in the Office of Judicial Affairs 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.

9. Reprisals of any kind will not be taken by the Board of Trustees or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.

10. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.

11. If the grieved party does not respond within the time limits defined herein, the grievance is considered terminated and no further action will be taken.
12. The number of working 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.

13. 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.

14. 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 thirty (30) school days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

STEP III - APPEALS PROCESS

1. If either party is dissatisfied with the recommendation of the Hearing Committee, he may appeal within ten (10) school days to the College President/Superintendent provided the President is not a party to the grievance. If the President is a party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted directly to the Board of Trustees.

2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the President may accept or reject the Committee's decision.

3. If the President rejects the Committee's decision, he shall submit his decision with the stated reasons for his objections to the Hearing Committee within ten (10) school days. The Hearing Committee shall within five (5) school days reconsider its decisions and re-submit them to the President for his final decision.

4. The President shall transmit his final decision to both parties and the Faculty Senate vice chairman or designee within five (5) school days.

5. An appeal of the President's decision may be submitted to the Board of Trustees by either party. If unresolved, the appeal must be submitted within ten (10) school days after the President's decision. The Board may review an appeal for two (2) consecutive Board meetings before making a final determination of the matter at the college level.

6. The President or Board of Trustees may change the Committee's decision only after reviewing a transcription of the hearing.

STUDENT GRADES OR GRADING GRIEVANCE POLICY

In accordance with the Statement of Student Rights and Responsibilities, Section: “Classroom Rights and Responsibilities,” this policy describes the procedure by which a student of Cerritos College may present his/her grievance on grades or grading practices. The California Education Code, Section 76224, quoted below, 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 incompetency, shall be final”

GRIEVANCE PROCEDURE STEP I

A student who believes the grade received was due to mistake, fraud, bad faith, or incompetency shall meet with the faculty member to resolve his/her concern.

STEP II

1. The student will obtain grade/grievance forms from the Office of Judicial Affairs.

2. The student must return the grade grievance form to the Office of Judicial Affairs within thirty (30) school days after the completion of the course for which the grievance was filed. A school 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 and college holidays are excluded.

3. The Coordinator of Judicial Affairs will meet with the student and review the grade grievance form. If the student wishes to pursue the grievance, the Coordinator of Judicial Affairs will sign and date the form.

4. The student will present a copy of the grievance to the Division Instructional Dean. The Instructional Dean may schedule a meeting of all concerned if appropriate. The Instructional Dean should schedule a meeting only if the form has the signature of the Coordinator of Judicial Affairs and is dated. The Division Instructional Dean shall make a recommendation to the parties within five (5) school days.

STEP III

If either party is dissatisfied with the recommendation of the Instructional Dean, he/she may appeal the matter to the Vice President of Academic Affairs or designee within ten (10) school days of each recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Court Justice, Division Instructional Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall make a recommendation to the parties within five (5) school days.

STEP IV

If either party is dissatisfied with the recommendation of the Vice President of Academic Affairs, he/she may appeal the matter to the President of the College within ten (10) school days of such recommendation. 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. The President will review the Recommendation Report and if needed, request persons involved in the grievance to meet.

The President shall make a recommendation within five (5) school days. If either party is dissatisfied with the recommendation of the President, an appeal of the President's recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten (10) school days after the President's recommendation. The Board may review an appeal for two consecutive Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the college level.
STUDENT CONDUCT POLICY

INTRODUCTION

The California Education Code requires every community college governing board to adopt specific rules governing student behavior or along with applicable penalties for violation of such rules.

Students enrolling in Cerritos College assume an obligation to abide by all college regulations.

DISCIPLINARY PROCEEDING

In all disciplinary actions the student should be informed of the nature of the charges against him/her, that he/she is given a fair opportunity to refute them, and that the institution not be arbitrary in its actions.

GROUNDS FOR DISCIPLINARY ACTION

A student may be disciplined for one or more of the following causes which must be District related. These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient cause for disciplinary action.

1. The Use, Sale or Possession of Dangerous Drugs, as defined in the California Penal Code, on campus.
2. Forgery, alteration, or misuse of college documents, records, or identification.
3. Misrepresentation of oneself or of an organization to be an agent of the college.
4. Continued Disruption on or off college property of the college's educational process, administrative process or other college functions.
5. Abuse of Any Person on college owned or controlled property in the possession of, or owned by, a member of the college community.
6. Theft, of or willful damage to college property, or property in the possession of, or owned by, a member of the college community.
7. Violation of College Policies or campus regulations including campus regulations concerning the registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.
8. Willful or Persistent Smoking in any area where smoking has been prohibited by lawful authority.
9. Disorderly Conduct or lewd, indecent, or obscene conduct or expression on college owned or controlled property or at college sponsored or supervised functions.
10. Possession or Use of Explosives, dangerous chemicals, or deadly weapons on college property or at a college function without prior authorization of the college president or designee.
11. Assault, Battery or any threat of force or violence upon a student or college personnel.
12. Abusive Behavior directed toward, or hazing of, a member of the college community.
13. Continual Willful Disobedience and/or persistent defiance of authority.
14. Sexual Assault Battery Acquaintance Rape. Physical abuse of a member of the college community.
15. Violation of college policies governing the use of student user accounts.
16. Any Other Cause not listed above which is identified as “Good Cause” by the Education Code.

DISCIPLINARY ACTIONS AND PROCEDURES

1. Official Reprimand - 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 Judicial Affairs.
   2. The Coordinator of Judicial Affairs shall determine if there exists good and sufficient reason to initiate disciplinary action and student should be notified of such actions.

2. Disciplinary Probation - Disciplinary action which may include exclusion of the individual from designated co-curricular activities of the college community.
   1. Shall be initiated by the Office of Judicial Affairs.
   2. The nature of the misconduct, dates, time and place, and length of probation shall be placed in writing. Written copies shall be sent to the student, and copies filed with the Office of Judicial Affairs.

3. Instructor Removal - Instructor may remove 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 Instructional Dean shall immediately report the removal to the Office of Judicial Affairs for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

4. Suspension – Is an action defined as exclusion from college for a specified period of time.
   1. Suspensions shall be initiated by the President or designee.
   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 school 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 school days.

5. Expulsion - Is defined as the removal of a student from any and all classes of the college.
   1. Only the Governing Board of the college 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 indefinitely.
   3. The expulsion is noted in the permanent file of the student.
   4. Readmittance after expulsion requires Governing Board action.

HEARING PROCEDURES

According to the Education Code, the suspension or expulsion of a student shall be accompanied by a hearing.

1. A Hearing Board shall be responsible to the President for reviewing and making recommendation to the President.

2. Membership of the Hearing Board shall include the following:
   1. A Hearing Board - Two members of the instructional staff appointed by the Faculty Senate.
   2. Students - Two Court Justices appointed by the ASCC Chief Court Justice.

3. Management - The Coordinator of Judicial Affairs or a member of the management staff of the college appointed by the President. The manager shall serve as the Chairperson of the Hearing Board, but will not vote except to break a tie.
4. Procedures for a Hearing—
   1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten (10) days of the suspension if the suspension is an immediate suspension. A school 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 and college holidays are excluded.
   2. Notice shall include date and place of hearing, a statement of all charges, a copy of Governing Board policies pertaining to suspension and expulsion, opportunity of student to appear in person, or to employ and be accompanied by counsel, at their own expense, and the opportunity to present evidence, oral and documentary.
   3. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the college, which seems to the Hearing Board most conducive to the determination of the truth.
   4. All hearings shall be tape recorded. Transcriptions and a transcript shall be available at all times to parties directly involved, at their own expense.
   5. Immediately following the hearing, the Hearing Board shall submit the recommendation to the President. The President and/ or Governing Board will make the final decision.
   6. The decision of the President to suspend shall be given to the student in writing within a five (5) school day period; the decision of the Governing Board to impose expulsion shall be given to the student in writing within two regular Board meetings.

THE OFFICE OF JUDICIAL AFFAIRS

The Office of Judicial Affairs is responsible for student conduct and disciplinary procedures of the college. Inquiries should be directed to the Coordinator of Judicial Affairs, Mr. Patrick Callahan, in the Office of Student Activities or by calling (562) 860-2451, Ext. 2472.

TITLE IX POLICY

No person shall, on the basis of sex, 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, equal rights and opportunities in the educational institutions of the state. (Education Code sections 200-264.)

In compliance with Title IX, Cerritos College’s educational programs and activities are offered to the total Community without regard to sex. Questions regarding Title IX policies affecting the educational program should be directed to the Dean of Academic Affairs, Dr. Adolph Johnson, Jr., in the Office of Academic Affairs or by calling (562) 860-2451, Ext. 2228.

EQUAL OPPORTUNITY POLICY

Cerritos College believes in a close relationship among students, faculty, staff, and community. The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people. Questions concerning the application of the policy may be addressed to the Human Resources Office by calling (562) 860-2451, Ext 2284.

SECTION 504/508 AMERICANS WITH DISABILITIES ACT POLICY

Cerritos College supports the idea that no person shall, on the basis of a physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of the college. Any student, applicant for admission, employee or applicant for employment who believes he or she has been subject to a discriminatory action on the basis of a physical or mental disability may file a complaint through the following procedures. An individual may also file a complaint directly with the Office of Civil Rights.

COMPLAINT PROCEDURE

The complaining party should first discuss the complaint regarding discrimination due to a disability with the individual(s) involved or with the Cerritos College Section 504/508 ADA Coordinator (Robert Hughlett, (562) 860-2451, Ext. 2334 or by e-mail at hughlett@cerritos.edu.). The 504/508 ADA Coordinator will contact all parties concerned and attempt to reach some resolution of the problem. If the complaint cannot be formally resolved within ten working days, the complaining party may then proceed to file a formal complaint. The informal complaint procedure is optional.

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 with a 2.0 G.P.A. and currently enrolled may join a club. Clubs meet on the 2nd and 4th Tuesday of each month. Information concerning clubs may be obtained in the Office of Student Activities.

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

ATHLETICS

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

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

DISABLED STUDENT PROGRAMS AND SERVICES POLICY

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 is to provide accommodations for disabled students into general campus programs and activities to the greatest extent feasible. The ability of each disabled student to function independently in the collegiate environment is the ultimate goal. Inquiries regarding the Disabled Students Program or the District’s non-discrimination policy relative
to Sections 504 and 508 should be directed to the Director of Disabled Student Programs and Services, Dr. Robert Hughlett or by calling (562) 860-2451, Ext. 2334.

DISABLED STUDENT PROGRAMS AND SERVICES

Individuals with limitations due to a disability may receive support services and instruction from one or more of six programs at Cerritos. Those with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. All students are provided with an initial interview, counseling and referral as needed through Central Intake and Services (C.I.S.). Additional non-classroom related services for all qualified students includes: registration, campus orientation, placement tests, elevator pass, parking, matriculation and support with disability management issues. Special instruction and services which are classroom related are provided through the Centers described below. For further information or an initial appointment contact C.I.S. at (562) 860-2451, Ext. 2333, or visit our website at http://www3.cerritos.edu/student_services/dspsl/index.html.

RESOURCE CENTER: The Resource Center assists students with mobility, vision, psychological or other health limitations. The services available include: In-class aides, note taking assistance, tutoring referral, test-taking, disability management, textbooks on tape, liaison with instructors and other campus offices, community agency resource information, referral for special instruction, wheelchair loan and storage, calculator and tape recorder loan, use of modified typewriters and specialized equipment, liaison with the Department of Rehabilitation and other agencies, information and referral to Counseling and Guidance and adaptive physical education classes.

INSTRUCTIONAL SUPPORT CENTER: The Instructional Support Center primarily serves students who are learning disabled, developmentally delayed and those with acquired brain injuries. Services available include: learning disability eligibility assessment, pre-registration, disability management, textbooks on tape, liaison with instructors and other campus offices, tape recorder and calculator loan, liaison with Regional Center and other agencies. An Independent Mediation Lab providing specialized instruction in approaches to accommodate the limitations of a cognitive disability is also available. The ISC also houses the Assistive Training and Information Center and Alternate Media Production Center for those students in need of alternative text or adapted access to computers. Braille and large print texts and instruction in screen reader programs such as JAWS and voice activation software such as Dragon Dictate are present at this location. Adapted equipment and software is also located throughout the campus.

SPEECH, LANGUAGE, AND HEARING CENTER: The Speech, Language and Hearing Center offers assistance to those individuals with communication difficulties due to speech, language or hearing impairments. Individual and small group instruction is provided to students having difficulty with articulation, voice, language, aphasia, hearing impairments, and stuttering. Interpreters, notetakers, referral to appropriate services and specialized instruction in the basic skills are also available for the hearing impaired.

RANCHO LOS AMIGOS MEDICAL CENTER: Patients of Rancho Los Amigos Medical Center in Downey may attend college courses at the facility. In addition to assistance in the basic skills of reading, writing and computation, instruction in multi-clerical skills is available. The sessions are held four days per week throughout the year and may be entered at any time. The satellite campus at Rancho is designed for students who are patients of Rancho.

ACCIDENT INSURANCE

Accident insurance is provided by Cerritos College to registered 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 contact Student Health Services at (562) 860-2451, extension 2321.

HEALTH INSURANCE

Supplemental insurance is available on a voluntary basis for health and hospitalization coverage. Students must contact the Student Activities Office or Student Health Services 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 at no cost. The 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. The 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, psychological, chiropractic, 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/health or call (562) 860-2451, extension 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 anytime.

PSYCHOLOGICAL SERVICES

Psychological services and crisis intervention are available to students experiencing emotional problems or concerns. These services are a benefit of your student health fee and are provided by specially trained mental health professionals. Please contact the Student Health Services at extension 2321 for assistance or visit our website at www.cerritos.edu/health.

STUDENT I.D. CARD

It is imperative that all students be in possession of their student identification card at all times while on the Cerritos College 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.

An I.D. card can be obtained from the Student I.D. Center which is located in the game room between the Food Court and the College Bookstore.

Regular Hours

During fall and spring semesters, 9:00 a.m. to 7:00 p.m., Monday through Thursday.
During summer sessions, 9:00 a.m. to 1:00 p.m., Monday through Thursday.
**Extended Hours**

During fall and spring walk-in registration, 9:00 a.m. to 7:00 p.m., Monday through Thursday and from 9:00 a.m. to 4:00 p.m. on Friday.

If a student has special circumstances and cannot be available to obtain the identification card during any of the hours listed above, arrangements can be made by calling (562) 860-2451, ext. 2480.

**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. – 7:00 p.m., Monday through Thursday; 7:30 a.m. – 2:00 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.

**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 not less than 50% of the retail price. The bookstore shall purchase used books not adopted for the next academic term or in excess of course requirements as published national market value.

The bookstore will accept returns in accordance with the following policies:

1. Non-textbook items in resalable condition may be refunded or exchanged within 48 hours with original receipt.
2. Textbooks in resalable condition may be refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during summer term.
3. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
4. Computer software may be returned, providing it is unopened and shrink-wrapped.
5. In addition, upon proof of drop/add, the Bookstore will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first.

**BOOKSTORE REFUND POLICY**

1. Non-textbook items may be refunded or exchanged within 48 hours with 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. Computer software may be returned, providing it is unopened and shrink-wrapped.
6. 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.

**FOOD SERVICES**

A food court and cafeteria are located in the Student Center. The food court is open Monday through Friday from 7:20 a.m. to 8 p.m.; the Cafeteria is open 8:30 to 10:00 a.m. for breakfast and 11:00 a.m. to 1:00 p.m. for lunch Monday through Thursday during the fall and spring semesters. Vending machines are located throughout the campus.

**CAREER SERVICES CENTER**

**Job Placement-Student Employment Office**

Cerritos students and alumni who are looking for employment may apply at the Job Placement desk, located in the Career Services Center. Employment opportunities from many local businesses, industrial and governmental agencies are available online and in binders on the Job Placement counter.

Full and part-time jobs are available, as well as student internship positions through the Student Training and Employment Placement Program. Employment listings may be viewed at the Career Services Center or through the Internet at http://www.monstertrak.com.

Job Placement Services is open Monday through Thursday, 8:30 A.M. to 7:00 P.M.; and Friday, 8:30 A.M. to noon. For more information call (562) 860-2451, Ext. 2366; “e-mail” jobplacement-info@cerritos.edu, or visit us at http://www.cerritos.edu/career-services/job-placement.

**Career Center**

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 located in the Administration Building and is open Monday through Thursday, 8:30 A.M. to 7:00 P.M.; and Friday, 8:30 A.M. to noon. 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 located in the Career Services Center and is open Monday through Thursday, 8:30 A.M. to 7:00 P.M.; and Friday, 8:30 A.M. to noon. Call (562) 860-2451, Ext. 2362 for more information.
CalWORKs

The CalWORKs program at Cerritos College exists to assist students who are receiving Temporary Assistance for Needy Families (TANF). The program provides counseling and educational planning, referrals to campus and community-based organizations, up-to-date information regarding Welfare Reform rules and their impact on students, job search assistance, childcare agency referrals, and post employment services. For eligible students, the CalWORKs program also provides payment for childcare during class and work hours. For more information about the CalWORKs program, or to find out if you are eligible for paid childcare, please call (562) 860-2451, Ext. 2256 and make an appointment with a CalWORKs counselor.

INTRAMURALS

An active intramural program is provided for Cerritos students and all students are encouraged to make use of the extensive sports facilities on campus.

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 has been charged with the responsibility to give priority to underrepresented students. 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 Administration Building and office hours are 8:30 A.M. to 6:00 P.M., Monday through Thursday, and 8:30 A.M. to noon on Friday. Call (562) 860-2451, Ext. 2154, for further information.

CHILD DEVELOPMENT CENTER

A Nationally Accredited, State Licensed Child Development Center is available for children, ages 2 years, 9 months through Kindergarten. Its purpose is to provide an educational program which helps the individual child grow to his/her fullest potential. The Center focuses on developmentally appropriate activities to foster respect for cultural diversity by providing multicultural, anti-bias, and non-sexist activities in curriculum. The program features Sensory Development, Language Arts, Math, Science, Dramatic Play, Art, Music, Fine & Gross Motor Development, and Social Studies. Registration for the Center takes place each semester on a first-come, first-served basis considering space available, age of child, and readiness for group care. Students, staff and the community may use the Center. Physical examination and T.B. Test results must be available at time of enrollment and cannot be over one year old. Current, up-to-date Immunization Records must also be available. Students interested in these services should contact the Child Development Center at (562) 467-5051 or 860-2451, Ext. 2583.

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. Emancipating foster youth also have the opportunity to take classes to learn independent living skills.

There are three programs under the Foster and Kinship Care Education umbrella: 1) Foster & Kinship Care Renewal Courses, which give foster parents the opportunity to take topical courses, which are required in order to keep the foster parent license, 2) Kinship Education, Preparation and Support (KEPS) is designed to help care providers who are raising a relative’s child. This training is required of all Kinship providers who are working with the Department of Family and Social Services, but is open to all kinship providers in the community, and 3) Independent Living Skills Program (ILP), is offered to 16-18 year-olds to teach basic living skills. This gives the teenagers the chance to learn the knowledge and skills that they will need in order to live on their own once they leave the foster care system.

All of the classes are free to participants. Classes are mainly held on site in Research and Development, room nine. Foster Care renewal courses are also held at Faith Church in Norwalk. To obtain more information or to register for classes, please contact 562-860-2451 ext. 2548.

LIBRARY/LEARNING RESOURCE CENTER

The Cerritos College Library/Learning Resource Center (LRC), located near the center of the campus, provides a wide range of materials and services. Both students and district residents are invited to use the Center and apply for a library card. Disabled students have easy access throughout the building via ramps and elevators. Patrons enjoy ready access to over 90,000 books, 2,000 pamphlets, 400 magazine and newspaper subscriptions, and 3,500 microfilm reels in an open stack arrangement. The automated catalog provides access to the Internet and online access to thousands of periodicals and journals. All library materials are carefully selected by classroom faculty and library faculty as integral resources to the Cerritos College instructional program. 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 informational brochures on such topics as using the online catalog, periodical indexes, and reference materials are available without charge. Copies of Library produced bibliographies and pamphlets are also provided to faculty.

The Library provides typewriters for patron use. Computers available for student use can be found on the lower level of the LRC in LC 102. Photocopiers are located in the Library for self-service copying.

Instructional Media Services, also located on the lower level, provides instructional support for the entire campus as well as satellite locations. Included in this area are graphic art and photography production studios, an audio-video production studio, a film booking and video tape center, facilities for maintenance and repair of audio-visual equipment, and an equipment booking and delivery center.

Instructional Media also maintains and supervises several video production and closed circuit video systems on the campus, including Speech, Cosmetology, Dental Assisting, and Health Occupations. The Independent Study Center (LC-114), located on the lower level of the LRC, houses several thousand audio and videotapes, filmstrips, slides, and other media materials for student use. A computer assisted attendance system permits rapid check-in and checkout by students. All areas of the Library/LRC are staffed with qualified personnel eager to help you. The library is open during the regular school year Monday through Thursday, 7:30 a.m. to 10 p.m., Friday, 7:30 a.m. to 3:00 p.m. The Library is also open 9 a.m. to 3 p.m. on Saturday.

ACADEMIC SUPPORT CENTER

The Academic Support Center (formerly the Learning Assistance Program) has been established to serve the needs of faculty and students across the campus. ASC has set out to provide academic support for all levels of students. This is being done by offering tutoring in virtually any subject; by working with instructors to enhance course offerings, including involving instructors with supplemental instruction; by offering a variety of educational measurements to determine specific needs of students; by providing skills-specific workshops designed to help student succeed in their classes; and by providing a wide range of web-based assistance that can help students and instructors.
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.

The President/Superintendent shall provide regulations and procedures for implementation of this policy and such regulations and procedures shall be included as a part of the District’s Affirmative Action/Staff Diversity Program.

It shall be a violation of this 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 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.

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.
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 shall also be a violation of this policy for any employee to sexually harass another employee.

Formal complaints under this policy shall be processed through the District’s Investigation and Resolution of Complaints of Unlawful Discrimination procedure through the Manager of Employment Services/Faculty and Staff Diversity Officer and the President/Superintendent.
Honors and Awards

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

ALPHA GAMMA SIGMA

Alpha Gamma Sigma is a statewide honor scholarship society. The fundamental purpose of the organization is to promote and maintain scholastic and social leadership. The following types of membership are available:

INITIAL MEMBERSHIP A person may attain initial membership if he/she has completed 12 semester (or quarter equivalent) units in a maximum of 3 semesters or 5 quarters at any recognized institution of higher education and has a cumulative grade point average of 3.0. No units acquired more than two years prior to application for initial membership shall be used prohibitively.

TEMPORARY MEMBERSHIP All life members of the California Scholarship Federation and those who graduated with a minimum G.P.A. of 3.5 at the high school level shall be invited to become temporary members during their first semester in a community college and shall have, upon payment of dues, all the privileges of membership except that of holding a state elective office.

CONTINUING MEMBERSHIP An initial member may attain continuing membership by:

a. Achieving for the previous semester or quarter not less than a 3.0 G.P.A. in courses of recognized college standing, or

b. Maintaining a cumulative G.P.A. of 3.0 or better in courses of recognized college standing.

c. Continuing members will receive one semester or quarter’s grace for every semester or quarter of earned continuing membership if the member’s G.P.A. falls below 3.0. There shall be no two consecutive grace periods.

PERMANENT MEMBER A permanent member is any person who has completed a minimum of 60 semester units or quarter equivalent units of college courses, with a minimum 30 units completed at a community college. A member must apply for permanent membership and meet either of the following requirements:

a. A person who has maintained a cumulative G.P.A. of 3.5 or better in all recognized college work and has been a member of AGS, Inc., for at least one term.

b. Any continuing member who has maintained a cumulative G.P.A. of 3.25 or better in all recognized college work and has been a member of AGS, Inc., for at least two terms.

Any courses completed two years or more prior to application for permanent membership, whether at a community college or other institution, shall not be used to prohibit any person from becoming a permanent member, provided that these units not be used to meet the minimum requirement of 60 semester units.

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.

HONOR GRADUATES

The honor graduates are identified by the silver tassel they wear on their cap. 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.

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

Club 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.

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.

RETENTION AWARDS PROGRAM

For details see page 15.
### Student Financial Aid

Cerritos College administers comprehensive student financial aid programs to assist students in meeting college costs. The amount of financial aid awarded varies from student to student, depending on the individual's need and resources.

Financial aid awards are based on calculated financial need as determined by the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office is part of the Student Affairs department and is located in the Administration building. Office hours are Monday and Tuesday, 10 a.m. – 2 p.m., Wednesday and Thursday, 10 a.m. – 6:30 p.m., and Friday, from 9:00 a.m. – 12 noon.

Financial aid applications are available year round. The Cerritos College Student Financial Aid Title IV Institutional Code is 001161. Students applying for Federal financial aid must have a high school diploma, GED, or pass the “Ability to Benefit” test.

When applying for financial aid, students may be required to submit official academic transcripts from ALL colleges/universities attended. These transcripts will be forwarded to the Office of Admissions and Records. Without this information, a delay may occur in the completion of a student's file, or be cause to close a student's file.

The Financial Aid Office will pay for units enrolled up to 70 degree-applicable units. Once a student reaches the 70 unit level, a student is no longer eligible for financial aid. However, a student may appeal and submit a "lock-in-list" to the Financial Aid Advisory Committee (FAAC). If the "lock-in-list" is approved, Financial Aid will only pay for courses once. Again, it is important to have ALL academic transcripts sent to the college and evaluated as soon as possible because it may affect a student's financial aid eligibility.

It is suggested that students take the Assessment Test, complete the financial aid supplemental forms, and schedule an appointment with an academic counselor to prepare a pre-plan each semester. Students must also enroll in courses recommended by their counselor, which lead to a certificate, associate degree, or transfer major. A 2.0 cumulative grade point average must be maintained for all college work to be eligible for financial aid. Students must also complete 75% of all courses enrolled. All students on financial aid are given a satisfactory academic standards booklet. It is the students' responsibility to read and understand information in the Financial Aid Satisfactory Academic Progress (SAP) Standard booklet.

Since the application process is a lengthy one, students should plan ahead to have sufficient funds to cover fees, books, and supplies. Pell Grant checks are mailed three times a semester to students. Disbursements will take place (approximately) on the first, fourth, and fifteenth week of the Fall and Spring terms.

For additional information on financial aid, students are encouraged to visit the financial aid website at www.cerritos.edu/financialaid or contact the Financial Aid Office at (562) 860-2451, extension 2397.

### 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.

Approximately four weeks after a student has mailed his/her application, a Student Aid Report (SAR) should arrive at your home. Students must contact the Financial Aid Office to initiate their file.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based program with limited funding. This program is awarded by the school on a “first-come, first-served” basis. Student must have a zero EFC in order to be considered for this grant.

Federal Work Study (FWS) is a campus-based 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 up to 15 hours per week on or off campus. Students are assigned to a work site by the FWS Coordinator.

Federal Subsidized and Unsubsidized Stafford Loans must be repaid. Although these loans are made through lending institutions such as a bank, a student must apply for financial aid first. Once a student receives a financial aid award letter, the student may apply for a student loan. The amount of loans range from $2,625 to $3,500 per academic year.

To be eligible for the $3,500, a student must have at least 30 units completed and these units MUST appear on the student's official academic transcript at Cerritos College. Loan amounts will be determined at the time the Financial Aid Office certifies a loan application.

Both entrance/exit counseling are requirements of the Federal Family Educational Loan Program (FFELP). Students must maintain at least half-time enrollment status to receive a loan. Once a student receives loan funds, the student must maintain reasonable progress toward a certificate or degree.

Any student who is interested in the second loan, the Stafford Additional Unsubsidized loan ($4,000), must be an independent student and appeal to the Financial Aid Advisory Committee (FAAC). Appeal forms are available at the Financial Aid Office or on the financial aid website. In reviewing a request for any loan, the FAAC 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.

Bureau of Indian Affairs (BIA) is a grant provided to eligible American Indian students. To be eligible a student must be at least one-fourth American Indian, Eskimo, or Aleut as certified by tribal agencies served by the Bureau of Indian Affairs. A student must be enrolled or plan to enroll as an undergraduate student on a full-time basis, or meet the enrollment requirements established by your tribe.

BIA grants are not awarded automatically. It is important that a student apply early to meet the deadlines set by the BIA. Students cannot apply through the Financial Aid Office. All BIA applicants must also complete the FAFSA. Students must request the BIA Grant Application from their tribe.

### 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:

- Number of days completed
- 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, and (3) repay any “unearned” financial aid as soon as possible to regain eligibility for financial aid.
In cases where a student receives all “F” grades, the student will be billed up to 50% of their aid until the student can provide documentation that the “F” grade was earned.

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 OVERAWARDS**

There are occasions when students receive financial aid payments based upon misreported information. This results in a grant overaward. Examples of misreported information include inaccurate or omitted income, prior loan defaults or grant overpayments, having a B.A. 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.

**STATE PROGRAMS**

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, b) be a U.S. citizen or eligible non-citizen, c) meet U.S. Selective Service requirements, d) attend a qualifying California postsecondary institution, e) be enrolled at least half-time, f) maintain satisfactory academic progress as defined at the school of attendance, g) have family income and assets below the established ceilings, h) not be in default on any student loan, and i) not owe any federal or state grant refund.

Cal Grant A Entitlement Awards are for students who plan to attend a four-year college or university and are based on academic achievement as well as financial aid need. You may apply for a Cal Grant A while you are attending Cerritos College. If you are awarded one, you may place it on reserve until you transfer to a four-year college. This grant is renewable for up to three years, provided you remain eligible. Cal Grant A pays all or a portion of tuition and fees at your designated four-year institution. Cal Grant A provides no funds for books, living costs, transportation expenses and provides no funds for fees at the community college.

Cal Grant B Entitlement Awards requires financial and basic eligibility, a minimum 2.0 GPA, and graduation from high school in 2000-01 or later. This Entitlement Award provides up to $1,551 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 $576 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.casc.ca.gov.

California Community College Transfer Entitlement Awards: Students who meet financial and basic eligibility requirements, have a minimum 2.4 GPA from a California Community College, and graduated from high school in 2000-01 or later are eligible for this award when transferring from a community college to a four-year institution. This Entitlement Award is offered to California Community College students who were not awarded a Cal Grant within a year of graduating from high school, but meet certain requirements at the time of transfer from a California Community College to a qualifying institution offering baccalaureate degree programs.

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), and 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 an application form, enroll in 12 units, and meet with an EOPS counselor three times during each semester, and have earned less than 70 degree applicable units from all colleges/ universities attended.

EOPS/CARE Grant is available to students who are current recipients of TANF, Cal Work, 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.

Board of Governors Grant (BOGG) is a program that provides assistance to cover community college enrollment fees. To be eligible, a student must be a California resident and must qualify under one of the following conditions:

1. Student or parent must currently be receiving Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI) or General Relief. Documentation is required; or
2. Student must meet income standards based on family size. Documentation is required; or
3. Student must have already applied for FAFSA and demonstrated financial need.

**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/scholarship.htm.

**OFFICE OF VETERANS AFFAIRS**

The Office of Veteran Affairs 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.

Staff is available to provide help with processing applications and to do check inquires to the Veteran Administration. Veterans must maintain district 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 veteran academic counselor.

Veteran Affairs Office service hours are Monday, 12:00 to 2:00 p.m., Tuesday, 3:00 to 5:00 p.m., and Wednesday, 5:00 to 7:00 p.m. Veterans can call (562) 860-2451, extension 2104, for information or use the website: www.cerritos.edu/finaid/vets. The Veteran Affairs Office is located within the Financial Aid Office area in the Administration Building.
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.

**Requirements for the Associate in Arts Degree:**

**Scholarship and Residence**

A. A student must complete 60 units of degree applicable work with a grade point average of “C” or better (2.0) in all courses counted for the degree.

B. A student must achieve a grade point average of “C” or better (2.0) in all course work attempted that is counted for the major.

C. A minimum of 12 units of degree applicable work must be completed at Cerritos College.

D. The student must be in attendance for the semester in which the degree is earned. Exception to this requirement is by petition only.

**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 calendar. The petition must be approved and validated by a counselor and the Admissions and Records Office before the degree will be granted.

2. The date on the degree will correspond to the year the degree is earned.

3. Students not in continuous attendance at Cerritos College must meet degree requirements for graduation in effect at the time of readmission.

4. A student is considered in continuous attendance if he/she receives a grade (A,B,C,D,E,CR,NC,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.)

5. 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.

6. There will be a fee charged for any degree granted when the petition is filed after the established deadline.

**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 or the Dean of Academic Affairs if additional information or clarification is desired.

**Additional Associate in Arts Degrees**

Once an A.A. has been obtained, no additional degree may be obtained in General Studies. An additional General-Divisional A.A. Degree may not be obtained if a specific degree has been awarded previously within the same division. Otherwise, a student may earn an additional A.A. Degree 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 Graduation" 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.

**Commencement**

Commencement exercises are held once a year at the end of the Spring Semester for all students for those who were graduated at midyear, those graduating at the end of the Spring Semester, and those who expect to complete requirements for graduation in the Summer Session.

All graduating students are encouraged to participate in the Commencement ceremony which honors their industry and 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 courses 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.
Associate in Arts Degree
Unit Requirements for Graduation
2004-05

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 Intermediate Algebra Readiness test sufficient for placement in a course above the level of MATH 60 or
   b. Completion of MATH 60, CIS 52 or TM 50 with a grade of Credit or "C" or higher, or
   c. For other options, see your counselor

3. READING PROFICIENCY REQUIREMENT:
   a. The reading proficiency requirement is met by successfully completing the Reading Proficiency Test at the 12th grade level. The Reading Proficiency Test may be taken no more than once each semester.
   b. The reading proficiency requirement may be met by completing READ 54 with a grade of “C” or better.
   c. For other options, see your counselor

4. WRITING PROFICIENCY REQUIREMENT:
   Completion of ENGL 52 or ENGL 155 or BCOM 147 with a grade of “C” or better, or completion of ENGL 100 with a grade of “C” or better.

5. HEALTH AND WELLNESS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Completion of at least one unit of a Physical Education activity course from the approved department list below:
   b. Completion of HED 100, 103, or 200, TH 140-143, MUS 160-164, HO 100, 151 or 152, CDEC 61 or PE 100.
   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: 21-27 UNITS
   Complete the following course requirements as indicated.
   a. NATURAL SCIENCES AND HEALTH EDUCATION: 6 UNIT MINIMUM
   Select one course from two of the three groups listed below:
   (1) PHYSICAL SCIENCES
      Astronomy 101, 102, 103, 104, 105 (LAB), 106
      Chemistry 100 (LAB), 110 (LAB), 111 (LAB)
      Earth Science 101, 101L (LAB), 104, 106, 110 (LAB)
      Energy 110
      Geography 101
      Geology 101 (LAB), 110, 201 (LAB), 204, 207 (LAB), 209 (LAB)
      Physical Science 100, 112 (LAB)
      Physics 50 (LAB), 100 (LAB), 101 (LAB), 201 (LAB)
   (2) BIOLOGICAL SCIENCES
      Anatomy and Physiology 120 (LAB), 130 (LAB), 150 (LAB), 151 (LAB), 200 (LAB)
      Anthropology 115
      Biology 105, 110 (LAB), 115 (LAB), 120 (LAB), 200 (LAB), 204 (LAB)
      Botany 120 (LAB)
      Microbiology 200 (LAB)
      Psychology 241
      Zoology 120 (LAB)
   (3) HEALTH EDUCATION
      Health Education 100
   b. SOCIAL AND BEHAVIORAL SCIENCES: 3-9 UNITS
      Select one course from each of the groups listed below:
      Examination Option. The History and Political Science requirements may be satisfied by proficiency examinations. If both exams are passed, the student is required to select three units from b-3 below.
      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.
      (1) History 101, 201, 202
         (This requirement can be met by successfully passing the departmentally administered and evaluated proficiency examination for American History, or receiving a score of 3 or better on the College Board’s Advanced Placement Exam, American History, or the College Board’s College Placement Test, American History and Social Studies. Unit credit is awarded for passing the AP exam option with a score of 3 or better. Unit credit is not awarded for the departmental exam and only applies to the A.A. degree).
      (2) Political Science 101 or 201
         (This requirement can be met by successfully passing the departmentally administered and evaluated proficiency examination for American Government or the College Board’s Advanced Placement exam with a score of 3 or better. Unit credit is awarded for this option. Unit credit is not awarded for passing the department exam option).
      (3) Social and Behavioral Sciences
         Administration of Justice 101
         Anthropology 100, 120, 170, 200, 201, 202, 203, 204
         Child Development/Early Childhood 113
         Counseling and Guidance 200
         Economics 101, 102, 201, 202, 204
Geography 102, 105
Journalism 100
History 110, 120, 210, 220, 211, 230, 235, 241, 242, 245, 246, 250, 255, 260, 265, 270
Political Science 110, 210, 220
Psychology 101, 150, 251, 261
Sociology 101, 110, 120, 201, 210, 215, 225, 230, 250
Speech 110
Women's Studies 101

c. FINE ARTS AND HUMANITIES: 6 UNIT MINIMUM
Note: Courses appearing in more than one category may be used to satisfy only one category. Such courses are marked with an *.
Select one course from each of the groups listed below:

(1) FINE ARTS
Architecture 110, 112
Humanities: *108, *109
Music 100, 101, 102, 103, 104, 104B, 105
Photography 100, 160
Physical Education 191
Theatre 101, 102, 103, 104, 110, 150, 151, 152, 159

(2) HUMANITIES
Art *108, *109
French 101, 102, 201, 202
German 101, 102, 201, 202
Japanese 101, 102, 201, 202
Philosophy 100, 102, 104, 200, 201, 204, 206
Sign Language 101, 102, 201
Spanish 101, 102, 111, 112, 201, 202, 206, 210, 245
Speech 140, 145
Women’s Studies 102

d. LANGUAGE AND RATIONAILITY: 6 UNIT MINIMUM
Select one course from each of the groups listed below:

(1) ENGLISH COMPOSITION
English 52, 100, 155
Business Communication 147

(2) COMMUNICATION AND ANALYTICAL THINKING
Business Communication 148
Computer and Information Sciences 52, 101, 102, 103, 178
Engineering Design Technology 131
English 103
Mathematics 60, 70, 80, 80A, 100, 110A, 110B, 112, 114, 115, 116, 140, 150, 170
Philosophy 106, 202
Psychology 103, 210
Reading 200
Speech 60, 100, 120, 130, 132, 150, 235, 271
Technical Mathematics 50

NOTE: The preceding graduation requirements apply to students who were in attendance during the 2004-05 school year and thereafter. Students who enrolled prior to Fall 2004 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.

STATEMENT OF PHILOSOPHY FOR GENERAL EDUCATION COURSE WORK
Cerritos College offers an array of general education course work 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 course work 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 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
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. Also, a large collection of such publications are available in the Transfer Center. In addition to offering transfer information to public and private colleges and universities statewide and national, we are continuing our efforts to obtain articulation agreements for transferring to Historically Black Colleges and Universities (HBCU’s). To assure that appropriate transfer course work is being undertaken at Cerritos College, students should plan to communicate regularly with the counseling staff.

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 equals approximately 3 semester units.)

Cerritos College is authorized to enroll international 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 also refer to Admissions of International Students in this catalog and contact the International Student Center at (562) 860-2451, ext. 2133; FAX (562) 467-5086, or e-mail: dkurtz@cerritos.edu

Transfer Requirements

The California State University

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 better in all transferable units attempted, and 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 better 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.

Upper Division Transfer Requirements—If you have completed at least 60 transferable semester (90 quarter) units, have a grade point average of 2.0 (C) or better in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended. In addition, you must have completed at least 30 semester (45 quarter) units of college courses with a grade of C or better 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 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semester or 12 quarter units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or, if completing the Intersegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units).

Test Scores—Freshman and transfer applicants who have fewer than 56 semester or 84 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 or ACT are available from school or college counselors or from a campus testing office. Or you may write to:

The College Board (SAT) American College Testing Program (ACT)
Registration Unit, Box 592 Registration Unit, P.O. Box 168
Princeton, New Jersey 08541 Iowa City, Iowa 52240

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 course work has been completed successfully. CSU campuses will either delay admission or not permit registration or attendance until receipt of final transcripts.

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.

Transfers: Request that official transcripts be sent directly from all colleges or universities previously attended even if no course work 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.

Starting Fall 2005 CSU applications will only be able to apply online.
THE CALIFORNIA STATE UNIVERSITY General Education Requirements for the Bachelor's Degree

The California Administrative Code, Title 5, relating to the 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 State University.

Cerritos College is further authorized to certify the partial or complete fulfillment of these requirements. CLEP credit granted at Cerritos College will not be used to certify general education requirements for transfer. 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 better 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 the 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 103, Philosophy 106, 202, Psychology 103, 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 101, 102, 103, 104, 105L (LAB), 106
Chemistry 100 (LAB), 110 (LAB), 111 (LAB)
Earth Science 101, 101L (LAB), 104, 106, 110 (LAB)

2. BIOLOGICAL SCIENCES
Anatomy and Physiology 120 (LAB), 130 (LAB), 150 (LAB), 151 (LAB), 200 (LAB)
Anthropology 115
Biology 105, 110 (LAB), 115 (LAB), 120 (LAB), 200 (LAB)
Botany 120 (LAB)
Microbiology 200 (LAB)
Psychology 241
Zoology 120 (LAB)

3. MATHEMATICAL CONCEPTS
Mathematics 100, 110A, 110B, 112, 114, 115, 116, 140, 150, 170
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
Humanities *108, *109
Music 100, 101, 102, 103, 104, 104B, 105
Photography 100, 160
Physical Education 191
Theatre 101, 102, 103, 104, 150, 151, 152, 159

2. HUMANITIES
Art *108, *109
French 101, 102, 201, 202
German 101, 102, 201, 202
Humanities 100, *108, *109
Japanese 101, 102, 201, 202
Philosophy 100, 102, 104, 200, 201, 204, 206
Sign Language 101, 102, 201
Spanish 101, 102, 111, 112, 201, 202, 206, 210
Speech 140
Women's Studies 102
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, *201, *202
   (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
   Anthropology 100, 120, 203
   Economics 101, 102, 201, 202, 204
   Geography 102, 105
   Journalism 100
   Political Science 110, 210, 220
   Psychology 101, 251, 261
   Sociology 101, 201, 210, 215, 230
   Speech 110
   Women's Studies 101

E. SELF-DEVELOPMENT: 3 units minimum.
Choose one course from the following:
   Counseling and Guidance 200
   Health Education 100
   Physical Education 141
   Psychology 150
   Sociology 110, 120

NOTE: Changes in the above General Education requirements may occur from time to time. If courses are added to, or deleted from, the pattern, this may effect a student’s selection of courses. Students do not have catalog rights to a certification pattern, regardless of their continuous 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 course offered by Cerritos College can be found on the ASSIST website at www.assist.org.

UNIVERSITY OF CALIFORNIA TRANSFER REQUIREMENTS

Starting Fall 2005 UC applications will only be able to apply online. Admission as a Transfer for Students Entering UC in Fall 1998 and after.

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You can’t 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. Advisors in the Admissions Office at the campus you wish to attend and community college counselors can help you with your planning.

The University publishes a booklet especially for transfer applicants called Answers for Transfers. It is available from your community college counselor.

CALIFORNIA RESIDENTS

There are basically three ways in which you can meet the University’s minimum admission requirements for transfer students. These requirements are described below. In all cases, you must have at least a “C” (2.0) average in all transferable course work.

“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 course work.

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 better in each of these required courses, and an overall “C” (2.0) average in all U.C. transferable college course work. If you completed less than 18 quarter or 12 semester units of U.C. transferable college course work, 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-f” subjects, you must:
   a. Complete 90 quarter units or 60 semester units of U.C. 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.

   “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 U.C. campus for more information.

NONRESIDENTS

The minimum admission requirements for nonresident transfer applicants are the same as the those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college course work.
TRANSFERABLE COURSES TO UNIVERSITY OF CALIFORNIA

Please see your counselor or the Transfer Center Coordinator for all courses that have been accepted by any campus of the University of California as transferable for the 2003-04 school year.

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 divisions 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 and has replaced the University of California Transfer Core Curriculum.

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. The General Education Certification Requirements are still in effect and may be followed by both continuing and new students who plan to transfer to a California State University.

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 and they are able to show good cause for not having the missing courses completed. The missing courses may only be from areas 3, 4, 5, or language other than English. Areas 1 and 2 must be completed in all cases. See your counselor to determine eligibility for partial certification. All courses must be completed with a grade of “C” or better.

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 103
   Philosophy 202
   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 100, 112+, 114+, 115, 116+, 150+, 170+, 190, 220, 240
Psychology 210+

ATTENTION UC BOUND STUDENTS

Three years of high school level mathematics (algebra, geometry, advanced algebra) or equivalent are required for admission to a University of California campus. Transfer students entering the UC fall 1994 and later who have not completed this requirement in high school may meet this requirement by completing, with a grade of “C” or better any of the courses listed in IGETC Area 2 except Math 100. Completion of an IGETC Area 2 course (except Math 100) will meet both the UC math admissions and IGETC Area 2 requirements. Completion of Math 100 will meet only the IGETC Area 2 requirement, not the UC math admissions requirement. See a counselor for other ways to meet the UC math admissions requirement.

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
   Humanities *108, *109
   Music 100, 101, 103, 104, 104B, 105
   Photography 160
   Physical Education 191
   Theatre 101, 102, 103, 104, 150, 159

B) Humanities
   Art *108, *109
   French 201, 202
   German 102, 201, 202
   Humanities 100, *108, *109
   Japanese 102
   Philosophy 100, 102, 104, 200, 201, 204, 206
   Sign Language 201
   Spanish 102+, 112+, 201, 202, 210
   Women's Studies 102
AREA 4 SOCIAL AND BEHAVIORAL SCIENCES
(3 courses from at least two disciplines or an interdisciplinary sequence; 9 semester/12-15 quarter units)
- Anthropology 100, 120, 170, 200
- Economics 101+, 102, 201, 202
- Geography 102, 105
- Political Science 101+, 201+, 210, 220, 230
- Psychology 101, 150, 251, 261, 271
- Sociology 101, 120, 201, 210, 215
- Speech 110
- Women's Studies 101

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/9-11 quarter units)
A) Physical Sciences
- Astronomy 101, 102+, 103+, 104, 105L(lab), 106
- Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)
- Earth Science 101, 101L (lab), 104, 110+ (lab)
- Geography 101
- Geology 101+ (lab), 110+, 201 (lab), 207 (lab), 209 (Lab)
- 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), 130+ (lab), 150+ (lab), 151+ (lab), 200+ (lab), 201+ (lab)
- Anthropology 115
- Biology 115 (lab), 120+ (lab), 200+ (lab), 201 (lab)
- 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 better.
- b) Complete first college course in any foreign language, or Sign Language 101.
- c) Earn a minimum score of 550 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 NOT be used to satisfy requirements for the IGETC. 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+, 201+, 202+
- 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.
Community, Industry & Technology Education — Bringing it all together for Business!

OFFICE OF ECONOMIC DEVELOPMENT

The Office of Economic Development (OED) has been established by Cerritos Community College to meet the specific educational needs of business and industry. The OED provides quality controlled, customized programs and services that go beyond the traditional academic curriculum. All programs and services are developed with input from the corporate client and can be provided at the work-site or on campus at times convenient to the program participants.

The OED serves numerous local companies, among them, aerospace companies, banking institutions, health care agencies, utility and public work companies, communication firms, hotels, restaurants, supermarkets and others.

Services and programs provided by the OED include management training, high-tech training, leadership development, computer technology, banking and finance training, executive fitness training, language training, as well as seminars, conferences and forums on current business issues and concerns. Consultant and technical assistance services are available to work with businesses in developing any program that is not already offered.

For further information please call the Office of Economic Development at (562)860-2451, extension 2510.

APPLIED TECHNOLOGY EDUCATION CENTER (ATEC)

The Applied Technology Education Center (ATEC) at Cerritos College offers fee-based, short-term courses and programs designed for serious technology users at all levels, and brings together professional information technology and a state-of-the-art facility to meet the stringent training demands of today’s high-tech environment. From desktop applications training to networking certification programs, ATEC provides the right learning environment for professionals requiring information technology training.

ATEC’s comprehensive courses in popular desktop applications take participants step-by-step through the process of proficiency in applications including: operating systems, presentation packages, desktop office management, web site development, spreadsheet development, word processing and database management.

For more information or course schedules, contact ATEC at (562)467-5050, extension 2511.

COMMUNITY EDUCATION

The Community Education programs carries out the concept of lifelong learning in the general population. Community Education provides classes, activities, workshops and programs to meet the varied needs of our diverse community, from the very young in the College for Children and Young Scholars programs to our seniors in the Emeritus program. All Community Education courses-career development, work force training and retraining, cultural enrichment, and civic literacy—are educational; their overall goal is to impart knowledge and develop skills. The College provides participants with access to quality programs in a format that blends education with work and leisure throughout life.

Here are just a few of the many exciting learning opportunities Community Education offers to enhance your abilities and expand your horizons. Whatever your interests, we believe you will discover a class, an activity, a workshop or a program to meet your needs.

SEMINARS FOR PROFESSIONALS/CERTIFICATE OF COMPLETION:


For specific information regarding these programs, call Community Education (562)467-5050, extension 2521.

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, open entry, open exit, and have No Registration Fees. Adult Education Courses include categories such as:

- English as a Second Language
- Vocational English as a Second Language
- Parenting
- Elementary and Secondary Basic Skills
- Courses for Immigrants
- Educational Programs for Persons with Disabilities
- Short-term Vocational Programs
- Educational Programs for Older Adults

Emeritus courses are designed to meet the special needs of older adults. Emeritus courses are noncredit, open entry, open exit, and have No Registration Fees. Emeritus courses include:

- Senior Exercise
- Massage
- Arts & Crafts
- Quilting
- Harmony Chorus, Community Chorus
- Creative Writing

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, read the Calendar of Events. The Calendar contains a complete listing of class offerings, registration procedures and other important information. Look for your Calendar of Events in your mail or call the office for a free copy.

REGISTRATION FOR CLASSES IS ALWAYS SIMPLE

Walk-In Come to the Community Education Building

Located in the far south-west corner of the campus, North of New Falcon Way

Phone In (562) 467-5050. Have your VISA or MASTERCARD number ready for fee-based courses

Mail In Use the registration form in the Calendar of Events

Fax In For fee-based courses use our fax number (562) 467-5013

Register 24 hours, seven days a week.

In Person Monday - Thursday 8 a.m.-7:30 p.m.

Friday 8 a.m.-4:30 p.m.

Saturday 8 a.m.- noon.
Cerritos College Foundation

The Cerritos College Foundation, a non-profit organization organized in 1979, serves as a charitable vehicle for the community, individuals and alumni, to assist with financial support to Cerritos College beyond that which cannot be met through state funding. 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 and in the nation.

The Foundation's commitment is to cultivate and solicit private financial support for the faculty staff and programs of Cerritos College whose goal is to continue the tradition of producing high-caliber professionals, leaders and artisans who enrich our community. We are committed to strengthening the pursuit of quality education while meeting the diverse needs of the students and community. The Foundation offers a variety of scholarships in various disciplines to assist students in their educational pursuits.

Over 25 community leaders volunteer generously of their time, talent and resources to support Cerritos College and its students by serving on the Foundation Board of Directors.

We invite you to visit our web-site at www.cerritos.edu/ccf or you may contact the Foundation Office at (562)860-2451, ext. 2526 for more information or to make a donation.

(L) Patricia Gomez - winners of EMODE west Scholarship, (M) Nick Van Hoogmoed, (R) Mary Villegas
CURRICULA,
REQUIREMENTS
FOR MAJORS,
CERTIFICATES AND
TRANSFER PROGRAMS
ADMINISTRATION OF JUSTICE—775
ASSOCIATE IN ARTS DEGREE

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

Six units of elective, non-transferable Administration of Justice credit 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.

ADMINISTRATION OF JUSTICE CORE
REQUIRED (21 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 91</td>
<td>Report Writing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 101</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 102</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 103</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 104</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 105</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>AJ 202</td>
<td>Substantive Law</td>
<td>3</td>
</tr>
</tbody>
</table>

DEPARTMENT REQUIREMENTS
REQUIRED (12 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 110</td>
<td>Concepts of Enforcement Services</td>
<td>3</td>
</tr>
<tr>
<td>AJ 220</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 261</td>
<td>Social Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 201</td>
<td>Introductory Sociology: Social Problems</td>
<td>(3)</td>
</tr>
</tbody>
</table>

ELECTIVE GROUP

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 51</td>
<td>Firearms</td>
<td>1</td>
</tr>
<tr>
<td>AJ 52</td>
<td>Advanced Firearms</td>
<td>1</td>
</tr>
<tr>
<td>AJ 61</td>
<td>Defense Tactics</td>
<td>1</td>
</tr>
<tr>
<td>AJ 62</td>
<td>Advanced Defense Tactics</td>
<td>1</td>
</tr>
<tr>
<td>AJ 71</td>
<td>First Aid (AJ)</td>
<td>2</td>
</tr>
<tr>
<td>AJ 130</td>
<td>Traffic Control and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ 150</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>AJ 173</td>
<td>A.J. Occupational Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>AJ 180</td>
<td>Introduction to Security</td>
<td>3</td>
</tr>
<tr>
<td>AJ 208</td>
<td>Special Issues in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>AJ 221</td>
<td>Narcotics and Vice Control</td>
<td>3</td>
</tr>
<tr>
<td>AJ 222</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 298</td>
<td>Directed Studies</td>
<td>1</td>
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<tr>
<td>AJ 299</td>
<td>Directed Studies</td>
<td>1</td>
</tr>
<tr>
<td>BCOT 131</td>
<td>Beginning Typing (Recommended)</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 223</td>
<td>Spanish for Careers</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 101</td>
<td>Beginning Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>BL 100</td>
<td>Introduction to California Civil Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BL 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>BL 103</td>
<td>Legal Research</td>
<td>3</td>
</tr>
</tbody>
</table>

CAREER OPPORTUNITIES: Upon completion of the Administration of Justice Associate in Arts Degree program, employment in various positions in the criminal justice system is available, including police officer, deputy sheriff, correctional officer, investigator, etc. Civil service regulations and state laws govern the appointment of public law enforcement officers. Eligibility depends on performance in competitive exams in addition to education and experience. The positions have rigorous physical, psychological and integrity requirements. Employment is further conditioned on completion of a satisfactory background investigation. Completion of the Baccalaureate transfer program provides the educational potential for advancement to supervisory and management positions or entry to graduate studies or law school.

See Cerritos College Graduation Requirements.

ADMINISTRATION OF JUSTICE - 776 TRANSFER PROGRAM
LOWER DIVISION MAJOR REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Dominguez Hill

Administration of Justice is a concentration in the Public Administration major.

See a counselor for more information.

CIS 101 Introduction to Computer Information Systems 3
MATH 115 Finite Mathematics 4

California State University-Fullerton

All classes for the major are upper division and are taken at CSUF. See a counselor for recommended lower division electives.

California State University-Long Beach

AJ 101 Introduction to Administration of Justice 3

See a counselor for recommended electives.

California State University-Los Angeles

AJ 101 Introduction to Administration of Justice 3
AJ 102 Concepts of Criminal Law 3
AJ 202 Substantive Law 3
ENGL 103 Critical and Argumentative Writing 3

See a counselor for recommended electives.

Recommended Electives for any of the above Universities, for this major are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 102</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 103</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>AJ 104</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 105</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>AJ 202</td>
<td>Substantive Law</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

The completion of 60 units, including 18 units of the above AJ requirements (AJ 101, 102, 103, 104, 105 and 202) and the Associate in Arts General Education Requirements, qualifies the student for the A.A. degree in Administration of Justice.

CAREER OPPORTUNITIES: For those persons seeking employment in law enforcement at the A.A. level of preparation, many opportunities exist in the various federal, state, municipal and county criminal justice agencies. A wider variety of employment opportunities exist for those who hold a Bachelor’s degree (e.g. administration) and/or Masters degree (e.g. teaching, research, administration, etc.).
AGRICULTURE—655
TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION
FOR CALIFORNIA STATE POLYTECHNIC UNIVERSITY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BOT 120</td>
<td>Introduction to Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 110</td>
<td>Soils</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 140</td>
<td>Plant Propagation</td>
<td>4</td>
</tr>
</tbody>
</table>

California State University and Colleges that offer the Bachelor's Degree: Chico, Pomona, Fresno, San Luis Obispo.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
- Complete 60 units to include: (1) the lower division preparation, (2) electives as needed, and (3) the Associate in Arts Degree General Education requirements.

CAREER OPPORTUNITIES: Programs with an emphasis in Agriculture are designed for agriculturally-related occupations in business, industry, specialized services, education, conservation, recreation and production. Many careers unknown a few years ago have expanded with mechanization to meet food needs.

See Cerritos College Graduation Requirements.
See State University General Education list.

ANTHROPOLOGY—710
TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY
AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 115</td>
<td>Human Evolution and Variation</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 120</td>
<td>Introduction to Archeology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 170</td>
<td>Introduction to Language and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 106</td>
<td>Introduction to Language Study</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
</tbody>
</table>
| A modern foreign language (101 and 102 level) or successful completion of 3 years of high school foreign language, or a designated upper-division course in linguistics is required.

California State University – Los Angeles
- ANTH 100 | Cultural Anthropology | 3 |
- ANTH 115 | Human Evolution and Variation | 3 |
- ENGL 103 | Critical and Argumentative Writing | 3 |

University of California – Los Angeles
- ANTH 200 | Native People of North America | 3 |
- ANTH 201 | Native Peoples of California | 3 |
- ANTH 202 | The Maya, Inca and Aztecs: Ancient Civilization of the Americas | 3 |
- ANTH 203 | The Anthropology of Music, Witchcraft, and Religion | 3 |
- ANTH 204 | The Anthropology of Sexuality and Gender | 3 |
- ANTH 250 | Introduction to Field Archaeology | 3 |

CAREER OPPORTUNITIES: Employment for the person holding the P.H.D. in Anthropology is good. Usual placements are chiefly in colleges and universities and also in museums, national parks, and in technical aid programs. Persons holding the B.A. will find limited employment. A person interested in teaching can use Anthropology as a teaching Minor.

See State University General Education list.

ARCHITECTURAL TECHNOLOGY—825
ASSOCIATE IN ARTS DEGREE PROGRAM
 REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 110</td>
<td>Introduction to Architecture and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 111</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 112</td>
<td>History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 113</td>
<td>Building Codes</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 121</td>
<td>Materials and Methods of Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 123</td>
<td>Introduction to Computer Aided Drafting for Architecture</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 212</td>
<td>Architectural Design Theory I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 213</td>
<td>Advanced Applications of Computer Aided Drafting for Architecture</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 221</td>
<td>Working Drawing/Architectural Desktop</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE UNITS: 33

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: ART 185, BA 100, BUSR 101, ENGT 235, PSYC 101.

See Cerritos College Graduation Requirements.

ARCHITECTURE – 605
TRANSFER PROGRAM
COMMON LOWER DIVISION (CORE) REQUIREMENTS
ARCH 111 Architectural Drawing 3
or ECON 202 Principles of Microeconomics (3)
ENGL 102 Composition and Literature 3
or ENGL 103 Critical and Argumentative Writing (3)
MATH 140 Trigonometry 3

ADDITIONAL LOWER DIVISION REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS
California State Polytechnic University – Pomona
ARCH 121 Materials and Methods of Building Construction 3
ARCH 122 Architectural Delineation 2
ARCH 211 Architectural Design, Programming and Presentation 3
ARCH 212 Architectural Design Theory I 3
ARCH 222 Architectural Design Theory II 3
PHYS 101 General Physics 4

California State Polytechnic University – San Luis Obispo
ARCH 110 Introduction to Architecture and Environmental Design 3
ARCH 113 Building Codes 4
ARCH 121 Materials and Methods of Building Construction 3
MATH 170 Analytic Geometry and Calculus I 4
PHYS 201 Engineering Physics 4
PHYS 203 Engineering Physics 4

University of California- Berkeley
ARCH 110 Introduction to Architecture and Environmental Design 3
or ARCH 112 History of Architecture (3)
ARCH 122 Architectural Delineation 2
ARCH 212 Architectural Design Theory I 3
ART 110 Freehand Drawing 3
ART 121 Three-Dimension Design 3
MATH 170 Analytic Geometry and Calculus I 4
MATH 190 Analytic Geometry and Calculus II 4
PHYS 201 Engineering Physics 4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete the 60 units to include (1) The Common Lower Division Requirements, (2) ARCH 212, 222, (3) 9 units of Architectural Electives, (4) The Associate in Arts general education degree requirements.

See Cerritos College Graduation Requirements.
See State University General Education List.

ART AND DESIGN
 LETTERING ARTS
VERIFICATION OF COMPLETION

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 180 Calligraphy I – Basic Roman Letterforms</td>
<td>3</td>
</tr>
<tr>
<td>ART 181 Calligraphy II - Basic Italic Letterforms</td>
<td>3</td>
</tr>
<tr>
<td>ART 287A Letter Arts I - Uncial and Gothic Letterforms</td>
<td>2</td>
</tr>
<tr>
<td>ART 287B Letter Arts II – Formal Roman and Experimental Letterforms</td>
<td>2</td>
</tr>
<tr>
<td>ART 183A Commercial Brush Lettering</td>
<td>1</td>
</tr>
<tr>
<td>ART 183B Copperplate Style Letterforms</td>
<td>1</td>
</tr>
</tbody>
</table>

Total certificate requirements 12

Although some of these courses are transferable, this certificate is non-transferable.

The Lettering Arts Verification of Completion is designed to include the following objectives:

a) To gain proficiency in calligraphy using traditional lettering techniques

b) To develop knowledge of the history of lettering
c) To explore various historic styles of lettering
d) To develop confidence and a personal style of lettering
e) To help the participant create a letter arts business plan

A verification of completion in the Lettering Arts Certificate will be granted upon completion of 12 units.

ART AND DESIGN – 111
ASSOCIATE IN ARTS DEGREE

<table>
<thead>
<tr>
<th>REQUIRED COURSES (15 UNITS)</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102 Appreciation and History</td>
<td>3</td>
</tr>
<tr>
<td>or ART 103 Modern and Contemporary Appreciation (3)</td>
<td></td>
</tr>
<tr>
<td>ART 110 Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Three-Dimensional Design</td>
<td></td>
</tr>
</tbody>
</table>

ART OPTIONAL TRACKS (CHOOSE ONE)

CERAMICS — REQUIRED (6 UNITS)
ART 150 Introduction to Ceramics I 3
ART 151 Ceramics – Wheelthrowing 3

JEWELRY — REQUIRED (12 UNITS)
ART 144 Jewelry/Metalsmithing 3
ART 145 Jewelry Casting and Molds 3
ART 246 Jewelry Design Fabrication 3

DRAWING AND PAINTING — REQUIRED (9 UNITS)
ART 130A Fundamentals of Painting 3
ART 130B Fundamentals of Painting 3
ART 136 Painting for Art Majors 3

PRINTMAKING — REQUIRED (9 UNITS)
ART 116 Beginning Printmaking 3
ART 117 Intermediate Printmaking 3
ART 218 Screenprinting 3
or ART 219 Advanced Etching (3)
SCULPTURE — REQUIRED (11 UNITS)
ART 160 Life Modeling 2
ART 162 Introduction to Sculpture 3
ART 163 The Techniques of Sculpture 3
ART 264 Sculpture-Stonecarving 3

DESIGN OPTIONAL TRACKS (CHOOSE ONE)

GRAPHIC DESIGN — REQUIRED (18 UNITS)
ART 182A Lettering and Typography 3
ART 184 Graphic Design I 3
ART 186 Computer Graphics in Art and Design 3
ART 188 Design for Desktop Publishing 3
ART 192 Photoshop/Digital Imaging 3
ART 284 Graphic Design II 3

RECOMMENDED ELECTIVES

CERAMICS
ART 252 Ceramics – Form and Technique 3
ART 253 Ceramics – Form and Content 3

DRAWING AND PAINTING
ART 213 Intermediate Life Drawing 3
ART 237 Life Painting 3
ART 238 Special Studies in Painting 3

GRAPHIC DESIGN
ART 180 Calligraphy I 3
ART 181 Calligraphy II 3
ART 182B Lettering and Typography II 3
ART 185 Rendering I 3
ART 285 Rendering II 3
BA 110 Advertising 3
PHOTO 100 Introductory Photography 3

MULTIMEDIA DESIGN
PHOTO 100 Introductory Photography 3
PHOTO 102 Intermediate Photography 3
PHOTO 112 Intermediate Digital Photography 3
ART 184 Graphic Design I 3
CIS 103 Computer Programming Logic 3
CIS 205 Programming in HTML for the World Wide Web 1.5

PRINTMAKING
ART 218 Screenprinting 3
ART 219 Special Etching 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete a minimum of 60 units to include: (1) Above art courses and units requirements, (2) AA Degree general education requirements and (3) electives as needed.

CAREER OPPORTUNITIES: Self-employed artist/craftsman; designer; jeweler; potter; printmaker; freehand illustrator; letterer; commercial artist: paste-up, sketch, layout; private studio; gallery museum worker; art supplies sales.

See Cerritos College Graduation Requirements.

COMPUTER ANIMATION — 113

CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES  UNITS
ART 101 Appreciation and History 3
or ART 103 Modern and Contemporary Appreciation (3)
ART 110 Freehand Drawing 3
ART 112 Life Drawing 3
ART 114 Storyboard and Graphic Novel Illustration 3
ART 120 Two Dimensional Design 3
ART 121 Three Dimensional Design 3
ART 190 Animation Principles 3
ART 191 3D Character Animation 3
ART 195 3D Computer Modeling 3
ENGL 240 Creative Writing 3
MUS 244 Digital Audio Production 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete requirements for a Certificate of Achievement in Computer Animation. For an A.A. Degree, a student must also take 6 units selected from the following courses: ART 192, ART 194, ART 196, TH 156 and general education requirements to achieve a minimum of 60 units.

MOTION GRAPHICS — 114

CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES  UNITS
ART 101 Appreciation and History 3
or ART 103 Modern and Contemporary Appreciation (3)
ART 110 Freehand Drawing 3
ART 112 Life Drawing 3
ART 114 Storyboard and Graphic Novel Illustration 3
ART 120 Two Dimensional Design 3
ART 121 Three Dimensional Design 3
ART 182A Lettering and Typography I 3
ART 182B Lettering and Typography II 3
ART 190 Animation Principles 3
ART 198 Motion Graphics 3
MUS 244 Digital Audio Production 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete requirements for a Certificate of Achievement in Motion Graphics. For an A.A. Degree, a student must also take 6 units selected from the following courses: ART 192, ART 194, ART 196, TH 156 and general education requirements to achieve a minimum of 60 units.

DIGITAL ARTS — 112

ASSOCIATE IN ARTS DEGREE

REQUIRED COURSES  UNITS
Core Requirements (21 units)
ART 101 Appreciation and History 3
or ART 103 Modern and Contemporary Appreciation (3)
ART 110 Freehand Drawing 3
ART 112 Life Drawing 3
ART 114 Storyboard and Graphic Novel Illustration 3
ART 120 Two Dimensional Design 3
ART 121 Three Dimensional Design 3
ART 190 Animation Principles 3

Completion of all courses (12 units) in either the Motion Graphics Emphasis or the Computer Animation Emphasis as listed below:

MOTION GRAPHIC EMPHASIS

ART 182A Lettering and Typography I 3
ART 182B Lettering and Typography II 3
ART 198 Motion Graphics 3
MUS 244 Digital Audio Production 3
COMPUTER ANIMATION EMPHASIS
ENGL 240  Creative Writing  3
ART 191  3D Character Animation  3
ART 195  3D Computer Modeling  3
MUS 244  Digital Audio Production  3

Plus two courses from the following list (6 units):
TH 156  Video Production  3
ART 192  Photoshop/Digital Imaging  3
ART 194  Multimedia Design  3
ART 196  Introduction to Designing Web Graphics  3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete (1) core requirements, (2) all courses in the Motion Graphics Emphasis or the Computer Animation Emphasis, (3) two courses from the list above, and (4) the Associate in Arts Degree general education requirements.

DIGITAL LAYOUT FOUNDATION
VERIFICATION OF COMPLETION
REQUIRED COURSES  UNITS
ART 186  Computer Graphics in Art and Design  3
ART 188  Design for Desktop 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  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 Certificate 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.

DIGITAL GRAPHICS FOUNDATION
VERIFICATION OF COMPLETION
REQUIRED COURSES  UNITS
ART 186  Computer Graphics in Art and Design  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.

ART AND DESIGN – 116
TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY

ART AND DESIGN
ENGLISH 240  Creative Writing  3
ART 191  3D Character Animation  3
ART 195  3D Computer Modeling  3
MUS 244  Digital Audio Production  3

Plus two courses from the following list (6 units):
TH 156  Video Production  3
ART 192  Photoshop/Digital Imaging  3
ART 194  Multimedia Design  3
ART 196  Introduction to Designing Web Graphics  3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete (1) core requirements, (2) all courses in the Motion Graphics Emphasis or the Computer Animation Emphasis, (3) two courses from the list above, and (4) the Associate in Arts Degree general education requirements.

DIGITAL LAYOUT FOUNDATION
VERIFICATION OF COMPLETION
REQUIRED COURSES  UNITS
ART 186  Computer Graphics in Art and Design  3
ART 188  Design for Desktop 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  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 Certificate 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.

DIGITAL GRAPHICS FOUNDATION
VERIFICATION OF COMPLETION
REQUIRED COURSES  UNITS
ART 186  Computer Graphics in Art and Design  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.
Curricula, Requirements For Majors, Certificates and Transfer Programs

California State University – Los Angeles

ART 112 Life Drawing 3
ART 130A Fundamentals of Painting 3
or ART 136 Painting for Art majors (3)

The above requirements are for the Art major only. Please see counselor for Design major.

Available Options: Animation (Traditional and Computer Track); Design; Art Education; Art History; Fashion and Textiles.

LOWER DIVISION REQUIREMENTS FOR SPECIFIC CAMPUSES OF THE UNIVERSITY OF CALIFORNIA

University of California– Irvine

ART 101 Appreciation and History 3
ART 102 Appreciation and History 3
ART 103 Modern and Contemporary Appreciation 3

Plus, four (4) courses selected from:
ART 110 Freehand Drawing 3
ART 130A Fundamentals of Painting 3
ART 162 Introduction to Sculpture 3
ART 155 Beginning Ceramic Sculpture 3
or ART 192 Photoshop Digital Imaging (3)

University of California– Los Angeles

ART 103 Modern and Contemporary Appreciation 3
ART 110 Freehand Drawing 3
ART 130A Fundamentals of Painting 3
ART 162 Introduction to Sculpture 3
PHOT 100 Introductory Photography 3

Plus, one (1) course selected from:
ART 101 Appreciation and History 3
or ART 102 Appreciation and History (3)
or ART 105 Women Artists (3)
or ART 100 Introduction to World Art (3)
or ART 107 Asian Art History (3)

University of California– Riverside

ART 110 Freehand Drawing 3
ART 136 Painting for Art Majors 3

Plus, one (1) course selected from:
ART 101 Appreciation and History 3
or ART 102 Appreciation and History (3)
or ART 105 Women Artists (3)
or ART 100 Introduction to World Art (3)
or ART 107 Asian Art History (3)

Additional Art classes should be selected according to the student’s art emphasis at the transfer institution. Contact a Cerritos College Fine Arts counselor for specific requirements for the school and option selected in order to optimize preparation to transfer.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the following: (1) Above transfer requirements, (2) the AA Degree general Education requirements, and (3) electives to achieve a minimum of 60 units.

Arts Career Opportunities: Self-employed artist/craftsman designer, printmaker, potter, freehand illustrators, private studio, gallery museum or display worker, and curator, art supplies sales, studio or art History instructor, art consultant.

ARTS CAREER OPPORTUNITIES: The Graphic Design track prepares students for careers in the fields of graphic design and desktop publishing. The Multimedia track focuses on electronic media including multimedia and web design.

AUTOMOTIVE COLLISION REPAIR (AUTOBODY TECHNICIAN) — 849
CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>AB 51</td>
<td>Non-Structural Damage Repair</td>
<td>4.5</td>
</tr>
<tr>
<td>or AB 50A</td>
<td>Body Trim &amp; Minor Repairs</td>
<td>(1)</td>
</tr>
<tr>
<td>AB 50B</td>
<td>Panel Replacement</td>
<td>(1)</td>
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<tr>
<td>and AB 50C</td>
<td>Structural Repair Setup</td>
<td>(1)</td>
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<tr>
<td>AB 52</td>
<td>Structural Damage Repair</td>
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<tr>
<td>AB 53</td>
<td>Suspension, Alignment &amp; Power Train</td>
<td>4.5</td>
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<tr>
<td>AB 54</td>
<td>Advanced Design Automotive Panel Repair</td>
<td>4.5</td>
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<tr>
<td>AB 55</td>
<td>Structural Panel Replacement</td>
<td>4.5</td>
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<tr>
<td>AB 56</td>
<td>Non-Structural Automotive Welding</td>
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</tr>
<tr>
<td>AB 57</td>
<td>Structural Automotive Welding</td>
<td>2</td>
</tr>
<tr>
<td>AB 61</td>
<td>Preparation and Spot Refinishing</td>
<td>4.5</td>
</tr>
<tr>
<td>or AB 60A</td>
<td>Sanding &amp; Paint Prep</td>
<td>(1)</td>
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<tr>
<td>AB 60B</td>
<td>Mix &amp; Apply Paint</td>
<td>(1)</td>
</tr>
<tr>
<td>and AB 60C</td>
<td>Paint Defects-Causes &amp; Cures</td>
<td>(1)</td>
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<tr>
<td>AB 86</td>
<td>Production Management</td>
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<tr>
<td>AB 181</td>
<td>Non-Structural Damage Estimating</td>
<td>3</td>
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<tr>
<td>or AB 80A</td>
<td>Vehicle Staging</td>
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<td>AB 80B</td>
<td>Damage Analysis &amp; Auto Systems</td>
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<tr>
<td>and AB 80C</td>
<td>Vehicle Types &amp; Auto Systems</td>
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<tr>
<td>or AB 59A</td>
<td>Computer Measuring Training</td>
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<tr>
<td>AB 59B</td>
<td>Unitized Analysis and Repair Planning</td>
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</tr>
<tr>
<td>AB 59C</td>
<td>Full-Frame Analysis and Repair Planning</td>
<td>(1)</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENT 36(33)

CAREER OPPORTUNITIES: This program prepares the student with entry-level knowledge and skills in automotive collision repair including body and frame repair technician, apprentice body and frame repair technician and shop foreman.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for your chosen Certificate (listed above) plus completes such electives and general education requirements including TM 50 to achieve a minimum of 60 units.

AB 51, AB 56 and AB 57 may be substituted for I-CAR Welding Qualification Test Certification plus 9 units of AB 73 work Experience.

See Cerritos College Graduation Requirements.
AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY—810

CERTIFICATES OF ACHIEVEMENT

AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY—GENERAL TECHNICIAN—807

UNITs
AUTO 100 Maintenance 4
AUTO 120 Brake & Alignment 5
AUTO 130 Electrical 4
AUTO 140 Engines 5
AUTO 160 Drive Train 4
AUTO 223 Body Electrical 4
AUTO 226 Automatic Transmission 5

31

AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY—ELECTRICAL/DIAGNOSIS TECHNICIAN—804

UNITs
AUTO 100 Maintenance 4
AUTO 130 Electrical 5
AUTO 140 Engines 5
AUTO 170 Emission Control 5
AUTO 180 Air Conditioning 4
AUTO 223 Body Electrical 4
AUTO 233 Fuel Systems 5
AUTO 243 Diagnostic Engine Performance 4

36

AUTOMOTIVE MECHANICAL REPAIR ENGINE/MACHINING TECHNOLOGY—805

UNITs
AUTO 100 Maintenance 4
AUTO 140 Engines 5
AUTO 150 Machine Shop I 5
AUTO 224 Advanced Engines 5
AUTO 225 Machine Shop II 5
AUTO 245L Automotive Specialty 2

26

AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY—MANUFACTURE SPECIALTY—806

UNITs
AUTO 51 Air Conditioning 4
AUTO 73 Work Experience 15
AUTO 121 Brake & Alignment 6
AUTO 131 Electrical 7
AUTO 141 Engines 4
AUTO 161 Power Train 6
AUTO 231 Diagnostic Engine Performance 6

48

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 to include Technical Math 50, and 3) electives as needed.

RECOMMENDED ELECTIVES: WELD 100, MET 100A, MTT 100, BCOM 147, BCOM 148, MFGT 100, TM 50.

CAREER OPPORTUNITIES: General Auto Mechanic, Parts Clerk, Mechanical and Auto Agencies or Commercial Fleets, and a variety of automotive specialties.

See Cerritos College Graduation Requirements.

BIOLOGY—680

TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY UNITS

BIOL 200 Principles of Biology 5
BIOL 201 Principles of Biology 5
CHEM 111 General Chemistry 5
CHEM 112 General Chemistry 5
PHYS 101 General Physics 4
PHYS 102 General Physics 4

ADDITIONAL LOWER DIVISION REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

California State Polytechnic University—Pomona
BIOL 105 Man and Environment 3
BOT 120 Introduction to Plant Science 4
MATH 112 Elementary Statistics 4
MICRO 200 Introduction to Microbiology 5

California State University—Dominguez Hills
MATH 112* Elementary Statistics 4
MATH 170 Analytic Geometry and Calculus I 4
or MATH 116 Calculus for Managerial, Biological, and Social Sciences (4)

*(for B.A., not B.S., Math 112 is the only required Math course, not Math 170 or 116.)

California State University—Fullerton
BIOL 202 Molecular Biology/Genetics 4
CHEM 211 Organic Chemistry 5
CHEM 212 Organic Chemistry 5
MATH 170 Analytic Geometry and Calculus I 4
or MATH 116 Calculus for Managerial, Biological, and Social Sciences (4)

California State University—Long Beach
MATH 170 Analytic Geometry and Calculus I 4
or MATH 116 Calculus for Managerial, Biological, and Social Sciences (4)
MATH 190 Analytic Geometry and Calculus II 4
FOR OPTION IN CELL & MOLECULAR BIOLOGY
MICRO 200 Introduction to Microbiology 5
California State University – Los Angeles
CHEM 205 Quantitative Analysis Chemistry 4
ENGL 103 Critical and Argumentative Writing 3
MATH 170 Analytic Geometry and Calculus I 4

COMMON LOWER DIVISION PREPARATION
FOR THE UNIVERSITY OF CALIFORNIA
BIOL 200 Principles of Biology 5
BIOL 201 Principles of Biology 5
CHEM 111 General Chemistry 5
CHEM 112 General Chemistry 5
CHEM 211 Organic Chemistry 5
CHEM 212 Organic Chemistry 5
PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4

ADDITIONAL LOWER DIVISION PREPARATION
FOR THE UNIVERSITY OF CALIFORNIA

University of California– Irvine
BIOL 201* Principles of Biology 5
BIOL 202 Molecular Biology/Genetics 4
MATH 170 Analytic Geometry and Calculus I 4
MATH 190 Analytic Geometry and Calculus II 4
PHYS 203* Engineering Physics 4
*(Recommended NOT required.)

University of California– Los Angeles
BIOL 202 Molecular Biology/Genetics 4
MATH 112 Elementary Statistics 4
MATH 170 Analytic Geometry and Calculus I 4
MATH 190 Analytic Geometry and Calculus II 4
PHYS 203 Engineering Physics 4

University of California– Riverside
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
CHEM 211 Organic Chemistry 5
CHEM 212 Organic Chemistry 5
MATH 170 Analytical Geometry and Calculus I 4
MATH 190 Analytical Geometry and Calculus II 4
PHYS 203 Engineering Physics 4
PHYS 202 Engineering Physics 4
ZOOL 120 Introduction to Animal Biology 4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include: (1) the above required courses, (2) electives as needed, and (3) the Associate in Arts Degree General Education requirements.

CAREER OPPORTUNITIES: Bachelor's Degree programs with an emphasis in Botany are designed to qualify the student for graduate study in the field; for teaching through the high school level; for applied work with Federal, State park, forestry and agricultural services, and with private industry.

See Cerritos College Graduation Requirements.
See State University General Education List.

BUSINESS ACCOUNTING PROGRAMS
BUSINESS ACCOUNTING—240
CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS:

*BUSA 101 Fundamentals of Accounting I 4
*BUSA 102 Fundamentals of Accounting II 4
*BUSA 131 Computerized Accounting–IBM 3
*BUSA 133 Computerized Spreadsheet Accounting 3
*BUSA 201 Intermediate Accounting I 4
*BUSA 202 Intermediate Accounting II 4
*BUSA 240 Cost Accounting 4
or BUSA 241 Managerial Accounting (4)
*BUSA 250 Income Tax Accounting 3
or BUSA 130 Payroll Tax Accounting (3)
BUSF 50 Electronic Calculators/Business Applications 3
BUS 125: Personal Finance (3) or BUSA 60: QuickBooks Accounting (1.5) and BUSA 61: Turbo Tax Accounting (1.5)

**TOTAL CERTIFICATE REQUIREMENTS:** 35 units

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**
Meet the requirements for a Certificate of Achievement in Business Accounting and complete general education requirements to achieve a minimum of 60 units.

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

**OTHER RECOMMENDED COURSES:**
- BA 100: Fundamentals of Business (3)
- BA 111: Business Law (3)
- BCOM 147: Business Communications (3)

*Prerequisite for BUSA 101 - BUSA 100.

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

See Cerritos College Graduation Requirements.

**BUSINESS ACCOUNTING**

**ADVANCED ACCOUNTING — 244**

**CERTIFICATE OF ACHIEVEMENT**

**DIVISION/DEPARTMENT REQUIREMENTS:**
Complete the Accounting Certificate-240 Requirements: 35 units

Plus any three of the following four courses:
- BUSA 240: Cost Accounting (4)
- BUSA 241: Managerial Accounting (4)
- BUSA 270: Fundamentals of Auditing (3)
- BUSA 280: Advanced Accounting (3)

**TOTAL CERTIFICATE REQUIREMENTS:** 45/46 units

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**
Meet the requirements for a Certificate of Achievement in Business Advanced Accounting and complete general education requirements to achieve a minimum of 60 units.

**OTHER RECOMMENDED COURSE:**
- BA 112: 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.

**BUSINESS ACCOUNTING — MICROCOMPUTER**

**ACCOUNTING CLERK — 243**

**CERTIFICATE OF ACHIEVEMENT**

**DIVISION/DEPARTMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSA 131</td>
<td>Computerized Accounting - IBM</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 133</td>
<td>Computerized Spreadsheet Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSF 50</td>
<td>Electronic Calculators/Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSF 125</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>or BUSA 60</td>
<td>QuickBooks Accounting</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE REQUIREMENTS:** 22 units

**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.

**OTHER RECOMMENDED COURSES:**
- BUSA 130: Payroll Tax Accounting (3)
- BA 111: Business Law (3)
- BCOT 108: WordPerfect for Windows (3.5)
- or BCOT 112: Word for Windows (3.5)
- BCOM 147: Business Communications (3)

*Required for Advanced Microcomputer Accounting Clerk Certificate — 245

**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 — 245**

**CERTIFICATE OF ACHIEVEMENT**

**DIVISION/DEPARTMENT REQUIREMENTS:**
Complete Microcomputer Accounting Clerk - 243 CERTIFICATE REQUIREMENTS: 22 units

Plus any three of the following courses:
- BUSA 130: Payroll Tax Accounting (3)
- BUSA 250: Income Tax Accounting (3)
- BA 111: Business Law (3)
- or BA 100: Fundamentals of Business (3)

**TOTAL CERTIFICATE REQUIREMENTS:** 31 units

**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.

**OTHER RECOMMENDED COURSES:**
- BA 100: Fundamentals of Business (3)
- BA 111: Business Law (3)
- BCOT 108: WordPerfect for Windows (3.5)
- or BCOT 112: Word for Windows (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 for additional alternatives.
BUSINESS ADMINISTRATION PROGRAMS

BUSINESS ADMINISTRATION MINOR

CERTIFICATE OF COMPLETION (9 UNITS)

Complete, with a grade of Credit 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 Certificate of Achievement 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.

CAREER OPPORTUNITIES: This minor combined with your major provides significant preparation for employment in business, private industry, and self-employment.

BUSINESS—GENERAL—200

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

In order to qualify for an Associate in Arts Degree in General Business 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 18 units selected from any of the courses offered by the Business Division. The Business Division departments are listed below:
   a. Business Accounting/Finance
   b. Business Administration
   c. Business Computerized Office Technologies/Business Communications
   d. Business Court Reporting
   e. Business Paralegal
   f. Business Real Estate

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

Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

CAREER OPPORTUNITIES: Prepares the student for a variety of career opportunities in business, industry, government, and self-employment.

BUSINESS ADMINISTRATION—273

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BA 100</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 111</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or BA 113</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>or BA 114</td>
<td>Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td>or ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>BA 115</td>
<td>Management Business</td>
<td>3</td>
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<tr>
<td>BA 120</td>
<td>Management—Accounting and Internal Control</td>
<td>3</td>
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<tr>
<td>or BUSA 100</td>
<td>Introduction to Accounting</td>
<td>(3)</td>
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<tr>
<td>or CIS 101</td>
<td>Introduction to Computer Information Systems</td>
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TOTAL CERTIFICATE REQUIREMENTS: 18

RECOMMENDED COURSES:

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<tbody>
<tr>
<td>BA 104</td>
<td>Managing Cultural Diversity</td>
<td>3</td>
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<tr>
<td>BA 107</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 111</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 120</td>
<td>Management—Accounting and Internal Control</td>
<td>3</td>
</tr>
<tr>
<td>BA 132</td>
<td>Computer Applications for Managers</td>
<td>3</td>
</tr>
<tr>
<td>BA 171-174</td>
<td>Business Administration Work Experience</td>
<td>1-4</td>
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<tr>
<td>BL 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSR 101</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
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</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Certificate of Achievement in Business Administration. Take 12 units of the Recommended Courses not used for Department/Division Requirements. Complete general education requirements and electives to achieve a minimum of 60 units. If you already have an A.A. Degree or higher from a regionally accredited college, and you meet the Cerritos College General Education requirements, complete the Certificate Requirements to earn an A.A. in Business Administration.

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

CAREER OPPORTUNITIES: Prepares the student for a variety of career opportunities in business, industry, government, and self-employment.

Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

RETAIL MANAGEMENT—274

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS: UNITS

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BA 50</td>
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<tr>
<td>BA 106</td>
<td>Human Resource Management</td>
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<td>BA 107</td>
<td>Human Relations in Business</td>
<td>3</td>
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<td>BA 114</td>
<td>Marketing</td>
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<td>BA 115</td>
<td>Management—Business</td>
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<tr>
<td>BA 120</td>
<td>Management—Accounting and Internal Control</td>
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<tr>
<td>or BUSA 100</td>
<td>Introduction to Accounting</td>
<td>(3)</td>
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<tr>
<td>BA 123</td>
<td>Management—Retailing</td>
<td>3</td>
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<tr>
<td>or BA 117</td>
<td>Fundamentals of Supervision</td>
<td>(3)</td>
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<tr>
<td>BA 132</td>
<td>Computer Applications for Managers</td>
<td>3</td>
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<tr>
<td>or BCOET 114</td>
<td>Introduction to Microsoft Office</td>
<td>(3)</td>
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<tr>
<td>BA 156</td>
<td>Motivational Presentation Skills for Managers</td>
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</tr>
<tr>
<td>or BCOM 148</td>
<td>Effective Business Presentation</td>
<td>(3)</td>
</tr>
<tr>
<td>BCOM 147</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 30
Curricula, Requirements For Majors, Certificates and Transfer Programs

RECOMMENDED COURSES:
- BA 104 Managing Cultural Diversity 3
- BA 110 Advertising 3
- BA 111 Business Law 3
- BA 113 Legal Environment of Business 3
- BA 153 Small Business Management 3
- BL 101 Introduction to Law 3
- BUSR 101 Real Estate Principles 3
- BA 171-174 Business Administration work Experience 1-4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
- Meet the requirements for a Certificate of Achievement in Retail Management. Complete general education requirements and electives to achieve a minimum of 60 units. If you already have an AA Degree or higher from a regionally accredited college and you meet the Cerritos College General Education Requirements, complete the Certificate Requirements to earn an AA in Retail Management.

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

CAREER OPPORTUNITIES: Prepares the student for a variety of career opportunities in business, industry, government, and self-employment. Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

BUSINESS ADMINISTRATION — 773
TRANSFER PROGRAM
LOWER DIVISION MAJOR REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS UNITS
California State University - Dominguez Hills
- BA 111 Business Law 3
- BUSA 100 Introduction to Accounting 3
- BUSA 101 Fundamentals of Accounting I 4
- BUSA 102 Fundamentals of Accounting II 4
- CIS 101 Introduction to Computer Information Systems 3
- ECON 201 Principles of Macroeconomics 3
- ECON 202 Principles of Microeconomics 3
- Plus, a transfer level Math course from General Education- (Math 112, 115, or 116 recommended).

California State University - Fullerton
- BA 113 Legal Environment of Business 3
- BUSA 100 Introduction to Accounting 3
- BUSA 101 Fundamentals of Accounting I 4
- BUSA 102 Fundamentals of Accounting II 4
- BUSA 133 Spreadsheet Accounting I 3
- CIS 101 Introduction to Computer Information Systems 3
- ECON 201 Principles of Macroeconomics 3
- ECON 202 Principles of Microeconomics 3
- MATH 116 Calculus for Managerial, Biological, and Social Sciences 4
- or MATH 170 Analytical Geometry and Calculus I (4)

One additional Social Science course from any course in Area D. 3 of the Cal State University General Education Requirements. CSUF also requires a lower division business writing course not offered at Cerritos College.

California State University - Los Angeles
- BA 111 Business Law 3
- BUSA 100 Introduction to Accounting 3
- BUSA 101 Fundamentals of Accounting I 4
- BUSA 102 Fundamentals of Accounting II 4
- CIS 101 Introduction to Computer Information Systems 3
- ECON 201 Principles of Macroeconomics 4
- ECON 202 Principles of Microeconomics 3
- ENGL 100 Freshman Composition 3
- ENGL 102 Freshman Composition and Literature 3
- or ENGL 103 Critical and Argumentative Writing (3)
- or PHIL 202 Critical Thinking and Argumentative Writing (3)
- MATH 116 Calculus for Managerial, Biological, and Social Sciences 4

University of California - Riverside
- BA 100 Fundamentals of Business 3
- BUSA 100 Introduction to Accounting 3
- BUSA 101 Fundamentals of Accounting I 4
- BUSA 102 Fundamentals of Accounting II 4
- CIS 101 Computer Information Systems 3
- or CIS 102 Computer Hardware and Applications Software (3)
- ECON 201 Principles of Macroeconomics 3
- ECON 202 Principles of Microeconomics 3
- MATH 112 Elementary Statistics 4
- or PSYC 210 Elementary Statistics (4)
- MATH 116 Calculus for Managerial, Biological and Social Sciences 4
- or MATH 170 Analytical Geometry and Calculus I (4)
- PSYC 220 Research Methods 4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
- Complete the following common lower division requirements:
  - BUSA 100, BUSA 101, BA 111 or BA 113, CIS 101, ECON 201 and 202 and one transfer level MATH course. Plus, the General Education requirements and Proficiencies for the AA Degree and achieve a minimum of 60 degree applicable units.

CAREER OPPORTUNITIES: Career opportunities are numerous and depend on the specialization selected, ranging from independent practice as a Certified Public Accountant to corporate leadership in a multinational company.

See Cerritos College Graduation Requirements. See State University General Education List
**BUSINESS MANAGEMENT—215**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 100  Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 101  International Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 107  Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 111  Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 115  Management-Business</td>
<td>3</td>
</tr>
<tr>
<td>or BA 117  Introduction to Supervision</td>
<td>(3)</td>
</tr>
<tr>
<td>or BA 153  Small Business Management</td>
<td>(3)</td>
</tr>
<tr>
<td>BA 132  Computer Applications for Managers</td>
<td>3</td>
</tr>
<tr>
<td>or BA 156  Motivational Presentation Skills for Managers</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE REQUIREMENTS:** 18

**RECOMMENDED COURSES**

| BA 104  Managing Cultural Diversity | 3     |
| BA 106  Human Resource Management   | 3     |
| BA 113  Legal Environment of Business | 3     |
| BA 120  Management – Accounting and Internal Control | 3     |
| BA 171-174  Business Administration Work Experience | 1-4  |
| BL 101  Introduction to Law         | 3     |
| BUSR 101  Real Estate Principles   | 3     |

**NATIONAL MANAGEMENT ASSOCIATION’S (NMA) COURSES**

<table>
<thead>
<tr>
<th>SUPERVISORY &amp; MANAGEMENT SKILLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 65  NMA Role of the Supervisor</td>
<td>1</td>
</tr>
<tr>
<td>BA 66  NMA Management Principles</td>
<td>1</td>
</tr>
<tr>
<td>BA 67  NMA Communication Skills</td>
<td>1</td>
</tr>
<tr>
<td>BA 68  NMA Interpersonal Relationship Skills</td>
<td>1</td>
</tr>
<tr>
<td>BA 69  NMA Developing Performance</td>
<td>1</td>
</tr>
<tr>
<td>BA 75  NMA New Employee</td>
<td>1</td>
</tr>
<tr>
<td>BA 76  NMA Coaching and Counseling</td>
<td>1</td>
</tr>
<tr>
<td>BA 77  NMA Leadership Development</td>
<td>1</td>
</tr>
<tr>
<td>BA 78  NMA Business Concepts</td>
<td>1</td>
</tr>
<tr>
<td>BA 79  NMA Law for the Supervisor</td>
<td>1</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Meet the requirements for a Certificate of Achievement in Business Management. Take 12 units of the Recommended Courses, or 3 units from the Recommended Courses and 10 units from National Management Association’s (NMA) supervisory and Management Skills Courses. Complete General Education requirements and electives to achieve a minimum of 60 units. If you already have an AA Degree or higher from a regionally accredited college and you meet the Cerritos College General Education requirements, complete the Certificate Requirements to earn an AA in Business Management.

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

**CAREER OPPORTUNITIES:** Prepares the student for a variety of career opportunities in business, industry, government, and self-employment.

Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

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**EMPLOYMENT DEVELOPMENT—227**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. COMPLETION OF 9 UNITS IN COURSES SELECTED FROM ONE OF THE DEPARTMENTS LISTED BELOW:</td>
<td></td>
</tr>
<tr>
<td>a. Business Accounting/Finance</td>
<td></td>
</tr>
<tr>
<td>b. Business Administration</td>
<td></td>
</tr>
<tr>
<td>c. Business Computerized Office Technologies/Business Communications</td>
<td></td>
</tr>
<tr>
<td>d. Business Court Reporting</td>
<td></td>
</tr>
<tr>
<td>e. Business Paralegal</td>
<td></td>
</tr>
<tr>
<td>f. Business Real Estate</td>
<td></td>
</tr>
<tr>
<td>2. COMPLETION OF 12 UNITS OF OCCUPATIONAL WORK EXPERIENCE COURSES IN THE SAME OCCUPATIONAL DISCIPLINE AS LISTED ABOVE. (REQUIREMENT: CONCURRENT ENROLLMENT IN ONE 4-UNIT WORK EXPERIENCE COURSE AND ONE 3-UNIT COURSE FROM DEPARTMENT SELECTED.)</td>
<td></td>
</tr>
<tr>
<td>EXAMPLE:</td>
<td></td>
</tr>
<tr>
<td>(Using the Business Administration Department)</td>
<td></td>
</tr>
<tr>
<td>BA 100  Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 174  *Business Administration Occupational Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>BA 107  Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 174  *Business Administration Occupational Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>BA 111  Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 174  *Business Administration Occupational Work Experience</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE REQUIREMENTS:** 21

*This program permits 12 units of credit to be earned on the job. The student must work at least 20 hours per week in a related industry.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Meet the requirements for a Certificate of Achievement in Business Employment Development. Complete BA 101, BA 107, BA 111, BA 112, BA 115 or BA 153, BA 121 or BA 110 or BA 114, and BCOM 147 and complete general education requirements to achieve a minimum of 60 units.

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

**CAREER OPPORTUNITIES:** Prepares the student for a variety of career opportunities in business, industry, government, and self-employment.

Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

---

**BUSINESS MARKETING—213**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 100  Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 101  International Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 107  Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 110  Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BA 114  Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 121  Sales</td>
<td>3</td>
</tr>
<tr>
<td>BA 171/174  Business Administration Occupational Work Experience</td>
<td>1-4</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE REQUIREMENTS:** 19/22

---
ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Certificate of Achievement in Business Marketing. Complete BA 50 or CIS 101 or CIS 102, BA 111, BA 112, BA 153, and BCOM 147 and complete general education requirements to achieve a minimum of 60 units. If you already have an AA Degree or higher from an accredited college and you meet the Cerritos College General Education requirements, complete the certificate requirements to earn an AA in Business Marketing.

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

CAREER OPPORTUNITIES: Prepares the student for a variety of career opportunities in business, industry, government, and self-employment.

Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES PROGRAM

BILINGUAL BUSINESS OFFICE TECHNOLOGIES
CERTIFICATE OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 46</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 96</td>
<td>Microsoft PowerPoint Core/Expert Level</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOT 112</td>
<td>Microsoft Word for Windows</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 113</td>
<td>Microsoft Excel</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 133</td>
<td>Intermediate Typing/Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 135</td>
<td>Typewriting Speed/Control Building</td>
<td>1</td>
</tr>
<tr>
<td>BCOT 161</td>
<td>Principles of Filing</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 17

NOTE: Although many of these courses are transferrable, this certificate of completion is nontransferable.

Please see Business counselors or the respective department for additional alternatives.

BILINGUAL LEGAL OFFICE SKILLS
CERTIFICATE OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 46</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 82</td>
<td>Spanish Legal Office Terminology/Vocabulary</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOT 112</td>
<td>Microsoft Word for Windows (for MOUS Preparation)</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 131</td>
<td>Beginning Typing/Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 135</td>
<td>Typewriting Speed/Control Building</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 12.5

NOTE: Although many of these courses are transferrable, this certificate of completion is nontransferable.

Please see Business counselors or the respective department for additional alternatives.

Microsoft Office User Specialist (MOUS) Certification Academy Certificate of Completion

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOT 112</td>
<td>Microsoft Word for Windows</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 90</td>
<td>Microsoft Word Core Level</td>
<td>(1.5)</td>
</tr>
<tr>
<td>and BCOT 91</td>
<td>Microsoft Word Expert Level</td>
<td>(1.5)</td>
</tr>
<tr>
<td>BCOT 113</td>
<td>Microsoft Excel</td>
<td>3.5</td>
</tr>
<tr>
<td>or BCOT 92</td>
<td>Microsoft Excel Core Level</td>
<td>(1.5)</td>
</tr>
<tr>
<td>and BCOT 93</td>
<td>Microsoft Excel Expert Level</td>
<td>(1.5)</td>
</tr>
<tr>
<td>CIS 135</td>
<td>Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 96</td>
<td>Microsoft PowerPoint Core/Expert Level</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOT 97</td>
<td>Microsoft Outlook Core Level</td>
<td>1.5</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 12/13

NOTE: Although many of these courses are transferrable, this certificate of completion is nontransferable.

Please see Business counselors or the respective department for additional alternatives.

OFFICE TECHNOLOGIES
CERTIFICATE OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 46</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 90</td>
<td>Internet as a Business Communication Tool</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 114</td>
<td>Introduction to Microsoft Office</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 133</td>
<td>Intermediate Typing/Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 161</td>
<td>Principles of Filing</td>
<td>1</td>
</tr>
<tr>
<td>BCOT 162</td>
<td>Business Spelling &amp; Proofreading Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 17.5

NOTE: Although many of these courses are transferrable, this certificate of completion is nontransferable.

Please see Business counselors or the respective department for additional alternatives.

LEGAL SECRETARIAL PROGRAM

LEGAL SECRETARY—251
CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 147</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 152</td>
<td>Job Search in the Business Field</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOT 80</td>
<td>Processing Law Office Documents</td>
<td>2</td>
</tr>
<tr>
<td>BCOT 81</td>
<td>Legal Office Procedures</td>
<td>4</td>
</tr>
<tr>
<td>BCOT 83</td>
<td>Legal Office Terminology/Machine Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>BCOT 89</td>
<td>Internet as a Business Communication Tool</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 112</td>
<td>Microsoft Word for Windows (for MOUS preparation)</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 133</td>
<td>Intermediate Typing/Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 135</td>
<td>Typewriting Speed/Control Building</td>
<td>1</td>
</tr>
<tr>
<td>BL 52</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>BL 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 35.5

NOTE: Although many of these courses are transferrable, this certificate of completion is nontransferable.

Please see Business counselors or the respective department for additional alternatives.

ASSOCIATE IN ARTS REQUIREMENT:

Meet the requirements for a Certificate of Achievement in Legal Secretary–251 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 a Business counselor or the respective department chairperson for additional alternatives.

**OFFICE PROGRAM**

**FILE CLERK**

**CERTIFICATE OF COMPLETION**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 152 Job Search in the Business Field</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOT 60 Beginning Typing/Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>or BCOT 61 Typing/Keyboarding Review</td>
<td>2</td>
</tr>
<tr>
<td>BCOT 161 Principles of Filing</td>
<td>1</td>
</tr>
<tr>
<td>BCOT 162 Business Spelling and Proofreading Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 7.5/9

NOTE: Although many of these courses are transferable, this Certificate of Completion is nontransferable. Please see Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

**GENERAL OFFICE—253**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 46 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 147 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 152 Job Search in the Business Field</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOT 60 Telephone Techniques/Customer Service</td>
<td>1</td>
</tr>
<tr>
<td>BCOT 89 Internet as a Business Communication Tool</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 112 Microsoft Word for Windows (for MOUS preparation)</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 131 Beginning Typing/Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>or BCOT 61 Typing/Keyboarding Review</td>
<td>2</td>
</tr>
<tr>
<td>BCOT 133 Intermediate Typing/Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 135 Typewriting Speed/Control Building (Two 9-week classes)</td>
<td>2</td>
</tr>
<tr>
<td>BCOT 161 Principles of Filing</td>
<td>1</td>
</tr>
<tr>
<td>BCOT 162 Business Spelling and Proofreading Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 22.5/24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the requirements for a Certificate of Achievement in General Office - 253. 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 Business counselors or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.

**SECRETARIAL PROGRAM**

**SECRETARY/ADMINISTRATIVE ASSISTANT—265**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 147 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 152 Job Search in the Business Field</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOT 89 Internet as a Business Communication Tool</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOM 96 Microsoft PowerPoint Core/Expert Level</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOM 97 Microsoft Outlook Core Level</td>
<td>1.5</td>
</tr>
<tr>
<td>BCOM 112 Microsoft Word for Window (for MOUS preparation)</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 113 Microsoft Excel</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 114 Introduction to Microsoft Office</td>
<td>3.5</td>
</tr>
<tr>
<td>BCOT 116 Desktop Publishing – Word for Windows</td>
<td>1.5</td>
</tr>
</tbody>
</table>

NOTE: Although many of these courses are transferable, this Certificate of Completion is nontransferable. Please see Business counselors or the respective department for additional alternatives.
Curricula, Requirements For Majors, Certificates and Transfer Programs

or BCOT 117 Desktop Publishing – Microsoft Publisher (1.5)
BCOT 133 Intermediate Typing/Keyboarding 3.5
BCOT 135 Typewriting Speed/Control Building 2
(‘Two 9-week classes)
BCOT 155 Administrative Secretarial Procedures 4
BCOT 161 Principles of Filing 1
BCOT 162 Business Spelling and Proofreading Skills 3

TOTAL CERTIFICATE REQUIREMENTS: 36.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Certificate of Achievement in Secretary/Administrative Assistant - 265 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 Business counselors or the respective department chairperson for additional alternatives.

MEDICAL TRANSCRIPTIONIST

CERTIFICATE OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS UNITS
BCOT 70 Medical Machine Transcription 4
BCOT 112 Microsoft Word for Windows (for MOUS preparation) 3.5
or BCOT 133 Intermediate Typing/Keyboarding (3.5)
BCOT 135 Typewriting Speed/Control Building 1
BCOT 162 Business Spelling and Proofreading Skills 3
MA 161 Medical Terminology 3

TOTAL CERTIFICATE REQUIREMENTS: 14.5

OPTIONAL SPECIALTY

COMPLETION OF ALL THE COURSES LISTED BELOW:

SECRETARY - MEDICAL ENVIRONMENT

BCOT 71 Computers in the Medical Office 3.5
BCOT 112 Microsoft Word for Windows (for MOUS preparation) 3.5
BCOT 133 Intermediate Typing/Keyboarding 3.5
BCOT 155 Administrative Secretarial Procedures 4
BCOT 162 Business Spelling and Proofreading Skills 3

TOTAL CERTIFICATE REQUIREMENTS: 17.5

BUSINESS LEGAL PROGRAM

PARALEGAL — 233

ASSOCIATE IN ARTS DEGREE

SECTION A - LEGAL SPECIALTY CORE REQUIREMENTS: UNITS
BL 56 Introduction to Computerized Legal Software 3
BL 100 Introduction to California Civil Procedures 3
BL 101 Introduction to Law 3
BL 102 Advanced California Civil Procedures 3
or BL 113 Fundamentals of Alternate Dispute Resolutions (3)
BL 103 Legal Research 3
BL 120 Legal Ethics 1.5
or BL 171/174 Business Paralegal Occupational Work Experience (1-4)

TOTAL REQUIREMENTS MUST BE A MINIMUM OF 33

NOTE: DEPARTMENT RECOMMENDATION: It is strongly recommended that all graduates who wish to be assisted with job placement through the Paralegal Department complete BL 173 or BL 174 work experience with a letter of recommendation from their employer and complete CG 210, Job Search Strategies.

General education requirements must also be completed to achieve a minimum of 60 units for an A.A. Degree in Paralegal.

General Education courses must meet the American Bar Association Requirements. No course may be taken as “Credit by Exam.”

THIS PROGRAM IS APPROVED BY THE AMERICAN BAR ASSOCIATION.

PARALEGAL SPECIALTY REQUIREMENTS

In order to obtain a paralegal specialty, the student must complete the Paralegal A.A. degree or certificate. Units for the specialty may come from the Paralegal A.A. degree or certificate requirements from additional courses as outlined below:

OPTIONAL SPECIALTIES

COMMERCIAL

BL 106 Bankruptcy Law 3
BL 220 Landlord and Tenant Law 3
BL 230 Corporate Law 3

PROBATE & ESTATE PLANNING

BL 107 Probate Procedures 3
BL 112 Estate Planning for the Paralegal 3
BL 115 Elder Law 3
LITIGATION
BL 102	Advanced California Civil Procedures	3
BL 104	Advanced Legal Research	3
BL 109	Torts and Personal Injury Law and Procedures	3

FAMILY LAW
BL 102	Advanced California Civil Procedures	3
or BL 113	Fundamentals of Alternate Dispute Resolutions	(3)
BL 104	Advanced Legal Research	3
BL 108	Family Law Procedures	3

LEGAL TECHNOLOGY
BL 52	Law Office Management	3
BL 57	Legal Document Production	3
BL 65	Advanced Legal Technology	3

CRIMINAL LAW
BL 116	Criminal Law	3
BL 104	Advanced Legal Research	3
BL 102	Advanced California Civil Procedures	3
or BL 113	Fundamentals of Alternate Dispute Resolutions	3

PARALEGAL CERTIFICATE:
A student may earn a Paralegal Certificate if the student has already completed an A.A. degree or B.A. degree prior to taking any courses applied to the Paralegal Certificate. Students must complete a total of 21 units. These units must include BL 56, BL 100, BL 101, BL 103, BA 111, and the students may choose either BL 102, or BL 113 and BL 120 or BL 171-174. Any additional units needed to complete the 21 unit requirement may be taken from Section B. All 21 units must be taken at Cerritos College.

Students must consult with the Paralegal or Counseling Department prior to entering the certificate program. To verify they possess an A.A. or B.A. degree. Official transcripts are required. Any Business Legal courses which were taken prior to the completion of the student's requisite A.A. degree will not be counted as part of the certificate units.

CAREER OPPORTUNITIES: Escrow Secretary (203.382-022), File Clerk (206.362-010), Insurance Clerk (219.387-014), Legal Assistant (119.267-022), Paralegal (119.267-026), Legal Secretary (201.362-010).

BUSINESS COURT REPORTING/COMPUTERIZED SHORTHAND — 235

The Court Reporters Board of California issues a certificate upon successful completion of the following requirements and passing of the state examination.

HOURS
Vocabulary
English
Medical
Legal
Transcript Procedures
Apprenticeship Training
Technology
BUSC 114
BUSC 115
BUSC 118
BUSC 119A
BUSC 119B
BUSC 119C
BUSC 140
BUSC 141
BUSC 142
BUSC 143
BUSC 144
BUSC 145
BUSC 146
BUSC 147
BUSC 148
BUSC 149
BUSC 154
BUSC 185
ENGL 107
ENGL 108

Choose from the following courses for a minimum of 135 hours:
BCOT 162
BCOM 46
BUSC 57A
BUSC 57B
ENGL 50A
ENGL 53

Choose from the following courses for a minimum of 175 hours:
BUSC 119
BUSC 120
BUSC 121
BUSC 122
BA 111
BA 112
AJ 103
BL 101

Total requirements must be a minimum of 74.5/78.5 units

BUSINESS LEGAL MINOR

CARETIFICE OF COMPLETION (9 UNITS)

The Business Legal Minor may be obtained by completing three of the following core courses with a grade of Credit or “C” or higher:
BL 101, Introduction to Law; BA 111, Business Law; BA 112, Business Law; BA 113, Legal Environment of Business.

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 Business Legal Minor.

A separate certification of completion of the requirements for a Business Legal Minor can also be issued. Check with the Business Administration or Paralegal Department for more information.

CAREER OPPORTUNITIES: This Minor combined with your major provides legal knowledge essential in business, in private industry, and in self-employment.
In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact: The Court Reporters Board of California; 2523 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833; (916) 263-3660.

The Cerritos College Program is approved by the Court Reporters Board of California, 2523 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Telephone: (916) 263-3660, Consumer Affairs.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Specific graduation requirements for court reporting students shall include the following minimum standards:

a) The student shall pass three 5-minute tests with 95% accuracy at each of the following speeds: 225 words per minute testimony (two-voice), 200 words per minute jury charge, and 180 words per minute literary.

b) The student shall pass at least two 5-minute time writings in keyboarding at a minimum of 60 gross words per minute with a maximum of 5 errors.

c) The student shall complete at least 60 verified hours of apprentice internship.

Achieve the minimum of 225 wpm shorthand speed and 60 net wpm typing speed.

Complete general education requirements and electives to achieve a minimum of 60 units. Plus Business courses as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSC 113</td>
<td>3</td>
</tr>
<tr>
<td>BUSC 114</td>
<td>3</td>
</tr>
<tr>
<td>BUSC 116</td>
<td>4</td>
</tr>
<tr>
<td>BUSC 118</td>
<td>4</td>
</tr>
<tr>
<td>BUSC 119</td>
<td>2</td>
</tr>
<tr>
<td>BUSC 140</td>
<td>3</td>
</tr>
<tr>
<td>BUSC 141</td>
<td>3</td>
</tr>
<tr>
<td>BUSC 142</td>
<td>3</td>
</tr>
<tr>
<td>BUSC 143</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 147</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 31

CAREER OPPORTUNITIES: Employment primarily as a court reporter in superior and municipal courts and the deposition field.

BUSINESS REAL ESTATE — 270

CLASS COMPLETION CERTIFICATE 3 UNITS

REAL ESTATE DEPARTMENT AWARD 12/13 UNITS

REAL ESTATE CERTIFICATE OF ACHIEVEMENT 18/20 UNITS

CALIFORNIA REAL ESTATE CERTIFICATE 25/26 UNITS

A.A. DEGREE IN BUSINESS REAL ESTATE 60 UNITS

REAL ESTATE DEPARTMENT AWARD - 12/13 UNITS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSR 101</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 100</td>
<td>3</td>
</tr>
<tr>
<td>or BUSA 101</td>
<td>4</td>
</tr>
<tr>
<td>BA 111</td>
<td>3</td>
</tr>
<tr>
<td>BA 121</td>
<td>3</td>
</tr>
<tr>
<td>or BA 114</td>
<td>3</td>
</tr>
<tr>
<td>or BA 110</td>
<td>3</td>
</tr>
</tbody>
</table>

REAL ESTATE CERTIFICATE OF ACHIEVEMENT - 16/20 UNITS

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSR 101</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 173/174</td>
<td>1/4</td>
</tr>
</tbody>
</table>

Choose 12-13 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSR 50</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 52</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 120</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 125</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 130</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 131</td>
<td>4</td>
</tr>
<tr>
<td>BUSR 160</td>
<td>3</td>
</tr>
</tbody>
</table>

CALIFORNIA REAL ESTATE CERTIFICATE - 25/26 UNITS

STATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSR 101</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 120</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 125</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 130</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 131</td>
<td>4</td>
</tr>
<tr>
<td>BUSR 160</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives: Select a minimum of 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 111</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 100</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 101</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 140</td>
<td>4</td>
</tr>
<tr>
<td>BUSR 52</td>
<td>3</td>
</tr>
<tr>
<td>BUSR 173/174</td>
<td>3/4</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for the California Real Estate Certificate and complete six units from the following: BA 121, BCOM 147, BUSF 125, BUSR 50, BUSR 51, BUSR 53, BUSR 140, BUSR 151 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 Business counselors or the respective department for additional alternatives.

REAL ESTATE LICENSE REQUIREMENTS

1. Salesperson's License:

To qualify for a real estate Salesperson’s License, an applicant must have completed a college-level course in Real Estate Principles. Those who must satisfy this new requirement must also (either prior to issuance of the original license or within eighteen months after issuance) complete a course in Real Estate Practice and one real estate course selected from among the following:

Real Estate Practice—Legal Aspects of Real Estate
Real Estate Appraisal—Real Estate Finance
Accounting (any course)—Real Estate Economics
Business Law—Fundamentals of Escrow
R.E. Property Management—R.E. Office Administration
Mortgage Loan Brokering and Lending

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—R.E. Economics OR Accounting
Curricula, Requirements For Majors, Certificates and Transfer Programs

Real Estate Finance
The remaining three courses are to be selected from the following:
- R.E. Office Administration—Adv. Legal Aspects of R.E.
- Advanced R.E. Appraisal—Practices of Escrow
- Real Estate Principles—Business Law
- Property Management—Fundamentals of Escrow
- Mortgage Loan Brokering and Lending—Computer Applications in Real Estate
*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 as a real estate salesperson;
2. Bachelors 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.
Please see Business Counselors or Real Estate Department Chairman for additional licensing information.

REAL ESTATE SCHOLARSHIPS ARE AVAILABLE
Please see Business Counselors or Real Estate Department Chairman for further scholarship information.

CHEMISTRY — 625
TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNIVERSITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Elementary Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS
California State University – Dominguez Hills*

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis Chemistry</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
</tbody>
</table>

California State University – Fullerton*

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
</tr>
</tbody>
</table>

California State University – Long Beach*

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis Chemistry</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

Foreign Language: A competence is encouraged in reading scientific German, French, Russian, Chinese or Japanese.

California State University – Los Angeles*

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis Chemistry</td>
</tr>
<tr>
<td>CIS 178</td>
<td>Programming in Fortran</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
</tr>
</tbody>
</table>

* The above listed requirements are for a Bachelor in Science Degree.
See counselor for Bachelor of Arts Degree requirements.

University of California— Irvine

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNIVERSITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
</tbody>
</table>

Also, (4 or 5) transferable unit courses in Biology, Engineering, Mathematics, Physics, or Computer Science. Courses in, Pre-Physics, and Pre-Calculus are not acceptable.

University of California— Los Angeles

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>Organic Chemistry</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS.

Complete 60 units to include (1) the above required courses and (2) Associate in Arts Degree general education requirements.

CAREER OPPORTUNITIES: After transfer to a four-year college or university and completion of a Bachelor's Degree program, graduates qualify for graduate study in Chemistry or Biochemistry, and for careers in teaching, medicine and in industrial and governmental scientific endeavors.

See Cerritos College Graduation Requirements.
See State University General Education List.

CHICANO STUDIES — 511
TRANSFER PROGRAM
Chicano Studies is an interdisciplinary program of study which fosters an awareness of the contributions and participation of Mexican Americans in United States society. In its broader applications, the program explores the historical, political, social, and psychological aspects of the Mexican American experience as a Minority group.

LOWER DIVISION MAJOR REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNIVERSITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 225</td>
<td>Mexican Literature in Translation</td>
<td>3</td>
</tr>
</tbody>
</table>

California State University – Los Angeles

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNIVERSITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 245</td>
<td>Introduction to Chicano/Mexican American Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 225</td>
<td>Mexican Literature in Translation</td>
<td>3</td>
</tr>
</tbody>
</table>

California State University – Long Beach

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNIVERSITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 245</td>
<td>Introduction to Chicano/Mexican American Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

A Bachelor of Arts Degree in Mexican American studies is offered at California State University, Los Angeles. A Bachelor of Arts Degree in Chicano/Chicana studies is offered at California State University,
Curricula, Requirements For Majors, Certificates and Transfer Programs

Dominique Hills. A Bachelor of Arts Degree in Chicano/ Latino Studies is available at California State University, Long Beach. A Bachelor of Arts Degree in Ethnic Studies with an option in Chicano Studies is offered at Fullerton.

University of California—Los Angeles

One course in introduction to Chicano Life and Culture, one course in Chicanos in American Society, and the equivalent of five quarter terms in Spanish.

University of California—Riverside

SOC 210 or SOC 215
SPAN 245

American Minority Relations
Sociology of Cultural Diversity: Challenge and Change
Introduction to Mexican American Culture

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Completion of 60 units to include (1) the above required courses, (2) the AA Degree general education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: Completion of an upper division degree program can lead to employment as an elementary or secondary school teacher, school counselor, resource teacher, program coordinator, community, city, and state agencies. This program may also lead to employment in law, anthropology, and sociology.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Completion of 60 units to include (1) the above required courses, (2) the AA Degree general education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: Completion of an upper division degree program can lead to employment as an elementary or secondary school teacher, school counselor, resource teacher, program coordinator, community, city, and state agencies. This program may also lead to employment in law, anthropology, and sociology.

See Cerritos College Graduation Requirements.
See State University General Education List.

CHILD DEVELOPMENT/EARLY CHILDHOOD—965

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 in all of the following areas:

A. Child Development Department Specializations – The specializations 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 anytime after the completion of courses.

- Associate Teacher Verification of Completion
- Preschool Director Verification of Completion
- Infant/Toddler Teacher
- Family Child Care Verification of Completion

B. The Child Development Permit — The 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 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.

- Assistant Teacher
- Associate Teacher
- Teacher
- Master Teacher
- Site Supervisor

C. 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 studies classes will lead to an AA Degree in Child Development. This offers even greater career options. Application for the Certificate of Achievement must be made through the Cerritos College Office of Admissions and Records by March 1 of the year you intend to graduate.

- Certificate of Achievement: Child Development/Early Childhood
- Certificate of Achievement: Child Development/Preschool Director
- Certificate of Achievement: Child Development/School-Age Child Care
- Certificate of Achievement: Child Development/Special Education
- Certificate of Achievement: Infant/Toddler Teacher

D. A.A. Degree – Child Development – This option requires one of the Certificates of Achievement and the required general education courses at Cerritos College. (See college catalogue and counselor). This offers the best career options and prepares the student for transfer to a university. (Please note that classes with a number under 100 do not transfer.) Application for the A.A. degree must be made through the Cerritos College Office of Admissions and Records by March 1 of the year you intend to graduate.

DEPARTMENT SPECIALIZATIONS

A1. ASSOCIATE TEACHER SPECIALIZATION AND VERIFICATION OF COMPLETION: (12 UNITS)

The following courses meet the minimum educational requirements under Title 22 (Department of Social Services) to qualify the student to teach in a state licensed preschool or childcare program. The student must have taken the courses within the last five years and must have attained a grade of “C” or higher in each course. In addition, to qualify for this verification, the student must complete three out of four courses at Cerritos College.*

COURSES | UNITS
--- | ---
CD 110 | Child Development – DS1 3
CDEC 111 | Principles and Practices in Early Childhood Education - DS3 3
CDEC 112 | Early Childhood Education Curriculum – DS3 3
CDEC 113 | The Child, Family and Community – DS2 3
A2. PRESCCHOOL DIRECTOR SPECIALIZATION AND VERIFICATION OF COMPLETION: (15 UNITS)

The following courses meet the minimum educational requirements under Title 22 (Department of Social Services) to qualify the student to be a director of a state licensed preschool or childcare program. The student must have attained a grade of “C” or higher in each course. In addition, to qualify for this verification, the student must complete three out of four courses at Cerritos College.* for employment, the Department of Social Services (DSS) will also require four years of teaching experience in a preschool or child care program if applicant has only the above minimum education requirements.

These courses alone do not qualify at any level of the Child Development Permit from the California commission of Teacher Credentials.

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110</td>
<td>Child Development – DS1</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 111</td>
<td>Principles and Practices in Early Childhood Education – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 112</td>
<td>Early Childhood Education Curriculum – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 113</td>
<td>The Child, Family and Community – DS2</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL COURSE

CDEC 66 Administration and Supervision of Early Childhood Education Programs – DS6 | 3 |

A3. FAMILY CHILD CARE SPECIALIZATION AND VERIFICATION OF COMPLETION: (11 UNITS)

To qualify for this verification, the student must complete three out of four courses at Cerritos College. The student must have taken the courses with the last five years and must have attained a grade of “C” or higher in each course.*

COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CDFC 10</td>
<td>Family Child Care Providers (offered Spring semester only)</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 61</td>
<td>Nutrition, Health, &amp; Safety in Children's Programs</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDSA 155</td>
<td>School-Age Child Care Activities (offered Fall semester only)</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 111</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CDIT 51</td>
<td>Infant and Toddler Development</td>
<td>3</td>
</tr>
</tbody>
</table>

*BOTH CREDITS TO QUALIFY FOR CREDIT FOR VERIFICATION OF COMPLETION OR THE CERTIFICATE OF ACHIEVEMENT, 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 SCHOOLS AND COLLEGES.

THE CHILD DEVELOPMENT PERMIT

The Child Development Department urges all students to apply for the permit as soon as they have completed six of the core units. After completing additional required units, students should apply for the next level.

For additional information on the Child Development Permit ask for the booklet issued by the California Commission on Teacher Credentialing available in the Health Occupations Division office.

B1. ASSISTANT – THE CHILD DEVELOPMENT PERMIT

This level authorizes the instruction of children under the supervision of a teacher.

COURSES (choose two from the following classes) | UNITS
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110</td>
<td>Child Development</td>
</tr>
<tr>
<td>CDEC 111</td>
<td>Principles and Practices in Early Childhood Education</td>
</tr>
<tr>
<td>CDEC 112</td>
<td>Early Childhood Education Curriculum</td>
</tr>
<tr>
<td>CDEC 113</td>
<td>The Child, Family, and Community</td>
</tr>
</tbody>
</table>

B2. ASSOCIATE TEACHER – THE CHILD DEVELOPMENT PERMIT

This authorizes instruction and supervision of an assistant

COURSES (must complete all of the core courses) | UNITS
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110</td>
<td>Child Development</td>
</tr>
<tr>
<td>CDEC 111</td>
<td>Principles and Practices in Early Childhood Education</td>
</tr>
<tr>
<td>CDEC 112</td>
<td>Early Childhood Education Curriculum</td>
</tr>
<tr>
<td>CDEC 113</td>
<td>The Child, Family, and Community</td>
</tr>
</tbody>
</table>

B3. TEACHER - The Child Development Permit

The following courses meet the requirements for the California Commission on Teacher Credentialing that are required to teach in state and federally funded programs for young children or any privately funded programs that also require the Child Development Permit.

COURSES | UNITS
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110</td>
<td>Child Development</td>
</tr>
<tr>
<td>CDEC 111</td>
<td>Principles and Practices in Early Childhood Education</td>
</tr>
<tr>
<td>CDEC 112</td>
<td>Early Childhood Education Curriculum</td>
</tr>
<tr>
<td>CDEC 113</td>
<td>The Child, Family, and Community</td>
</tr>
</tbody>
</table>

The student must also choose and complete an additional 9 units from the Certificate of Achievement in Child Development requirements to meet the required total of 24 units in Child Development.

The student must also complete 16 units in general education in the areas stated: English/Language Arts, Math or Science, Social Sciences, Humanities and/or Fine Arts. Also note that for the permit there is a required experience period.

B4. MASTER TEACHER – THE CHILD DEVELOPMENT PERMIT

Requires all that is stated above in Teacher description plus the following:

CDEC 230 – Adult Supervision in Child Care Program

6 units of specialization – please see a full-time faculty member in Child Development for advisement

Also note a more extensive experience period is required.
**B5. SITE SUPERVISOR – The Child Development Permit**

Requires an AA degree or 60 units, which must include the following courses. If the AA does not include the following courses then these courses must be taken in addition:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110 Child Development – DS1</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 111 Principles and Practices in Early Childhood Education – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 112 Early Childhood Education Curriculum – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 113 The Child, Family and Community – DS2</td>
<td>3</td>
</tr>
</tbody>
</table>

Twelve additional Child Development units (choose from Certificate of Achievement – Early Childhood list)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEC 66 Administration of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 67 Advanced Administration of Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>(offered in Spring semester only)</td>
<td></td>
</tr>
<tr>
<td>CDEC 230 Adult Supervision in Child Care Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

Please note the required **Experience Period**.

**CHILD DEVELOPMENT CERTIFICATES OF ACHIEVEMENT**

**C1. CERTIFICATE OF ACHIEVEMENT: CHILD DEVELOPMENT/EARLY CHILDHOOD - 965**

In order to receive the Certificate of Achievement, all courses must be completed with a grade of “C” or higher.  
**NOTE: APPLICATION FOR CERTIFICATE OF ACHIEVEMENT MUST BE MADE AT THE OFFICE OF ADMISSIONS AND RECORDS.**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110 Child Development – DS1</td>
<td>3</td>
</tr>
<tr>
<td>CD 124 The Child in a Diverse Society – DS3C</td>
<td>3</td>
</tr>
<tr>
<td>CD 139 Guidance of Childhood Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 111 Principles and Practices in Early Childhood Education – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 112 Early Childhood Education Curriculum – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 113 The Child, Family, and Community – DS2</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 61 Nutrition, Health &amp; Safety in Children’s Programs – DS3</td>
<td>2</td>
</tr>
<tr>
<td>CDEC 62 Creativity and the Pre-School Child – DS3</td>
<td>2</td>
</tr>
<tr>
<td>CDEC 63 Early Childhood Experiences in Language Arts and Social Sciences - DS3</td>
<td>2</td>
</tr>
<tr>
<td>or CDEC 134 Heads Up Reading – A, B</td>
<td>2</td>
</tr>
<tr>
<td>CDEC 164 Early Childhood Education Practicum – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 65 Music and Movement for Young Children – DS3</td>
<td>2</td>
</tr>
<tr>
<td>CDEC 133 Early Childhood Experiences in Math and Sciences – DS3</td>
<td>2</td>
</tr>
<tr>
<td>*CDEC 173 Early Childhood Education Occupational Work Experience – DS3</td>
<td>3</td>
</tr>
<tr>
<td>or CDEC 174 Early Childhood Education Occupational Work Experience DS3</td>
<td>(4)</td>
</tr>
</tbody>
</table>

Choose one of the following courses:
- CDT 51 Infant and Toddlers Development 3
- CDT 52 Infant and Toddlers Programs 3
- CDSA 155 School-Age Child Care Activities – DS5 3
  (offered Fall semester only)
- CDSE 50 Survey of Special Education 3
- CDSE 52 Special Education Inclusion in Early Childhood Programs 3
- CDEC 230 Adult Supervision in Child Care Programs 3

**TOTAL CERTIFICATE REQUIREMENTS 37/38**

*Students must be concurrently enrolled in a minimum of seven units in CDEC, including work experience. CDEC 173 requires that you work or volunteer a minimum of 15 hours per week and CDEC 174 requires that you work or volunteer a minimum of 20 hours per week in a program for young children. Work Experience classes may be taken more than one semester.

**C2. CERTIFICATE OF ACHIEVEMENT: CHILD DEVELOPMENT/PRESCHOOL DIRECTOR - 970**

**NOTE: APPLICATION FOR CERTIFICATE OF ACHIEVEMENT MUST BE MADE AT THE OFFICE OF ADMISSIONS AND RECORDS**

Students must complete the Certificate of Achievement requirements listed in Child Development/Early Childhood and the following courses:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Achievement in Child Development/Early Childhood</td>
<td>37/38</td>
</tr>
<tr>
<td>CDEC 66 Administration and Supervision of Early Childhood Education Programs – DS6</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 67 Adv. Administration and Supervision of Early Childhood Education Programs – DS6</td>
<td>3</td>
</tr>
<tr>
<td>(offered in Spring semester only)</td>
<td></td>
</tr>
<tr>
<td>CDEC 230 Adult Supervision on Child Care Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE REQUIREMENTS 46/47**

**C3. CERTIFICATE OF ACHIEVEMENT: SCHOOL-AGE CHILD CARE - 971**

The following courses meet the minimum educational requirements for the Department of Social Services for school-age child caregivers. The student must have attained a grade of “C” or higher in each course.

**NOTE: APPLICATION FOR CERTIFICATE OF ACHIEVEMENT MUST BE MADE AT THE OFFICE OF ADMISSIONS AND RECORDS.**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 50 Arts and Crafts for School Age Children – DS 5</td>
<td>2</td>
</tr>
<tr>
<td>(offered in Spring semester only)</td>
<td></td>
</tr>
<tr>
<td>CD 110 Child Development – DS 1</td>
<td>3</td>
</tr>
<tr>
<td>CD 115 Parent School Partnership</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 61 Nutrition, Health &amp; Safety in Children’s Programs – DS 7</td>
<td>2</td>
</tr>
<tr>
<td>CDEC 63 Early Childhood Experiences in Language Arts and Social Sciences – DS 3</td>
<td>2</td>
</tr>
<tr>
<td>CDEC 113 The Child, Family, and community – DS 2</td>
<td>3</td>
</tr>
<tr>
<td>CDEA 152 School-Age Child Care Supervision and Administration – DS 6</td>
<td>3</td>
</tr>
<tr>
<td>(offered in Spring semester only)</td>
<td></td>
</tr>
</tbody>
</table>
Curricula, Requirements For Majors, Certificates and Transfer Programs

CDSA 155  School-Age Child Care Activities – DS 5  3
    (offered in Fall semester only)
CDSA 259  School-Age child Care Practicum – DS 5  3

TOTAL CERTIFICATE REQUIREMENTS 24

C4. INFANT/TODDLER TEACHER SPECIALIZATION: (23 UNITS)

The following courses meet the minimum educational requirements for the Department of Social Services for infant/toddler caregivers. The student must have attained a grade of “C” or higher in each course.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110  Child Development – DS1</td>
<td>3</td>
</tr>
<tr>
<td>CD 124  The Child in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 61  Nutrition, Health and Safety in Children’s Programs</td>
<td>2</td>
</tr>
<tr>
<td>CDEC 111  Principles and Practices in Early Childhood Education – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 112  Early Childhood Education Curriculum – DS3</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 113  The Child, Family, and Community – DS2</td>
<td>3</td>
</tr>
<tr>
<td>CDIT 51  Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>CDIT 52  Infant and Toddler Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

C5. CERTIFICATE OF ACHIEVEMENT: CHILD DEVELOPMENT/SPECIAL EDUCATION - 966

NOTE: APPLICATION FOR CERTIFICATE OF ACHIEVEMENT MUST BE MADE AT THE OFFICE OF ADMISSIONS AND RECORDS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 50  Arts and Crafts for School-Age Children</td>
<td>2</td>
</tr>
<tr>
<td>CD 110  Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CD 124  The Child in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>CD 139  Guidance of Childhood Behavoi r</td>
<td>3</td>
</tr>
<tr>
<td>CDSE 50  Survey of Special Education</td>
<td>3</td>
</tr>
<tr>
<td>CDSE 52  Special Education Inclusion in Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 133  Early Childhood Experiences in Math and Science</td>
<td>2</td>
</tr>
<tr>
<td>SL 101  Beginning American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101  General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HO 50  Emergency and Safety Management</td>
<td>2</td>
</tr>
<tr>
<td>*CDSE 73/74  Special Education Assistant Occupational Work Experience</td>
<td>3-4</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 30/31

*Students must be concurrently enrolled in a minimum of seven units in CDEC, including work experience. CDSE 73 requires that you work or volunteer a minimum of 15 hours per week and CDSE 74 requires that you work or volunteer a minimum of 20 hours per week in a program for young children. Work Experience classes may be taken more than one semester.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement. Plus, for an A.A. Degree a student must take SL 102, electives and general education requirements to achieve a minimum of 60 units.

ASSOCIATE IN ARTS DEGREE: CHILD DEVELOPMENT

D1. ASSOCIATE IN ARTS DEGREE:

Meet the requirements for a Certificate of Achievement. Plus, for an AA Degree a student must complete PSYCH 101 and general education requirements to achieve a minimum of 60 units.

RECOMMENDED ELECTIVES: CDSE 50, CD 50, CDIT 51, CDIT 52, CDSE 52, CDSA 155, EDT 52, EDT 100, EDT 104

See Cerritos College Graduation Requirements. Students need advisement from a Cerritos College counselor for general education requirements.

COMPUTER AND INFORMATION SCIENCES PROGRAMS

COMPUTER AND INFORMATION SCIENCES

NET WORKING TECHNICIANS/OPERATORS — 611

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 70A  Net working Fundamentals</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 70B  Local Area Networks</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 70D  Introduction to TCP/IP</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 70E  Router Configuration and Protocols</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 70F  Advanced Switching and Routing</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 70G  Wide Area Networks</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Choose 10.5 units from the following courses:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 58A  Windows for the COMPTIA A+ Certification Exam</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 75  SQL Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141  AS/400 Operations</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105  Using Microsoft Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 201  Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205  Programming HTML for the Web</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 212A  Microsoft Windows 2000 Professional</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 212B  Microsoft Windows 2000 Server</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 213  Microsoft Windows Directory Services</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 214  Unix</td>
<td>3</td>
</tr>
<tr>
<td>CIS 215B  Solaris Administration I</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 215C  Solaris Administration II</td>
<td>3.5</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 29.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements of a Certificate of Achievement in Computer and Information Sciences Network Technicians/Operators certificate 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.

See Cerritos College graduation requirements.

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**COMPUTER AND INFORMATION SCIENCES**

**OPERATOR — 283**

**CERTIFICATE OF ACHIEVEMENT**

**DIVISION/DEPARTMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Units</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CIS 52* Data Processing Mathematics</td>
</tr>
<tr>
<td>3</td>
<td>CIS 102 Introduction to Microcomputer Hardware and Applications Software</td>
</tr>
<tr>
<td>or CIS 101 Introduction to Computer Information Systems (3)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CIS 103 Computer Programming Logic</td>
</tr>
<tr>
<td>3</td>
<td>CIS 141 AS/400 Operations</td>
</tr>
<tr>
<td>1.5</td>
<td>CIS 141A Operate iSeries (AS/400) using Operations Navigator</td>
</tr>
<tr>
<td>3</td>
<td>CIS 240 AS/400 Control Language Programming</td>
</tr>
<tr>
<td>or ENGL 52** Business Communications (3)</td>
<td></td>
</tr>
<tr>
<td>or ENGL 100** Freshman Composition (3)</td>
<td></td>
</tr>
<tr>
<td>or ENGL 155** Technical Writing (3)</td>
<td></td>
</tr>
</tbody>
</table>

Choose fifteen units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOT 52 Data Entry</td>
</tr>
<tr>
<td>CIS 56 Microcomputer Disk Operating Systems</td>
</tr>
<tr>
<td>CIS 70A Networking Fundamentals</td>
</tr>
<tr>
<td>CIS 75 SQL/Administration</td>
</tr>
<tr>
<td>CIS 105 Using Microsoft Windows</td>
</tr>
<tr>
<td>CIS 121 Introduction to Internet</td>
</tr>
<tr>
<td>CIS 140 Query/400</td>
</tr>
<tr>
<td>CIS 175 RPG Programming</td>
</tr>
<tr>
<td>CIS 176 COBOL Programming</td>
</tr>
<tr>
<td>CIS 180 Programming in C/C++</td>
</tr>
<tr>
<td>CIS 201 Systems Analysis and Design</td>
</tr>
<tr>
<td>CIS 207 SQL Programming</td>
</tr>
<tr>
<td>CIS 208 Oracle Database Programming</td>
</tr>
<tr>
<td>CIS 212 Windows 2000 Professional and Server</td>
</tr>
<tr>
<td>CIS 214 Unix</td>
</tr>
<tr>
<td>CIS 271/272/273/274 CIS Occupational Work Experience</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 33

*Meets general education requirement, may substitute MATH 60
**Meets A.A. Degree general education requirements.

NOTE: CIS 52, 101, 102, or 103 meet A.A. degree general education communication and analytic thinking requirement.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Meet the requirements for a Certificate of Achievement in Computer and Information Sciences Operator and complete general education requirements and electives to achieve a minimum of 60 units.

See Cerritos College Graduation Requirements.

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

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

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**COMPUTER AND INFORMATION SCIENCES**

**PROGRAMMER — 284**

**CERTIFICATE OF ACHIEVEMENT**

**DIVISION/DEPARTMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Units</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CIS 52* Data Processing Mathematics</td>
</tr>
<tr>
<td>3</td>
<td>CIS 101 Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>or CIS 102 Introduction to Microcomputer Hardware and Applications Software (3)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CIS 103 Computer Programming Logic</td>
</tr>
<tr>
<td>3</td>
<td>CIS 171 Visual Basic Programming</td>
</tr>
<tr>
<td>or CIS 186 Visual Basic.NET Programming (3.5)</td>
<td></td>
</tr>
<tr>
<td>or CIS 180 Programming in C/C++ (3)</td>
<td></td>
</tr>
<tr>
<td>or CIS 182 Java Programming</td>
<td></td>
</tr>
<tr>
<td>or CIS 207 Database Design and SQL</td>
<td></td>
</tr>
<tr>
<td>or CIS 208A Oracle SQL and PL/SQL Programming (3.5)</td>
<td></td>
</tr>
<tr>
<td>or CIS 208B Oracle Database Applications (3.5)</td>
<td></td>
</tr>
<tr>
<td>CIS 221 Advanced Visual Basic</td>
<td></td>
</tr>
<tr>
<td>or CIS 221A Object- Oriented Programming in VB.NET (3)</td>
<td></td>
</tr>
<tr>
<td>or CIS 280 Object- Oriented Programming in C++ (3)</td>
<td></td>
</tr>
<tr>
<td>or CIS 282 Advanced Java Programming (3.5)</td>
<td></td>
</tr>
<tr>
<td>CIS 292 Data Structures</td>
<td></td>
</tr>
<tr>
<td>BCOM 147** Business Communications (3)</td>
<td></td>
</tr>
</tbody>
</table>

Choose 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 80 Programming in Access</td>
</tr>
<tr>
<td>CIS 82 Visual Basic Scripting</td>
</tr>
<tr>
<td>CIS 121 Introduction to Internet for Information Systems/Information Technology (1.5)</td>
</tr>
<tr>
<td>CIS 125 JavaScript Programming</td>
</tr>
<tr>
<td>CIS 140 Query/400</td>
</tr>
<tr>
<td>CIS 141 AS/400 Operations</td>
</tr>
<tr>
<td>CIS 171 Visual Basic Programming</td>
</tr>
<tr>
<td>CIS 175 RPG Programming</td>
</tr>
<tr>
<td>CIS 176 COBOL Programming</td>
</tr>
<tr>
<td>CIS 186 Visual Basic.NET Programming (3.5)</td>
</tr>
<tr>
<td>CIS 180 Programming in C/C++ (3)</td>
</tr>
<tr>
<td>CIS 182 Java Programming</td>
</tr>
<tr>
<td>CIS 201 Systems Analysis and Design</td>
</tr>
<tr>
<td>CIS 205 Programming in HTML for the World Wide Web</td>
</tr>
<tr>
<td>CIS 206 XML Scripting</td>
</tr>
<tr>
<td>CIS 207 Database Design and SQL</td>
</tr>
<tr>
<td>CIS 208A Oracle SQL and PL/SQL Programming (3.5)</td>
</tr>
<tr>
<td>CIS 208B Oracle Database Applications (3.5)</td>
</tr>
<tr>
<td>CIS 212 Windows 2000 Professional and Server</td>
</tr>
<tr>
<td>CIS 214 Unix</td>
</tr>
<tr>
<td>CIS 215A Solaris Fundamentals</td>
</tr>
<tr>
<td>CIS 221 Advanced Visual Basic</td>
</tr>
<tr>
<td>CIS 221A Object- Oriented Programming in VB.NET (3)</td>
</tr>
<tr>
<td>CIS 221B Database Programming in VB.NET (3)</td>
</tr>
<tr>
<td>CIS 222 Advanced RPG Programming</td>
</tr>
<tr>
<td>CIS 223 VisualAge RPG</td>
</tr>
<tr>
<td>CIS 224 Advanced COBOL Programming</td>
</tr>
<tr>
<td>CIS 271/272/273/274 CIS Occupational Work Experience</td>
</tr>
<tr>
<td>CIS 280 Object- Oriented Programming in C++ (3)</td>
</tr>
<tr>
<td>CIS 281 Windows Programming with Visual C# .NET</td>
</tr>
<tr>
<td>CIS 282 Advanced Java Programming</td>
</tr>
<tr>
<td>CIS 283A Java Server Pages (JSP) Programming (3.5)</td>
</tr>
</tbody>
</table>
Curricula, Requirements For Majors, Certificates and Transfer Programs

CIS 284  CGI and PERL Programming  3.5
CIS 285  Active Server Pages Programming  3.5
CIS 285A  Active Server Pages.NET Programming  3.5

TOTAL CERTIFICATE REQUIREMENTS:  36.5/38
*Meets A.A. Degree General Education – “Communication and Analytical Thinking” requirement. MATH 60 may be substituted.
**Meets A.A. Degree General Education – “English Composition” requirement.

NOTE: CIS 52, 101, 102, and 103 meet A.A. Degree General Education – “Communication and Analytic Thinking” requirement and the “A.A. Math Proficiency” requirement.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the requirements for a Certificate of Achievement in Computer and Information Sciences Programmer 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 Certificate/A.A. Degree is nontransferable.

Please see counselors or the respective department for additional alternatives.

COMPUTER AND INFORMATION SCIENCES

SYSTEMS ANALYST—285

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS:  UNITS
BCOT 96  Microsoft PowerPoint Core/Expert  1.5
CIS 52*  Data Processing Mathematics  3
CIS 70A  Network Fundamentals  2.5
CIS 101  Introduction to Computer Information Systems  3
or CIS 102  Introduction to Microcomputer Hardware and Applications Software  (3)
CIS 103  Computer Programming Logic  3
CIS 201  Systems Analysis and Design  3
CIS 207  Database Design and SQL Programming  3
or CIS 208  Oracle Programming  (3)
or CIS 80*  Programming in Access  (3)
CIS 251  Advanced Systems Analysis and Design  3
or BCOM 147**  Business Communications  3
or ENGL 52**  Introduction to College Composition  (3)
or ENGL 100**  Freshman Composition  (3)
or ENGL 155**  Technical Writing  (3)

Choose 6 units from the following courses:
CIS 56  Microcomputer Disk Operating Systems  3
CIS 141  AS/400 Operations  3
CIS 151  Microsoft Excel for Information Systems/Information Technology  3.5
CIS 171  Visual Basic Programming  3
CIS 212  Windows 2000 Professional and Server  3

Choose 6 units from the following courses:
BCOT 117  Introduction to Desktop Publishing  Microsoft Publisher  1.5
CIS 121  Introduction to Internet  1.5
CIS 125  Javascript Programming  1.5
CIS 141  AS/400 Operations  3
CIS 151  Microsoft Excel  3.5

CIS 155  Microsoft Access  3
CIS 171  Visual BASIC Programming  3
CIS 175  RPG Programming  3
CIS 176  COBOL Programming  3
CIS 180  Programming in C/C++  3
CIS 205  Programming in HTML for the World Wide Web  1.5
CIS 212  Windows 2000 Professional and Server  3
CIS 214  Unix  3
CIS 222  Advanced RPG Programming  3.5
CIS 223  Visual RPG  3
CIS 271/272  CIS Occupational Work Experience  1/2/3/4
CIS 280  Object-Oriented Programming in C++  3
CIS 292  Data Structures and Programming  3

TOTAL CERTIFICATE REQUIREMENTS:  37.5
*Meets A.A. general education requirement, may substitute MATH 60
**Meets A.A. general education requirement.

NOTE: CIS 52, 101, 102, or 103 meet A.A. Degree general education communication and analytic thinking.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the requirements for a Certificate of Achievement in Computer and Information Sciences—Systems Analyst 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.

COMPUTER AND INFORMATION SCIENCES

MICROCOMPUTER SPECIALIST—286

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS:  UNITS
CIS 52*  Data Processing Mathematics  3
BCOT 96  Microsoft PowerPoint Core/Expert  1.5
BCOT 117  Introduction to Desktop Publishing  Microsoft Publisher  1.5
CIS 56  Microcomputer Disk Operating Systems  3
BCOT 96  Microcomputer Hardware and Applications Software  3
CIS 102  Programming in Access  3
CIS 151  Microsoft Excel for Information Systems/Information Technology  3.5
CIS 155  Microsoft Access  3
CIS 171  Visual Basic Programming  3
BCOM 147**  Business Communications  3
or ENGL 52**  Introduction to College Composition  (3)
or ENGL 100**  Freshman Composition  (3)
or ENGL 155**  Technical Writing  (3)

Choose 9 units from the following courses:
BCOT 96  Microsoft PowerPoint Core/Expert  1.5
BCOT 117  Introduction to Desktop Publishing  Microsoft Publisher  1.5
CIS 58  Windows for A+ Certification  1.5
CIS 70A  Windows Fundamentals  2.5
CIS 121  Introduction to Internet  1.5
CIS 180  Programming in C/C++  3

Choose 6 units from the following courses:
BCOT 117  Introduction to Desktop Publishing  Microsoft Publisher  1.5
CIS 121  Introduction to Internet  1.5
CIS 125  Javascript Programming  1.5
CIS 141  AS/400 Operations  3
CIS 151  Microsoft Excel  3.5

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### Curricula, Requirements For Majors, Certificates and Transfer Programs

**CIS 182**  
Java Programming  
3.5

**CIS 201**  
Systems Analysis and Design  
3

**CIS 205**  
Programming in HTML for the World Wide Web  
1.5

**CIS 206**  
XML Programming  
1.5

**CIS 212**  
Windows 2000 Professional Server  
3

**CIS 214**  
Unix  
3

**CIS 271/272/273/274**  
CIS Occupational Work Experience  
1/2/3/4

**CIS 280**  
Object-Oriented Programming in C++  
3

**TOTAL CERTIFICATE REQUIREMENTS:**  
35

*Meets A.A. Degree general education requirement, may substitute MATH 60

**Meets A.A. Degree general education requirement.

**NOTE:** CIS 52, 102, or 103 meets A.A. Degree general education communication and analytic 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.

**COMPUTER AND INFORMATION SCIENCES IBM AS/400 SPECIALIST — 287**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 52* Data Processing Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 103 Computer Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 140 QUERY/400</td>
<td>1</td>
</tr>
<tr>
<td>CIS 141 AS/400 Operations</td>
<td>3</td>
</tr>
<tr>
<td>and CIS 142A AS/400 Operations Part 1</td>
<td>(1.5)</td>
</tr>
<tr>
<td>and CIS 142B AS/400 Operations and Facilities Part 2</td>
<td>(1.5)</td>
</tr>
<tr>
<td>CIS 175 RPG Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 207 Database Design and SQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 222 Advanced RPG Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>or CIS 223 Visual RPG</td>
<td>(3)</td>
</tr>
<tr>
<td>CIS 240 AS/400 Control Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 147** Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 52** Introduction to College Composition</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 100** Freshman Composition</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 155** Technical Writing</td>
<td>(3)</td>
</tr>
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</table>

*Choose 5.0 units from the following courses:*

<table>
<thead>
<tr>
<th>Coursename</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 70A</td>
<td>Network Fundamentals</td>
<td>2.5</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Introduction to the Internet</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 141A</td>
<td>Operate iSeries (AS/400) using Operations Navigator</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 176</td>
<td>COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 182</td>
<td>Java Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming in HTML</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 271/272/273/274</td>
<td>CIS Occupational Work Experience</td>
<td>1/2/3/4</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE REQUIREMENTS:**  
30/30.5

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### COMPUTER SCIENCE — 610 TRANSFER PROGRAM

**LOWER DIVISION MAJOR REQUIREMENTS**

FOR SPECIFIC TRANSFER INSTITUTIONS

**NOTE:** Computer Science is a rapidly changing field. Contact a Cerritos College counselor in order to optimize preparation for transfer.

**COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA**

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University - Dominguez Hills</td>
<td>CIS 177</td>
<td>Programming in Pascal</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 230</td>
<td>Assembly Programming for Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University - Long Beach</td>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 182</td>
<td>Java Programming</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>CIS 280</td>
<td>Object-Oriented Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 230</td>
<td>Assembly Programming for Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University - Los Angeles</td>
<td>CIS 230</td>
<td>Assembly Programming for Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University — Fullerton</td>
<td>CIS 214</td>
<td>Unix</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 230</td>
<td>Assembly Programming for Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIS 280</td>
<td>Object-Oriented Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 292</td>
<td>Data Structures</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>(5)</td>
</tr>
<tr>
<td></td>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>GEOL 101</td>
<td>The Earth &amp; Environment</td>
<td>(4)</td>
</tr>
</tbody>
</table>
or GEOL 201  Earth History   (4)
BIOL 120  Introduction to Biological Sciences   4
or BIOL 200  Principles of Biology   (5)
and BIOL 201  Principles of Biology   (5)

California State Polytechnic University - Pomona
CIS 180  Programming C/C++   3
CIS 182  Java Programming   3.5
CIS 230  Assembly Programming for Microcomputers   4
CIS 280  Object-Oriented Programming in C/C++   3
CIS 282  Advanced JAVA Programming   3.5
CIS 292  Data Structures   3.5
CHEM 111  General Chemistry   5
PHYS 201  Engineering Physics   4
PHYS 202  Engineering Physics   4
PHYS 203  Engineering Physics   4

Recommended Courses
MATH 220  Analytical Geometry and Calculus III   4
MATH 240  Calculus and Differential Equations   4

University of California- Irvine

(Information and Computer Science)
CIS 180  Programming in C/C++   3
CIS 280  Object-Oriented Programming in C++   3
CIS 125  JavaScript Programming   1.5
and CIS 182  Java Programming   3.5
MATH 220  Analytical Geometry and Calculus III   4
MATH 240  Calculus and Differential Equations   4
PHYS 201  Engineering Physics   4
PHYS 202  Engineering Physics   4
PHYS 203  Engineering Physics   4

Recommended Courses
CIS 282  Advanced JAVA Programming   3.5
CIS 292  Data Structures   3.5

University of California- Los Angeles
CIS 180  Programming in C/C++   3
CIS 230  Assembly Programming for Microcomputers   4
CIS 280  Object-Oriented Programming in C++   3
ENGL 103  Critical Argumentative Writing   3
MATH 220  Analytical Geometry and Calculus III   4
MATH 240  Calculus and Differential Equations   4
PHYS 201  Engineering Physics   4
PHYS 202  Engineering Physics   4
PHYS 203  Engineering Physics   4

Four courses from across the following categories: Humanities, Social Sciences, and Fine Arts. One Life Science course. Contact counselor for assistance in selecting these courses.

ASSOCIATE IN ARTS REQUIREMENTS:
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18-unit minimum and all AA degree general education requirements for a total of at least 60-units.

CAREER OPPORTUNITIES: Computer science graduates are primarily prepared for the area of software design. Graduates usually are recruited by hardware manufacturers and are then involved in the design of vend or supplied software, such as compilers, operating systems, and utility programs.

See Cerritos College Graduation Requirements.
See State University General Education List.

COSMETOLOGY — 880

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the requirements of a Certificate of Achievement in Cosmetology.

Additional course work will be necessary to complete Cerritos College Graduation Requirements and achieve the minimum of 60 units.

The cosmetology curriculum consists of a minimum of 1600 clocked hours of cosmetology class work. The curriculum prepares the student for the State Board of Cosmetology Examination.

Students enrolling in the Cosmetology Program should contact the Cosmetology Department or a Cosmetology counselor for information regarding the cost of the kit, uniforms, and books.

Students may complete the Cosmetology Program by enrolling in one of the following plans:
FULL TIME—DAYS: The full-time day student may complete the 1600-hour program by (1) 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.

EVENINGS: Students enrolling in this plan attend class 5:30 p.m.-10:30 p.m. Monday through Thursday. It requires approximately five or six semesters to complete the 1600-hour program.

MAJOR REQUIREMENTS
FULL TIME (8:30 a.m. to 5:00 p.m. Monday through Friday)

UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 50A</td>
<td>Introductory Cosmetology I</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 50B</td>
<td>Introductory Cosmetology II</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 50C</td>
<td>Introductory Cosmetology III</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 51A</td>
<td>Intermediate Cosmetology I</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 51B</td>
<td>Intermediate Cosmetology II</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 51C</td>
<td>Intermediate Cosmetology III</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 52A</td>
<td>Advanced Cosmetology I</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 52B</td>
<td>Advanced Cosmetology II</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 52C</td>
<td>Advanced Cosmetology III</td>
<td>6.5</td>
</tr>
</tbody>
</table>

58.50

PART TIME—EVENING (5:30-10:30 p.m. Monday through Thursday)

UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>COS 60A</td>
<td>Introductory Cosmetology Theory &amp; Manipulation</td>
<td>10</td>
</tr>
<tr>
<td>COS 60B</td>
<td>Introductory Cosmetology II</td>
<td>10</td>
</tr>
<tr>
<td>COS 61A</td>
<td>Intermediate Cosmetology I</td>
<td>10</td>
</tr>
<tr>
<td>COS 61B</td>
<td>Intermediate Cosmetology II</td>
<td>10</td>
</tr>
<tr>
<td>COS 62A</td>
<td>Advanced Cosmetology I</td>
<td>10</td>
</tr>
<tr>
<td>COS 62B</td>
<td>Advanced Cosmetology II</td>
<td>10</td>
</tr>
</tbody>
</table>

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COS 53 may be repeated for a maximum of 19.5 units as necessary to complete the 1600 hours required by the State Board of Cosmetology.

Vocational and Professional Opportunities at Completion of Program and after obtaining the Cosmetologist License: Cosmetologist, manager of a salon, hairstylist, owner of a salon, makeup artist, cosmetics demonstrator, tint technician.

See Cerritos College Graduation Requirements.

THE CERTIFICATE OF ACHIEVEMENT

UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 50A</td>
<td>Introductory Cosmetology I</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 50B</td>
<td>Introductory Cosmetology II</td>
<td>6.5</td>
</tr>
<tr>
<td>COS 50C</td>
<td>Introductory Cosmetology III</td>
<td>6.5</td>
</tr>
</tbody>
</table>
or COS 70A  | Introductory Cosmetology                   | (8.0) |
Curricula, Requirements For Majors, Certificates and Transfer Programs

COS 51A  Intermediate Cosmetology I  6.5
COS 51B  Intermediate Cosmetology II  6.5
COS 51C  Intermediate Cosmetology III  6.5
or COS 70B  Intermediate Cosmetology (8.0)
COS 52A  Advanced Cosmetology I  6.5
COS 52B  Advanced Cosmetology II  6.5
COS 52C  Advanced Cosmetology III  6.5
or COS 70C  Advanced Cosmetology Manipulation (8.0)

MINIMUM UNITS REQUIRED  58.50
MINIMUM HOURS REQUIRED  1600

Part-time day or evening students will substitute COS 60A, 60B, 61A, 61B, 62A, 62B for COS 50A, 50B, 50C, 51A, 51B, 51C, 52A, 52B, 52C. Also, part-time evening students will substitute COS 71A, 71B, 71C for COS 70A, 70B, 70C.

COS 53 may be repeated for a maximum of 19.5 units as necessary to complete the 1600 hours required by the Bureau of Barbering and Cosmetology.

Employment Opportunities upon Completion of the Program:
Hair Stylist or Hair Technician.

COURT REPORTING—SEE BUSINESS
COURT REPORTING

CULINARY ARTS—CHEF’S TRAINING—954

CERTIFICATE OF ACHIEVEMENT  UNITS
CA 52  Food Production  9.5
CA 53  Commercial Food Production: Pantry Items  9.5
CA 54  Commercial Food Production: Meats & Poultry  9.5
CA 60  Foods Purchase and Control  3
CA 101  Introduction to Food Service Safety & Sanitation  1

TOTAL CERTIFICATE UNITS  32.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include HO 151, (1) the above requirements for the Certificate of Achievement, (2) the Associate in Arts Degree requirements, and one semester of work experience, and (3) electives as needed.

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

CAREER OPPORTUNITIES: Employment in foods industry as sous chef, chef steward. Also short order cook, pantry person, garde helper, roast cook.

See Cerritos College Graduation Requirements.

CULINARY ARTS—PROFESSIONAL BAKING—955

CERTIFICATE OF ACHIEVEMENT  UNITS
CA 60  Foods Purchase and Control  3
CA 80  Introduction to Baking Skill  4
CA 81  Professional Baking & Pastry Production I  5
CA 82  Professional Baking & Pastry Production II  5
CA 101  Introduction to Food Service Safety & Sanitation  1

TOTAL CERTIFICATE UNITS  18

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the above requirements for Certificate of Achievement and HO 151. Plus for an A.A. Degree the student must complete the A.A. Degree general education requirements; and electives to achieve a minimum of 60 units.

CAREER OPPORTUNITIES: Employment as a professional baker, pastry chef, pastry cook, and specialty baker.

DANCE—136
TRANSFER PROGRAM

The Dance Department provides a major of study with emphasis in Modern, Jazz and Ballet techniques, composition and performance. It gives the General Education student and the student in closely related areas, experience in dance as an art form.

The following core of courses will provide the dance student with a solid background for upper division work and a transfer curriculum.

See Counselor.

COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY AND FOR THE UNIVERSITY OF CALIFORNIA

PE 182A  Modern Dance (Beginning)  2
PE 182B  Modern Dance (Intermediate)  2
PE 184A  Ballet (Beginning)  2
PE 184B  Ballet (Intermediate)  2
PE 191  History of Dance  3
TH 140  Theatre Dance - Beginning Jazz  2
TH 141  Theatre Dance - Intermediate Jazz  2

LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

California State University—Dominguez Hills
PE 116  Professional Activities for Modern Dance  3
PE 181  Introduction to Dance Cultures of the World  2
TH 140  Theatre Dance – Beginning Jazz  2

California State University - Fullerton:
PE 184  Choreography Improvisation  3
PE 187  Dance Repertory  2
PE 188  Dance Performance  2
PE 190  Rhythmic Analysis  3

University of California—Irvine:

Dance (All emphases)
PE 191  History of Dance (lecture)  3
Choreography Emphasis or Performance Emphasis
PE 184  Choreography Improvisation  3
PE 190  Dance Notations (lecture)  3
TH 110  Fundamentals of Acting  3

History Emphasis
PE 184  Choreography Improvisation  3
PE 190  Dance Notations (lecture)  3

Students wishing to Major or Minor in dance must audition for placement prior to starting the program. Applicants should contact the Department of Dance to obtain audition dates and an audition application form. Students desiring more information should contact the department office for referral to one of the faculty Advisors.

See a counselor for additional requirements.
ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all A.A. degree general education requirements for a total of least 60 units.

RECOMMENDED ELECTIVES: PE 184, PE 187, PE 188

CAREER OPPORTUNITIES: Completion of an upper division degree program can lead to employment as a teacher at the secondary, community college or university level in both public and private schools; a performer in dance companies, on television or in dance films/choreographer. Students majoring in such areas as Recreation, Theatre, Physical Education, Fine Arts and Elementary Education would also benefit from the courses within this Dance curriculum.

See Cerritos College Graduation Requirements.

DENTAL ASSISTING—952
Curriculum leading to 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.

LENGTH AND KIND OF PROGRAM
The program is three semesters in length (Fall, Spring, and Summer Session-6 wks). However, students may enter in the Spring Semester by taking selected courses. See the Dental Assisting counselor.

General education and Dental Assisting classes are scheduled on the College campus and correlated clinical experiences in patient care are obtained at selected dental schools and private dental offices.

Employment in this field requires applicants to have good vision, hearing, and the ability to communicate orally. In addition, applicants must have the ability to comprehend and interpret written information. Applicants must have the dexterity to use small dental instruments to provide dental health care.

ADMISSION REQUIREMENTS
1. Academic Requirements
   a. High school graduate or satisfactory scores on the General Education Development Examination (given at most Adult Education Centers).
   b. Submit transcripts indicating a 2.0 Grade Point Average in all High School and College courses or consent of the Dental Assisting Department.
   c. Take college assessment test and achieve a satisfactory score in English or all deficiencies can be cleared while enrolled in the Dental Assisting Program.
2. Health
   a. Applicant must present evidence of physical fitness. Lab and immunizations records must be completed after acceptance into the program. The student is responsible for all costs incurred.

EXPENSES
Enrollment fee, project fees, uniforms and books will cost approximately $1200. Students are responsible for their own living accommodations, including uniform laundry and transportation to extended campuses. In the first semester of the program, immunization for Hepatitis B and other infectious diseases is required. Immunization expenses are the student’s responsibility.

ATTENDANCE, SCHOLARSHIP, PROMOTION
Attendance: All students will be expected to observe the attendance requirements as set by the Dental Assisting Department at Cerritos College.

Scholarship and Promotion: In order to remain enrolled in the Program, the student must maintain “C” or better in both theory and clinical courses.

ACCEPTANCE OF STUDENTS AT ADVANCED STANDING
Requests for acceptance into the Program at an advanced level will be evaluated on an individual basis after the applicant has met all College requirements.

PROCEDURE FOR APPLICATION (To be completed in order as listed)
1. Complete application for admission to Cerritos College.
   a. Request two copies of your high school and/ or college transcripts. Send one copy to the Health Occupations Division Office and one copy to the Admissions Office.
   b. Call for an application to the Dental Assisting Program, (562) 860-2451, extension 2550.
2. Return completed application to the Health Occupations Division, 11110 Alondra Blvd., Norwalk, California 90650.
3. As soon as requested materials are received, the student will be notified in writing regarding eligibility to enroll in the dental assisting program.

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 51</td>
<td>Applied Dental Science I</td>
</tr>
<tr>
<td>DA 52</td>
<td>Dental Radiography I</td>
</tr>
<tr>
<td>DA 53</td>
<td>Introduction to Chairside Assisting</td>
</tr>
<tr>
<td>DA 54</td>
<td>Introduction to Operatory Procedures</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Requirements</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DA 61</td>
<td>Applied Dental Science II</td>
</tr>
<tr>
<td>DA 62</td>
<td>Dental Radiography II</td>
</tr>
<tr>
<td>DA 63</td>
<td>Advanced Chairside Assisting</td>
</tr>
<tr>
<td>DA 64</td>
<td>Dental Office Management</td>
</tr>
<tr>
<td>DA 65</td>
<td>Clinical I Dental Schools</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Requirements</strong></td>
</tr>
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</table>

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<thead>
<tr>
<th>SUMMER SESSION</th>
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</thead>
<tbody>
<tr>
<td>DA 75</td>
<td>Clinical II Cooperative Office Training</td>
</tr>
<tr>
<td></td>
<td><strong>Total Certificate Requirements</strong></td>
</tr>
</tbody>
</table>

To earn a Certificate of Achievement, a student must (a) verify typing proficiency by taking a college typing or computer course with a “C” or better grade or receive a “B” or better in a high school typing or computer course, (b) achieve a satisfactory score in English on the College Placement Test or clear deficiencies, and (c) submit evidence of a current Basic Life Support CPR Certificate to the Dental Assisting counselor.
ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet all the requirements as listed for a 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. Recommended electives for students interested in Dental Hygiene Program: CHEM 100 MICRO 200 A&P 200, 201, HO 152

DENTAL HYGIENE
A 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 six-week summer session and one six-week optional 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 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, 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.

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 clients’ charts, and have the dexterity to use small dental instruments to provide dental hygiene care.

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 nolo contendere 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 State Board of Dental Examiners, Committee on Therapeutic Services supporting total health through the promotion of optimal oral health.

DENTAL HYGIENE PROGRAM REQUIREMENTS

I. Prerequisites
A. High School graduation or equivalent.
B. Introductory Chemistry 100, Anatomy and Physiology 200, 201, HO 152 and Microbiology 200 or equivalent with a grade of “C” or higher. 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. A valid adult, child, and infant CPR card including two person CPR is required prior to enrolling in the Dental Hygiene classes and must be kept current. CPR courses approved by the state board are given through the American Heart Association and the American Red Cross.

II. Required Tests and Information
A. Cerritos College Assessment Tests Battery
1. Receive satisfactory scores on the Cerritos College Assessment Tests Battery or achieve clearance by taking the appropriate college courses. A 12th grade reading level is required for admission into the program.
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 DH Application. To complete this procedure, the student must have a student copy of all transcripts from previously attended colleges.
C. Transcripts
1. Send one (1) copy of high school transcript to the Admissions and Records Office.
2. If college work has been completed at Cerritos College, request one (1) official copy of your transcript from the Admissions and Records Office to be sent to the Health Occupations Division Office. Also obtain one (1) copy of current work-in-progress.
3. If applicant is transferring from another college, request three (3) copies of transcripts: one (1) official copy to be sent to the Health Occupations Division Office, one (1) official copy to the Admissions and Records Office, and one (1) student copy of your transcript to be used during the counseling session. Request two (2) copies of your current work-in-progress: one (1) to be sent to the Health Occupations Division Office, and one (1) to be used during the counseling session.
D. Application forms
Along with the Dental Hygiene application, the applicant must complete a Cerritos College application. This form can be obtained from the Admissions and Records Office.
E. 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. 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 RDAEP License and registration, official college transcripts, and work-in-progress must be in our possession by April 1.
2. Criteria for selection will be based on the following:
   a. GPA in pre-requisites
   b. Overall GPA for all college courses
   c. Additional biological sciences
   d. Related work experience
3. Selection will be based upon academic evaluation and data obtained from the application forms. Candidates will be notified by mail during the month of May.
B. Health forms
Present evidence of physical fitness is necessary to succeed in the program. Immunizations and TB testing are required for extended facilities prior to patient care. 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 blood borne and infectious diseases are available upon request from the Dental Hygiene Department.

IV. Expenses
A. See Cerritos College catalog for enrollment and out-of-state resident fees.
B. The student may expect to spend approximately $4000 for books and instruments, $250 for uniforms, and another $2700 for miscellaneous fees and immunizations. Membership in the Associated Students of Cerritos College is recommended. Students will be encouraged to join the Student American Dental Hygienists’ Association (SADHA) with membership fee of about $45 annually.

V. Scholarship, Attendance, Promotion, Graduation
A. Attendance: all students are required to observe the attendance requirements of the college. During the program, some of the classes are held at various county dental health facilities. Some classes may be scheduled in the evenings or on Saturdays.
B. Scholarship and Promotion: Students are required to maintain a grade of “C” or better in each dental hygiene and dental education course in order to progress in the program. 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 California State Board and the National Board Examinations in Dental Hygiene.

DENTAL HYGIENE—951
ASSOCIATE IN ARTS DEGREE
Prerequisites: CHEM 100, A&P 200, 201, MICR 200, HO 152, or equivalent with a grade of Credit or “C” or higher in each course. Valid adult, child, and infant CPR card including two person CPR.

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DH 110</td>
<td>Preventive Dentistry I</td>
</tr>
<tr>
<td>DH 111</td>
<td>Infection Control &amp; Dental Office Emergencies</td>
</tr>
<tr>
<td>DH 112</td>
<td>Dental Hygiene Radiography</td>
</tr>
<tr>
<td>DH 114</td>
<td>Dental Hygiene Clinical Sciences I</td>
</tr>
<tr>
<td>DH 115C</td>
<td>Pre-Clinical Dental Hygiene I</td>
</tr>
<tr>
<td>DH 116</td>
<td>Head &amp; Neck Anatomy</td>
</tr>
<tr>
<td>DH 119</td>
<td>Dental Embryology, Histology and Anatomy</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>DH 120</td>
<td>Preventive Dentistry</td>
</tr>
<tr>
<td>DH 125</td>
<td>Dental Hygiene Clinical Sciences II</td>
</tr>
<tr>
<td>DH 125C</td>
<td>Clinical Dental Hygiene II</td>
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<tr>
<td>DH 126</td>
<td>General &amp; Oral Pathology</td>
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<tr>
<td>DH 127</td>
<td>Pharmacology</td>
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<td>DH 128</td>
<td>Management of Pain</td>
</tr>
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<td>DH 129</td>
<td>Applied Periodontics</td>
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<th>SUMMER SESSION</th>
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<tbody>
<tr>
<td>DH 150C</td>
<td>Clinical Dental Hygiene IIA</td>
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<th>SECOND YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DH 232</td>
<td>Dental Materials Laboratory</td>
</tr>
<tr>
<td>DH 234</td>
<td>Dental Care for the Special Patient</td>
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<tr>
<td>DH 235</td>
<td>Dental Hygiene Clinical Sciences III</td>
</tr>
<tr>
<td>DH 235C</td>
<td>Clinical Dental Hygiene III</td>
</tr>
<tr>
<td>DH 238L</td>
<td>Community Dental Health Laboratory I</td>
</tr>
<tr>
<td>DH 239</td>
<td>Dental Health Education &amp; Research I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>DH 244</td>
<td>Ethical Issues in Dental Hygiene</td>
</tr>
<tr>
<td>DH 245</td>
<td>Dental Hygiene Clinical Sciences IV</td>
</tr>
<tr>
<td>DH 245C</td>
<td>Clinical Dental Hygiene IV</td>
</tr>
<tr>
<td>DH 248L</td>
<td>Community Dental Health Laboratory II</td>
</tr>
<tr>
<td>DH 249</td>
<td>Dental Health Education &amp; Research II</td>
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<th>SUMMER SESSION - OPTIONAL</th>
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</thead>
<tbody>
<tr>
<td>DH 250C</td>
<td>Clinical Dental Hygiene V</td>
</tr>
</tbody>
</table>

The following requirements also must be completed to qualify for the A.A. Degree:
- General Introductory Psychology (PSYC 101)
- Freshman Composition (ENGL 100)
- Speech (S.PCH 100, 130, 132, or 120)
- American Political Institutions (POL 101 or 201)
- Introductory Sociology Principles (SOC 101)
- History (HIST 101, 201, 202, 220 or 221)
*Humanities (three units)
*Fine Arts (three units)

*See Cerritos College General Education Requirements for the appropriate lists of courses acceptable for meeting the Humanities and Fine Arts Requirements.

CAREER OPPORTUNITIES: Upon completion of the Associate in Arts Degree Program and after passing the State Licensing Examinations a student may seek employment as a dental hygienist with individual dentists, clinics, school districts and various other institutions.
DENTAL HYGIENE — 690

TRANSFER PROGRAM

(The following curriculum does not lead to an Associate in Arts Degree. To earn an AA degree, see Dental Hygiene—951 in the catalog for the major requirements.)

Common Course Requirements For Most Dental Hygiene Schools

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>A &amp; P 200</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 103</td>
<td>Critical &amp; Argumentative Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introduction Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction Sociology Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

For the University of Southern California (USC) students must complete the USC general education requirements, (categories I, II, III, V and the writing and diversity requirements in addition to the above requirements.)

Other transfer institutions in California offering a Bachelor of Science Degree in Dental Hygiene are the University of California—San Francisco and Loma Linda University. Entrance requirements differ among schools, for details needed in preparation for these institutions students are advised to consult specific school catalogs.

CAREER OPPORTUNITIES: Upon completion of the Bachelor Degree Program and after passing the State Licensing Examinations a student may seek employment as a dental hygienist with individual dentists, clinics, school districts and various other institutions.

ECONOMICS —720

TRANSFER PROGRAM

LOWER DIVISION REQUIREMENTS

FOR SPECIFIC TRANSFER INSTITUTIONS

California State University-Long Beach

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 116</td>
<td>Calculus for Managerial, Biological &amp; Soc. Sciences</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>(4)</td>
</tr>
</tbody>
</table>

The major also requires a minimum of two courses outside Economics (totaling at least 6 units). Students may take any of the following lower-division courses: ANTH 100; GEOG 105; HIST 241, HIST 242; MATH 115, MATH 130, MATH 190, MATH 220; POL 201; PSYC 101; SOC 220, SOC 101.

BUSINESS ECONOMICS

Same requirements as Economics except that the minimum of two courses outside Economics is not required.

MATHEMATICAL ECONOMICS AND ECONOMIC THEORY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
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<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
</tbody>
</table>

California State University-Fullerton

Student must earn a grade of at least "C" in each course listed below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
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</tr>
<tr>
<td>and BUSA 133</td>
<td>Fundamentals of Accounting II</td>
<td>3</td>
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<tr>
<td>MATH 116</td>
<td>Calculus for Managerial, Biological &amp; Soc. Sciences</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>(4)</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
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<tr>
<td>or BUSA 102</td>
<td>Fundamentals of Accounting II</td>
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<tr>
<td>and BUSA 133</td>
<td>Fundamentals of Accounting I</td>
<td>3</td>
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<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

California State University-Dominguez Hills

Common core lower division required courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional courses required for concentrations.

GENERAL ECONOMICS CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>(4)</td>
</tr>
</tbody>
</table>

QUANTITATIVE ECONOMICS CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 116</td>
<td>Calculus for Managerial, Biological &amp; Soc. Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

California State University-Los Angeles

Core requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional courses required for options.

Option 1: Applied Economics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>and BUSA 102</td>
<td>Fundamentals of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 116</td>
<td>Calculus for Managerial, Biological &amp; Soc. Sciences</td>
<td>(4)</td>
</tr>
</tbody>
</table>

Option 2: Social and Behavioral Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>and BUSA 102</td>
<td>Fundamentals of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 116</td>
<td>Calculus for Managerial, Biological &amp; Soc. Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

California Polytechnic University, Pomona

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSA 102</td>
<td>Fundamentals of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>or BUSA 241</td>
<td>Managerial Accounting</td>
<td>(4)</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 155</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>
Additional requirements for students selecting concentration of

**Track B:**

**Mathematics**

- **MATH 170:** Analytic Geometry and Calculus I 4
- **MATH 190:** Analytic Geometry and Calculus II 4

**University of California, Los Angeles**

- **ECON 201:** Principles of Macroeconomics 3
- **ECON 202:** Principles of Microeconomics 3
- **MATH 170:** Analytic Geometry and Calculus I 4
- **MATH 190:** Analytic Geometry and Calculus II 4
- **ENGL 102:** Freshman Composition and Literature 3
- **or ENGL 103:** Critical and Argumentative Writing (3)

**Business Economics - B.A.**

Note: The Business Economics major does not replicate the traditional undergraduate business school curriculum.

- **ECON 201:** Principles of Macroeconomics 3
- **ECON 202:** Principles of Microeconomics 3
- **MATH 170:** Analytic Geometry and Calculus I 4
- **MATH 190:** Analytic Geometry and Calculus II 4
- **ENGL 102:** Freshman Composition and Literature 3
- **or ENGL 103:** Critical and Argumentative Writing (3)

**Economics/International Area Studies - B.A.**

- **ECON 201:** Principles of Macroeconomics 3
- **ECON 202:** Principles of Microeconomics 3
- **MATH 170:** Analytic Geometry and Calculus I 4
- **MATH 190:** Analytic Geometry and Calculus II 4
- **FREN 203:** Intermediate French, Advanced Level I 4
- **or GERM 202:** Intermediate German (4)
- **or JAPA 202:** Intermediate Japanese (4)
- **or SPAN 202:** Intermediate Spanish (4)

*The 6th quarter of the same foreign language will have to be completed at UCLA.

**University of California, Irvine**

- **ECON 201:** Principles of Macroeconomics 3
- **and ECON 202:** Principles of Microeconomics 3
- **MATH 170:** Analytic Geometry and Calculus I 4
- **and MATH 190:** Analytic Geometry and Calculus II 4
- **CIS 280:** Object-Oriented Programming in C++ 3
- **and CIS 182:** JAVA Programming 3.5

Three additional social science courses from an approved list of courses available from ASSIST is another requirement. Please see a counselor, if necessary, for help.

**University of California, Riverside**

- **ECON 201:** Principles of Macroeconomics 3
- **ECON 202:** Principles of Microeconomics 3
- **MATH 170:** Analytic Geometry and Calculus I 4
- **MATH 190:** Analytic Geometry and Calculus II 4
- **ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**
  - Complete ECON 201 & 202 and MATH 80 (or equivalent) plus related course work to be selected in consultation with a counselor to meet the 18 unit minimum and the AA degree general education requirements for a total of at least 60 units.
  - CAREER OPPORTUNITIES: Economics find employment in business, industry and government as price and market analysts, planning consultants and related occupations.
  - See Cerritos College Graduation Requirements.

**EDUCATIONAL TECHNOLOGY PROGRAM**

**EDUCATIONAL TECHNOLOGY—310**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 100 Integration of the Internet to the Curriculum</td>
<td>2</td>
</tr>
<tr>
<td>EDT 103 Spreadsheets for Educators</td>
<td>2</td>
</tr>
<tr>
<td>EDT 104 Word Processing for Educators</td>
<td>2</td>
</tr>
<tr>
<td>EDT 105 PowerPoint for Educators</td>
<td>2</td>
</tr>
<tr>
<td>EDT 111 Web Design Using FrontPage</td>
<td>1</td>
</tr>
<tr>
<td>EDT 125 Fundamentals of Teaching Online Courses</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL CERTIFICATE REQUIREMENT:</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

To be awarded a Certificate of Achievement by the college, a student must complete all major requirements and 9 additional units from the list above to total a minimum of 18 units.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete the major requirements for the Certificate of Achievement and all A.A. degree general education requirements for a total of at least 60 units.

Although some of these courses are transferable, this certificate/A.A. Degree is nontransferable.

Please see counselor or the respective department for additional alternatives.
Curricula, Requirements For Majors, Certificates and Transfer Programs

EXERCISE SCIENCE – SEE PHYSICAL EDUCATION

INSTRUCTIONAL MULTI-MEDIA – 320

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS  UNITS

You must complete 11 units in the following area:

EDT 19  Fundamentals of Teleconferencing  1
EDT 82  Interactive Multi-Media in Curriculum  1
EDT 100  Integration of the Internet Into Curriculum  2
EDT 105  PowerPoint for Educators  2
EDT 107  Desktop Publishing for Educators  1
EDT 111  Web Design for Educators  1
EDT 119  Hardware and Software Considerations for Educators  1
EDT 125  Fundamentals of Online Teaching  2

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

EDT 43  EdTech Occupational Work Experience  3
EDT 50  Preparation for Online Learning  1
EDT 51  Email for Educators  1
EDT 57  Apple/Claris Works for Educators  1
EDT 64  Hyperstudio Basics  1
EDT 65  Advanced Hyperstudio  1
EDT 67  Inspiration Presentations  1
EDT 68  Using Kidpix  1
EDT 81  Videos for School Use  2
EDT 101  Creating Curriculum Projects Using the Internet  1
EDT 106  Access for Educators  1
EDT 112  Virtual Curriculum  3
EDT 115  Technology Integration in Education  1
EDT 120  Exploring Assistive Technology in Education  2
ART 196  Introduction to Designing Web Graphics  3
CIS 50  Basic Computer Literacy  .5
PHOT 112  Intermediate Digital Photography  3

TOTAL CERTIFICATE REQUIREMENT:  18

To be awarded a Certificate of Achievement by the college, a student must complete all the major requirements and 4 additional requirement sections to total a minimum of 18 units.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the requirements for the Certificate of Achievement and all A.A. degree general education requirements for a total of at least 60 units.

Please see counselor or the respective department for additional alternatives.

TELECONFERENCING PRACTITIONER – 330

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS  UNITS

You must complete 14 units in the following area:

EDT 19  Fundamentals of Teleconferencing  1
EDT 20  Teleconferencing for Small Groups  2
EDT 21  Teleconference Telematic  1
EDT 22  Teleconference Event Review and Evaluation  1
EDT 23  Teleconference Production Studio  3
EDT 24  Teleconference Portfolio Workshop  3
EDT 52  Windows for Educators  1
EDT 53  Macintosh for Educators  1
EDT 119  Hardware and Software Considerations for Educators  1

Additional Requirements—You must complete 4 units in the following area.

EDT 43  EdTech Occupational Work Experience  3
EDT 50  Preparation for Online Learning  1
EDT 51  Email for Educators  1
EDT 57  Apple/Claris works for Educators  1
EDT 64  Hyperstudio Basics  1
EDT 65  Advanced Hyperstudio  1
EDT 67  Inspiration Presentations  1
EDT 68  Using Kidpix  1
EDT 81  Videos for School Use  2
EDT 101  Creating Curriculum Projects Using the Internet  1
EDT 106  Access for Educators  1
EDT 107  Desktop Publishing for Educators  1
EDT 112  Virtual Curriculum  3
EDT 115  Technology Integration in Education  1
EDT 120  Exploring Assistive Technology in Education  2
ART 196  Introduction to Designing Web Graphics  3
CIS 50  Basic Computer Literacy  .5
PHOT 112  Intermediate Digital Photography  3

TOTAL CERTIFICATE REQUIREMENT:  18

ASSOCIATE IN ARTS DEGREE

REQUIRED COURSES  UNITS

ELECTRONICS TECHNOLOGY #830 BASIC CORE

EL 50  Electronic Tests and Measurements  1.5
EL 60  Computer Aided Circuit Analysis  1.5
EL 110  Principles of DC Electronics  4
EL 110L  DC Electronics Laboratory  1
EL 120  Principles of AC Electronics  4
EL 120L  AC Electronics Laboratory  1
EL 134  Digital Circuits and Computer  3
EL 134L  Digital Circuits and Computer Logic Lab  1
EL 200  Semiconductor Electronics  3
EL 200L  Semiconductor Electronics  1
TM 50  Technical Mathematics  3
or MATH 140  Trigonometry  3
**Additional Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 210</td>
<td>Electronics Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EL 210L</td>
<td>Electronics Systems Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>EL 244</td>
<td>Introduction to Microcomputers</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL UNITS**: 32

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete 60 units to include (1) the Electronic Technology Option #830 Basic Core requirements (24 units), (2) the additional required courses (8 units), (3) The Associate in Arts Degree general education requirements, and (4) electives as needed to fulfill the graduation requirements.

**RECOMMENDED ELECTIVES**: ENGL 155, CIS 56, CIS 70A, CIS 101, CIS 102.

**CAREER OPPORTUNITIES**: Opportunities for electronic technicians include the aerospace, automotive, transportation, computer, instrumentation, telecommunication, television broadcasting, entertainment, motion picture, process control, manufacturing and health care industries and government agencies.

**Related Transfer Program**: Industrial Technology – Electronics – 836

See Cerritos College Graduation Requirements.

**ELECTRONICS TECHNOLOGY—830 CERTIFICATE OF ACHIEVEMENT**

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 50</td>
<td>Electronic Tests and Measurements</td>
<td>1.5</td>
</tr>
<tr>
<td>EL 60</td>
<td>Computer Aided Circuit Analysis</td>
<td>1.5</td>
</tr>
<tr>
<td>EL 110</td>
<td>Principles of DC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>EL 110L</td>
<td>DC Electronics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>EL 120</td>
<td>Principles of AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>EL 120L</td>
<td>AC Electronics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>EL 134</td>
<td>Digital Circuits and Computer Logic</td>
<td>3</td>
</tr>
<tr>
<td>EL 134L</td>
<td>Digital Circuits and Computer Logic Lab</td>
<td>1</td>
</tr>
<tr>
<td>EL 200</td>
<td>Semiconduct or Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EL 200L</td>
<td>Semiconduct or Electronics Lab</td>
<td>1</td>
</tr>
<tr>
<td>TM 50</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 140</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS**: 24

Certificates of Achievement in Electronics are available under four options. All options require completion of the Basic Electronics Core Courses. With Department approval, selection of the option courses may be tailored to student’s occupational objectives. Each option may be applied to the Associate in Arts Degree.

**INDUSTRIAL ELECTRONICS TECHNOLOGY OPTION—816**

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics Technology #830 Basic Core Courses</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 56</td>
<td>Programmable Logic Controllers</td>
<td>3.5</td>
</tr>
<tr>
<td>EL 66</td>
<td>Fundamentals of Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EL 76</td>
<td>Industrial Electronic Control</td>
<td>3.5</td>
</tr>
<tr>
<td>EL 86</td>
<td>Electric Motor or Control</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS**: 37

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete 60 units to include (1) the Industrial Electronics Technology Option #816 (37 units), (2) the Associate in Arts Degree general education requirements, and (3) electives as needed to fulfill the graduation requirements.

**RECOMMENDED ELECTIVES**: ENGL 155, CIS 56, CIS 70A, CIS 101, CIS 102.

**CAREER OPPORTUNITIES**: Opportunities for electronic technicians include the aerospace, automotive, transportation, computer, instrumentation, telecommunication, television broadcasting, entertainment, motion picture, process control, manufacturing and health care industries and government agencies.

**Related Transfer Program**: Industrial Technology – Electronics – 836

See Cerritos College Graduation Requirements.

**COMPUTER SERVICING TECHNOLOGY OPTION—827**

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics Technology #830 Basic Core Courses</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL 54</td>
<td>Microcomputer Repair Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>EL 244</td>
<td>Introduction to Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td>and six (6) units selected from the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EL 53A</td>
<td>Introduction to Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>EL 53B</td>
<td>Advanced Microprocessors</td>
<td>2</td>
</tr>
<tr>
<td>CIS 56</td>
<td>Microcomputer Disk Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 70A</td>
<td>Networking Fundamentals</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**TOTAL UNITS**: 37(38.5)

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete 60 units to include (1) the Computer Servicing Technology Option #827 (37 units), (2) the Associate in Arts Degree general education requirements, and (3) electives as needed to fulfill the graduation requirements.

**RECOMMENDED ELECTIVES**: ENGL 155, CIS 56, CIS 70A, CIS 101, CIS 102.

**CAREER OPPORTUNITIES**: Opportunities for electronic technicians include the aerospace, automotive, transportation, computer, instrumentation, telecommunication, television broadcasting, entertainment, motion picture, process control, manufacturing and health care industries and government agencies.

**Related Transfer Program**: Industrial Technology – Electronics – 836

See Cerritos College Graduation Requirements.

**ENGINEERING—615 TRANSFER PROGRAM**

**COMMON LOWER DIVISION PREPARATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
</tbody>
</table>

**For Most Colleges of Engineering (Core)**

Schools of engineering have similar basic science requirements but differ widely in the preparation for the various engineering options available. The following science, engineering, technical Support, and math courses meet specific requirements for transfer as needed for the several options usually available at the four-year college level.

Contact a Cerritos engineering counselor for the specific requirements of the school and option you have selected in order to optimize preparation for transfer.
BIOL 201  Principles of Biology  5
BIOL 202  Molecular Biology/Genetics  4
CHEM 112  General Chemistry  5
CHEM 205  Quantitative Analysis Chemistry  4
CHEM 211  Organic Chemistry  5
CHEM 212  Organic Chemistry  5
CIS 178  Programming in Fortran  3
CIS 180  Programming in C/C++  3
CIS 182  Java Programming  3.5
CIS 230  Assembly Programming for Microcomputers  4
CIS 280  Object-Oriented Programming in C++  3
CIS 292  Data Structures  4
EL 134  Digital Circuits and Computer Logic  3
EL 134L  Digital Circuits and Computer Logic Laboratory  1
ENGR 215  Engineering Electric Circuits  3
ENGR 123  Descriptive Geometry  3
ENGR 235  Statics  3
ENGT 138  Fundamentals of Computer Aided Drafting  4
GEOL 101  The Earth Environment  4
MATH 112  Statistics  4
MATH 240  Calculus and Differential Equations  4
MFGT 100  Manufacturing Processes  3
MICR 200  Principles and Applications of Microbiology  5
PHYS 203  Engineering Physics  4

**California State University – Long Beach**

(CSULB) Offers nine BS degrees: aerospace, chemical, civil, computer, computer science, electrical, manufacturing, mechanical, and general engineer with options in: industrial management, ocean materials, biomedical and clinical, audio, and theme park.

**California State University – Fullerton**

(CSF) Has a common core of courses for the first two and one-half years. During the last two years the student selects engineering courses appropriate to one of the three options available: Electrical, Civil, and Mechanical.

**California State University – Los Angeles**

(CSULA) Offer programs leading to the Bachelor of Science degree in Engineering with option in Civil, Electrical, and Mechanical Engineering.

**California State University – Pomona**

(CSUP) Engineering school departments: Aerospace, Chemical, Materials, Civil, Electrical and Computer, Industrial, Manufacturing, and Mechanical. This institution combines technical applied courses with the sciences throughout the entire program. Due to the fact that many of technical courses required cannot be duplicated at the community college level, it is wise to plan on attending Cal Poly during the summer quarter following graduation from Cerritos College.

**University of California– Los Angeles**

(UCLA) Offers Bachelor’s Degree in the following: Aerospace, Chemical, Civil, Computer Science, Computer Science and Engineering, Electrical, Materials, and Mechanical.

**University of California– Irvine**

(UCI) Offers Bachelor’s Degree in the following: Aerospace, Chemical, Civil, and Computer Engineering, Electrical, Environmental, Material Science and Mechanical.

**University of California– Riverside**

(UCR) Offers Bachelor’s Degree in the following: Chemical, Computer, Electrical, Environmental, and Mechanical.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete 60 units to include (1) the Engineering core, (2) ENGR 112 or ENGT 131, (3) CIS 177 or 178 or 180 or 280, (4) the Associate in Arts General Education Requirements.

**CAREER OPPORTUNITIES:** Career opportunities in engineering vary widely depending upon the area of specialization. The Cerritos Career Center provides current and comprehensive career information concerning each engineering discipline. Because engineering is a high unit professional major, the schools of engineering may require special general education classes. Contact a Cerritos engineering counselor for specific information.

**ENGINEERING DESIGN TECHNOLOGY PROGRAMS**

**COMPETENCY ACHIEVEMENT REQUIREMENTS/ENGINEERING DESIGN TECHNOLOGY**

### MACHINE DESIGN AND MANUFACTURING

**UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 117</td>
<td>Geometrical Dimensioning and Tolerancing</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 153</td>
<td>Machine Design and AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 237</td>
<td>Graphical Statics &amp; Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 256</td>
<td>Introduction to AutoCAD Mechanical Desktop</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 258</td>
<td>Design &amp; Production Technology with AutoCad</td>
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</tr>
</tbody>
</table>

**TOTAL: 16**

### 3-D PARAMETRIC MODELING AND PRESENTATIONS

**UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGT 153</td>
<td>Machine Design and AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 255</td>
<td>AutoCAD Rendering &amp; Solid Modeling Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 256</td>
<td>Introduction to AutoCAD Mechanical Desktop</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 257</td>
<td>AutoDesk Inventor</td>
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</table>

**TOTAL: 15**

### AUTOCAD APPLICATIONS WITH MAP

**UNITS**

<table>
<thead>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGT 131</td>
<td>Fundamentals of Design Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>Fundamentals of Computer Aided Design with AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 151</td>
<td>Advanced Applications of Computer Aided Design Using AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 160</td>
<td>AutoDesk MAP</td>
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</tr>
</tbody>
</table>

**TOTAL: 15**


**AUTOCAD/INVENTOR APPLICATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGT 117</td>
<td>Geometrical Dimensioning and Tolerancing</td>
</tr>
<tr>
<td>ENGT 133</td>
<td>Sheet Metal Layout &amp; Applications with Inventor</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>Fundamentals of Computer Aided Design with AutoCAD</td>
</tr>
<tr>
<td>ENGT 153</td>
<td>Machine Design and AutoCAD</td>
</tr>
<tr>
<td>ENGT 256</td>
<td>Introduction to AutoCAD Mechanical Desktop</td>
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</tbody>
</table>

**ENGINEERING DESIGN AND PRODUCTION TECHNOLOGY — 823**

**CERTIFICATE OF ACHIEVEMENT**

Recommended High School Preparation:

One year Algebra, one year of Mechanical Drafting

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 117</td>
<td>Geometrical Dimensioning and Tolerancing</td>
</tr>
<tr>
<td>ENGT 133</td>
<td>Sheet Metal Layout &amp; Applications with Inventor</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>Fundamentals of Computer Aided Design with AutoCAD</td>
</tr>
<tr>
<td>ENGT 153</td>
<td>Machine Design and AutoCAD</td>
</tr>
<tr>
<td>ENGT 256</td>
<td>Introduction to AutoCAD Mechanical Desktop</td>
</tr>
</tbody>
</table>

**TOTAL CERTIFICATE REQUIREMENT:** 37 (38)

**ENGINEERING DESIGN TECHNOLOGY — 820**

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Meet the above requirements as listed for the Certificate of Achievement in Engineering Design and Production. A student must also complete electives, and A.A. Degree general education requirements to achieve a minimum of 60 units.

**RECOMMENDED ELECTIVES:** MFGT 51, BA 107, BA 117

**CAREER OPPORTUNITIES:** Designers, master layout person, systems designers, junior design and tool designer, and CAD/CAM designers.

**RELATED TRANSFER PROGRAM:** Industrial (Engineering) Technology—Manufacturing Option.

See Cerritos College Graduation Requirements.

**ENGLISH — 530**

**TRANSFER PROGRAMS**

**COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY AND CALIFORNIA STATE UNIVERSITY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
</tr>
<tr>
<td>ENGL 246A</td>
<td>Survey of English Literature</td>
</tr>
<tr>
<td>ENGL 246B</td>
<td>Survey of English Literature</td>
</tr>
</tbody>
</table>

Foreign Language: Students intending to transfer to the University of California should discuss foreign language requirement with counselor.

**LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS**

**California State University-Dominguez Hills**

Select one course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 232</td>
<td>Reading in Poetry</td>
</tr>
<tr>
<td>ENGL 233</td>
<td>Readings in the Novel</td>
</tr>
<tr>
<td>ENGL 234</td>
<td>Readings in Short Fiction</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Readings in the Drama</td>
</tr>
</tbody>
</table>

**California State University-Long Beach**

(Select eight units from)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGL 246A</td>
<td>Survey of English Literature</td>
</tr>
<tr>
<td>ENGL 246B</td>
<td>Survey of English Literature</td>
</tr>
<tr>
<td>ENGL 230A</td>
<td>Introduction to American Literature</td>
</tr>
<tr>
<td>ENGL 230B</td>
<td>Introduction to American Literature</td>
</tr>
</tbody>
</table>

(ENGL 240, Creative Writing is required of students planning to choose the creative writing option at CSULB.)

**California State University-Los Angeles**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 248A</td>
<td>Masterpieces of world Literature</td>
</tr>
<tr>
<td>ENGL 246A</td>
<td>Survey of English Literature</td>
</tr>
<tr>
<td>or ENGL 246B</td>
<td>Survey of English Literature</td>
</tr>
</tbody>
</table>

**University of California-Irvine**

Complete 202 of Intermediate College Level foreign Language.

Select one from the following: FRENCH, GERMAN, JAPANESE or SPANISH
University of California-Los Angeles

Complete 202 of Intermediate College Level foreign Language. Select from the following: FRENCH, GERMAN, JAPANESE, or SPANISH or Course 102 of one foreign Language, AND select two (2) courses from the following:

- ENGL 221A: Literature in Bible-Hebrew Scriptures 3
- ENGL 221B: Literature in Bible-Christian Scripture 3
- ENGL 225: Mexican Literature in Translation 3

University of California-Riverside

(Complete two courses from among the following:)

- 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

Recommended one course from the following:

- ENGL 248A: Masterpieces of World Literature 3
- ENGL 248B: Masterpieces of World Literature 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) ENGL 100 and ENGL 102 or ENGL 103; (2) 12 additional units in English selected from ENGL 221A, 221B, 222, 225, 226, 227, 228, 230A, 230B, 232, 233, 234, 235, 246A, 246B, 248A, 248B, and (3) the Associate in Arts Degree general education requirements.

CAREER OPPORTUNITIES: English graduates are employed in all sectors of the economy requiring analytical, and communication skills; opportunities in the broad fields of government, transportation, business management, publications, communications, and the media; positions in education, public relations, advertising, libraries, museums, excellent preparation for study of law, theology, library, science.

FAMILY AND CONSUMER SCIENCE

CAREER PATHWAY

(FORMERLY HOME ECONOMICS)

(The following does not lead to an Associate in Arts Degree)

CSU, Long Beach offers the Bachelor of Arts degree in Family Consumer Sciences

Options:
- Family Studies
- Communication
- Consumer Affairs
- Fashion Merchandising
- Textiles and Clothing

A Bachelor of Science in Dietetics and Food Administration is offered by the Department of Family and Consumer Sciences.

Each option requires specific courses. Students are urged to see a Cerritos College counselor for accurate and complete lower division preparation.

LOWER DIVISION REQUIREMENTS

California State University—Long Beach

A&P 120: Introduction to Human Anatomy and Physiology 4

or A&P 130: Human Anatomy and Physiology (5)

PSYC 101: General Introductory Psychology 3

or ANT 100: Cultural Anthropology (3)

These must be completed with a "C" or better.

Fashion Merchandise Option

BUSA 101: Fundamentals of Accounting I 4

CHEM 100: Introductory Chemistry 4

or CHEM 111: General Chemistry (5)

ECON 201: Principles 3

ECON 202: Principles 3

HIST 240: Western Civilization 3

PSYC 101: General Introductory Psychology 3

SOC 101: Introductory Sociology Principles 3

or ANT 100: Cultural Anthropology (3)

Bachelor of Science in Dietetics and Food Administration at CSULB

A&P 201: Human Physiology 5

CHEM 200: General Chemistry 4

ENGL 100: Freshman Composition 4

MICRO 200: Principles and Applications of Microbiology 5

PSYC 101: General Introduction Psychology 3

SOC 101: Introductory Sociology Principles 3

HO 152: Normal and Therapeutic Nutrition 3

FORESTRY—670

TRANSFER PROGRAM

California State University—Humboldt

BIOL 200-201: Principles of Biology 5-5

CHEM 110: Elementary Chemistry 4

MATH 116: Calculus for Managerial, Biological, and Social Sciences 4

or MATH 170: Analytic Geometry and Calculus I (4)

University of California—Berkeley

BIOL 200-201: Principles of Biology 5-5

CHEM 111-112: General Chemistry 5-5

CHEM 211-212: Organic Chemistry 5-5

ECON 201-202: Principles 3-3

ENGL 102: Freshman Composition 3

ENGL 246A: Survey of English Literature 3

or ENGL 246B: Survey of English Literature 3

MATH 112: Elementary Statistics 4

MATH 170-190: Analytic Geometry and Calculus I and II 4-4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete one of the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all A.A. degree general education requirements for a total of at least 60 units.
CAREER OPPORTUNITIES: After transfer to a four year college or university and completion of the Bachelor's Degree Program, graduates qualify for graduate study and for employment with timber companies, utility companies, U.S. forest Service, National Park Service, Bureau of Land Management, Environment Protection Agency, and the California Division of forestry.

See Cerritos College Graduation Requirements.
See State University General Education List.

FRENCH—551
TRANSFER PROGRAM

California State University—Dominguez Hills
FREN 101 Elementary French 5
FREN 102 Elementary French 5
FREN 201 Intermediate French 5
or FREN 202 Intermediate French (4)

California State University—Fullerton
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

California State University—Los Angeles
FREN 101 Elementary French 5
and FREN 102 Elementary French 5
FREN 201 Intermediate French 5
and FREN 202 Intermediate French 4
FREN 281 Beginning Conversational French 3

California State University—Long Beach
FREN 101 Elementary French 5
FREN 102 Elementary French 5
FREN 281 Beginning Conversational French 3

Two years of a second foreign language at the college level or equivalent is also required.

Departmental Recommendation: Students specializing in French should include the following courses in their program of study: HIST 241 and HIST 242.

University of California—Irvine
FREN 101 Elementary French 5
and FREN 102 Elementary French 5
FREN 201 Intermediate French 5
and FREN 202 Intermediate French 4

At least one course is required from four different areas (writing, literature, History, and philosophy). An approved list of courses is available from www.assist.org. Please consult a counselor, if necessary, for these additional classes.

University of California—Riverside
FREN 101 Elementary French 5
and FREN 102 Elementary French 5
FREN 201 Intermediate French 5
and FREN 202 Intermediate French 4

Note: Students may either take the courses listed above or demonstrate equivalent proficiency (as measured by a placement exam at UCR).

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
(1) Meet the above requirements as listed for a state university,
(2) complete the A.A. Degree general education requirements, and (3) take electives to achieve a minimum of 60 units.

CAREER OPPORTUNITIES: Employment with the government, international firms, airline hostess, travel agent, librarian, linguistic reporter, teacher interpreter, translator.

See Cerritos College Graduation Requirements.
See State University General Education List.

GEOGRAPHY—730
TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION UNITS
GEOG 101 Physical Geography 3
GEOG 102 Cultural Geography 3

ADDITIONAL LOWER DIVISION REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

California State University—Fullerton
GEOG 105 World Regional Geography 3

California State University—Long Beach
GEOG 105 World Regional Geography 3

California State University—Los Angeles
ENGL 103 Critical and Argumentative Writing 3

University of California—Los Angeles
BIOL 105 Man and Environment 3
MATH 112 Elementary Statistics 4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all A.A. degree general education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Employment in business, regional, urban, and environmental planning, government, foreign service, teaching.

See Cerritos College Graduation Requirements.
See State University General Education List.
### GEOLOGY — 630

**TRANSFER PROGRAM**

**COMMON LOWER DIVISION PREPARATION**

**FOR THE CALIFORNIA STATE UNIVERSITY AND THE UNIVERSITY OF CALIFORNIA UNITS**

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<td>General Chemistry</td>
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<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>The Earth Environment</td>
<td>4</td>
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</table>

**ADDITIONAL LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS**

**California State University – Dominguez Hills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOL 201</td>
<td>Earth History</td>
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<tr>
<td>PHYS 101</td>
<td>General Physics</td>
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<tr>
<td>and PHYS 102</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>and MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 116</td>
<td>Calculus for Managerial, Biological and Social Sciences</td>
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</tr>
<tr>
<td>and MATH 112</td>
<td>Elementary Statistics</td>
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**California State University – Fullerton (Geological Science)**

<table>
<thead>
<tr>
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<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
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<tr>
<td>and BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Microcomputer Hardware and Software</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 178</td>
<td>Programming in Fortran</td>
<td>3</td>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
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<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
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<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 203</td>
<td>Engineering Physics</td>
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**California State University – Long Beach**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
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<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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<tr>
<td>PHYS 201</td>
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</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
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*Consult Counselor for additional required courses for Earth Science option.

**California State University – Los Angeles**

<table>
<thead>
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<th>Title</th>
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<tbody>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
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<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
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<tr>
<td>PHYS 101</td>
<td>General Physics</td>
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<tr>
<td>PHYS 102</td>
<td>General Physics</td>
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**California State University Polytechnic – Pomona**

<table>
<thead>
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<tr>
<td>GEOL 201</td>
<td>Earth History</td>
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<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
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<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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<td>MATH 190</td>
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<tr>
<td>PHYS 203</td>
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**University of California – Los Angeles**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
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</tr>
<tr>
<td>CIS 178</td>
<td>Programming in Fortran</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>ESCI 110</td>
<td>Introduction to Earth Science</td>
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<td>MATH 170</td>
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<tr>
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<td>4</td>
</tr>
<tr>
<td>or PHYS 203</td>
<td>Engineering Physics</td>
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**University of California – Riverside**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
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<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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<td>4</td>
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<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
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</tbody>
</table>

See Counselor for specific details.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete 60 units to include (1) a combination of geology and other courses, in consultation with a counselor, equaling 18 units and (2) the Associate in Arts degree general education requirements.

**CAREER OPPORTUNITIES:** After transfer to a four-year college or university and completion of the Bachelor's Degree program, graduates qualify for graduate study and for professional careers in government or industry and teaching.

See Cerritos College Graduation Requirements.
See State University General Education List.

### GERMAN — 552

**TRANSFER PROGRAM**

**California State University – Fullerton**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<td>Elementary German</td>
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<tr>
<td>GERM 102</td>
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<td>GERM 201</td>
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**California State University – Long Beach**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>GERM 102</td>
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<td>5</td>
</tr>
<tr>
<td>GERM 201</td>
<td>Intermediate German</td>
<td>4</td>
</tr>
<tr>
<td>GERM 202</td>
<td>Intermediate German</td>
<td>4</td>
</tr>
</tbody>
</table>

Students who have completed sufficient high-school German may take upper-division courses at CSULB as soon as lower-division requirements have been met.

**University of California – Irvine**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERM 101</td>
<td>Elementary German</td>
<td>5</td>
</tr>
<tr>
<td>and GERM 102</td>
<td>Elementary German</td>
<td>5</td>
</tr>
<tr>
<td>GERM 201</td>
<td>Intermediate German</td>
<td>4</td>
</tr>
<tr>
<td>and GERM 202</td>
<td>Intermediate German</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 248A</td>
<td>Masterpieces of World Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 248B</td>
<td>Masterpieces of World Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

At least one course from each of four areas (writing, literature, history, and philosophy) is also required. An approved list of courses is available from www.assist.org. Please consult a counselor, if necessary, for these additional classes.
Curricula, Requirements For Majors, Certificates and Transfer Programs

University of California – Riverside

GERM 101 Elementary German 5
and GERM 102 Elementary German 5
GERM 201 Intermediate German 4
and GERM 202 Intermediate German 4

Note: Students may either take the courses listed above or demonstrate equivalent proficiency (as measured by a placement exam at UCR).

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
(1) Meet the above requirements as listed for a state university, (2) complete the A.A. Degree general education requirements, and (3) take electives to achieve the minimum of 60 units.

CAREER OPPORTUNITIES: Employment with U.S. or international agencies or with international business firms, airline hostess, travel agency personnel, librarian, linguistic reporter, teacher, interpreter, translator.

See Cerritos College Graduation Requirements.
See State University General Education List.

HISTORY—740
TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY
AND UNIVERSITY OF CALIFORNIA

UNITS
HIST 201 Political & Social History of the U.S. 3
HIST 202 Political & Social History of the U.S. 3

ADDITIONAL LOWER DIVISION REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS
California State University – Dominguez Hills
HIST 245 World Civilization from Antiquity to 1500 3
HIST 246 World Civilization from 1500 to Present 3
HIST 201 and 202 are not required.

California State University – Fullerton
HIST 201 Political and Social History of the United States 3
and HIST 202 Political and Social History of the United States 3
or HIST 201 Political and Social History of the United States 3
and HIST 101 American History and Constitution 3
HIST 245 World Civilization from Antiquity to 1500 3

California State University – Los Angeles
ENGL 103 Critical and Argumentative Writing 3
HIST 201 Political and Social History of the United States 3
and HIST 202 Political and Social History of the United States 3
HIST 241 Western Civilization 3
and HIST 242 Western Civilization 3
or HIST 245 World Civilization from Antiquity to 1500 3
and HIST 246 World Civilization from 1500 to Present 3

History majors are urged to develop competence in at least one foreign language.

California State University – Long Beach

HIST 241 Western Civilization 3
HIST 242 Western Civilization 3
HIST 220 History of the Americas 3
HIST 221 History of the Americas 3

University of California – Irvine

HIST 201 Political and Social History of the United States 3
and HIST 202 Political and Social History of the United States 3
or HIST 241 Western Civilization 3
and HIST 242 Western Civilization 3
or HIST 260 Survey of the History of Asia 3
and HIST 265 Selected Problems in Contemporary Asian History 3

PHIL 100 Introduction to Philosophy 3
Up to three additional UC transferable history courses.
Two years of a language other than English
One literature course selected from ENGL 230A, 230B, 246A, 246B, 248A, or 248B.
One History course selected from HIST 241, 242, 245 or 246.

University of California – Los Angeles

HIST 241 Western Civilization 3
or HIST 242 Western Civilization 3
or HIST 245 World Civilization from Antiquity to 1500 3
or HIST 246 World Civilization from 1500 to Present 3

Two (2) courses from
HIST 101 American History and Constitution 3
HIST 110 African-American History 3
HIST 120 History of California 3
HIST 201 Political and Social History of the United States 3
HIST 202 Political and Social History of the United States 3
or 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 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

University of California – Riverside

HIST 245 World Civilization from Antiquity to 1500 3
or HIST 242 Western Civilization 3
One additional history course. HIST 201 or HIST 202 is recommended for students who choose the U.S. as their area of concentration.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all AA degree general education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Teaching, law, government, and other public services.
See Cerritos College Graduation Requirements.
See State University General Education List.
INDUSTRIAL ARTS EDUCATION—890
TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION

California State University—Los Angeles

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AUTO 100</td>
<td>Automotive Maintenance and Operation</td>
<td>4</td>
</tr>
<tr>
<td>EL 110</td>
<td>Principles of DC Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EL 110L</td>
<td>DC Electronics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Fundamentals of Drafting Including</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AutoCAD</td>
<td></td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>WMT 101</td>
<td>Introduction to Woodworking</td>
<td>2</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>Technical/CSU Transferable</td>
<td>3</td>
</tr>
</tbody>
</table>

California State University—Los Angeles Requirement:

ENG 103 Critical and Argumentative Writing 3

State Universities that offer majors in Industrial Arts, Technology, and Vocational Education are California State University—Long Beach, Los Angeles, Chico, Fresno, Humboldt, San Diego, San Francisco, San Jose, and San Luis Obispo.

Students wishing to teach in Vocational Education at the Community College, Adult School, ROP, and ROC should consult a counselor for further information.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) common lower division preparation, (2) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: After transfer, completion of the Bachelor's Degree Program and receiving a Teaching Credential, graduates are prepared for teaching positions in Industrial Education through High School.

See Cerritos College Graduation Requirements.
See State University General Education List.

INDUSTRIAL TECHNOLOGY—CONSTRUCTION OPTION—837
TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION

For the California State University

(Engineering Technology)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 111</td>
<td>Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Fundamentals of Drafting Including</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AutoCAD</td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
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</tbody>
</table>

ADDITIONAL LOWER DIVISION REQUIREMENTS

For Specific Transfer Institutions

California State University—Long Beach

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUSA 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>or BUSA 240</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer and Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 237</td>
<td>Graphical Statistics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>or ENGR 235</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 111</td>
<td>Elementary Statistics</td>
<td>4</td>
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</tbody>
</table>

California State Polytechnic University—Pomona

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 121</td>
<td>Materials and Methods of Building Construction</td>
<td>3</td>
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<tr>
<td>ENGR 235</td>
<td>Statics</td>
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</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) Common Lower Division Preparation, (2) electives as needed, and (3) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: Completion of the Bachelor's Degree Program qualifies a person to serve in expediting, coordination, inspection, specification and proposal writing, facilities planning and development, project management and associated work in the construction or manufacturing industries. Some graduates elect to obtain the General Contractors License and go directly into the construction business.

See Cerritos College Graduation Requirements.
See State University General Education List.

INDUSTRIAL TECHNOLOGY-ELECTRONICS OPTION—836
TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION

For the California State University

(Engineering Technology)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EL 110</td>
<td>Principles of DC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>EL 110L</td>
<td>DC Electronics Laboratory</td>
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<tr>
<td>EL 120</td>
<td>Principles of AC Electronics</td>
<td>4</td>
</tr>
<tr>
<td>EL 120L</td>
<td>AC Electronics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>EL 134</td>
<td>Digital Circuits and Computer Logic</td>
<td>3</td>
</tr>
<tr>
<td>EL 134L</td>
<td>Digital Circuits and Computer Logic Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Fundamentals of Drafting Including</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AutoCAD</td>
<td></td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
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</table>

ADDITIONAL LOWER DIVISION REQUIREMENTS

For Specific Transfer Institutions

California State University—Long Beach

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 280</td>
<td>Object Oriented Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>EL 200</td>
<td>Semi-Conductor Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EL 200L</td>
<td>Semi-Conductor Circuits Laboratory</td>
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<tr>
<td>EL 210</td>
<td>Electronic Systems Analysis</td>
<td>3</td>
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<tr>
<td>EL 210L</td>
<td>Systems Analysis Laboratory</td>
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</table>
INDUSTRIAL TECHNOLOGY—MANUFACTURING

OPTION—835

TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY

(ENGINEERING TECHNOLOGY) UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>ECON 201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Fundamentals of Drafting Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>Introduction Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
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<tr>
<td>PHYS 102</td>
<td>General Physics</td>
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</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

California State University — Long Beach

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>Fundamentals of Computer Aided Drafting with AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 153</td>
<td>Machine Drawing and Design with AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 237</td>
<td>Graphical Statistics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>or ENGR 235</td>
<td>Statics</td>
<td>(3)</td>
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<tr>
<td>ENGT 258</td>
<td>Design and Production Technology</td>
<td>4</td>
</tr>
<tr>
<td>MTT 100</td>
<td>Machine Tool Introduction</td>
<td>2.5</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
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</table>

California State Polytechnic University — Pomona

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 235</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>WELD 100</td>
<td>Welding Fundamentals</td>
<td>2</td>
</tr>
</tbody>
</table>

Other California State Universities that offer the Bachelor's Degree: Chico, Fresno, San Jose, San Luis Obispo, and Sacramento. Consult catalogs of specific institutions for requirements.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete 60 units to include, (1) Common Lower Division Preparation, (2) electives as needed, and (3) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: After transfer and completion of the Bachelor's Degree program, a student is qualified to work in careers such as production engineer, manufacturing engineer, tool engineer, program manager, cost estimator, and sales engineer. While there are many overlapping areas, the Industrial Technologist or Engineering Technologist is employed for the central purpose of supporting the practical side of engineering achievement with emphasis on the end product (production management) rather than the conceptual process.

See Cerritos College Graduation Requirements.
See State University General Education List.

INDUSTRIAL TECHNOLOGY—QUALITY ASSURANCE—838

CAREER PATHWAY

(The following curriculum does not lead to an Associate in Arts Degree)

The following program of study has been designed to prepare students for transfer to California State University, Long Beach — Engineering Technology.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>BA 111</td>
<td>Business Law</td>
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</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Fundamentals of Drafting Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 237</td>
<td>Graphical Statistics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>or ENGR 235</td>
<td>Statics</td>
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<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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</tr>
<tr>
<td>PHIL 106</td>
<td>Introduction to Logic</td>
<td>3</td>
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<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
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<tr>
<td>PHYS 102</td>
<td>General Physics</td>
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</table>

Quality Control Courses

<table>
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<tr>
<td>MET 100A</td>
<td>Metallurgy and Non-Metallic Materials</td>
<td>3</td>
</tr>
<tr>
<td>MET 120</td>
<td>Non-Destructive Testing</td>
<td>3</td>
</tr>
<tr>
<td>MTT 100</td>
<td>Machine Tool Introduction</td>
<td>2.5</td>
</tr>
</tbody>
</table>

CAREER OPPORTUNITIES: After transfer and completion of the Bachelor's Degree Program; serve in reliability, quality control; quality assurance, inspection, metrology, configuration management and testing aspects of manufacturing enterprises.

See Cerritos College Graduation Requirements.
See State University General Education List.
INDUSTRIAL TECHNOLOGY — AUTOMATED MANUFACTURING - 839

CERTIFICATE OF ACHIEVEMENT

UNITS

MTT 100 Modern Manufacturing Concepts and Techniques 2.5
MTT 170 Computer Numerical Control Programming 4
PMT 66 Hydraulics and Pneumatics 3
EL 96A Introduction to Automated Manufacturing (Robotics) 4
EL 96B Automated Manufacturing (Advanced Robotics) 4
EL 110 Principles of DC Electronics 3
EL 110L DC Electronics Laboratory 1
EL 114 Fundamentals of Digital Electronics 3
EL 114L Fundamentals of Digital Electronics Lab 1
EL 124 Advanced Digital Electronics 3
EL 124L Advanced Digital Electronics Lab 1
EL 244 Introduction to Microcomputers 4

TOTAL UNITS 39

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the Certificate of Achievement requirements, (2) ENGT 38, (3) the Associate in Arts Degree general education requirements, and (4) electives as needed.

RECOMMENDED ELECTIVES: PHYS 2.1

INTERNATIONAL STUDIES PROGRAM

GLOBAL POLITICS/DIPLOMACY — 515

CERTIFICATE OF ACHIEVEMENT

Core Requirements (Certificate of Completion) UNITS

GEOG 105 World Regional Geography 3
POL 210 International Relations 3
BA 101 International Business 3

AND ONE OF THE FOLLOWING:

PHIL 200 World Religions 3
ANTH 100 Cultural Anthropology 3

Division Requirements

ENGL 106 Introduction to Language Study 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 3
GEOL 110 Introduction to Geology 3
ESCI 101L 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.

GLOBAL RESOURCES — 516

CERTIFICATE OF ACHIEVEMENT

Core Requirements (Certificate of Completion) UNITS

GEOG 105 World Regional Geography 3
POL 210 International Relations 3
BA 101 International Business 3

AND ONE OF THE FOLLOWING

PHIL 200 World Religions 3
ANTH 100 Cultural Anthropology 3

Division Requirements

ENGL 106 Introduction to Language Study 3
ESCI 101 Physical Ecology 3

TOTAL CERTIFICATE REQUIREMENTS 24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements for a Certificate of Achievement in Global Politics/Diplomacy and complete electives and general education requirements to achieve a minimum of 60 units.

INTERNATIONAL BUSINESS — 293

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS: UNITS

BA 52 Fundamentals of Importing and Exporting 3
or BA 155 Introduction to Global Logistics 3
BA 101 International Business 3
BA 102 International Business Law 3
or BA 113 Legal Environment of Business 3
BA 104 Cultural Bridges for Business 3
or BA 107 Human Relations in Business 3
BA 114 Marketing 3
BA 120 Management - Accounting and International Control 3
or BUSA 100 Introduction to Accounting 3
ECON 101 U.S. & Global Economy 3
or ECON 201 Principles of Macroeconomics 3

TOTAL CERTIFICATE REQUIREMENTS 21

Recommended Courses:

ANTH 100 Cultural Anthropology 3
BA 106 Human Resource Management 3
BA 111 Business Law 3
BA 132 Computer Applications for Managers 3
BA 156 Motivational Presentation Skills for Managers 3
BA 171-174 Business Administration Work Experience 1-4
BL 101 Introduction to Law 3
GEOG 105 World Regional Geography 3
PHIL 200 World Religions 3
POL 210 International Relations 3
A Conversational Language or a Traditional Language 100 level
ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the requirements for a Certificate of Achievement in International Business. Take 12 units of the Recommended Courses. Complete general education requirements and electives to achieve a minimum of 60 units. If you already have an AA, BA, or Master’s Degree from an accredited college and meet the Cerritos College General Education requirements, complete the Certificate Requirements to earn an A.A. in International Business.

INTERPRETING/TRANSLATING—518
CERTIFICATE OF ACHIEVEMENT
Core Requirements (Certificate of Completion) UNITS
GEOG 105 World Regional Geography 3
POL 210 International Relations 3
BA 101 International Business 3
AND ONE OF THE FOLLOWING:
PHIL 200 World Religions 3
ANTH 100 Cultural Anthropology 3

Division Requirements
ENGL 106 Introduction to Language Study 3
AND ONE OF THE FOLLOWING OPTIONS:
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 World Cultures and complete electives and general education requirements to achieve a minimum of 60 units.

WORLD CULTURES—519
CERTIFICATE OF ACHIEVEMENT
Core Requirements (Certificate of Completion) UNITS
GEOG 105 World Regional Geography 3
POL 210 International Relations 3
BA 101 International Business 3
AND ONE OF THE FOLLOWING:
PHIL 200 World Religions 3
ANTH 100 Cultural Anthropology 3

Division Requirements
ENGL 106 Introduction to Language Study 3
HUM 100 The Art of Being Human 3

SELECT 6 UNITS FROM THE FOLLOWING:

HIST 230 History of Mexico 3
HIST 260 Survey of Asian History 3
PHIL 200 World Religions 3
ANTH 100 Cultural Anthropology 3
ANTH 202 Ancient Civilizations of the Americas 3
GEOG 102 Natural and Cultural Geography 3

TOTAL CERTIFICATE REQUIREMENTS 24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the requirements for a Certificate of Achievement in Journalism and complete electives and general education requirements to achieve a minimum of 60 units.

JOURNALISM—140
ASSOCIATE IN ARTS DEGREE PROGRAM
Core Requirements (19 units) UNITS
JOUR 100 Introduction to Mass Communication 3
JOUR 101 Beginning Newswriting and Reporting 3
JOUR 103 Newspaper Article Writing 2
JOUR 105 Newspaper Production 2
JOUR 130 Photo Journalism 3
ART 188 Design for Desktop Publishing 3
CIS 121 Introduction to Internet 1.5
CIS 205 Programming in HTML for the World Wide Web 1.5

Department Requirements (10 units)
JOUR 110 Principles of Public Relations 3
JOUR 298 Directed Studies in Journalism 1
or JOUR 50L Editorial Board (1)
Plus a minimum of five units in additional Journalism courses—5

NOTE: Journalism students intending to transfer to a four-year college are referred to the Transfer Journalism Program 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) AA Degree General Education Requirements, and (3) electives as needed.

CERTIFICATE OF ACHIEVEMENT—140
Journalism Major Department Core Requirements 19
Journalism Major Department Requirements 10
Journalism Certificate Requirements 9
BA 109 Marketing 3
or BA 110 Advertising (3)
JOUR 299 Directed Studies (should be internship experience) 2

CERTIFICATE ELECTIVES (2 UNITS MINIMUM)
PHOT 110 Digital Imaging 3
or ART 192 Photoshop/Digital Imaging (3)
TH 152 Introduction to Broadcasting 3
ART 194 Multimedia Design 3
ENGL 155 Technical Writing 3
PHOT 100 Introductory Photography 3
POL 101 American Political Institutions 3
SPCH 160 Parliamentary Procedure 1

TOTAL CERTIFICATE UNITS 38
BROADCAST JOURNALISM — 141
CERTIFICATE OF ACHIEVEMENT

The certificate 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.

Broadcast Journalism Certificate Requirements 17
JOUR 100 Introduction to Mass Communications 3
JOUR 101 Beginning Newswriting and Reporting 3
JOUR 170 Broadcast News 1
TH 152 Introduction to Broadcasting 3
TH 155 Radio Production 3

PLUS FOUR UNITS OF THE FOLLOWING:
JOUR 120 Internet for Journalists 2
JOUR 170 Broadcast News 1*
SPCH 100 Fundamentals of Oral Communication 3
SPCH 140 Oral Interpretation of Literature 3
SPCH 240 Oral Interpretation – Reader’s Theater 3
TH 108 Improvisation for Theater 3
TH 117 Stand-Up Comedy 3

*May be repeated; a maximum of 2 units may be applied.

ONLINE JOURNALISM — 142
CERTIFICATE OF ACHIEVEMENT

The certificate helps the student focus on the study of and preparation for entry level employment in the growing field of online journalism. The certificate should be particularly helpful to those who will be helping small publications start online news ventures.

Online Journalism Certificate Requirements 17
JOUR 100 Introduction to Mass Communications 3
JOUR 101 Beginning Newswriting 3
JOUR 120 Internet for Journalists 2
PHOT 110 Introduction to Digital Imaging 3
or ART 192 Photoshop/Digital Imaging 3

PLUS ONE UNIT FROM THE FOLLOWING:
JOUR 298 Directed Studies 1
or JOUR 50L Editorial Board 1

PLUS TWO UNITS FROM THE FOLLOWING:
JOUR 103 Newspaper Article Writing 2
or JOUR 105 Newspaper Production 2

AND THREE UNITS FROM THE FOLLOWING:
ART 196 Introduction to Designing Web Graphics 3
CIS 205 Programming in HTML for the World Wide Web 1.5
CIS 120 Web Design with Microsoft Front Page 1.5
PHOT 112 Intermediate Digital Photography 3

PHOTOJOURNALISM — 143
CERTIFICATE OF ACHIEVEMENT

The certificate helps the student focus on the study of and preparation for entry level employment in the field of photojournalism. The certificate should be particularly helpful to those looking for employment at newspapers, magazines, corporate and government public relations departments and online journalism ventures.

Photojournalism Certificate Requirements 17
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 BUSA 100 Introduction to Accounting 3

PLUS FIVE UNITS FROM THE FOLLOWING:
JOUR 105 Newspaper Production(can be repeated) 2*
JOUR 160L Magazine Production(can be repeated) 1**
JOUR 299 Directed Studies (maximum 1 unit) 1

BA 110 Advertising 3

*May be repeated; a maximum of four units may be applied
**May be repeated; a maximum of two units may be applied

PUBLIC RELATIONS — 147
CERTIFICATE OF ACHIEVEMENT

Journalism Major Department Core Requirements 19
Journalism Major Department Requirements 10
Public Relations Certificate Requirements 9

BA 100 Fundamentals of Business 3
BA 114 Marketing 3
or BA 110 Advertising (3)
JOUR 299 Directed Studies 2

CERTIFICATE ELECTIVE (1 UNIT MINIMUM)
PHOT 110 Digital Imaging 3
or ART 192 Photoshop/Digital Imaging 3
TH 152 Introduction to Broadcasting 3
ART 194 Multimedia Design 3
ENGL 155 Introduction to Technical Writing 3
PHOT 100 Introductory Photography 3
SPCH 160 Parliamentary Procedure 1

TOTAL CERTIFICATE UNITS 38

See Cerritos College Graduation Requirements.

CAREER OPPORTUNITIES: The A.A. Degree, the Certificate in Public Relations, and the Certificate in Journalism by themselves, or with other education and degrees as appropriate, may directly or indirectly enhance employment potential in a broad job spectrum where media communications and related analytical skills are desirable. These include writer/reporter/editor for both print and broadcast/electronic journalism media (newspaper, magazine, radio, TV, etc.), corporate communications and public relations, public information and publicity,
business and industrial journalism, newsletter writer and publisher, freelance writer, photographer, advertising copywriter and salesperson, journalism teacher and student publications adviser, non-fiction book and article writer, editorial and publications services consultant, and myriad other publishing and related areas.

JOURNALISM — 145
TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 100</td>
<td>Introduction to Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 101</td>
<td>Beginning News Writing and Reporting</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS

California State University — Fullerton
Journalism Concentration, Communications Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 201</td>
<td>Advanced Reporting and Editing</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

Broadcast Journalism Concentration, Communications Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH 258</td>
<td>Writing for Movies and Television</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Communication major concentrations are: Advertising; Photo-Communications; Public Relations; Television and Film.

California State University — Long Beach
Broadcast Journalism Concentration, Journalism Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 271</td>
<td>Voice and Articulation</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Journalism options: Print Journalism, Journalism Education, Photojournalism, and Public Relations.

THE UNIVERSITY OF CALIFORNIA

There is no Journalism major at any campus of the University of California.

NOTE: The ability to word process and use the Internet are prerequisites for all students majoring in Journalism. See the Fine Arts Counselor for lower division preparation for other California State University Broadcast Journalism programs.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete a minimum of 60 units to include: (1) the above required courses plus electives in Journalism and Photography for a minimum of 18 units, (2) AA Degree general education requirements and (3) electives as needed.

See Cerritos College Graduation Requirements.
See State University General Education List.

KINESIOLOGY
TRANSFER PROGRAM
(SEE PHYSICAL EDUCATION)

LIBERAL ARTS AND SCIENCES — 159

In order to qualify for an A.A. degree in Liberal Arts and Sciences, 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 18 units minimum including at least one course from category a, b, c, and d, below;
4. Additional units to complete the 18 units minimum must be selected from categories a, b, c, d, or e;
5. Courses counted toward the major may not be counted again for A.A. general education credit.

a. Communication and Analytical Thinking (one course is required)
   English 103
   Philosophy 106, 202
   Psychology 103
   Speech 100, 120, 130, 132, 150, 235

b. Fine Arts and Humanities (one course is required)
   Architecture 112
   Art 100, 102, 103, 104, ART 107, *108, *109
   French 101, 102, 201, 202
   German 102, 201, 202, 101
   Humanities 100, *108, *109
   Japanese 101, 102
   Music 100, 101, 102, 104, 104B
   Photography 160
   Philosophy 100, 102, 104, 200, 201, 204, 206
   Physical Education 191
   Sign Language 101, 102, 201
   Spanish 101, 102+, 111, 112+, 201, 202, 206, 210
   Speech 140
   Theatre 101, 102, 103, 104, 150, 151, 159
   Women’s Studies 102

c. Social Sciences (one course is required)
   Administration of Justice 101
   Anthropology 100, 120, 200, 203
   Economics 101+, 102, 201, 202+, 204
   Geography 102, 105
   Journalism 100
   Political Science 101, 110, 201, 210, 220, 230
   Psychology 101, 150, 251, 261, 271
   Sociology 101, 120, 201, 210, 215
   Speech 110
   Sociology 230
   Women’s Studies 101

d. Science and Mathematics (one course is required)
   Anatomy and Physiology 120+, 130+, 150+, 151+, 200+, 201+
   Anthropology 115
   Astronomy 101, 102+, 103+, 104, 105L, 106
   Biology 105, 110, 115, 120+, 200+, 201+
Curricula, Requirements For Majors, Certificates and Transfer Programs

Botany 120+
Chemistry 100+, 110+, 111, 112
Earth Science 101, 101L, 104, 101+, 106
Energy 110
Geography 101
Geology 101+, 110+, 201, 204, 207, 209
Math 100, 110A, 110B, 112, 114, 115, 116, 140, 150, 170, 190, 220, 240
Microbiology 200
Physical Science 100+
Physics 100+, 101+, 102+, 201+, 202+, 203
Psychology 210, 241
Zoology 120
e. Self Development – optional
Counseling and Guidance 200
Health Education 100
Physical Education 141
Psychology 150
Sociology 110, 120

*Course offered in more than one section, but may only be taken and counted in one section.
+ Credit Limitation. UC credit limitation may apply for certain courses in IGETC, as well as other UC transferable courses, which are not in IGETC. An explanation for each course appears in the college catalog course description. See a counselor for details.

MACHINE TOOL TECHNOLOGY — 860

CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 50</td>
<td>Machine Shop Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MTT 51</td>
<td>CAD/CAM Introduction</td>
<td>3.5</td>
</tr>
<tr>
<td>MTT 52</td>
<td>Setup &amp; Operation of CNC Machinery</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 54</td>
<td>Blueprint Reading</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 56</td>
<td>Shop Inspection</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 60</td>
<td>Advanced Machine Tool Concepts</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 62</td>
<td>Fixture Tooling</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 76</td>
<td>CAD/CAM Virtual Gibbs</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 100</td>
<td>Machine Tool Introduction</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 170</td>
<td>Computer Numerical Control Programming</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 172</td>
<td>Parts Programming</td>
<td>2.5</td>
</tr>
<tr>
<td>MTT 278</td>
<td>CAD/CAM Advanced</td>
<td>3.5</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Fundamentals of Drafting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 100</td>
<td>Welding Fundamentals</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 39

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete 60 units to include (1) the above requirements for a Certificate of Achievement, (2) MET 100A, PMT 65, ENGT 138, TM 50 (3) the A.A. Degree requirements, and (4) electives as needed.

RECOMMENDED ELECTIVES: MFGT 100, MMT 1L


See Cerritos College Graduation Requirements.

MANUFACTURING TECHNOLOGY (MFGT)

CERTIFICATION OF COMPLETION REQUIREMENTS

The four and a half 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 60</td>
<td>Quality Assurance (QA)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 55</td>
<td>Quality Control (QC)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 57</td>
<td>Total Quality Management (TQM)</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Quality Control (QC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 55</td>
<td>Quality Control (QC)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 53</td>
<td>Statistical Process Control (SPC)</td>
<td>1.5</td>
</tr>
<tr>
<td>MET 120</td>
<td>Nondestructive Testing (NDT)</td>
<td>3.0</td>
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</table>

Statistical Process Control (SPC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 55</td>
<td>Quality Control (QC)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 53</td>
<td>Statistical Process Control (SPC)</td>
<td>1.5</td>
</tr>
<tr>
<td>TM 50</td>
<td>Technical Math</td>
<td>3.0</td>
</tr>
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</table>

Total Quality Management (TQM)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 57</td>
<td>Total Quality Management (TQM)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 60</td>
<td>Quality Assurance (QA)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 59</td>
<td>Design of Experiments (DOE)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 58</td>
<td>Benchmarking</td>
<td>1.5</td>
</tr>
</tbody>
</table>

ISO 9000

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 60</td>
<td>Quality Assurance (QA)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 55</td>
<td>Quality Control (QC)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 56</td>
<td>ISO 9000</td>
<td>1.5</td>
</tr>
</tbody>
</table>

ADVANCED QUALITY SYSTEMS (AQS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 57</td>
<td>Total Quality Management (TQM)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 53</td>
<td>Statistical Process Control (SPC)</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 58</td>
<td>Benchmarking</td>
<td>1.5</td>
</tr>
<tr>
<td>MFGT 59</td>
<td>Design of Experiments (DOE)</td>
<td>1.5</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 15.5
MATHEMATICS — 620
TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY
AND UNIVERSITY OF CALIFORNIA

UNITS
MATH 150 Pre-Calculus Mathematics 4
MATH 170 Analytic Geometry and Calculus I 4
MATH 190 Analytic Geometry and Calculus II 4
MATH 220 Analytical Geometry and Calculus III 4

California State University - Dominguez Hills
PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4
(Math Education option, also requires MATH 112 Elementary Statistics)
See counselor for major options.

California State University - Fullerton
CIS 178 Programming in Fortran 3
MATH 240 Calculus and Differential Equations 4
See a counselor for major concentrations.

California State University - Long Beach
CIS 280 Object-Oriented Programming in C++ 3
ENGL 100 Freshman Composition 3
PHYS 201 Engineering Physics 4
See a counselor for major concentrations.

California State University - Los Angeles
CIS 101 Introduction to Computer Information Systems 3
ENGL 103 Critical and Argumentative Writing 3
MATH 240 Calculus and Differential Equations 4
PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4
See a counselor for major concentrations.

California State Polytechnic University - Pomona
CIS 180 Programming in C/C++ 3
or CIS 178 Programming in Fortran (3)
MATH 240 Calculus and Differential Equations 4
PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4
PHYS 203 Engineering Physics 4
See a counselor for major concentrations.

University of California - Irvine
CIS 180 Programming in C/C++ 3
or CIS 178 Programming in Fortran (3)
or CIS 280 Object-Oriented Programming in C++ (3)
CHEM 111 General Chemistry 5
and CHEM 112 General Chemistry 5
or PHYS 201 Engineering Physics 4
and PHYS 202 Engineering Physics 4
or PHYS 201 Engineering Physics 4
and PHYS 204 Engineering Physics 4
MATH 240 Calculus and Differential Equations 4

University of California - Los Angeles
CIS 280 Object-Oriented Programming in C++ 3
MATH 240 Calculus and Differential Equations 4
PHYS 201 Engineering Physics 4
AND TWO ADDITIONAL COURSES FROM:
CHEM 111 General Chemistry 5
and CHEM 112 General Chemistry 5
or PHYS 202 Engineering Physics (4)
and PHYS 203 Engineering Physics 4

ASSOCIATES IN ARTS DEGREE:
Complete the above common lower division requirements and all AA degree general education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Upon completion of the bachelor's degree program, graduates qualify for graduate study in accounting, computer information systems, engineering, physics, economics and other related fields. Baccalaureate graduates also qualify for positions as an actuary and statisticians, appraisers, and estimators, financial analysts, financial planners, loan officers, marketing researchers, methods analyst, operations analyst, mathematicians in government and industry, secondary teaching and career opportunities in computer science.

MEDICAL ASSISTANT
PATIENT CARE AREAS

VERIFICATION OF COMPLETION
FRONT OFFICE

UNITS
MA 60 Introduction to Medical Assisting 2
MA 62 Medical Insurance and Liability 3
MA 161 Medical Terminology 3
CIS 102 Introduction to Microcomputer 3
SPCH 45 Speech Communication for Careers 1

Total Verification Requirements 12

Employment in this field requires good vision, hearing, and the ability to communicate orally. In addition, the student must have the ability to comprehend and interpret written communication.

CAREER OPPORTUNITIES: Upon completion of the program, employment is available in a physician's office, large HMO, or hospital at an entry level position; i.e., receptionist, insurance clerk, and/or ward clerk.

Lab Technician Skills
A Verification of Completion shall be awarded to the student who completes with a grade of “C” or better the following courses:

UNITS
HO 54 Medical Laboratory Skills 1
HO 55 Phlebotomy Procedures 1
MA 161 Medical Terminology 3
SPCH 45 Speech Communication for Careers 1

Phlebotomist Skills
A Verification of Completion shall be awarded to the student who completes with a grade of “C” or better the following courses:

UNITS
HO 55 Phlebotomy Procedures 1
MA 161 Medical Terminolog 3
SPCH 45 Speech Communication for Careers 1
EKG Technician Skills

A Verification of Completion shall be awarded to the student who completes with a grade of “C” or better the following courses:

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 53</td>
</tr>
<tr>
<td>MA 161</td>
</tr>
<tr>
<td>SPCH 45</td>
</tr>
<tr>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

MEDICAL ASSISTANT—911
Length and Kind of Program

The Medical Assistant program may be completed in two semesters with the curriculum leading to a Certificate of Achievement in Medical Assisting. The program culminates in a clinical lab experience which may be completed through an internship or occupational work experience.

Academic Requirements

To obtain a Certificate of Achievement, the student must achieve a grade of “C” or better in required medical assisting and general education course work. (Twelve units of the 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 better.

Expenses

A. See the college catalog for enrollment fees.
B. The student may expect to spend approximately $400 for books and uniforms. Health screening and immunizations will be at the student’s expense.

Health

Health clearance requirements will vary depending on where lab experiences will be completed (MA 68, MA 73, MA 74). Students must present evidence of compliance with facility health standards. Standards will include, but are not limited to, TB testing and immunizations. Immunization records meeting the standards of the clinical site must be completed before the first class session.

Employment in this field requires good vision, hearing, and the ability to communicate orally. In addition, students must have the ability to comprehend, analyze, and evaluate patients’ charts in order to provide appropriate treatment. Applicants must be able to record in patients’ charts and have the 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

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 health clearance and current certification in CPR and First Aid training. Health clearance, CPR and First Aid requirements must be valid for the duration of the clinical affiliation and must be submitted prior to placement in the clinical agency. Student placements are predominately during the day hours.

CPR certification may be obtained through American Heart Association Health Care Provider training (industry preferred) or American Red Cross Professional Rescuer Training. Standard First Aid training is available through the American Red Cross.

MEDICAL ASSISTANT—911
CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>MEDICAL ASSISTING</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 60</td>
<td>Introduction to Medical Assisting</td>
</tr>
<tr>
<td>MA 62</td>
<td>Medical Insurance and Liability</td>
</tr>
<tr>
<td>MA 64</td>
<td>Medical Office Assisting</td>
</tr>
<tr>
<td>MA 66</td>
<td>Medications and Specialties</td>
</tr>
<tr>
<td>MA 67</td>
<td>Medical Office Administration</td>
</tr>
<tr>
<td>*MA 68</td>
<td>Medical Assisting Internship Experience</td>
</tr>
<tr>
<td>*MA 73</td>
<td>Medical Assisting Occupational Work Experience</td>
</tr>
<tr>
<td>*MA 74</td>
<td>Medical Assisting Occupational Work Experience</td>
</tr>
<tr>
<td>MA 161</td>
<td>Medical Terminology</td>
</tr>
</tbody>
</table>

HEALTH OCCUPATIONS

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>HO 53</td>
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<tr>
<td>HO 54</td>
</tr>
<tr>
<td>HO 55</td>
</tr>
<tr>
<td>HO 151</td>
</tr>
<tr>
<td>or HO 152</td>
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</table>

PSYCHOLOGY

<table>
<thead>
<tr>
<th>PSYCHOLOGY</th>
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</thead>
<tbody>
<tr>
<td>PSYC 101</td>
</tr>
<tr>
<td>or PSYC 150</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS (28)30

*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 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:

Meet the requirements for a Certificate of Achievement in Medical Assisting. Plus, for an A.A. Degree a 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 the program, employment is available in a doctor’s office working in a front or back office environment as a receptionist, insurance clerk and assisting the doctor.

See Cerritos College Graduation Requirements.
# METALLURGY AND MATERIALS SCIENCE—862

## CERTIFICATE OF ACHIEVEMENT PROGRAM

<table>
<thead>
<tr>
<th>Welding</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 100 Welding Fundamentals</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Metallurgy</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 50</td>
<td>Heat Treatment of Nonferrous Metals</td>
</tr>
<tr>
<td>MET 100A</td>
<td>Metallurgy I</td>
</tr>
<tr>
<td>MET 120</td>
<td>Nondestructive Testing</td>
</tr>
<tr>
<td>MET 130A</td>
<td>Heat Treatment of Iron and Steel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemistry</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 100 Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>or CHEM 110 Elementary Chemistry</td>
<td>(4)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Mathematics</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM 50 Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 80 Intermediate Algebra</td>
<td>(4)</td>
</tr>
<tr>
<td>or MATH 140 Trigonometry</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Total Certificate Requirements: 31 (32)

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include: (1) the above requirements for the Certificate of Achievement, (2) BCOM 148 or ENGL 100; or PHYS 100, or PHYS 101; MFGT 100, (3) the Associate in Arts Degree general education requirements, and (4) electives as needed.

**Recommended Electives:** MTT 170, ENGT 153

**Career Opportunities:** The metallurgical technician may work several areas, such as metallographic lab, heat treating, quality control, research, non-destructive testing, physical testing, and engineering liaison.

See Cerritos College Graduation Requirements.

## METALLURGY AND MATERIALS SCIENCE (MET) SPECIALTY REQUIREMENTS

In order to obtain a Metallurgy Specialty, the student is encouraged to complete the required units for the Metallurgy and Materials Science degree. The four and a half to seven and a half 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.

### Metallurgy and Materials Science Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 55</td>
<td>Laboratory Procedures</td>
</tr>
<tr>
<td>MET 100A</td>
<td>Metallurgy I</td>
</tr>
<tr>
<td>MET 100B</td>
<td>Metallurgy II</td>
</tr>
</tbody>
</table>

Total: 6.5

### Ferrous Metallurgy Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 52L</td>
<td>Metallurgy Specialty Lab</td>
</tr>
<tr>
<td>MET 53</td>
<td>Ferrous Metallurgy</td>
</tr>
<tr>
<td>MET 100A</td>
<td>Metallurgy I</td>
</tr>
</tbody>
</table>

Total: 6.5

### Quality Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 52L</td>
<td>Metallurgy Specialty Lab</td>
</tr>
<tr>
<td>MFGT 53</td>
<td>Statistical Process Control (SPC)</td>
</tr>
<tr>
<td>MFGT 60</td>
<td>Quality Assurance (QA)</td>
</tr>
<tr>
<td>MET 100A</td>
<td>Metallurgy I</td>
</tr>
</tbody>
</table>

Total: 6.5

## MICROBIOLOGY—660

### TRANSFER PROGRAM

**Common Lower Division Preparation for the California State University**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
</tbody>
</table>

**And the University of California**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
</tbody>
</table>
Curricula, Requirements For Majors, Certificates and Transfer Programs

LOWER DIVISION MAJOR REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS
California State University – Dominguez Hills

(Option within the Biology major)
MATH 112 Elementary Statistics 4
MATH 116 Calculus for Managerial, Biological, and Social Sciences 4
or MATH 170 Analytic Geometry and Calculus I (4)
PHYS 101 General Physics 4
PHYS 102 General Physics 4
or PHYS 201 Engineering Physics 4
and PHYS 202 Engineering Physics 4

California State University – Long Beach

(Option with the Biology major)
MICRO 200 Principles and Applications of Microbiology 5
CHEM 205 Quantitative Analysis Chemistry 4
MATH 116 Calculus for Managerial, Biological, and Social Sciences 4
or MATH 170 Analytic Geometry and Calculus I (4)
PHYS 101 General Physics 4
PHYS 102 General Physics 4

California State University – Los Angeles

ENGL 103 Critical and Argumentative Writing 3
MICRO 200 Principles and Applications of Microbiology 5
CHEM 205 Quantitative Analysis Chemistry 4
MATH 150 Pre-Calculus Mathematics 4
PHYS 101 General Physics 4
PHYS 102 General Physics 4

California State Polytechnic University – Pomona

(Microbiology Medical Technology)
MICRO 200 Principles and Applications of Microbiology 5
A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
PHYS 101 General Physics 4
PHYS 102 General Physics 4

See a counselor for further information

University of California – Los Angeles

(Microbiology, Immunology and Molecular Genetics)
BIOL 202 Molecular Biology/Genetics 4
CHEM 211 Organic Chemistry 5
CHEM 212 Organic Chemistry 5
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

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include: (1) the above common lower division preparation and MICRO 200, (2) electives as needed, and (3) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: Bachelor’s Degree programs with an emphasis in Microbiology are designed to qualify the student for graduate study in the field. Careers include employment in various types of Federal employment; State Civil Service work such as Public Health Microbiologist; industrial microbiological work in divergent fields such as the pharmaceutical industry; brewing, industrial fermentation’s, and the dairy industry; work as a hospital microbiologist or research technicin positions in university research projects.
See Cerritos College Graduation Requirements.
See State University General Education List.

MUSIC

PIANO VERIFICATION OF COMPLETION
The two-level verification of completion piano teaching program 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 verification 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 VERIFICATION OF COMPLETION

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 153</td>
<td>Small Business Management 3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music Fundamentals 3</td>
</tr>
<tr>
<td>MUS 106</td>
<td>Music Theory/Musicianship I 5</td>
</tr>
<tr>
<td>MUS 147</td>
<td>Basic Applied Music 1</td>
</tr>
<tr>
<td>MUS 148</td>
<td>Private Study/Recital I 1</td>
</tr>
<tr>
<td>MUS 152</td>
<td>The Art of Teaching Beginning Piano 2</td>
</tr>
<tr>
<td>MUS 154</td>
<td>Piano Ensemble 1.5</td>
</tr>
</tbody>
</table>

TOTAL: 16.5

TEACHING INTERMEDIATE PIANO VERIFICATION OF COMPLETION

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 100</td>
<td>Music Appreciation 3</td>
</tr>
<tr>
<td>MUS 107</td>
<td>Music Theory/Musicianship II 5</td>
</tr>
<tr>
<td>MUS 149</td>
<td>Private Study/Recital II 1</td>
</tr>
<tr>
<td>MUS 150</td>
<td>Private Study/Recital III 1</td>
</tr>
<tr>
<td>MUS 153</td>
<td>The Art of Teaching Intermediate Piano 2</td>
</tr>
<tr>
<td>MUS 154</td>
<td>Piano Ensemble 1.5</td>
</tr>
</tbody>
</table>

TOTAL: 13.5

MUSIC—COMMERCIAL—120

ASSOCIATE IN ARTS DEGREE

REQUIRED MUSIC COURSES: — UNITS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 104</td>
<td>American Popular Music 3</td>
</tr>
<tr>
<td>MUS 104B</td>
<td>History of Rock Music 3</td>
</tr>
<tr>
<td>MUS 106, 107</td>
<td>Music Theory/Musicianship I, II 5-5</td>
</tr>
<tr>
<td>MUS 112</td>
<td>Elementary Piano I 2.5</td>
</tr>
<tr>
<td>MUS 135</td>
<td>This Business of Music 3</td>
</tr>
<tr>
<td>MUS 144, 145</td>
<td>Electronic Synthesizer I, II 2-1</td>
</tr>
<tr>
<td>MUS 146</td>
<td>Recording Techniques 2</td>
</tr>
<tr>
<td>*Music Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL: 32.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
A minimum of 60 units to include: (1) The above music course and unit requirements, (2) the A.A. Degree general education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: Professional stage band; club work; arranging; copying; radio, television, choral groups; music stores; studio teaching; instrument repair.

MUSIC—GENERAL—121
ASSOCIATE IN ARTS DEGREE
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 MUSIC COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 100</td>
<td>3</td>
</tr>
<tr>
<td>MUS 106, 107</td>
<td>5</td>
</tr>
<tr>
<td>MUS 112</td>
<td>2</td>
</tr>
<tr>
<td>MUS 113</td>
<td>2</td>
</tr>
<tr>
<td>MUS 148</td>
<td>1</td>
</tr>
<tr>
<td>MUS 149</td>
<td>1</td>
</tr>
<tr>
<td>MUS 150</td>
<td>1</td>
</tr>
<tr>
<td>MUS 151</td>
<td>1</td>
</tr>
<tr>
<td>MUS 101, 102, 103, 104, 104B</td>
<td>3</td>
</tr>
</tbody>
</table>

**Music Electives**

**TOTAL 40-46**


ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
A minimum of 60 units to include: (1) The above music course and unit requirements, (2) the A.A. Degree general education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: Music therapist, music librarian, private instrument teacher, music supervisor, concert hall manager, stage manager, cantor, choir section leader, music journalist, music publicist, music publisher, music shop manager, instrument sales representative, intern in music industry, arranger, orchestrator, copyist, sales person, program director for radio, piano tuner-technician, background vocalist, studio (session) musician, and songwriter.

MUSIC—125
TRANSFER PROGRAM
TRANSFER MUSIC MAJORS: Theory, private study/recital, and performance classes are required each semester of full-time program (4 semesters). In addition, a full year of music history and literature is generally required.

Most four-year colleges and universities administer a piano proficiency examination that must be passed by all music majors at their campus.

Placement in the appropriate level of theory and private study is made by the Music Department.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 100</td>
<td>3</td>
</tr>
<tr>
<td>MUS 106, 107</td>
<td>5, 5, 5</td>
</tr>
<tr>
<td>MUS 108, 109</td>
<td>1, 1, 1</td>
</tr>
<tr>
<td>MUS 148, 149</td>
<td>150, 151</td>
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</tbody>
</table>

VOICE STUDENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 116, 117</td>
<td>2-2</td>
</tr>
<tr>
<td>MUS 112, 113</td>
<td>2-2</td>
</tr>
</tbody>
</table>

INSTRUMENTALISTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 112, 113</td>
<td>2-2</td>
</tr>
</tbody>
</table>


ADDITIONAL LOWER DIVISION REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

University of California—Irvine

TWO (2) COURSES SELECTED FROM:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>3</td>
</tr>
<tr>
<td>ART 105</td>
<td>3</td>
</tr>
<tr>
<td>ART 106</td>
<td>3</td>
</tr>
<tr>
<td>PE 181</td>
<td>2</td>
</tr>
<tr>
<td>PE 191</td>
<td>3</td>
</tr>
<tr>
<td>TH 102</td>
<td>3</td>
</tr>
<tr>
<td>TH 103</td>
<td>3</td>
</tr>
</tbody>
</table>

University of California—Los Angeles

In addition to the common lower division transfer music major preparation listed above for transfer music majors, students must complete one year of college level foreign language.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete a minimum of 60 units to include (1) the above course requirements, (2) the AA Degree general education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: The transfer upper division programs are designed to prepare students for careers in teaching, performance, conducting, arranging in such areas as studio performance, music businesses, opera companies, symphony orchestras, commercial music groups, church music, music therapy.

See Cerritos College Graduation Requirements.
See State University General Education List.

NATURAL SCIENCES—GENERAL—600
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 A.A. degree general education and proficiency requirements;
2. Completion of a minimum of 60 degree applicable units;
3. Completion of at least 18 units of science related coursework from the following:
   a. courses in the Physical Sciences
   b. courses in the Biological Sciences
   c. a course in Mathematics above Intermediate Algebra

See Cerritos College Graduation Requirements.
NURSING

The Cerritos College Nursing Program, approved by the Board of Registered Nursing and accredited by the National League for Nursing Accrediting Commission, Inc., offers an opportunity to prepare for a nursing career through mastery of a specific body of knowledge and skills. 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 credit 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.

PHILOSOPHY

Nursing is defined as a science, discipline and health care practice that focuses on the assessment, diagnosis and treatment of clients having health programs 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 Department 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 recognize their clients 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 client’s coping mechanisms may be disrupted and the individual is defined as ill. The client’s health status is defined on a continuum from wellness to illness.

Nursing practice focuses on adaptation of the client in four major modes: physiological, self-concept, role function, interdependence. The program prepares students to understand individuals as total beings and to recognize and respect a diversity of spiritual and cultural/ethnic values.

ROLE OF THE ASSOCIATE DEGREE NURSE

The Associate Degree Nurse (ADN) graduate is prepared to function as a Provider of Care, Manager of Care and Member of the Discipline of Nursing. As Provider of Care, the ADN utilizes the nursing process as a basis for decisions regarding delivery of care. As a Manager of Care, the ADN collaborates with other health care providers in organization and delegation of care. As a member of the discipline of nursing, the graduate is committed to professional growth, continuous learning and self-development. In fulfilling these roles, the ADN graduate utilizes critical thinking, demonstrates clinical competence, and is accountable for and committed to the value of caring.

Nursing graduates are employed in a health care delivery system that continues to grow and change. The ADN graduate is an entry-level practitioner and is competent to practice as a direct caregiver in a variety of structured settings in which service is provided to diverse client populations. ADN graduates may subsequently pursue bachelor’s, master’s and doctoral degrees in nursing in preparation for advanced levels of practice.

CONCEPT OF EDUCATION

Nursing faculty believe that the purpose of education is to enlighten and enhance the quality of life for the student, the community and clients for whom students and graduates provide care. Education based on mastery learning is viewed by the 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 differences, learning experiences are structured from simple to complex.

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.

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. Satisfactory completion of READ 54, MATH 60 and ENGL 52 or equivalent with grades of Credit or “C” or higher or 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.
3. Completion of or current enrollment in prerequisite courses with grades of “C” or higher. In-progress prerequisite course courses must be completed with grades of “C” or higher during semester of application to maintain eligibility to enter program.
4. Overall minimum of 2.0 Grade Point Average for all college work.

*Effective Fall 2005, nursing applicants will be required to meet the following program prerequisites:

Option A: A&P 150, A&P 151, MICR 200, and ENGL 52
Option B: Same as Option A plus NRSG 25, NRSG 211, NRSG 213, NRSG 251, and possession of a valid California LPT license
Option C: Same as Option A plus NRSG 26, NRSG 215, NRSG 251, pass a department math competency exam, and possession of a valid California LVN license.
Option D: A&P 151, MICR 200, NRSG 215, pass a departmental math competency exam, and possession of a valid California LVN license.
Option E: Same as Option A plus NRSG 25 or NRSG 26, NRSG 200, NRSG 215, and NRSG 251
Option F: NRSG 26 and NRSG 215. Applicants must meet with the Director of Nursing and submit valid letter of referral from the California Board of Registered Nursing

All applicants must complete the prerequisites listed above or equivalents with grades of Credit or “C” or higher.

Option A, B, C, and E applicants must show successful completion of READ 54 and MATH 60 or equivalents with grades of Credit or “C” or higher or satisfactory completion of the college placement process.
**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, prerequisites, please call the Health Occupations Division (562) 860-2451, ext 2550.

**APPLICATION PROCESS:**

**Step 1:** If not previously enrolled at Cerritos College, the applicant should go to Admissions and Records (in Administration Building on Alondra Boulevard) and complete an application for admission.

**Step 2:** The applicant should then complete the College's assessment test process. Test schedules are available in the Counseling Department. If assessment test requirements may already have been met by equivalent measures, the applicant should see a counselor for options.

**Step 3:** The applicant should arrange to submit transcripts to both the Nursing Department and Admissions and Records Department.

- Official high school transcript or GED score and transcripts of any college work completed or in progress at colleges other than Cerritos College should be sent to: Cerritos College, Admissions and Records Office, 11110 Alondra Blvd., Norwalk, CA 90650.

- Transcripts (official or unofficial) for the above coursework and for work completed or in progress at Cerritos College to: Cerritos College, Health Occupations Division, Nursing Department, 11110 Alondra Blvd., Norwalk, CA 90650.

**Step 4:** After assessment tests have been completed and transcripts sent, the applicant should make an appointment with a counselor by calling 562-860-2451, ext. 2231; specifying that this is for completion of a nursing application. If transcripts have not been submitted prior to appointment, sealed official copies of transcripts may be hand-carried to the appointment.

**Step 5:** When the applicant has completed the first page of the application and the counselor has completed the second page of the application, the applicant must bring or send the application to: Cerritos College, Health Occupations Division, Nursing Department, 11110 Alondra Blvd., Norwalk, CA 90650.

Although applications may be submitted at any time, all applications and required documentation must be in the Health Occupations Division Office not later than October 1 for January admission and March 1 for August admission. It is the applicant's responsibility to make sure that all materials are submitted by the deadline.

After the application deadline, all applications are reviewed. For each option, 50% of available spaces will be filled by waiting list applicants who qualified in prior semesters but were not admitted) and 50% by lottery. All new and waiting list applicants are eligible for selection by lottery. A lottery is scheduled approximately six weeks after the completion of the lottery process. Alternates provided prior to the testing date.

**Step 6:** Option A applicants will be notified as to whether or not they were accepted into the nursing program approximately two weeks after the completion of the lottery process. Alternates for lottery acceptance will also be notified. Applicants seeking advanced placement will be informed of priority for admission based on lottery selection.

**Step 7:** Students accepted into the nursing program and those identified as alternates are required to attend an orientation meeting. During the meeting, information will be given regarding textbooks, uniforms, registration procedures, and other content.

**Step 6:** Applicants who are not admitted will receive notification indicating waiting list position. In order to maintain waiting list position, they must complete with a grade of “C” or higher any prerequisites that were in progress at time of application.

**Step 7:** Student Rights: The nursing student has certain rights in addition to those reflected in the College Student Handbook. These include:

- The right to contact professional nursing boards regarding concerns about the educational program.
- 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 $18 for California residents, $149 for non-residents of California and $165 for international students. A College Services ID fee ($10) and Health Services Fee ($12) are assessed each semester.

During the four core semesters, lab material fees total approximately $400, textbooks approximately $1500, and additional supplies and uniforms approximately $350. Students are responsible for their own living arrangements, uniform laundry and transportation to clinical agencies. Application fees for licensure as a registered nurse range from $330 to $370.

Information about costs of NLN-accredited nursing programs is available from the National League for Nursing Accrediting Commission, Inc., 61 Broadway – 33rd Floor; New York, NY 10006; telephone (212) 989-9393.
### ATTENDANCE
All students are expected to observe the attendance requirements of the Nursing Program as stated in the Nursing Program Student Handbook.

### PROMOTION/PROGRESSION
In order to remain enrolled 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: HO 151 or HO 152, PSYC 101, SOC 101 or PHIL 104, ENGL 100, and SPCH 100, SPCH 130, SPCH 132, or SPCH 120. 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.

### 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 $275. In addition, the student may apply for an interim permit for $30. These fees are subject to change by the Board of Registered Nursing.

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

- Applicants are required under law to report all misdemeanor and felony convictions. “Driving under the influence” convictions must be reported. Convictions must be reported even if they have been expunged under Penal Code 1203.4 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 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, recency 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) – 914
- **B. LPT-ADN** (Licensed Psychiatric Technician to Associate Degree in Nursing) – 914
- **C. LVN-ADN** (Licensed Vocational Nurse to Associate Degree in Nursing) – 914
- **D. LVN-30 Unit Option** (LVN + 30 units qualifying for NCLEX-RN, non-degree)
- **E. Transfer and Challenge**
- **F. Board of Registered Nursing Referral**

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: ENGL 100, POL SCI 101 or POL SCI 201, PSYC 101, SOC 101 or PHIL 104, SPCH 100 or SPCH 120 or SPCH 130 or SPCH 132, and one (1) 3-unit course EACH in the following areas selected from the College’s General Education Requirements (listed in the College General Catalog and Schedule of Classes): Fine Arts, Humanities and U.S. History.

### OPTION A – ASSOCIATE IN ARTS DEGREE — 914

**PREREQUISITES:**
- A&P 150, A&P 151, MICR 200, HO 151 or HO 152, HO 236 & HO 237, and PSYC 101 or equivalents with grades of Credit or “C” or higher. Successful completion of READ 54, MATH 60, and ENGL 52 or equivalents with grades of Credit or “C” or higher or the college placement test process.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 210</td>
<td>*Fundamentals of Nursing 2</td>
</tr>
<tr>
<td>NRSG 211</td>
<td>*Introduction to Theoretical Framework 0.5</td>
</tr>
<tr>
<td>NRSG 212</td>
<td>*Medical-Surgical Nursing 1</td>
</tr>
<tr>
<td>NRSG 213</td>
<td>*Survey of Pharmacology 0.5</td>
</tr>
<tr>
<td>NRSG 214</td>
<td>*Medical-Surgical Nursing 2 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 220</td>
<td>**Medical-Surgical Nursing 3</td>
</tr>
<tr>
<td>NRSG 222</td>
<td>**Maternal/Child Nursing 5.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 230</td>
<td>**Psychosocial and Community Nursing 5</td>
</tr>
<tr>
<td>NRSG 232</td>
<td>**Medical-Surgical Nursing 4 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 240</td>
<td>**Medical-Surgical Nursing 5</td>
</tr>
<tr>
<td>NRSG 242</td>
<td>*Professional Role Transition 3</td>
</tr>
</tbody>
</table>

*6-week courses    **9-week courses

### OPTION B – LPT-ADN MOBILITY PROGRAM – 914

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. Graduates from the program, in addition to receiving an Associate of Arts Degree, are eligible for the NCLEX-RN examination for license as a registered nurse.

**PREREQUISITES:**
- A&P 150, A&P 151, MICR 200, HO 152, HO 236 & 237, PSYC 101, NRSG 25, NRSG 211, NRSG 213, and NRSG 251 or equivalents with grades of Credit of “C” or higher. READ 54, MATH 60, and ENGL 52 or equivalents with grades of Credit or “C” or higher or the college placement test process. Valid California LPT license.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 214</td>
<td>*Medical-Surgical Nursing 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 220</td>
<td>**Medical-Surgical Nursing 3</td>
</tr>
<tr>
<td>NRSG 222</td>
<td>**Maternal/Child Nursing 5.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 230</td>
<td>**Psychosocial and Community Nursing 5</td>
</tr>
<tr>
<td>NRSG 232</td>
<td>**Medical-Surgical Nursing 4 5</td>
</tr>
</tbody>
</table>
Curricula, Requirements For Majors, Certificates and Transfer Programs

Semester 4

NRSG 240 **Medical-Surgical Nursing 5 5
NRSG 242 *Professional Role Transition 3 3

*6-week courses **9-week courses

OPTION C -
LVN-ADN MOBILITY PROGRAM – 914

The Nursing Program offers to qualified Licensed Vocational Nurse applicants 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, MICR 200, NRSG 215, HO 236, HO 237, and NRSG 251, and PSYC 101 or equivalent with grades of Credit or “C” or higher. Successful completion of READ 54, MATH 60 and ENGL 52 or equivalent with grades of Credit or “C” or higher or the college placement test process. Valid California LVN license. Completion of a medication calculation examination with a score of 75% or higher.

REQUIRED COURSES: UNITS
Semester 1
NRSG 230 **Psychosocial and Community Nursing 5 5
NRSG 232 **Medical-Surgical Nursing 4 5

Semester 2
NRSG 240 **Medical-Surgical Nursing 5 5
NRSG 242 *Professional Role Transition 3 3

*6-week course **9-week courses

OPTION D -
LVN-30 UNIT OPTION

The Nursing Program offers to qualified Licensed Vocational Nurse applicants an opportunity to prepare for registered nurse licensure by completing thirty (30) units of college course work. The LVN who completes the thirty units designated by Cerritos College is eligible for the NCLEX-RN examination for licensure as a registered nurse.

PREREQUISITES:
A&P 151, MICR 200, NRSG 215 or equivalent with grades of Credit or “C” or higher. Optional Courses: NRSG 251 (strongly recommended), NRSG 26, HO 236 and HO 237. Completion of the college placement test process for advisement purposes. Valid California LVN license. Completion of a medication calculation examination with a score of 75% or higher.

REQUIRED COURSES: UNITS
Semester 1
NRSG 230 **Psychosocial and Community Nursing 5 5
NRSG 232 **Medical-Surgical Nursing 4 5

Semester 2
NRSG 240 **Medical-Surgical Nursing 5 5
NRSG 242 *Professional Role Transition 3 3

*6-week course **9-week courses

OPTION E -
TRANSFER AND CHALLENGE

PREREQUISITES:
A&P 150, A&P 151, MICR 1, HO 152, HO 236, and HO 237, NRSG 25 or NRSG 26, NRSG 200, NRSG 215, and NRSG 251, and PSYC 101, or equivalent with grades of Credit or “C” or higher. READ 54, MATH 60 and ENGL 52, or equivalent with grades of Credit or “C” or higher or the college placement test process. 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 CREDIT
A. Credit 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. Certified Nursing Assistant courses
   6. Other related courses (e.g., Anatomy and Physiology, Nutrition)
B. Official transcripts and/or copies of certificates of completion must be submitted for credit to be granted.
C. Credit 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. Credit 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 credit is being requested.
B. Credit 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 credit 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

Applicants for California licensure as registered nurses may be referred by the Board of Registered Nursing to complete specific areas of nursing content prior to taking the NCLEX-RN examination. The Nursing Program offers such applicants the opportunity to complete nursing preparation as specified by the Board of Registered Nursing.

PREREQUISITES:
A valid letter of referral from the California Board of Registered Nursing for completion of a specified area. NRSG 26 and 215 or equivalents with grades of Credit or “C” or higher.
NURSING—RN—640
TRANSFER PROGRAM

The following curriculum does not lead to an Associate in Arts Degree. To earn an AA degree, see Nursing—914 in the catalog for the major requirements.

LOWER DIVISION MAJOR REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Fullerton

Admission requirements as follows:

Meet requirements for admission to the university as a transfer student.

Completion of an AA degree in Nursing or its equivalent.

Current licensure as a registered nurse in California.

Completion of one college level course in each of the following: A&P 130 (or both A&P 200 and 201), CHEM 100 or CHEM 110 or CHEM 111, MICR 200, PSYC 101, SOC 101 or ANTH 100.

Completion of one year of satisfactory work experience as a registered nurse recommended.

California State University – Los Angeles

UNITS
A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
CHEM 100 Introductory Chemistry 4
ENGL 100 Freshman Composition 4
ENGL 103 Critical and Argumentative Writing 3
HO 151 Elements of Nutrition 2
or HO 152 Normal and Therapeutic Nutrition 3
MICR 200 Principles & Applications of Microbiology 5
PHIL 202 Critical Thinking and Argumentative Writing 3
or PHIL 106 Introduction to Logic 3
PSYC 101 General Introductory Psychology 3
PSYC 251 Developmental Psychology 3
SPCH 130 Fundamentals of Speaking 3
SPCH 235 Fundamentals of Argumentation and Persuasion 3
SOC 101 Introductory Sociology Principles 3

A statistics course including Inferential Statistics.

REGISTERED NURSE STUDENTS NOTE: “Students who transfer from Community Colleges with an AA Degree in Nursing and the RN are admitted to the upper division Nursing Program at CSULA.”

California State University – Long Beach

UNITS
A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
CHEM 100 Introductory Chemistry 4
ENGL 100 Freshman Composition 4
ENGL 103 Critical and Argumentative Writing 3
or HO 152 Normal and Therapeutic Nutrition 3
MICR 200 Principles & Applications of Microbiology 5
PHIL 202 Critical Thinking and Argumentative Writing 3
or PHIL 106 Introduction to Logic 3
PSYC 101 General Introductory Psychology 3
PSYC 251 Developmental Psychology 3
SPCH 130 Fundamentals of Speaking 3
SPCH 235 Fundamentals of Argumentation and Persuasion 3
SOC 101 Introductory Sociology Principles 3

Selected courses from Literature, The Arts, Philosophy, Language & Linguistic, Culture & Civilization (3 Semester Units).

NOTE: Applicants must hold licensure as a Registered Nurse.

Applicants must have completed 90 to 105 transferable quarter units (60 to 70 semester units), including 30 units given for ACT exams to enter the school of Nursing.

Applicants must have a 3.0 cumulative G.P.A. and a minimum grade of “C” in each prerequisite course.

Applicants must have completed the University; American History and Institutions requirements.

CAREER OPPORTUNITIES: Baccalaureate program graduates are prepared to function as a professional nurse in the primary care role in a variety of health settings, such as Hospitals, Clinics, Doctor’s offices, Jails, and Armed Services.

See State University General Education List.

ORNAMENTAL HORTICULTURE—686
CERTIFICATE OF ACHIEVEMENT PROGRAM

DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>ORNH 100</td>
<td>Introduction to Ornamental Horticulture 3</td>
</tr>
<tr>
<td>ORNH 110</td>
<td>Soils 4</td>
</tr>
<tr>
<td>ORNH 120</td>
<td>Ornamental Trees 4</td>
</tr>
<tr>
<td>ORNH 130</td>
<td>Ornamental Shrubs 4</td>
</tr>
<tr>
<td>ORNH 150</td>
<td>Turf Grass Management and Ground Covers 4</td>
</tr>
<tr>
<td>ORNH 160</td>
<td>Insects and Weeds 4</td>
</tr>
<tr>
<td>ORNH 180</td>
<td>Basic Landscape Design 4</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 27
ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the above requirements for a Certificate of Achievement in Ornamental Horticulture. For an A.A. Degree, a student must take a minimum of six units from ORNH 140, PSYC 101, BA 123, CHEM 110, BOT 120, or BA 107, electives and A.A. Degree general education requirements to achieve a minimum of 60 units.

RECOMMENDED ELECTIVES: ORNH 58, ORNH 190.
CAREER OPPORTUNITIES: Nursery industry, parks and recreation departments; nursery supply companies.

See Cerritos College Graduation Requirements.

ORNAMENTAL HORTICULTURE
LANDSCAPE DESIGN AND MAINTENANCE — 687

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 110 Architectural Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 122 Architectural Delineation</td>
<td>2</td>
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<tr>
<td>ORNH 50 Basic Landscape Irrigation</td>
<td>1.5</td>
</tr>
<tr>
<td>ORNH 100 Intro to Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORNH 110 Soils</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 120 Ornamental Trees</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 130 Turfgrass Management and Ground Covers</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 180 Landscape Design</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 25.5

RECOMMENDED ELECTIVES: BA 53, USA 100.

ORNAMENTAL HORTICULTURE
LANDSCAPE MANAGEMENT — 688

<table>
<thead>
<tr>
<th>DEPARTMENTAL REQUIREMENTS (28 UNITS)</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORNH 50 Basic Landscape Irrigation</td>
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<tr>
<td>ORNH 51 Advanced Landscape Irrigation</td>
<td>1.5</td>
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<tr>
<td>ORNH 52 Residential Landscape Design</td>
<td>1.5</td>
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<tr>
<td>ORNH 53 Commercial Landscape Design</td>
<td>1.5</td>
</tr>
<tr>
<td>ORNH 54 Landscape Contracting Management</td>
<td>1.5</td>
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<tr>
<td>ORNH 55 Landscape Contracting Operations</td>
<td>1.5</td>
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<tr>
<td>ORNH 100 Introduction to Ornamental Horticulture</td>
<td>3</td>
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<tr>
<td>ORNH 110 Soils</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 120 Ornamental Trees</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 130 Ornamental Shrubs</td>
<td>4</td>
</tr>
<tr>
<td>ORNH 150 TurfGrass Management and Ground Covers</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED 28

RECOMMENDED ELECTIVES: ENGT 131, ER 16.

ORNAMENTAL HORTICULTURE
FLORAL DESIGN — 689

<table>
<thead>
<tr>
<th>DEPARTMENTAL REQUIREMENTS (25 UNITS)</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORNH 58 Interior Plantscapes</td>
<td>2</td>
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<tr>
<td>ORNH 59 Basic Floral Design</td>
<td>2</td>
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<tr>
<td>ORNH 60 Advanced Floral Design</td>
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<tr>
<td>ORNH 61A Special Occasions Floral Design I</td>
<td>2</td>
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<tr>
<td>ORNH 61B Special Occasions Floral Design II</td>
<td>2</td>
</tr>
<tr>
<td>ORNH 62B Wedding Floral Design</td>
<td>2</td>
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<tr>
<td>ORNH 62C Wedding Floral Design</td>
<td>2</td>
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<tr>
<td>ORNH 63 Integrated Floral Design</td>
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<tr>
<td>ORNH 64 Floral Design for Funerals</td>
<td>1</td>
</tr>
<tr>
<td>ORNH 100 Introduction to Ornamental Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>USA 100 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 153 Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL UNITS REQUIRED 25

This program is designed to provide practical training to enable students to secure employment as floral designers. The course offerings extend from entry level floral designing to a variety of advanced floral design courses. Also included are courses which will prepare the student to become a manager or owner of a floral shop.

PHARMACY TECHNOLOGY

PHARMACY CLERK PROGRAM
The pharmacy clerk is a non-registered, technical worker who performs the minimum non-discretionary tasks as allowed by the Board of Pharmacy of the State of California, under the direct supervision of a registered pharmacist. Employment in this field requires applicants to have good vision, hearing, the ability to communicate orally and the physical ability to perform tasks required of a pharmacy clerk. A Verification of Completion shall be awarded to the student who completes with a grade of “C” or better the following courses:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 40L</td>
<td>Pharmacy Clerk Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHAR 45</td>
<td>Retail Products for Pharmacy Clerks</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 47</td>
<td>Pharmacy Clerk Clinical Experience</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 60</td>
<td>Pharmacy Introduction and Skills</td>
<td>2</td>
</tr>
<tr>
<td>MATH 20</td>
<td>Basic Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*BCOT 62</td>
<td>Microcomputer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>or *BCOT 135</td>
<td>Typewriting Speed/Control Building</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units Required 11

*Students who provide documented ability to type 35 wpm or more may choose to waive the keyboarding requirement.

PHARMACY TECHNICIAN — 920
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. 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 50A and ENGL 50B with grades of Credit or “C” or higher, or earning a score on the Writing Proficiency Test sufficient for placement in ENGL 52.
CURRICULA, REQUIREMENTS FOR MAJORS, CERTIFICATES AND TRANSFER PROGRAMS

MATHEMATICS PROFICIENCY REQUIREMENTS:
This requirement can be met by one of the following options:
(1) Earn a score on the Basic Math Readiness test sufficient for placement in a course above the level of MATH 40 or
(2) Completion of MATH 40 with a grade of Credit or “C” or higher,
or
(3) For other options see your counselor.

READING PROFICIENCY REQUIREMENTS:
The requirement can be met by one of the following options:
(1) Successfully complete the Reading Proficiency Test at the 12th grade level. The Reading Proficiency Test may be taken no more than once each semester.
(2) Completion of READ 54 with a grade of Credit or “C” or higher.
(3) 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.

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.

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 62. 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 test battery 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, extension 2231.
5. Prior to enrolling in PHAR 90 and PHAR 95, you must obtain a valid CPR card for Basic Life Support (Course Level “C” or C.P.R. for Health Care Providers), offered through the Heart Association or the American Red Cross prior to the first clinical experience.

**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 amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 56</td>
<td>Medication Calculations 1</td>
</tr>
<tr>
<td>PHAR 50</td>
<td>Pharmaceutics 1.5</td>
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<tr>
<td>PHAR 60</td>
<td>Pharmacy Introduction and Skills 2</td>
</tr>
<tr>
<td>PHAR 62</td>
<td>Pharmacy Operations I .5</td>
</tr>
<tr>
<td>PHAR 63</td>
<td>Pharmacy Operations II 3</td>
</tr>
<tr>
<td>PHAR 64</td>
<td>Pharmacy Operations III 2</td>
</tr>
<tr>
<td>PHAR 81</td>
<td>Over-The-Counter Products 3</td>
</tr>
<tr>
<td>PHAR 83</td>
<td>Pharmacy Technician Pharmacology I 3</td>
</tr>
<tr>
<td>PHAR 85</td>
<td>Pharmacy Technician Pharmacology II 3</td>
</tr>
<tr>
<td>PHAR 90</td>
<td>Clinical Experience I 3</td>
</tr>
<tr>
<td>PHAR 95</td>
<td>Clinical Experience II 5</td>
</tr>
<tr>
<td>MA 161</td>
<td>Medical Terminology 3</td>
</tr>
<tr>
<td>PHAR 173/174</td>
<td>Introduction to Anatomy and Physiology 4</td>
</tr>
<tr>
<td>PHAR 173/174</td>
<td>Pharmacy Technician Occupational Work Experience 3-4</td>
</tr>
<tr>
<td>(Optional)</td>
<td>BCOT 62</td>
</tr>
<tr>
<td>or BCOT 135</td>
<td>Typewriting Speed/Control Building 1</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 32/33

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Meet the requirements for a Certificate of Achievement in Pharmacy Technician. For an A.A. Degree, a student must also take CIS 101, electives and general education to achieve a minimum of 60 units.

CAREER OPPORTUNITIES: Employment as a Pharmacy Technician in community or hospital pharmacy assisting registered pharmacist in the performance of assigned duties.

See Cerritos College Graduation Requirements.

PHILOSOPHY — 570

TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 100</td>
<td>Introduction to Philosophy 3</td>
</tr>
</tbody>
</table>

California State University — Los Angeles

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 106</td>
<td>Introduction to Logic 3</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing 3</td>
</tr>
</tbody>
</table>

COMMON LOWER DIVISION PREPARATION
FOR THE UNIVERSITY OF CALIFORNIA

University of California — Irvine

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 201</td>
<td>Introduction to Twentieth Century Philosophy 3</td>
</tr>
</tbody>
</table>

At least one course from each area, A-D:

A)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition 4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature 3</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing 3</td>
</tr>
</tbody>
</table>
B)  
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  

C)  
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 the Present 3  

D)  
PHIL 100 Introduction to Philosophy 3  

ADDITIONAL REQUIREMENTS:  
FREN 202 Intermediate French 4  
or GERM 202 Intermediate German (4)  
or JAPN 202 Intermediate Japanese (4)  
or SPAN 202 Intermediate Spanish (4)  

University of California – Los Angeles  
PHIL 102 Introduction to Ethics 3  
PHIL 202 Critical Thinking and Argumentative Writing 3  
or PHIL 106 Introduction to Logic (3)  

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:  
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all AA degree general education requirements for a total of at least 60 units.  
CAREER OPPORTUNITIES: The philosophy major is intended for students who plan to teach philosophy, for pre-professional students in such areas as theology, law, and as a foundation for graduate studies in the areas of library science, social science, diplomacy, theoretical physical science, and specialized historical studies.  

See Cerritos College Graduation Requirements.  
See State University General Education List.  

PHOTOGRAPHY — 150  
ASSOCIATE IN ARTS DEGREE PROGRAM  
MAJOR REQUIREMENTS (26 UNITS)  
DEPARTMENT REQUIREMENTS (18 UNITS)  
PHOT 100 Introductory Photography 3  
PHOT 102 Intermediate Photography 3  
PHOT 120 Introduction to Color Slide Photography 3  
PHOT 200 Advanced Photography 3  
PHOT 234 Portfolio Development 3  
PHOT 240 Experimental Photography 3  

SELECT 5 UNITS MINIMUM COURSE WORK FROM THE FOLLOWING:  
PHOT 124 Intermediate Color Photography 2  
PHOT 220 Advanced Color Photography 3  
PHOT 230 Portrait Photography 3  
PHOT 242 Non-Silver Photography 3  
PHOT 250 Contemporary Photographic Expression 3  
PHOT 298 Directed Studies 1  
or PHOT 299 Directed Studies 2  
JOUR 130 Photo Journalism 3  

SELECT 3 UNITS MINIMUM COURSE WORK FROM THE FOLLOWING:  
ART 120 Two-Dimensional Design 3  
ART 184 Graphic Design I 3  
JOUR 105 Newspaper Production 2  
JOUR 160 College Magazine Production 1  
BA 54 Retail Display 3  
BA 121 Sales 3  
TH 123 Stage Make-Up 2  
TH 156 Video Production 3  

NOTE: 35 mm 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.  
CAREER OPPORTUNITIES: Photographer for newspapers, magazines; commercial, industrial, television advertising; scientific research; portrait studio; custom photo lab technician; medical photographic technician.  

See Cerritos College Graduation Requirements.  

PHOTOGRAPHY — 155  
TRANSFER PROGRAM  
COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY  
PHOT 100 Introductory Photography 3  

Neither the California State University nor the University of California offer a degree in Photography. Various photography options however are available at some California State University campuses.  

California State University — Fullerton  
Photo-Communications may be selected as a concentration in the Communications major and Creative Photography is an available concentration in the Art major.  

California State University — Long Beach  
Photo-Journalism may be selected as an option in the Journalism major and Art Photography is an available option in the Art major.  
See the Fine Arts counselor for further information.  

ASSOCIATE IN ARTS DEGREE:  
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all AA degree general education requirements for a total of at least 60 units.  
RECOMMENDED ELECTIVES: PHOT 102, 122, 160, 200, 234, 240, JOUR 100, 101, and 130  
CAREER OPPORTUNITIES: Photographer for newspapers; magazines; advertising; scientific research; graphic design; studio and photographic laboratories; teaching.  

See Cerritos College Graduation Requirements.  
See State University General Education List.
PHYSICAL EDUCATION

EXERCISE SCIENCE: ATHLETIC TRAINER AIDE — 411

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS: 

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 110 Community First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>PE 107 Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>PE 141 Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>PE 254 Measurement and Interpretation of Fitness</td>
<td>3</td>
</tr>
<tr>
<td>PE 255 Programs and Principles of Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>PE 260 Athletic Injury Assessment and Reconditioning</td>
<td>3</td>
</tr>
<tr>
<td>PE 261 Athletic Injury Taping, Bandaging &amp; Immobilization</td>
<td>1</td>
</tr>
<tr>
<td>PE 271 Occupational Work Experience for Athletic Training and Fitness</td>
<td>1</td>
</tr>
<tr>
<td>MA 161 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;P 120* Introduction to Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

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

TOTAL CERTIFICATE UNITS 26

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements the Certificate of Achievement in Exercise Science: Athletic Training and complete general education requirements and electives to achieve a minimum of 60 units.

See Cerritos College Graduation Requirements.

Although many of these courses are transferable, this certificate/A.A. Degree is non-transferable.

Please see Counselors or respective department chairperson for additional alternatives.

EXERCISE SCIENCE: FITNESS SPECIALIST — 401

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS: 

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 110 Community First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>HED 200 Food For Fitness and the Athlete</td>
<td>3</td>
</tr>
<tr>
<td>PE 107 Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>PE 141 Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>PE 254 Measurement and Interpretation of Fitness</td>
<td>3</td>
</tr>
<tr>
<td>PE 255 Programs and Principles of Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>PE 271 Occupational Work Experience for Athletic Training and Fitness</td>
<td>1</td>
</tr>
<tr>
<td>A&amp;P 120* Introduction to Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BA 100 Fundamentals of Business</td>
<td>3</td>
</tr>
</tbody>
</table>

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

TOTAL CERTIFICATE UNITS 26

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Meet the requirements the Certificate of Achievement in Exercise Science: fitness and complete general education requirements and electives to achieve a minimum of 60 units.

See Cerritos College Graduation Requirements.

Although many of these courses are transferable, this certificate/A.A. Degree is non-transferable.

Please see Counselors or respective department chairperson for additional alternatives.

PHYSICAL EDUCATION — 402

ASSOCIATE IN 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 26 units of physical education coursework from the following:
   a. Required Core Courses 17/23 Units
   b. Required Activity Courses 6 Units
   c. Required PE Elective Courses 3 Units

See Cerritos College Graduation Requirements.

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 100</td>
<td>3</td>
</tr>
<tr>
<td>PE 107</td>
<td>3</td>
</tr>
<tr>
<td>PE 141</td>
<td>3</td>
</tr>
<tr>
<td>HED 110</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;P 130</td>
<td>5</td>
</tr>
<tr>
<td>or A&amp;P 200</td>
<td>(5)</td>
</tr>
<tr>
<td>and A&amp;P 201</td>
<td>(5)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 121</td>
<td>1</td>
</tr>
<tr>
<td>PE 131</td>
<td>1</td>
</tr>
<tr>
<td>PE 132A</td>
<td>1.5</td>
</tr>
<tr>
<td>PE 132B</td>
<td>1.5</td>
</tr>
<tr>
<td>PE 133</td>
<td>1.5</td>
</tr>
<tr>
<td>PE 134</td>
<td>1</td>
</tr>
<tr>
<td>PE 143</td>
<td>1</td>
</tr>
<tr>
<td>PE 145</td>
<td>1</td>
</tr>
<tr>
<td>PE 146</td>
<td>1.5</td>
</tr>
</tbody>
</table>

(2) Fitness

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 122</td>
<td>1</td>
</tr>
<tr>
<td>PE 130</td>
<td>1</td>
</tr>
<tr>
<td>PE 135A</td>
<td>1</td>
</tr>
<tr>
<td>PE 135B</td>
<td>2</td>
</tr>
<tr>
<td>PE 138</td>
<td>1</td>
</tr>
<tr>
<td>PE 139</td>
<td>1</td>
</tr>
<tr>
<td>PE 146</td>
<td>1.5</td>
</tr>
</tbody>
</table>

(3) Aquatics

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 123</td>
<td>1</td>
</tr>
<tr>
<td>PE 150A</td>
<td>1</td>
</tr>
<tr>
<td>PE 150B</td>
<td>2</td>
</tr>
<tr>
<td>PE 170</td>
<td>2</td>
</tr>
</tbody>
</table>

(1) Participation in Intercollegiate Swimming or Water Polo will satisfy this requirement.
(4) Team Activities

PE 124  Wheelchair Activities  1
PE 171A  Softball  1
PE 171B  Softball, Intermediate/Advanced  2
PE 171C  Slow-Pitch Softball  1
PE 172A  Volleyball, Beginning  1
PE 172B  Volleyball, Intermediate/Advanced  2
PE 175A  Baseball, Beginning  1
PE 175B  Baseball, Intermediate/Advanced  2
PE 176A  Beginning Basketball  1
PE 176B  Basketball, Advanced  2
PE 177  Flag Football  1
PE 178  Football, Intermediate/Advanced  2
PE 179A  Soccer, Beginning  1
PE 179B  Soccer, Intermediate/Advanced  2

(Participation in Intercollegiate Athletics excluding swimming and water polo will fulfill this requirement)

(5) Individual Activities

PE 120  Sedentary Activities for Students with Disabilities  1
PE 151  Wrestling  1
PE 153A  Backpacking, Beginning  2
PE 153B  Backpacking, Advanced  2
PE 154A  Badminton, Beginning  1
PE 154B  Badminton, Intermediate/Advanced  2
PE 155A  Bowling, Beginning  1
PE 155B  Bowling, Intermediate/Advanced  1
PE 156A  Golf, Beginning  1
PE 156B  Golf, Intermediate/Advanced  2
PE 158A  Racquetball, Beginning  1
PE 158B  Racquetball, Intermediate/Advanced  2
PE 159A  Tennis, Beginning  1
PE 159B  Tennis, Intermediate/Advanced  2
PE 160  Personal Self Defense  1
PE 180  Introduction to Dance Movement  3
PE 181  Introduction to Dance Cultures of the World  2
PE 182A  Dance, Modern, Beginning  2
PE 182B  Dance, Modern, Intermediate  2
PE 186A  Beginning Ballet  2
PE 186B  Intermediate Ballet  2
PE 193  Introduction to Ballroom Dance  2
PE 195  Commercial Dance  2
PE 196  Latin Social Dance  2

PE ELECTIVE COURSES (3 UNITS MINIMUM)

PE 101A  Sports Officiating for Football  1
PE 101B  Sports Officiating for Men's and Women's Basketball  1
PE 102A  Sports Officiating for Baseball  1
PE 102B  Sports Officiating for Men's and Women's Track & Field  1
PE 105  Student Athlete in Society  2
PE 106  Women in Sports  3
PE 125  Water Safety Instructor (WSI)  2
PE 191  History of Dance  3
PE 192  Dance and Digital Technology  3
PE 253  Sports Psychology  3
PE 254  Measurement and Interpretation of Fitness  3
PE 255  Programs and Principles of Conditioning  3
PE 260  Athletic Injury Assessment and Reconditioning  2
PE 261  Athletic Injury Taping, Bandaging & Immobilization  1
HED 200  Food For Fitness And Physical Conditionin  3

RECOMMENDED GENERAL EDUCATION ELECTIVES

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

PHYSICAL EDUCATION — 402
TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION

FOR THE CALIFORNIA STATE UNIVERSITY

HED 110  Community First Aid and CPR  3
PE 100  Introduction to Physical Education and Sport  2

LOWER DIVISION MAJOR REQUIREMENTS

FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Dominguez Hills
A&P 130  Human Anatomy and Physiology  5
PE 100  Introduction to Physical Education  2

See a counselor for additional option requirements. Options available are Athletic Training Pre-Professional, Athletic Training certificate, Dance Concentration, Fitness Director and Teaching.

California State University – Fullerton

KINESIOLOGY MAJOR
Select six (6) units from the following:

PE 132A  Aerobic Activities (Low Impact)  2
PE 132B  Aerobic Activities II  2
PE 141  Fitness and Wellness  3
PE 143  Personal Fitness Program  1
PE 155A  Bowling, Beginning  1
PE 155B  Bowling, Intermediate/Advance  1
PE 156A  Golf, Beginning  1
PE 156B  Golf, Intermediate/Advanced  2
PE 159A  Tennis, Beginning  1
PE 159B  Tennis, Intermediate/Advanced  2
PE 160  Personal Self Defense  1
PE 180  Introduction to Dance Movement  3
PE 181  Introduction to Dance Cultures of the World  2
PE 182A  Dance, Modern, Beginning  2
PE 182B  Dance, Modern, Intermediate  2
PE 186A  Beginning Ballet  2
PE 186B  Intermediate Ballet  2
PE 193  Introduction to Ballroom Dance  2
PE 195  Commercial Dance  2
PE 196  Latin Social Dance  2

Curricula, Requirements For Majors, Certificates and Transfer Programs

California State University – Northridge

KINESIOLOGY MAJOR

BIOL 120 Introduction to Biological Science 4
A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5

ADDITIONAL REQUIREMENTS:
Exercise Science Option
CHEM 110 Elementary Chemistry 4
PHYS 101 General Physics 4

Athletic Training Option
HO 152 Normal and Therapeutic Nutrition 3
HED 100 Contemporary Health Problems 3


Complete above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all AA degree general education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Coach, fitness director YMCA and YWCA, outdoor education programs, instructor in private and public camps, rehabilitation centers, teacher/athletic trainer, sports medicine clinics, sports education, community, county, state recreation departments, credential teacher (elementary or secondary).

See Cerritos College Graduation Requirements.
See State University General Education List.

EXERCISE SCIENCE – 412

ASSOCIATE IN ARTS DEGREE

REQUIRED COURSES

CORE REQUIREMENTS (20 UNITS) UNITS
HED 110 Community First Aide and CPR 3
PE 107 Introduction to Athletic Training 3
PE 141 Fitness and Wellness 3
PE 254 Measurement and Interpretation to Fitness 3
PE 255 Programs and Principles of Conditioning 3
PE 271 Occupational Work Experience for Athletic Training and Fitness 1
AP 120* Anatomy and Physiology 4

*(AP 150 & AP 151 or AP 200 & AP 201 recommended for transfer students)
Completion of all courses (6 units) in either the Fitness Emphasis or the Athletic Training Emphasis as listed below:

FITNESS EMPHASIS
HED 200 Food for Fitness and the Physical Conditioning 3
BA 100 Fundamentals of Business 3

ATHLETIC TRAINING EMPHASIS
PE 260 Athletic Injury Assessment and Reconditioning 2
PE 261 Athletic Injury Taping, Bandaging & Immobilization 1
MA161 Medical Terminology 3

At least two physical education activity courses from department approved list for a total of 3 units.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete (1) core requirement, (2) all courses in the Fitness Emphasis or the Athletic training emphasis (3) two physical education activity courses (4) the Associate in Arts Degree general education requirement.

PHYSICAL THERAPIST ASSISTANT PROGRAM — 930

ASSOCIATE IN ARTS DEGREE

The Physical Therapist Assistant is a skilled technical health worker who performs physical therapy interventions under the direction of a Physical Therapist. This program is accredited by the Commission on Accreditation in Physical Therapy Education - American Physical Therapy Association. Successful completion of the Physical Therapist Assistant Program and Associate in Arts Degree qualifies students to take the State of California Licensing Examination for Physical Therapist Assistants.

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, and San Bernardino Counties.

ADMISSION PROCEDURES AND REQUIREMENTS

1. Academic Requirements
   a. Acceptable scores on College Placement Tests for English and Mathematics and Reading clearance or deficiencies removed
   b. A&P 150, A&P 151 with grades of “C” or higher
   c. All deficiencies in academic requirements must be removed. 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 and required course.

Applicants who have not completed 1b and 1c will not be considered for admission.

2. Health
   a. Applicants must present evidence of physical fitness and ability to perform tasks required of a Physical Therapist Assistant. Lab, x-rays and immunization records meeting hospital standards must be completed after acceptance into the program.

ADMISSION PROCEDURES AND REQUIREMENTS

1. Academic Requirements
   a. Acceptable scores on College Placement Tests for English and Mathematics and Reading clearance or deficiencies removed
   b. A&P 150, A&P 151 with grades of “C” or higher
   c. All deficiencies in academic requirements must be removed. 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 and required course.

Applicants who have not completed 1b and 1c will not be considered for admission.

2. Health
   a. Applicants must present evidence of physical fitness and ability to perform tasks required of a Physical Therapist Assistant. Lab, x-rays and immunization records meeting hospital standards must be completed after acceptance into the program.

SELECTION PROCEDURES

1. Academic Evaluation
   a. All required documents, including progress reports, transcripts, and work verification from Physical Therapist employer must be in the Health Occupations Division Office by April 15.
   b. No student whose college grade point average is below 2.0, or who has not cleared English, Math, or Reading deficiencies can be considered. These are considered minimum standards of academic preparation.
   c. Additional consideration will be given for work experience in the field of physical therapy or related areas, and for students who have completed additional medical or science related classes.
**EXPENSES**

Students are expected to purchase a student body card. Enrollment fees, project fees, uniforms, books, and supplies which will cost approximately $1200. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected hospitals and clinics.

**ATTENDANCE AND SCHOLARSHIP**

All students are expected to observe the attendance requirements of the College and of the Physical Therapist Assistant Program. To remain in the Program, the student must maintain a “C” or higher in each required and general education course. Lab coats are required in all hospital lab classes (PTA 126L, 236L, 246L).

**PROCEDURE FOR APPLICATION**

*(To be completed in order as listed)*

1. Complete application to the program. This can be obtained in either the Health Occupations Division (562) 860-2451, Ext. 2550, or Counseling Office, Ext. 2231. The application must be returned by April 15.

2. Submit two official transcripts of all college work. Submit one copy to the Health Occupations Division and one copy to the Admissions and Records Office.

3. Submit assessment test scores for English, Reading, and Math with your application by April 15. 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 test battery at the Assessment Center and record your test date on your program application by April 15. Students are accepted only in the Fall semester.

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. As soon as all of the above material is received and reviewed, you will be notified of acceptance or non-acceptance after May 1. If you are completing admission requirements during the spring session, a “work-in-progress” report must be submitted to the Health Occupations Division at the end of the first four weeks of the course.

6. If you are accepted into the Physical Therapist Assistant Program, you must present a valid CPR card for Basic Life Support Course Level “C”, offered through the Heart Association or the American Red Cross prior to the first hospital experience (PTA 126). Card must be valid throughout the program.

**ASSOCIATE IN ARTS DEGREE**

A total of 74 units including the following requirements must be completed to qualify for the A.A. Degree:

- **A&P 150** Human Anatomy 4 units
- **A&P 151** Human Physiology 4 units
- **ENG 100** Freshman Composition 4 units
- **MA 161** Medical Terminology 3 units
- **PSYC 101** General Introductory Psychology 3 units
- **SPCH 100** Oral Communication 3 units
- **or SPCH 130** Fundamentals of Speaking (3 units)
- Natural Sciences and/or Health Education 3 units
- Two additional courses from the Social and Behavior Sciences 6 units
- Humanities and Fine Arts 6 units

**FIRST YEAR**

**First Semester**

- **PTA 110** Introduction to Physical Therapy 4 units
- **PTA 120** Kinesiology 4 units

**Second Semester**

- **PTA 125** Pathology 3 units
- **PTA 126** Clinical Practicum I 4 units
- **PTA 127** Soft Tissue Interventions 2 units
- **PTA 128** Physical Therapy Aspects of Growth, Development, and Aging 3 units
- **PTA 235** Neurology 3 units

**SECOND YEAR**

**First Semester**

- **PTA 230** Therapeutic Exercise 4 units
- **PTA 233** Prosthetics and Orthotics for Allied Health Professionals 2 units
- **PTA 236** Clinical Practicum II 4 units

**Second Semester**

- **PTA 240** Activities of Daily Living 2 units
- **PTA 245** Advanced Modalities 3 units
- **PTA 246** Clinical Affiliation 4 units

See Cerritos College Graduation Requirements.

**PHYSICS — 635**

**TRANSFER PROGRAM**

**COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHYS 100</td>
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<tr>
<td>PHYS 201</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>4</td>
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</table>

**California State University - Dominguez Hills (General Physics Option)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CHEM 111</td>
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</tr>
<tr>
<td>MATH 170</td>
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</tr>
<tr>
<td>MATH 190</td>
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<tr>
<td>MATH 220</td>
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**California State University - Long Beach**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 120</td>
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<td>CHEM 111</td>
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<tr>
<td>CHEM 112</td>
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<tr>
<td>MATH 170</td>
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<td>MATH 190</td>
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<td>MATH 220</td>
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**California State University - Fullerton**

<table>
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<tbody>
<tr>
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<td>CHEM 112</td>
<td>5</td>
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<tr>
<td>MATH 170</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
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</tr>
<tr>
<td>MATH 220</td>
<td>4</td>
</tr>
<tr>
<td>California State University - Los Angeles</td>
<td>Plastics Manufacturing Technology Specialty</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry 5</td>
<td>PMT 63L Specialty Plastics Lab .5</td>
</tr>
<tr>
<td>CHEM 112 General Chemistry 5</td>
<td>PMT 68 Plastics Materials &amp; Processes 2.5</td>
</tr>
<tr>
<td>MATH 170 Analytic Geometry and Calculus I 4</td>
<td>PMT 100 Plastics I 2.5</td>
</tr>
<tr>
<td>MATH 190 Analytic Geometry and Calculus II 4</td>
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<tr>
<td>MATH 220 Analytic Geometry and Calculus III 4</td>
<td></td>
</tr>
<tr>
<td>California State Polytechnic University - Pomona</td>
<td>Inspection and Testing Specialty</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry 5</td>
<td>PMT 63L Specialty Plastics Lab .5</td>
</tr>
<tr>
<td>CHEM 112 General Chemistry 5</td>
<td>PMT 100 Plastics I 2.5</td>
</tr>
<tr>
<td>CIS 178 Programming in Fortran 3</td>
<td>MET 120 Nondestructive Testing 3</td>
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<tr>
<td>or CIS 180 Programming in C/C++ 3</td>
<td></td>
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<tr>
<td>MATH 170 Analytic Geometry and Calculus I 4</td>
<td></td>
</tr>
<tr>
<td>MATH 190 Analytic Geometry and Calculus II 4</td>
<td></td>
</tr>
<tr>
<td>MATH 220 Analytic Geometry and Calculus III 4</td>
<td></td>
</tr>
<tr>
<td>MATH 240 Calculus and Differential Equations 4</td>
<td></td>
</tr>
<tr>
<td>University of California – Irvine</td>
<td>Injection Molding Specialty</td>
</tr>
<tr>
<td>CIS 180 Programming in C/C++ 3</td>
<td>PMT 59 Injection Molding I 2.5</td>
</tr>
<tr>
<td>or CIS 280 Object-Oriented Programming in C++ (3)</td>
<td>PMT 63L Specialty Plastics Lab .5</td>
</tr>
<tr>
<td>MATH 170 Analytic Geometry and Calculus I 4</td>
<td>PMT 100 Plastics I 2.5</td>
</tr>
<tr>
<td>MATH 190 Analytic Geometry and Calculus II 4</td>
<td></td>
</tr>
<tr>
<td>MATH 220 Analytic Geometry and Calculus III 4</td>
<td></td>
</tr>
<tr>
<td>MATH 240 Calculus and Differential Equations 4</td>
<td></td>
</tr>
<tr>
<td>University of California - Los Angeles</td>
<td>Moldmaking Specialty</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry 5</td>
<td>PMT 59 Injection Molding I 2.5</td>
</tr>
<tr>
<td>MATH 170 Analytic Geometry and Calculus I 4</td>
<td>PMT 63L Specialty Plastics Lab .5</td>
</tr>
<tr>
<td>MATH 190 Analytic Geometry and Calculus II 4</td>
<td>PMT 100 Plastics I 2.5</td>
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<tr>
<td>MATH 220 Analytic Geometry and Calculus III 4</td>
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</tr>
<tr>
<td>MATH 240 Calculus and Differential Equations 4</td>
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</tr>
<tr>
<td>ASSOCIATE IN ARTS DEGREE REQUIREMENTS:</td>
<td>Fiberglass Specialty</td>
</tr>
<tr>
<td>Complete 60 units to include (1) the common lower division requirements and (2) the Associate in Arts Degree general education requirements.</td>
<td>PMT 61 Fiberglass I 2.5</td>
</tr>
<tr>
<td>CAREER OPPORTUNITIES: After transfer to a four-year university and completion of the Bachelor's Degree Program, graduates qualify for graduate study and for a career as a professional Physicist, positions in an industrial laboratory and teaching of Physics and the Physical science.</td>
<td>PMT 63L Specialty Plastics Lab .5</td>
</tr>
<tr>
<td></td>
<td>PMT 67 Fiberglass II 2.5</td>
</tr>
<tr>
<td></td>
<td>Composites Specialty</td>
</tr>
<tr>
<td></td>
<td>PMT 70 Composites Technology 2.5</td>
</tr>
<tr>
<td></td>
<td>Fiberglass/Composite Repair Specialty</td>
</tr>
<tr>
<td></td>
<td>PMT 53 Composite Repair 3</td>
</tr>
<tr>
<td></td>
<td>PMT 61 Fiberglass I 2.5</td>
</tr>
<tr>
<td></td>
<td>PMT 67 Fiberglass II 2.5</td>
</tr>
<tr>
<td></td>
<td>Tooling Specialty</td>
</tr>
<tr>
<td></td>
<td>PMT 63L Specialty Plastics Lab .5</td>
</tr>
<tr>
<td></td>
<td>PMT 72 Tooling for Plastics 2.5</td>
</tr>
<tr>
<td></td>
<td>PMT 221 Tooling for Plastics 2.5</td>
</tr>
<tr>
<td></td>
<td>Plastics Manufacturing Technology Specialty</td>
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</table>
## PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY—871
### CERTIFICATE OF ACHIEVEMENT PROGRAM

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>PMT 100 Plastics I</td>
<td>2.5</td>
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<tr>
<td>TM 50 Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 147 Business Communications</td>
<td>3</td>
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<tr>
<td>BCOM 148 Effective Business Presentations</td>
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### COMPOSITES MANUFACTURING OPTION—872

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 61 Fiberglass I</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 63L Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 67 Fiberglass II</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 68 Plastics Materials and Processes</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 70 Composites Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>ENGT 16 Blueprint Reading for Machine Trades</td>
<td>2</td>
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Total Units (including CORE) | 24

### COMPOSITE INSPECTION OPTION—873

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<th>Units</th>
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<tbody>
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<tr>
<td>PMT 63L Specialty Plastics Lab</td>
<td>.5</td>
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<tr>
<td>PMT 67 Fiberglass II</td>
<td>2.5</td>
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<tr>
<td>PMT 70 Composites Technology</td>
<td>2.5</td>
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<tr>
<td>MET 68 Plastics Materials and Processes</td>
<td>2.5</td>
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<tr>
<td>MET 120 Nondestructive Testing</td>
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Total Units (including CORE) | 25

### PLASTIC/COMPOSITE TOOL DESIGN OPTION—874

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PMT 65 Moldmaking I</td>
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<tr>
<td>PMT 72 Tooling for Plastics</td>
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<tr>
<td>ENGT 138 Fundamentals of Computer Aided Drafting</td>
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<tr>
<td>ENGT 258 Design and Production Technology with AutoCad</td>
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<tr>
<td>ENGR 123 Descriptive Geometry</td>
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</table>

Total Units (including CORE) | 28

### PLASTICS MANUFACTURING OPTION—875

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PMT 4 Plastics III</td>
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<tr>
<td>PMT 59 Injection Molding I</td>
<td>2.5</td>
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<tr>
<td>PMT 60 Extrusion</td>
<td>3</td>
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<td>PMT 61 Fiberglass I</td>
<td>2.5</td>
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<tr>
<td>PMT 63L Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 64 Plastics II</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 66 Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>PMT 68 Plastics Materials and Processes</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 71 Plastics IV</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 72 Tooling for Plastics</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Total Units (including CORE) | 33

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete 60 units to include: (1) the above requirements for a specific Certificate of Achievement, (2) ENGT 16, (for Composite Manufacturing, Composite Inspection and Plastics Manufacturing Options Only), (3) the Associate of Arts Degree general education requirements, and (4) electives as needed.

RECOMMENDED ELECTIVES: PMT 98-99 (Directed Studies)

### CAREER OPPORTUNITIES:

Upon completion of the program, a student is prepared to work in areas of injection, compression and extrusion molding, mold laminating, plastic mold design and fabrication, as well as testing equipment set up, maintenance, and tooling.

See Cerritos College Graduation Requirements.

## POLITICAL SCIENCE—770
### TRANSFER PROGRAM

### COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>POL 101 American Political Institutions</td>
<td>3</td>
</tr>
<tr>
<td>or POL 201 Introduction to Political Science and American Government</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### ADDITIONAL LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC INSTITUTIONS

#### California State University — Long Beach

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>POL 101 American Political Institutions</td>
<td>3</td>
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SELECT TWO COURSES FROM:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 201 Introduction to Political Science and American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 210 International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL 220 Comparative Government</td>
<td>3</td>
</tr>
</tbody>
</table>

#### University of California – Los Angeles

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MAHT 112 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>POL 201 Introduction to Political Science and American Government</td>
<td>3</td>
</tr>
<tr>
<td>or POL 101 American Political Institutions</td>
<td>(3)</td>
</tr>
<tr>
<td>POL 210 International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL 220 Comparative Government</td>
<td>3</td>
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#### University of California – Irvine

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 182 Java Programming</td>
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<tr>
<td>and CIS 280 Object-Oriented Programming in C++</td>
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<tr>
<td>MATH 170 Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>and MATH 112 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210 Elementary Statistics</td>
<td>(4)</td>
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SELECT TWO COURSES FROM:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>POL 101 American Political Institutions</td>
<td>3</td>
</tr>
<tr>
<td>or POL 201 Introduction to Political Science and American Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 210 International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL 220 Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 230 Contemporary Political issues: Middle East</td>
<td>3</td>
</tr>
</tbody>
</table>

PLUS one additional course from the above Political Science courses or in another Social Science.

See a counselor for options.

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum, all A.A. degree general education requirements and electives as needed for a total of at least 60 units.
CAREER OPPORTUNITIES: Diversified positions in government at the local, state, and federal levels, military, Foreign Service, private business and industry, upper division work leads into advanced degrees in law, journalism, public administration, international relations.

See Cerritos College Graduation Requirements.
See State University General Education List.

**PRE-CIROPRACTIC — 650**

**CAREER PATHWAY**

(The following curriculum does not lead to an Associate in Arts Degree. However students could fulfill requirements for a Natural Sciences Major by completing 18 units including (2) Biological Sciences, (2) Physical Sciences and a math course beyond Intermediate Algebra).

Admission to most chiropractic colleges is based primarily on the candidates' academic achievement in a college program. Each prospective candidate must have completed course work, which could transfer to an accredited four-year college. All specific prerequisite courses must be completed with at least a "C" grade, and the overall grade-point-average must be at least 2.5 on a 4.0 scale.

**COMMON COURSE REQUIREMENTS FOR MOST CHIROPRACTIC SCHOOLS:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
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<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
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<td>CHEM 112</td>
<td>General Chemistry</td>
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<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
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<td>CHEM 212</td>
<td>Organic Chemistry</td>
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<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
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<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
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<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
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<tr>
<td>PSYC 101</td>
<td>General Introductory</td>
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<tr>
<td>SPCH 100</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADDITIONAL REQUIREMENTS FOR SPECIFIC INSTITUTIONS:**

Cleveland Chiropractic College of Los Angeles

www.clevelandchiropractic.edu

Applicants must have completed a minimum of 90 semester units. Beginning Fall 2003, the 90 semester units must include 30 units of upper division coursework from a university. A minimum of 48 semester units must be the specified science and general education requirements. A minimum grade point average of 2.50 is required in the prerequisite course. Candidates with baccalaureate degrees receive preference for admission.

BIOL 200 Principles of Biology 5
BIOL 201 Principles of Biology 5
Additional Social Sciences and Humanities 15

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**Southern California University of Health and Sciences**

www.schuhs.edu

Formerly Los Angeles College of Chiropractic

Applicants must have completed a minimum of 90 semester units. A baccalaureate degree is preferred, although not required. A grade of "C" or higher in all science and general education prerequisite courses is obligatory. The minimum grade point average is 2.50.

A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
or BIOL 200 Principles of Biology (5)
and BIOL 201 Principles of Biology (5)
or MICRO 200 Principles of Microbiology (5)
and ZOOL 120 Introduction to Animal Biology (4)
Additional Social Sciences, Fine Arts and Humanities 15

Spanish language classes are strongly recommended and can apply towards humanities.

THE REQUIREMENTS FOR CHIROPRACTIC SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: Job prospects are expected to be good for persons who enter the practice of chiropractic. Employment of chiropractors is expected to grow faster than the average for all occupations, through the year 2010 as consumer demand for alternative healthcare grows. The rapidly expanding older population, with their increased likelihood of mechanical and structural problems, also will increase demand. Demand for chiropractic treatment is also related to the ability of patients to pay, either directly or through health insurance.

**PRE-DENTAL — 651**

**CAREER PATHWAY**

(The following curriculum does not lead to an Associate in Arts Degree. However students could fulfill requirements for a Natural Sciences Major by completing 18 units including (2) Biological Sciences, (2) Physical Sciences and a math course beyond Intermediate Algebra).

Admission to most schools of dentistry is based primarily on the candidates' academic achievement in a college program and performance in the Dental Admissions Test (DAT). Because most of the applicants being admitted to dental schools possess a bachelor's degree, students are advised to integrate the dental school requirements into a program that will lead to a bachelor's degree in a major of their choice.

**COMMON COURSE REQUIREMENTS FOR MOST DENTAL SCHOOLS:**

<table>
<thead>
<tr>
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<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
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<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
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<td>CHEM 112</td>
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<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
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<td>CHEM 212</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
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<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
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<tr>
<td>PHYS 102</td>
<td>General Physics</td>
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<td>PHYS 103</td>
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<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Additionally, Spanish language classes are strongly recommended and can apply towards foreign language.

Psy 301, General Introductory Psychology: required by man dental schools.
MATHEMATICS: The amount of mathematics beyond trigonometry needed will be determined by the major course of study the student elects to pursue.


For information about specific dental school requirements, students are encouraged to consult “Admission Requirements of American Dental Schools,” a catalog available from the American Association of Dental Schools, 1625 Massachusetts Ave., N.W. Washington, D.C. 20036 (Attn: Publications Assistant) or order from their website: www.aads.org.

For accurate programming and more detailed information concerning the California schools of dentistry, look up the dental school website:
- Loma Linda University
  www.llu.edu/llu/dentistry
- University of California, Los Angeles
  www.dent.ucla.edu
- University of California, San Francisco
  http://dentistry.ucsf.edu/
- University of the Pacific, San Francisco Campus
  www.dental.uop.edu
- University of Southern California
  www.usc.edu/hsc/dental

THE REQUIREMENTS FOR DENTAL SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: Employment of dentists is expected to grow more slowly than the average for all occupations through 2010. Although employment growth will provide some job opportunities, most jobs will result from the need to replace the large number of dentists projected to retire. Job prospects should be good if the number of dental school graduates does not grow significantly, thus keeping the supply of newly qualified dentists near current levels. The dental profession offers a variety of career options – General Dentistry or one of eight recognized specialties: Dental Public Health, Endodontics, Oral Pathology, Oral Surgery, Orthodontics, Pediatric, Periodontics and Prosthodontics.

PRE-MEDICAL — 652
CAREER PATHWAY

(The following curriculum does not lead to an Associate in Arts Degree. However students could fulfill requirements for a Natural Sciences Major by completing 18 units including 2 Biological Sciences, 2 Physical Sciences and a math course beyond Intermediate Algebra.)

Admission to medical school is highly competitive. Admittance is usually based primarily on the candidate’s academic achievement in a college program and performance on the Medical College Admission Test (MCAT). Educational philosophies and goals, specific undergraduate course requirements, academic commitment beyond required course work, application, essay, research, community service, volunteerism, and other qualifications for admission vary among the nation's medical schools. However, they all stress the importance of a strong foundation in the natural sciences (biology, chemistry and physics), highly developed competence in English communication skills, both written and spoken; capacity for quantitative thinking, represented by mastery of mathematics, and the scientific method; a foundation for an ever-increasing insight into human behavior, thought and aspiration, through study of man and his society, as revealed by a breadth of social sciences, fine arts and humanities. Knowledge of a modern foreign language, specifically Spanish is strongly recommended. Computer literacy is now very necessary for almost all medical schools. Many schools recommend computer science courses and require entering students to have a computer.

Medical schools do not require you to major in a particular field. It is possible to major in any one of a large number of disciplines, integrating the course requirements for medical school. In choosing an undergraduate major the student should give careful consideration to select a major area of study that interests them and that will provide a foundation necessary for the pursuit of an alternative career, if necessary. “Pre-Med” is not a major at the university for an undergraduate degree. While many successful applicants major in one of the natural sciences, a science major is NOT required for admission to medical school.

COMMON COURSE REQUIREMENTS FOR MOST MEDICAL SCHOOLS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BIOL 200</td>
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<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
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<tr>
<td>BIOL 202</td>
<td>Molecular Biology/Genetics</td>
<td>4</td>
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</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
<td></td>
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<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis</td>
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<td>CHEM 211</td>
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<td>5</td>
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<td>CHEM 212</td>
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<td>5</td>
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</tr>
<tr>
<td>ENGL 100</td>
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<td>4</td>
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<td>ENGL 102</td>
<td>Freshman Composition &amp; Literature</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHYS 101</td>
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<td>4</td>
<td></td>
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<tr>
<td>or PHYS 201</td>
<td>Engineering Physics</td>
<td>(4)</td>
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</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>or PHYS 202</td>
<td>Engineering Physics</td>
<td>(4)</td>
<td></td>
</tr>
</tbody>
</table>

AP/CLEP credit will not be accepted for completion of required courses.

Community college pre-med students who plan to transfer to a university need to complete the general education required of the transfer institution, complete the requirements of the undergraduate major and may complete the courses required by the medical school.

MATHEMATICS: Trends in medical education require the medical student to be adequately trained in mathematics. Almost all schools recommend one year of mathematics. Since calculus is recommended in several medical schools, and in some instances required, it is advantageous to complete one year of calculus or at least one semester of calculus. The second semester course may be math statistics or computer science, depending on the specific medical school requirement. Your undergraduate major will help further define your choice of mathematics requirements.

ELECTIVES: Additional science course work in biochemistry, cellular biology, genetics, molecular biology, quantitative analysis chemistry and upper division biological science courses is considered part of the academic commitment beyond the minimum required course work. Spanish is strongly recommended and computer literacy is mandatory.
For more information concerning the above listed requirements at individual schools look up the specific medical school website. The following are ten from a multitude of medical school websites:

- Harvard Medical School
  www.hms.harvard.edu
- Johns Hopkins School of Medicine
  www.hopkinsmedicine.org
- Loma Linda University School of Medicine
  www.llu.edu/llu/medicine
- Stanford University School of Medicine
  www.med.stanford.edu
- U.C. Davis School of Medicine
  www-med.ucdavis.edu
- U.C. Irvine College of Medicine
  www.med.ucla.edu
- U.C. Los Angeles Geffen School of Medicine
  www.medicine.ucla.edu
- U.C. San Diego School of Medicine
  http://medicine.ucsd.edu
- U.C. San Francisco School of Medicine
  www.som.ucsf.edu
- U.S.C. Keck School of Medicine
  www.usc.edu/schools/medicine

For further programming and more detailed information about specific medical school programs and requirements you are encouraged to consult The Medical School Admission Requirements (MSAR), published annually by the Association of American Medical Colleges. It is an excellent resource book to help students approach their goals realistically. Each medical school's specific requirements are detailed in the MSAR. Copies are $25.00 and may be purchased via the Association of American Medical Colleges (AAMC) web site: www.aamc.org. Another recommended web site you may want to consider is The Princeton Online Review (www.review.com/medical/) which provides comprehensive information for researching the complexities of medical school admissions.

THE REQUIREMENTS FOR MEDICAL SCHOOL ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: Employment of physicians and surgeons will grow about as fast as the average for all occupations through the year 2010 due to the continued expansion of health care industries. The growing and aging population will drive overall growth in the demand for physician services. Future physicians may be more likely to work fewer hours, retire earlier, have lower earnings, or have to practice in underserved areas. Opportunities should be very good in rural and low-income areas, because some physicians find these areas unattractive due to lower earnings potential. Unlike their predecessors, newly trained physicians face radically different choices of where and how to practice. New physicians are much less likely to enter solo practice and more likely to take salaried jobs in group medical practices, clinics and integrated healthcare systems.

PRE-OPTOMETRY — 648

CAREER PATHWAY

(The following curriculum does not lead to an Associate in Arts Degree. However students could fulfill requirements for a Natural Sciences Major by completing 18 units including (2) Biological Sciences, (2) Physical Sciences and a math course beyond Intermediate Algebra.)

Admission to school of optometry offering the Doctor of Optometry is competitive. College grades (GPA) and the Optometry Admission Test (OAT) scores are used in preliminary screening. The OAT tests the following: biology, chemistry, organic chemistry, mathematical ability, physics, writing and reading comprehension. The test bulletin describes the test in detail, application procedures, and test dates. A copy of this bulletin can be obtained by writing to the Optometry Admission Testing Program, 211 E. Chicago Ave., Chicago, IL 60611. Another booklet of interest to applicants is "Optometry: A Career with Vision", giving descriptions and comparisons of individual school programs, entering class profiles, costs, etc. This booklet may be obtained at no cost, by writing the American Optometric Association, 243 N. Lindbergh Blvd., St. Louis, MO 63141. Because admission has become increasingly more difficult, having completed the equivalent of a bachelor's degree is now required in California Schools of Optometry. The bachelor's degree may be in any major of the student's choice. Finally, a volunteer experience with an optometrist is highly appropriate in your preparation for optometry school. First, as a prospective optometry professional, you gain valuable insight into your decision whether optometry is the career path for you. Second, you develop the opportunity to receive a letter of support from an optometry professional, a vital element of your application.

COMMON SCHOOL OF OPTOMETRY

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200 Principles of Biology</td>
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<tr>
<td>BIOL 201 Principles of Biology</td>
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<td>CHEM 111 General Chemistry</td>
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<td>CHEM 112 General Chemistry</td>
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</tr>
<tr>
<td>CHEM 211 Organic Chemistry</td>
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</tr>
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<td>ENGL 100 Freshman Composition</td>
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<tr>
<td>ENGL 102 Freshman Composition &amp; Literature</td>
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<tr>
<td>MATH 112 Mathematical Statistics</td>
<td>3</td>
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<tr>
<td>MATH 170 Analytic Geometry and Calculus I</td>
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</tr>
<tr>
<td>MICR 200 Principles &amp; Applications of Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101 General Physics</td>
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<td>PHYS 102 General Physics</td>
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</tr>
<tr>
<td>PSYC 101 General Introductory Psychology</td>
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</tr>
</tbody>
</table>

ADDITIONAL REQUIREMENTS FOR SPECIFIC SCHOOLS OF OPTOMETRY:

Southern California College of Optometry — Fullerton

www.scco.edu

| PSYC 150 Personal & Social Adjustment | 3 |
| or PSYC 251 Developmental Psychology | (3) |
| or PSYC 261 Social Psychology | (3) |
| or PSYC 271 Abnormal Psychology | (3) |

Besides the bachelor's degree and the Optometry Admission Test results, all applications must submit three letters of recommendation from non-relatives. Your work within the community, student government, or other service organizations is considered to be important and should be included in your application. Volunteer experience with an optometrist is highly recommended in your preparation for optometry school. For the academic year Fall 2003/Spring 2004, ninety-eight students were admitted from an applicant pool of three hundred and seventy-two. The average G.P.A. of the ninety-eight students admitted was 3.34 G.P.A. The OAT scores ranged from 330 – 344.

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University of California – Berkeley
http://spectacle.berkeley.edu

A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
BIOL 202 Molecular Biology/Genetics 4
CHEM 212 Organic Chemistry 5
MATH 190 Analytic Geometry 4

Biochemistry is required as of Fall 2003/Spring 2004. It is taught at most universities, but not available at Cerritos Community College nor at most other community colleges.

ADDITIONAL COURSES RECOMMENDED for application to the School of Optometry: Genetics, Physiology of the Aging Process, Cell Biology of the Eye, Mechanisms of Ocular Disease, Molecular & Cell Biology, and Integrative Biology. These courses are found at universities and tend to be upper division coursework.

Besides the additional science classes, the grade point average is extremely important. This last academic year, Fall 2003/Spring 2004 there were two hundred and fifteen applicants, of which sixty students were admitted with an average G.P.A. of 3.74. The average OAT score was 370. In addition to the academic requirements, professional letters of recommendation are critical to the U.C. Berkeley School of Optometry application process.

THE REQUIREMENTS FOR SCHOOLS OF OPTOMETRY ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: An optometrist or Doctor of Optometry (O.D.) are primary health care providers who are specifically trained and state licensed to examine, diagnose, manage, and treat conditions and diseases of the human eye and visual system. They prescribe treatment such as corrective lenses, contact lenses or vision therapy. Job opportunities for the employment of optometrists is expected to grow about as fast as the average for all occupations through 2010 in response to the vision care needs of a growing and aging population. Employment of optometrists would grow more rapidly were it not for anticipated productivity gains that will allow each optometrist to see more patients. These expected gains stem from greater use of optometry assistants and other support personnel, who will reduce the amount of time optometrists need with each patient. Also, new surgical procedures using lasers are available that can correct some visions problems, but they remain expansive. Optometrists will still be needed to perform pre-operative and post-operative care for laser surgery.

PRE-PHARMACY — 649
CAREER PATHWAY

(The following curriculum does not lead to an Associate in Arts Degree. However students could fulfill requirements for a Natural Sciences Major by completing 18 units including (2) Biological Sciences, (2) Physical Sciences and a math course beyond Intermediate Algebra). Admission to schools of pharmacy is highly competitive. Schools of Pharmacy offering the Doctor of Pharmacy generally require the completion of a minimum of 60 semester units of pre-pharmacy coursework. Applicants who have received a baccalaureate degree will be considered more favorably than applicants who have fulfilled only minimum requirements. A solid understanding of the fundamental sciences is essential for the study of the pharmaceutical and biochemical sciences. A discipline in the natural sciences is often the popular major selected. However, an appropriate major for the student should be selected that could lead to an alternate career, if necessary.

COMMON COURSE REQUIREMENTS FOR MOST PHARMACY SCHOOLS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>5</td>
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<td>BIOL 201</td>
<td>5</td>
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<tr>
<td>CHEM 111</td>
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<td>CHEM 112</td>
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<td>CHEM 211</td>
<td>5</td>
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<tr>
<td>CHEM 212</td>
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<td>ENGL 100</td>
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<td>ENGL 102</td>
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<tr>
<td>MATH 170</td>
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</tbody>
</table>

ADDITIONAL REQUIREMENTS FOR SPECIFIC PHARMACY SCHOOLS

Loma Linda University — School of Pharmacy
www.llu.edu/llu/sps

Preferably, applicants will have successfully completed a baccalaureate degree in chemistry, biology, physics, or a related scientific field. The minimum requirement for acceptance without a BS degree is completion of the 72 semester units of a pre-pharmacy program of study. An introductory computer class and a speech communication class are required along with the following general education:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>PHYS 101</td>
<td>4</td>
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<tr>
<td>PHYS 102</td>
<td>4</td>
</tr>
</tbody>
</table>

Humanities 12 units
Fine Arts, literature, philosophy, religion, ethics, foreign language, preferably Spanish, cultural diversity, performing arts or visual arts.

Social Sciences/Behavioral Sciences 12 units
Include one semester of economics and one semester of psychology. The remaining units can be from sociology, anthropology, political science, geography or cultural diversity.

University of California, San Diego — School of Pharmacy
www.pharmacy.ucsd.edu

It is highly recommended that students complete the requirements for a bachelor's degree. The absolute, minimum requirement is 63 semester units taken at an accredited college or university in the United States and completion of the prerequisites for this school. Students who have only completed the minimum coursework and who do not obtain a bachelor's degree may be at a competitive disadvantage in the application process. There were 480 applications received of which 80% had a bachelor's degree. Twenty-five students were admitted to the Charter Class of 2002. The average overall G.P.A. of the students admitted was 3.51.

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>ECON 201</td>
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<tr>
<td>HUMANITIES AND FINE ARTS: any two additional courses</td>
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<tr>
<td>MATH 190</td>
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<td>PHYS 101</td>
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<td>PSYC 101</td>
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</tr>
<tr>
<td>or SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>or ANTH 100</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 130</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCES: Any two additional courses</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Proficiency in a foreign language such as Spanish is considered highly desirable.
**University of California, San Francisco – School of Pharmacy**

http://pharmacy.ucsf.edu

The minimum requirement is 62 semester units. Although this is the absolute minimum requirement, about 95% of the students accepted to U.C.S.F. PharmD program have completed a bachelor's degree – usually in biology, biochemistry, or chemistry. The average grade point average of all accepted students is about 3.70. Each year, less than about 5% of admitted students enter directly from a California Community College.

A&P 201 Human Physiology 5
ECON 201 Principles of Macroeconomics 3
MATH 190 Analytic Geometry and Calculus II 4
PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4
PSYC 101 General Introductory Psychology 3
or SOC 101 Introductory Sociology Principles 3
or ANTH 100 Cultural Anthropology 3
SPCH 130 Fundamentals of Public Speaking 3

**University of Pacific**

www.uop.edu

Although a bachelor's degree is not required, a degree can make an applicant more admissible, and in recent years a strong majority of the successful applicants have had degrees. There is no absolute G.P.A. cutoff. Admission is competitive and is based on a number of factors in addition to G.P.A. including science grades, recommendations, essay, interview results, and demonstration of your ability to succeed in 17 units or more per semester. Competition can vary from year to year depending upon the size and strength of the applicant pool. The average G.P.A. over the past four years has ranged from 3.1 to 3.4.

ECON 201 Principles of Macroeconomics 3
MATH 116 Principles for Managerial and Biological Sciences 4
or MATH 170 Analytical Geometry and Calculus (4)
MICR 200 Principles & Applications of Microbiology 5
PHYS 101 General Physics 4
PSYC 101 General Introductory Psychology 3
or PSYC 271 Abnormal Psychology (3)
SPCH 130 Fundamentals of Speaking 3

**University of Southern California**

www.usc.edu

A minimum of 90 semester or 135 quarter units must be completed prior to entrance, with a 3.0 cumulative G.P.A. and 2.75 Math and Science G.P.A. Sometimes a lower cumulative G.P.A. might be considered if grades in mathematics and science are stronger. It is highly recommended that Math and Science courses be completed during the regular academic year and not during a summer term. Priority is given to those who have completed the Math and Science requirements at the time of the application and to those applicants who have completed more than the minimum amount of coursework. Candidates who have received or will receive a Baccalaureate degree or who have completed units in excess of the minimum required would be considered more favorably than applicants who have fulfilled only minimum requirements. The School of Pharmacy Office of Admissions uses an interview process to make determinations on admissions. The interview consists of two parts: an oral interview and a writing test. The purpose of the interview is to assess your oral communication skills, writing skills, leadership ability, and your motivation or potential to be a pharmacist.

Biol 202 Molecular Biology/Genetics 4
ECON 201 Principles of Macroeconomics 3
HUMANITIES/FINE ARTS: Two courses 3-3
MATH 112 Elementary Statistics 4
MICR 200 Principles & Applications of Microbiology 5
PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4
PSYC 101 General Introductory Psychology 3
SOCIAL/BEHAVIORAL SCIENCE: Two Additional courses 3-3
SPCH 120 Interpersonal Communication 3

The following required courses are not offered at Cerritos College, but must be taken at another college or university: Biochemistry, and Mammalian Physiology.

RECOMMENDED COURSE: Any Computer Science class

**Western University of Health Sciences, College of Pharmacy**

Formerly known as College of Osteopathic Medicine of the Pacific www.westernu.edu

Minimum of 60 semester units is required. Complete prerequisites with a “C” or better. All prerequisite coursework in progress must be completed no later than the spring semester or quarter immediately preceding matriculation. Summer session courses taken immediately prior to matriculation at Western University of Health Sciences are not accepted. Students must have a minimum cumulative and science grade point average of 2.5. Submit an application by March 1 of the year prior to admission. Participate in an admission interview and assessment of written and verbal communication skills.

A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
MICR 200 Principles & Applications Microbiology 5
SPCH 100 Fundamentals of Oral Communication 3

Besides the required courses listed the student must have at least 20 additional units from natural sciences, humanities/fine arts, and behavioral and social sciences. Electives must be met from at least two of the three following areas: Public Speaking/Debate, Social Sciences, to include Economics.

The following required course is not offered at Cerritos College, but must be taken at another college or university: Biochemistry (2 semesters) or one semester of a 5 unit course.

THE REQUIREMENTS FOR PHARMACY SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

**CAREER OPPORTUNITIES:** Changes in health care delivery are giving the role of pharmacist a new dimension: significant responsibility as a member of the health team with direct patient care. Hospital pharmacists work on educating patients on safe use of drugs, advising prescribers about the appropriate dosing and following patient's response to usage. Career advancement exists in administration and research. In addition to dispensing medications, community pharmacists guide patients in non-prescription drugs and being alert to adverse pharmacies. Industrial Pharmacists may work in research and development including the formulation, evaluation, packaging and quality control of drugs. Some pharmacists are employed by governmental agencies such as narcotic divisions, food and drug evaluation and regulation, and public health.
PRE-PHYSICAL THERAPY — 665

CAREER PATHWAYS
(The following curriculum does not lead to an Associate in Arts Degree)

California State University — Long Beach

CSULB offers a Master's of Physical Therapy degree only. Applicants must have a BS/BA degree in a related field in order to apply. Also, strong preparation in Biology, Chemistry, Physics, Anatomy and Physiology is recommended.

California State University — Northridge

The Physical Therapy program at CSUN leads to a Master's in Physical Therapy. Completion of a Bachelor's degree prior to enrollment is required. All prerequisite courses must be completed with a minimum grade of "C" and minimum GPA of 3.0

PREREQUISITE COURSES:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>A&amp;P 201</td>
<td>Human Physiology</td>
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<tr>
<td>BIOL 120</td>
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<td>MATH 150</td>
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</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
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</tbody>
</table>

California State University — Fresno

CSU Fresno offers Physical Therapy as a Master’s Program only. Applicants must have a BS/BA degree in a related field in order to apply.

Application for admission to the department of Physical Therapy must be made well in advance to assure entrance after the lower division requirements have been made.

CAREER OPPORTUNITIES: Physical therapists help persons with various diseases or injuries to overcome their disabilities. They are members of a rehabilitation team, which is directed by a physician. Although qualified physical therapists may treat many types of patients, some specialize in caring for children or for patients with arthritis, amputations or paralysis. Successful completion of a Bachelor or Master's Degree qualifies one to take the State of California examination to practice as a Physical Therapist.

See State University Colleges General Education List.

PRE-VETERINARY — 653

CAREER PATHWAY
(The following curriculum does not lead to an Associate in Arts Degree. However students could fulfill requirements for a Natural Sciences Major by completing 18 units including (2) Biological Sciences, (2) Physical Sciences and a math course beyond Intermediate Algebra).

COMMON COURSE REQUIREMENTS FOR MOST VETERINARY

<table>
<thead>
<tr>
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<td>CHEM 111</td>
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<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
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</tbody>
</table>

University of California, Davis —  
School of Veterinary Medicine  
www.vetmed.ucdavis.edu

Students are required to complete a minimum of 72 semester units. This coursework must include 21 units of general education classes besides the prerequisite science classes. All of the required science courses must be completed at the time of application. The majority of students entering the school have completed 3 or more years of pre-professional coursework or possess a bachelor's degree. An applicant may study in any major provided the prerequisite courses are taken. The life/health sciences: biology, animal science, zoology, and chemistry are the most common and popular majors. Most successful applicants have their coursework with a grade point average of 3.5 – 4.0. Admission is very competitive and grades are 30% in the evaluation process. Scores from the Graduate Record Examination (GRE, must be taken by October) also weigh 30%. Combined, the school believes they are the best predictors of how successful an applicant will be in completing the veterinary curriculum. Substantial experience with animals, which should include working or volunteer experience with veterinarians, is required. California residents are given priority in the admissions process.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>(Any two additional classes)</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMANITIES/ FINE ARTS</td>
<td>(Any two additional classes)</td>
<td>3-3</td>
</tr>
<tr>
<td>SOCIAL/BEHAVIORAL SCIENCES</td>
<td>(Any two additional classes)</td>
<td>3-3</td>
</tr>
</tbody>
</table>

The following required upper division courses are not offered at Cerritos College and must be taken at the university: Biochemistry, Genetics, Systems Physiology and Vertebrate Embryology.

Western University of Health Sciences —  
College of Veterinary Medicine  
www.westernu.edu

The College of Veterinary Medicine at Western University of Health Sciences was recently founded on August 8, 1998. The college admitting its charter class of 85 students in the Fall of 2003. Of those students admitted the average overall G.P.A. was 3.15 and the average prerequisite G.P.A. was 3.25. All applicants must take either the Medical College Admissions Test (MCAT) or the General Graduate Record Examination (GRE). Animal-related experience must total at least 500 hours of hands-on experience that goes beyond observation. Supervisors should be able to assess applicant's interest in animal well being, work habits and personal integrity. Appropriate venues include, but are not limited to the following: veterinary practices, animal medical environments, commercial animal production operations, regulatory animal control, humane shelters, animal entertainment (zoos etc.) and animal research institutions.

Applications for entry Fall 2004 will be available online by June 1, 2004. Annual tuition will be approximately $28,880.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 202</td>
<td>Molecular Biology/Genetics</td>
<td>4</td>
</tr>
<tr>
<td>CIS101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>
The following required courses are not offered at Cerritos College, but must be taken at a university: Biochemistry and any upper division biological science. (Anatomy, animal science, Botany, Cell Biology, Embryology, Physiology, or Zoology.)

For more information concerning the above listed requirements at individual out of state schools look up the specific veterinary school website.

Colorado State University Veterinary School
www.cvmbs.colostate.edu

Cornell University Veterinary School
www.vet.cornell.edu

Michigan State Veterinary College
www.cvm.msu.edu

Oregon State Veterinary School
www.vet.orst.edu/admiss.admiss.htm

Washington State University Veterinary School
www.vetmed.wsu.edu

For further programming and more detailed information about the complexities of veterinary school admissions:
U.S. News Rankings and Ratings
www.usnews.com

Veterinary School Search
www.wpi.edu/Academics/Dept/Bio/PreHealth/Search

THE REQUIREMENTS FOR VETERINARY SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: Employment of veterinarians is expected to increase faster than the average for all occupations through the year 2012. New graduates continue to be attracted to small-animal medicine because they prefer to deal with pets and to live and work near heavily populated areas. Beginning veterinarians may take positions requiring evening or weekend work to accommodate the extended hours of operation that many practices are offering. Some veterinarians take salaried positions in retail stores offering veterinary services. Self-employed veterinarians usually have to work hard and long to build a sufficient client base. Job prospects may be better for veterinarians who specialize in farm animals than for small animal practitioners because of low earnings in the former specialty and because many veterinarians do not want to work in rural or isolated areas. Continued support for public health and food safety, national disease control programs, and biological research on human health problems will contribute to the demand for veterinarians, although positions in these areas of interest are few in number.

PSYCHOLOGY — 750
TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION
FOR THE CALIFORNIA STATE UNIVERSITY
AND THE UNIVERSITY OF CALIFORNIA

PSY 101 General Introductory Psychology 3

ADDITIONAL LOWER DIVISION MAJOR REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS

California State University — Dominguez Hills
PSY 210 Elementary Statistics 4
or MATH 112 Elementary Statistics 4
PSY 220 Research Methods 4

California State University — Long Beach
MATH 112 Elementary Statistics 4
or PSY 210 Elementary Statistics 4
PSY 220 Research Methods 4
PSY 241 Introduction to Psychobiology 3

California State University — Fullerton

University Requirement: ENGL 103
PSY 241 Introduction to Psychobiology 3

University of California — Los Angeles

ANTH 115 Physical Anthropology 3
A&B 120 Introduction to Human Anatomy and Physiology 4
or BIOL 120 Introduction to Biological Science 4
or BIOL 200 Principles of Biology 4
CHEM 100 Introductory Chemistry 4
or CHEM 110 Elementary Chemistry 4
or CHEM 111 General Chemistry 5
or H.S. CHEM completed with a “C” or better
MATH 112 Elementary Statistics 4
or MATH 115 Finite Mathematics 4
or PSYC 210 Elementary Statistics 4
or CIS 280 Object-Orientated Programming in C++ 3
or MATH 170 Analytic Geometry and Calculus 1 4
or MATH 116 Calculus for Managerial Biological and Social Sciences 4
PHIL 100 Introduction to Psychology 3
or PHIL 102 Introduction to Ethics 3
or PHIL 106 Introduction to Logic 3
or PHIL 202 Critical Thinking and Argumentative Writing 3
PHYS 100 Elementary Physics 3
or PHYS 101 General Physics 4
or PHYS 201 Engineering Physics 4

THE REQUIREMENTS FOR VETERINARY SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.
University of California – Irvine

In fulfillment of the requirements below, a single course may be used only once.

MA TH 170 Analytic Geometry & Calculus I 4

and

MA TH 112 Elementary Statistics 4

or

PSYC 210 Elementary Statistics 4

PSYC 241 Introduction to Psychobiology 3

PSYC 261 Social Psychology 3

or

PSYC 271 Abnormal Psychology (3)

One Course from:

PSYC 150 Personal and Social Adjustment 3

PSYC 210 Elementary Statistics (4)

PSYC 220 Research Methods 4

PSYC 241 Introduction to Psychobiology 3

PSYC 251 Developmental Psychology 3

PSYC 261 Social Psychology 3

PSYC 271 Abnormal Psychology 3

One of the following:

ANTH 100 Cultural Anthropology 3

or

ANTH 115 Physical Anthropology (3)

CIS 280 Object-Oriented Programming in C++ 3

and

CIS 182 Java Programming 3.5

ECON 101 US & Global Economy 3

SOC 101 Introductory Sociology Principles 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all A.A. degree general education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Graduate work is extremely important in Psychology. Those holding M.A., or Ph.D. in Psychology may find employment in teaching, private practice, research, health, and welfare programs. Persons without graduate degrees will find employment opportunities limited. See a counselor for further information.

See Cerritos College Graduation Requirements.

See California State University General Education List.

SECURITY MANAGEMENT — 777

ASSOCIATE IN ARTS DEGREE

The following Security Management Associate in Arts Degree program meets guidelines established by the California Community Colleges Chancellor’s Office.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete a minimum of 60 units, including (1) the Security Management Core requirements and (2) A.A. degree general education requirements.

SECURITY MANAGEMENT CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 101</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112</td>
<td>3</td>
</tr>
<tr>
<td>AJ 210</td>
<td>3</td>
</tr>
<tr>
<td>AJ 211</td>
<td>3</td>
</tr>
<tr>
<td>AJ 212</td>
<td>3</td>
</tr>
<tr>
<td>AJ 213</td>
<td>3</td>
</tr>
<tr>
<td>AJ 214</td>
<td>3</td>
</tr>
</tbody>
</table>

CAREER OPPORTUNITIES: Upon completion of the Security Management Associate in Arts Degree program employment within the public and private security sector is available. The security industry encompasses a wide range of services from standard guard duties to complex responsibilities ranging from public safety to major corporate security activities. Those students who are existing employees within the security industry will have the advantage of a quality education, which can be applied towards promotional, and assignment responsibilities. These opportunities range from supervision of a relatively few security personnel to management of both public and private security agencies. The career opportunities within the security industry consist of positions in loss prevention, risk management, asset protection, health care, government, entertainment, sports, retail and corporate settings.

See Cerritos College Graduation Requirements.

SIGN LANGUAGE

VERIFICATION OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL 101</td>
<td>Beginning American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>SL 102</td>
<td>Intermediate American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>SL 201</td>
<td>Advanced American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 120</td>
<td>Fundamentals of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 271</td>
<td>Voice and Articulation</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS: 12

Although many of these courses are transferable, this verification of completion is nontransferable. Please see counselors or the respective department for additional alternatives.

SOCIAL WELFARE—761

CAREER PATHWAY

(The following curriculum does not lead to an Associate in Arts Degree. To earn an AA degree, see Sociology—760 or Psychology—750 in the catalog for the major requirements.)

LOWER DIVISION PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

Cal State Long Beach and CSU Los Angeles offer the Bachelor of Arts in Social work.

California State University – Long Beach:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 120</td>
<td>Introduction to Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or MA TH 112</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional coursework that will be considered advantageous; Any Ethnic Studies, Women Studies, and Gerontology or Recommended SOC 220 (Intro to Human Services)

California State University – Los Angeles:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
</tbody>
</table>
CAREER OPPORTUNITIES: Social workers are employed in varied settings, including the major societal institutions; health and mental health care, child welfare, family services, government, education, justice, aging services, recreation, labor and industry and religion. They work in many job classifications: direct service, community organization supervision, consultation, management and administration, education and training, policy analysis and research.

See State University General Education List

**SOCIOMETRY—760**

**TRANSFER PROGRAM**

**COMMON LOWER DIVISION PREPARATION**

FOR THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 210</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 112</td>
<td>(4)</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
</tbody>
</table>

**LOWER DIVISION REQUIREMENTS**

FOR SPECIFIC TRANSFER INSTITUTIONS

**California State University — Long Beach**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>3</td>
</tr>
<tr>
<td>SOC 215</td>
<td>3</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete the above common division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all AA degree general education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Employment opportunities for those holding the BA will be somewhat limited, although placement in Departments of Public Welfare and Probation and Parole are occasionally available. Persons with graduate degrees – M.A., Ph.D. – will qualify for teaching and research positions.

See Cerritos College Graduation Requirements.

See State University General Education List.

**SPANISH—554**

**TRANSFER PROGRAM**

**COMMON LOWER DIVISION PREPARATION**

FOR THE CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 102</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>4</td>
</tr>
</tbody>
</table>

**ADDITIONAL LOWER DIVISION REQUIREMENTS**

FOR SPECIFIC TRANSFER INSTITUTIONS

**California State Polytechnic University — Pomona**

SPAN 111 and SPAN 112 are also accepted in place of the common lower division preparation courses of SPAN 101 and SPAN 102.

**California State University — Dominguez Hills**

SPAN 111 or SPAN 112 are also accepted in place of the common lower division preparation course of SPAN 202. No additional requirements other than the common lower division preparation.

**California State University — Fullerton**

SPAN 111 is also accepted in place of the common lower division preparation course of SPAN 101 and SPAN 112 is also accepted in place of the common lower division preparation course of SPAN 102.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 213</td>
<td>2</td>
</tr>
<tr>
<td>SPAN 281</td>
<td>3</td>
</tr>
<tr>
<td>or SPAN 282</td>
<td>(3)</td>
</tr>
<tr>
<td>or SPAN 283</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**California State University — Long Beach**

One year of a second foreign language at the college level, or equivalent.

**California State University — Los Angeles**

No additional requirements other than the common lower division preparation. As an alternative to completing the common lower division preparation courses listed above, students can demonstrate equivalent language competency on the department's placement exam.

**University of California — Irvine**

SPAN 101 and SPAN 102

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101</td>
<td>5</td>
</tr>
<tr>
<td>and SPAN 102</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>5</td>
</tr>
<tr>
<td>and SPAN 202</td>
<td>4</td>
</tr>
</tbody>
</table>

At least one course is required from four different areas (writing, literature, history, and philosophy). An approved list of courses is available from ASSIST. Please consult a counselor, if necessary, for these additional classes.

**University of California — Riverside**

SPAN 101 and SPAN 102

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101</td>
<td>5</td>
</tr>
<tr>
<td>and SPAN 102</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>5</td>
</tr>
<tr>
<td>and SPAN 202</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: Students may either take courses listed above or demonstrate equivalent proficiency (as measured by a placement exam at UCR).

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

(1) Meet the above requirements as listed for a state university,
(2) complete the AA Degree general education requirements, and (3) take electives to achieve a minimum of 60 units.

CAREER OPPORTUNITIES: Overseas personnel in American corporations, airline hostess, travel agency personnel, government positions abroad, teaching, librarian, interpreter, and translator.

See Cerritos College Graduation Requirements.
See State University General Education List.
SPEECH COMMUNICATION

VERIFICATION OF COMPLETION

A verification of completion shall be awarded to the student who completes with a grade of “C” or higher the following courses:

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 110 Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 125 Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 120 Fundamentals of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 130 Fundamentals of Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 132 Fundamentals of Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS

15

SPEECH — 540

TRANSFER PROGRAM

LOWER DIVISION MAJOR REQUIREMENTS

FOR SPECIFIC TRANSFER INSTITUTIONS

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University – Long Beach</td>
</tr>
<tr>
<td>Communications Emphasis</td>
</tr>
<tr>
<td>SPCH 100 Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>or SPCH 120 Fundamentals of Interpersonal Communication</td>
</tr>
<tr>
<td>SPCH 130 Fundamentals of Speaking</td>
</tr>
<tr>
<td>SPCH 132 Fundamentals of Small Group Communication</td>
</tr>
<tr>
<td>SPCH 235 Fundamentals of Argumentation and Persuasion</td>
</tr>
<tr>
<td>SPCH 239 Forensics Workshop</td>
</tr>
<tr>
<td>SPCH 271 Voice and Articulation</td>
</tr>
</tbody>
</table>

California State University – Fullerton

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100 Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>SPCH 130 Fundamentals of Speaking</td>
</tr>
<tr>
<td>SPCH 235 Argumentation and Persuasion</td>
</tr>
</tbody>
</table>

California State University – Los Angeles

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 130 Fundamentals of Speaking</td>
</tr>
<tr>
<td>SPCH 132 Fundamentals of Small Group Communication</td>
</tr>
<tr>
<td>SPCH 140 Oral Interpretation of Literature</td>
</tr>
<tr>
<td>SPCH 235 Fundamentals of Argumentation and Persuasion</td>
</tr>
<tr>
<td>SPCH 239 Forensics workshop</td>
</tr>
<tr>
<td>SPCH 240 Oral Interpretation: Reader’s Theatre</td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES: Economics, Sociology, and Political Science.

NOTE: It is strongly recommended that students with high school forensic experience take Speech 235 during their freshman year.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all AA degree general education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Public relations, Sales, Teaching, Law, Politics, Administration, Communications, Consulting, and Broadcasting.

See Cerritos College Graduation Requirements.

SPEECH-LANGUAGE PATHOLOGY AIDE—941

CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement shall be awarded to the student who completes with a grade of “C” or better the following courses:

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110 Child Development</td>
</tr>
<tr>
<td>CD 139 Observation, Assessment and Positive Guidance of Childhood Behavior</td>
</tr>
<tr>
<td>CDSE 50 Survey of Special Education</td>
</tr>
<tr>
<td>SLP 100 Introduction to Speech and Language Pathology</td>
</tr>
<tr>
<td>SLP 110 Normal Communication, Disorders and Differences</td>
</tr>
<tr>
<td>SLP 125 Childhood Disorders and Treatment</td>
</tr>
</tbody>
</table>

Total Verification Requirements

21

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.

SPEECH-LANGUAGE PATHOLOGY ASSISTANT—940

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders. The program provides a concentration of speech-language classes, related courses, and supervised field experiences that will prepare students to assist speech-language pathologists in treating disorders related to articulation and phonology, anomalies and hearing. In addition, students will be trained in the use of alternative and augmentative communication.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remediate individual communication problems. Students are placed in supervised field experiences in school, hospital, and rehabilitation settings to work with different types and ages of clients.

Graduates will be eligible to apply for licensure with the California Speech-Language Pathology and Audiology Board. Employment opportunities exist in health care and education settings where the Speech-Language Pathology Assistant must be supervised by a licensed Speech-Language Pathologist.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

A minimum of 60 degree applicable units including the following required courses completed with a grade of “C” or better must be completed to qualify for the A.A. Degree.

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST YEAR</td>
</tr>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>CD 110 Child Development</td>
</tr>
<tr>
<td>CDEC 113 The Child, Family, and Community</td>
</tr>
<tr>
<td>EDT 104 Word Processing for Educators</td>
</tr>
<tr>
<td>SLP 100 Introduction to Speech-Language Pathology</td>
</tr>
<tr>
<td>SLP 110 Normal Communication, Disorders &amp; Differences</td>
</tr>
</tbody>
</table>

15
FIRST YEAR
Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 139</td>
<td>Observation, Assessment and Positive Guidance of Childhood Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CDSE 50</td>
<td>Survey of Special Education</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 271</td>
<td>Voice and Articulation</td>
<td>3</td>
</tr>
<tr>
<td>SLP 120L</td>
<td>Phonetics Lab</td>
<td>1</td>
</tr>
<tr>
<td>SLP 125</td>
<td>Childhood Disorders and Treatment</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units 15

SECOND YEAR
First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL 101</td>
<td>Beginning American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 229</td>
<td>Speech &amp; Language Development in Children</td>
<td>3</td>
</tr>
<tr>
<td>SLP 230</td>
<td>Adaptive Communication Technology</td>
<td>1.5</td>
</tr>
<tr>
<td>SLP 235</td>
<td>Adult Disorders and Treatment</td>
<td>5</td>
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</table>

Total Units 12.5

SECOND YEAR
Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>SL 102</td>
<td>Intermediate American Sign Language</td>
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<tr>
<td>SLP 240</td>
<td>Childhood Field Experience</td>
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<tr>
<td>SLP 245</td>
<td>Adult Field Experience</td>
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</table>

Recommended Elective: A&P 120
See Cerritos College Graduation Requirements

Individuals holding B.A. in Communication Disorders should make an appointment with the SLPA Department Chair prior to enrollment in SLP 240 and SLP 245. Enrollment is contingent upon satisfactory completion of the placement process.

TEACHING CREDENTIAL PREPARATION

The State of California provides for a two-step, five-year program leading to the Professional Clear Teaching Credential. A student may complete the requirements for a Preliminary Clear Credential within an approved professional preparation program including student teaching and may be employed at that point, providing all requirements have been met (except the fifth year). Within five years, the student must complete an additional year of study. At that point, a Professional Clear Teaching Credential is granted. The required lower division courses may be completed at Cerritos College. For more information, log on to the California Commission on Teaching Credentialing website at www.ctc.ca.gov.

SINGLE SUBJECT INSTRUCTION CREDENTIAL
(Primarily for Secondary Schools)

A teacher authorized for Single Subject instruction may be assigned to teach this subject at any grade level—pre-school through classes for adults. In practice, most teachers with Single Subject authorization teach in junior or senior high schools, grades 7-12.

A candidate lacking this major background may validate competency by passing an examination in a specified subject matter category. No minor is required.

MULTIPLE-SUBJECT INSTRUCTION CREDENTIAL
(Liberal Studies/Elementary School Teaching)

A teacher authorized for Multiple Subject instruction may be assigned to teach in any self-contained, multiple subject classroom—pre-school through classes for adults. In practice, most teachers with Multiple Subject authorization teach in Early Childhood and Elementary Education, pre-school through grade six.

Completion of the courses recommended below will partially satisfy requirements for the Liberal Studies elementary school teaching option offered at the indicated CSUs and UCR. The courses are part of a curriculum that can be started at a community college and completed at the CSU or UCR. The entire curriculum is designed for individuals who seek the pre-professional subject matter preparation for elementary school teaching consistent with the standards established by the California Commission on Teacher Credentialing.

According to California law, any major can be selected to partially satisfy elementary school teacher preparation requirements. A Liberal Studies major however, is recommended because it provides the best preparation for future elementary school teachers. At most universities, the Liberal Studies major incorporates professional and subject matter content included in the California Teaching Standards for elementary school instruction.

With the recent enactment of the No Child Left Behind federal regulations, school districts are now requiring a passing score on the California Subject Examination for Teachers (CSET) for all new teachers hired. It is recommended that students take the CSET after transfer, per the advice of university department or credential advisors. The CSET is administered by the National Evaluation System, Inc. It is a five-hour test consisting of three separate subtests, each containing both multiple-choice and essay questions. Subtest I measures knowledge in reading, language and literature, history and social science; Subtest II covers science and mathematics; and Subtest III includes physical education, human development; visual and performing arts. Once a subtest has been passed, it does not have to be taken again, as long as the score is used toward certification within five years of the testing date. For further information on the CSET, visit the CSET website at www.cset.nesinc.com.

Students who wish to choose an academic major other than Liberal Studies in order to prepare for elementary school teaching should schedule an appointment with their counselor.

Students who choose a liberal arts major in order to benefit from a broad interdisciplinary liberal arts education and do not wish to pursue elementary school teaching should see a Cerritos College counselor for advisement. Requirements may vary from those listed below.

An Associate in Arts Degree in liberal studies is not available at Cerritos College. Students may however, declare Liberal Arts & Science-General, as a major.

CBEST

It is recommended that students seeking a teaching credential take the CBEST (California Basic Educational Skills Test) the semester before transferring to a university. The CBEST is an entrance requirement for most university credential programs. The CBEST verifies proficiency in reading, mathematics, and writing. Passing the CBEST is a requirement for obtaining a teaching credential issued by the California Commission on Teacher Credentialing and is required prior to student teaching. A test fee is required. For more information, log onto www.cbest.nesinc.com.
COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA
STATE UNIVERSITY

See individual CSU’s listed below for additional courses.

- English 100
- Speech 130
- English 103, Philosophy 106, 202, or Speech 235
- Biology 120
- Math 110A
- Music 105
- History 201
- History 245
- Political Science 101

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Important Notice: Requirements will be updated. New students
beginning to take courses for transfer to Liberal Studies Program
should consult with a counselor or contact the Liberal Studies
Program for current information.

- English 100
- English 102 or 103
- Speech 100, 120, 130, 132, 150
- English 103, Philosophy 106, 202, or Speech 235
- Biology 120
- Any Physical Science course from Area B1* (ESCI 110 preferred)
- Math 110A and 110B
- Art 100, 101, 102 and 103, or 106 (100 preferred)
- Music 100, 101, 102, 103, 105 or 106 (105 preferred)
- English 222
- History 101
- Political Science 101 or 201 (101 preferred)
- Geography 105
- History 120
- History 245 or Anth 120
- Child Development 110 or Psychology 251
- Any course from Area E* (PE 141 preferred)

CALIFORNIA STATE UNIVERSITY, FULLERTON

Important Notice: Requirements will be updated. See note(++)
below.

Students should see a Cerritos College counselor or contact the
CCT for current information.

- Speech 130
- English 100
- English 102
- English 103
- Speech 235, Philosophy 202 or 106
- Math 110A and Math 110B
- Math 105
- History 245
- History 201
- Political Science 101 or 201
- Physical Education 141
- Child Development 110

CALIFORNIA STATE UNIVERSITY – LOS ANGELES

The following courses represent a partial list of the necessary cur-
riculum for transfer. Please see counselor for additional requirements.

- Speech 130
- English 100
- English 102
- English 103
- Speech 235, Philosophy 202 or 106
- Math 110A and Math 110B
- Math 105
- History 245
- History 201
- Political Science 101 or 201
- Physical Education 141
- Child Development 110
- Child Development 115
- Earth Science 110
- Education/Elementary School Teachers 100+
- Education/Elementary School Teachers 200+
- Educational Technology 110
- English 100
- Geography 105
- History 120
- History 201
- History 245
- Math 105
- Math 110A
- Math 110B
- Music 105
- Physical Science 112
- Political Science 101
- Speech 130
- Theatre 101
- Educational Technology 57, 64, 66, 67, 68, 70, 100, 103, 105, or 111

All courses are highly recommended, but not required as prepa-
ration for the CSET exam. It is also highly recommended, but not
required, that students transfer with twelve units completed in CSU
GE Areas B,C, and D.

++For the latest information or clarification about program
requirements, either call the Center for Careers in Teaching (714-278-
7130) or check the CCT website at www.fullerton.edu/cct. Community
college students are advised to attend an information seminar at CSU;
Seminar dates are on the website.

*REFERS TO DESIGNATED AREAS OF THE CSU GENERAL
EDUCATION CERTIFICATION REQUIREMENTS

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Teacher TRAC/ITEP Curriculum

The Teacher TRAC curriculum fulfills most lower division require-
ments for CSULB’s Integrated Teacher Education Program. Upon
completion of ITEP a student will meet requirements for both a B.A. in
Liberal Studies and preliminary multiple subject teaching credential for
teaching grades K through 6th, without having to enroll in a year-long
credential program. To be eligible for Teacher TRAC, students must have
a minimum 2.50 GPA and be ready to enroll for Math 60 and English 52.
Applications and further information are available at the Teacher TRAC

- Biology 120
- Chemistry 105
- Child Development 110
- Child Development 115
- Earth Science 110
- Education/Elementary School Teachers 100+
- Education/Elementary School Teachers 200+
- Educational Technology 110
- English 100
- Geography 105
- History 120
- History 201
- History 245
- Math 105
- Math 110A
- Math 110B
- Music 105
- Physical Science 112
- Political Science 101
- Speech 130
- Theatre 101
- Educational Technology 57, 64, 66, 67, 68, 70, 100, 103, 105, or 111

Recommended additional courses:

- History 120
- History 245
- Math 110A
- Physical Education 180 and 181
- Physical Science 112 or Chemistry 100

- It is important to request CSU GE certification when transferring
to CSU, Fullerton.

+Courses are restricted to official Teacher TRAC students only.
**Traditional Curriculum**

The following courses meet lower division requirements for the traditional teacher preparation program consisting of BA and year-long credential program. Teacher TRAC requirements differ from those below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>English 100</td>
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<tr>
<td>Speech 130</td>
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<tr>
<td>English 103, Philosophy 106, 202, or Speech 235</td>
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<tr>
<td>Biology 120</td>
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<tr>
<td>Earth Science 110</td>
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<tr>
<td>Physical Science 112 or Geology 101</td>
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<tr>
<td>Math 110A and 110B</td>
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<tr>
<td>Music 105</td>
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<tr>
<td>Theatre 101 or Physical Education 191</td>
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<tr>
<td>English 102, 230A, 230B, 246A, 246B, 248A, or 248B</td>
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<tr>
<td>English 222 or Speech 145</td>
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<tr>
<td>Philosophy 100, 102, or 200</td>
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<tr>
<td>History 101 or 201</td>
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<tr>
<td>Political Science 101 or 201</td>
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<td>Anthropology 100</td>
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<tr>
<td>Geography 105</td>
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<td>History 120</td>
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<tr>
<td>History 243 or 246</td>
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<td>Psychology 101</td>
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<td>Child Development 110</td>
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</table>

Note: CSULB WAIVES AREA E* FOR TEACHER TRAC/ITEP AND TRADITIONAL LIBERAL STUDIES MAJORS

**UNIVERSITY OF CALIFORNIA, RIVERSIDE**

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<td>English 103, Philosophy 202, or Psychology 103</td>
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<td>Speech 130</td>
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<tr>
<td>Biology 120 or Sociology 120</td>
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<tr>
<td>Chemistry 100+</td>
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<td>Astronomy 102+, 103+, Biology 105, Earth Science 104, Geology 101+, or 201</td>
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<td>Math 112, or 116+</td>
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<td>Art 101, 110, 130A, or 136</td>
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<td>Music 100, 101, 104 or 105, or 107</td>
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<td>English 106</td>
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<td>Philosophy 100, 102, or 106, or Anthropology 203</td>
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<td>History 243 or 246</td>
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<tr>
<td>Psychology 101 or Sociology 101</td>
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<tr>
<td>Health Education 100</td>
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RECOMMENDED: Any Physical Education activity course. + UC credit limitation. See counselor for details.

**THEATRE ARTS—130**

**ASSOCIATE IN ARTS DEGREE PROGRAM**

The following Theatre Program of Study has been designed to prepare students for an AA Degree. Students interested in preparing for a Bachelor’s Degree at a four-year college are referred to the Theatre Arts Transfer Program (135).

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**ACTING OR TECHNICAL EMPHASIS 32 UNITS MINIMUM**

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**PLUS SIX (6) UNITS FROM AT LEAST TWO OF THE FOLLOWING:**

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**MEDIA EMPHASIS (25 UNITS REQUIRED)**

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<td>TH 258</td>
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**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

A minimum of 60 units must be completed to include: (1) one of the options above, (2) AA Degree general education requirements, and (3) electives as needed.

**CAREER OPPORTUNITIES:** Acting, announcing, directing, scriptwriting, reporting, construction and painting technician, costume construction technician, lighting and design technician, media/sound recording technician, theatre and media production assistant, playwriting, theatre management and box office worker, stage and media publicity technician.

See Cerritos College Graduation Requirements.
THEATRE ARTS — 135
TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION
FOR CALIFORNIA STATE UNIVERSITY
AND UNIVERSITY OF CALIFORNIA
TH 110 Fundamentals of Acting 3.5
TH 120 Theatre Stage Craft 3

ADDITIONAL LOWER DIVISION REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS
California State University – Dominguez Hills
TH 101 Introduction to the Theatre 3

California State University – Fullerton
ACTING EMPHASIS:
SPCH 140 Oral Interpretation of Literature 3
TH 101 Introduction to the Theatre 3
TH 111 Intermediate Acting to Characterization 3.5
TH 114 Voice for Acting 2
TH 115 Stage Movement and Combat 3
TH 123 Stage Make-Up 3
TH 212 Scene Study 3.5

TECHNICAL PRODUCTION/DESIGN EMPHASIS:
TH 101 Introduction to the Theatre 3
TH 111 Intermediate Acting to Characterization 3.5
TH 123 Stage Make-Up 3
TH 221 Costuming for the Stage 3
TH 226 Introduction to Scenic Design 2

California State University – Los Angeles
TH 111 Intermediate Acting to Characterization 3.5
TH 212 Scene Study 3.5

California State University – Long Beach
TH 123 Stage Make-Up 3
TH 221 Costuming for the Stage 3
TH 222 Stage Lighting 3

University of California – Irvine
DRAMA MAJOR:
TH 111 Intermediate Acting to Characterization 3.5
TH 221 Costuming for the Stage 3
TH 222 Stage Lighting 3
TH 226 Introduction to Scenic Design 2
Plus, two (2) courses in Dance (Ballet, Jazz, Modern, Tap).

University of California – Los Angeles
Select courses from recommended preparation:
TH 114 Voice for Acting 2
TH 115 Stage Movement and Combat 3
TH 133 Stage Crew Activity 1
TH 221 Costuming for the Stage 3
TH 222 Stage Lighting 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete the above common lower division requirements plus
other courses selected in consultation with a counselor to provide for
the 18 unit minimum and all AA degree general education require-
ments for a total of at least 60 units.

CAREER OPPORTUNITIES: Preparation for the Theatrical pro-
ession as performer, technician, costuming, lighting, make-up,
scenery director, and technical director in such areas as the profes-
sional theatre, community theatre, recreational theatre, children's
theatre, and educational theatre.

See Cerritos College Graduation Requirements.
See State University General Education List.

WELDING — 861
CERTIFICATE OF ACHIEVEMENT
Welding Technology Certificates of Achievement are available
under three options: Arc Welding, Gas Tungsten Arc Welding, and Pipe
Welding. The basic core courses must be taken for all three certificate
options.

WELDING BASIC CORE COURSES
WELD 39 Welding Shop Math 2
WELD 50 Blue Print Reading for the Welding Trades 3
WELD 100 Fundamentals of Welding 2
WELD 120 Beginning Arc Welding 4
WELD 170 Structural Fabrication 2
or WELD 53 Pipe Layout (2)

NOTE: The WELD 39 requirement for a Certificate of Achievement
may be met with a satisfactory score on the Math Placement Test.

ARC WELDING OPTION — 857
WELD 200 Intermediate Arc Welding 4
WELD 210L Arc Welding Applications 2
WELD 220 Certification and Licensing for Welders 2

NOTE: The student must also pass the L.A. City or AWS certifica-
tion for structural steel with both the SMAW and FCAW processes.
These certifications may be obtained through the Welding Department.

INERT GAS WELDING OPTION — 858
WELD 130 Gas Tungsten Arc Welding Fundamentals 4
WELD 240 Advanced Gas Tungsten Arc Welding Lab
(2 labs required) 4
WELD 250L Gas Tungsten Arc Welding Applications
(2 labs required) 4

NOTE: The student must also pass the ASME section IX6G per-
formance exam available through the Welding Department.

PIPE WELDING OPTION — 859
WELD 52 Pipe Welding Fundamentals 4
WELD 54L Advanced Pipe Welding 2
WELD 130 Gas Tungsten Arc Welding Fundamentals 4
WELD 200 Intermediate Arc Welding 4
WELD 210L Arc Welding Applications 2

NOTE: The student must also pass the ASME section IX6G per-
formance exam available through the Welding Department.
ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
The student must complete one of the certificate options and electives and general education to achieve a minimum of 60 units.

RECOMMENDED ELECTIVES: MTT 100, ENGT 131, WELD 55
CAREER OPPORTUNITIES: Welder, welding inspector, welding technician or fitter, pipe fitter, sheet metal mechanic, and maintenance mechanic. Welders are employed in aircraft industries, shipyards, job shops, pipeline construction, and building construction.

See Cerritos College Graduation Requirements.

WILDLIFE MANAGEMENT—675
TRANSFER PROGRAM

LOWER DIVISION PREPARATION
FOR HUMBOLDT STATE UNIVERSITY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>Elementary Chemistry</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Precalculus Mathematics</td>
</tr>
</tbody>
</table>

See a counselor for option in Conservation Biology/Applied Vertebrate Ecology.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include (1) the above required courses and (2) the Associate in Art Degree general education requirements.

CAREER OPPORTUNITIES: After transfer to a four-year college or university and completion of the Bachelor's Degree program, graduates qualify for graduate study and for employment with both public and private agencies in wildlife management and/or fisheries biology.

See Cerritos College Graduation Requirements.

WOODBWORKING MANUFACTURING TECHNOLOGIES—893

CERTIFICATE OF ACHIEVEMENT PROGRAM

<table>
<thead>
<tr>
<th>WMT BASIC CORE COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMT 101</td>
<td>Introduction to Woodworking</td>
</tr>
<tr>
<td>WMT 102</td>
<td>Machine Wood Technology</td>
</tr>
<tr>
<td>WMT 103</td>
<td>Machine Wood Technology II</td>
</tr>
<tr>
<td>WMT 107</td>
<td>Wood Finishing</td>
</tr>
<tr>
<td>WMT 118</td>
<td>Wood Turning</td>
</tr>
<tr>
<td>WMT 130</td>
<td>Furniture Design</td>
</tr>
<tr>
<td>WMT 151</td>
<td>Introduction to Cabinetmaking</td>
</tr>
<tr>
<td>WMT 153</td>
<td>Intro to 32mm Cabinetmaking</td>
</tr>
<tr>
<td>WMT 155</td>
<td>Introduction to Millwork</td>
</tr>
<tr>
<td>WMT 181</td>
<td>Computer Operations for Woodworking</td>
</tr>
<tr>
<td>WMT 201</td>
<td>Woodworking with Hand Tools</td>
</tr>
</tbody>
</table>

AND TWELVE (12) UNITS SELECTED FROM THE FOLLOWING COURSES:
<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMT 132</td>
<td>Chair Design and Construction</td>
</tr>
<tr>
<td>WMT 134</td>
<td>Frame Making</td>
</tr>
<tr>
<td>WMT 148</td>
<td>Furniture Making and Manufacturing</td>
</tr>
<tr>
<td>WMT 153</td>
<td>32MM System of Cabinetmaking</td>
</tr>
<tr>
<td>WMT 171</td>
<td>Introduction to Boat Building</td>
</tr>
<tr>
<td>WMT 202</td>
<td>Advanced Machine Wood Technology</td>
</tr>
<tr>
<td>WMT 211</td>
<td>The Workbench Class</td>
</tr>
<tr>
<td>WMT 212</td>
<td>Router and Router Tables</td>
</tr>
<tr>
<td>WMT 248</td>
<td>Production Furniture Making and Manufacturing</td>
</tr>
<tr>
<td>WMT 249L</td>
<td>Furniture Manufacturing Specialty</td>
</tr>
<tr>
<td>WMT 251</td>
<td>Advanced Cabinetmaking</td>
</tr>
<tr>
<td>WMT 253</td>
<td>Advanced 32MM System of Cabinetmaking</td>
</tr>
<tr>
<td>WMT 268</td>
<td>Production Cabinetmaking and Manufacturing</td>
</tr>
<tr>
<td>WMT 281</td>
<td>Advanced Computer Operations for Cabinetmaking and Design</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE UNITS 37.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Complete 60 units to include (1) the above Certificate of Achievement requirements, (2) BA 41, (3) the Associate in Art Degree requirements, and (4) electives as needed.

RECOMMENDED ELECTIVES: WMT 211, WMT 212, WMT 268
CAREER OPPORTUNITIES: Upon completion of the program, a student is prepared to design, construct, and produce cabinet and furniture products to industry standards.

See Cerritos College Graduation Requirements.

WOMEN’S STUDIES

The A.A. degree in Women's Studies is a two-year academic program geared for transferring students. Its emphasis is to explore the role of gender as it influences culture, politics, economics and women's history.

The underlying academic objectives of our program are captured in the mission statement: “Women's Studies believes that the attitudes that shape a society's treatment of gender influence its economic, social and cultural politics. As such, we hold that women's rights should be studied in the broader context of human rights. Since we are committed to meeting the needs of all our students, we promote an inclusive curriculum.”

ASSOCIATE IN ARTS DEGREE

MAJOR REQUIREMENTS
Completion of 18 units in Women's Studies courses
Core courses (WS 101 must be taken)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS 101</td>
<td>Issues for Women in American Society</td>
</tr>
<tr>
<td>(Women's Studies)</td>
<td></td>
</tr>
<tr>
<td>WS 102</td>
<td>Women and Religion</td>
</tr>
<tr>
<td>(Women's Studies)</td>
<td></td>
</tr>
<tr>
<td>WMT 212</td>
<td>Router and Router Tables</td>
</tr>
<tr>
<td>WMT 248</td>
<td>Production Furniture Making and Manufacturing</td>
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<tr>
<td>WMT 281</td>
<td>Advanced Computer Operations for Cabinetmaking and Design</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE UNITS 37.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Complete 60 units to include (1) the above Certificate of Achievement requirements, (2) BA 41, (3) the Associate in Art Degree requirements, and (4) electives as needed.

RECOMMENDED ELECTIVES: WMT 211, WMT 212, WMT 268
CAREER OPPORTUNITIES: Upon completion of the program, a student is prepared to design, construct, and produce cabinet and furniture products to industry standards.

See Cerritos College Graduation Requirements.
SELECT AT LEAST 9 UNITS FROM THIS SECTION:
U.S. Emphasis:
ECON 202 Principles of Microeconomics (Women's Studies) 3
ENGL 100 Freshman Composition (Women's Studies) 4
ENGL 224 Native American Literature (Women's Studies) 3
HED 103/WS 103 Women, Their Bodies and Health (Women's Studies) 3
HIST 101 American History and Constitution (Women's Studies) 3
PE 106 Women in Sports (Women's Studies) 3
PE 160 Personal Self Defence (Women's Studies) 1
POL 101 American Political Institutions (Women's Studies) 3
SPCH 120 Fundamentals of Interpersonal Communication (Women's Studies) 3
SOC 101 Introductory Sociology Principles (Women's Studies) 3
SOC 110 Marriage and the Family (Women's Studies) 3

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.

ZOOLOGY — 695

TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY AND THE UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>4</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC INSTITUTIONS

California State Polytechnic University - Pomona
BOT 120 Introduction to Plant Science 4
MATH 112 Elementary Statistics 4
MICR 200 Principles and Applications of Microbiology 5

University of California - Santa Barbara
MATH 116 Calculus for Managerial, Biological and Social Science 4
or MATH 170 Analytic Geometry and Calculus I (4)
and MATH 190 Analytic Geometry and Calculus II (4)
MATH 112 Elementary Statistics 4
or MATH 190 Analytic Geometry and Calculus II (4)
and MATH 240 Calculus and Differential Equations (4)

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include (1) the above required courses, (2) the Associate in Arts Degree general education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: Bachelor's Degree programs are designed to qualify the student for graduate study, entrance to medical, dental or veterinary schools, teaching through secondary schools, employment in Federal and State Civil Service, research laboratories of industrial, pharmaceutical firms, or natural museum work.

See Cerritos College Graduation Requirements.
See State University General Education List.
Announcement of Courses

This section of the catalog provides the course description for all courses approved by the Cerritos College Curriculum Committee. All courses, unless otherwise indicated, apply for credit toward an A.A. Degree in accordance with California Administrative Code, Title V, Section 55805.5.

Courses that do not meet the A.A. 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.

CALIFORNIA ARTICULATION NUMBERS (CAN)

The California Articulation Number System, known as CAN, is a means of identifying comparable courses offered at Cerritos College and other colleges in California. CAN is a system that uses the same prefix and number to identify a course on every participating campus. Each campus has its own number; the CAN is added to denote courses that can be used in lieu of each other at participating colleges. For example, if CAN BUS 2 (BUSA 101) is completed at Cerritos College, that course will be accepted as a course that is designated as CAN BUS 2 at another college campus.

A CAN-identified course assures that a course is not only transferable, but will be used on the receiving campus in the same way as its own CAN-identified course. Over 100 campuses in California are using the CAN System to assist their students in the transfer process. More than 80 Cerritos College courses carry a CAN designation. The CAN designation for Cerritos College courses is listed in the catalog with course descriptions. (See BUSA 101). Additional information is available in the CAN Catalog of Courses in the Counseling Office and online at www.can.csus.edu.
Announcement of Courses

BUSINESS DIVISION

(562) 860-2451 EXT. 2715
Business Accounting
Business Administration
Business Communications
Business Computerized Office Technologies
Business Court Reporting/Computerized Shorthand
Business Finance
Business Paralegal
Business Real Estate
International Studies

COUNSELING & GUIDANCE DIVISION

(562) 860-2451 EXT. 2126
Counseling & Guidance

FINE ARTS & COMMUNICATIONS DIVISION

(562) 860-2451 EXT. 2600
Art and Design
Humanities
Journalism
Music
Photography
Theatre Arts

HEALTH OCCUPATIONS DIVISION

(562) 860-2451 EXT. 2550
Child Development
Child Development/Early Childhood
Child Development/Family Child Care
Child Development/Infant Toddler
Child Development/Parent Education
Child Development/School Age
Child Development/Special Education
Culinary Arts
Dental Assisting
Dental Hygiene
Health Occupations
Emergency Medical Technician
Medical Front Office
Medical Assistant
Nursing
Pharmacy Clerk
Pharmacy Technician
Physical Therapist Assistant
Speech-Language Pathology Aide
Speech-Language Pathology Assistant

HUMANITIES AND SOCIAL SCIENCES DIVISION

(562) 860-2451 EXT. 2752
Administration of Justice
Anthropology
Education/Elementary School Teaching
Economics
History
Humanities
Interdisciplinary Studies
Philosophy
Political Science
Psychology
Sociology
Women's Studies

LIBERAL ARTS DIVISION

(562) 860-2451 EXT. 2858
English
English as a Second Language
French
German
Japanese
Reading
Sign Language
Spanish
Speech

SCIENCE, ENGINEERING, AND MATHEMATICS DIVISION

(562) 860-2451 EXT. 2660
Anatomy & Physiology
Astronomy
Biology
Botany
Chemistry
Computer and Information Sciences
Earth Science
Energy
Engineering
Geography
Geology
Mathematics
Microbiology
Ornamental Horticulture
Physical Science
Physics
Zoology

TECHNOLOGY DIVISION

(562) 860-2451 EXT. 2900
Architecture
Automotive Collision Repair
Automotive Mechanical Repair
Cosmetology
Electronics
Engineering Design Technology
Industrial Arts
Machine Tool Technology
Manufacturing Technology
Metallurgy & Material Science
Plastics Manufacturing
Technical Mathematics
Welding
Woodworking Manufacturing Technologies

TECHNOLOGY TRAINING AND DISTANCE EDUCATION DIVISION

(562) 860-2451 EXT. 2837
Educational Technology

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
ACCOUNTING

SEE BUSA
(Business Accounting/Finance)

ADMINISTRATION OF JUSTICE

(Humanities/Social Sciences Division)

The following courses have been developed by an Area Advisory Committee and are uniform in content with the offerings of most colleges and in conformance with guidelines from the California Community College Chancellor's office.

AJ 71
FIRST AID—ADMINISTRATION OF JUSTICE 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
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. (Formerly AJ 13)

AJ 91
REPORT WRITING PROCEDURES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly AJ 11)

AJ 101 (CAN AJ 2)
INTRODUCTION TO ADMINISTRATION OF JUSTICE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly AJ 1)
Transfer Credit: CSU; UC

AJ 102 (CAN AJ 4)
CONCEPTS OF CRIMINAL LAW 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course provides an introduction to the historical development and philosophy of law and constitutional provisions; as well as crime definitions, classifications of crime, legal research, legal methodology, and concepts of law as a social force. A brief analysis of criminal intent, parties to a crime, elements of crime, corpus delicti, defenses to crimes and an introduction to laws of arrest will also be undertaken in this class. (Formerly AJ 2.1)
Transfer Credit: CSU; UC

AJ 103
CRIMINAL PROCEDURES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly AJ 3)
Transfer Credit: CSU

AJ 104
CRIMINAL EVIDENCE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly AJ 4)
Transfer Credit: CSU

AJ 105
COMMUNITY RELATIONS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course provides a study of the relationship between law enforcement agencies and the changing communities they serve. The student will compare various approaches to preventing crime and limiting the effects of crime on the individual and the community. The course will also focus on the ethics, politics and the professional image necessary to maintain positive rapport between law enforcement agencies and their communities. (Formerly AJ 5)
Transfer Credit: CSU; UC

AJ 110
CONCEPTS OF ENFORCEMENT SERVICES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly AJ 10)
Transfer Credit: CSU

AJ 112
INTRODUCTION TO SECURITY MANAGEMENT 3 UNITS
Class hours: 3 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course is an introduction to private as well as public security management. The historical, philosophical, and legal basis for security services is examined. Emphasis is placed on the role of the security organization and security personnel in modern society, concepts of professionalism and ethics, types and functions of security operations, and career pathways in security management.
Transfer Credit: CSU

AJ 130
TRAFFIC CONTROL AND INVESTIGATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is an in-depth study of the California Vehicle Code, the enforcement of
AJ 180 (Not degree applicable)  
INTRODUCTION TO PRIVATE  
AND BUSINESS SECURITY  2 UNITS  
Class hours: 2 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This course provides students with a presentation of the history and development of security services and inter-relationships with legal processes, including the organization, administration, and management of private security. The operation of security departments, including investigations into internal thefts and customer thefts, public relations, and a comparison of public and private enforcement statutes and procedures is covered. Current requirements for state security personnel and an examination of career opportunities will be discussed. Powers of arrest will be taught, which satisfies the requirements of the State of California under Business and Professions Code Section 7514.1. (Formerly AJ 80)  
Transfer Credit: CSU

AJ 202  
SUBSTANTIVE LAW  3 UNITS  
Class hours: 3 lecture  
Prerequisite: AJ 102 or equivalent with a grade of Credit 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. (Formerly AJ 2.2)  
Transfer Credit: CSU

AJ 208  
SPECIAL ISSUES IN  
LAW ENFORCEMENT  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
This course provides instruction in special issues critical to effective service by law enforcement professionals in modern society. Topics to be covered will include police as professionals; defining and applying values, principles, and moral standards to law enforcement; police and the community; tactical communication; correctly utilizing information systems in police work; and dealing effectively with persons with disabilities. (Formerly AJ 97.1/AJ 8)  
Transfer Credit: CSU

AJ 210  
LEGAL ASPECTS OF SECURITY  
MANAGEMENT  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None  
Corequisite: None  
Recommendation: None  
This course is a study of criminal, tort, contract, and property law relative to security management. Emphasis is placed on laws of arrest, search and seizure, detention, interrogation, and use of force as well as civil liability, property and privacy rights, procurement of information, government regulations and legal consequences of impermissible investigative conduct.  
Transfer Credit: CSU

AJ 211  
INVESTIGATIVE TECHNIQUES  
FOR SECURITY MANAGEMENT  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None  
Corequisite: None  
Recommendation: None  
This course is an overview of civil as well as criminal investigations in a security management setting. Emphasis is placed on procedures, legalities, and technical aspects of specialized investigations relating to crime, pre-employment screening, sexual harassment, unlawful employment discrimination, accidents, unexplained losses, and other business activities. Proper documentation of a security investigation is also discussed.  
Transfer Credit: CSU

AJ 212  
PUBLIC SAFETY AND SECURITY  
ADMINISTRATION  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None  
Corequisite: None  
Recommendation: None  
This course examines the principles and practices of organization administration and management in public safety and security environments (law enforcement, courts, corrections, fire service, environmental safety, and security). Emphasis is placed on planning, budgeting, human resources development, operations, supervision, evaluation, leadership, and ethical decision-making.  
Transfer Credit: CSU
AJ 213 
PUBLIC SAFETY COMMUNICATIONS 3 UNITS 
Class hours: 3 lecture 
Prerequisite: None 
Corequisite: None 
Recommendation: None 
Transfer Credit: CSU

AJ 214 
INFORMATION SECURITY 3 UNITS 
Class hours: 3 lecture 
Prerequisite: None 
Corequisite: None 
Recommendation: None 
This course focuses on procedures, policies, and equipment designed to protect private and government proprietary and intellectual information. Emphasis is placed on physical and technical security, security management responsibilities, and countermeasures designed to protect information collection, storage, processing, and transmission in hard copy, electronic, and Internet mediums. 
Transfer Credit: CSU

AJ 220 
CRIMINAL INVESTIGATION 3 UNITS 
Class hours: 3 lecture 
Prerequisite: None. 
This course stresses the fundamentals of investigation: crime scene search and recording, collection and preservation of physical evidence, scientific aids to investigation, modus operandi, sources of information, interviews and interrogation, follow-up investigation and case preparation. (Formerly AJ 20) 
Transfer Credit: CSU

AJ 221 
NARCOTICS AND VICE CONTROL 3 UNITS 
Class hours: 3 lecture 
Prerequisite: None. 
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. (Formerly AJ 21) 
Transfer Credit: CSU

AJ 222 
JUVENILE PROCEDURES 3 UNITS 
Class hours: 3 lecture 
Prerequisite: None. 
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. (Formerly AJ 22) 
Transfer Credit: CSU

BUSINESS 
SEE BA 
(Business Administration) 

ANATOMY AND PHYSIOLOGY 
(Science/Engineering/Math Division) 

A&P 120 
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4 UNITS 
Class hours: 3 lecture/1 quiz/2 lab 
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher. 
Corequisite: None. 
Recommendation: None. 
Transfer Credit: Cerritos College; however, it also meets the needs of other allied health programs. This course is designed for students entering the nursing program at Cerritos College; however, it also meets the needs of other allied health programs. This course is strongly recommended for students who plan on taking A&P 200 and A&P 201. (Formerly A&P 40) 
Transfer Credit: CSU; UC* 

A&P 150 
INTRODUCTION TO HUMAN ANATOMY 4 UNITS 
Class hours: 3 lecture/3 lab 
Prerequisite: None 
Corequisite: None 
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher. 
This course examines the gross and microscopic structures of the human body using a systematic approach. Emphasis is placed on the normal function and integration of the organ systems. Homeostatic imbalances of many systems are examined. The laboratory utilizes models, human cadaver, skeletal materials, dissection and selected physiological exercises. This course is designed for pre-nursing students; however, it also meets the needs of other allied health programs. This course is designed primarily for non-biology majors.) (Formerly A&P 10) 
Transfer Credit: CSU; UC* 


A&P 130 
HUMAN ANATOMY AND PHYSIOLOGY 5 UNITS 
Class hours: 4 lecture/1 quiz/2 lab 
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher, satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or "C" or higher, and CHEM 100 or equivalent with a grade of Credit or "C" or higher. 
Corequisite: None. 
Recommendation: None. 
This course examines the gross and microscopic structures of the human body using a systematic approach. Emphasis is placed on the normal function and integration of the organ systems. Homeostatic imbalances of many systems are examined. The laboratory utilizes models, human cadaver, skeletal materials, dissection and selected physiological exercises. This course is designed for students entering the nursing program at Cerritos College; however, it also meets the needs of other allied health programs. This course is strongly recommended for students who plan on taking A&P 200 and A&P 201. (Formerly A&P 40) 
Transfer Credit: CSU; UC*
programs and physical education programs.

Transfer Credit: CSU/UC*


A&P 151
INTRODUCTION TO HUMAN PHYSIOLOGY 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: Satisfactory completion of A&P 150 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None
Recommendation: CHEM 100 or equivalent with a grade of Credit 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 and 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*


A&P 200
HUMAN ANATOMY 5 UNITS
Class hours: 3 lecture/2 quiz/4 lab
Prerequisite: A&P 120 or equivalent with a grade of Credit or “C” or higher.
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 of structure and function or cellular, tissue, organ, and system levels. This is one of the courses which satisfies the requirements of majors in four year nursing programs, physical therapy, pe/kinesioology, medical hygiene, and related fields. It is strongly recommended that students take A&P 120 prior to this course.

Transfer Credit: CSU; UC*


A&P 201
HUMAN PHYSIOLOGY 5 UNITS
Class hours: 3 lecture/2 quiz/4 lab
Prerequisite: A&P 200 and CHEM 100 or equivalent with grades of Credit or “C” or higher.
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 relationship to the rest of the animal kingdom; and modern human diversity and variation.

Transfer Credit: CSU

ANTH 100
CULTURAL ANTHROPOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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

ANTH 115
PHYSICAL ANTHROPOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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

ANTH 120
INTRODUCTION TO ARCHAEOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course introduces the student to the study of language from an anthropological perspective. It also meets the needs of the allied health programs and physical education program.

Transfer Credit: CSU

ANTH 142
INTRODUCTION TO LANGUAGE AND CULTURE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. The course will meet the requirements of four year nursing, dental hygiene, physical therapy, paramedical, physical education, and related majors.

Transfer Credit: CSU

ANTH 150
INTRODUCTION TO HUMAN PHYSIOLOGY 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: Satisfactory completion of A&P 150 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None
Recommendation: CHEM 100 or equivalent with a grade of Credit 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 and 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*

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 CREDIT: CSU; UC

ANTH 200
NATIVE PEOPLES OF NORTH AMERICA  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ANTH 4)
Transfer Credit: CSU; UC

ANTH 201
NATIVE PEOPLES OF CALIFORNIA  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ANTH 10)
Transfer Credit: CSU; UC

ANTH 202
THE MAYA, INCA AND AZTECS: ANCIENT CIVILIZATIONS OF THE AMERICAS  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 descendents in contemporary society will be examined. (Formerly ANTH 12)
Transfer Credit: CSU; UC

ANTH 203
THE ANTHROPOLOGY OF MAGIC, WITCHCRAFT, AND RELIGION  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit 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. (Formerly ANTH 11)
Transfer Credit: CSU

ANTH 204
THE ANTHROPOLOGY OF SEXUALITY AND GENDER  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Credit or “C” or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit 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.
Transfer Credit: CSU

ANTH 250
INTRODUCTION TO FIELD ARCHAEOLOGY  3 UNITS
Class hours: 1 lecture, 6 lab
Prerequisite: None.
Recommendation: ANTH 120 or equivalent with a grade of Credit or “C” or higher.
This is an introduction to the method of field archaeology including archaeological survey, excavation, mapping, recording of sites, and lab analysis of archaeological artifacts. (Formerly ANTH 16)
Transfer Credit: CSU

ARCHITECTURE
(technology Division)

ARCH 43/44 (Not degree applicable)
ARCHITECTURAL DRAWING OCCUPATIONAL WORK EXPERIENCE  3–4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Architectural Drawing work experience 73 or 20 hours of employment per week for Architectural Drawing work experience 74. The employment must be in a job related to the student’s educational goal.
Corequisite: (1) Concurrent enrollment in the Architectural Drawing vocational program with 7 or more units including occupational work experience.
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. These courses may be taken for a maximum of 15–16 units. (Formerly ARCH 73/74)

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ARCH 110
INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ARCH 10)
Transfer Credit: CSU; UC*
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 212 - combined with ART 120 and ART 121: maximum credit, 17 units.

ARCH 111
INTRODUCTION TO ARCHITECTURAL DRAFTING  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
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. (Formerly ARCH 11)
Transfer Credit: CSU

ARCH 112
HISTORY OF ARCHITECTURE  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ARCH 12)
Transfer Credit: CSU; UC

ARCH 113
BUILDING CODES  4 UNITS
Class hours: 4 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly ARCH 20)
Transfer Credit: CSU

ARCH 121
MATERIALS AND METHODS OF BUILDING CONSTRUCTION  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ARCH 111 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course presents basic considerations and design implications of major structural and non-structural building systems. 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. (Formerly ARCH 21)
Transfer Credit: CSU

ARCH 122
ARCHITECTURAL DELINEATION  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: ARCH 111 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is a study of, and laboratory experience in, three-dimensional representations including renderings, perspective drawings, parallel 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. (Formerly ARCH 31)
Transfer Credit: CSU

ARCH 123
INTRODUCTION TO 2-D COMPUTER AIDED DRAFTING  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 hatch fill styles, 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 latest software updates. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

ARCH 211
ARCHITECTURAL DESIGN, PROGRAMMING, AND PRESENTATION  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ARCH 121 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course covers the development of critical thinking skills in design and programming of the single building. Study and application of the various factors that determine the form of buildings with a special emphasis on graphic presentations, colors, and models are given. (Formerly ARCH 31)
Transfer Credit: CSU

ARCH 212
ARCHITECTURAL DESIGN THEORY I  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ARCH 111 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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

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between theoretical concepts, color, space, form, and texture is emphasized. (Formerly ARCH 32)
Transfer Credit: CSU; UC*
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 122, 212 - combined with ART 120 and ART 121: maximum credit, 17 units.

ARCH 213
INTRODUCTION TO 3-D
COMPUTER AIDED DRAFTING  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ARCH 123 or ENGT 138 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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 latest software updates. This course may be taken for a maximum of 8 units. Transfer Credit: CSU

ARCH 221
ARCHITECTURAL CAD
WORKING DRAWINGS  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ARCH 123 or ENGT 138 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course provides an introduction to the production of parametric three-dimensional building models and working drawings using Revit 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. Students who repeat this course will improve skills through further practice and remain current with latest software updates. Transfer Credit: CSU

ARCH 222
ARCHITECTURAL
DESIGN THEORY II  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ARCH 212 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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. (Formerly ARCH 42)
Transfer Credit: CSU

ARCH 223
ARCHITECTURAL
CAD 3-D BUILDING MODELING  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ARCH 123 or ENGT 138 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course provides an introduction to the production of parametric three-dimensional building models and working drawings using Revit 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. Students who repeat this course will improve skills through further practice and remain current with latest software updates. Transfer Credit: CSU

ART 100
INTRODUCTION TO WORLD ART  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit 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. (Formerly ART 7)
Transfer Credit: CSU; UC

ART 101
APPRECIATION AND HISTORY  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit 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 and appreciation of all of the visual arts. It is designed to be of interest and value to the art and non-art major alike. (Formerly ART 1)
Transfer Credit: CSU; UC

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ART 102  \hspace{1cm} \text{(CAN ART 4)}  \hspace{1cm} \text{APPRCIATION AND HISTORY}  \hspace{1cm} \text{3 UNITS}
Class hours: 3 lecture
Prerequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit 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 and appreciation of all of the visual arts. It is designed to be of interest and value to the art and non-art major alike. (Formerly ART 2)
Transfer Credit: CSU; UC

ART 103  \hspace{1cm} \text{MODERN AND CONTEMPORARY APPRECIATION}  \hspace{1cm} \text{3 UNITS}
Class hours: 3 lecture
Prerequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit 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 and appreciation of all of the visual arts. It is designed to be of interest and value to the art and non-art major alike. (Formerly ART 3)
Transfer Credit: CSU; UC

ART 104  \hspace{1cm} \text{AFRICAN ART HISTORY}  \hspace{1cm} \text{3 UNITS}
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit or "C" or higher, is strongly recommended.
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 106  \hspace{1cm} \text{MEXICAN ART}  \hspace{1cm} \text{3 UNITS}
Class hours: 3 lecture
Prerequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit or "C" or higher.
This course is a survey of Mexican art history, from Pre-Colombian 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. (Formerly ART 6)
Transfer Credit: CSU; UC

ART 107  \hspace{1cm} \text{ASIAN ART HISTORY}  \hspace{1cm} \text{3 UNITS}
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit 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. (Formerly ART 8)
Transfer Credit: CSU; UC

ART 108  \hspace{1cm} \text{BLACK IMAGES IN POPULAR CULTURE}  \hspace{1cm} \text{3 UNITS}
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit 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 HUM 108.
Transfer Credit: CSU; UC

ART 109  \hspace{1cm} \text{GENDER AND SEXUALITY IN ART}  \hspace{1cm} \text{3 UNITS}
Class hours: 3 lecture
Prerequisite: Student must be at least 18 years of age or have parental consent in order to take this course.
Corequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit or "C" or higher, is strongly recommended.
This class will investigate the relationship between gender and sexuality through an examination of visual art, cinema, television, video, and advertising. Close attention will be given to how popular and artistic cultures shape identity and representation. 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  \hspace{1cm} \text{(CAN ART 8)}  \hspace{1cm} \text{FREEHAND DRAWING}  \hspace{1cm} \text{3 UNITS}
Class hours: 2 lecture/4 studio
Prerequisite: None.
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. (Formerly ART 10)
Transfer Credit: CSU; UC

ART 111  \hspace{1cm} \text{INTERMEDIATE FREEHAND DRAWING}  \hspace{1cm} \text{3 UNITS}
Class hours: 2 lecture/4 studio
Prerequisite: ART 110 or equivalent with a grade of Credit 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. (Formerly ART 11)
Transfer Credit: CSU; UC

ART 112  \hspace{1cm} \text{(CAN ART 24)}  \hspace{1cm} \text{LIFE DRAWING}  \hspace{1cm} \text{3 UNITS}
Class hours: 2 lecture/4 studio
Prerequisite: ART 110 or equivalent with a grade of Credit or "C" or higher. Student must be at least 18 years of age or have parental consent in order to take this course.
This course teaches how to draw the live model. Students learn the language and the elements of drawing, anatomy, and the...
ART 114
STORYBOARD AND GRAPHIC NOVEL ILLUSTRATION 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course looks at visual storytelling techniques through graphic novels, storyboards, and comic books. Students will learn to effectively communicate a story through pen and ink techniques, draw a pre-visualization for a live-action production, or draw a pre-existing short story. This course may be taken for a maximum of 6 units.
Transfer Credit: CSU

ART 115L
PRINTMAKING LAB 1 UNIT
Class hours: 3 lab
Corequisite: Concurrent enrollment in or prior completion of ART 116 or ART 117 with a grade of Credit or "C" or higher.
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 phototetching), screenprinting and photoscreenprinting, collagraphy, embossing, and monotype. The course will increase the skill and creative output of the student in areas of his/her choice. This course may be taken for a maximum of 4 units.
(Formerly ART 15)
Transfer Credit: CSU

ART 116  (CAN ART 20)
BEGINNING PRINTMAKING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
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 photography and digital imagemaking through application and appreciation. Recommended for drawing and painting majors, graphic design majors, and photography majors.
(Formerly ART 16)
Transfer Credit: CSU

ART 117  (CAN ART 14)
INTERMEDIATE PRINTMAKING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 116 or equivalent with a grade of Credit or "C" or higher.
This course is 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 photoscreenprinting, photo-etching, halftoning, posterization technique, and use of the enlarger, digital camera, flatbed scanner, and slide scanner. This course may be taken for a maximum of 6 units.
(Formerly ART 17)
Transfer Credit: CSU

ART 120  (CAN ART 14)
TWO-DIMENSIONAL DESIGN 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
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.
(Formerly ART 20)
Transfer Credit: CSU

ART 121  (CAN ART 16)
THREE-DIMENSIONAL DESIGN 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 120 or equivalent with a grade of Credit 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.
(Formerly ART 21)
Transfer Credit: CSU

ART 130A
FUNDAMENTALS OF PAINTING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
This course is an introduction to the material and creative processes of painting. Students learn how to think about pictorial space, how to structure composition, the characteristics and handling of paint, and the application of color theory. Painting is primarily from still-life, with the students’ personal interpretation and use of imagination encouraged.
(Formerly ART 30.1)
Transfer Credit: CSU

ART 130B
FUNDAMENTALS OF PAINTING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 130A or equivalent with a grade of Credit 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 still life painting problems provide the student opportunity to discover his or her strengths and artistic persuasion. Lecture and critiques open the student to a deeper sensibility as well as an increased theoretical understanding of painting.
(Formerly ART 30.2)
Transfer Credit: CSU

ART 133A
WATERCOLOR PAINTING 3 UNITS
Class hours: 1 lecture/5 studio
Prerequisite: None.
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 tempura, 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.
(Formerly ART 33.1)
Transfer Credit: CSU

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ART 133B
WATERCOLOR PAINTING  3 UNITS
Class hours: 1 lecture/5 studio
Prerequisite: ART 133A or equivalent with a grade of Credit 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. (Formerly ART 33.2)
Transfer Credit: CSU; UC

ART 134
WATERCOLOR LANDSCAPE PAINTING I  2 UNITS
Class hours: 1 lecture/3 studio
Prerequisite: None.
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. (Formerly ART 34)
Transfer Credit: CSU; UC

ART 135
WATERCOLOR LANDSCAPE PAINTING II  2 UNITS
Class hours: 1 lecture/3 studio
Prerequisite: None.
Recommendation: ART 134 or equivalent with a grade of Credit or "C" or higher.
This course emphasizes new methods and technical approaches to watercolor painting. The course will analyze color theory, various paint applications, light logic and perspective as they relate specifically to watercolor and nature with landscape as a major focus of subject matter. Beginning with the traditional use of materials and techniques related to watercolor painting, the course is designed to further develop the students' understanding of techniques and personal investigation of watercolor and the landscape. (Formerly ART 35)
Transfer Credit: CSU; UC

ART 136
PAINTING FOR ART MAJORS  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 110 or equivalent with a grade of Credit or "C" or higher.
Recommendation: ART 120 or equivalent with a grade of Credit 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, edge, and negative space; and devices in 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 may be taken for a maximum of 6 units. (Formerly ART 36)
Transfer Credit: CSU; UC

ART 144
JEWE Ly/ METALSMITHING  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
Recommendation: None.
This is an introductory course covering the design and technical processes of jewelry and metalsmithing. This course also explores three-dimensional (3-D) concepts, forms, space manipulation, and issues of wearability. The implications and effects of the history and culture of jewelry and body ornamentation are learned through audio/visual lectures and museum visits. Students will be assisted with the production of their own original jewelry design projects. This course may be taken for a maximum of 6 units. (Formerly ART 74)
Transfer Credit: CSU

ART 145
JE WEL R CASTING AND MOLDS  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 144 or equivalent with a grade of Credit or "C" or higher.
This is the second course in a sequential program covering the design and technical processes of jewelry and metalsmithing. Emphasis will be placed on the continued development of skills in designing and fabrication of jewelry and metalsmithing. The techniques and projects covered are forging/smithing, hollow constructions and casting processes. The study of the history and culture of jewelry and body ornamentation is continued through audio/visual lectures and museum and gallery visits. This course may be repeated for a maximum of 6 units. (Formerly ART 75)
Transfer Credit: CSU

ART 150
INTRODUCTION TO CERAMICS  (CAN ART 6)  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
Recommendation: None.
This course is designed as an introduction to the ideas, techniques, history, and traditional art of ceramics. (Formerly ART 50)
Transfer Credit: CSU; UC

ART 151
CERAMICS – WHEEL THROWING  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ART 150 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This is an introductory course on the use of the potter's wheel. Glaze technology is introduced. This course may be taken for a maximum of 6 units. (Formerly ART 51.1)
Transfer Credit: CSU

ART 152
CERAMICS – HANDBUILDING  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ART 150 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This course builds on techniques learned in Introduction to Ceramics, ART 150. Emphasis is based on the use of complex hand-forming techniques. Glaze technology is introduced. This course may be taken for a maximum of 6 units. (Formerly ART 51.2)
Transfer Credit: CSU

ART 155
BEGINNING CERAMIC SCULPTURE  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 150 or equivalent with a grade of Credit or "C" or higher.
Recommendation: None.
This course is designed as an introduction to the ideas, techniques, and tradition of the art of ceramic sculpture. This course may be taken for a maximum of 6 units. (Formerly ART 55.1)
Transfer Credit: CSU; UC
ART 156L
CERAMICS LAB 1 UNIT
Class hours: 4 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: One or more of the following courses: ART 150, ART 151, ART 152, ART 155, ART 252, ART 253 or ART 255
Recommendation: None.
This lab course is intended to complement the other courses in the ceramics curriculum. It is designed to give practical experience in modern 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. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

ART 160
LIFE SCULPTURE 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 112 or equivalent with a grade of Credit or "C" or higher. Student must be at least 18 years of age or have parental consent in order to take this course.
Corequisite: None.
Recommendation: ART 121 or equivalent with a grade of Credit or "C" or higher.
This course is designed to introduce the student to the art of sculpture, the human figure from observation of a live model. Instruction will include structural analysis of the human figure, human anatomy, the use of the elements and principles of sculpture, and techniques of sculpting the figure in modeling materials. This course may be taken for a maximum of 12 units.
(Formerly ART 60)
Transfer Credit: CSU; UC

ART 162
INTRODUCTION TO SCULPTURE 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
Recommendation: ART 121 or equivalent with a grade of Credit or "C" or higher.
This course is designed as an introduction to the ideas, techniques, and materials involved in the making of sculptural forms. (Formerly ART 62)
Transfer Credit: CSU; UC

ART 163
THE TECHNIQUES OF SCULPTURE 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
Corequisite: None.
Recommendation: ART 162 or equivalent with a grade of Credit or "C" or higher strongly recommended.
This course is a continuation of ART 162, Sculpture I. New ideas, techniques, and materials for making sculpture are introduced. This course may be taken for a maximum of 6 units. (Formerly ART 63)
Transfer Credit: CSU; UC

ART 170A
BEGINNING WOOD SCULPTURE I 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
This course covers the selection, preparation and use of hand tools as related to wood sculpture. The student investigates the properties and characteristics of wood as a basic three-dimensional design medium. Techniques such as knife carving, gouging, chiseling, rasping, texturing, sanding and finishing will be covered. This course may be taken for a maximum of 4 units. (Formerly ART 80)
Transfer Credit: CSU

ART 170B
BEGINNING WOOD SCULPTURE II 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: ART 170A or equivalent with a grade of Credit or "C" or higher.
This course covers the use of hand tools and power equipment as related to creating wood objects. The designing of both traditional and contemporary wood-sculpture items will be studied. The areas of lamination, fabrication, and subtractive techniques in advanced projects will be learned. This course may be taken for a maximum of 4 units. (Formerly ART 81)
Transfer Credit: CSU

ART 171
OCCUPATIONAL WORK EXPERIENCE IN ART 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Occupational Work Experience in Art, in a declared Art major. One unit of Occupational Work Experience in Art requires 60 non-paid hours or 75 paid hours of work per semester.
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. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

ART 180
CALLIGRAPHY I 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
This foundation course explores the history, theory, and techniques which shape letterforms, past and present. Emphasis will be on developing skill and knowledge through the historical study of calligraphy and the manipulation of tools and materials. The Roman style will be studied through a modular approach beginning with linear forms, then broad pen sans serif forms, and finally Humanist Bookhand. An appreciation for color, design, and the aesthetic qualities of letter forms will be stressed in their contemporary usage. This course may be taken for a maximum of 6 units. (Formerly ART 40)
Transfer Credit: CSU

ART 181
CALLIGRAPHY II 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 180 or equivalent with a grade of Credit or "C" or higher.
This course focuses on the development of the Italic letterforms in addition to the continued study of the historical development of letterforms, past and present. Emphasis will be on the continued in-depth development and refinement of calligraphic skills and knowledge. Various styles of Italic will be studied in conjunction with a review.
of the Roman styles of the previous semester. Calligraphy II will continue to stress an appreciation for the color, design, and aesthetic properties of quality letterforms in their contemporary usage. This course may be taken for a maximum of 6 units. (Formerly ART 41)
Transfer Credit: CSU

ART 182A
LETTERING AND TYPOGRAPHY 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
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. (Formerly ART 42)
Transfer Credit: CSU

ART 182B
LETTERING AND TYPOGRAPHY II 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 182A or equivalent with a grade of Credit or "C" or higher.
The design and application of letterforms 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 letterforms, digital typography and type design. (Formerly ART 42.1)
Transfer Credit: CSU

ART 183
INTRODUCTION TO ILLUSTRATION 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ART 110 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
In this course students learn the principles and practices of illustration through the examination of artists and illustrators as well as the understanding of materials, techniques, and practical assignments faced by the illustrator. This course may be taken for a maximum of 6 units. (Formerly ART 113)
Transfer Credit: CSU

ART 183A
COMMERCIAL BRUSH LETTERING 1 UNIT
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course explores the history, theory and techniques of brush lettering with an emphasis on designing for commercial applications. The class will focus on hand lettering techniques with manipulation of traditional flat and pointed brushes. This course may be taken for a maximum of 2 units.
Transfer Credit: CSU

ART 183B
COUPPERPLATE CALLIGRAPHY 1 UNIT
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This foundational course explores the history, theory, and techniques which shape letterforms, past and present. Emphasis will be on developing skill and knowledge through the historical study of calligraphy and the manipulation of tools and materials. The Copperplate style will be studied through a modular approach beginning with linear forms, then flexible pointed pen forms. An appreciation for color, design, and the aesthetic qualities of letterforms will be stressed in their contemporary usage. This course may be taken for a maximum of 2 units.
Transfer Credit: CSU

ART 184
GRAPHIC DESIGN I 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 182A or equivalent with a grade of Credit 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. (Formerly ART 44)
Transfer Credit: CSU

ART 185
RENDERING I 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 110 or equivalent with a grade of Credit 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. ( Formerly ART 45)
Transfer Credit: CSU

ART 186
COMPUTER GRAPHICS IN ART AND DESIGN 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
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. This course may be taken for a maximum of 6 units. (Formerly ART 48)
Transfer Credit: CSU

ART 188
DESIGN FOR DESKTOP PUBLISHING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
This course covers page design and layout systems for desktop publishing. The principles and terminology of typography are stressed. The scanning of graphic material such as illustrations and photographs will be covered with regard to the requirements of the publishing industry. Hands-on experience is emphasized. This course may be taken for a maximum of 6 units. (Formerly ART 48.1)
Transfer Credit: CSU

ART 189L
COMPUTER GRAPHICS LAB 1 UNIT
Class hours: 3 lab
Prerequisite: None.
Corequisite: One of the following courses: ART 182A, ART 182B, ART 184, ART 186, ART 188, ART 192, ART 195, ART 196, ART 284, PHOT 110 or PHOT 112.
Recommendation: None.
This course is designed to increase skills in
computer graphics systems. Students will receive individual help with on-going projects assigned in corequisite graphics and multimedia classes. Work may be assigned in the following areas; presentation techniques and hand-on software tutorials. This course may be taken for a maximum of 4 units. 

Transfer Credit: CSU

ART 190
ANIMATION PRINCIPLES  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This class demonstrates the theory of animation principles through practical exercises in hand-drawn cel animation. Students explore the use of animation techniques in contemporary character-based animated narratives. Students will apply concepts of timing, weight, personality and balance to hand drawn animation projects. This class may be taken for a maximum of 6 units.

Transfer Credit: CSU

ART 191A
3D COMPUTER ANIMATION  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course will serve as an introduction to 3D computer animation by writing, modeling, storyboarding, and animating an original animation short. Topics will include storyboard creation, shot development, editing, and sound design. This course may be taken for a maximum of 6 units.

Transfer Credit: CSU

ART 192
PHOTOSHOP/DIGITAL IMAGING  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 6 units. (Formerly ART 92)

Transfer Credit: CSU

ART 194
MULTIMEDIA DESIGN  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
This course acquaints students with the use of multimedia programs and the tools they provide to create full featured interactive multimedia prototypes, applications, and presentations for commercial distribution. Class work and lab assignments provide hands-on experience for the students. This course may be taken for a maximum of 6 units. (Formerly ART 94)

Transfer Credit: CSU

ART 195
3D MODELING FOR ANIMATION  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
This course is an overview of interactive three-dimensional modeling and rendering techniques on the Macintosh. The course involves assignments emphasizing and understanding of modeling and rendering software tools, and animation concepts. This course may be taken for a maximum of 6 units. (Formerly ART 95)

Transfer Credit: CSU

ART 196
INTRODUCTION TO DESIGNING WEB GRAPHICS  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 205 or equivalent with a grade of Credit 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. This class may be taken for a maximum of 6 units. (Formerly ART 99/ART 96)

Transfer Credit: CSU

ART 197
DIGITAL PAINTING  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is a bridge connecting conventional drawing and painting tools and techniques with their computer counterparts. Specifically, this course explores color theory, art history and conventional media, and demonstrates how to translate foundational art theory using digital painting tools. It addresses the needs of students making the transition from traditional to digital media. This course may be taken for a maximum of 6 units.

Transfer Credit: CSU

ART 198
MOTION GRAPHICS  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course addresses the process of communication through typographic animation and visual effects. Emphasis is placed on creating emotional expression and identity through composites of video and text. Topics include the combination of on-screen text and imagery in feature films, broadcast applications, video poetry, and fine art videos. This course may be taken for a maximum of 6 units.

Transfer Credit: CSU

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Announcement of Courses

ART 213
INTERMEDIATE LIFE DRAWING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 117 or equivalent with a grade of Credit or "C" or higher. Student must be at least 18 years of age or have parental consent in order to take this course.
In this course students continue the process of learning to draw the 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. The history and evolution of drawing as an art form and contemporary purposes in figure drawing are discussed in lectures. This course may be taken for a maximum of 6 units. (Formerly ART 13)
Transfer Credit: CSU; UC

ART 214
SPECIAL STUDIES IN LIFE DRAWING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 213 or equivalent with a grade of Credit or "C" or higher.
This course offers advanced work in figure drawing. Emphasis is placed on the student’s development of personal style. 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 well designed and effective work of art. The course considers the relationship between the student's intentions in drawing to his or her 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 professional materials. This course may be repeated for a maximum of 6 units. (Formerly ART 14)
Transfer Credit: CSU; UC

ART 217L
ADVANCED SCREENPRINTING/ADVANCED ETCHING LAB 1 UNIT
Class hours: 3 lab
Prerequisite: None.
Corequisite: Concurrent enrollment in or prior completion of ART 218 or ART 219 or equivalent with a grade of Credit or "C" or higher.
Recommendation: None.
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), screenprinting and photoscreenprinting, collagraphy, embossing, monotype and digital imagemaking 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. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

ART 218
SCREENPRINTING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 117 or equivalent with a grade of Credit 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, block-outs, 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. This course may be taken for a maximum of 6 units. (Formerly ART 18)
Transfer Credit: CSU; UC

ART 219
ADVANCED ETCHING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 117 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 6 units. (Formerly ART 19)
Transfer Credit: CSU; UC

ART 231
INTERMEDIATE PAINTING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 130B or equivalent with a grade of Credit or "C" or higher.
This course is designed for students who want a deeper understanding of painting: its history, theories, creative purposes, and technical skills. Through lectures, discussions, and studio work, students discover, articulate, and bring into being their own artistic identity and style. Practical assistance is given on an individual basis. Emphasis is placed on the student’s progression from idea to technical means and visual accomplishment. Students may initiate their own painting projects, or use what subject matter is presented to the class. This course may be taken for a maximum of 6 units. (Formerly ART 31)
Transfer Credit: CSU; UC

ART 232
PORTRAiture: DRAWING/PAINTING THE HEAD 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 112 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 6 units. (Formerly ART 32)
Transfer Credit: CSU; UC

ART 237
LIFE PAINTING 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 112 or equivalent with a grade of Credit or "C" or higher. Student must be at least 18 years of age or have parental consent in order to take this course.
This is a painting and lecture course which focuses on the live model as subject matter. The history and philosophy of the figure in art are discussed. Symbolic, expressionistic, allegorical, fantastic, narrative, and abstract styles are surveyed. Drawing and painting techniques and materials are explained. Individual and group critiques are utilized.

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Announcement of Courses

This course may be taken for a maximum of 6 units. (Formerly ART 37)
Transfer Credit: CSU; UC

ART 238
SPECIAL STUDIES IN PAINTING  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 136 or ART 237 or equivalent with a grade of Credit or "C" or higher.
This is an advanced course designed for individualized study by the experienced painter. The student is expected to research the historical and contemporary trends in art and the criticism which relate to his or her work. Discussion centers on how the student’s work communicates specific meaning and functions within the art world. Projects may be in traditional, transitional, or new forms of painting. This course may be taken for a maximum of 6 units. (Formerly ART 38)
Transfer Credit: CSU

ART 239
PORTRAIT PAINTING  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 130A or ART 232, or ART 237 or equivalent with a grade of Credit or "C" or higher. Student must be at least 18 years of age or have parental consent in order to take this course.
This is a course in the history, theories, techniques, and practice of portrait painting. Creative imagination, color, space, and pictorial structure are included in the study of the portrait. Live models will be used. The student has the option of working in any drawing or painting medium. This course may be taken for a maximum of 6 units. (Formerly ART 39)
Transfer Credit: CSU; UC

ART 246
JEWELRY DESIGN FABRICATION  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 145 or equivalent with a grade of Credit or "C" or higher.
This is the third course in a sequential program covering the design and technical processes of jewelry and metalsmithing. The techniques and projects covered are fabricating a die-formed container, stone setting, mold making, and lost wax casting of multiples. The study of the history and culture of jewelry and body ornamentation is continued through audio/visual lectures and museum and gallery visits. This class may be repeated for a maximum of 6 units. (Formerly ART 76)
Transfer Credit: CSU

ART 248
HOLLOW FORMING
JEWELRY PROCESSES  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 246 or equivalent with a grade of Credit or "C" or higher.
This is the fourth and most advanced course in a sequential program covering the design and technical processes of jewelry and metalsmithing. The techniques and projects covered in this course include designing a suite/set of wearable objects and a set of flatware. Specialized advanced techniques and processes will be taught to match the student's specific artistic objectives and projects. The study of the history and culture of metalsmithing and metalsmithing is continued through audio/visual lectures and museum, gallery, commercial and industrial site visits. This class may be repeated for a maximum of 6 units. (Formerly ART 78)
Transfer Credit: CSU

ART 252
CERAMICS -
FORM AND TECHNIQUE  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 151 or ART 152 or equivalent with a grade of Credit or "C" or higher.
This course is 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. This course may be taken for a maximum of 6 units. (Formerly ART 52)
Transfer Credit: CSU; UC

ART 253
CERAMICS -
FORM AND CONTENT  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 252 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 6 units. (Formerly ART 53)
Transfer Credit: CSU; UC

ART 255
INTERMEDIATE
CERAMIC SCULPTURE  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 155 or equivalent with a grade of Credit or "C" or higher.
This course is a continuation of ART 155. New ideas, techniques and approaches to making ceramic sculpture are introduced. This course may be taken for a maximum of 6 units. (Formerly ART 55.2)
Transfer Credit: CSU; UC

ART 264
SCULPTURE - STONECARVING  3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: None.
Corequisite: None.
Recommendation: ART 163 or equivalent with a grade of Credit or "C" or higher strongly recommended.
This course is designed to extend the student's knowledge and skill in the specific discipline of subtractive sculpture. The student will learn how to make sculpture by traditional stonecarving techniques. This course may be taken for a maximum of 9 units. (Formerly ART 64)
Transfer Credit: CSU; UC

ART 270
WOOD LATHE ART  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: ART 171 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: ART 120 or equivalent with a grade of Credit or "C" or higher.
This course covers wood lathe processes as applied to creating art objects. The student learns the two main methods of lathe turning: scraping and shear cutting. Project design, aesthetics, wood selection and finishing are studied. This course may be repeated for a maximum of 4 units. (Formerly ART 69.82/ART 82)
Transfer Credit: CSU

ART 271
CARVING TOOL MAKING  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: ART 171 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course involves techniques in designing and making wood carving tools. Types covered include knives, chisels, and gouges.

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Steel selection and heat treating are also covered. This course may be repeated for a maximum of 4 units. (Formerly ART 83)

Transfer Credit: CSU

ART 284
GRAPHIC DESIGN II 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 184 or equivalent with a grade of Credit 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. (Formerly ART 44.1)

Transfer Credit: CSU

ART 285
RENDERING II 3 UNITS
Class hours: 2 lecture/4 studio
Prerequisite: ART 185 or equivalent with a grade of Credit 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. (Formerly ART 45.1)

Transfer Credit: CSU

ART 287A
LETTER ARTS 2 UNITS
Class hours: 1 lecture/3 studio
Prerequisite: ART 181 or equivalent with a grade of Credit or "C" or higher.
This intermediate course of study focuses on the artistic and aesthetic uses of letterforms as cultural and communicative forces in society. Students will progress toward the development of professional skills and techniques in the application of lettering, calligraphy and typography to creative and expressive concepts. Historical and contemporary methods, materials and usage will be explored through a variety of projects. This course may be taken for a maximum of 4 units. (Formerly ART 47)

Transfer Credit: CSU

ART 287B
ROMAN CALLIGRAPHY 2 UNITS
Class hours: 1 lecture/3 studio
Prerequisite: ART 287A or equivalent with a grade of Credit or "C" or higher.
This course is designed to develop analytical methods and to increase performance skills in the evaluation of letter structure and the shaping of historical letterform styles. Students will develop the ability to modify historical styles of letterforms for contemporary applications in aesthetic and communicative areas. Expertise and knowledge will be expanded through the exploration of tools, materials, and techniques. This course may be taken for a maximum of 6 units. (Formerly ART 69.4/ART 47.1)

Transfer Credit: CSU

ASTRONOMY
(Science/Engineering/Math Division)

ASTR 101
ELEMENTARY ASTRONOMY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This is an introductory survey course in the general principles and fundamentals of astronomy. It is designed primarily for non-science majors, physical science general education credit at transfer institutions. (Formerly ASTR 1)

Transfer Credit: CSU; UC*

ASTR 102
INTRODUCTORY ASTRONOMY: STARS AND THE UNIVERSE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 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. (Formerly ASTR 1.2)

Transfer Credit: CSU; UC; UC*

ASTR 103 combined: maximum credit, one course. No credit for ASTR 102 or ASTR 103 if taken after ASTR 101.

ASTR 103
INTRODUCTORY ASTRONOMY: THE SOLAR SYSTEM 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 meteorites, catastrophic events, and the search for planets around other stars. This course is not open to students with credit in ASTR 101. (Formerly ASTR 1.2)

Transfer Credit: CSU; UC; UC*

ASTR 104
LIFE IN THE UNIVERSE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 UNIT
Class hours: 3 lab
Prerequisite: ASTR 101, ASTR 102, ASTR 103, or ASTR 106 or equivalent with a grade of Credit or "C" or higher, or concurrent enrollment.
Corequisite: None.
Recommendation: None.
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. (Formerly ASTR 5/ASTR 101L)
Transfer Credit: CSU; UC

ASTR 106
HISTORY OF ASTRONOMY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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

AUTOMOTIVE COLLISION REPAIR
(AUTOBODY)
(Technology Division)

AB 50A
BODY TRIM AND MINOR REPAIRS 1 UNIT
Class hours: 0.75 lecture/1.25 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces students to wheel alignment, suspension systems, and power train problems related to automotive collisions. Related topics include: frame straightening systems, measurement and gauging for damage, cooling and electrical components, and continued welding and metallurgical experience. This course may be taken for a maximum of 9 units. (Formerly AB 21)

AB 50C
STRUCTURAL REPAIR SET-UP 1 UNIT
Class hours: 0.75 lecture/1.25 lab
Prerequisite: AB 50A or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course is one in a series of hands-on short courses which prepares students for employment as a collision repair technician apprentice. Major emphasis will be placed on removal and replacement of more complex external panel assemblies, doors, tailgates, rear hatches etc. Content will also include repair of more complex non-structural body panels, introduction of additional power and hand tools, water leak and wind noise detection and correction. This course may be taken for a maximum of 2 units.

AB 51
NON-STRUCTURAL DAMAGE REPAIR 4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course emphasizes frame and structural damage, cooling and electrical components, removal and replacement of structural body panels, chassis design, sheet metal straightening techniques, alignment and installation of body parts. Also included is safety related to electrical problems, introduction of plastic components and continued welding and metallurgical experience. This course may be taken for a maximum of 9 units. (Formerly AB 41)

AB 52
STRUCTURE DAMAGE REPAIR 4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course introduces students to wheel alignment, suspension systems, and power train problems related to automotive collisions. Related topics include: frame straightening systems, measurement and gauging for damage, cooling and electrical components, and continued welding and metallurgical experience. This course may be taken for a maximum of 9 units. (Formerly AB 41)

AB 53
SUSPENSION, ALIGNMENT AND POWER TRAIN DAMAGE 4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course emphasizes frame and structural repair of advanced design automotive body panels such as tempered sheet metal, aluminum, plastics, fiberglass and composites. Additional topics include repair and installation of structural members, removal and replacement of electrical and electronic components and related interior parts. This course may be taken for a maximum of 9 units. (Formerly AB 41)

AB 54
ADVANCED DESIGN AUTOMOTIVE PANEL REPAIR 4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course emphasizes frame and structural repair of advanced design automotive body panels such as tempered sheet metal, aluminum, plastics, fiberglass and composites. Additional topics include repair and installation of structural members, removal and replacement of electrical and electronic components and related interior parts. This course may be taken for a maximum of 9 units. (Formerly AB 41)
related instructions would be included in each segment. This course may be taken for a maximum of 9 units. (Formerly AB 42)

**AB 56**

**NON-STRUCTURAL AUTOMOTIVE WELDING 2 UNITS**

Class hours: 1.5 lecture/2.5 lab
Prerequisite: None.

This course introduces students to oxy-acetylene, Gas Metal Arc Welding (GMAW), stick arc, and pressure resistance welding. It is designed for the student who is presently employed in the automotive field. Related technical subjects include safety, testing of weld joints, design, 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. (Formerly AB 12)

**AB 57**

**STRUCTURAL AUTOMOTIVE WELDING 2 UNITS**

Class hours: 1.5 lecture/2.5 lab
Prerequisite: AB 56 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

This course further develops student skills in the use of Gas Metal Arc Welding (GMAW) equipment and methods related to the repair, maintenance and alteration of the automobile structure. Special emphasis will be placed upon GMAW of structural high strength 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. Appropriate safety related instructions are included in each segment. This course may be taken for a maximum of 6 units. (Formerly AB 22)

**AB 58**

**COLLISION REPAIR UPDATE 4.5 UNITS**

Class hours: 3 lecture/5 lab
Prerequisite: AB 51, AB 52, and AB 53 or equivalent courses with grades of Credit or “C” or higher, or appropriate work experience. AB 54 may be substituted for AB 53.

This course increases skills and knowledge by updating the student in areas of their choice. Update areas would include refinishing of plastics, advanced design automotive components, metal finishing, complex frame and structural repair, and advanced welding. This course may be taken for a maximum of 13.5 units. (Formerly AB 48/AB 70)

**AB 59C**

**FULL FRAME ANALYSIS AND REPAIR PLANNING 1 UNIT**

Class hours: 1 lecture/1 lab
Prerequisite: AB 51, AB 59A or AB 59B or equivalent with grades of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.

Recommendation: Current or previous employment in collision repair facility.

This course expands student learning of damage analysis and repair planning to include full-frame vehicles (pickups and sport utility vehicles). Additional case studies of damaged full-frame vehicles will be presented that give technicians the information needed to measure, analyze, and develop appropriate repair plans. The additional information in this course is fundamental for success in more advanced damage analysis and repair courses. This course may be taken for a maximum of 2 units.

**AB 59E**

**UNITIZED BODY ANALYSIS AND REPAIR PLANNING 1 UNIT**

Class hours: 1 lecture/1 lab
Prerequisite: AB 51 or AB 59A or AB 59B or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.

Recommendation: None.

This course furthers student learning in full-frame damage analysis and repair with universal measuring gauges. Included topics are full-frame vehicle design analysis, effects of collisions on various full-frame designs, full-frame damage assessment using universal measuring gauges, full-frame vehicle hook-up and repair options, and methods of determining repair completion with universal measuring gauges. This course may be taken for a maximum of 2 units.

**AB 60A**

**SANDING AND PAINT PREPARATION 1 UNIT**

Class hours: 0.75 lecture/1.25 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.

This is one in a series of hands-on short courses which prepares students for employment as an automotive refinishing apprentice. Major emphasis will be placed on removal and installation of moldings and
trim, sanding and preparation of substrate finish, and the use of two-component putty. This course may be taken for a maximum of 2 units.

**AB 60B**
**MIXING AND APPLICATION OF PAINT**
1 UNIT
Class hours: 0.75 lecture/1.25 lab
Prerequisite: AB 60A and AB 60B or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This is one in a series of hands-on short courses which prepares students for employment as an automotive refinishing apprentice. Major emphasis will be placed on bare metal preparation, mixing and application of primers and topcoats, and blending of paint finishes. This course may be taken for a maximum of 2 units.

**AB 60C**
**PAINT DEFECTS: CAUSES AND CURES**
1 UNIT
Class hours: 0.75 lecture/1.25 lab
Prerequisite: AB 60A and AB 60B or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This is one in a series of hands-on short courses which prepares students for employment as an automotive refinishing apprentice. Major emphasis will be placed on solving paint application problems and finish defects, causes and cures. This course may be taken for a maximum of 2 units.

**AB 61**
**PREPARATION AND SPOT REFINISHING**
4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
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-coat, and basic material problems encountered in today's refinishing market. This course may be taken for a maximum of 9 units. (Formerly AB 25)

**AB 62**
**OVERALL AND MULTI-COAT REFINISHING**
4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This course develops the skills of the professional automotive refinisher in Overall Multi-Coat and 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 certification criteria will be incorporated in the training and discussions. This course may be taken for a maximum of 9 units. (Formerly AB 35)

**AB 63**
**PRODUCTION REFINISHING**
4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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, finishing the masking and painting of up to three separate vehicles of varying models, color, and types. This course provides students with hands-on techniques for increasing the volume of vehicles processed in the professional automotive refinishing environment. This course may be taken for a maximum of 9 units. (Formerly AB 35.1)

**AB 65**
**MIXING AND ADJUSTING COLOR**
2 UNITS
Class hours: 1.5 lecture/2.5 lab
Prerequisite: None.
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, troubleshooting of materials, and paint chemistry. This course may be taken for a maximum of 6 units. (Formerly AB 33.1/AB 2)

**AB 66**
**LETTERING, STRIPING AND DESIGN**
2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
This course trains students in the arts of automotive lettering, graphic 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, hand pin-striping, and airbrushing. This course may be taken for a maximum of 5 units. (Formerly AB 45)

**AB 68**
**REFINISHING UPDATE**
4.5 UNITS
Class hours: 3 lecture/5 lab
Prerequisite: AB 61, AB 62, and AB 63 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
This course is designed to increase skill and knowledge as well as update students in automotive refinishing areas of their choice. It will emphasize automotive refinishing and plastic repair techniques, panel and spot painting, sanding and preparation techniques, and overall and multi-coat painting. This course may be taken for a maximum of 18 units. (Formerly AB 49/AB 71)

**AB 73/74**
**AUTOMOTIVE COLLISION REPAIR OCCUPATIONAL WORK EXPERIENCE**
3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Automotive Collision Repair work experience 73 or 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.
Corequisite: (1) Concurrent enrollment in the Automotive Collision Repair vocational program with 7 or more units including occupational work experience.
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. These courses may be taken for a maximum of 15-16 units.

**AB 75**  
**BODY PANEL MODIFICATION 4.5 UNITS**  
Class hours: 3 lecture/5 lab  
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
Corequisite: None.  
Recommendation: None.  
This course emphasizes design and fabrication of automotive body panels. Additional topics include customization of existing body panels, partial-panel fabrication, metal finishing, fabrication welding techniques and the application and use of the sheet metal brake, sheers, shrinker/stretcher, and bead roller. This course may be taken for a maximum of 9 units.

**AB 76**  
**PARTIAL-PANEL FABRICATION 4.5 UNITS**  
Class hours: 3 lecture/5 lab  
Prerequisite: None  
Corequisite: None.  
Recommendation: AB 75 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 9 units.

**AB 77**  
**FULL-PANEL FABRICATION 4.5 UNITS**  
Class hours: 3 lecture/5 lab  
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
Corequisite: None.  
Recommendation: AB 75 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
In this course student learning is elevated to the level of full-panel sheet metal design and fabrication. Complete 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. Included are the continued application and use of advanced sheet metal fabrication tools and equipment. This course may be taken for a maximum of 9 units.

**AB 79**  
**AUTOMOTIVE FABRICATION PROJECTS 4.5 UNITS**  
Class hours: 3 lecture/5 lab  
Prerequisite: None  
Corequisite: None.  
Recommendation: AB 51 or AB 75 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
This course allows students to hone hands-on skills while completing automotive body panel fabrication projects. Students will identify and select specific projects that are relevant to the subject matter being taught. This course may be taken for a maximum of 9 units.

**AB 80**  
**AUTOBODY CUSTOMER SERVICE 2 UNITS**  
Class hours: 2 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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 and business ethics, and the completion of paperwork related to autobody customer service positions. This course may be taken for a maximum of 8 units. (Formerly AB 50)

**AB 80A**  
**VEHICLE STAGING 1 UNIT**  
Class hours: 0.75 lecture/1.25 lab  
Prerequisite: None.  
Corequisite: None.  
Limitation of Enrollment: Students must have valid and current drivers’ license and proof of appropriate automobile insurance.  
This is one in a series of hands-on short courses which prepare students for employment as a porter in an automotive shop operation. Major emphasis will be placed on safe driving and parking, vehicle clean up, customer contact, and the staging of vehicles within an automotive repair facility at the start and end of each day. This course may be taken for a maximum of 2 units.

**AB 80B**  
**DAMAGE ANALYSIS AND AUTOMOTIVE SYSTEMS 1 UNIT**  
Class hours: 0.75 lecture/1.25 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This is one in a series of hands-on short courses which prepares students for employment as an automotive office assistant. Major emphasis will be placed on damage analysis, estimating the cost of repair, legal and environmental practices, and vehicle systems knowledge. This course may be taken for a maximum of 2 units.

**AB 80C**  
**VEHICLE TYPES AND CUSTOMER RELATIONS 1 UNIT**  
Class hours: 0.75 lecture/1.25 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This is one in a series of hands-on short courses which prepares students for employment as an automotive office assistant. Major emphasis will be placed on vehicle construction types, fasteners and materials, parts acquisition sources and customer relations. This course may be taken for a maximum of 2 units.

**AB 83A**  
**COMPUTERIZED DAMAGE ESTIMATING-ADP 1.5 UNITS**  
Class hours: 1.5 lecture/.5 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
The focus of this course is for students to become proficient in Automated Data Processing (ADP) collision damage estimating program. Students will learn to properly identify vehicles, components and systems, and 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 ADP software program will be reviewed extensively. This course may be taken for a maximum of 3 units.

AB 83C
COMPUTERIZED DAMAGE ESTIMATING-CCC 1.5 UNITS
Class hours: 1.5 lecture/.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
The focus of this course is for students to become proficient in CCC collision damage estimating program. Students will learn to properly identify vehicles, components and systems, and 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 with the CCC software program will be reviewed extensively. This course may be taken for a maximum of 3 units.

AB 83M
COMPUTERIZED DAMAGE ESTIMATING-MITCHELL 1.5 UNITS
Class hours: 1.5 lecture/.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
The focus of this course is for students to become proficient in Mitchell Information Systems (Mitchell) collision damage estimating program. Students will learn to properly identify vehicles, components and systems, and 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 Mitchell software program will be reviewed extensively. This course may be taken for a maximum of 3 units.

AB 86
PRODUCTION MANAGEMENT 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 controls for management. This course may be taken for a maximum of 4 units. (Formerly AB 52)

AB 88
ESTIMATING AND MANAGEMENT UPDATE 3 UNITS
Class hours: 2.5 lecture/1.5 lab
Prerequisite: Nine units of collision repair estimating and/or management or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 12 units. (Formerly AB 49.1/AB 72)

AB 181
NON-STRUCTURAL DAMAGE ESTIMATING 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is designed to develop skills in effective non-structural collision damage estimating. Emphasis is placed on body construction types and designs, welding and repair methods, mechanical and suspension components, and safety systems as related to damage estimating. Students complete hand-written estimates itemizing cost of labor, materials, and parts required to restore vehicles to pre-accident condition. Areas of training include the basic estimating process, hand-written estimates, automotive systems analysis, body and fender repair times, industry standard times for part replacements, and procedure page logic (P-Page Logic) from collision estimating guides. Computer estimating is introduced as students demonstrate increased estimating proficiency. This course may be taken for a maximum of 6 units. (Formerly AB 24/AB 1)

AB 182
STRUCTURAL DAMAGE ESTIMATING 3 UNITS
Class hours: 2.5 lecture/1.5 lab
Prerequisite: AB 181 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This course extends student skills in effective collision damage estimating. The course presents the wide range of skills needed to effectively inspect and analyze structural damage to vehicles, determine the extent of damage and select preferred methods of repair. Students will write handwritten and computerized damage reports, itemizing labor, materials, and parts costs required to restore the vehicle pre-accident condition. Additional areas of training include automotive industry standards, rules and regulations, identification of estimator job functions, and methods of determining levels of customer service index (CSI). Electronic estimating skills will be developed. This course may be taken for a maximum of 6 units. (Formerly AB 34.1/AB 82)

AB 183
COMPUTERIZED DAMAGE ESTIMATING 1.5 UNITS
Class hours: 1.5 lecture/.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
The focus of this course is for students to become proficient in software-specific collision damage estimating program. Students will learn to properly identify vehicles, components and systems, and 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 software program will be reviewed extensively. This course may be taken for a maximum of 6 units. (Formerly AB 34.2/AB 83) Transfer Credit: CSU

**AB 281**

**STRUCTURAL DAMAGE ANALYSIS FOR ESTIMATORS 1 UNIT**

Class hours: 1 lecture/1 lab

Prerequisite: AB 51, AB 181, or AB 182 or equivalent with grades of Credit or “C” or higher, or appropriate work experience.

Corequisite: None.

Recommendation: Current or previous employment in collision repair facility. This course is designed to help the collision damage estimator, appraiser and 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. This course may be taken for a maximum of 2 units.

Transfer Credit: CSU

**AB 282**

**STEERING AND SUSPENSION FOR DAMAGE ESTIMATORS 1 UNIT**

Class hours: 1 lecture/1 lab

Prerequisite: AB 281 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

Corequisite: None.

Recommendation: Current or previous employment in collision repair facility. 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 UNIT**

Class hours: 1 lecture/1 lab

Prerequisite: AB 52, AB 281 or AB 282 or equivalent with grades of Credit or “C” or higher, or appropriate work experience.

Corequisite: None.

Recommendation: Current or previous employment in collision repair facility. This course is designed to build on student knowledge gained from the prerequisite course and to assist in mastery of collision damage analysis. The focus of this course expands damage analysis specifically for pickup trucks and sport utility vehicles.

Transfer Credit: CSU

**AB 285**

**COLLISION REPAIR MANAGEMENT 3 UNITS**

Class hours: 2 1/2 lecture/1 1/2 lab

Prerequisite: None.

Recommendation: None.

This course focuses on effective management and operation of automotive repair facilities. Students are introduced to skills required for effective management and promotion of an automotive repair facility. Areas of training include development of policies, 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, licensing and certification, effective communication skills, process improvement, and time management. This course may be taken for a maximum of 6 units. (Formerly AB 51/AB 85)

Transfer Credit: CSU

**AB 287**

**ADVANCED COLLISION REPAIR MANAGEMENT 2 UNITS**

Class hours: 2 lecture

Prerequisite: None.

Corequisite: None.

Recommendation: None.

This course includes presentation of the wide range of skills required to effectively direct manage and promote a multi-location collision repair facility. Areas of advanced training include rules and regulations related to the automotive repair industry, job costing, equipment and material procurement, facility cost analysis, department operations, safety, employee and right-to-know issues, warranties, customer satisfaction, licensing and certification, from the perspective of consolidator and/or franchise body shop operations. This course may be taken for a maximum of 8 units. (Formerly AB 53)

Transfer Credit: CSU

**AUTO 1**

**ENGINE MAINTENANCE 0 UNIT**

Class hours: 5 lecture/1 lab (3 weeks)

Prerequisite: None.

Corequisite: None.

Recommendation: None.

This is a fundamental class 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. (Formerly AUTO 1.1)

**AUTO 2**

**FUEL SYSTEMS 0 UNIT**

Class hours: 5 lecture/1 lab (3 weeks)

Prerequisite: None.

Corequisite: None.

Recommendation: None.

This is a fundamental class 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. (Formerly AUTO 1.2)

**AUTO 3**

**LUBRICATION AND COOLING 0 UNIT**

Class hours: 5 lecture/1 lab (3 weeks)

Prerequisite: None.

Corequisite: None.

Recommendation: None.

This is a fundamental class 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. (Formerly AUTO 1.3)
A theory/practical course in the operation and 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 work environment with basic skills. (Formerly AUTO 1.4)

**AUTO 5**
**BRAKES AND SUSPENSION**
0 UNIT
Class hours: 5 lecture/1 lab (3 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This is a fundamental class 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. (Formerly AUTO 1.5)

**AUTO 6**
**TRANSMISSION AND DRIVE TRAIN**
0 UNIT
Class hours: 5 lecture/1 lab (3 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This is a fundamental class 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. (Formerly AUTO 1.6)

**AUTO 8**
**FORD ELECTRONIC ENGINE CONTROLS EEC 3 & 4**
1 UNIT
Class hours: 1 lecture
Prerequisite: None.
A theory/practical course in the operation and diagnosing of Ford electronic engine controls, including driveability problem areas such as electronic ignition, feedback carburetion, onboard diagnostic systems, and electronic fuel injection. (Formerly AUTO 50)

**AUTO 9**
**CHRYSLER ELECTRONIC FUEL INJECTION**
1 UNIT
Class hours: 1 lecture
Prerequisite: None.
A theory/practical course in the operation and diagnosing of Chrysler electronic engine controls, including driveability problem areas such as electronic ignition, feedback carburetion, onboard diagnostic systems, and electronic fuel injection. (Formerly AUTO 51)

**AUTO 10**
**GENERAL MOTORS FUEL INJECTION**
1 UNIT
Class hours: 1 lecture
Prerequisite: None.
A theory/practical course in the operation and diagnosing of General Motors electronic engine controls, including driveability problem areas such as electronic ignition, feedback carburetion, onboard diagnostic systems, and electronic fuel injection. (Formerly AUTO 52)

**AUTO 11**
**FOUR WHEEL ALIGNMENT**
1 UNIT
Class hours: 1 lecture/demonstration
Prerequisite: None.
Theory/practical course on the principles of four wheel alignment. Computerized equipment will be used to demonstrate advanced shop procedures. (Formerly AUTO 53)

**AUTO 12**
**GENERAL MOTORS CLIMATE CONTROL**
1 UNIT
Class hours: 1 lecture
Prerequisite: None.
A theory/practical course in the operation and diagnosis of General Motors Control Systems; trouble shooting, testing and repair techniques will be included. (Formerly AUTO 54)

**AUTO 13**
**SPECIALIZED ELECTRONICS TRAINING**
2.5 UNITS
Class hours: 2.25 lecture/2.25 lab
Prerequisite: None.
This course is a study of the principles of automotive electronics to include fundamentals, circuits, meter use, repair, and microprocessors. (Formerly AUTO 56)

**AUTO 14**
**IMPORT FUEL INJECTION SYSTEMS**
1 UNIT
Class hours: 1 lecture
Prerequisite: None.
A theory/practical course in the operation and diagnosing of Nissan, Toyota, and Bosch electronic engine controls, including driveability problem areas such as electronic ignition, feedback carburetion, onboard diagnostic systems, and electronic fuel injection. (Formerly AUTO 57)

**AUTO 34**
**FORD MAINTENANCE AND LIGHT REPAIR FOR ELECTRICAL AND ELECTRONIC SYSTEMS**
2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This is a theory/practical course in electricity and automotive electronic systems, such as batteries, Ford audio systems, and supplemental restraints. The content will be presented on a single manufacturer's product line. This course may be taken for a maximum of 5 units.

**AUTO 35**
**FORD MAINTENANCE AND LIGHT REPAIR FOR STEERING AND SUSPENSION SYSTEMS**
2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This is a theory/practical course in basic steering and suspension on a single manufacturer's car line. Included are operating principles, component description, diagnosis, repair and service adjustments. This course may be taken for a maximum of 5 units.

**AUTO 36**
**FORD MAINTENANCE AND LIGHT REPAIR FOR BRAKE SYSTEMS**
2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This is a theory/practical course in basic brake and anti-lock brakes on a single manufacturer's car line. Included are operating principles, component description, diagnosis, repair and service adjustments. This course may be taken for a maximum of 5 units.
principles, component description, diagnosis, repair, and service adjustments. This course may be taken for a maximum of 5 units.

**AUTO 37**
**FORD MAINTENANCE AND LIGHT REPAIR FOR CLIMATE CONTROL SYSTEMS** 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 5 units.

**AUTO 50**
**INTRODUCTION TO AUTOMOTIVE** 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This introductory course deals with the basic systems of the modern automobile with emphasis on operating principles. Major areas of instruction will include electrical, engine, transmission, brake and accessory systems. The course is designed as an entry level automotive offering so students may survey the automotive service industry. (Formerly AUTO 10)

**AUTO 51**
**AUTOMOTIVE AIR CONDITIONING** 4 UNITS
Class hours: 10 lecture/10 lab (6 weeks)
Prerequisite: AUTO 231 or equivalent with a grade of Credit 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. (Formerly AUTO 18.1)

**AUTO 52**
**AUTOMOTIVE PRODUCT ANALYSIS** 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is one in a series of GM PASS courses designed to bring the student to an entry-level position as a sales consultant within the General Motors dealership organization. This course develops product knowledge and consumer benefit from a product, financing and sales practices perspective. Emphasis is on GM automobile product line mix and competitive advantages. This course is designed to enhance personal skills in marketing and selling within the GM dealership sales department organization. (Formerly AUTO 69.14/AUTO 81)

**AUTO 53**
**AUTOMOTIVE GM/ADVANCED CONSULTATIVE SELLING** 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: AUTO 73/74 or equivalent student internship with GM dealership, and BA 121 or equivalent with grades of Credit or “C” or higher.
This course is one in a series of GM PASS courses designed to bring the student to an entry-level position as a sales consultant within the General Motors dealership organization. It introduces the participants to the advanced skills necessary to begin selling automobiles through more pro-active customer-oriented sales efforts. Emphasis is placed on the development and practice of advanced professional sales techniques in the area of consultative value selling. (Formerly AUTO 69.15/AUTO 82).

**AUTO 54**
**INTRODUCTION TO ELECTRIC VEHICLES** 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: None.
Corequisite: None.
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 repeated for a total of 8 units. (Formerly AB 69.9/AUTO 90)

**AUTO 55**
**ADVANCED TECHNOLOGY ELECTRIC VEHICLES** 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: None.
Corequisite: None.
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. This course may be taken for a maximum of 8 units. (Formerly AB 69.8/AUTO 91)

**AUTO 73/74**
**AUTOMOTIVE MECHANICAL REPAIR OCCUPATIONAL WORK EXPERIENCE** 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Automotive Mechanical Repair work experience 73 or 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.
Corequisite: (1) Enrollment in the Automotive Mechanical Repair vocational program with 7 or more units including occupational work experience.
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. These courses may be taken for a maximum of 15-16 units.

AUTO 80
BUREAU OF AUTOMOTIVE REPAIR (BAR) ASE ALTERNATIVE COURSES FOR ADVANCED EMISSIONS SPECIALIST 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 100 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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 81
INTRODUCTION TO INTELLIGENT VEHICLE AND TRANSPORTATION SYSTEMS 3 UNITS
Class hours: 3 lecture
Prerequisite: None
Corequisite: None.
Recommendation: None.
This survey course introduces the student to Intelligent Transportation Systems (ITS). 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 100
AUTOMOTIVE MAINTENANCE AND OPERATION 4 UNITS
Class hours: 3 lecture, 3 lab
Prerequisite: None.
Basic class dealing with the selection and maintenance of the modern automobile. Emphasis is on the basic operating principles. (Formerly IA 15/AUTO 1)
Transfer Credit: CSU

AUTO 120
AUTOMOTIVE LUBRICATION, BRAKES AND WHEEL ALIGNMENT 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 100 or equivalent with a grade of Credit or “C” or higher or employed technician.
This is a theoretical and practical course in basic alignment, brakes, steering, and suspension. It includes operating principles, component description, diagnosis, repair, and adjustments. Alignment instruction includes electronic four wheel alignment. This course may be taken for a maximum of 10 units. (Formerly AUTO 12)
Transfer Credit: CSU

AUTO 121
AUTOMOTIVE ALIGNMENT BRAKE AND SUSPENSION 6 UNITS
Class hours: 5 lecture/5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in AUTO 73/74.
This is a theory/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. (Formerly AUTO 20.2/AUTO 12.1)
Transfer Credit: CSU

AUTO 130
AUTOMOTIVE ELECTRICITY 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 100 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This is a theoretical 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. (Formerly AUTO 13)
Transfer Credit: CSU

AUTO 131
AUTOMOTIVE ELECTRICITY 7 UNITS
Class hours: 6 lecture/4 lab
Prerequisite: AUTO 121 or equivalent with a grade of Credit or "C" or higher.
Corequisite: AUTO 73/74.

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. (Formerly AUTO 13.1)
Transfer Credit: CSU

AUTO 140
AUTOMOTIVE ENGINES 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 100 or equivalent with a grade of Credit or “C” or higher.
A theory/practical course in Automotive Engine repair to include operating principles and descriptions of all components. The major content will be on diagnosis and measurement. Complete disassembly and reassembly of engines will be accomplished. (Formerly AUTO 11/AUTO 14)
Transfer Credit: CSU

AUTO 141
AUTOMOTIVE ENGINES 4 UNITS
Class hours: 10 lecture/10 lab (6 weeks)
Prerequisite: AUTO 100 and AUTO 121 or equivalent with grades of Credit or "C" or higher.
Corequisite: AUTO 73/74.
Recommendation: None.
A theory/practical course in Automotive Engine repair to include operating principles and descriptions of all components. The major content will be on diagnosis and measurement. Complete disassembly and reassembly of engines will be accomplished. Course content will be presented on a single manufacturer’s engine. (Formerly AUTO 14.1)
Transfer Credit: CSU

AUTO 150
AUTOMOTIVE MACHINE SHOP I 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 100 or equivalent with a grade of Credit 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 will be included. This course may be taken for a maximum of 10 units. (Formerly AUTO 15)
Transfer Credit: CSU
AUTO 160  
AUTOMOTIVE POWER TRAIN  5 UNITS  
Class hours: 4 lecture/4 lab  
Prerequisite: AUTO 100 or equivalent with a grade of Credit or "C" or higher.  
This course 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. This course may be taken for a maximum of 10 units. (Formerly AUTO 17)  
Transfer Credit: CSU

AUTO 180  
AUTOMOTIVE AIR CONDITIONING  4 UNITS  
Class hours: 3 lecture/3 lab  
Prerequisite: AUTO 130 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
This theory and shop course is designed to teach basic automotive air conditioning; 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. This course may be taken for a maximum of 8 units. (Formerly AUTO 18)  
Transfer Credit: CSU

AUTO 190  
AUTOMOTIVE MANAGEMENT  3 UNITS  
Class hours: 3 lecture  
Prerequisite: AUTO 100 or equivalent with a grade of Credit or "C" or higher.  
A course 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 estimating, efficient and effective use of time and space. (Formerly AUTO 19)  
Transfer Credit: CSU

AUTO 170  
EMISSION CONTROL SYSTEMS - 1997 STANDARDS  5 UNITS  
Class hours: 4 lecture/4 lab  
Prerequisite: AUTO 100 or equivalent with a grade of Credit or "C" or higher.  
One year automotive experience and/or automotive education credits equaling nine semester (14 quarter units) or 180 hours at a trade school. The course work must include, but is not limited to, the following automotive areas: basic electricity, fuel systems, and engine performance (tune-up).  
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. This course may be taken for a maximum of 10 units. (Formerly AUTO 17)  
Transfer Credit: CSU

AUTO 192  
INTRODUCTION TO ALTERNATIVE FUELS  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This course introduces students to the role, function, and practical applications of Compressed Natural Gas (CNG) as an alternative fuel for the internal combustion engine. Propane, methanol, and hydrogen are also discussed. (Formerly AUTO 19.2)  
Transfer Credit: CSU

AUTO 193  
AUTOMOTIVE SERVICE STAFF MANAGEMENT  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
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 UNITS  
Class hours: 3 lecture  
Prerequisite: AUTO 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
Recommendation: Automotive major or employment in an automotive repair facility.  
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 SERVICE RELATIONS  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
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

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AUTO 223
AUTOMOTIVE BODY ELECTRICAL 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: AUTO 130 or equivalent with a grade of Credit 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. (Formerly AUTO 23)
Transfer Credit: CSU

AUTO 224
HIGH PERFORMANCE ENGINES 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 140 or AUTO 141 or equivalent with a grade of Credit or "C" or higher.
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 may be taken for a maximum of 10 units. (Formerly AUTO 24)
Transfer Credit: CSU

AUTO 225
ADVANCED AUTOMOTIVE MACHINE SHOP II 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 150 or equivalent with a grade of Credit or "C" or higher.
This course is designed to familiarize the student with the more advanced machine operations used in automotive shop and mechanical repair industries. It will concentrate on advanced honing techniques, and welding and grinding crankshafts and camshafts. This course may be taken for a maximum of 10 units. (Formerly AUTO 25)
Transfer Credit: CSU

AUTO 226
AUTOMOTIVE AUTOMATIC TRANSMISSIONS 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 100 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 10 units. (Formerly AUTO 26)
Transfer Credit: CSU

AUTO 231
AUTOMOTIVE DIAGNOSTIC ENGINE PERFORMANCE 6 UNITS
Class hours: 5 lecture/5 lab
Prerequisite: AUTO 131 or equivalent with a grade of Credit or "C" or higher.
Corequisite: AUTO 73/74.
This is a theory/practical course in diagnosing automotive driveability 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. (Formerly AUTO 43.1)
Transfer Credit: CSU

AUTO 233
ELECTRONIC FUEL MANAGEMENT SYSTEMS 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: AUTO 130 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This is a theory/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. This course may be taken for a maximum of 10 units. (Formerly AUTO 33)
Transfer Credit: CSU

AUTO 243
DIAGNOSTIC ENGINE PERFORMANCE 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: AUTO 233 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This is a theory/practical course in diagnosing automotive driveability problems. Areas such as ignition, carburetion, automotive computers, electronic engine controls and on-board diagnostic systems will be included. This course may be taken for a maximum of 8 units. (Formerly AUTO 43)
Transfer Credit: CSU

AUTO 245L
AUTOMOTIVE SPECIALTY 2 UNITS
Class hours: 6 lab
Prerequisite: AUTO 225 or equivalent with a grade of Credit or "C" or higher, 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. This course may be taken for a maximum of 6 units. (Formerly AUTO 45)
Transfer Credit: CSU

AUTO 280
AUTOMOTIVE GM/CORPORATE TRENDS AND CAREERS 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This is the introductory course in the General Motors Professional Automotive Sales and Service Certificate Program (GM PASS). It provides students interested in the GM PASS certificate program with a detailed overview of General Motors, the company history, each of its six divisions, and their respective products. General Motors market positioning, product philosophy, advertising themes, and other topics will be covered. (Formerly AUTO 69.13/AUTO 80)
Transfer Credit: CSU

BIOLOGY
(Science/Engineering/Math Division)

BIOL 9T
BIOLOGY – TUTORIAL 0 UNIT
Class hours: 2 lab
Open entry/open exit
Prerequisite: None.
Corequisite: Enrollment in any biology course.
Recommendation: None.
This course is designed to facilitate the learning of biological principles and techniques through individualized and mediated instruction. It is open to any student enrolled in any biology course.

BIOL 100
NATURAL HISTORY OF SO. CALIFORNIA 1 UNIT
(Also listed as GEOL 100)
Class hours: Total of 9 hours lecture with the minimum equivalent of 4 one-day field trips.
Prerequisite: None.
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. This course may be taken for a maximum of 2 units. (Formerly BIOL 16)
Transfer Credit: CSU

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BIOL 105
MAN AND ENVIRONMENT  3 UNITS
Class hours: 3 lecture
Recommendation: Satisfactory completion of the English Placement Process for ENGL 100 clearance or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
This course is designed to help both science and non-science majors to develop a better understanding of some of the important environmental problems facing mankind. The nature and implications of species 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. (Formerly BIOL 1)
Transfer Credit: CSU; UC

BIOL 110
CALIFORNIA ANIMALS  AND PLANTS  3 UNITS
Class hours: 2 lecture, 3 lab or field work.
Prerequisite: BIOL 120 or equivalent with a grade of Credit or "C" or higher.
Recommendation: None.
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. (Formerly BIOL 12)
Transfer Credit: CSU; UC*  
*UC credit limits may apply. No credit for BIOL 110 if taken after BOT 120.

BIOL 115
MARINE BIOLOGY  3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: BIOL 120 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly BIOL 90)
Transfer Credit: CSU; UC

BIOL 120
INTRODUCTION TO BIOLOGICAL SCIENCE  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly BIOL 10)
Transfer Credit: CSU; UC*  
*UC credit limits may apply. No credit for BIOL 120 if taken after 200.

BIOL 180L
LIFE SCIENCE PREPARATIONS  1 UNIT
Class hours: 3 lab
Prerequisite: BIOL 120 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 2 units. (Formerly BIOL 20.16)
Transfer Credit: CSU

BIOL 200
(Formerly BIOL 5.1)
PRINCIPLES OF BIOLOGY  5 UNITS
Class hours: 3 lecture/2 quiz/4 lab
Prerequisite: CHEM 111 or equivalent with a grade of Credit or "C" or higher.
BIOL 120 or ZOOL 120 or BOT 120 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly BIOL 5.2)
Transfer Credit: CSU; UC

BIOL 201
PRINCIPLES OF BIOLOGY  5 UNITS
Class hours: 3 lecture/2 quiz/4 lab
Prerequisite: CHEM 111 or equivalent with a grade of Credit or "C" or higher.
Biological sciences majors. The student will learn the structure and function of nucleic acids and proteins in the living cell, as well as how these molecules are studied and manipulated in the laboratory. Topics include regulation of gene expression, recombinant DNA technology, chromosome mapping and viral and prokaryotic genetics.  
Transfer Credit: CSU; UC

BIOL 250L
SPECIAL TOPICS IN BIOLOGY  1 UNIT
Class hours: 3 lab
Prerequisite: BIOL 120 or equivalent with a grade of Credit or "C" or higher.
This course is designed primarily for biolog-
ical science majors. Individual research problems are explored using materials, equipment, and techniques not available to larger classes. This course may be taken for a maximum of 4 units. (Formerly BIOL 30.16)

*BUSA 2T* (Not degree applicable)
ACCOUNTING TUTORIAL 0 UNIT
Class hours: 2 lab
Prerequisite: None.
Corequisite: BUSA 100, BUSA 101, or BUSA 102.
Recommendation: None.
This course is designed to provide individualized tutorial instruction with assigned problems and practice sets for introductory accounting students. (Formerly BUSA 99)

*BUSA 100*
INTRODUCTION TO ACCOUNTING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 10)
Transfer Credit: CSU

*BUSA 101*  (CAN BUS SEQ A) (CAN BUS 2)
FUNDAMENTALS OF ACCOUNTING I 4 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSA 100 or equivalent with a grade of Credit 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 11)
Transfer Credit: CSU; UC

*BUSA 102*  (CAN BUS SEQ A)(CAN BUS 4)
FUNDAMENTALS OF ACCOUNTING II 4 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSA 101 or equivalent with a grade of Credit 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 12)
Transfer Credit: CSU; UC

*BUSA 130*
PAYROLL TAX ACCOUNTING 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSA 100 or BUSA 101 or equivalent with a grade of Credit 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 30)
Transfer Credit: CSU

**BUSA 131**
**COMPUTERIZED ACCOUNTING-IBM**
3 UNITS
Class hours: 3 lecture
Prerequisite: BUSA 100 or BUSA 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSA 1T.
This course is designed to develop a working knowledge of basic accounting systems using an IBM compatible microcomputer and IBM compatible 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 IBM compatible microcomputer. (Formerly BUSA 31)
Transfer Credit: CSU

**BUSA 133**
**SPREADSHEET ACCOUNTING I**
3 UNITS
Class hours: 3 lecture
Prerequisite: BUSA 100 or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSA 1T.
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. (Formerly BUSA 33)
Transfer Credit: CSU

**BUSA 134**
**SPREADSHEET ACCOUNTING II**
3 UNITS
Class hours: 3 lecture
Prerequisite: BUSA 101 and BUSA 133 or equivalent with grades of Credit or "C" or higher.
Corequisite: BUSA 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 34)
Transfer Credit: CSU

**BUSA 171**
**BUSINESS ACCOUNTING OCCUPATIONAL WORK EXPERIENCE**
1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Business Accounting Occupational Work Experience, in a declared business major. One unit of Business Accounting Occupational Work Experience requires 60 non-paid hours or 75 paid hours of work per semester.
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 goal 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 continue to meet weekly with the instructor until their participatory assignments and semester work projects have been approved. This course may be taken for a maximum of 4 units. (Formerly BUSA 72)
Transfer Credit: CSU

**BUSA 172**
**BUSINESS ACCOUNTING OCCUPATIONAL WORK EXPERIENCE**
2 UNITS
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Business Accounting Occupational Work Experience, in a declared business major. Two units of Business Accounting Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.
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 goal of the course is to assist students in expanding specific job skills. The process of doing so 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. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. This course may be taken for a maximum of 6 units. (Formerly BUSA 72)
Transfer Credit: CSU

**BUSA 173/174**
**BUSINESS ACCOUNTING OCCUPATIONAL WORK EXPERIENCE**
3-4 UNITS
Class hours: 1 hour/week coordination class.
Corequisite: Enrollment in 7 or more units, including Occupational Work Experience, in a declared business major. Each 75 hours of paid work equals one semester of credit or 60 hours of non-paid work equals one semester of credit at the training site.
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 goal 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

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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. These courses may be taken for a maximum of 15-16 units. (Formerly BUSA 73/74)

Transfer Credit: CSU

**BUSA 201**
**INTERMEDIATE ACCOUNTING I** 4 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSA 102 or equivalent with a grade of Credit 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 21)
Transfer Credit: CSU

**BUSA 202**
**INTERMEDIATE ACCOUNTING II** 4 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSA 201 or equivalent with a grade of Credit or "C" or higher.
This course is a continuation of BUSA 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 22)
Transfer Credit: CSU

**BUSA 230**
**ADVANCED**
**PAYROLL ACCOUNTING** 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSA 130 or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSA 1T.
Recommendation: None.
This course is designed to build on the basic payroll knowledge and skills gained in the Payroll Tax Accounting course. It covers advanced topics in payroll systems analysis, payroll administration, accounting for cafeteria plans, flexible spending accounts, tax deferred savings accounts and retirement plans. Taxation of fringe benefits, health, accident and disability benefits, and expatriot payments are explored. Methods of developing compensation plans are also discussed. This course is applicable to those students who plan to take the Certified Payroll Professional examination sponsored by the American Payroll Association.
Transfer Credit: CSU

**BUSA 231**
**CURRENT TOPICS IN PAYROLL ACCOUNTING** 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 3 units.
Transfer Credit: CSU

**BUSA 240**
**COST ACCOUNTING** 4 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSA 100 or BUSA 101 or equivalent with a grade of Credit 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 40)
Transfer Credit: CSU

**BUSA 241**
**MANAGERIAL ACCOUNTING** 4 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSA 101 and BUSA 102 or equivalent with grades of Credit 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 60)
Transfer Credit: CSU

**BUSA 250**
**INCOME TAX ACCOUNTING** 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSA 100 or BUSA 101 or equivalent with a grade of Credit 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 50.1)
Transfer Credit: CSU

**BUSA 251**
**ADVANCED**
**INCOME TAX ACCOUNTING** 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSA 250 or equivalent with a grade of Credit or "C" or higher.
This will be a continuation of BUSA 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 51.1)
Transfer Credit: CSU

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BA 50
BUSINESS MATH 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed for comprehensive treatment of time-phased material requirements planning (MRP) in conjunction with computerized system techniques. Fundamental concepts and principles will be discussed as system elements and implementation alternatives. System inputs as well as outputs will be analyzed in light of inventory practices and control procedures. This course prepares the student for the national certification examination conducted by APICS (American Production and Inventory Control Society). (Formerly BA 94)

BA 60
MASTER SCHEDULING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course trains the student in the various techniques used by marketing and manufacturing to anticipate and control customers' demand against the company's build plan. This course prepares the student for the national certification examination conducted by APICS (American Production and Inventory Control Society). (Formerly BA 95)

BA 62
BUSINESS ON THE INTERNET 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 busi-
ness 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: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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.

BA 65
NMA ROLE OF THE SUPERVISOR 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course examines the supervisor's role, including income, status, and psychological rewards. It also examines the characteristics that effective supervisors have in common which are primarily centered on people skills and managerial capabilities. We will explore the context and basic knowledge factors that determine supervisory performance.

BA 66
NMA MANAGEMENT PRINCIPLES 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course is designed to present practical ideas and tools for managers, supervisors, and team leaders; build a foundation of management concepts that will prepare the participant for further studies; and help each student develop a positive and constructive philosophy of management.

BA 67
NMA COMMUNICATION SKILLS 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course will equip people with communication skills and concepts that will make them more effective as leaders, supervisors, and managers. It deals with basic communication concepts demonstrated useful for leaders and managers at all levels. This course includes the oral communication skills (talking and listening) and the written skills (reading and writing).

BA 68
NMA INTERPERSONAL RELATIONSHIP SKILLS 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course will equip people with interpersonal relationship skills and concepts that will make them more effective as managers. The emphasis is on learning the fundamentals and techniques of relating to others, presenting up-to-date concepts that help managers develop themselves and become more effective in working with people.

BA 69
NMA DEVELOPING PERFORMANCE 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course focuses on the development of excellence in performance. It deals with various facets of individual, team, and work unit performance of concern to managers, supervisors, and team leaders in various types of business organizations. This course addresses contemporary approaches and concepts, such as, reengineering, empowerment, and a useful system for managing performance.

BA 70
NMA NEW EMPLOYEE 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course focuses on how to work effectively with a new employee resulting in substantial returns in performance, loyalty, and to cooperation within the organization.

BA 71
NMA COACHING/COUNSELING 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course is designed to present how managers coach and counsel employees effectively. It also teaches the manager nonjudgemental communication and how to actively listen and provide feedback.

BA 72
NMA LEADERSHIP DEVELOPMENT 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course is designed to help a student understand and develop an awareness of a leader's role; improve leadership skills at all levels; establish leadership ideals and develop qualities needed to achieve them; understand leadership styles and increase a person's capability to respond accordingly; and develop strategies for effectiveness as a leader.

BA 73
NMA BUSINESS CONCEPTS 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course covers the basic business concepts that are essential to successfully understand how a business operates. It includes an understanding of the nature of a business and how information effectively flows through the organization. It also discusses how the economic system impacts an individual business.

BA 74
NMA LAW FOR THE SUPERVISOR 1 UNIT
Class hours: 1 lecture
Prerequisite: None
Corequisite: None
Recommendation: None
This course is designed to provide those in supervision with a background of law that is pertinent to their business context. Emphasis is on understanding law's impact on the supervisor instead of the learning of specific legal terminology.
BA 100
FUNDAMENTALS OF BUSINESS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 1)
Transfer Credit: CSU; UC

BA 101
INTERNATIONAL BUSINESS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 2)
Transfer Credit: CSU

BA 102
INTERNATIONAL BUSINESS LAW 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly BA 3)
Transfer Credit: CSU

BA 104
MANAGING CULTURAL DIVERSITY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course introduces the 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. (Formerly BA 4)
Transfer Credit: CSU

BA 105
PERSONNEL-POLICY AND PROCEDURES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 5)
Transfer Credit: CSU

BA 106
HUMAN RESOURCE MANAGEMENT 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 42)
Transfer Credit: CSU

BA 107
HUMAN RELATIONS IN BUSINESS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 31)
Transfer Credit: CSU

BA 108
LABOR MANAGEMENT RELATIONS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 32)
Transfer Credit: CSU

BA 110
ADVERTISING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 62)
Transfer Credit: CSU

BA 111
BUSINESS LAW 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 BA 11)
Transfer Credit: CSU; UC*
*UC credit limits may apply. BA 111, BA 112 and BA 113 combined: maximum credit, one course.

BA 112
BUSINESS LAW 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This is a survey course designed to acquaint the student with the legal aspects of the business world. It will cover bailments, personal property, real property, agency, partnerships, corporations, wills, trusts, secured interests, and international law. (Formerly BA 12)
Transfer Credit: CSU; UC*
*UC credit limits may apply. BA 111, BA 112 and BA 113 combined: maximum credit, one course.

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BA 113
LEGAL ENVIRONMENT OF BUSINESS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 the business organizations. (Formerly BA 13)
Transfer Credit: CSU

BA 114
MARKETING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 55)
Transfer Credit: CSU

BA 115
MANAGEMENT—BUSINESS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 40)
Transfer Credit: CSU

BA 116
INTRODUCTION TO SUPERVISION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. Class demonstration of leadership skills. Designed for in-service supervisors and pre-supervisor education. (Formerly BA 30)
Transfer Credit: CSU

BA 117
MANAGEMENT—RETAILING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 43)
Transfer Credit: CSU

BA 118
MANAGEMENT—SUPERMARKET 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is designed to meet the needs of students in supermarket management by acquainting the student with the management functions of planning, organizing, staffing, directing, controlling, innovating, and representing as they apply to the supermarket. (Formerly BA 82)
Transfer Credit: CSU

BA 119
MANAGEMENT—ACCOUNTING AND INTERNAL CONTROL 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 81)
Transfer Credit: CSU

BA 120
SALES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 50)
Transfer Credit: CSU

BA 121
FUNDAMENTALS OF RETAILING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 66)
Transfer Credit: CSU

BA 122
COMPUTER APPLICATIONS FOR MANAGERS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 123
CURRENT MANAGEMENT THEORY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is an introduction to TQM (Total Quality Management) 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. (Formerly BA 49)
Transfer Credit: CSU

BA 124
SMALL BUSINESS MANAGEMENT 3 UNITS
Class hours: 3 lecture +1 hr. lab arr.
Prerequisite: None.
This course is designed to acquaint the student with the knowledge of principles,
This course is an introduction to the workings of 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. (Formerly BA 41, BA 53)

Transfer Credit: CSU

BA 155
INTRODUCTION TO GLOBAL LOGISTICS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: BA 101 or equivalent with a grade of Credit 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 UNITS
Class hours: 3 lecture
Prerequisite: None.

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 become effective business leaders. Topics also include handling conflict, managing change, and dealing effectively with stress. Emphasis is placed on the process of developing presentation materials, planning presentations, and using the latest communication technology with which to deliver professional, compelling presentations.

(Formerly BA 84/BA 56)
Transfer Credit: CSU

BA 161
CONSUMER LAW 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.

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 BA 16, BA 61)
Transfer Credit: CSU

BA 171
BUSINESS ADMINISTRATION WORK EXPERIENCE 1 UNIT
Class hours: 1 lecture
Prerequisite: None.

Corequisite: Enrollment in 7 or more units, including Business Administration Occupational Work Experience, in a declared business major. One unit of Business Administration Occupational Work Experience requires 60 non-paid hours of work or 75 paid hours of work per semester.

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 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. This course may be taken for a maximum of 6 units. (Formerly BA 71)
Transfer Credit: CSU

BA 173/174
BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: 1 hour/week coordination class.
Corequisite: Enrollment in 7 or more units, including Business Administration Occupational Work Experience, in a declared business major. Three units of Business Administration Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester. 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. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. This course may be taken for a maximum of 3 units. (Formerly BA 71)
Transfer Credit: CSU

BA 172
BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 2 UNITS
Class hours: 1 lecture
Prerequisite: None.

Corequisite: Enrollment in 7 or more units, including Business Administration Occupational Work Experience, in a declared business major. Two units of Business Administration Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.

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 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

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must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. These courses may be taken for a maximum of 15-16 units. (Formerly BA 73/74) Transfer Credit: CSU

BA 174A
BUSINESS ADMINISTRATION
OCCUPATIONAL WORK
EXPERIENCE ALTERNATE PLAN 4 UNITS
Class hours: 1 hour/week coordination class
Prerequisite: Completion of 12 units in Business Administration, Business Real Estate or Paralegal or equivalent.
Corequisite: None.
Recommendation: None.
The Business Administration 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 for a maximum of 16 units.
Transfer Credit: CSU

BA 200
PRINCIPLES OF BANKING 3 UNITS
Class hours: 3 lecture.
Prerequisite: None.
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. (Formerly BA 20) Transfer Credit: CSU

BA 201
MONEY AND BANKING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly BA 21) Transfer Credit: CSU

BA 203
MANAGEMENT–DEPARTMENT OPERATIONS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is designed to provide the student with an awareness and appreciation of staff-supported activities in an organization. The inter-reaction of the various departments and the work flow are analyzed for the purpose of developing a cooperative attitude among personnel of the various departments. (Formerly BA 83) Transfer Credit: CSU

BA 206
PRODUCTION ACTIVITY CONTROL 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course trains the student in the commonly known and accepted manufacturing principles and practices of production controls. Production control objectives are developed for controlling input, output, measurement, and corrective actions. Scheduling techniques, records, routings capacity, and load criteria as well as production releases and shortages are taught. This class prepares the student to pass the national certification examination conducted by APICS (American Production and Inventory Control Society). (Formerly BA 91) Transfer Credit: CSU

BA 207
CAPACITY MANAGEMENT 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course prepares the student to establish the interrelationship of capacity management to the total production and inventory management systems of a company. Capacity management also addresses the problem of planning and controlling various capacities of the industrial firm. Capacity management is the process of determining the necessary resources (land, facilities, money, equipment, work force) to meet the production objectives of the firm. This class prepares the student to pass the national certification examination conducted by APICS (American Production and Inventory Control Society). (Formerly BA 92) Transfer Credit: CSU

BUSINESS COMMUNICATION
(Formerly BCOM 49)
EFFECTIVE COMMUNICATION FOR MANAGERS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course will help students develop written reports and other types of communication such as letters and surveys unique in the management field. They will learn the mechanics such as word usage and spelling related to a particular industry. Students will develop telephone and dictation techniques. (Formerly BCOM 49)
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.

BCOM 147
BUSINESS COMMUNICATIONS 3 UNITS
Class hours: 3 lecture
Prerequisite: BCOM 46 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: BCOM 151 and ENGL 100 or equivalent with grades of Credit 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 47)
Transfer Credit: CSU

BCOM 148
EFFECTIVE BUSINESS PRESENTATIONS 3 UNITS
Class hours: 3 lecture
Prerequisite: BCOM 46 or ENGL 52 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the English Placement Process.
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 48)
Transfer Credit: CSU

BCOM 150
INTERNATIONAL BUSINESS COMMUNICATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: BCOM 147 or ENGL 100 or equivalent with a grade of Credit 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 50)
Transfer Credit: CSU

BCOM 151
COMPUTER APPLICATIONS/BUSINESS DOCUMENTS 1 UNIT
Class hours: 2 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in one of the following courses: BCOM 45, 147, 148, 150, or 152.
This course reinforces the critical writing skills involved in preparing effective business messages through hands-on experience in using the microcomputer. Students will use primary-computer-applications skills in word processing, spreadsheet, data management, graphics, and desktop publishing to solve communication problems in the production of typical business documents, including letters, memoranda, reports, resumes, and proposals. The applications in this course are carefully designed to correlate with the content coverage of primary business communication texts. (Formerly BCOM 51)
Transfer Credit: CSU

BCOM 152
JOB SEARCH IN THE BUSINESS FIELD 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Completion of or near completion of any certificate or AA degree in the Business Division.
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. This course may be taken for a maximum of 3 units. (Formerly BCOM 52)
Transfer Credit: CSU

Announcement of Courses

BCOM 150
INTERNATIONAL BUSINESS COMMUNICATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: BCOM 147 or ENGL 100 or equivalent with a grade of Credit 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 50)
Transfer Credit: CSU

BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES

BCOT 1T (Not degree applicable)
INDIVIDUALIZED OFFICE SKILLS 0 UNIT
Class hours: 3 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed to improve the office skills of students independent of a lecture class. Work may be assigned in any or all of the following areas: word processing software, spreadsheet software, database software, graphics software, filing procedures, telephone communications, mail procedures, communication skills, listening skills, problem-solving skills, and customer service. (Formerly BASS 30/BASS 1T)

BCOT 3T (Not degree applicable)
BUSINESS COMMUNICATIONS, WORD PROCESSING, OR KEYBOARDING TUTORIAL 0 UNIT
Class hours: 1 lab
Open entry/open exit
Prerequisite: None.
Corequisite: Enrollment in any BCOM 147, any BCOT word processing or keyboarding course.
This course is designed to facilitate and reinforce the learning of word processing functions, skills, and concepts through individualized and mediated instruction. It will also facilitate and reinforce the learning of typing skills and formatting theory through individualized instruction. This course is open to any student enrolled in BCOM business communications, any BCOT word processing or keyboarding course. (Formerly BASS 3/BASS 3T)

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
BCOT 5A (Not degree applicable)

WORD MODULE 0.5 UNITS
Class hours: 1.5 lecture/2.5 lab (4 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Fluency in Spanish is strongly recommended.
This course instructs the students, in a bilingual mode (Spanish), in the use of microcomputers within the business environment using the Microsoft Window interface and the Microsoft Office Professional application suite (Word, Excel, Access, and PowerPoint). Students learn basic aspects of microcomputer software applications using a modular approach. This module will include topics in file management, creation/maintenance of backups, and formatting disks. The course may be taken for a maximum of 1.0 unit. (Formerly CIS 5A)

BCOT 5B (Not degree applicable)

EXCEL MODULE 0.5 UNITS
Class hours: 1.5 lecture/2.5 lab (4 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Fluency in Spanish is strongly recommended.
This course instructs the students, in a bilingual mode (Spanish), in the use of microcomputers within the business environment using the Microsoft Window interface and the Microsoft Office Professional application suite (Word, Excel, Access, and PowerPoint). Students learn basic aspects of microcomputer software applications using a modular approach. This module will include topics in file management, creation/maintenance of backups, and formatting disks. The course may be taken for a maximum of 1.0 unit. (Formerly CIS 5D)

BCOT 5D (Not degree applicable)

POWERPOINT/INTERNET MODULE 0.5 UNITS
Class hours: 1.5 lecture/2.5 lab (4 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Fluency in Spanish is strongly recommended.
This course instructs the students, in a bilingual mode (Spanish), in the use of microcomputers within the business environment using the Microsoft Window interface and the Microsoft Office Professional application suite (Word, Excel, Access, and PowerPoint). Students learn basic aspects of microcomputer software applications using a modular approach. The module will include topics in file management, creation/maintenance of backups, and formatting disks. The course may be taken for a maximum of 1.0 unit. (Formerly CIS 5D)

BCOT 50
ADVANCED WORDPERFECT FOR WINDOWS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BCOT 108 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course prepares students 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 on-line learning environment. (Formerly BASS 9/BASS 50)

BCOT 51
ADVANCED MICROSOFT WORD FOR WINDOWS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BCOT 112 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course prepares students 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 on-line learning environment. (Formerly BASS 13/BASS 51)

BCOT 52
DATA ENTRY 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None
This course is designed to enable students to develop skill as data entry operators. Students will utilize a full screen data entry terminal. Data will be recorded on diskettes. This course may be taken for a maximum of 1.0 unit. (Formerly BCIS 6/CIS 51)

BCOT 60
TELEPHONE TECHNIQUES/CUSTOMER SERVICE 1 UNIT
Class hours: 2 lecture 1 lab
Prerequisite: Computer keyboard skills and ability to type 25 wpm.
Recommendation: Concurrent enrollment in BCOT 3T.
This course provides a review for those students who have had previous typing experience and wish to improve their typing and formatting skills. This course can be taken in either a traditional or an on-line learning environment. (Formerly BASS 32/BASS 61)

BCOT 61
TYPING/KEYBOARDING REVIEW 2 UNITS
Class hours: 2 lecture 1 lab
Prerequisite: Computer keyboard skills and ability to type 25 wpm.
Recommendation: Concurrent enrollment in BCOT 3T.
This course provides a review for those students who have had previous typing experience and wish to improve their typing and formatting skills. This course can be taken in either a traditional or an on-line learning environment. (Formerly BASS 32/BASS 61)

BCOT 62
COMPUTER KEYBOARDING 1 UNIT
Class hours: 2 lecture 1 lab
Prerequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
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 on-line learning environment. (Formerly BASS 32/BASS 62)

BCOT 70
MEDICAL MACHINE TRANSCRIPTION 4 UNITS
Class hours: 4 lecture 2 lab
Prerequisite: BCOT 61 or BCOT 131, BCOT 162, BCOM 46, and MA 161 or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T and the 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. (Formerly BASS 67/BASS 71)

**BCOT 71**

**COMPUTERS IN THE MEDICAL OFFICE** 3.5 UNITS

Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: MA 60, MA 161 and concurrent enrollment in BCOT 3T.
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. (Formerly BASS 65/BASS 71)

**BCOT 72**

**INTRODUCTION TO PERSONAL DIGITAL ASSISTANT** .5 UNITS

Class hours: 2 lecture/1 lab (6 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed to introduce students to functions of PDAs (Personal Digital Assistants) including PDA basics such as scroll, contrast, power buttons, infrared port, serial connector and the reset button. Students will input data through Graffiti and the onscreen Keyboard using the Date book, Address, to DO Memo Pad, and expense applications. Additional topics will include the HotSync (synchronizing) of files between the Desktop application on their personal computer and the PDA. Loading software and adding modules to the PDA will also be covered.

**BCOT 80**

**PROCESSING LAW OFFICE DOCUMENTS** 2 UNITS

Class hours: 2 lecture/1 lab
Prerequisite: BCOT 108 or BL 57 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
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. (Formerly BASS 17/BASS 80)

**BCOT 81**

**LEGAL OFFICE PROCEDURES** 4 UNITS

Class hours: 3 lecture/2 lab
Prerequisite: BCOT 131 or equivalent with a grade of Credit or "C" or higher. Ability to type 30 wpm.
Recommendation: Concurrent enrollment in BCOT 3T.
This course is designed to prepare students for employment as legal secretaries. It emphasizes procedures, preparations of calendars, wills, and probates. Students will learn how to document telephone calls, maintain financial records, and perform other secretarial duties relevant to a legal office. This course meets 90 hours of the legal requirement for Court Reporting certification. (Formerly BASS 50/BASS 81)

**BCOT 82**

**SPANISH LEGAL OFFICE TERMINOLOGY/ VOCABULARY** 1.5 UNITS

Class hours: 3 lecture
Prerequisite: SPAN 112 or SPAN 201 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course is for the person who has a basic background in the Spanish language and who needs to learn specific field-related terminology and vocabulary for the legal offices that serve Spanish-speaking clients. (Formerly BASS 51/BASS 82)

**BCOT 83**

**LEGAL OFFICE TERMINOLOGY/ MACHINE TRANSCRIPTION** 4.5 UNITS

Class hours: 4 lecture/2 lab
Prerequisite: BCOT 61 or BCOT 131, BCOT 162, and BCOM 46 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T and the ability to type 30 wpm.
This course is designed to teach the student legal terminology in order to be able to transcribe and key legal documents. The student will also learn the skills and knowledge necessary for the production of high-quality legal documents through the total transcription concept and for the development of proper machine dictation skills/procedures. The emphasis is on understanding, defining, and using over 900 terms in the legal context; skillful keyboarding; and accurate proofreading to produce quality, finished legal documents on electronic equipment/microcomputers. (Formerly BASS 64/BASS 83)

**BCOT 87**

**INTERNET AS A BUSINESS COMMUNICATION TOOL** 3.5 UNITS

Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course is designed to teach students the technological skills necessary to communicate in today’s e-commerce computer-oriented business environment. The course will cover electronic mail (e-mail), desktop publishing for electronic dissemination, Web page design, electronic presentations, and Outlook. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment. (Formerly BCOM 50)

**BCOT 90**

**MICROSOFT WORD CORE LEVEL** 1.5 UNITS

Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student to word processing functions on the IBM compatible personal computers using Microsoft Word for Windows software. Topics include Core Level MOUS skills for Microsoft Word functions such as creating, printing, and editing word documents, formatting documents, creating and formatting tables, inserting graphic elements; and exploring the Internet. This course prepares the student for Microsoft Office User Specialist (MOUS) Word Core Certification. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

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BCOT 91
MICROSOFT WORD
EXPERT LEVEL 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course emphasizes advanced word processing functions on the IBM compatible personal computers using Microsoft Word for Windows software. Topics include Expert Level MOUS Skills for Microsoft Word functions such as editing macros; creating fill-in forms; and 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 Office User Specialist (MOUS) Word Expert Certification. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

BCOT 92
MICROSOFT EXCEL
CORE LEVEL 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student to spreadsheet functions on the IBM compatible personal computers using Microsoft Excel for Windows software. Topics include Core Level MOUS Skills for Microsoft Excel functions such as 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, and creating maps. This course prepares the student for Microsoft Office User Specialist (MOUS) Excel Core Certification. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

BCOT 96
MICROSOFT POWERPOINT
CORE/EXPERT LEVEL 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student to beginning and advanced presentation functions on the IBM compatible personal computer using Microsoft PowerPoint for Windows software. Topics include Core/Expert Level MOUS Skills for Microsoft PowerPoint functions such as 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 Office User Specialist (MOUS) PowerPoint Core Certification. 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
CORE LEVEL 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student Microsoft Outlook for Windows software, a Desktop Information Management (DIM) application. Topics include Core Level MOUS Skills for Microsoft Outlook functions such as providing the tools needed to send and receive e-mail; organizing schedules and events; and maintaining contact lists, to-do lists, notes, and a journal. This course prepares the student for Microsoft Office User Specialist (MOUS) Outlook Core Certification. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

BCOT 108
WORDPERFECT FOR WINDOWS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.
This course offers students opportunities to learn WordPerfect for Windows, which is an advanced word processing program. This course will further prepare students for a successful business career. (Formerly BASS 8/BASS 108).
Transfer Credit: CSU

BCOT 110
DESKTOP PUBLISHING – WORDPERFECT FOR WINDOWS 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BCOT 108 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: BCOT 50 or equivalent with a grade of Credit or "C" or higher and concurrent enrollment in BCOT 3T.
This course is designed to be used by students already familiar with word processing. Applications of key concepts are designed to develop skills in critical thinking, decision making, and creativity in planning, designing, or evaluating documents—letterheads, business cards, personal documents, flyers, brochures, promotional documents, charts, presentations, newsletters, reports, manuals, and booklets. The visual appeal of business and personal documents will be enhanced with variable page layouts using standardized type and graphic design techniques along with WordPerfect templates. (This course is intended for the business office professional and not the graphic artist.) (Formerly BASS 10/BASS 110)
Transfer Credit: CSU
BCOT 112
MICROSOFT WORD FOR WINDOWS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.
This course introduces the student to beginning word processing and emphasizes advanced word processing functions on IBM compatible personal computers using Microsoft Word for Windows software. Topics include Core Level MOUS Skills for Microsoft Word functions such as 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; and exploring the Internet. Topics also include Expert Level MOUS Skills for Microsoft Word functions such as creating, printing, and editing word documents; 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 Office User Specialist (MOUS) Word Core Certification and Microsoft Office User Specialist Expert Certification. 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 lecture/2 lab
Prerequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student to beginning spreadsheet functions and emphasizes advanced spreadsheet functions on IBM compatible personal computer using Microsoft Excel for Windows software. Topics include Core Level MOUS Skills for Microsoft Excel functions such as 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, and creating maps. Topics also include Expert Level MOUS Skills for Microsoft Excel functions such as 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 Office User Specialist (MOUS) Excel Core Certification and Microsoft Office User Specialist Expert Certification. 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 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.
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.
(Formerly BASS 14/BASS 114)
Transfer Credit: CSU

BCOT 115
ADVANCED MICROSOFT OFFICE 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BCOT 114 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course extends the students' basic knowledge of Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint). Students will learn the proper procedures to create advanced documents by designing, integrating, and merging letters, reports, workbooks, databases, and presentations suitable for professional purposes. It will help students demonstrate their proficiency in the Microsoft Office applications by preparing them to pass the core level Microsoft Office User Specialist (MOUS) exams. 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 116
DESKTOP PUBLISHING–WORD FOR WINDOWS 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BCOT 112 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: BCOT 51 or equivalent with a grade of Credit or "C" or higher.
This course is for students already familiar with word processing. Applications of key concepts develop skills in critical thinking, decision making and creativity in planning, designing, and evaluating documents. These documents include letterheads, business cards, personal documents, flyers, brochures, promotional documents, charts, transparencies, presentation materials, newsletters, reports, manuals, and booklets. The visual appearance of business and personal documents is enhanced with variable page layouts using standardized type and graphic design techniques along with Word templates. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online environment. (This course is intended for the business office professional and not the graphic artist.)
(Formerly BASS 16/BASS 116)
Transfer Credit: CSU

BCOT 117
DESKTOP PUBLISHING–MICROSOFT PUBLISHER 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in BCOT 3T.
This course provides an introduction to the functions of Microsoft Publisher software. Microsoft Publisher will be used to create camera-ready printed presentation materials. The course will cover the fundamentals
required to develop presentation materials such as business forms, letterhead, business logos, advertisements, organization charts, mail-order catalogs, three-fold brochures, and newsletters. This course is intended for the business professional not the graphic artist. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online environment. (Formerly BCIS 13, CIS 110)  
*Transfer Credit: CSU*

**BCOT 120**  
**WORD PROCESSING**  
**OFFICE SIMULATION**  
3.5 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: BCOT 108 or BCOT 112 or equivalent with a grade of Credit or "C" or higher.  
Recommendation: Concurrent enrollment in BCOT 3T.  
This course reinforces previously learned word processing keyboarding and language-arts skills. It introduces students to typical word processing procedures and activities in a realistic setting. It provides meaningful application materials for students who can operate word processing equipment. (Formerly BASS 20/BASS 120)  
*Transfer Credit: CSU*

**BCOT 131**  
**BEGINNING TYPING/KEYBOARDING**  
3.5 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: None.  
Recommendation: Concurrent enrollment in BCOT 3T.  
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. (Formerly BASS 31/BASS 131)  
*Transfer Credit: CSU*

**BCOT 133**  
**INTERMEDIATE TYPING/KEYBOARDING**  
3.5 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: Ability to type 30 wpm; BCOT 131 or BCOT 61 or equivalent with a grade of Credit or "C" or higher.  
Recommendation: Concurrent enrollment in BCOT 3T.  
In this course the student develops speed and control in typing as well as attains a working knowledge of business papers, facility in tabulation, and skill in production typing. This course can be taken in either a traditional or an on-line learning environment. (Formerly BASS 33/BASS 133)  
*Transfer Credit: CSU*

**BCOT 134**  
**ADVANCED TYPEWRITING**  
3.5 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: Ability to type 40 wpm; BCOT 133 or equivalent with a grade of Credit or "C" or higher.  
Recommendation: Concurrent enrollment in BCOT 3T.  
This advanced keyboarding class is taught on electronic typewriters. The emphasis is on advanced office skills which include editing, abstracting information, decision-making, prioritizing, planning work flow, following directions, and working under pressure and with interruptions. (Formerly BASS 34/BASS 134)  
*Transfer Credit: CSU*

**BCOT 135**  
**TYPEWRITING SPEED/CONTROL BUILDING**  
1 UNIT  
Class hours: 2 lecture/1 lab  
Prerequisite: Knowledge of keyboard and key strokes.  
Recommendation: Concurrent enrollment in BCOT 3T.  
This is a nine-week course designed to provide intensive training and practice in typewriting speed and control. The students will work independently toward their respective goals. This course may be taken for a maximum of 3 units. This course can be taken in either a traditional or an online environment. (Formerly BASS 35/BASS 135)  
*Transfer Credit: CSU*

**BCOT 155**  
**ADMINISTRATIVE SECRETARIAL PROCEDURES**  
4 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: BCOT 131 or equivalent with a grade of Credit or "C" or higher. Ability to type 30 wpm.  
Recommendation: Concurrent enrollment in BCOT 3T.  
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. (Formerly BASS 55/BASS 155)  
*Transfer Credit: CSU*

**BCOT 161**  
**PRINCIPLES OF FILING**  
1 UNIT  
Class hours: 2 lecture/1 lab  
Prerequisite: None.  
Recommendation: Concurrent enrollment in BCOT 3T.  
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. (Formerly BASS 61/BASS 161)  
*Transfer Credit: CSU*

**BCOT 162**  
**BUSINESS SPELLING AND PROOFREADING SKILLS**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Recommendation: Concurrent enrollment in BCOT 3T.  
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 typewriting, machine transcription, shorthand, office procedures, and court reporting. This course meets 54 hours of the English requirement for Court Reporting Certification. (Formerly BASS 62/BASS 162)  
*Transfer Credit: CSU*

**BCOT 163**  
**MACHINE TRANSCRIPTION**  
4.5 UNITS  
Class hours: 4 lecture/2 lab  
Prerequisite: BCOT 61 or BCOT 131, BCOT 162 and BCOM 46 or equivalent courses with grades of Credit or "C" or higher. Ability to type 30 wpm.  
Recommendation: Concurrent enrollment in BCOT 3T.  
This is a course designed to teach the skills and knowledge necessary for the production of high-quality business documents through the total transcription concept (from handwritten copy, from machine dictation, or from shorthand dictation) and for the development of proper machine dictation.
The aim of the course is to assist students in related experiences on the job/training site. Knowledge learned in the classroom to the opportunity for students to apply skills gained in their work per semester. Work Experience/Career Internship provides non-paid hours of work or 300 paid hours of work per semester. Occupational Work Experience requires 240 non-paid hours of work or 225 paid hours of work per semester. A declared business major. Three units of Computerized Office Technologies Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester. Four units of Business Computerized Office Technologies 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 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. These courses may be taken for a maximum of 15-16 units. (Formerly BASS 63/BASS 163) Transfer Credit: CSU

**BCOT 173/174**

**BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS**

Class hours: 1 hour/week coordination class. Corequisite: Enrollment in 7 or more units, including Business Computerized Office Technologies Occupational Work Experience, in a declared business major. Three units of Business Computerized Office Technologies Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester. Four units of Business Computerized Office Technologies 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. These courses may be taken for a maximum of 15-16 units. (Formerly BASS 63/BASS 163) Transfer Credit: CSU

**BUSINESS COURT REPORTING/COMPUTERIZED SHorthand**

(Formerly BASS 63/BASS 163)

**BUSC 1T (Not degree applicable)**

**CAT TUTORIAL LAB 0 UNIT**

Class hours: 1.5 lab
Prerequisite: BUSC 192 or equivalent with a grade of Credit or "C" or higher.
Corequisite: One or more of the following courses: BUSC 119A, BUSC 119B, BUSC 119C, BUSC 119D, BUSC 119E and/or BUSC 119F.
Recommendation: None.
This course assists development in computer-aided transcription applications in the court reporting courses. Students must attend 1.5 hours minimum per week and are limited to a maximum of three hours per week. (Formerly BUSC 8)

**BUSC 2T (Not degree applicable)**

**COMPUTER-AIDED TRANSCRIPTION LAB 0 UNIT**

Class hours: 1 lab
Prerequisite: None.
Corequisite: Enrollment in any Business Court Reporting course.
Recommendation: None.
This required court reporting computer lab gives the students the opportunity to transcribe lessons and tests under supervision. Students must attend one hour per week multiplied by the number of court reporting courses in which the students are enrolled that require this lab. (Formerly BUSC 10)

**BUSC 3T (Not degree applicable)**

**BUSINESS COURT REPORTING-TYPING LAB 0 UNIT**

Class hours: 2 lab
Prerequisite: One or more of the following courses: BUSC 57A, 57B, 114, 115, 116, 118, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 156, 157, 158, 159, 180, 181, or 192.
This required court reporting typing lab gives the students the opportunity to transcribe lessons and tests under supervision. Students must attend two hours minimum per week multiplied by the number of court reporting courses in which the students are enrolled that require this lab. (Formerly BUSC 11)

**BUSC 4T (Not degree applicable)**

**BUSINESS COURT REPORTING-TAPE LAB 0 UNIT**

Class hours: 2 lab
Corequisite: One or more of the following courses: BUSC 114, 115, 116, 118, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 152, 153, 154, 155, 156, 157, 158, 159, 180, 181, or 192.
This required court reporting tape lab gives the students an opportunity to increase speed and skill in practicing dictation from tapes and to gain exposure to increasingly difficult and specialized vocabularies. All Court Reporting students must enroll in this two-hour lab course. (Formerly BUSC 12)

**BUSC 5T (Not degree applicable)**

**CSR QUALIFYING EXAM TRANSCRIPTION LAB 0 UNIT**

Class hours: 1 hr. lab arr.
Prerequisite: Stenotype speed of 190 wpm, typing speed of 60 wpm, and completion of 60 hours of apprenticeship training.
Corequisite: BUSC 129, BUSC 149, or BUSC 159.
Recommendation: None.
This course assists development in transcription of the CSR Qualifying Exam for students preparing to take the State Certified Shorthand Reporters (CSR) Exam. Students must attend one hour minimum per week and are limited to a maximum of three hours per week. (Formerly BUSC 9)

**BUSC 50**

**COMPUTER-AIDED PROOFREADING 2 UNITS**

Class hours: 2 lecture/1lab
Prerequisite: BUSC 192 or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSC 57A and BUSC 142 or equivalent with grades of Credit or "C" or higher.
Recommendation: BUSC 57A and BUSC 142 or equivalent with grades of Credit or "C" or higher.
This course is designed to help students acquire the skills necessary to proofread accurately and correct computer transcripts of legal proceedings. Proofreading is an essential step in the production of all computer-aided transcripts, including court records and deposition transcripts. This course may be taken for a maximum of 4 units. (Formerly BUSC 92.1)
BUSC 57A  
BEGINNING AURAL LANGUAGE  
SKILLS FOR COURT REPORTERS  3 UNITS  
Class hours: 3 lecture  
Prerequisite: BUSC 140 and BUSC 141 or equivalent with grades of Credit or "C" or higher.  
Corequisite: BUSC 2T and BUSC 3T.  
Recommendation: BCOM 46 or equivalent with a grade of Credit or "C" or higher.  
This course emphasizes the grammar, punctuation, and capitalization of spoken language including vocabulary building with an emphasis on spelling, homophone differentiation, and stenotype machine outlines requisite for realtime computer transcription. (Formerly BUSC 17)

BUSC 57B  
ADVANCED AURAL LANGUAGE  
SKILLS FOR COURT REPORTERS  3 UNITS  
Class hours: 3 lecture  
Prerequisite: BUSC 57A, BUSC 140, and BUSC 141 or equivalent with grades of Credit or "C" or higher.  
Corequisite: BUSC 2T and BUSC 3T.  
Recommendation: BCOM 46 or equivalent with a grade of Credit or "C" or higher.  
This course is a continuation of the study of the grammar, punctuation, and capitalization of spoken language with emphasis on further developing the students' ability to analyze and correctly apply rules of punctuation, word usage, and spelling to increasingly complex sentence structures. Additional emphasis will be placed on the creation of stenotype machine outlines requisite for realtime computer translation. (Formerly BUSC 17.1)

BUSC 113  
LEGAL TERMINOLOGY  3 UNITS  
Class hours: 3 lecture/1 lab  
Prerequisite: BUSC 140 or equivalent with a grade of Credit or "C" or higher.  
This course is designed to familiarize the students with legal terminology, which will prepare the students to become proficient in recognizing, using, and spelling legal terminology. This course will help the students master unfamiliar keying patterns and enhance the development of computerized shorthand skills. (Formerly BUSC 13)  
Transfer Credit: CSU

BUSC 114  
MEDICAL TERMINOLOGY FOR MACHINE SHORTHAND  3 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: BUSC 142 or equivalent with a grade of Credit or "C" or higher.  
Recommendation: MA 161 or equivalent with a grade of Credit or "C" or higher.  
This course of study involves medical dictation at varying degrees of speed. Dictation will include words peculiar to the human anatomy, including the skeletal structure, and medical prefixes and suffixes. Definitions of these words, pronunciation, and accuracy of transcript will be stressed. Dictation will be given for examinations, diagnoses, laboratory investigations, patient case histories, operation reports, medical records, and autopsy reports. (Formerly BUSC 14)  
Transfer Credit: CSU

BUSC 115  
MEDICAL SHORTHAND FOR COURT REPORTERS  4 UNITS  
Class hours: 4 lecture/1 lab  
Prerequisite: BUSC 114 and BUSC 143 or equivalent with grades of Credit or "C" or higher.  
Recommendation: MA 161 or equivalent with a grade of Credit or "C" or higher.  
This course is designed to reinforce medical terminology and to build shorthand speed from dictation on familiar medical transcripts and other related material including medications, nuclear medicine, laboratory and X-ray procedures. (Formerly BUSC 15)  
Transfer Credit: CSU

BUSC 116  
INTRODUCTION TO COURTROOM PROCEDURES  4 UNITS  
Class hours: 4 lecture/2 lab  
Prerequisite: BUSC 144 or equivalent with a grade of Credit or "C" or higher.  
This course is designed to give an overall view of the judicial system. In addition, the course content traces lawsuits and civil and criminal procedures from their inception through the trial and appeal. This course places emphasis on the court reporter's role at each phase of the trial. (Formerly BUSC 16)  
Transfer Credit: CSU

BUSC 118  
DEPOSITION PROCEDURES, CODES AND ETHICS  4 UNITS  
Class hours: 4 lecture/2 lab  
Prerequisite: BUSC 144 or equivalent with a grade of Credit or "C" or higher.  
This course provides a thorough understanding of deposition procedures, ethics, reference techniques, management skills, and introduces the California Codes pertinent to depositions. This course provides an opportunity to develop management techniques and an understanding of professional practices. (Formerly BUSC 18)  
Transfer Credit: CSU

BUSC 119A  
BEGINNING COMPUTER-AIDED TRANSCRIPTION  2 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: BUSC 141 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: BUSC 1T and BUSC 142 or equivalent.  
This course introduces students to the Computer-Aided Transcription (CAT) process. It includes some history of CAT and some computer terminology. Students receive instruction in basic English text entry and nontechnical dictionary building. Students will be required to have an electronic stenotype machine or purchase a Prowriter attachment for their stenotype machine to create personal dictionaries of approximately 20,000 words. This course may be taken for a maximum of 4 units. (Formerly BUSC 19.1)  
Transfer Credit: CSU

BUSC 119B  
INTERMEDIATE COMPUTER-AIDED TRANSCRIPTION  2 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: BUSC 119A or equivalent with a grade of Credit or "C" or higher.  
Corequisite: BUSC 1T and BUSC 143 or equivalent.  
This CAT course includes scoping, editing, transcribing, spell checking, formatting, and printing a document. Students use the Prowriter attachment or electronic stenotype machine to continue preparing their personal dictionaries on a disk. This course may be taken for a maximum of 6 units. (Formerly BUSC 19.2)  
Transfer Credit: CSU
BUSC 119C
ADVANCED COMPUTER-AIDED TRANSCRIPTION 2 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: BUSC 119B or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSC 11T and BUSC 144 or equivalent.
This advanced CAT course integrates taking verbatim proceedings with the Prowriter attachment or an electronic stenotype machine, sending the notes to the computer, then scooping, editing, printing, and electronically filing the final document. This course may be taken for a maximum of 6 units. (Formerly BUSC 19.3)
Transfer Credit: CSU

BUSC 119D
BASIC CONCEPTS OF REALTIME 2 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: BUSC 119C or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSC 11T.
Recommendation: None.
This course introduces students to the principles of realtime writing for computer-aided transcription (CAT). It provides a complete plan for analyzing personal writing techniques, developing a consistent writing style, and implementing a step-by-step plan to reinforce realtime writing using a current court reporting CAT software system. This course may be taken for a maximum of 6 units. (Formerly BUSC 19.4)
Transfer Credit: CSU

BUSC 119E
COMPUTER-AIDED MEDICAL DICTIONARY BUILD 2 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: BUSC 119C or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSC 11T.
Recommendation: MA 161 or equivalent with a grade of Credit or "C" or higher. This course is for students proficient in computerized machine shorthand writing skills and who are interested in a career path in legal transcription. It provides a systematic approach toward building a basic medical computer-aided transcription (CAT) dictionary. Entries into the CAT dictionary include Latin and Greek prefixes, suffixes, roots, and combining forms of medical terminology used in various aspects of the legal system. This course may be taken for a maximum of 6 units. (Formerly BUSC 19.5)
Transfer Credit: CSU

BUSC 119F
LEGAL DICTIONARY BUILD 2 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: BUSC 119B or equivalent with a grade of Credit or "C" or higher.
Corequisite: BUSC 11T.
Recommendation: None.
This course is for students proficient in computerized machine shorthand writing skills and who are interested in a career path in legal transcription. It provides a systematic approach toward building a basic legal computer-aided transcription (CAT) dictionary. Entries into the CAT dictionary include Latin and Greek prefixes, suffixes, roots, and combining forms of legal terminology used in various aspects of the legal system. This course may be taken for a maximum of 6 units. (Formerly BUSC 19.6)
Transfer Credit: CSU

BUSC 125
REALTIME PRACTICUM I (100-130 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 119C and BUSC 143 or equivalent with grades of Credit or "C" or higher.
Corequisite: BUSC 11T and BUSC 2T.
Recommendation: BUSC 119D or equivalent with a grade of Credit or "C" or higher. This course develops realtime stenotype techniques and speed through the use of sustained dictation consisting of Congressional Record, literary, jury charge, and multiple-voice testimony. This course may be taken for a maximum of 9 units. (Formerly BUSC 28)
Transfer Credit: CSU

BUSC 126
REALTIME PRACTICUM II (120-150 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 119C and BUSC 145 or equivalent with grades of Credit or "C" or higher.
Corequisite: BUSC 11T and BUSC 2T.
Recommendation: BUSC 119D or equivalent with a grade of Credit or "C" or higher. This course continues intensive sustained dictation to improve realtime writing and computer transcription ability. Latin and French words, Congressional Record, multiple-voice testimony, legal opinions, and expert opinion materials in realtime are included. This course may be taken for a maximum of 12 units. (Formerly BUSC 25)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
BUSC 129
COMPUTERIZED SHORTHAND
REALTIME PRACTICUM V
(180-210 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 119C and BUSC 147 or equivalent with grades of Credit or “C” or higher.
Corequisite: BUSC 1T, BUSC 2T and BUSC 5T.
Recommendation: BUSC 119D or equivalent with a grade of Credit or “C” or higher.
This course offers intensive sustained dictation to increase realtime capability and to prepare advanced students for the Certified Realtime Reporter (CRR) examination and various positions. Simulated courtroom proceedings will be used as a means to qualify for the State Boards. This course may be taken for a maximum of 12 units. (Formerly BUSC 29)
Transfer Credit: CSU

BUSC 130
COMPUTERIZED SHORTHAND
REALTIME PRACTICUM VI
(190-225 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 119C and BUSC 148 or equivalent with grades of Credit or “C” or higher.
Corequisite: BUSC 1T and BUSC 2T.
Recommendation: BUSC 119D or equivalent with a grade of Credit or “C” or higher.
This course offers the student intensive, sustained dictation to increase realtime accuracy, endurance, and speed. The student is prepared for the National Court Reporters Certified Realtime Reporter Examination (CRR). This course may be taken for a maximum of 12 units. (Formerly BUSC 30)
Transfer Credit: CSU

BUSC 139
EXPLORING CAREER OPPORTUNITIES IN COURT REPORTING 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides the new and continuing student an overview of the various career paths and emerging opportunities available to students who are interested in studying court reporting. Students are guided through an overview of current career paths available and through the process of developing a personalized education plan in court reporting. This course may be taken for a maximum of 2 units. (Formerly BUSC 39)
Transfer Credit: CSU

BUSC 140
COMPUTERIZED
SHORTHAND THEORY 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BCOM 46 or equivalent with a grade of Credit or “C” or higher.
Corequisite: BUSC 3T, BUSC 4T and BUSC 5T.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.
This first semester course covers the basic theory of computer compatible shorthand and mastery of the stenotype keyboard. This course is not open to students with credit in BUSC 140 or prior credit in BUSC 140A and BUSC 140B.
Transfer Credit: CSU

BUSC 140A
COMPUTERIZED
SHORTHAND THEORY A 1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: None.
Corequisite: BUSC 141A.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.
This first-semester course covers the basic theory of computer compatible shorthand and mastery of the stenotype keyboard. This course is not open to students with credit in BUSC 140 or prior credit in BUSC 140A and BUSC 140B.
Transfer Credit: CSU

BUSC 140B
COMPUTERIZED
SHORTHAND THEORY B 1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: None.
Corequisite: BUSC 141B.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.
This second-semester course covers the basic theory of computer compatible shorthand and mastery of the stenotype keyboard. This course is not open to students with credit in BUSC 140 or prior credit in BUSC 140A and BUSC 140B.
Transfer Credit: CSU

BUSC 141
COMPUTERIZED SHORTHAND THEORY REVIEW/SKILL DEVELOPMENT 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: BUSC 3T, BUSC 4T and BUSC 140.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.
This course is an intensive review of the basic theory of computer compatible shorthand and is designed to complement the corresponding theory class through review of the lessons as they are completed. This course may be taken for a maximum of 6 units. This course may be taken for a maximum of 3 units if a student has previously received credit in BUSC 141A and BUSC 141B. (Formerly BUSC 41)
Transfer Credit: CSU

BUSC 141A
COMPUTERIZED SHORTHAND THEORY REVIEW/SKILL DEVELOPMENT A 1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: None.
Corequisite: BUSC 140A.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.
This course is an intensive review of the first semester of the basic theory of computer compatible shorthand and is designed to complement the corresponding theory class through review of the lessons as they are completed. This course may be taken for a maximum of 3 units. Student with prior credit in BUSC 141 may enroll in this course for a maximum of 1.5 units.
Transfer Credit: CSU

BUSC 141B
COMPUTERIZED SHORTHAND THEORY REVIEW/SKILL DEVELOPMENT B 1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: None.
Corequisite: BUSC 140B.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.
This course is an intensive review of the second semester of the basic theory of computer compatible shorthand and is designed to complement the corresponding
theory class through review of the lessons as they are completed. This course may be taken for a maximum of 3 units. Students with prior credit in BUSC 141 may enroll in this course for a maximum of 1.5 units.
Transfer Credit: CSU

BUSC 142
INTERMEDIATE
COMPUTERIZED SHORTHAND 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 140 and BUSC 141 or equivalent with grades of Credit or "C" or higher. May be taken concurrently with BUSC 141 and BUSC 143.
Corequisite: BUSC 1T, BUSC 2T, BUSC 3T, BUSC 4T, and BUSC 119A.
Recommendation: Minimum typing speed of 40 wpm or enrollment in a typing class. This course provides basis for developing, refining, and improving machine skill and speed. Emphasis is placed on frequently used words and phrases, word families, number drills, legal terms, literary and business dictation, and two-voice question and answer testimony. This course may be taken for a maximum of 6 units. (Formerly BUSC 42)
Transfer Credit: CSU

BUSC 143
COMPUTERIZED SHORTHAND SPEED BUILDING I 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 142 or equivalent with a grade of Credit or "C" or higher. May be taken concurrently with BUSC 142 and BUSC 144.
Corequisite: BUSC 1T, BUSC 2T, BUSC 3T, BUSC 4T, and BUSC 119A.
Recommendation: Minimum typing speed of 43 wpm or enrollment in a typing class. This course provides a continuing basis to further develop, refine, and improve machine shorthand skill and speed. In addition to the areas emphasized in previous classes, jury charge and multiple-voice colloquy are included. This course may be taken for a maximum of 6 units. (Formerly BUSC 43)
Transfer Credit: CSU

BUSC 144
COMPUTERIZED SHORTHAND SPEED BUILDING II 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 143 or equivalent with a grade of Credit or "C" or higher. May be taken concurrently with BUSC 143 and BUSC 145.
Corequisite: BUSC 1T, BUSC 2T, BUSC 3T, BUSC 4T, and BUSC 119B.
Recommendation: Minimum typing speed of 47 wpm or enrollment in a typing class. This course continues intensive sustained dictation to increase machine shorthand speed and to improve transcription ability. Latin and French words, Congressional Record, multiple-voice testimony, legal opinions, and expert opinion materials are included. This course may be taken for a maximum of 6 units. (Formerly BUSC 44)
Transfer Credit: CSU

BUSC 145
COMPUTERIZED SHORTHAND SPEED BUILDING III 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 144 or equivalent with a grade of Credit or "C" or higher. May be taken concurrently with BUSC 144 and BUSC 146.
Corequisite: BUSC 1T, BUSC 2T, BUSC 3T, BUSC 4T, and BUSC 119C.
Recommendation: Minimum typing speed of 50 wpm or enrollment in a typing class. This course continues intensive sustained dictation to increase machine shorthand speed and to improve transcription ability. Latin and French words, Congressional Record, multiple-voice testimony, Final Argument, Opening Statement, and Conference at the Bench broaden keying vocabulary. This course may be taken for a maximum of 9 units. (Formerly BUSC 45)
Transfer Credit: CSU

BUSC 146
COMPUTERIZED SHORTHAND SPEED BUILDING (140-170 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 145 or equivalent with a grade of Credit or "C" or higher. May be taken concurrently with BUSC 145 and BUSC 147.
Corequisite: BUSC 1T, BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 55 wpm or enrollment in a typing class. This course is designed to develop stenotype techniques and speed through the use of sustained dictation consisting of Congressional Record, literary, jury charge, and multiple-voice testimony. This course may be taken for a maximum of 9 units. (Formerly BUSC 46)
Transfer Credit: CSU

BUSC 147
COMPUTERIZED SHORTHAND SPEED BUILDING (160-190 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 146 or equivalent with a grade of Credit or "C" or higher. May be taken concurrently with BUSC 146 and BUSC 148.
Corequisite: BUSC 2T, BUSC 3T, BUSC 4T, and BUSC 185.
Recommendation: Minimum typing speed of 60 wpm or enrollment in a typing class. This course is designed to develop stenotype techniques and speed through the use of sustained dictation consisting of Congressional Record, literary, jury charge, and multiple-voice testimony. In addition, this course is designed to prepare advanced students for various state and city hearings reporter examinations and employment. This course may be taken for a maximum of 12 units. (Formerly BUSC 47)
Transfer Credit: CSU

BUSC 148
COMPUTERIZED SHORTHAND SPEED BUILDING (180-210 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 147 and BUSC 185 or equivalent with grades of Credit or "C" or higher. May be taken concurrently with BUSC 147 and BUSC 149.
Corequisite: BUSC 2T, BUSC 3T, BUSC 4T, and BUSC 173.
Recommendation: Minimum typing speed of 60 wpm or enrollment in a typing class. This course offers intensive sustained dictation to increase machine shorthand speeds and to prepare advanced students for the CSR examination and various positions. Simulated courtroom proceedings will be used as a means to qualify for the State Boards. This course may be taken for a maximum of 12 units. (Formerly BUSC 48)
Transfer Credit: CSU
Announcement of Courses

BUSC 149
COMPUTERIZED SHORTHAND
SPEED BUILDING (190-225 WPM) 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: BUSC 148 and BUSC 185 or equivalent with grades of Credit or “C” or higher.
May be taken concurrently with BUSC 148.
Corequisite: BUSC 2T, BUSC 3T, BUSC 4T and BUSC 5T.
Recommendation: Minimum typing speed of 60 wpm and completion of 60 hours of apprenticeship training.
This course is designed to offer intensive sustained dictation to increase endurance and speed. In addition, this course offers a comprehensive academic review in preparation for the Certified Shorthand Reporters and the National Court Reporters examinations.
This course may be taken for a maximum of 12 units. (Formerly BUSC 49)
Transfer Credit: CSU

BUSC 152
INTRODUCTION TO JURY CHARGE INTERMEDIATE
COMPUTERIZED SHORTHAND 3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: BUSC 140 and BUSC 141 or equivalent with grades of Credit or “C” or higher.
Corequisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 40 wpm.
This short-term, intensive course is designed to introduce methodology of reporting and transcribing jury charge material and to develop punctuation skills, formatting techniques, and stenotype speed for this aspect of reporting. Sustained dictation consists of jury charge and two-voice testimony. This course develops proficiency in recording jury charge material at speeds ranging from 60-90 wpm. This course may be taken for a maximum of 6 units. (Formerly BUSC 52)
Transfer Credit: CSU

BUSC 153
MULTIPLE-VOICE COLLOQUY I
COMPUTERIZED SHORTHAND
SPEED BUILDING I 3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: Minimum stenotype speed of 70 wpm.
Corequisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 43 wpm.
This short-term, intensive course promotes the development of speed, accuracy, and formatting techniques in reporting and transcribing multiple-voice colloquy. This course develops proficiency in recording colloquy at speeds ranging from 80-110 wpm. Sustained dictation consists of multiple-voice colloquy, jury charge, and two-voice testimony. This course may be taken for a maximum of 6 units. (Formerly BUSC 53)
Transfer Credit: CSU

BUSC 154
INTRODUCTION TO CONGRESSIONAL RECORD COMPUTERIZED SHORTHAND
SPEED BUILDING II 3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: Minimum stenotype speed of 90 wpm.
Corequisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 47 wpm.
This short-term, intensive course introduces methodology of reporting and transcribing Congressional Record material and develops punctuation skills, formatting techniques, and stenotype speed for this aspect of reporting. Sustained dictation consists of Congressional Record, jury charge, and two-voice testimony. This course develops proficiency in recording Congressional Record material at speeds ranging from 100-130 wpm. This course may be taken for a maximum of 6 units. (Formerly BUSC 54)
Transfer Credit: CSU

BUSC 155
MULTIPLE-VOICE COLLOQUY II
COMPUTERIZED SHORTHAND
SPEED BUILDING III 3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: Minimum stenotype speed of 110 wpm.
Corequisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 50 wpm.
This short-term, intensive course further promotes the development of speed, accuracy, and formatting techniques in reporting and transcribing increasingly complex multiple-voice colloquy. This course develops proficiency in recording colloquy at speeds ranging from 120-150 wpm. Sustained dictation consists of multiple-voice colloquy, jury charge, Congressional Record, and two-voice testimony. This course may be taken for a maximum of 9 units. (Formerly BUSC 55)
Transfer Credit: CSU

BUSC 156
JURY VOIR DIRE PROCEDURES
COMPUTERIZED SHORTHAND
SPEED DEVELOPMENT (140-170 WPM) 3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: Minimum stenotype speed of 130 wpm.
Corequisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 55 wpm.
This short-term, intensive course is designed to introduce methodology of reporting jury voir dire and to develop management techniques and stenotype speed for this aspect of reporting. The course develops proficiency in recording jury voir dire proceedings and jury charge at speeds ranging from 150-160 wpm. This course may be taken for a maximum of 9 units. (Formerly BUSC 56)
Transfer Credit: CSU

BUSC 157
CONGRESSIONAL TESTIMONY
COMPUTERIZED SHORTHAND SPEED DEVELOPMENT (160-190 WPM) 3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: Minimum stenotype speed of 150 wpm.
Corequisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 60 wpm.
This short-term, intensive course promotes the development of speed and accuracy in taking dictation at the machine. Sustained dictation consists of Congressional Record, literary, jury charge, and multiple-voice testimony. This course also prepares advanced students for various state and city hearing reporter examinations. This course may be taken for a total of 9 units. (Formerly BUSC 57)
Transfer Credit: CSU

BUSC 158
PROFESSIONAL PRACTICES
HEARINGS/CONFERENCES
COMPUTERIZED SHORTHAND SPEED DEVELOPMENT (180-210 WPM) 3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: Minimum stenotype speed of 170 wpm.
Corequisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 60 wpm.
This short-term intensive course is designed to introduce methodology of reporting hear-

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
ings and conferences with multiple-speaker identification symbols and to develop management techniques and stenotype speed for this aspect of reporting. This course provides for the development of proficiency in writing multiple-voice dictation with an emphasis on hearings and conferences at speeds ranging from 180-210 wpm. This course may be taken for a maximum of 9 units. (Formerly BUSC 58) Transfer Credit: CSU

BUSC 159
IN CURIA/IN CAMERA PROCEDURES
COMPUTERIZED SHORTHAND
SPEED DEVELOPMENT
(190-225 WPM)
3 UNITS
Class hours: 6 lecture/12 lab (6 weeks)
Prerequisite: Minimum stenotype speed of 180 wpm.
Corequisite: BUSC 2T, BUSC 3T, and BUSC 4T; or BUSC 3T, BUSC 4T, and BUSC 5T.
Recommendation: Minimum typing speed of 60 wpm and completion of 60 hours of apprenticeship training.
This course offers an overall view of the mechanics of trials and applications of court procedures. Students are assisted in acquiring a mastery of creating verbatim procedures. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. These courses may be taken for a maximum of 15-16 units. (Formerly BUSC 73/BUSC 74)
Transfer Credit: CSU

BUSC 180
COMPUTERIZED SHORTHAND
SPEED BUILDING (225 WPM)
3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: Minimum stenotype speed of 190 wpm and typing speed of 60 wpm.
Corequisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Strongly recommend completion of CSR academic requirements and Court Reporting CAT computer classes. This course is designed for potential Certified Shorthand Reporter Examination candidates and Registered Professional Reporter Examination candidates. It will provide intensive sustained dictation at 225-240 wpm to develop speed and endurance on the steno machine. This course may be taken for a maximum of 12 units. (Formerly BUSC 80)
Transfer Credit: CSU

BUSC 181
COMPUTERIZED SHORTHAND
SPEED BUILDING (240 WPM)
3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: Minimum stenotype speed of 225 wpm and typing speed of 60 wpm.
Corequisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Strongly recommend completion of CSR academic requirements and Court Reporting CAT computer classes. This course is designed for candidates for the Certified Shorthand Reporter examination, the Registered Professional Reporter examination, and the Registered Merit Reporter examination. It will provide intensive, sustained dictation at 240-260 wpm to develop speed, accuracy, and endurance on the steno machine. (Formerly BUSC 81)
Transfer Credit: CSU

BUSC 185
CSR/RPR EXAMINATION
PREPARATION
1.5 UNITS
Class hours: 1.5 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Strongly recommend completion of Certified Shorthand Reporter’s academic requirements. This course is designed for potential Certified Shorthand Reporter Examination candidates and Registered Professional Reporter Examination candidates. It will provide academic preparation and reinforcement in selected subject areas. This course may be taken for a maximum of 4.5 units. (Formerly BUSC 85)
Transfer Credit: CSU

BUSC 190
MEDICAL TRANSCRIPTION I/
COURT REPORTING METHOD
3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSC 114 and BUSC 142 or equivalent with grades of Credit or “C” or higher.
Corequisite: BUSC 119E.
Recommendation: MA 161 or equivalent with a grade of Credit or “C” or higher.
This course matches the skilled stenotypist with the computer to generate typical and atypical medical reports for the medical and insurance industries. The course introduces the student to medical transcription format, equipment, and procedures, as well as standardized terminology in the areas of radiology, pathology, gerontology, obstetrics, physical therapy, hearing impairments, and pharmacology. Medico-legal ethics and medical reference books are also covered. This course may be taken for a maximum of 6 units. (Formerly BUSC 90)
Transfer Credit: CSU

BUSC 191
MEDICAL TRANSCRIPTION II/
COURT REPORTING METHOD
3 UNITS
Class hours: 2.5 lecture/1.5 lab
Prerequisite: BUSC 119E, BUSC 190, and A&P 120 or equivalent with grades of Credit or “C” or higher.
Corequisite: BUSC 143 and BUSC 174 or equivalent.
Recommendation: MA 161 or equivalent with a grade of Credit or “C” or higher.
This course is for the advanced stenotypist using the computer to generate medical reports for the medical and insurance industries. This course incorporates acquisition and maintenance of equipment; moderns as utilized by the medical transcriptionist; professional organizations and certifications; professional development; advanced medical transcription; as well as standardized terminology in the areas of pharmacology, surgery, nuclear medicine, oncology and/or chemotherapy; dentistry, and emergency room procedures. This course may be taken for a maximum of 6 units. (Formerly BUSC 91)

Transfer Credit: CSU

BUSC 192
TRANSCRIPTION PROCEDURES  2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: BUSC 141 or equivalent with a grade of Credit or "C" or higher and the ability to type 40 wpm.
This course is designed to help students acquire the skills necessary to properly format transcript data of court proceedings. This formatting relates to all types of legal and court documents including deposition transcripts. This course may be taken for a maximum of 4 units. (Formerly BUSC 92)

Transfer Credit: CSU

BUSC 193
BASIC CAPTIONING  4.5 UNITS
Class hours: 4 lecture/2 lab
Prerequisite: BUSC 144 and BUSC 119B or equivalent with grades of Credit or "C" or higher.
Corequisite: BUSC 1T
Recommendation: None.
This course is designed to teach students the basics of realtime captioning as applied to broadcast captioning; captioning of video and other media; captioning for hearing impaired at public gatherings, meetings, and in the classroom; captioning over the Internet; students will develop new applications for this new and emerging technology which includes online and offline captioning, as well as open and closed captioning. This course includes hands-on captioning assignments designed to familiarize students with captioning software and application. This course may be taken for a maximum of 9 units.

Transfer Credit: CSU

BUSINESS ENGLISH/Writing

See BCOM

(Business Communications)

BUSINESS FINANCE

(Business Division)

BUSF 50
ELECTRONIC CALCULATORS/BUSINESS APPLICATIONS  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 15)

BUSF 51
RETIREMENT PLANNING AND INVESTING  1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 30)

BUSF 125
PERSONAL FINANCE  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This survey course will cover the following topics: the management of personal income and expenditures; commercial and savings accounts; budgets; charge accounts; installment buying; and borrowing money; property, income, estate, inheritance, and gift taxes; life, health, accident, property, and miscellaneous insurance; pension plans and social security; owning a home; investing in securities and trust funds; and wills. This course can be taken in either a traditional or an on-line learning environment. (Formerly BUSF 25)

Transfer Credit: CSU

BUSF 126
INTRODUCTION TO STOCK MARKET AND INVESTMENTS  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 26)

Transfer Credit: CSU

BUSINESS PARALEGAL

(Business Division)

BL 1T (Not degree applicable)

LEGAL-COMPUTER TUTORIAL  0 UNITS
Class hours: 1 hour per week as arranged
Prerequisite: BL 56 or CIS 102 or equivalent with a grade of Credit or "C" or higher.
Corequisite: Concurrent enrollment in one or more advanced Business Paralegal (BL) course.
This course is designed to assist development in computer applications in the advanced Business Paralegal courses. Students must attend one hour minimum per week and are limited to a maximum of three hours per week. (Formerly BL 21)

BL 52
LAW OFFICE MANAGEMENT  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: BL 56 or prior completion with a grade of Credit or "C" or higher.
Recommendation: None.
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 5)

BL 56
INTRODUCTION TO COMPUTERIZED LEGAL SOFTWARE  3 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: None.
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. (Formerly BL 9.1)

BL 57
LEGAL DOCUMENT PRODUCTION 3 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: None
Corequisite: None
Recommendation: BL 56 or BCOT 108 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly BL 9.1)

BL 65
ADVANCED LEGAL TECHNOLOGY 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None
Corequisite: None
Recommendation: BL 56
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.

BL 100
INTRODUCTION TO CALIFORNIA CIVIL PROCEDURES 3 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: None
Corequisite: BL 56 or prior completion with a grade of Credit or "C" or higher.
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. (Formerly BL 2)

BL 101
INTRODUCTION TO LAW 3 UNITS
Class hours: 3 lecture
Prerequisite: None
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 1)

BL 102
ADVANCED CALIFORNIA CIVIL PROCEDURES 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 100 and BL 56 or equivalent with grades of Credit or "C" or higher.
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. (Formerly BL 3)

BL 103
LEGAL RESEARCH 3 UNITS
Class hours: 3 lecture
Prerequisite: None
Recommendation: BL 101 and BL 56 or equivalent with grades of Credit 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 4.1)

BL 104
ADVANCED LEGAL RESEARCH 3 UNITS
Class hours: 3 lecture
Prerequisite: BL 103 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None
Recommendation: BL 56 or equivalent with a grade of Credit or "C" or higher.
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 (Westlaw) 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. (Formerly BL 4.2)

BL 105
INTRODUCTION TO FEDERAL AND CALIFORNIA EMPLOYMENT, LABOR, AND WORKERS’ COMPENSATION LAW 3 UNITS
Class hours: 3 lecture
Prerequisite: None
Corequisite: None
Recommendation: None.
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 workplace. It provides an understanding for both employers and employees of their rights and obligations under these laws. (Formerly BL 14)

BL 106
BANKRUPTCY LAW 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 56 or equivalent with a grade of Credit or "C" or higher.
Recommendation: BL 100, BL 101, and BA 111 or equivalent with grades of Credit or "C" or higher.
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
BL 107
PROBATE PROCEDURES 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 56 or equivalent with a grade of Credit or "C" or higher.
Recommendation: BL 100, BL 101, and BA 111 or equivalent with grades of Credit or "C" or higher.
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. (Formerly BL 7)
Transfer Credit: CSU

BL 108
FAMILY LAW PROCEDURES 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 56 or equivalent with a grade of Credit or "C" or higher.
Recommendation: BL 100, BL 101, and BA 111 or equivalent with grades of Credit or "C" or higher.
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. (Formerly BL 8)
Transfer Credit: CSU

BL 109
TORTS AND PERSONAL INJURY LAW AND PROCEDURES 3 UNITS
Class hours: 3 lecture/1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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

BL 112
ESTATE PLANNING FOR THE PARALEGAL 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 56 or equivalent with a grade of Credit or "C" or higher.
Recommendation: BL 100, BL 101, and BA 111 or equivalent with grades of Credit or "C" or higher.
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. (Formerly BL 10)
Transfer Credit: CSU

BL 113
FUNDAMENTALS OF ALTERNATE DISPUTE RESOLUTIONS 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 56 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: BL 100 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly BL 11)
Transfer Credit: CSU

BL 114
LAW ON THE INTERNET 1.5 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces the students to the basic techniques of using the Internet for legal research and career information. Students learn how to access and use the Internet. Emphasis is placed on search techniques including refining search queries and performing legal and career searches utilizing several web search engines. Federal and multi-state research materials will be used. (Formerly BL 12)
Transfer Credit: CSU

BL 115
ELDER LAW 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly BL 13)
Transfer Credit: CSU

BL 116
CRIMINAL LAW 3 UNITS
Class hours: 3 lecture/1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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

BL 120
LEGAL ETHICS 1.5 UNITS
Class hours: 1.5 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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, the unauthorized practice of law, issues of confidentiality and conflicts of interest, as well as advertising and solicitation. (Formerly BL 20)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
BL 171
BUSINESS PARALEGAL
OCCUPATIONAL WORK
EXPERIENCE
1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Business Paralegal Occupational Work Experience, in a declared business major. One unit of Business Paralegal Occupational Work Experience requires 60 non-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. This course may be taken for a maximum of 6 units. (Formerly BL 71)
Transfer Credit: CSU

BL 172
BUSINESS PARALEGAL
OCCUPATIONAL WORK
EXPERIENCE
2 UNITS
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Business Paralegal Occupational Work Experience, in a declared business major. Two units of Business Paralegal 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. These courses may be taken for a maximum of 15-16 units. (Formerly BL 73/74)
Transfer Credit: CSU

BL 210
LANDLORD AND TENANT LAW 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 56 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly BL 22)
Transfer Credit: CSU

BL 230
CORPORATE LAW 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: BL 56 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly BL 23)
Transfer Credit: CSU

BL 260
IMMIGRATION LAW 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: BL 56
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
BUSINESS REAL ESTATE

(Business Division)

BUSR 1T (Not degree applicable)
BUSINESS REAL ESTATE

COMPUTER TUTORIAL 0 UNIT
Class hours: 1 lab
Prerequisite: None.
Corequisite: BUSR 50.
Recommendation: None.
This course develops proficiency in computer applications in Business Real Estate. Students must attend one hour minimum per week and are limited to a maximum of three hours per week. (Formerly BUSR 13)

BUSR 50
INTRODUCTION TO
REAL ESTATE SOFTWARE 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher.
This course covers hands-on training using form filling of real estate contracts, rent versus buy, inputting properties into the Board of Realtors' Multiple Listing Service, downloading available real estate offerings for presentation to buyers, amortization schedules, and cash flow projections of income producing properties (with emphasis on the manipulation of real property values with the changes of loan interest rates, overall capitalization rates, and gross rent multiplier). (Formerly BUSR 12)

BUSR 51
REAL ESTATE PRE-LICENSE 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSR 101 or equivalent with a grade of Credit 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 15)

BUSR 52
MORTGAGE LOAN BROKERING AND LENDING 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher.

Corequisite: None.
Recommendation: None.
This course introduces the student to the principles and operations of the loan broking 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 21)

BUSR 53
ADVANCED REAL ESTATE APPRAISAL 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSR 131 or equivalent with a grade of Credit 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, visited, 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, Inwood Methods, land and building residual techniques, and Hoskold Theories are covered. (Formerly BUSR 32)

BUSR 54
COMPUTERS IN REAL PROPERTY
APPRAISAL PRACTICE 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: BUSR 53 or BUSR 131 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None
Recommendation: None.
This course covers hands-on computer training for students involved in the appraisal certificate courses or for real estate licensees interested in the appraisal end of the real estate business. This course emphasizes appraisal techniques using form fill programs for Universal Residential Appraisal Report (URAR), Small Income Property Analysis and Report of Value, Large Income Property Analysis and Report of Value, Land Valuation Analysis and Report, Discounted Cash Flow Values (DCF's), and the manipulation and practical application and use of the six functions of $1. (Formerly BUSR 33)

BUSR 55
REAL ESTATE OFFICE ADMINISTRATION 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSR 101 or equivalent with a grade of Credit 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; product marketing and other skills related to financing, expansion, and growth. (This course may be taken as a broker's license requirement.) (Formerly BUSR 41)

BUSR 56
PRACTICES OF ESCROW 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSR 151 or equivalent with a grade of Credit or "C" or higher.
This is a study of the practices and procedures followed in processing escrows, with emphasis on real estate, familiarization and drawing of documents, title company practices and reports, taking an escrow, prorations and closing statements. (Formerly BUSR 52)

BUSR 101
REAL ESTATE PRINCIPLES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This is a beginning course in real estate, which introduces the student to real estate fundamentals and principles. Major topics covered are: history of real estate in California, contracts, agency, introduction to financing, deeds, liens and encumbrances, escrow and title insurance, land descriptions, and real estate math. (Formerly BUSR 11)
Transfer Credit: CSU

BUSR 120
REAL ESTATE FINANCE 3 UNITS
Class hours: 3 lecture
Prerequisite: BUSR 101 or equivalent with a grade of Credit 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. (Required by law for applicants for Broker's License.) (Formerly BUSR 20)
Transfer Credit: CSU

**BUSR 125**

**LEGAL ASPECTS OF REAL ESTATE** 3 UNITS  
Class hours: 3 lecture  
Prerequisite: BUSR 101 or BA 111 or equivalent with a grade of Credit or "C" or higher. 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. (Required by law for applicants for Broker's License.) (Formerly BUSR 25)  
Transfer Credit: CSU

**BUSR 130**

**REAL ESTATE PRACTICES** 3 UNITS  
Class hours: 3 lecture  
Prerequisite: None. This course is designed to acquaint the students with everyday real estate practice; to familiarize them with forms used and with on-the-job problems; to keep them abreast of change in conditions in the real estate business, notably the money market, land utilization, and zoning; and to inform them of modern selling practices and techniques. (Required by law for applicants for Broker's License.) (Formerly BUSR 30)  
Transfer Credit: CSU

**BUSR 131**

**INTRODUCTION TO REAL ESTATE APPRAISAL** 4 UNITS  
Class hours: 4 lecture  
Prerequisite: BUSR 101 or equivalent with a grade of Credit 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 unit. 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 class includes the mandatory 15 hours of Uniform Standards of Professional Appraisal Practice (USPAP). The completion of 15 hours of study of Uniform Standards of professional Appraisal Practices (USPAP) is required for every classification of State Appraisal Licensing or Certification. This course will qualify for 69 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 31)  
Transfer Credit: CSU

**BUSR 140**

**REAL ESTATE PROPERTY MANAGEMENT** 3 UNITS  
Class hours: 3 lecture  
Prerequisite: None. 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 establishment of 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. In addition, the course includes Trust Fund Handling and Fair Housing, both required three-hour courses for real estate agent licenses. The course is additionally approved for 45 hours of continuing education for real estate licenses, 51 hours of continuing education for certified and licensed Appraisers or 54 hours of basic education for real estate appraisers. Course may be taken as a broker's license requirement. (Formerly BUSR 40)  
Transfer Credit: CSU

**BUSR 151**

**FUNDAMENTALS OF ESCROW** 3 UNITS  
Class hours: 3 lecture  
Prerequisite: BUSR 101 or equivalent with a grade of Credit 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. Attention is given to the value of an escrow as 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. Course may be taken as a broker's license requirement. (Formerly BUSR 51)  
Transfer Credit: CSU

**BUSR 157**

**REAL ESTATE INVESTMENTS** 3 UNITS  
Class hours: 3 lecture  
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher. This course covers principles and problems in urban development: 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 and land resources, public housing, urban renewal and rehabilitation, and impact of environment controls. (Required for California Real Estate Broker's License.) (Formerly BUSR 60)  
Transfer Credit: CSU

**BUSR 160**

**REAL ESTATE ECONOMICS** 3 UNITS  
Class hours: 3 lecture  
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher. This course covers principles and problems in urban development: 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 and land resources, public housing, urban renewal and rehabilitation, and impact of environment controls. (Required for California Real Estate Broker's License.) (Formerly BUSR 60)  
Transfer Credit: CSU

**BUSR 172**

**BUSINESS REAL ESTATE OCCUPATIONAL WORK EXPERIENCE/CAREER INTERNSHIP** 2 UNITS  
Class hours: 1 hr/wk coordination class  
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher. Corequisite: Enrollment in 7 or more units, including Business Real Estate Occupational Work Experience/Career Internship, in a declared business major. Two units of Business Real Estate Occupational Work Experience/Career Internship require 120 non-paid hours of work or 150 paid hours of work per semester.  
Recommendation: None. 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. This course may be taken for a maximum of 6 units. (Formerly BUSR 72) Transfer Credit: CSU

BUSR 173/174
BUSINESS REAL ESTATE- OCCUPATIONAL WORK EXPERIENCE/ CAREER INTERNSHIP 3-4 UNITS
Class hours: 1 lecture
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: Enrollment in 7 or more units, including Business Real Estate Occupational Work Experience, in a declared business major. Three units of Business Real Estate Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester. Four units of Business 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. These courses may be taken for a maximum of 15-16 units. (Formerly BUSR 73/74)
Transfer Credit: CSU

BUSR 174A
BUSINESS REAL ESTATE OCCUPATIONAL WORK EXPERIENCE ALTERNATE PLAN 4 UNITS
Class hours: 1 hour/week coordination class
Prerequisite: Completion of 12 units in Business Administration, Business Real Estate or Paralegal or equivalent.
Corequisite: None.
Recommendation: None.
The Business 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 for a maximum of 16 units.
Transfer Credit: CSU

CHEMISTRY
(Science/Engineering/Math Division)

CHEM 9T(Not degree applicable)
CHEMISTRY-TUTORIAL 0 UNIT
Class hours: 2 lab
Open entry/open exit
Corequisite: Enrollment in any chemistry course.
This course is designed to facilitate the learning of chemical knowledge, skills, and concepts through individualized and mediated instruction. It is open to any student enrolled in any chemistry course. (Formerly CHEM 99)

CHEM 100
INTRODUCTORY CHEMISTRY 4 UNITS
Class hours: 3 lecture/2 lab/1 quiz
Prerequisite: MATH 40 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of Math Placement Process. Recommendation: It is strongly recommended that the preceding prerequisite be completed 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.) (Formerly CHEM 10)
Transfer Credit: CSU; UC*
*UC credit limits may apply: CHEM 110 and CHEM 100 combined: maximum credit, one course. No credit for CHEM 110 or CHEM 100 if taken after CHEM 111.

CHEM 105
CHEMISTRY FOR ELEMENTARY SCHOOL TEACHERS 1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: MATH 105 or MATH 110A or concurrent enrollment or equivalent with a grade of Credit 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 UNITS
Class hours: 3 lecture/1 quiz/2 lab
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Credit or "C" or higher, or satisfactory completion of the Math Placement Process.
Recommendation: It is strongly recommended that the preceding prerequisite be completed 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. (Formerly CHEM 2) Transfer Credit: CSU; UC*
*UC credit limits may apply: CHEM 110 and CHEM 100 combined: maximum credit, one course. No credit for CHEM 110 or CHEM 100 if taken after CHEM 111.

CHEM 111 (CAN CHEM SEQ A)(CAN CHEM 2)  GENERAL CHEMISTRY  5 UNITS
Class hours: 3 lecture/2 quiz/4 lab Prerequisite: CHEM 110 or equivalent with a grade of Credit or "C" or higher and MATH 80 (or MATH 80B) or equivalent with grades of Credit or "C" or higher (satisfactory completion of the Math Placement Process may be substituted for MATH 80).
Recommendation: It is strongly recommended that all of the preceding prerequisites be completed 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. (Formerly CHEM 1.1) Transfer Credit: CSU; UC

CHEM 112 (CAN CHEM SEQ A)(CAN CHEM 4)  GENERAL CHEMISTRY  5 UNITS
Class hours: 3 lecture/2 quiz/4 lab Prerequisite: CHEM 111 or equivalent with a grade of Credit 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 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. (Formerly CHEM 1.2) Transfer Credit: CSU; UC

CHEM 205 (CAN CHEM 12)  QUANTITATIVE ANALYSIS
CHEMISTRY  4 UNITS
Class hours: 2 lecture/2 quiz/4 lab Prerequisite: CHEM 112 or equivalent with a grade of Credit 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 205. This course is an introduction to theories and techniques of gravimetric, volumetric, colorimetric, and electro-analytic methods of analysis. The course is designed for majors in chemistry, engineering, medicine, dentistry, pharmacy, and laboratory technology. (Formerly CHEM 5) Transfer Credit: CSU; UC

CHEM 211-212  ORGANIC CHEMISTRY  5-5 UNITS
Class hours: 3-3 lecture/2-2 quiz/4-4 lab Prerequisite: CHEM 112 or equivalent with a grade of Credit 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 211-212. A year course in the properties and reactions of aliphatic and aromatic organic compounds with emphasis being placed on reaction mechanisms, fundamental principles and modern instrumental methods. The Laboratory will stress synthesis, techniques, and spectroscopic and qualitative analysis. (Formerly CHEM 7.1-7.2) Transfer Credit: CSU; UC

CHEM 250L  SPECIAL TOPICS IN CHEMISTRY  1 UNIT
Class hours: 3 lab Prerequisite: CHEM 111 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 2 units. (Formerly CHEM 30.16) Transfer Credit: CSU; UC

CHILD DEVELOPMENT
(Health Occupations Division)

CD 50  ARTS AND CRAFTS FOR SCHOOL-AGE CHILDREN  2 UNITS
Class hours: 1.5 lecture/1.5 lab Prerequisite: None. This course will present the principles and application of arts and crafts activities for school-age children. A variety of media and techniques will be explored and applied to projects that are meaningful to children. Exposure to art by master artists is used to facilitate the learning and appreciation of different forms and styles of art. This course meets the Department of Social Service Classification Indicator DS 5. (Formerly CD 21)

CD 110  CHILD DEVELOPMENT  3 UNITS
Class hours: 3 lecture Prerequisite: None. This course will familiarize the student with principles of child development from conception through adolescence including behavior patterns and group interaction of children. The student will also learn the effect of family, peers, and society upon children at different ages and cultures. This course meets the Department of Social Service Classification Indicator DS 1. (Formerly CD 10) Transfer Credit: CSU; UC

CD 115  PARENT SCHOOL PARTNERSHIPS  3 UNITS
Class hours: 3 lecture Prerequisite: None. Corequisite: None. Recommendation: CD 110 and CDEC 113 or equivalent with grades of Credit or "C" or higher. This course is designed to introduce students to various current family, school, and community partnership models and approaches. Students will acquire knowledge and skills toward fostering two-way partnerships with families and communities of diverse backgrounds from primary through high school. Historical, legal, social, and political perspectives regarding educational access and equity for diverse student populations found in contemporary classrooms will be addressed. Teacher candidates will also broaden their
knowledge and understanding of ethnically and linguistically diverse families and communities to be more effective in building relationships with them.

Transfer Credit: CSU

**CD 124**
THE CHILD IN A DIVERSE SOCIETY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course covers the principles of implementing a bias-free, anti-bias, and multicultural curriculum for young children. Race, ethnicity, class, gender, exceptionality, and age will be discussed along with the social and cultural conditions that influence a young child’s education. Emphasis will be placed on helping the child understand one’s own culture as well as the culture of others.
(Formally CD 24)
Transfer Credit: CSU

**CD 139**
OBSERVATION, ASSESSMENT, AND POSITIVE GUIDANCE OF CHILDHOOD BEHAVIOR 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: CDEC 111 and CD 110 or equivalent with grades of Credit or “C” or higher.
This course covers the theories of behavior, guidance techniques, and effective communication, observational, assessment, and documentation of young and school-age children. The emphasis will be on developing an understanding of children’s behavior and encouraging positive self-esteem while helping the child work toward self-control. Content will cover understanding observation as an integral part of appropriate instruction and intervention. This course is not open to students who have received credit for CD 137 and CD 138.
(Formally CD 137 and CD 138)
Transfer Credit: CSU

**CDEC 61**
NUTRITION, HEALTH AND SAFETY IN CHILDREN’S PROGRAMS 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
This course offers an opportunity to study the attitudes and habits essential for the general physical health, mental health, and safety of teacher, parent, and child. Topics covered are nutrition, school menus, common childhood diseases, California State safety regulations, and other special health problems of Early Childhood Education Programs. Instruction includes health-protection resources provided by home, school, and community. This course meets the Department of Social Services Classification Indicator DS 7.
(Formally CDEC 25)

**CDEC 62**
CREATIVITY AND THE PRE-SCHOOL CHILD 2 UNITS
Class hours: 2 lecture, 1 lab
Prerequisite: CDEC 112 or equivalent with a grade of Credit or “C” or higher.
This course explores expressive art activities for the pre-school child presented experientially and through lecture, discussion, and practicum. The major focus will be on facilitating personal self-expression through creative means, with the emphasis on the process as opposed to the product of the child’s experiences. This course meets the Department of Social Service Classification Indicator DS 3.
(Formally CDEC 30)

**CDEC 63**
EARLY CHILDHOOD EXPERIENCES IN LANGUAGE ARTS AND SOCIAL SCIENCES 2 UNITS
Class hours: 2 lecture, 1 lab
Prerequisite: CDEC 112 or equivalent with a grade of Credit or “C” or higher.
This course will acquaint the student with language, literature, social sciences, and dramatic activities for pre-kindergarten children. Instruction will cover pre-reading, pre-writing, and the development of listening skills. This course meets the Department of Social Service Classification Indicator DS 3.
(Formally CDEC 32)
CDEC 111
PRINCIPLES AND PRACTICES IN
EARLY CHILDHOOD EDUCATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course provides a survey of the field of Early Childhood Education emphasizing history and recent trends. It includes an introduction to different types of programs and the vocational opportunities available. Field trips to schools for young children will be featured. This course meets the Department of Social Service Classification Indicator DS 3. (Formerly CDEC 10)
Transfer Credit: CSU

CDEC 112
EARLY CHILDHOOD
EDUCATION CURRICULUM 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This introductory course presents current concepts in childhood curriculum development and implementation. Emphasis is placed on developmentally appropriate curricular practices for an effective program for young children. The student will construct curriculum and assess its appropriateness in meeting diverse needs, levels of functioning and interest of children. This course meets the Department of Social Service Classification Indicator DS 3. (Formerly CDEC 20)
Transfer Credit: CSU

CDEC 113
THE CHILD, FAMILY, AND COMMUNITY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This is a course for anyone who deals with children: parents, teachers, and professionals in human services. Topics discussed are the influences on children’s growth by the family, the school, day-care facilities, the peer group, the mass media, and the community. Also examined are how these forces interact to socialize and produce the child’s values, morals, attitudes, behavior and self-esteem. This course meets the Department of Social Service Classification Indicator DS 2. (Formerly CDEC 21)
Transfer Credit: CSU

CDEC 133
EARLY CHILDHOOD EXPERIENCES IN MATHEMATICS AND SCIENCE 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: CDEC 112 or equivalent with a grade of Credit 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 Service Classification Indicator DS 3. (Formerly CDEC 33)
Transfer Credit: CSU

CDEC 134A
HEADS UP! READING – EARLY STEPS TO READING SUCCESS COMPONENT A 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: CDEC 112 or equivalent with a grade of Credit or “C” or higher.
This course will acquaint the students with research based principles and practices for providing children birth through age five with a strong foundation in early reading and writing within a developmentally appropriate approach. Component A emphasizes language acquisition and the developmental continuum for listening, speaking, reading and writing. Students will be introduced to the concepts of goal setting for literacy. Completion of any two of three components of this course sequence meets the Department of Social Services Classification DS 3 Indicator. Any two of the three components of this course sequence in combination are equivalent to CDEC 63 – Early Childhood Experiences in Language Arts and Social Studies.
Transfer Credit: CSU

CDEC 134B
HEADS UP! READING – EARLY STEPS TO READING SUCCESS COMPONENT B 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: CDEC 112 or equivalent with a grade of Credit or “C” or higher.
This course will acquaint the students with research based principles and practices for providing children birth through age five with a strong foundation in early reading and writing within a developmentally appropriate approach. Component B emphasizes language development and how children’s books can add vocabulary and comprehension skills. Dramatic play situations will be introduced as well as field trips to increase language opportunities. Use of pre-writing and writing skills will also be included. Completion of any two of three components of this course sequence meets the Department of Social Services Classification DS 3 Indicator. Any two of the three components of this course sequence in combination are equivalent to CDEC 63 – Early Childhood Experiences in Language Arts and Social Studies.
Transfer Credit: CSU

CDEC 134C
HEADS UP! READING – EARLY STEPS TO READING SUCCESS COMPONENT C 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: CDEC 112 or equivalent with a grade of Credit or “C” or higher.
This course will acquaint the students with research based principles and practices for providing children birth through age five with a strong foundation in early reading and writing within a developmentally appropriate approach. Component C emphasizes the importance of the home school connection. Diversity issues involved in both receptive and expressive language are introduced. Students will develop and use materials that meet the children’s reading needs in a variety of ways. Completion of any two of three components of this course sequence meets the Department of Social Services Classification DS 3 Indicator. Any two of the three components of this course sequence in combination are equivalent to CDEC 63 – Early Childhood Experiences in Language Arts and Social Studies.
Transfer Credit: CSU

CDEC 164
EARLY CHILDHOOD EDUCATION PRACTICUM 3 UNITS
Class hours: 2 lecture, 3 lab
Prerequisite: CDEC 111 and CDEC 112 or equivalent with grades of Credit or ”C” or higher.
This course is designed to provide opportunities for the student to observe children in a model child care program. It includes instruction and application of techniques of working with young children, parents, and staff. Weekly

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
observations of curriculum applications are evaluated. This course meets the Department of Social Service Classification Indicator DS 3. (Formerly CDEC 35/CDEC 64)
Transfer Credit: CSU

CDEC 173/174
EARLY CHILDHOOD EDUCATION OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Early Childhood Education work experience 173 or 20 hours of employment per week for Early Childhood Education work experience 174. The employment must be in a job related to the student’s educational goal.
Prerequisite: None.
Corequisite: Enrollment in Child Development vocational program of 7 or more units in major including Occupational Work Experience.
Occupational Work Experience is a supervised employment program in an approved workstation 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 an expansion of their regular responsibilities. This course may be repeated for a maximum of 8 units based on the number of hours on the job. This course meets the Department of Social Service Classification Indicator DS 3. (Formerly CDEC 73/74)
Transfer Credit: CSU

CDEC 230
ADULT SUPERVISION IN CHILD CARE PROGRAMS 3 UNITS
Class hours: 3 lecture
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education/child development classrooms. Emphasis is on the role of the classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. This course meets the requirement for a course in adult supervision for the California Child Development Permit. (Formerly CDEC 52)
Transfer Credit: CSU

CHILD DEVELOPMENT/ FAMILY CHILD CARE
(Health Occupations Division)

CDEC 70 (Not degree applicable)
FAMILY CHILD CARE PROVIDERS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is designed for a person interested in or already managing a child care business in the home. Licensing procedures, appropriate standards, recruitment of children, cultural issues, provision and maintenance of a safe and stimulating environment, nutrition programs, community resources, record keeping and other business aspects are covered. Emphasis is on nurturing children, working cooperatively with parents, and the importance of a good self-concept for the child and the family child care provider.

CHILD DEVELOPMENT/ INSTRUCTIONAL AIDE
(Health Occupations Division)

CDIA 90
INTRODUCTION TO ELEMENTARY AND SECONDARY CLASSROOM EXPERIENCES 3 UNITS
Class hours: 3 lecture
Prerequisite: None
This course is designed to introduce students to principles of classroom experiences. In addition to the dynamics of grade level instruction, emphasis is placed on how children learn, the curriculum of the classroom, discipline and guidance techniques and the role of the paraprofessional or volunteer within a school setting. Attention will be placed on bilingual, multicultural instruction, and special education.

CDIA 99
EDUCATIONAL PARAPROFESSIONAL PRACTICUM 3 UNITS
Class hours: 1 lecture/6 lab
Prerequisite: None
This course offers the student the opportunity to work as an instructional aide under the supervision of professional staff in an elementary or secondary school setting. Content will include developing skills, techniques, and strategies for working in the multilingual/multiethnic classroom. Classroom placement will be arranged for those students not employed by a school district. This course may be taken for a maximum of 6 units. (Formerly CDIA 35)

CHILD DEVELOPMENT/INFANT TODDLER CARE GIVING 3 UNITS
Class hours: 3 lecture
Prerequisite: CD 110 or equivalent with a grade of Credit or "C" or higher.
The principles of a sound infant/toddler care program are explored. The course content includes roles of the director, teacher and aide, laws and regulations, and considerations relating to learning objectives, developmental needs and other key factors. This course meets the Department of Social Service Classification Indicator DS 4. (Formerly CDIT 10)

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CDIT 51
INFANT AND TODDLER DEVELOPMENT 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: CD 110 or equivalent with a grade of Credit or "C" or higher. This course is an in-depth investigation of the social, emotional, physical, and cognitive development patterns of infants and toddlers, both theoretically and through direct observation. This course meets the Department of Social Service Classification Indicator DS4.

CDIT 52
INFANT AND TODDLER PROGRAMS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: CD 110 and CDIT 51 or equivalent with grades of Credit or "C" or higher. This course explores program models for children from birth to three years of age, addressing program goals, philosophies, curriculum, building relationships with infants, toddlers and families, safety routines, physical space and equipment, as well as infant and family needs especially in a group setting. This course meets the Department of Social Service Classification Indicator DS 4.

CHILD DEVELOPMENT/SCHOOL AGE
(Health Occupations)

CDSA 152
SCHOOL-AGE CHILD CARE PRACTICUM 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: CDSA 155 or equivalent with a grade of Credit or "C" or higher. This course provides practical experiences in an extended day care program. It includes observation of behaviors exhibited by the school-age child and the opportunity to assist the teacher in the Center. Basic instruction includes guidance, room environment, tutoring, record keeping and other extended day care responsibilities. This course meets the Department of Social Service Classification Indicator DS 5. (Formerly CDSA 20)
Transfer Credit: CSU

CDSA 155
SCHOOL-AGE CHILD CARE ACTIVITIES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course presents activities for the 6-12 year-old child in an extended day care setting. Focus is on cognitive, physical, psychosocial, and creative aspects of development, as well as positive approaches to guidance. This course meets the Department of Social Service Classification Indicator DS 6. (Formerly CDSA 10)
Transfer Credit: CSU

CDSA 259
SCHOOL-AGE CHILD CARE SUPERVISION AND ADMINISTRATION 3 UNITS
Class hours: 3 lecture
Prerequisite: CD 110 or equivalent with a grade of Credit or "C" or higher. This course presents the principles of administration and supervision of school-age child care programs. Emphasized are the role of the director, teacher, and aide; laws and regulations; and a study of objectives, curricula, developmental needs, and other key factors for operating such programs. The unique features of before-and-after-school care as opposed to the regular school day will be stressed. This course meets the Department of Social Service Classification Indicator DS. (Formerly CDSA 10)
Transfer Credit: CSU

CDSA 50
SURVEY OF SPECIAL EDUCATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is a survey of the field of special education emphasizing the role of the Special Education Assistant in the training of the exceptional individual. It will include an introduction to the types of handicapped children and adults, the function of the assistant and the vocational opportunities available. Field trips will be an important part of the instructional program. (Formerly CDSE 10)

CDSE 52
SPECIAL EDUCATION INCLUSION IN EARLY CHILDHOOD PROGRAMS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None. 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 73/74
SPECIAL EDUCATION ASSISTANT OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Special Education Assistant work experience 73 or 20 hours of employment per week for Special Education Assistant work experience 74. The employment must be in a job related to the student’s educational goal. Prerequisite: None.
Corequisite: Enrollment in the Special Education Assistant vocational program with 7 or more units including occupational work experience.
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. These courses may be repeated for a maximum of 8 units based on the number of hours on the job.

COMPUTER AND INFORMATION SCIENCES

(Science, Engineering and Math Division)

CIS 2L (Not degree applicable)
AS/400 TUTORIAL LAB 0 UNIT
Class hours: 2 hrs. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: None.
Students must attend two hours minimum per week and are limited to a maximum of six hours per week multiplied by the number of AS/400 courses in which the students are enrolled. (Formerly BCIS 23.3)

CIS 3L (Not degree applicable)
COMPUTER UTILIZATION 0 UNIT
Class hours: 1 hour per week as arranged.
Students must attend one hour minimum per week and are limited to a maximum of three hours per week multiplied by the number of data processing courses in which the students are enrolled that require this lab. (Formerly BCIS 77)

CIS 5C (Not degree applicable)
BUSINESS COMPUTER INFORMATION SYSTEMS
DATABASE MODULE 0.5 UNITS
Class hours: 1.5 lecture/2.5 lab (4 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Fluency in Spanish is strongly recommended.
This course instructs the students, in a bilingual mode (Spanish), in the use of microcomputers within the business environment using the Microsoft Windows interface and the Microsoft Office Professional application suite (Word, Excel, Access, and PowerPoint). Students learn basic aspects of microcomputer software applications using a modular approach. The module will include topics in file management, creation/maintenance of backups, formatting disks, and the basic concepts and use of a database application. This course may be taken for a maximum of 1.0 unit. (Not open to students with credit in CIS 102). (Formerly BCIS 15.3)

CIS 50
BASIC COMPUTER LITERACY 0.5 UNIT
Class hours: 4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly BCIS 69.30/BCIS 1)

CIS 52
DATA PROCESSING MATHEMATICS 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This course will provide students with an understanding of basic mathematical concepts, as used in computer applications. Students will solve problems in fundamental algebra using linear and nonlinear functions, study inventory statistics and probability and their relationships to each other, and learn to set up and solve formula relationships, including direct and indirect proportions. Other topics will include number systems, logic, mathematics of elementary finance, table structures, Boolean algebra, and basic geometric concepts, including some coordinate geometry. (Formerly BCIS 30)

CIS 54A
EXCEL FOR WINDOWS - PART 1 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 105 or equivalent with a grade of Credit or "C" or higher.
This course provides an introduction to the functions of Microsoft Excel for Windows spreadsheet. The fundamentals of building worksheets include creating worksheets, cell formatting, functions, formulas, Wizards, and the creation of basic charts. Techniques to deal with large worksheets are covered. Templates, macros and database functions are previewed. Hands-on exercises are used to reinforce the functions of Excel. (Formerly BCIS 11.1)

CIS 54B
EXCEL FOR WINDOWS - PART 2 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 54A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This course continues to explore the functions of the Microsoft Excel for Windows spreadsheet. The fundamentals of building worksheets will include creating worksheets, formatting, functions, formulas, macros, data tables, analysis tools, and the creation of charts. Techniques to deal with multiple worksheets and large worksheets will be covered. The database functions of Excel will include: sorting, filtering, queries, macros, and record retrieval. Hands-on exercises will be used to reinforce the functions of Excel. (Formerly BCIS 11.2)

CIS 56
MICRO DISK OPERATING SYSTEMS 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Recommendation: CIS 101 or CIS 102 or equivalent with a grade of Credit of "C" or higher.
This course is designed to acquaint students with the functions of the MS-DOS operating system. Students will learn the basics of the MS-DOS operating system required to prepare them for the MS-DOS portion of the MS-DOS/Windows exam for the A+ and Network+ certifications. (Formerly BCIS 69.6/BCIS 20)

CIS 58
WINDOWS FOR COMPTIA A+ CERTIFICATION EXAMS 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Student should be familiar with any Windows environment, version 3.0 or higher. The student preparing...
for this exam should also enroll in CIS 56. This course is designed to help the student prepare for the Windows portion of the DOS/Windows certification test for the CompTIA+ certification exam. The A+ certification consists of two exams: (1) a basic knowledge of PC hardware; (2) familiarity with installing and maintaining DOS, Windows 3.x, and Windows 95/98. The hardware portion is covered in EL 54.

**CIS 58A**

**PC OPERATING SYSTEMS A+ CERTIFICATION 3.5 UNITS**

Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 101 or CIS 102 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 10.5 units.

**CIS 58B**

**PC CORE HARDWARE A+ CERTIFICATION 3.5 UNITS**

Prerequisite: None
Corequisite: None
Recommendation: CIS 101 or CIS 102 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 10.5 units.

**CIS 70B**

**LOCAL AREA NETWORKS 3.5 UNITS**

Class hours: 3 lecture/2 lab
Prerequisite: CIS 70A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.

This course introduces the concepts, technologies, components and protocols inherent in today's local area networking environments. Students will learn how computers are connected together to form peer-to-peer and server-based networks, and discover the functionality and uses of a router, bridge, switch, hub and repeater. The three most commonly used network operating systems for LANs today, Microsoft Windows-based operating system, Unix, and Novell NetWare, are also covered in this course. In addition, it explains the latest LAN technologies such as VLANs, fast Ethernet, and other new technical developments in the LAN area. (Formerly NTO 5.2)

**CIS 70D**

**INTRODUCTION TO TCP/IP 1.5 UNITS**

Class hours: 3 lecture/2 lab
Prerequisite: CIS 70G or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.

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 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.

**CIS 70E**

**ROUTER CONFIGURATIONS AND PROTOCOL 3.5 UNITS**

Class hours: 3 lecture/2 lab
Prerequisite: CIS 70A or equivalent with a grade of Credit or "C" or higher or appropriate work experience.
Corequisite: None.
Recommendation: None.

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). (Formerly NTO 5.6)

**CIS 70F**

**ADVANCED SWITCHING AND ROUTING 3.5 UNITS**

Class hours: 3 lecture/2 lab
Prerequisite: CIS 70E or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.

This is the third in a series of courses that prepares students for certification as a Cisco Certified Network Associate (CCNA). It covers LAN (Local Area Network) Switching, VLANs (Virtual Local Area Networks), LAN design, IGRP (Interior Gateway Routing Protocol), Access lists, and Novell IPX. (Formerly NTO 5.7)

**CIS 70G**

**WIDE AREA NETWORKS 3.5 UNITS**

Class hours: 3 lecture/2 lab
Prerequisite: CIS 70E or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.

This is the fourth in a series of courses that prepare 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. (Formerly NTO 5.3/CIS 70C)

**CIS 70H**

**NETWORKING ANALYSIS AND DESIGN 2.5 UNITS**

Class hours: 5 lecture
Prerequisite: CIS 70F or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.

This course focuses on the design process for computer networking. Concepts and skills developed in previous courses in this series form the foundation for approaching the task of defining network requirements, writing specifications, designing, and implementing a computer network. (Formerly NTO 5.8)
CIS 70J
CISCO CCNA CERTIFICATION EXAM REVIEW 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 70G or equivalent with a grade of Credit 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 NETWORKING 3 UNITS
Class hours: 3 lecture
Prerequisite: None
Corequisite: None
Recommendation: CIS 70A or equivalent with a grade of Credit 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 70L
NETWORK SECURITY FUNDAMENTS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 70A or equivalent with a grade of Credit or “C” or higher.
This is an introductory course on fundamentals of network security. It provides a comprehensive overview of network security and covers communication security, infrastructure security, cryptography, operational, organizational security, disaster recovery, business continuity, as well as computer forensics. The course content also maps to the Security+ certification exam by Computing Technology Industry Association (CompTIA).

CIS 75
SQL ADMINISTRATION AND IMPLEMENTATION 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 56 with a grade of Credit 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. (Formerly BCIS 68)

CIS 80
PROGRAMMING IN ACCESS 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 155 and CIS 171 or equivalent with grades of Credit or “C” or higher are strongly recommended.
This course provides students with the knowledge and skills required to program Access applications using Visual Basic for Application. The students will design and create real-world business applications. (Formerly BCIS 25)

CIS 84
MICROSOFT INTERNET INFORMATION SERVER 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Strongly recommend CIS 212 or equivalent with grades of Credit or “C” or higher.
This course covers the support of the various features of Microsoft Internet Information Server (IIS). Students will learn how to install, configure, and implement the key components that comprise IIS. They will also have hands-on experience setting up a Web site. The course is intended for those who support or administer Microsoft Internet Information Server. The course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. This course is compliant with current industry certification. (Formerly BCIS 94.1)

CIS 85
UNIX PRODUCTIVITY TOOLS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 212 or equivalent with a grade of Credit or “C” or higher is strongly recommended.
This course is designed for students in computer science to introduce them to basic productivity tools that are available on the UNIX platform. These tools include the basic command-line and menu-driven utilities such as vi, emacs, mail and pine; the GUI (Graphical User Interface) tools such as GIMP (GNU Image Manipulation Program) will be discussed in detail. Other advanced tools such as the GIMP (GNU Image Manipulation Program) will be presented so that students will be able to use, configure and support these applications.

CIS 101
INTRODUCTION TO COMPUTER INFORMATION SYSTEMS 3 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
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 work 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 in database programming using Access. (Formerly BCIS 40)

*UC credit limits may apply: CIS 101 and 102 combined: maximum credit, one course.

CIS 102
INTRODUCTION TO MICROCOMPUTER HARDWARE AND APPLICATIONS SOFTWARE 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
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. (Formerly BCIS 15)

*UC credit limits may apply: CIS 101 and 102 combined: maximum credit, one course.
CIS 103  
COMPUTER PROGRAMMING LOGIC  3 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: Concurrent enrollment in or completion of CIS 101 or CIS 102 or equivalent with a grade of Credit 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: 3 lecture +1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 102 or equivalent with a grade of Credit 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. (Formerly BCIS 69.27/BCIS 34).
Transfer Credit: CSU

CIS 120  
WEB DESIGN WITH MICROSOFT FRONTPAGE  1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 121 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course covers the features and capabilities of FrontPage. Students learn how to create Web pages with FrontPage. The Web designing projects provide a practical application of Web developments with a real world environment. (Formerly BCIS 76)
Transfer Credit: CSU

CIS 121  
INTERNET FOR INFORMATION SYSTEM/INFORMATION TECHNOLOGY  1.5 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course will cover the fundamental features of the Internet and represents a foundation class for Information Technology. Students will learn how to access and use the Internet. Topics covered will include electronic mail, File Transfer Protocols, Telnet, Search tools for various Internet resources, World Wide Webs, newsgroups, Listserv, BBS (Bulletin Board Service) and other resources. The Internet as a Wide Area Network will be reviewed. (Formerly BCIS 69.24/BCIS 82)
Transfer Credit: CSU

CIS 125  
JAVASCRIPT FOR PROGRAMMERS  1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 205 and a knowledge in one programming language or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course covers the JavaScript programming language. Students learn how to enhance the Web pages to be interactive, intelligent, and exciting with JavaScript. The course projects provide a practical application of Web page developments with a real world environment. (This course is not open to students who have taken CIS 126.) (Formerly BCIS 91)
Transfer Credit: CSU

CIS 126  
JAVASCRIPT FOR NONPROGRAMMERS  3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 205 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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 140  
QUERY/400  1 UNITS
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 141 or equivalent with a grade of Credit or "C" or higher.
This course will cover the fundamental operations and functions of data manipulation on the IBM AS/400. Query/400 will be used to select, arrange, and analyze information (data) stored in one or more databases. (Formerly BCIS 31)
Transfer Credit: CSU

CIS 141  
ISERIES 400 OPERATIONS  3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 101 or equivalent with a grade of Credit 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 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 141A  
OPERATIONS NAVIGATOR I SERIES (AS/400)  1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 141 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This course will introduce the student to operating an iSeries 400 (AS/400) through the graphical interface Operations Navigator (ON). Operations Navigator will be used to
Configure, monitor, and manage the iSeries 400 (AS/400). Topics include basic operations, printing, job management, device configuration, security, database management, file systems, backup, and user/groups. This course is primarily for Information Technology professionals with some background in the AS/400 operations.

Transfer Credit: CSU

CIS 142A
AS/400 OPERATIONS-
PART 1 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 101 or equivalent with a grade of Credit or "C" or higher.
This course introduces the student to the operations of the IBM AS/400 Computer System using the OS/400 operating system. The course includes the following topics: system security, job scheduling, job management, back/restore, work management, library management, object management, hardware architecture and configuration, software, device management, and control language. (Formerly BCIS 23.1)
Transfer Credit: CSU

CIS 142B
AS/400 OPERATIONS/
FACILITIES-PART 2 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 101 or equivalent with a grade of Credit or "C" or higher.
This course introduces the student to the operations of the IBM AS/400 Computer System OS/400 database and file structure. This course will use IBM AS/400's Application Development Tools. The course includes the following topics: Source Editor Utility (SEU), Data File Utility (DFU), Program Development Manager (PDM), Screen Design Aid (SDA), Data Description Specifications, Data file structure and design, physical source file, library, object, member structure, logical files, display files, menus and simple control language program. (Formerly BCIS 23.2)
Transfer Credit: CSU

CIS 151
MICROSOFT EXCEL FOR
INFORMATION SYSTEMS/
INFORMATION TECHNOLOGY 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly BCIS 69.29/BCIS 11).
Transfer Credit: CSU

CIS 155
MICROSOFT ACCESS 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 102 or equivalent with a grade of Credit 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 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) certification. (Formerly BCIS 69.25/BCIS 14).
Transfer Credit: CSU

CIS 155A
MICROSOFT ACCESS CORE LEVEL 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces the student to database function on IBM compatible personal computers using Microsoft Access for Windows software. Topics include Core Level MOUS Skills for Microsoft Access functions such as creating a database table; creating relationships between database tables, creating forms, reports, mailing labels, and charts; using Database Wizards and OfficeLinks. This course prepares the student for Microsoft Office User (MOUS) Access Core Certification.
Transfer Credit: CSU

CIS 155B
MICROSOFT ACCESS EXPERT LEVEL 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 155A or equivalent with a grade of Credit or "C" or higher or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course emphasizes advanced database functions on the IBM compatible personal computers using Microsoft Access for Windows software. Topics include Expert Level MOUS Skills for Microsoft Access functions such as building and modifying advanced tables, building and modifying forms, refining queries, using advanced report features, defining relationships, and using Access tools. This course prepares the student for Microsoft Office User (MOUS) Access Expert Certification, which is in the process of being prepared by Microsoft Office.
Transfer Credit: CSU

CIS 171
VISUAL BASIC PROGRAMMING 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 103 or equivalent with a grade of Credit or "C" or higher.
This is a course in designing and programming of the MS-Windows graphical user interface. Topics include standard interface design, event processing and control focus, data exchange, debugging and error handling. (Formerly BCIS 84/CIS 179)
Transfer Credit: CSU/UC

CIS 175
RPG PROGRAMMING 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 103 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This is a basic course in applying the principles of data processing to standard business

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applications. The Report Program Generator language will be used, with emphasis on report preparation and file organization. The class introduces the student to CODE/400, a client-server pc-based application development environment; Operations Navigator, a graphical user interface used to create, change and maintain iSeries/400 objects; and also to the Integrated Language Environment (ILE). (Formerly BCIS 57)

CIS 176
COBOL PROGRAMMING 3 UNITS
Class hours: 3 lecture + 1 hr. lab. arr.
Prerequisite: CIS 103 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
This is an introductory course in computer programming, utilizing the most frequently used procedural language for business applications--COBOL. COBOL is a "near English" language which provides for thorough documentation of the program, and enables programmers to program on all major manufacturers' equipment with minimum of adjustment. The purpose, structure, content and specific rules of the language will be considered in detail. Business applications will be analyzed, flowcharted, coded and debugged using the computer. Structured programming concepts are to be introduced. COBOL lab problems will be assigned.
(Formerly BCIS 58)
Transfer Credit: CSU; UC

CIS 178
(CAN CSCI 4)
PROGRAMMING IN FORTRAN 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: MATH 140 or equivalent with a grade of Credit or "C" or higher and satisfactory score on the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
This is an introductory level programming course using the Fortran programming language. Emphasis is placed on engineering and mathematics applications. Topics include input/output techniques, declaration statements, data types, branching, looping, arrays, subroutines, functions, passing parameters, sorting and searching.
(Formerly CPSC 80)
Transfer Credit: CSU; UC

CIS 180
PROGRAMMING IN C/C++ 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 103 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
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.)
(Formerly BCIS 83)
Transfer Credit: CSU; UC

CIS 181A
UNIX PROGRAMMING IN C/C++ 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 180 and CIS 214 (or CIS 215A) with grades of Credit or "C" or higher; or appropriate work experience.
This course introduces the student to programming on the Unix platform. Topics include the programming environment, editing, preprocessing, compiling, linking, static and dynamic binding, debugging, and the application programming interface (API) to the Unix operating system. Topics specific to the Unix API include standard I/O (input/output), the Unix file system interface, Unix signal processing, process management, and terminal I/O.
Transfer Credit: CSU

CIS 182
JAVA PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Strongly recommend CIS 103 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This course covers the fundamentals of the Java programming language used to develop Web-delivered Internet and platform-independent enterprise applications. Features of Java covered in this course include basic Java programming constructs, object oriented programming, and the graphical user interface (GUI).
(Formerly BCIS 92)
Transfer Credit: CSU; UC

CIS 186
VISUAL BASIC.NET PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 103 or equivalent with a grade of Credit or "C" or higher or knowledge of one programming language.
Corequisite: None
Recommendation: None
This course provides students with the knowledge and skills needed to develop Microsoft.NET-based applications by using Visual Basic.NET. This course focuses on Graphical User Interface (GUI) components.
Transfer Credit: CSU

CIS 201
SYSTEMS ANALYSIS AND DESIGN 3 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: None.
This course is a detailed study of business data processing systems analysis and design theory and application techniques including: interviewing techniques, systems functions, surveys, flowcharting, analysis, and design. Attention is given to the role of the analyst within the business environment.
(Formerly BCIS 61)
Transfer Credit: CSU

CIS 202A
PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None
Recommendation: CIS 102 and CIS 105 or equivalent with grades of Credit 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

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CIS 205
PROGRAMMING IN HTML
FOR THE WORLD WIDE WEB 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 103 or CIS 121 or equivalent with a grade of Credit or “C” or higher.
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. (Formerly BCIS 97.1/BCIS 75)
Transfer Credit: CSU

CIS 206
XML SCRIPTING 1.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 205 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course introduces the purpose and scope of extensible Markup Language (XML). Topics includes XML structure and syntax, document classes, XML as data, linking mechanism, extensible Style Sheet (XSL), data addressing with XSL patterns, Data Scheme Language, and the Document Object Model.
Transfer Credit: CSU

CIS 207
DATABASE DESIGN AND SQL 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 105 or equivalent with a grade of Credit or “C” or higher.
This course covers the concepts of designing, creating, and accessing Relational Data Base Management Systems using Structured Query Language (SQL). The database programming is based on Microsoft SQL. (Formerly BCIS 36)
Transfer Credit: CSU

CIS 208A
ORACLE SQL AND PL/SQL 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 103 and CIS 155 or equivalent with grades of Credit 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 208B
ORACLE DATABASE APPLICATIONS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 208A or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course covers the concepts needed to develop database applications using the Oracle database and application development utilities. Students will learn how to create and modify database tables and queries and how to design user interfaces, reports, forms, and graphical charts for database applications.
Transfer Credit: CSU

CIS 209
ORACLE DATABASE ADMINISTRATION AND IMPLEMENTATION 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 212 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course provides a hands-on knowledge of planning, configuring, and managing an Oracle database system. The student will learn how to configure a server, manage system resources, create a database, manage users, provide backup and recovery practices, and develop a security model.
Transfer Credit: CSU

CIS 210
MICROSOFT WINDOWS 2000 PROFESSIONAL 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 105 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. This course incorporates a hands-on approach to the learning material. It also prepares students for the Microsoft certificate exam 70-210-Installing, Configuring, and Administering Microsoft Windows 2000 Professional, which is one of the core requirements for the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) certifications.

CIS 212A
MICROSOFT WINDOWS 2000 PROFESSIONAL AND SERVER 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 212A or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This is a course for system administrators who are responsible for installing and administering networks involving Microsoft Windows 2000 Servers. Topics include installing and configuring Windows 2000 Server, managing files, printing, Web and Terminal services, connecting clients, creating and managing user accounts, managing access to resources on the network, monitoring and optimizing server performance, implementing security and disaster protection and troubleshooting various server related issues. This course also prepares students for the Microsoft certification exam 70-215 – Installing, Configuring, and Administering Microsoft Windows 2000 Server, which is one of the core requirements
CIS 213A
MICROSOFT WINDOWS ACTIVE DIRECTORY SERVICES 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 212 or equivalent with a grade of Credit 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 master, 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 70-216, a core requirement on the Windows 2000 Microsoft Certified Systems Engineer (MCSE) track.
Transfer Credit: CSU

CIS 213C
DESIGNING A MICROSOFT WINDOWS DIRECTORY SERVICES INFRASTRUCTURE 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 212 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course provides student 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

CIS 213D
DESIGNING A MS WINDOWS 2000 NETWORK INFRASTRUCTURE 2.5 UNITS
Class hours: 5 lecture
Prerequisite: CIS 212 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. It covers Microsoft Windows® 2000 network solutions, such as Dynamic Host Configuration Protocol (DHCP), Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP).
Transfer Credit: CSU

CIS 213E
MANAGING WINDOWS 2000 NETWORK ENVIRONMENT 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 212 or equivalent with a grade of Credit or “C” or higher or appropriate work experience.
This course is to provide the knowledge required by System Administrators, Network Administrators, and Information Technology (IT) professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows® 2000 platform. These skills are generally required in medium to large-size organizations. This course also prepares the skills and knowledge that Microsoft Certified Systems Administrator (MCSE) certification candidates need to prepare for the Microsoft Certified Professional (MCP) Exam 70-218: Managing a Microsoft Windows 2000 Network Environment, a core component for the Microsoft Certified Systems Administrator (MCSE) certification.
Transfer Credit: CSU

CIS 213F
MICROSOFT WINDOWS 2003 SERVER ADMINISTRATION 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is to provide 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 Microsoft Windows® .Net 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. Additionally, this course prepares students for the Microsoft Certified Professional (MCP) Exam 70-275, a core requirement on both the Microsoft Certified System Engineer (MCSE) and Microsoft Certified System Administrator (MCSA) tracks.
Transfer Credit: CSU

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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 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 212B or equivalent with a grade of Credit 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 214
UNIX 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: Knowledge of one operating system.
This course is a comprehensive study of the Unix operating system and its administration. Topics include Unix commands, file manipulation and maintenance, user management, shell programming, configurations, back-up, security, and networking. (Formerly BCIS 39)
Transfer Credit: CSU

CIS 215
UNIX INTERNET SERVICES 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 214 with a grade of Credit or “C” or higher is strongly recommended.
This course is designed for students in computer science to introduce basic installation, configuration, operation and support of intranet and Internet services hosted on the UNIX platform. Topics include LAN (Local Area Network) protocols such as DHCP (Dynamic Host Configuration Protocol), NIS (Network Information Service), NFS (Network File System), and UUCP (Unix to Unix GoPy) and WAN (Wide Area Network) protocols such as DNS (Domain Name Service), FTP (File Transfer Protocol), SMTP (Simple Message Transfer Protocol), IMAP (Internet Message Access Protocol), POP (Post Office Protocol), HTTP (HyperText Transfer Protocol), and NNTP (Network News Transfer Protocol). Necessary supporting systems such as the Unix kernel's process structure hierarchy, file system and print services are also covered.
Transfer Credit: CSU

CIS 215A
SOLARIS FUNDAMENTALS 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 56 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
An introduction to the Solaris[tm] Operating Environment for System Administrators teaches the beginning student how to use Unix® operating system commands and basic Solaris Operating Environment commands. This class is for new users of the Solaris environment. Students will learn fundamental command-line features of the Solaris Operating Environment including file system navigation, file permissions, the Visual(vi) Text Editor, command shells, and basic network use. This course is equivalent to Sun Microsystems course number SA-118.
Transfer Credit: CSU

CIS 215B
SOLARIS ADMINISTRATION I 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 214 or CIS 215A or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course is an introduction to the essential tasks of stand-alone host operating system installation, file system management, backup procedures, process control, user administration, and device management on the Solaris[tm] Operating Environment for Sun workstations. This class is equivalent to Sun Microsystems course number SA-238 and leads to Sun certification.
Transfer Credit: CSU

CIS 215C
SOLARIS ADMINISTRATION II 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 215B or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course is an introduction to the essential skills necessary to administer Sun systems running Solaris in a network environment including maintenance of Sun Systems, configuring and troubleshooting the Network File System (NFS), and configuring the Network Information Service (NIS) environment. This class is equivalent to Sun Microsystems course number SA-288 and leads to Sun certification.
Transfer Credit: CSU

CIS 221
ADVANCED VISUAL BASIC 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 171 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course familiarizes the students with client/server database programming, OLE (Object Linking and Embedding), DDE (Dynamic Data Exchange), API (Application Programming Interface), ActiveX controls, multimedia, and object-oriented programming design. The students develop practical business applications. (Formerly BCIS 88)
Transfer Credit: CSU

CIS 221A
OBJECT-ORIENTED PROGRAMMING IN VB.NET 3 UNITS
Class hours: 3 lecture/2 hrs. arr.
Prerequisite: CIS 186 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This course provides the students with the knowledge and skills required to create and use .NET objects and Windows forms applications. This course will cover writing objects, events, properties, callbacks, inheritance, interfaces, polymorphism .NET assemblies, multithreading and Internet communications.
Transfer Credit: CSU

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CIS 221B
DATABASE PROGRAMMING
IN VB.NET 3 UNITS
Class hours: 3 lecture/2 hrs. arr.
Prerequisite: CIS 186 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This course will provide students the skills to build database applications and web services using VB.NET.
Transfer Credit: CSU

CIS 222
ADVANCED RPG PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 175 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
This is a second course in the use of the RPG language in which emphasis is placed on using the more advanced features of the language. Students are introduced to modular programming, static and dynamic binding, and the use of service programs in the Integrated Language Environment (ILE). Students are also introduced to coding using IBM’s CODE/400, a client-server pc-based application development environment. Other topics include Operations Navigator, a Graphical User Interface (GUI), used to create, change, and maintain iSeries/400 objects and traditional iSeries/400 application development tools such as Source Entry Utility (SEU), Screen Design Aid (SDA), and Data File Utility (DFU). The emphasis is on the creation of interactive programs versus batch programs. Advanced topics include the use of subfiles for interactive programs and an introduction to SQL’s Data Definition Language (DDL) and Data Manipulation Language (DML). Programming is done both on a stand-alone pc-compatible workstation and on an iSeries midrange computer. (Formerly BCIS 67)
Transfer Credit: CSU

CIS 223
VISUALAGE RPG PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 175 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This is a second course in the use of the RPG programming language. Students are introduced to modular programming in procedural and event-driven programs. They are also introduced to static and dynamic binding, and the use of service programs in the Integrated Language Environment (ILE) and dynamic link libraries (DLL’s) for pc-based standalone applications. VisualAge RPG is part of a suite of application development tools called WebSphere Development Tools/400.
Transfer Credit: CSU

CIS 230
ASSEMBLY PROGRAMMING FOR MICROCOMPUTERS 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: CIS 177 (Pascal) and CIS 180 ("C" Language), or CIS 178 (Fortran) or equivalent with grades of Credit 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. (Formerly CPSC 82)
Transfer Credit: CSU; UC

CIS 240
ISERIES 400 CONTROL LANGUAGE PROGRAMMING 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 141 or equivalent with a grade of Credit 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. (Formerly BCIS 66)
Transfer Credit: CSU

CIS 251
ADVANCED SYSTEMS ANALYSIS AND DESIGN 3 UNITS
Class hours: 3 lecture +1 hr. lab. arr.
Prerequisite: CIS 201 or equivalent with a grade of Credit or “C” or higher.
This course is a study of theory and application of business data processing systems including the use of administrative tools and techniques. Emphasis is placed on planning practical computer information systems for information retrieval, business applications, operations research, and management control. (Formerly BCIS 62)
Transfer Credit: CSU

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CIS 271
COMPUTER AND INFORMATION SCIENCE OCCUPATIONAL WORK EXPERIENCE 1 UNIT
Class hours: 1 hr/wk coordination class
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Computer and Information Sciences Occupational Work Experience or at least one other course during summer, in a computer-related major. 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.
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. 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. This may be taken for a maximum of 6 units. (Formerly BCIS 172/CIS 172)
Transfer Credit: CSU

CIS 272
COMPUTER AND INFORMATION SCIENCE OCCUPATIONAL WORK EXPERIENCE 2 UNITS
Class hours: 1 hr/wk coordination class
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Computer and Information Science Occupational Work Experience, or at least one other course during summer, in a computer-related major. 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.
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. 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. This may be taken for a maximum of 15-16 units. (Formerly BCIS 73/74)
Transfer Credit: CSU

CIS 274
COMPUTER AND INFORMATION SCIENCE OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: 1 hour/week coordination class.
Corequisite: Enrollment in 7 or more units, including Computer and Information Sciences Occupational Work Experience, or at least one other course during summer, in a computer-related major. 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. These courses may be taken for a maximum of 15-16 units. (Formerly BCIS 73/74)
Transfer Credit: CSU

CIS 273
COMPUTER AND INFORMATION SCIENCE OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: 1 hour/week coordination class.
Corequisite: Enrollment in 7 or more units, including Computer and Information Sciences Occupational Work Experience, or at least one other course during summer, in a computer-related major. 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. These courses may be taken for a maximum of 15-16 units. (Formerly BCIS 73/74)
Transfer Credit: CSU

CIS 280
OBJECT-ORIENTED PROGRAMMING IN C++ 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Strongly recommend CIS 180 or equivalent with a grade of Credit 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, oper-
CIS 281
WINDOWS PROGRAMMING WITH VISUAL C#.NET 3 UNITS
Class hours: 3 lecture/2 hrs. arr.
Prerequisite: CIS 180 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None
Recommendation: None
This course provides students with the knowledge and skills needed to develop C# applications for the Microsoft.NET platform. This course focuses on C# program structure, language syntax, and Windows client application.
Transfer Credit: CSU

CIS 282
ADVANCED JAVA PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Strongly recommend CIS 182 or equivalent with a grade of Credit or “C” or higher.
This course covers the Java Abstract Window Toolkit (AWT). Topics will include graphical user interface, graphics, multimedia, system management, networking, security, and database connectivity. (Formerly BCIS 93)
Transfer Credit: CSU

CIS 283A
JAVA SERVER PAGES (JSP) PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 125 or CIS 182 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This course introduces the student to Java Server pages (JSP) programming for Web Server. 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 284
CGI AND PERL PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 180 and CIS 205 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This course covers the Common Gateway Interface (CGI) and Perl programming. Students learn how to write CGI Perl scripts to generate dynamic Web pages, process forms, search information, and provide informative responses. This course is not open to students who have already taken BCIS 94. (Formerly BCIS 79)
Transfer Credit: CSU

CIS 285
ACTIVE SERVER PAGES PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: CIS 171 or equivalent with a grade of Credit or “C” or higher.
This course covers the different approaches for creating server-side scripts using Active Server Pages (ASP). The student will learn how to build, implement and execute scripts which create fully-functional Web applications.
Transfer Credit: CSU

CIS 285A
ASP.NET PROGRAMMING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None
Corequisite: None
Recommendation: CIS 186 and CIS 205 or equivalent with a grade of Credit or “C” or higher.
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 which create fully-functional web applications.
Transfer Credit: CSU

CIS 292
DATA STRUCTURES 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: CIS 180 or equivalent with a grade of Credit or “C” or higher.
Corequisite: MATH 140 or prior completion.
This course is designed for students in computer science to cover elementary data structures and advanced programming techniques using C++. Topics include arrays, stacks, queues, linked lists, trees, recursion, sorting, searching, and advanced applications. (Formerly BCIS 85/CPSC 89)
Transfer Credit: CSU

COMPUTERS IN BUSINESS
SEE CIS
(Computer and Information Sciences)

COSMETOLOGY
(Technology Division)

COS 1 (Not degree applicable)
COSMETOLOGY SALON PREPARATION 1 UNIT
Class hours: 56 semester lab hours
Prerequisite: COS 50 or COS 60A and COS 60B or equivalent with grades of Credit or “C” or higher.
Corequisite: Enrollment in any one of the following: COS 51, 52, 61A, 61B, 62A or 62B.
This course is 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 hair styling, hair coloring, permanent waving, chemical straightening, scalp treatments, facials, waxing, manicuring, pedicures, and thermal styling. This course may be taken for a maximum of 4 units. (Formerly COS 50)

COS 1L
COSMETOLOGY SKILLS DEVELOPMENT LAB 0 UNIT
Class hours: 1.67 lab
Prerequisite: COS 50, COS 54, COS 60B, COS 70A, or COS 71A with a grade of Credit or “C” or higher, or equivalent.
Corequisite: Concurrent enrollment in any Cosmetology course.
Recommendation: None
This lab course is 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 hair styling, hair coloring, permanent waving, chemical straightening, scalp treatments, facials, waxing, manicuring, pedicures, and thermal styling.
COS 50A
INTRODUCTORY
COSMETOLOGY I 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 50A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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 students with and to develop their ability to perform the basic skills in hairstyling, haircutting, permanent waving, and hair color. Emphasis will be placed on the Cosmetology Act, State Board Rules and Regulations, as well as safety, nail tips and wraps, sanitation, and chemistry as they relate to the cosmetology profession.

COS 50B
INTRODUCTORY
COSMETOLOGY II 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 50A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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 students with and to develop their ability to perform the basic skills in hairstyling, haircutting, permanent waving, skin care, manicuring and pedicuring. Emphasis will be placed on the Cosmetology Act, State Board Rules and Regulations, as well as health, safety, sanitation, anatomy, and chemistry as they relate to the cosmetology profession.

COS 50C
INTRODUCTORY
COSMETOLOGY III 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 50B or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology.

COS 51A
INTERMEDIATE
COSMETOLOGY I 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 51A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is an intermediate course in theory as it pertains to cosmetology. Students continue to develop manipulative skills in makeup, electric facials, facial waxing, arching, haircoloring, hair lighteners, color weaves, chemical restructuring, soft perm and conditioning to gain knowledge of tricology, anatomy, skin care, nail care, chemistry, health and safety as they relate to cosmetology. Emphasis is placed on professionalism and client relationships.

COS 51B
INTERMEDIATE
COSMETOLOGY II 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 51A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is an intermediate course in theory as it pertains to cosmetology. Students continue to develop manipulative skills in air forming, wet hairstyling, chemical waving, sculpturing, salesmanship, competition styling, chemical relaxing, conditioning, and to gain knowledge of tricology and chemistry as they relate to cosmetology. Emphasis is placed on professionalism and client relationships.

COS 51C
INTERMEDIATE
COSMETOLOGY III 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 51B or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is an intermediate course in theory as it pertains to cosmetology. Students continue to develop manipulative skills in facial waxing, acrylic nails, acrylic overlays, hair augmentation and to gain knowledge of tricology, dermatology, electricity, hair color, chemistry, health and safety, as they relate to cosmetology. Emphasis is placed on professionalism and client relationships.

COS 52A
ADVANCED COSMETOLOGY I 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 52A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is an advanced course in theory as it pertains to cosmetology. Students continue to develop manipulative skills in thermal hairstyling, competition styling, hair sculpturing, conditioning, reconstruction, chemical waving, chemical straightening, skin care, European facials, and manicuring. Emphasis is placed on professionalism, client relationships, people skills, salon management, and State Board examination preparation.

COS 52B
ADVANCED COSMETOLOGY II 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 52A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is an advanced course in theory as it pertains to cosmetology. Students continue to develop manipulative skills in thermal hairstyling, competition styling, hair sculpturing, conditioning, reconstruction, chemical waving and chemical straightening and hair coloring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

COS 52C
ADVANCED COSMETOLOGY III 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 52B or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is an advanced course in theory as it pertains to cosmetology. Students continue to develop manipulative skills in thermal hairstyling, styling, hair sculpturing, conditioning, reconstruction, chemical waving, chemical straightening, make-up, skin care, European facials, light therapy, skin diseases, skin disor-
Announcement of Courses

COS 53
ADVANCED COSMETOLOGY MANIPULATION 6.5 UNITS
Class hours: 9.75 lecture/29.25 lab (6 weeks)
Prerequisite: COS 52C or equivalent with a grade of Credit 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. This course may be repeated for a maximum of 19.5 units as necessary to complete 1600 hours. (Formerly COS 34.1)

COS 54
INTRODUCTORY ESTHETICIAN 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: Limitation on enrollment: Completion of 10th grade or equivalent.
Corequisite: None.
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. (Formerly COS 96.01/COS 83)

COS 54A
ADVANCED ESTHETICIAN 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: COS 54 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly COS 96.02/COS 84)

COS 60A
INTRODUCTORY COSMETOLOGY I 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 with a grade of Credit or "C" or higher, and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.
Limitation on enrollment: 10th grade education or equivalent.
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, hair coloring, 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. (Formerly COS 41)

COS 60B
INTRODUCTORY COSMETOLOGY II 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: COS 60A or equivalent with a grade of Credit 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, hair coloring, 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. (Formerly COS 42)

COS 61A
INTERMEDIATE COSMETOLOGY I 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: COS 60B or equivalent with a grade of Credit 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 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. (Formerly COS 43)

COS 61B
INTERMEDIATE COSMETOLOGY II 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: COS 61A or equivalent with a grade of Credit 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 haircoloring, manicuring, scalp treatments, chemical waving, hairsculpturing, and chemistry, hair design, permanent wave, press and curl, and chemical relaxing. Emphasis is placed on professionalism, client relationships, and people skills. (Formerly COS 44)

COS 62A
ADVANCED COSMETOLOGY I 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: COS 61B or equivalent with a grade of Credit 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. (Formerly COS 45)

COS 62B
ADVANCED COSMETOLOGY II 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: COS 62A or equivalent with a grade of Credit 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. (Formerly COS 46)

COS 63
ADVANCED COSMETOLOGY MANIPULATION 4 UNITS
Class hours: 2.5 lecture/5 lab
Prerequisite: COS 62B or equivalent with a grade of Credit or "C" or higher.
Corequisite: None
Recommendation: None
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. This course may be taken for a maximum of 8 units as necessary to complete 1600 hours.

COS 70A
INTRODUCTORY COSMETOLOGY 8 UNITS
Class hours: 9.38 lecture/28.13 lab (8 weeks)
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None
Recommendation: None.
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 develop their ability to perform the basic skills in hairstyling, haircutting, 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. (Formerly COS 15.1)

COS 70B
INTERMEDIATE COSMETOLOGY 8 UNITS
Class hours: 9.38 lecture/28.13 lab (8 weeks)
Prerequisite: COS 50 or equivalent with a grade of Credit 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 continue 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. (Formerly COS 15.2)

COS 70C
ADVANCED COSMETOLOGY MANIPULATION 8 UNITS
Class hours: 9.38 lecture/28.13 lab (8 weeks)
Prerequisite: COS 51 or equivalent with a grade of Credit 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 hair coloring, 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. This course may be taken for a maximum of 16 units as necessary to complete 1600 hours. (Formerly COS 15.3)

COS 71A
INTRODUCTORY COSMETOLOGY 4 UNITS
Class hours: 4.5 lecture/13.5 lab (8 weeks)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 with a grade of Credit or "C" or higher, and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.
Limitation on enrollment: 10th grade education or equivalent.
Corequisite: None.
Recommendation: None.
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. Emphasis will be placed on the safety and sanitation as it relates to the cosmetology profession. (Formerly COS 23.1)

COS 71B
INTERMEDIATE COSMETOLOGY 4 UNITS
Class hours: 4.5 lecture/13.5 lab (8 weeks)
Prerequisite: COS 60B or equivalent with a grade of Credit 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 continue 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. (Formerly COS 23.2)

COS 71C
ADVANCED COSMETOLOGY I 4 UNITS
Class hours: 4.5 lecture/13.5 lab (8 weeks)
Prerequisite: COS 61B or equivalent with a grade of Credit 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 skills in hair coloring, 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. This course may be taken for a maximum of 8 units as necessary to complete 1600 hours. (Formerly COS 23.3)

COS 80A
INSTRUCTION TECHNIQUES IN COSMETOLOGY I 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: A valid Cosmetology license and five years verified work experience.
Corequisite: None
Recommendation: None
This course is the first of two sequenced courses designed to prepare the licensed cosmetologist for the cosmetology instructor examination as required by the Board of Barbering and Cosmetology. Content includes demonstrations on teaching with the student participating in both lectures of related information and practical demonstration of topics that are required for State Board licensure.

COS 80B
INSTRUCTION TECHNIQUES IN COSMETOLOGY II 10 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: COS 80A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None
Recommendation: None
This advanced course is designed to continue the preparation of the licensed cosmetologist for the cosmetology instructor examination as required by the Board of Barbering and Cosmetology. The lecture section consists of continued and more advanced demonstrations in teaching with the student.
participating in both lectures of related information and practical demonstration of students that are required for State Board licensure.

COUNSELING AND GUIDANCE

(Counseling Division)

CG 1 (Not degree applicable)
CAREER PLANNING 1 UNIT
Class hours: 2 hours per week
Prerequisite: None.
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 2)

CG 2 (Not degree applicable)
SELF AWARENESS TOWARDS EDUCATIONAL READINESS 2 UNITS
Class hours: 6 lecture/10 lab (6 weeks)
Prerequisite: None.
This course is designed to aid the student in identifying and evaluating individual, educational, and vocational ability. Self-awareness techniques will be used to enhance this assessment process. This course is designed primarily for the EOPS summer students, but is open to all interested students. Field work experience will assist the student to develop skills that enhance his/her work performance. (Ten hours field work for those employed as work study or equivalent volunteer experience as approved by instructor. This course may be taken for a maximum of 4 units. (Formerly CG 4)

CG 3 (Not degree applicable)
ORIENTATION FOR THE STUDENT WITH DISABILITIES 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
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 7)

CG 4 (Not degree applicable)
CAREER EXPLORATION FOR THE STUDENT WITH DISABILITIES 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
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 CG 8)

CG 5 (Not degree applicable)
PERSONAL ASSESSMENT FOR THE STUDENT WITH DISABILITIES 1 UNIT
Class hours: 2 lecture
Prerequisite: CG 3 or equivalent with a grade of Credit 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 9)

CG 6 (Not degree applicable)
FAMILY LIVING FOR THE STUDENT WITH DISABILITIES 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
This course is designed to explore the various aspects of family life from the viewpoint of the disabled person. An Individual Educational Plan (IEP)/learning contract will be developed for each student who enrolls in this course. Sexuality, marriage and parenting will be addressed. This course may be taken for a maximum of 4 units. (Formerly CG 11)

CG 50 ORIENTATION AND EDUCATIONAL PLANNING 0.5 UNITS
Class hours: 1.5 lecture (6 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 2 units. (Formerly CG 10)

CG 100 COUNSELOR AIDE IN THE COMMUNITY COLLEGE 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
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 10)
Transfer Credit: CSU

CG 200 SUCCESS IN COLLEGE AND CAREER 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 20)
Transfer Credit: CSU

CG 210 JOB SEARCH STRATEGIES 1 UNIT
Class hours: 2 lecture/1 lab
Prerequisite: None.
Corequisite: None.
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. This course may be taken for a maximum of 2 units. (Formerly CG 21) Transfer Credit: CSU

COURT REPORTING

SEE BUSC
(Business Court Reporting/Computerized Shorthand)

CULINARY ARTS

(Health Occupations Division)

CA 15
CERTIFICATION FOR FOOD HANDLERS 0.5 UNIT
Class hours: 3 lecture (3 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course covers the principles of food handling. It is a National Restaurant Association ServSafe course and meets current requirements established by regulatory agencies for a certified food handler. This course is offered on a credit/no credit basis only. (Formerly CA 1.5)

CA 43/44 (Not degree applicable)

OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Culinary Arts work experience 43 or 20 hours of employment per week for Culinary Arts work experience 44. The employment must be in a job related to the student’s educational goal.
Prerequisite: None.
Corequisite: (1) Enrollment in the Culinary Arts vocational program with 7 or more units including occupational work experience.
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 may be repeated for a maximum of 8 units based on the number of hours on the job. (Formerly CA 73/74)

CA 52
FOOD PRODUCTION 9.5 UNITS
Class hours: 3 lecture/20 lab
Prerequisite: CA 101 or equivalent with a grade of Credit or “C” or higher or concurrent enrollment.
This course introduces the beginning student to food products and ingredients and develops basic cooking skills used in commercial kitchens. The preparation and uses of meats, vegetables, fruits, salads, sandwiches, garnishes, dressing, grilling, deep-fat frying, pan frying, and broiling are included. A negative T.B. test for food service personnel is a State regulation.

CA 53
COMMERCIAL FOOD PRODUCTION: PANTRY ITEMS 9.5 UNITS
Class hours: 3 lecture/20 lab
Prerequisite: CA 52 and CA 101 or equivalent with grades of Credit 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 3)

CA 54
COMMERCIAL FOOD PRODUCTION: MEATS & POULTRY 9.5 UNITS
Class hours: 3 lecture/20 lab
Prerequisite: CA 53 or equivalent with a grade of Credit 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 cutting 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 4)

CA 60
FOODS PURCHASE AND CONTROL 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is designed to familiarize the student with all aspects of purchasing and cost control within the foodservice industry. Instruction and experience in forecasting operational needs, menu pricing, food purchasing, and cost control are included. (Formerly CA 6)

CA 80
INTRODUCTION TO BAKING SKILLS 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: None.
Corequisite: CA 101 or equivalent with a grade of Credit or “C” or higher or concurrent enrollment.
This course introduces the student to basic baking techniques and basic ingredients utilized in the industry. This course will cover such topics as breads, sweet and savory pastries, and icings and fillings. A negative T.B. test for food service personnel is a State regulation. (Formerly CA 11)

CA 81
PROFESSIONAL BAKING AND PASTRY PRODUCTION I 5 UNITS
Class hours: 3 lecture/7 lab
Prerequisite: CA 80 and CA 101 or equivalent with grades of Credit or “C” or higher.
This course introduces the student to the baking industry, baked products, and ingredients. The student will develop basic skills utilized in professional bakeries. Demonstration and practical experiences in the preparation and use of various breads, pastries and creams, adjusting standard recipes, and interpretive use of weights and measures are included. A negative T.B. test for food service personnel is a State regulation. (Formerly CA 11)

CA 82
PROFESSIONAL BAKING AND PASTRY PRODUCTION II 5 UNITS
Class hours: 3 lecture/7 lab
Prerequisite: CA 81 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
This advanced baking course provides the opportunity to increase skills in producing a more uniform product, with high eye appeal, and improved taste and texture. These products include breads, pastries, icings, and fillings. Processed baked products, fried products, and frozen baked products and introduced. Maintaining product freshness is emphasized. A negative T.B. test for food service personnel is a State regulation.
CA 101
INTRODUCTION TO FOOD SERVICE,
SAFETY & SANITATION 1 UNITS
Class hours: 1 lecture
Prerequisite: None.
This course covers the principles of food microbiology, important foodborne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of foodborne diseases and other microbiological problems. This course meets current food protection standards for regulatory agents. ServSafe Certification Exam will be administered.
Transfer Credit: CSU

CA 120
INTRODUCTION TO HOSPITALITY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is an overview of the hospitality industry and its various segments. Course content will include history, organizations, trends, and job opportunities.
Transfer Credit: CSU

DENTAL ASSISTING
(Health Occupations Division)

DA 1 (Not degree applicable)
DENTAL RADIATION
SAFETY LICENSING 1.5 UNITS
Class hours: 4 lecture/5 lab (6 weeks)
Prerequisite: Verification of a minimum of 480 hours of work experience as a dental assistant.
Corequisite: None.
Recommendation: None.
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 may be taken for a maximum of 3 units. This course is offered on a credit/no credit basis only. (Formerly DA 40)

DA 51
APPLIED DENTAL SCIENCE I 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: Admission to the Dental Assisting Program.
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, decontamination and sterilization of equipment, supplies, and disposal of hazardous waste pertaining to patient care.

DA 52
DENTAL RADIOGRAPHY I 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: Admission to the Dental Assisting Program.
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 UNITS
Class hours: 2 lecture, 3 lab
Prerequisite: Admission to the Dental Assisting Program.
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. Cardiopulmonary resuscitation is included as part of the course content.

DA 54
INTRODUCTION TO OPERATORY PROCEDURES 4 UNITS
Class hours: 2 lecture, 6 lab
Prerequisite: Admission to the Dental Assistant Program.
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 UNITS
Class hours: 2 lecture, 3 lab
Prerequisite: DA 51 or equivalent with a grade of Credit or "C" or higher.
Corequisite: DA 63.
This course includes a study of oral pathology, nitrous oxide, pharmacology and the influences of dental medicines on the body systems. Post-injection complications and medical emergencies are included. Emphasis is also placed on preventive dentistry with instruction in four preventive measures: use of fluorides, regular dental examinations, daily practice of effective oral hygiene, good nutrition, and control of food habits. Instruction and supervision of a plaque control program will be achieved through clinical experience with focus on the identification of calculus, plaque, and stains, applying disclosing agents, and polishing exposed surfaces of the teeth. The student will also develop and implement a community dental health project.

DA 62
DENTAL RADIOGRAPHY II 2 UNITS
Class hours: 1 lecture, 3 lab
Prerequisite: DA 52 or equivalent with a grade of Credit 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 UNITS
Class hours: 2 lecture, 6 lab
Prerequisite: DA 53 and DA 54 or equivalent with grades of Credit 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 UNITS
Class hours: 1 lecture, 3 lab
Prerequisite: DA 51 or equivalent with a grade of Credit or "C" or higher.
This course includes instruction in the nonclinical functions which are integral to the dental office. Subject areas include office communications, scheduling appointments, making financial arrangements, recall, completing insurance forms, record keeping, inventory, bookkeeping, marketing strategies, the use of computers, and other related skills required of a secretarial dental assistant.

**DA 65**
**CLINICAL I DENTAL SCHOOLS**  3 UNITS
Class hours: 1 lecture, 7 lab
Prerequisite: DA 53, DA 54 or equivalent with grades of Credit 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 UNITS
Class hours: Lecture total semester hours 20, lab total semester hours 192.
Prerequisite: DA 65 or equivalent with a grade of Credit 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 UNITS
Class hours: 2 lecture
Prerequisite: Admission to the Dental Hygiene Program. A valid adult, child and infant CPR card including two-person CPR.
This course introduces the student to the concept of optimal 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. (Formerly DH 10)
Transfer Credit: CSU

**DH 111**
**INFECTION CONTROL AND DENTAL OFFICE EMERGENCIES**  2 UNITS
Class hours: 2 lecture
Prerequisite: Acceptance into Dental Hygiene Program.
Corequisite: DH 115C.
This course covers the basic principles of infection control and the application of "universal 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. (Formerly DH 11)
Transfer Credit: CSU

**DH 112**
**DENTAL HYGIENE RADIOGRAPHY**  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: Admission to the Dental Hygiene Program.
Corequisite: DH 116 and DH 119.
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 for preliminary evaluation and the use of photographic equipment for case study. It includes the theories and techniques of intra-oral and extra-oral radiography with laboratory experience and analysis of technique errors. (Formerly DH 12)
Transfer Credit: CSU

**DH 114**
**DENTAL HYGIENE CLINICAL SCIENCES I**  2 UNITS
Class hours: 2 lecture
Prerequisite: Admission to the Dental Hygiene Program.
Corequisite: DH 115C.
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. (Formerly DH 14)
Transfer Credit: CSU

**DH 115C**
**PRE-CLINICAL DENTAL HYGIENE I**  2 UNITS
Class hours: 6 lab
Prerequisite: Admission to the Dental Hygiene Program.
Corequisite: DH 114.
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. (Formerly DH 15)
Transfer Credit: CSU

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All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
### DH 116
**HEAD AND NECK ANATOMY**  
2 UNITS  
Class hours: 2 lecture/1 lab  
Prerequisite: Admission to the Dental Hygiene Program.  
Corequisite: DH 119.  
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. (Formerly DH 16)

### DH 119
**DENTAL EMBRYOLOGY, HISTOLOGY, AND ANATOMY**  
2 UNITS  
Class hours: 2 lecture/1 lab  
Prerequisite: Admission to the Dental Hygiene Program.  
Corequisite: DH 115C and DH 116.  
Recommendation: None.  
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. (Formerly DH 19)  
*Transfer Credit: CSU*

### DH 120
**PREVENTIVE DENTISTRY II**  
2 UNITS  
Class hours: 2 lecture  
Prerequisite: DH 114 and HO 152 or equivalent with grades of Credit or "C" or higher.  
Corequisite: DH 125C.  
Recommendation: DH 110 or equivalent with a grade of Credit or "C" or higher.  
This course offers clinical information in which patients and a background of contemporary pharmacologic issues which concern the consumer. (Formerly DH 20)  
*Transfer Credit: CSU*

### DH 125
**DENTAL HYGIENE**  
**CLINICAL SCIENCES II**  
2 UNITS  
Class hours: 2 lecture/1 lab  
Prerequisite: DH 114 and DH 115C or equivalent with a grade of Credit or "C" or higher.  
Corequisite: DH 125C.  
This course is designed to provide the student with a thorough understanding of the roles of the hygienist in the delivery of dental services. Students are scheduled at select contract dental facilities. (Formerly DH 25)  
*Transfer Credit: CSU*

### DH 125C
**CLINICAL DENTAL HYGIENE II**  
3 UNITS  
Class hours: 9 lab  
Prerequisite: DH 115C or equivalent with a grade of Credit 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 the various dental specialties at the UCLA School of Dentistry. (Formerly DH 25)  
*Transfer Credit: CSU*

### DH 126
**GENERAL AND ORAL PATHOLOGY**  
2 UNITS  
Class hours: 3 lecture/lab  
Prerequisite: DH 112, DH 116 and DH 119 or equivalent with grades of Credit 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 pathologic conditions and associated systemic disorders. (Formerly DH 26)  
*Transfer Credit: CSU*

### DH 127
**PHARMACOLOGY**  
2 UNITS  
Class hours: 2 lecture  
Prerequisite: DH 115C, DH 116, and DH 119 or equivalent with grades of Credit or "C" or higher.  
Corequisite: DH 125C, DH 126, 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. (Formerly DH 27)  
*Transfer Credit: CSU*

### DH 128
**MANAGEMENT OF PAIN**  
2 UNITS  
Class hours: 1 lecture/3 lab  
Prerequisite: DH 116 or equivalent with a grade of Credit or "C" or higher, and current certification in CPR.  
Corequisite: DH 125C 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, indications and contra-indications for use, and the treatment of complications and emergencies are stressed. Other modalities of pain control will be discussed. (Formerly DH 28)  
*Transfer Credit: CSU*

### DH 129
**APPLIED PERIODONTICS**  
2 UNITS  
Class hours: 2 lecture  
Prerequisite: DH 114 or equivalent with a grade of Credit 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. (Formerly DH 29)  
*Transfer Credit: CSU*

### DH 150C
**CLINICAL DENTAL HYGIENE II A**  
1 UNIT  
Class hours: 3 lab  
Prerequisite: DH 125C or equivalent with a grade of Credit 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. (Formerly DH 25.2)  
*Transfer Credit: CSU*

### DH 232L
**DENTAL MATERIALS LABORATORY**  
1 UNIT  
Class hours: 3 lab  
Prerequisite: None.  
Corequisite: DH 245C.  
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
DH 234
DENTAL CARE FOR THE SPECIAL PATIENT 2 UNITS
Class hours: 2 lecture
Prerequisite: DH 125C and DH 127 or equivalent with grades of Credit 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. (Formerly DH 34)
Transfer Credit: CSU

DH 235
DENTAL HYGIENE CLINICAL SCIENCES III 2 UNITS
Class hours: 2 lecture
Prerequisite: DH 125C or equivalent with a grade of Credit 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. (Formerly DH 35.1)
Transfer Credit: CSU

DH 235C
CLINICAL DENTAL HYGIENE III 4 UNITS
Class hours: 12 lab/clinic
Prerequisite: DH 125C or equivalent with a grade of Credit 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 to patients with complex periodontal problems. Increased opportunities are experienced at multiculturally diverse community settings. 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. (Formerly DH 35)
Transfer Credit: CSU

DH 238
COMMUNITY DENTAL HEALTH LABORATORY I 1 UNIT
Class hours: 3 lab
Prerequisite: DH 110 or equivalent with a grade of Credit 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 elementary school-aged child. Application of principles learned will be applied in the delivery of dental health education to elementary school children in the community. Students will prepare lesson plans, behavioral objectives, and visual media to be used in presenting subject matter to the children. (Formerly DH 38)
Transfer Credit: CSU

DH 239
DENTAL HEALTH EDUCATION AND RESEARCH I 2 UNITS
Class hours: 2 lecture
Prerequisite: DH 110 or equivalent with a grade of Credit or "C" or higher.
Corequisite: DH 120 and DH 238.
This course provides an introduction to research methodology and biostatistics. Emphasis will be placed on reading and interpreting scientific literature and using technology in searching for and developing a scientific table clinic suitable for presentation in the dental community. (Formerly DH 39)
Transfer Credit: CSU

DH 244
ETHICAL ISSUES IN DENTAL HYGIENE 2 UNITS
Class hours: 2 lecture
Prerequisite: DH 235C or equivalent with a grade of Credit 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. (Formerly DH 44)
Transfer Credit: CSU

DH 245
DENTAL HYGIENE CLINICAL SCIENCES IV 2 UNITS
Class hours: 2 lecture
Prerequisite: DH 235C or equivalent with a grade of Credit or "C" or higher.
Corequisite: DH 245.
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. (Formerly DH 45.1)
Transfer Credit: CSU

DH 245C
CLINICAL DENTAL HYGIENE IV 4 UNITS
Class hours: 12 lab/clinic
Prerequisite: DH 235C or equivalent with a grade of Credit 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 and will provide services in a geriatric nursing home. (Formerly DH 45)
Transfer Credit: CSU

DH 248L
COMMUNITY DENTAL HEALTH LABORATORY II 1 UNIT
Class hours: 3 lab
Prerequisite: DH 238 and DH 239 or equivalent with grades of Credit or "C" or higher.
Corequisite: DH 249.
This course is designed to provide the student with an opportunity to deliver dental health education to a variety of age groups in the community. Emphasis will be on student knowledge and initiative in the design, implementation, and evaluation of a dental health program of his/her choice for an adult group in the community. Additionally, table clinics on a current dental topic of interest
will be presented in the community. (Formerly DH 48)  
Transfer Credit: CSU

DH 249  
DENTAL HEALTH  
EDUCATION AND RESEARCH II  2 UNITS  
Class hours: 2 lecture  
Prerequisite: DH 239 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: DH 248L.  
This course introduces basic concepts of dental public health including oral epidemiology, health care delivery and related research. Teaching/learning philosophies and strategies appropriate for dental health education of diverse adult populations are stressed. (Formerly DH 49)  
Transfer Credit: CSU

DIRECTED STUDIES  

Directed Studies in any combination may be taken for a maximum of 6 units

DIRECTED STUDIES 98  1 UNIT  
Class hours: 3 lab  
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).

DIRECTED STUDIES 99  2 UNITS  
Class hours: 6 lab  
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).

DIRECTED STUDIES 298  1 UNIT  
Class hours: 3 lab  
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).

DIRECTED STUDIES 299  2 UNITS  
Class hours: 6 lab  
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).

DRAFTING  
SEE ENGT  
(Engineering Design Technology)

EARTH SCIENCE  
(Science/Engineering/Math Division)

ESCI 101  
PHYSICAL ECOLOGY  3 UNITS  
Class hours: 2.5 hours lecture, and the equivalent of three one day field trips.  
Prerequisite: None.  
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Credit or "C" or higher.  
This course is a general studies course including problems of current concern relative to hydrologic, oceanographic and atmospheric processes as they affect and are affected by man's activities. The technologic, economic, and political aspects of pollution and solutions to environmental problems are studied. (Formerly ESCI 1)  
Transfer Credit: CSU; UC

ESCI 101L  
PHYSICAL ECOLOGY FIELD LABORATORY  1 UNIT  
Class hours: 3 lab  
Prerequisite: Concurrent enrollment in ESCI 101 or prior completion of ESCI 101 or equivalent with a grade of Credit 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 1.1)  
Transfer Credit: CSU; UC

ESCI 104  
OCEANOGRAPHY  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

This course 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 1)  
Transfer Credit: CSU; UC

Announcement of Courses

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Announcement of Courses

ESCI 106
WEATHER AND CLIMATE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Credit or "C" or higher.
This course is a survey of the processes and patterns in the atmosphere which result in the regional distribution of weather and climate. (Formerly ESCI 6)
Transfer Credit: CSU; UC

ESCI 110
INTRODUCTION TO EARTH SCIENCE 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: None.
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Credit or "C" or higher.
This course is designed for the non-science major. It is not open to those with college credit in geology, physical geography or physical anthropology. It is an integrated course designed to give broad, general knowledge in the areas of anthropology, astronomy, geology, geography, meteorology. (Formerly ESCI 10)
Transfer Credit: CSU; UC*
*UC credit limits may apply. No credit for ESCI 110 if taken after a college course in Geology, Geography, or Astronomy.

ESCI 180
EARTH SCIENCE MATERIALS AND PREPARATIONS 1 UNIT
Class hours: 3 lab
Prerequisite: A college course in the earth sciences with a grade of Credit or "C" or higher.
This course is designed primarily for earth science majors. It includes the use and care of earth science materials with particular reference to the preparation and demonstration of laboratory set-ups. An introduction to stockroom procedures is included. As an alternative, a special project resulting in a report or display on some specific topic is possible. This course may be taken for a maximum of 2 units. (Formerly ESCI 20.16)
Transfer Credit: CSU

ECONOMICS
(Humanities/Social Sciences Division)

ECON 66T (Not degree applicable)
INDIVIDUAL ECONOMICS 0 UNIT
Class hours: 2 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: Enrollment in an economics course.
Recommendation: None.
This is an individualized economics tutorial open entry/exit, credit/no credit, zero unit economics/math lab intended for students entering economics courses. This course will enable students to expand and improve the math skills needed in economics courses. Math and economic principles assignments are selected according to a student's needs and learning style. Individualized instruction will be delivered through computer-assisted instruction, development of a personalized study system for each student, individual and group tutoring in economics and math areas, and meeting with economics instructors to evaluate student progress.

ECON 101
U.S. & GLOBAL ECONOMY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This is a one-semester survey of basic economic concepts and institutions stressing the United States role 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 with a grade of Credit or "C" or higher.
Recommendation: ENGL 100 or equivalent
Corequisite: None.
Transfer Credit: CSU; UC

ECON 201
PRINCIPLES OF MACROECONOMICS 3 UNITS
Class hours: 3 lecture
Prerequisite: MATH 40 or equivalent with a grade of Credit or "C" or higher, or satisfactory completion of the Math Placement Process.
Recommendation: ENGL 100 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly ECON 1.2)
Transfer Credit: CSU; UC

ECON 202
PRINCIPLES OF MICROECONOMICS 3 UNITS
Class hours: 3 lecture
Prerequisite: ECON 201 and MATH 80 or MATH 80B or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: ENGL 100 or equivalent with a grade of Credit or “C” or higher.
This course emphasizes microeconomics; the study of the behavior of specific markets, firms and consumers in a market economy. This is an introduction to economics which is the study of how scarce resources are used to produce and distribute goods and services. The principle of economic choice and opportunity costs are emphasized. (Formerly ECON 1.1)
Transfer Credit: CSU; UC

*UC credit limits may apply. No credit for ESCI 101 if taken after a college course in Geology, Geography, or Astronomy.

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ECON 204
MONEY, ETHICS, AND ECONOMIC JUSTICE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or “C” or higher.
Prerequisite: Enrollment in the Cerritos College Teacher Training Academy (Teacher TRAC) or CSULB’s Integrated Teacher Education Program (ITEP).
Corequisite: None.
Recommendation: None.
EDDEL 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

EDDEL 200
INTRODUCTION TO EDUCATION 3 UNITS
Class hours: 3 lecture
Prerequisite: Completion of EDDEL 100 or equivalent with a grade of credit or “C” or higher.
EDDEL 200 provides an overview of the teaching profession for students enrolled in the Teacher TRAC Program. Students will be exposed to the philosophies of education, the history of education in America, the society of education, contemporary issues in education, and the role of education in American society. This course includes 40 hours of field experience.
Transfer Credit: CSU

EDUCATIONAL TECHNOLOGY
(Technology Training and Distance Education Division)

EDT 6T (Not degree applicable)
INDIVIDUALIZED ASSISTANCE FOR TECHNOLOGY-BASED COURSES 0 UNIT
Class hours: 3 lab
Open entry/open exit
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces students to technology resources on campus and student use of technology for successful completion of technology-based course assignments. Special attention will be given to skills necessary for success in distance education courses.

EDT 7T (Not degree applicable)
INDIVIDUALIZED EDUCATIONAL TECHNOLOGY SKILLS 0 UNIT
Class hours: 3 lab, Open entry/open exit
Prerequisite: EDT 6T
Corequisite: None.
Recommendation: None.
This course increases student knowledge of educational technology resources on campus, improves student use of educational technology for successful completion of technology-based course assignments, and improves student confidence in utilizing educational technology. Special attention will be given to skills necessary for success in distance education courses.

EDT 19
FUNDAMENTALS OF TELECONFERENCING 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces students to teleconferencing - the interactive transmission of images, sound, data, and control between two or more sites using digital lines. Emphasis will be placed on teleconferencing as a research and training tool in fields such as finance, health care, education, criminal justice, child care, and entertainment. Students will participate in live teleconferences and employ electronic technologies. This course may be taken for a maximum of 4 units. (Formerly EDT 90)

EDT 20
TELECONFERENCING FOR SMALL GROUPS 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces students to the concepts and vocabulary of teleconferencing in small rooms and seminars. Emphasis is placed on safety, scheduling, event planning, wrap-around activities, audio and video fundamentals, audiographics, and networking. Students will critically review videos of professional, small-group encounters. This course may be taken for a maximum of 4 units. (Formerly EDT 91)

EDT 21
TELECONFERENCE TELEMATICS 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course develops students’ facility in developing telematics media, which employ both analog and digital technologies. Emphasis is placed on those production elements necessary to teleconferencing, including stage and set design, visual and audio media, meeting and conference protocols, and information gathering and distribution. This course may be taken for a maximum of 4 units. (Formerly EDT 92)

EDT 22
TELECONFERENCE REVIEW AND EVALUATION 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces students to the evaluation criteria of teleconferenced events. Students will attend events at the Teleconference Center and the local area and produce written evaluations that employ objective and subjective measurements, audience feedback, and principles of quality
control. This course may be taken for a maximum of 4 units. (Formerly EDT 93)

**EDT 23**
**TELECONFERENCE PRODUCTION 3 UNITS**
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides students with direct experience in producing, directing, and evaluating live, interactive teleconferences, including auditorium, small group, and classroom site events. Emphasis is placed on safety, scheduling, event planning, "wrap-around" activities, audio and video fundamentals, audiographics, and networking. Students will co-produce and critically review live teleconference events. This course may be taken for a maximum of 9 units. (Formerly EDT 94)

**EDT 24**
**TELECONFERENCE PORTFOLIO 3 UNITS**
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course helps students prepare a video demonstrating their expertise of interactive, teleconferenced meetings and events. The course is a requirement for all students completing the Certificate in Teleconferencing Practitioner. This course may be taken for a maximum of 9 units. (Formerly EDT 95)

**EDT 30**
**FUNDAMENTALS OF INSTRUCTIONAL MULTI-MEDIA PRODUCTION 2 UNITS**
Class hours: 2 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 4 units.

**EDT 43**
**EDUCATIONAL OCCUPATION/WORK EXPERIENCE 3 UNITS**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Educational Occupation Work Experience in a declared educational major. Three units of Educational Occupation Work Experience require 180 non-paid hours or 225 paid hours of work per semester.
Work experience provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences in the educational work place. The goal of the program is to assist students in expanding specific job skills. 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 a career in education must be completed at the training site. Second 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. Three units of Educational Occupation Work Experience requires 180 non-paid hours of work or 225 paid hours of work per semester. This course may be taken for a maximum of 6 units. (Formerly EDT 73)

**EDT 50**
**PREPARATION FOR ONLINE LEARNING 1 UNIT**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course teaches students the skills necessary to successfully complete a class on the Internet. Topics include study skills, online student profiles, introduction to the Internet and the World Wide Web, using email and other online services, and basic aspects of word processing. (Formerly EDT 29)

**EDT 51**
**EMAIL FOR EDUCATORS 1 UNIT**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course trains educators and prospective educators who wish to learn about email and how to incorporate email into the academic environment. Participants will learn the fundamentals of email use and management techniques. Emphasis is placed on email within the educational community. Educational topics will include creating lesson plans that utilize email as part of an activity, netiquette, and issues surrounding student safety and security. (Formerly EDT 57/EDT 6)

**EDT 52**
**WINDOWS FOR EDUCATORS 1 UNIT**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of Credit or "C" or higher.
This course trains educators and prospective educators in the use of the Microsoft Windows operating environment/system. Topics include desktop settings, file and print management, features of the Windows menu system, Windows attributes, and program management. (Formerly EDT 52/EDT 1)

**EDT 53**
**MACINTOSH FOR EDUCATORS 1 UNIT**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of Credit or "C" or higher.
This course trains educators and prospective educators in the use of Macintosh computers in an academic setting. Topics include desktop settings, file and print management, features of the Macintosh menu bar system, attributes, and program management. (Formerly EDT 53/EDT 2)

**EDT 57**
**APPLE/CLARIS WORKS FOR EDUCATORS 1 UNIT**
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is intended to teach educators the skills and capabilities of integrated software packages such as Claris Works, Apple Works, and Microsoft Works. These are all popular software products used in the K-12 learning environment. Topics include word processing, desktop publishing and presentations, spread-
sheets, and databases. Students will produce a
variety of documents useful in the K-12 class-
room. This course may be taken for a
maximum of 2 units.

**EDT 64**
**HYPERSTUDIO BASICS** 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is intended to teach educators the
basics of HyperStudio, a popular software
product for the K-12 learning environment.
Topics include creating, managing, and deliv-
ering multimedia presentations. Students
will produce stacks, buttons, objects, and
animations using HyperStudio. Using the
Internet and other resources, students will
research lesson plan ideas utilizing
HyperStudio to incorporate into their
curricula. This course may be taken for a
maximum of 4 units.

**EDT 65**
**ADVANCED HYPERSTUDIO** 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is intended to teach educators
more advanced features of HyperStudio, a
popular software product for the K-12
learning environment. Topics include adding
movies, sounds, and photos to the multi-
media presentations, printing to video, and
posting on the Internet. Students will learn
to use New Button Actions (NBAs), linking to
the Web, and scripting with HyperStudio.
Using the Internet and other resources,
students will create classroom projects and
assessment tools to incorporate into their
curricula. This course may be taken for a
maximum of 4 units.

**EDT 66**
**POWERPOINT FOR FUTURE TEACHERS** 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51, EDT
52 or EDT 53, and EDT 110 or equivalent
with grades of Credit or “C” or higher.
This course teaches presentation graphics
using Microsoft PowerPoint. Topics covered
include creating, managing, and delivering a
curriculum-based presentation. Students
will produce conceptual and data-intensive
presentations, speaker notes, and handouts
incorporating text and graphics. (Formerly
EDT 66/EDT 9)

**EDT 67**
**INSPIRATION PRESENTATIONS** 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is intended to teach educators the
basics of Inspiration, an “idea-mapping” and
outlining software tool used in education.
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. This course may be taken for a
maximum of 4 units.

**EDT 68**
**USING KIDPIX** 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is intended to teach educators
how to use and teach KidPix, a popular soft-
ware 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. This course may be taken for a
maximum of 4 units.

**EDT 70**
**EXCEL FOR FUTURE TEACHERS** 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51, EDT
52 or EDT 53, and EDT 110 or equivalent
with grades of Credit or “C” or higher.
This course trains educators and prospective
educators in the use of electronic spread-
sheets using Microsoft Excel. Topics include
the fundamentals of creating worksheets,
formulas, and functions, creating charts,
Wizards, and techniques to manipulate large
worksheets and multiple-sheet workbooks.
(Formerly EDT 70/EDT 11)

**EDT 81**
**VIDEOS FOR SCHOOL USE** 2 UNITS
Class hours: 4 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is intended to teach educators the
basics of video production for use in the K-12
environment. The course will cover equip-
ment, adding text, graphics, and special
effects, scripting, interviewing, and editing.
This course may be taken for a maximum of
4 units.

**EDT 100**
**INTEGRATION OF THE INTERNET INTO CURRICULUM** 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 and
EDT 52 or EDT 53 or equivalent with grades
of Credit or “C” or higher.
This course is designed for educators who
wish to learn about the Internet and how to
incorporate the Internet into the classroom
curriculum. Participants will learn funda-
mental and advanced Internet search
methods, email use and management, and
techniques for setting up and using a website
in the classroom. A supportive learning
community will be provided where educators
collaborate to improve their skills in creating
effective learning resources using suitable
technologies. (Formerly EDT 3/EDT 54/
EDT 11.1)

Transfer Credit: CSU

**EDT 101**
**CREATING CURRICULUM PROJECTS USING THE INTERNET** 1 UNIT
Class hours: 1 lecture
Prerequisite: EDT 100 or equivalent with a
grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 and
EDT 52 or EDT 53 or equivalent with grades
of Credit or “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, e-
mail and web sites in the creation of an
Internet-based project supporting project–
or problem-based learning. A supportive
learning community will be provided where
educators collaborate and improve their
skills in creating effective learning resources.
using suitable technologies. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues. (Formerly EDT 11.3/EDT 56/EDT 5)

**Transfer Credit: CSU**

**EDT 102**
**CREATING TECHNOLOGY-BASED CURRICULUM**
**FOR EDUCATORS**
**1 UNIT**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 110 or equivalent with a grade of Credit 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 UNITS**
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “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 UNITS**
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “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. (Formerly EDT 61/EDT 7)

**Transfer Credit: CSU**

**EDT 105**
**POWERPOINT FOR EDUCATORS**
**2 UNITS**
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “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**
**ACCESS FOR EDUCATORS**
**1 UNIT**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 and EDT 52 or equivalent with grades of Credit or “C” or higher.
This course trains educators and prospective educators in the use of database management systems using Microsoft Access. Topics include techniques for building a database, tables, queries, and reports. Other topics include designing curricular lessons and student assignments utilizing databases.

(Formerly EDT 71/EDT 12)

**Transfer Credit: CSU**

**EDT 107**
**DESKTOP PUBLISHING FOR EDUCATORS**
**1 UNIT**
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “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.

(Formerly EDT 89/EDT 18)

**Transfer Credit: CSU**

**EDT 110**
**INTRODUCTION TO EDUCATIONAL TECHNOLOGY**
**2 UNITS**
Class hours: 2 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 UNIT

Class hours: 1 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “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. (Formerly EDT 75/EDT 14)

**Transfer Credit:** CSU

**EDT 112**
**VIRTUAL CURRICULUM**  3 UNITS

Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “C” or higher.  
This course is intended to teach educators how to create and design online (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. (Formerly EDT 85)

**Transfer Credit:** CSU

**EDT 115**
**TECHNOLOGY INTEGRATION IN EDUCATION**  1 UNIT

Class hours: 1 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “C” or higher.  
This course trains educators and prospective educators who wish to learn how to integrate technology into classroom teaching and learning. Topics include computer terminology, evaluation of digital media, locating technology resources for specific subject areas, adaptation of lesson plans to incorporate technology, and using multimedia in education. Other topics include impact of technology on education; past, current, and future technology trends, and copyright, plagiarism, and security issues. (Formerly EDT 88/EDT 17)

**Transfer Credit:** CSU

**EDT 119**
**HARDWARE AND SOFTWARE CONSIDERATIONS FOR EDUCATORS**  1 UNIT

Class hours: 1 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “C” or higher.  
This course is for educators and prospective educators actively involved in the use, purchase and/or maintenance of computer hardware and software in the educational setting. Students will learn the functions of pertinent hardware, how to interface equipment to the computer, system requirements, and evaluation techniques. Students will learn to troubleshoot basic hardware, software, printing, and network problems. Maintaining appropriate maintenance and troubleshooting logs will be addressed. Technology plans and effective classroom management techniques using technology in a limited number of educational settings discussed. (Formerly EDT 85/EDT 15)

**Transfer Credit:** CSU

**EDT 120**
**EXPLORING ASSISTIVE TECHNOLOGY IN EDUCATION**  2 UNITS

Class hours: 2 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “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 HANDHELD COMPUTERS IN EDUCATION**  2 UNITS

Class hours: 2 lecture  
Prerequisite: None  
Corequisite: None  
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or “C” or higher.  
This course trains educators and prospective educators in the use of handheld computers in education to perform administrative, instructional, and other classroom functions. Specific topics include the basics of using Palm OS hand helds, as well as more advanced functions such as productivity tools, student information system tools, assessment tools, web clipping, e-books, science probes, and writing tools. Other topics include policy and management issues related to handhelds and forming a plan for a school’s use of handhelds.

**Transfer Credit:** CSU

**EDT 125**
**FUNDAMENTALS OF ONLINE TEACHING**  2 UNITS

Class hours: 2 lecture  
Prerequisite: None  
Corequisite: None  
Recommendation: EDT 50 or EDT 51, EDT 104, EDT 111, and EDT 52 or EDT 53 or equivalent with grades of Credit or “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. (Formerly EDT 86/EDT 16)

**Transfer Credit:** CSU
Announcement of Courses

ELECTRONICS
(Technology Division)

EL 37L (Not degree applicable)
TROUBLESHOOTING SERVICE AND REPAIR LABORATORY  2 UNITS
Class hours: 6 lab
Prerequisite: EL 202 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This is a laboratory course only. It is designed for advanced students who wish to improve their proficiency in servicing and troubleshooting electronic equipment. This course may be taken for a maximum of 4 units. (Formerly EL 37)

EL 43/44 (Not degree applicable)
ELECTRONICS OCCUPATIONAL WORK EXPERIENCE  3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Electronics work experience 73 or 20 hours of employment per week for Electronics work experience 74. The employment must be in a job related to the student’s educational goal.
Corequisite: (1) Enrollment in the Electronics vocational program with 7 or more units including occupational work experience.
Work experience/career internship provides the opportunity for Electronics 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. These courses may be taken for a maximum of 15-16 units. (Formerly EL 73/74)

EL 50
ELECTRONIC TESTS AND MEASUREMENTS  1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: EL 100 or equivalent with a grade of Credit or "C" or higher.
This course in the use of electronic testing equipment. Topics include measurement theory, techniques, limitations of test equipment, and interpretation of test results. This course may be repeated for a maximum of 3 units. (Formerly EL 97.1/EL 18)

EL 52
BASIC VCR SERVICING  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: EL 202 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course is an introduction to the theory, operation and servicing of home video cassette recorders using either BETA or VHS format. The major emphasis is on understanding circuits and service techniques. (Formerly EL 47)

EL 53A
INTRODUCTION TO MICROPROCESSORS  3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: EL 114 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This is an introduction to microprocessor hardware and software. Topics discussed include the history of the microprocessor and microcontroller families, hardware and software tools, assembly language programming, data structures, subroutine calls, interrupts, and parallel Input/Output(I/O). This course may be taken for a maximum of 6 units. (Formerly EL 44.1)

EL 53B
ADVANCED MICROPROCESSORS  2 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: EL 53A or equivalent with a grade of Credit of "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course builds on the principles learned in EL 53A as embedded control applications are investigated. Topics discussed include counter-timer applications, serial communication techniques, analog signal conversion, and embedded control. This course may be taken for a maximum of 6 units. (Formerly EL 44.2)

EL 54
A+ CERTIFICATION MICROCOMPUTER REPAIR AND SERVICING  3 UNITS
Class hours: 2 lecture/3 lab
Prerequisites: None.
Corequisite: None.
Recommendation: EL 100, EL 134 or EL 114 and EL 124, and TM 50.
This course instructs the student in fundamentals of troubleshooting and repair of microcomputers using both hardware and software testing techniques. Different types and sizes of microprocessor systems will be discussed. This course prepares the student for the hardware portion of A+ Certification. Laboratory assignments will accompany the lecture material. Some familiarity with a high-level programming language is recommended.

EL 55
NETWORK CABLING TECHNOLOGY  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisites: None.
Corequisite: None.
Recommendation: None.
This course will prepare the student for the network cabling specialist certification. Topics will include identification, description, application and configurations of various cables and terminations. Troubleshooting cables for shorts and opens, transposals and reversals, and understanding pin configurations will also be covered. This course may be taken for a maximum of 6 units.

EL 56
PROGRAMMABLE LOGIC CONTROLLERS  3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: EL 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course introduces the student to programmable logic controllers (PLC). Topics to be discussed include history of the PLC, ladder diagrams, programming tech-
EL 57
ELECTRONIC PROJECT
DESIGN AND FABRICATION 1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: EL 100.
This course is an introduction to the methods and techniques of electronic prototype design, layout, fabrication and packaging. Topics covered in this course include component identification, basic shop tools, basic breadboarding, chassis construction, printed circuit fabrication, and assembly. Skills gained shall include parts and component procurement using catalogs and the Internet (search, soldering, wiring and prototyping. This course may be repeated for a maximum of 4.5 units.

EL 60
COMPUTER AIDED CIRCUIT ANALYSIS 1.5 UNITS
Class hours: 1 lecture/2 lab
Prerequisite: EL 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is an introduction to the fundamentals of computer-aided circuit simulation and electronic design automation (EDA). The emphasis is on the use of the computer in designing and testing electronic circuits for more productive hardware construction. This course may be repeated for a maximum of 3 units. (Formerly EL 97.2/EL 15)

EL 62
OPTOELECTRONICS 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: EL 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience, and satisfactory completion of the Math Placement Process or TM 50 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is a course in the fundamentals of optoelectronics. Topics to be covered include the behavior of light, optics, light sources, lasers, displays, detectors, optical sensors, optocouplers, and fiber optics. (Formerly EL 51)

EL 64A
FUNDAMENTALS OF TELECOMMUNICATION ELECTRONICS 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: EL 120 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: EL 134 or EL 114 and EL 124 or equivalent with grades of Credit or "C" or higher.
This is an introductory course about the electronic principles of computer and communication networks. Course content includes an introduction to networking. Presentation and exploration of the basic aspects of telecommunications and telecommunication systems, spectra, modulation, transmission media, multiplexing techniques, circuit switching, error detection and correction, and circuit testing will also be included. (Formerly EL 64.1)

EL 64B
ADVANCED TELECOMMUNICATION ELECTRONICS 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: EL 64A or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This is an advanced course in electronic data communications generally covering the electronic principles of Wide and Local Area Networks. The open system interconnection (OSI) reference model is used for comparison of different WAN and LAN implementation and their corresponding technical issues. The transport control protocol/internet protocol (TCP/IP), asynchronous transfer mode (ATM), Frame Relay, integrated services digital network (ISDN), and broadband (BISDN) are among the cases to be studied. (Formerly EL 64.2)

EL 66
FUNDAMENTALS OF ELECTRICITY 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: EL 100 and TM 50 or equivalent with grades of Credit or "C" or higher.
This course introduces the student to the principles of electrical power. Topics to be discussed include electrical safety, generators, motors, wiring, National Electrical Code (NEC), installation, and maintenance. (Formerly EL 19)

EL 76
INDUSTRIAL ELECTRONIC CONTROL 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: EL 124 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: EL 200 or equivalent.
Recommendation: None.
This is a course in the application of electronic circuitry to industrial process control. Topics to be discussed include mechanical systems, sensors, motors, actuators, feedback control, switching circuits, relay control, power-control semiconductors and interfacing of electronic circuits to mechanical, hydraulic and pneumatic systems. (Formerly EL 46)

EL 86
ELECTRIC MOTOR CONTROL 3 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: EL 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: EL 200 or equivalent.
Recommendation: None.
This course presents the principles of motor control. Topics to be discussed include safety, classifications of motors, speed control, and motor applications.

EL 94
INTRODUCTION TO DIGITAL SIGNAL PROCESSING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: EL 200 and EL 244 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: EL 210 or equivalent with a grade of Credit or "C" or higher.
This course introduces the student to the concepts of digital signal processing (DSP). Topics to be covered include DSP chip architecture, interfacing, programming, digital filtering, voice recognition, and telecommunications applications. Laboratory experiments will demonstrate the application of DSP devices.

Announcement of Courses

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
EL 96A
INTRODUCTION TO AUTOMATED MANUFACTURING (ROBOTICS) 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisites: EL 134 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course provides an overview of the current robotics industry starting with a brief history which is followed by a review of the basic terms used in the field. The robots are classified by geometry, power source, application, path control and intelligence. The operation of different types of end effectors is covered along with robot controllers and the basic system sensors. Basic programming techniques are covered. (Formerly EL 55)

EL 96B
AUTOMATED MANUFACTURING (ADVANCED ROBOTICS) 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: EL 96A or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is designed to prepare technicians in robotics design and research, robot applications, installations, programming, "start-up" procedures, customer service, troubleshooting and maintenance. The technician will have an understanding in integrated systems. The course covers the operation of work cells including vision systems, tactile sensing, offline programming, interfacing to external computers, and voice input and output. Use of vision and touch sensing will be emphasized. (Formerly EL 56)

EL 100
BASIC ELECTRONICS 4 UNITS
Class hours: 4 lecture
Prerequisite: None.
This is a survey course intended for non-electronics majors. It satisfies the general requirements in electronics for Industrial Arts Teacher Training at state universities. It is also an acceptable substitute for the electronics background required as a prerequisite to enter the electronics program. The course will cover DC and AC electrical theory, magnetism, transistors, and integrated circuits. Basic concepts of electronic devices, circuits, and systems will be demonstrated. (Formerly EL 1)
Transfer Credit: CSU

EL 110
PRINCIPLES OF DC ELECTRONICS 4 UNITS
Class hours: 4 lecture
Prerequisite: None.
Corequisite: TM 50 or equivalent.
Recommendation: EL 100 or equivalent with a grade of Credit or "C" or higher.
This course covers atomic structure and the electron theory, Ohm's and Kirchoff's laws for DC circuits, magnetism, inductance, capacitance, DC measurements, and DC network analysis. (Formerly EL 10)
Transfer Credit: CSU

EL 110L
DC ELECTRONICS LABORATORY 1 UNIT
Class hours: 3 lab
Prerequisite: EL 110 or equivalent with a grade of Credit or "C" or higher.
Corequisite: EL 110 or equivalent.
Recommendation: EL 50, El 60, TM 50.
Experiments performed in this course are planned to accompany the lectures in EL 110. The student learns to use instrumentation in the measurement and analysis of DC circuits. Color code, symbols, schematics and assembly techniques are introduced. (Formerly EL 10.1)
Transfer Credit: CSU

EL 114
FUNDAMENTALS OF DIGITAL ELECTRONICS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: EL 114 or equivalent.
Recommendation: EL 100 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Math Placement Process or MATH 20 or equivalent with a grade of Credit or "C" or higher.
This course is an introduction to the fundamentals of digital electronics. The material includes number systems, Boolean algebra, logic symbols, computer codes, combinational logic circuits, and programmable logic devices. (Formerly EL 14)
Transfer Credit: CSU

EL 114L
FUNDAMENTALS OF DIGITAL ELECTRONICS LAB 1 UNIT
Class hours: 3 lab
Prerequisite: None.
Corequisite: EL 114 or equivalent.
Recommendation: None.
This is a laboratory course designed to support the concepts learned in EL 114. Experiments are used to verify the applications of number systems, Boolean algebra, logic symbols, and computer codes. Design projects are assigned to be constructed using integrated circuits and computer simulations. This course may be repeated for a maximum of 2 units. (Formerly EL 14.1)
Transfer Credit: CSU

EL 120
PRINCIPLES OF AC ELECTRONICS 4 UNITS
Class hours: 4 lecture
Prerequisites: EL 110 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course covers the analysis of AC circuits using both resistive and reactive components. The concept of resonance and filter circuits is introduced and network theorems are studied. (Formerly EL 20)
Transfer Credit: CSU

EL 120L
AC ELECTRONICS LABORATORY 1 UNIT
Class hours: 3 lab
Prerequisites: EL 110L or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Corequisite: Concurrent enrollment or completion of EL 120 with a grade of Credit or "C" or higher.
Recommendation: EL 50, EL 60, TM 50.
Experiments performed in this course are planned to accompany the lectures in EL 120 (Principles of AC Electronics). The student learns to use electronic laboratory instruments in the measurement and analysis of AC circuits. (Formerly EL 20.1)
Transfer Credit: CSU

EL 124
ADVANCED DIGITAL ELECTRONICS 3 UNITS
Class hours: 3 lecture
Prerequisite: EL 114 or equivalent with a grade of Credit or "C" or higher.
This course is a continuation of the principles learned in EL 114. The material includes flip-flops, multivibrator circuits, sequential logic circuits, memory systems interfacing, and an introduction to microprocessors. (Formerly EL 24)
Transfer Credit: CSU

EL 124L ADVANCED DIGITAL ELECTRONICS LABORATORY 1 UNIT Class hours: 3 lab Prerequisite: EL 114L or equivalent with a grade of Credit or "C" or higher. Corequisite: EL 124 or equivalent. Recommendation: None.
This is a laboratory course designed to support the concepts learned in EL 124. Experiments are used to verify the applications of flip-flops, multivibrator circuits, sequential logic circuits, memory systems, interfacing, and microprocessors. Design projects are assigned to be constructed using integrated circuits and computer simulations. (Formerly EL 24.1) Transfer Credit: CSU

EL 134 DIGITAL CIRCUITS AND COMPUTER LOGIC 3 UNITS Class hours: 3 lecture Prerequisite: EL 100 or equivalent with a grade of Credit or "C" or higher. Corequisite: EL 134L Recommendation: TM 54
This course introduces the student to the fundamentals of digital electronics. The content includes number systems, Boolean algebra, combinational and sequential logic circuits, memory systems, and programmable logic devices that include GALs, PALs, FPGAs, VHDL, CPLD, and interfacing techniques. TTL integrated circuits are used in the laboratory to implement student-designed projects. (Formerly EL 34) Transfer Credit: CSU

EL 134L DIGITAL CIRCUITS AND COMPUTER LOGIC LABORATORY 1 UNIT Class hours: 3 lab Prerequisite: EL 134 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment. Corequisite: None. Recommendation: TM 50, EL 60 and EL 100.
This is a laboratory course designed to support the concepts learned in EL 134, Digital Circuits and Computer Logic. Experiments are used to apply the use of number systems, Boolean algebra, and logic symbols to the design and construction of combinational and sequential digital electronic circuits. Basic multivibrator, memory, microprocessor, and programmable logic devices including GALs, PALs, FPGAs, and CPLD and interfacing techniques will also be covered. Students will use hardware description languages such as CUPL and VHDL. Design projects will be constructed using integrated circuits and computer simulations. Transfer Credit: CSU

EL 200 SEMICONDUCTOR ELECTRONICS 3 UNITS Class hours: 3 lecture Prerequisites: EL 120 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment. Corequisite: None.
Recommendation: EL 100 or equivalent with a grade of Credit or "C" or higher. This course covers the theory of operation of semiconductor devices and development and analysis of the basic circuits employed in analog electronic systems. (Formerly EL 30) Transfer Credit: CSU

EL 200L SEMICONDUCTOR ELECTRONICS LABORATORY 1 UNIT Class hours: 3 lab Prerequisite: EL 120L or equivalent with a grade of Credit or "C" or higher or concurrent enrollment. Corequisite: None.
Transfer Credit: CSU

EL 202 RADIO AND TV THEORY AND SERVICING 3 UNITS Class hours: 2 lecture/4 lab Prerequisite: EL 200 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment, or appropriate work experience.
Theory of superheterodyne receivers and practice in servicing of electronic circuits with special emphasis on commercial radio and television receivers will be explored. (Formerly EL 32) Transfer Credit: CSU

EL 205 BIO-MEDICAL ELECTRONICS 4 UNITS Class hours: 3 lecture/3 lab Prerequisite: EL 200 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment, or appropriate work experience. Corequisite: None. Recommendation: None.
The source and nature of electrophysical phenomenon, as it relates to instrumentation, will be explored. The principles of laboratory and therapeutic equipment will be discussed. This will be followed by a study of the practical application of technology to the maintenance, repair and calibration of analysis and patient monitoring equipment. Hospital safety and the problems peculiar to the Intensive Care Unit will also be covered. (Formerly EL 35) Transfer Credit: CSU

EL 210 ELECTRONIC SYSTEMS ANALYSIS 3 UNITS Class hours: 3 lecture Prerequisite: EL 200 or equivalent with a grade of Credit or "C" or higher, or concurrent enrollment. Corequisite: None. Recommendation: EL 210L or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
This is an advanced course which covers the theory of operation of various electronic systems; the analysis of switching and logic circuits; the theory of regulation and control systems, power supplies, and phase locked loops. (Formerly EL 40) Transfer Credit: CSU

EL 210L SYSTEMS ANALYSIS LABORATORY 1 UNIT Class hours: 3 lab Prerequisite: EL 200L or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Corequisite: Concurrent enrollment or completion of EL 210 with a grade of Credit or "C" or higher. Recommendation: None.
Experiments planned to accompany the lectures in EL 210 covering power supplies, oscillators, switching and logic circuits, and phase locked loops are included in this course. (Formerly EL 40.1)
Transfer Credit: CSU

**EL 212**
**ELECTRONIC COMMUNICATIONS** 3 UNITS
Class hours: 3 lecture
Prerequisite: EL 200 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course covers the principles of electronic communications with particular emphasis on transmitters, receivers, antennas, and transmission lines. Applications in commercial, military and amateur equipment are discussed. FCC rules and regulations are included. (Formerly EL 42)
Transfer Credit: CSU

**EL 220**
**LINEAR INTEGRATED CIRCUITS** 3 UNITS
Class hours: 3 lecture
Prerequisite: EL 200 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Corequisite: None.
Recommendation: EL 220L or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
This course is an introduction to the basics of linear circuits in integrated form. Emphasis is on the operational amplifier, how it functions in theory and practice, its wide range of applications, and its limitations. (Formerly EL 41)
Transfer Credit: CSU

**EL 220L**
**LINEAR INTEGRATED CIRCUITS LABORATORY** 1 UNIT
Class hours: 3 lab
Prerequisite: EL 210 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Corequisite: None.
This is a laboratory course. Experiments performed in this course are planned to accompany the lectures in EL 220 (Linear Integrated Circuits). In this course the student will construct, test and make measurements verifying common characteristics of various linear integrated circuits. (Formerly EL 41.1)
Transfer Credit: CSU

**EL 222**
**ADVANCED RADIO AND TV SERVICING** 3 UNITS
Class hours: 2 lecture, 4 lab
Prerequisite: EL 202 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is a study of the special types of circuitry employed in radio and television receivers, including deflection oscillators and amplifiers, high voltage circuits, pulse amplification, high frequency tuners, color circuitry, and multiplex circuits. (Formerly EL 43)
Transfer Credit: CSU

**EL 244**
**INTRODUCTION TO MICROCOMPUTERS** 4 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: EL 134 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course is an introduction to the fundamental operations of a general purpose microcomputer. The course will include a study of the memory system, the microprocessor, and input/output circuits. The basic instruction/execute cycle will be discussed and microprocessor machine level programming will be introduced. (Formerly EL 44)
Transfer Credit: CSU

**ENERGY**
(Science/Engineering/Math Division)

**ENGY 110**
**ENERGY AND THE WAY WE LIVE** 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Credit 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. (Formerly ENGY 10)
Transfer Credit: CSU; UC

**ENGINEERING**
(Science/Engineering/Math Division)

**ENGR 112**
**ENGINEERING GRAPHICS** 3 UNITS
Class hours: 6 lecture/lab
Prerequisite: None.
Recommendation: MATH 140 or equivalent with a grade of Credit or "C" or higher.
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 the working drawing. The descriptive geometry methods applied to points, lines, planes, intersections, warped surfaces, developments, and graphical mathematics. Required of all engineering students. (Formerly ENGR 12)
Transfer Credit: CSU; UC

ENGR 123
DESCRIPTIVE GEOMETRY   3 UNITS
Class hours: 6 lecture/lab
Prerequisite: MATH 140 or TM 50 and ENGT 153 or equivalent with grades of Credit or "C" or higher.
This course covers the fundamental principles of descriptive geometry. The course emphasizes applications of these principles to solutions of three dimensional engineering and design technology problems. (Formerly ENGR 23)
Transfer Credit: CSU; UC

ENGR 215   (CAN ENGR 12)
ENGINEERING ELECTRIC CIRCUITS   3 UNITS
Class hours: 3 lecture
Prerequisite: PHYS 202 or equivalent with a grade of Credit or "C" or higher.
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, Thevenin and Norton equivalent, inductors and capacitors, resistor capacitor and resistor coil circuits, and sinusoidal steady-state analysis and calculations. (Formerly ENGR 15/ENGR 115)
Transfer Credit: CSU; UC

ENGR 235   (CAN ENGR 8)
STATICS   3 UNITS
Class hours: 3 lecture
Prerequisite: MATH 170 and PHYS 101 or PHYS 201 or equivalent with grades of Credit or "C" or higher.
This course covers the part of the science of mechanics that deals with external force systems and equilibrium conditions on bodies. (Formerly ENGR 35/ENGR 135)
Transfer Credit: CSU; UC

ENGR 235
 Transfer Credit: CSU; UC

ENGR 235
 Transfer Credit: CSU; UC

ENGINEERING DESIGN TECHNOLOGY
(Technology Division)

ENGR 16
BLUEPRINT READING FOR MACHINE TRADES   2 UNITS
Class hours: 1.5 lecture, 1.5 lab
Prerequisite: None.
This course is a study of working drawings and blueprints used in manufacturing. Emphasis is placed on the ability to visualize and interpret typical drawings. Research is required into 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 reference. (Formerly DRAF 16)
Transfer Credit: CSU

ENGR 17
GEOMETRICAL DIMENSIONING AND TOLERANCING   2 UNITS
Class hours: 2 lecture
Prerequisite: ENGR 131 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly DRAF 17/DRAF 117)
Transfer Credit: CSU

ENGR 131
FUNDAMENTALS OF DESIGN INCLUDING AUTOCAD   3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
This course, for students who have had no high school mechanical drafting, stresses proper use of manual drafting instruments and computer aided design (CAD) using AutoCAD software for lettering text, geometric construction, isometric drawing, orthographic projection, dimensions, single auxiliary views, sectioning and conventional practices. (Formerly DRAF 31/DRAF 131)
Transfer Credit: CSU

ENGR 133
SHEET METAL LAYOUT AND APPLICATIONS WITH INVENTOR   2 UNITS
Class hours: 1 lecture, 3 lab
Prerequisite: ENGR 138 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
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 practical modern day applications in architecture, automotive, advertising displays and other areas affected by this technology. (Formerly DRAF 33/DRAF 133)
Transfer Credit: CSU

ENGR 138
FUNDAMENTALS OF COMPUTER AIDED DESIGN WITH AUTOCAD   4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ENGR 131 or ARCH 111 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This is an introduction to computer aided design using AutoCAD software. 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 regular or hard disks, enabling students to produce commercial quality copies using computer driven-plotter and printer. (Formerly DRAF 138)
Transfer Credit: CSU; UC

ENGR 151
ADVANCED APPLICATIONS OF COMPUTER AIDED DESIGN W/AUTOCAD   4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ENGR 138 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
This course will assist students in the advanced applications of Computer Aided Design. They will utilize the AutoCAD system for customization, symbol libraries, menu development, and general applications in their particular fields. (Formerly DRAF 151)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
ENGT 153
MACHINE DESIGN
WITH AUTOCAD
3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: ENGT 138 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: TM 50 or one year of mechanical drawing or verifiable work experience and or satisfactory score on Math Placement Test or equivalent.
This course covers auxiliary projections, sections, dimensions, threads and fasteners, working drawings of machine parts including details and assemblies, basic gear and cam layout, and simple mechanisms. (Formerly DRAF 53/DRAF 153)
Transfer Credit: CSU

ENGT 160
AUTODESK MAP
4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ENGT 138 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This course introduces students to AutoCAD Map software which delivers all of the power, fluency, and connectivity of AutoCAD software. Content will include analysis and productivity tools to create, maintain, and produce maps in a precise graphical environment. Students will use AutoCAD Map software features to enhance productivity of comprehensive automated mapping tools built in it for engineers, planners, utility managers, and anyone who creates and maintains maps. (Formerly DRAF 160)
Transfer Credit: CSU

ENGT 237
GRAPHICAL STATICS AND STRENGTH OF MATERIALS
3 UNITS
Class hours: 2 lecture, 4 lab
Prerequisite: TM 50 and ENGT 138 or equivalent with grades of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This is a course in the fundamental principles of graphical 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 drafting, tool engineering, and similar areas using elementary algebra and right angle trigonometry in problem solving. (Formerly DRAF 237)
Transfer Credit: CSU

ENGT 255
AUTODESK VIZ RENDERING AND SOLID MODELING APPLICATIONS
4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ENGT 138 and ENGT 153 or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course will assist students in creating advanced applications of solid modeling and applying shading and rendering techniques utilizing AutoDesk VIZ. They will use the AutoDesk VIZ system for basic theory as well as applications to their particular fields. (Formerly DRAF 255)
Transfer Credit: CSU

ENGT 256
INTRODUCTION TO AUTOCAD MECHANICAL DESKTOP
4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ENGT 138 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course assists students in creating three-dimensional parametric part modeling, assembly modeling and surface modeling designs. Students receive instruction utilizing the most recent release of AutoCAD interfacing with Mechanical Desktop. (Formerly DRAF 56/DRAF 256)
Transfer Credit: CSU

ENGT 257
AUTODESK INVENTOR
4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ENGT 256 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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. (Formerly DRAF 257)
Transfer Credit: CSU

ENGT 258
DESIGN AND PRODUCTION TECHNOLOGY WITH AUTOCAD
4 UNITS
Class hours: 3 lecture/3 lab +2 hrs. arr.
Prerequisite: ENGT 153 or equivalent with grade of Credit or "C" or higher, or appropriate work experience.
This course is a study of modern techniques of design using AutoCAD software. Instruction includes the production, operation and process materials selection for AutoCAD plan. Planning, scheduling and cost performance are used to implement design solutions. (Formerly DRAF 58/DRAF 258)
Transfer Credit: CSU

ENGLISH
(Not degree applicable)

ENGL 10
BEGINNING WRITING
3 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: Satisfactory completion of the English Placement Process.
Corequisite: None.
Recommendation: Concurrently enrolled in a college course that requires written assignments.
This course is an online writing project individually tailored for any student with writing needs, including developing and organizing ideas, grammar, punctuation, and overcoming ESL interference. This course can be taken in connection with any course at the college, which requires written assignments. (Formerly ENGL 99)
ENGL 20 (Not degree applicable)
BASIC WRITING 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: Satisfactory completion of the English Placement Process or ESL 200 or equivalent with a grade of Credit 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. (Formerly ENGL 50.1)

ENGL 22 (Not degree applicable)
SPELLING BASICS 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides students with instruction in editing their own writing for standard spelling. This course is offered on a credit/no credit basis only. (Formerly ENGL 69.5/ENGL 64.1)

ENGL 30 (Not degree applicable)
GRAMMAR BASICS 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides students with instruction in editing their own writing for standard grammar. This course is offered on a credit/no credit basis only. (Formerly ENGL 69.5/11.1)

ENGL 31 (Not degree applicable)
PUNCTUATION BASICS 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides students with instruction in editing their own writing for standard punctuation. This course is offered on a credit/no credit basis only. (Formerly ENGL 69.6/ENGL 12.1)

ENGL 32 (Not degree applicable)
SPELLING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is designed to help students overcome deficiencies in spelling by learning the patterns of language through a step by step instructional approach. The student learns to apply principles of spelling to groups of English words, from simple to complex. (Formerly ENGL 64)

ENGL 33 (Not degree applicable)
INDIVIDUALIZED ENGLISH 0 UNIT
Class hours: 3 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course assists students in improving and expanding writing and thinking skills needed for successful communication in their careers/and or professions. The course is taught by diagnostic-prescriptive methods, technology mediated instruction, and individualized instruction. (Formerly ENGL 66)

ENGL 50A
ENGLISH GRAMMAR 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ENGL 11)

ENGL 50B
ADVANCED GRAMMAR 3 UNITS
Class hours: 3 lecture
Prerequisite: ENGL 50A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course further develops the student's ability to analyze the structure of English sentences, to recognize and correct errors in usage, punctuation and grammar, and to generate sentences of varied complexity. Class hours may be used to qualify a student for the certified shorthand reporters' examination. (Formerly ENGL 11.5)

ENGL 52
INTRODUCTION TO COLLEGE COMPOSITION 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly ENGL 50.2)

ENGL 53
PUNCTUATION, CAPITALIZATION AND SPELLING 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
This course gives comprehensive instruction in preparation of written materials, with particular emphasis on punctuation, capitalization, abbreviations, numbers, spelling, and manuscript preparation. Class hours may be used to qualify a student for the certified shorthand reporters' examination. (Formerly ENGL 12)

ENGL 100
FRESHMAN COMPOSITION 4 UNITS
Class hours: 4 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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.) (Formerly ENGL 1)
Transfer Credit: CSU; UC

ENGL 102
FRESHMAN COMPOSITION AND LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: ENGL 100 or equivalent with a grade of Credit 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. (Formerly ENGL 2)
Transfer Credit: CSU; UC

ENGL 103
CRITICAL AND ARGUMENTATIVE WRITING 3 UNITS
Class hours: 3 lecture
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher or a satisfactory completion of the Advanced Placement
ENGL 106
INTRODUCTION TO LANGUAGE STUDY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ENGL 6)
Transfer Credit: CSU; UC

ENGL 107
VOCABULARY BUILDING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ENGL 7)
Transfer Credit: CSU

ENGL 108
VOCABULARY BUILDING FOR PROFESSIONALS 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
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. (Formerly ENGL 8)
Transfer Credit: CSU

ENGL 155
TECHNICAL WRITING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.

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. (Formerly ENGL 3)
Transfer Credit: CSU

ENGL 216
INTRODUCTION TO LANGUAGE STUDY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ENGL 6)
Transfer Credit: CSU; UC

ENGL 217
VOCABULARY BUILDING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ENGL 7)
Transfer Credit: CSU

ENGL 218
VOCABULARY BUILDING FOR PROFESSIONALS 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
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. (Formerly ENGL 8)
Transfer Credit: CSU

ENGL 222
CHILDREN’S LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly ENGL 22)
Transfer Credit: CSU; UC

ENGL 223
CHICANA/O LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly ENGL 23)
Transfer Credit: CSU; UC

ENGL 224
NATIVE AMERICAN LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly ENGL 24)
Transfer Credit: CSU; UC

ENGL 225
MEXICAN LITERATURE IN TRANSLATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ENGL 25)
Transfer Credit: CSU; UC
ENGL 226
AFRICAN AMERICAN LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course is a study of selected or representative literature of African and 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. (Formerly ENGL 26)
Transfer Credit: CSU; UC

ENGL 227
CURRENT LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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. It may be repeated with different topics for a maximum of 6 units. (Formerly ENGL 27)
Transfer Credit: CSU; UC

ENGL 228
SHAKESPEARE’S PLAYS 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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.) (Formerly ENGL 28)
Transfer Credit: CSU; UC

ENGL 229
AUTOBIOGRAPHICAL LITERATURE/WRITING 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
This course will advance composition skills in the special area of autobiography through journal writing and the development of a significant autobiography. Autobiographical works by important writers will be read for modeling purposes. (Formerly ENGL 29)
Transfer Credit: CSU; UC

ENGL 230A (CAN ENGL SEQ C)(CAN ENGL 14)
INTRODUCTION TO AMERICAN LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly ENGL 30.1)
Transfer Credit: CSU; UC

ENGL 230B (CAN ENGL SEQ C)(CAN ENGL 16)
INTRODUCTION TO AMERICAN LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly ENGL 30.2)
Transfer Credit: CSU; UC

ENGL 232
READINGS IN POETRY 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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 media. A representative poet will be studied in depth. (Formerly ENGL 32)
Transfer Credit: CSU; UC

ENGL 233
READINGS IN SHORT FICTION 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly ENGL 33)
Transfer Credit: CSU; UC

ENGL 234
READINGS IN THE DRAMA 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly ENGL 35)
Transfer Credit: CSU; UC

ENGL 235
STUDIES IN WOMEN’S LITERATURE 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Announcement of Courses

Recommendation: None.

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.

**ENGL 237**

**ASIAN AMERICAN LITERATURE** 3 UNITS

Class hours: 3 lecture

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

This course is a study of selected representative literature written by Americans of Asian or Pacific Island descent. The genres included are the novel, drama, short story, and poetry. Memoirs and essays may be included. (Formerly ENGL 37)

Transfer Credit: CSU; UC

**ENGL 240**

(CAN ENGL 6)

**CREATIVE WRITING** 3 UNITS

Class hours: 3 lecture

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit 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 afforded the chance to have their work critiqued in a workshop setting. This course may be taken for a maximum of 6 units. (Formerly ENGL 40)

Transfer Credit: CSU; UC

**ENGL 241**

**SCRIPTWRITING FOR TELEVISION AND MOTION PICTURES** 3 UNITS

Class hours: 3 lecture

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

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. This course may be taken for a maximum of 6 units. (Formerly ENGL 41)

Transfer Credit: CSU; UC

**ENGL 246A**

(CAN ENGL SEQ B)(CAN ENGL 8)

**SURVEY OF ENGLISH LITERATURE** 3 UNITS

Class hours: 3 lecture

Prerequisite: ENGL 100 or equivalent with a grade of Credit 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. (Formerly ENGL 46.1)

Transfer Credit: CSU; UC

**ENGL 246B**

(CAN ENGL SEQ B)(CAN ENGL 10)

**SURVEY OF ENGLISH LITERATURE** 3 UNITS

Class hours: 3 lecture

Prerequisite: ENGL 100 or equivalent with a grade of Credit 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. (Formerly ENGL 46.2)

Transfer Credit: CSU; UC

**ENGL 248A**

**MASTERPIECES OF WORLD LITERATURE** 3 UNITS

Class hours: 3 lecture

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

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 UNITS

Class hours: 3 lecture

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

This course studies Western and world literature from the 17th century to the 20th century. Various themes, forms and trends are studied in an effort to examine the universal problems of mankind. (Formerly ENGL 49/ENGL 48.2)

Transfer Credit: CSU; UC

**ENGLISH AS A SECOND LANGUAGE**

(Liberal Arts Division)

**ESL 1** (Not degree applicable)

**ENGLISH AS A SECOND LANGUAGE: INTRODUCTION** 5 UNITS

Class hours: 5 lecture

Prerequisite: None.

This course is designed to prepare the limited English-speaking person for college ESL study. It bridges the gap between life-skills English and beginning college ESL courses. It is multi-skills oriented, aiming at speaking, listening, reading, writing, and grammar skills. (Formerly ESL 69.2/ESL 60)

**ESL 2** (Not degree applicable)

**INTERMEDIATE SKILLS FOR THE ESL STUDENT** 5 UNITS

Class hours: 5 lecture/1 lab

Prerequisite: Satisfactory completion of the English As a Second Language Placement Process or ESL 1 or equivalent with a grade of Credit or “C” or higher.

This course introduces and reviews basic structures of English and provides opportunity for practice in speech and writing. Texts and supplemental materials are used as well as students' personal experiences. English sounds are introduced and practiced. Writing and reading elements of the course stress comprehension. (Formerly ESL 1)

**ESL 3** (Not degree applicable)

**ADVANCED INTERMEDIATE SKILLS FOR THE ESL STUDENT** 5 UNITS

Class hours: 5 lecture/1 lab

Prerequisite: Satisfactory completion of the English As a Second Language Placement Process or ESL 2 or equivalent with a grade of Credit 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. (Formerly ESL 2)
ESL 4 (Not degree applicable)
SHELTERED ENGLISH AS A SECOND LANGUAGE/AMERICAN HISTORY 0 UNIT
Class hours: 12 lecture/4 lab (3 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This is an intermediate ESL integrated-skills, content-based class using topics from American history and the geography of events, people and places important in the political, social, and cultural history of the U.S. Topics will be presented in a simplified format using standard ESL methodology. (Formerly ESL 70)

ESL 10 (Not degree applicable)
ESL SPEAKING AND LISTENING 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Students practice oral communication and listening skills. Emphasis is on fluency, correct word usage, and syntax. Topics range from everyday situations to elementary abstractions. (Formerly ESL 3.2)

ESL 11 (Not degree applicable)
ESL FUNDAMENTAL READING SKILLS 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
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: 3 lecture/1 lab
Prerequisite: None.
This course aids the students in reproducing the sounds of American English accurately. Attention focuses on the individual needs of the students. This course may be taken for a maximum of 3 units.

ESL 14 (Not degree applicable)
ACCENT REDUCTION 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 intona-
tional 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. This course may be taken for a maximum of 6 units.

ESL 20 (Not degree applicable)
ESL SPEAKING AND LISTENING 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Recommendation: ESL 10 or equivalent with a grade of Credit 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. (Formerly ESL 4.2)

ESL 21A (Not degree applicable)
ESL INTERMEDIATE VOCABULARY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ESL 21/ESL 21.1)

ESL 21B (Not degree applicable)
ESL ADVANCED VOCABULARY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly ESL 21.2)

ESL 22 (Not degree applicable)
ESL ORAL COMMUNICATION 1.5 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
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. This course may be taken for a maximum of 3 units.

ESL 23 (Not degree applicable)
ESL SPEAKING 1.5 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
This course improves basic speaking skills 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 for a maximum of 3 units.

ESL 31 (Not degree applicable)
ESL READING 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
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)
AMERICAN EXPRESSIONS AND CULTURE 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 33 (Not degree applicable)
ENGLISH FOR SPECIFIC PURPOSES 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is for students who need work in oral and written English skills in their field. It provides an opportunity to become familiar with situations particular to their field. This course may be taken for a maximum of 3 units.

ESL 34 (Not degree applicable)
ESL STUDY SKILLS 1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is for the student who plans on entering college classes and wants to improve listening skills and learning techniques.
Emphasis is on methods for reading textbook assignments, and preparing for examinations.

**ESL 35 (Not degree applicable)**

**EDITING FOR ADVANCED GRAMMAR AND SYNTAX 1.5 UNITS**

Class hours: 3 lecture/1 lab

Prerequisite: None.

Corequisite: None.

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. This course may be taken for a maximum of 6 units.

**ESL 36T (Not degree applicable)**

**INDIVIDUAL ESL TUTORIAL 0 UNIT**

Class hours: 3 lab, Open entry/open exit

Prerequisite: 3 lab, Open entry/open exit

Corequisite: None.

Recommendation: Enrollment in any Cerritos College course.

This course assists students in reinforcing, expanding, and improving the skills related to their specific English as a Second Language concerns. The course is taught using diagnostic-prescriptive methods, technology-mediated instruction, and individual and small group instruction.

**ESL 47T (Not degree applicable)**

**ESL TUTORIAL 0 UNIT**

Class hours: 3 lab, Open entry/open exit

Prerequisite: None.

Corequisite: None.

This is an open-entry/open-exit self-paced course to familiarize students with ESL related Language Center resources to improve English grammar, idiom and standard usage pursuant to independent work. (Formerly ESL 99)

**ESL 100#**

**ESL WRITING AND STRUCTURE 3 UNITS**

Class hours: 3 lecture/1 lab

Prerequisite: Satisfactory completion of the English As A Second Language Placement Process or ESL 3 or equivalent with a grade of Credit or "C" or higher.

This course reviews syntax and sentence structure. Students study the sentence in context. They learn to eliminate mechanical errors and faulty sentence structure from their writing. Students review grammatical structures and punctuation. They write original paragraphs based on personal experience and on ideas drawn from supplemental materials. (Formerly ESL 4.1)

Transfer Credit: UC*

*UC credit limits may apply. Any or all of these ESL courses with #’s combined: maximum credit, 8 units.

**ESL 200#**

**ESL WRITING AND STRUCTURE 3 UNITS**

Class hours: 3 lecture/1 lab

Prerequisite: Satisfactory completion of the English As A Second Language Placement Process or ESL 100 or equivalent with a grade of Credit or "C" or higher.

This course gives the student practice in expanding, and improving the skills related to their specific English as a Second Language concerns. It helps to develop the appreciation of cultural diversity through the study of differences and similarities between cultures. (Formerly ESL 3.1)

Transfer Credit: UC*

*UC credit limits may apply. Any or all of these ESL courses with #’s combined: maximum credit, 8 units.

**FINANCE**

SEE BUSF (Business Accounting/Finance)

**FRENCH**

(Liberal Arts Division)

**FREN 101 (CAN FREN SEQ A)(CAN FREN 2)**

**ELEMENTARY FRENCH 5 UNITS**

Class hours: 5 lecture + 1 hr. lab. arr.

Prerequisite: None.

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. (Formerly FREN 1)

Transfer Credit: CSU; UC

**FREN 102 (CAN FREN SEQ A)(CAN FREN 4)**

**ELEMENTARY FRENCH 5 UNITS**

Class hours: 5 lecture + 1 hr. lab. arr.

Prerequisite: FREN 101 or equivalent with a grade of Credit 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. (Formerly FREN 2)

Transfer Credit: CSU; UC

**FREN 201 (CAN FREN 8) (CAN FREN SEQ B)**

**INTERMEDIATE FRENCH 5 UNITS**

Class hours: 5 lecture + 1 hr. lab. arr.

Prerequisite: FREN 102 or equivalent with a grade of Credit 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. (Formerly FREN 3)

Transfer Credit: CSU; UC

**FREN 202 (CAN FREN 10) (CAN FREN SEQ B)**

**INTERMEDIATE FRENCH 4 UNITS**

Class hours: 4 lecture

Prerequisite: FREN 201 or equivalent with a grade of Credit 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 4 aims to give the student a working knowledge of the language and to form the basis for advanced work in literature or science. (Formerly FREN 4)

Transfer Credit: CSU; UC

**FREN 203**

**INTERMEDIATE FRENCH**

**ADVANCED LEVEL 1 4 UNITS**

Class hours: 4 lecture

Prerequisite: FREN 202 or equivalent with a grade of Credit 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. (Formerly FREN 5)

Transfer Credit: CSU; UC

**FREN 281**

**BEGINNING CONVERSATIONAL FRENCH 3 UNITS**

Class hours: 3 lecture

Prerequisite: FREN 102 or equivalent with a grade of Credit or "C" or higher.

This course gives the student practice in speaking and understanding current French as used in travel, in the home, in school, in

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business and in everyday life. Emphasis is placed upon vocabulary, idioms, and language patterns fundamental to an active and practical use of French. This course is recommended for all French majors. (Formerly FREN 8.1)

Transfer Credit: CSU; UC

FREN 282
INTERMEDIATE
CONVERSATIONAL FRENCH 3 UNITS
Class hours: 3 lecture
Prerequisite: FREN 281 or equivalent with a grade of Credit or "C" or higher.
This course provides intensive oral practice in French in the discussion of social, current, and cultural affairs. Emphasis is on the acquisition of special idioms and vocabulary suitable to conversation about current affairs and personal values. This course is primarily conducted in French and is recommended for all French majors. (Formerly FREN 8.2)

Transfer Credit: CSU; UC

FREN 283
ADVANCED
CONVERSATIONAL FRENCH 3 UNITS
Class hours: 3 lecture
Prerequisite: FREN 282 or equivalent with a grade of Credit or "C" or higher.
This course provides intensive oral practice in French in the discussion of controversial topics, expressing informed opinions regarding current affairs, the arts, and political issues. Emphasis is on creative development of arguments and analyses. Acquisition of appropriate vocabulary is stressed. This course, conducted completely in French, is recommended for all French majors. (Formerly FREN 8.3)

Transfer Credit: CSU; UC

GEOGRAPHY
(Science/Engineering/Math Division)

GEOG 101
PHYSICAL GEOGRAPHY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly GEOG 1)

Transfer Credit: CSU; UC

GEOG 102
NATURAL AND CULTURAL GEOGRAPHY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is a survey of the influence of culture and the physical environment on man's activities in major world regions. An examination of the culture, settlement patterns, agriculture, commerce, natural resources and industry of each region will be made. In addition, world trends in population growth and urbanization will be studied. (Formerly GEOG 2)

Transfer Credit: CSU; UC

GEOG 105
WORLD REGIONAL GEOGRAPHY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly GEOG 5)

Transfer Credit: CSU; UC

GEOG 106
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces the student to Geographic Information Systems (GIS) technology, theory, and software applications. These systems allow organization and analysis of spatial data from a wide variety of academic and business areas. Students will work with data sets from a variety of disciplines, and will learn to retrieve, organize and interpret spatial data applicable to their major or career. (Formerly GEOG 10)

Transfer Credit: CSU; UC

GEOLOGY
(Science/Engineering/Math Division)

GEOL 100
NATURAL HISTORY OF SO. CALIFORNIA 1 UNIT
(Also listed as BIOL 100)
Class hours: Total of 9 hours lecture with the minimum equivalent of 4 one-day field trips.
Prerequisite: None.
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. This course may be taken for a maximum of 2 units. (Formerly GEOL 16)

Transfer Credit: CSU

GEOL 101
THE EARTH ENVIRONMENT 4 UNITS
Class hours: 3 lecture, 3 lab and the equivalent of 3 one day field trips.
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Credit or "C" or higher.
This introductory course deals with the composition and structure of the earth. Internal and external forces by which the earth’s crust and surface have been and are being changed are emphasized. (Formerly GEOL 1)

Transfer Credit: CSU; UC*

*UC credit limits may apply. GEOL 101 and GEOL 110 combined: maximum credit, one course.

GEOL 110
INTRODUCTION TO GEOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Credit or "C" or higher.
This course is a general survey of the fields of physical and historical geology. It is designed to give a broad general understanding and appreciation of the composition, structure, geologic processes, origin, and development of the earth and its inhabitants. Included is a present-day practical application of geologic knowledge. (Not open to those with credit in GEOL 101.) (Formerly GEOL 10)

Transfer Credit: CSU; UC*

*UC credit limits may apply. GEOL 101 and GEOL 110 combined: maximum credit, one course.

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GEOL 201  
EARTH HISTORY  
4 UNITS  
Class hours: 3 lecture/3 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Credit or "C" or higher.  
This course concerns the origin and geological history of the earth and the evolution of its plant and animal inhabitants. Laboratory work includes exercises in the study of the principal fossil life of geologic time and exercises in the interpretation of earth history.  
(Formerly GEOL 4)  
Transfer Credit: CSU; UC

GEOL 204  
GEOLGY OF THE  
WESTERN NATIONAL  
PARKS AND MONUMENTS  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Credit or "C" or higher.  
A study of the geologic processes which shaped selected national parks and monuments of Western North America. (Formerly GEOL 4)  
Transfer Credit: CSU

GEOL 207  
PALEONTOLOGY,  
LIFE OF THE PAST  
4 UNITS  
Class hours: 3 lecture/3 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Credit or "C" or higher.  
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.  
(Formerly GEOL 7)  
Transfer Credit: CSU; UC

GEOL 209  
EARTHQUAKES AND VOLCANOES  
4 UNITS  
Class hours: 3 lecture/3 lab and the equivalent of one field trip  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: MATH 60 or equivalent or satisfactory completion of the Math Placement Process.  
Recommendation: None.  
This course is an introduction to the study of earthquakes and volcanoes including how origins are explained by the theory of plate tectonics and how new knowledge can be applied to the betterment of human welfare.  
(Formerly GEOL 9)  
Transfer Credit: CSU; UC

GERMAN  
(Liberal Arts Division)

GERM 101  
ELEMENTARY GERMAN  
5 UNITS  
Class hours: 5 lecture + 1 hr. lab. arr.  
Prerequisite: None.  
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.  
(Formerly GERM 1)  
Transfer Credit: CSU; UC

GERM 102  
ELEMENTARY GERMAN  
5 UNITS  
Class hours: 5 lecture + 1 hr. lab. arr.  
Prerequisite: GERM 101 or equivalent with a grade of Credit or "C" or higher.  
This course provides a 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.  
(Formerly GERM 2)  
Transfer Credit: CSU; UC

GERM 201  
INTERMEDIATE GERMAN  
4 UNITS  
Class hours: 4 lecture  
Prerequisite: GERM 102 or equivalent with a grade of Credit 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.  
(Formerly GERM 3)  
Transfer Credit: CSU; UC

GERM 202  
INTERMEDIATE GERMAN  
4 UNITS  
Class hours: 4 lecture  
Prerequisite: GERM 201 or equivalent with a grade of Credit or "C" or higher.  
This course provides a continued review and an 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.  
(Formerly GERM 4)  
Transfer Credit: CSU; UC

GERM 203  
SCIENTIFIC GERMAN  
4 UNITS  
Class hours: 4 lecture  
Prerequisite: GERM 202 or equivalent with a grade of Credit 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.  
(Formerly GERM 5)  
Transfer Credit: CSU; UC

GERM 204  
SCIENTIFIC GERMAN  
4 UNITS  
Class hours: 4 lecture  
Prerequisite: GERM 203 or equivalent with a grade of Credit 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.  
(Formerly GERM 6)  
Transfer Credit: CSU; UC

GERM 281  
BEGINNIGN  
CONVERSATIONAL GERMAN  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: GERM 102 or equivalent with a grade of Credit or "C" or higher.

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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. (Formerly GERM 8.1) Transfer Credit: CSU; UC

GERM 282
INTERMEDIATE CONVERSATIONAL GERMAN 3 UNITS
Class hours: 3 lecture
Prerequisite: GERM 281 or equivalent with a grade of Credit 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. (Formerly GERM 8.2) Transfer Credit: CSU; UC

GERM 283
ADVANCED CONVERSATIONAL GERMAN 3 UNITS
Class hours: 3 lecture
Prerequisite: GERM 282 or equivalent with a grade of Credit 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. (Formerly GERM 8.3) Transfer Credit: CSU; UC

GERM 291
GERMAN FOR INTERNATIONAL COMMERCE 3 UNITS
Class hours: 3 lecture
Prerequisite: GERM 102 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: GERM 201 or equivalent with a grade of Credit or "C" or higher.
This course will further 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. (Formerly GERM 9/GERM 9.1) Transfer Credit: CSU

GERM 292
GERMAN FOR INTERNATIONAL COMMERCE 3 UNITS
Class hours: 3 lecture
Prerequisite: GERM 102 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: GERM 201 or equivalent with a grade of Credit 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. (Formerly GERM 9/GERM 9.1) Transfer Credit: CSU

GRAPHIC DESIGN
SEE ART
(Art and Design)

HEALTH EDUCATION
(HPE/Athletics Division)

HED 100
CONTEMPORARY HEALTH PROBLEMS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly HED 8) Transfer Credit: CSU; UC

HED 200
FOOD FOR FITNESS AND PHYSICAL ACTIVITY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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

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HEALTH OCCUPATIONS
(Health Occupations Division)

HO 7 (Not degree applicable)
CARDIOPULMONARY RESUSCITATION
0.5 UNITS
Class hours: 50 lecture
Total semester hours: 9
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 may be taken for a maximum of 2 units. This course is offered on a Credit/No Credit basis only.

HO 9 (Not degree applicable)
EMERGENCY MEDICAL TECHNICIAN I
3 UNITS
Class hours: 3 lecture
Prerequisite: Current CPR for Professional Rescuer Certification (minimum of 8 hours)
Corequisite: HO 9L.
This course teaches the student the basic knowledge, skills, and attitudes necessary to perform pre-hospital emergency care service. Three major modules will cover basic life support, evaluation for immediate care, and specialized medical problems. Students who are 18 years of age or older and have completed HO 9 and HO 9L are eligible for county testing for certification as an Emergency Medical Technician I. A Verification of Completion is awarded after successful completion of the written and practical examinations. This course may be taken for a maximum of 6 units.

HO 9L (Not degree applicable)
EMERGENCY MEDICAL TECHNICIAN I LAB
2 UNITS
Class hours: 3.5 lab and 3 hours arranged field experience.
Prerequisite: Completion of current immunization requirements for affiliating clinical agencies. Current CPR for Professional Rescuer Certification (minimum of 8 hours).
Corequisite: HO 9.
This course is designed to teach the student the practical skills necessary to perform pre-hospital emergency care service. Areas include assessment skills, equipment utilization, hospital and ambulance clinical experience. This course may be taken for a maximum of 4 units. Uniforms will be required. (Formerly HO 9.1)

HO 53 ELECTROCARDIOGRAPHY 1 UNIT
Class hours: 2 lecture/3 lab (6 weeks)
Prerequisite: None.
Corequisite: Current CPR for Professional Rescuer Certification
Recommendation: None.
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. This course is not open to students who have received credit for MA 43. (Formerly HO 11)

HO 54 MEDICAL LABORATORY SKILLS 1 UNIT
Class hours: 2 lecture/3 lab (6 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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.) This course is not open to students who have received credit for MA 43. (Formerly HO 10)

HO 55 PHLEBOTOMY PROCEDURES 1 UNIT
Class hours: 2 lecture/3 lab (6 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This class provides thirty hours of Phlebotomy training, in classroom instruction and hands-on application. Topics of instruction and testing include, but are not limited to the following: venipuncture and capillary puncture procedures, OSHA Bloodborne Pathogen Training, anatomy and physiology of the vascular system, patient care and special considerations, equipment selection, and blood processing. This course does not meet requirements for state certification for phlebotomist. (Formerly HO 12)

HO 56 MEDICATION CALCULATIONS 1 UNIT
Class hours: 2 lecture
Prerequisite: MATH 40 or equivalent with a grade of Credit or “C” or higher or successful 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 will be included. This course may be taken for a maximum of 2 units. (Formerly NRSG 4)

HO 100 HEALTH OF UNDERSERVED COMMUNITIES
3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 and MATH 60 or equivalent with grades of Credit 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 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course for allied health students will cover cardiopulmonary resuscitation and first aid techniques as specified by the American Red Cross. Topics will include one- and-two person CPR for infants, children, and adults; resuscitation with mask and bag-valve mask; automated external defibrillator (AED); and early intervention for wounds, burns, trauma and sudden illness. A Professional Rescuer CPR Card valid for one year and a Standard First Aid Certificate valid
for three years will be earned with successful completion of the course. (Formerly HO 32/HO 50)
Transfer Credit: CSU

HO 151 ELEMENTS OF NUTRITION 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
This course is an introduction to the basic principles of nutrition. Course content includes daily nutrient requirements, life cycle needs, food selection and meal planning for health. Weight maintenance strategies and consumer information are included. This course is designed to meet the requirement for medical assisting and culinary arts' majors and also meets the minimum requirement for nursing majors. (Formerly HO 51)
Transfer Credit: CSU

HO 152 (CAN FCS 2) NORMAL AND THERAPEUTIC NUTRITION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Recommendation: A&P 150 and A&P 151 or equivalent with grades of Credit 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. (Formerly HO 52)
Transfer Credit: CSU

HO 236 LIFE SPAN/HEALTH ISSUES 1 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course presents an application of the concepts and principles of growth and development as they relate to the delivery of health care. Content includes discussion of health concerns and issues at various age levels. Emphasis will be placed upon physical, cognitive and psychosocial assessment of individuals from infancy through school-age. Not open to students who have received credit for HO 15.
Transfer Credit: CSU

HO 237 LIFE SPAN/HEALTH ISSUES 2 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course presents an application of the concepts and principles of growth and development as they relate to the delivery of health care. Content includes discussion of health concerns and issues at various age levels. Emphasis will be placed upon physical, cognitive and psychosocial assessment of individuals from adolescence through older adulthood. Not open to student who have received credit for HO 15.
Transfer Credit: CSU

HIST 101 AMERICAN HISTORY AND CONSTITUTION 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement process or ENGL 52 or equivalent with a grade of Credit or "C" or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher.
Recommendation: None
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. (Formerly HIST 27)
Transfer Credit: CSU; UC*
*UC credit limits may apply. HIST 201, HIST 202 and HIST 101 combined: maximum credit, 2 courses.

HIST 110 AFRICAN-AMERICAN HISTORY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Credit or "C" or higher.
Transfer Credit: CSU; UC*
*UC credit limits may apply. HIST 201, HIST 202 and HIST 101 combined: maximum credit, 2 courses.

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. (Formerly HIST 35)
Transfer Credit: CSU; UC

HIST 201 (CAN HIST SEQ B)/(CAN HIST 8) POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Credit or "C" or higher.
Recommendation: None
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 7.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. HIST 201, HIST 202 and HIST 101 combined: maximum credit, 2 courses.

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HIST 202  POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES  3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher. Recommendation: None. Transfer Credit: CSU; UC

HIST 210  HISTORY OF THE UNITED STATES IN THE POST WORLD WAR II ERA  3 UNITS
Class hours: 3 lecture
Prerequisite: None. Corequisite: None. Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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.
(Formerly HIST 10) Transfer Credit: CSU; UC

HIST 220  HISTORY OF THE AMERICAS  3 UNITS
Class hours: 3 lecture
Prerequisite: None. Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit 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. (Formerly HIST 8.1) Transfer Credit: CSU; UC

HIST 221  HISTORY OF THE AMERICAS  3 UNITS
Class hours: 3 lecture
Prerequisite: None. Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher.
This course is 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 7.2) Transfer Credit: CSU; UC

HIST 230  HISTORY OF MEXICO  3 UNITS
Class hours: 3 lecture
Prerequisite: None. Corequisite: None. Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit 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 who shaped their development. Major political, economic, social and cultural factors and issues are presented.
Transfer Credit: CSU; UC

HIST 235  HISTORY OF LATIN AMERICA  3 UNITS
Class hours: 3 lecture
Prerequisite: None. Corequisite: None. Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit 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 who shaped their development. Major political, economic, social and cultural factors and issues are presented.
Transfer Credit: CSU; UC

HIST 241  WESTERN CIVILIZATION  3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 with a grade of Credit or "C" or higher. Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or "C" or higher.
This course is a survey 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

Announcement of Courses

*UC credit limits may apply. HIST 202 and HIST 210 combined: maximum credit, one course.

*UC credit limits may apply. HIST 201, HIST 202 and HIST 101 combined: maximum credit, two courses. HIST 202 and HIST 210 combined: maximum credit, one course.
This is a survey course of the origin of the modern world, tracing both regional histories and global interactions. The root and development of civilizations in Africa, the Americas, Asia, and Europe from the 1500's to the present day will be chronicled. Topics will include: the origins and the role of universal religions; the examination of political, social, and gender structures in relation to economic and demographic development; and the diffusion of culture and technology via migration, commerce and the expanse of empire.

Transfer Credit: CSU; UC

HIST 250

HISTORY OF ENGLAND,
GREAT BRITAIN AND
THE COMMONWEALTH

3 UNITS

Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit 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. (Formerly HIST 5)

Transfer Credit: CSU; UC

HIST 255

HISTORY OF RUSSIA
AND THE SOVIET UNION

3 UNITS

Class hours: 3 lecture
Prerequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit 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. (Formerly HIST 20)

Transfer Credit: CSU; UC

HIST 260

SURVEY OF THE
HISTORY OF ASIA

3 UNITS

Class hours: 3 lecture
Prerequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Credit or "C" or higher.

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 lifestyle. The post 18th Century periods will emphasize Western imperialism in Asia, nationalism, the independence movements, and the development of modern Asian states and societies. (Formerly HIST 18)

Transfer Credit: CSU; UC

HIST 265

SELECTED PROBLEMS
IN CONTEMPORARY
ASIAN HISTORY

3 UNITS

Class hours: 3 lecture
Prerequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Credit or "C" or higher.

This course consists of a study of topical issues and problems concerning 20th century Asian 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. (Formerly HIST 19)

Transfer Credit: CSU; UC
HIST 270
SPECIAL TOPICS IN HISTORY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 6 units. (Formerly HIST 50)
Transfer Credit: CSU

HUMANITIES
(Fine Arts/Communications Division)

HUM 100
THE ART OF BEING HUMAN 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly HUM 1)
Transfer Credit: CSU

HUM 103
HUMANITIES THROUGH THE ARTS 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
This course is a survey of the human condition as seen through film, drama, music, literature, painting, sculpture and architecture with an emphasis on history, techniques, meaning and evaluation of individual works of western art. (Formerly HUM 3)
Transfer Credit: CSU

HUM 108
BLACK IMAGES IN POPULAR CULTURE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit 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 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit or “C” or higher, is strongly recommended.
This class will investigate the relationship between gender and sexuality through an examination of visual art, cinema, television, video, and advertising. Close attention will be given to how popular and artistic cultures shape identity and representation. This course is not open to students who are enrolled in or who have received credit in ART 109.
Transfer Credit: CSU; UC

HUM 105
ENCOUNTERS WITH LIVING FAITHS 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
This course is a study about man’s religious experience based on a series of encounters with men and women of four continents who are living their faiths now. It focuses on the meaning of religion for individual people. From Protestant churches of Indianapolis to the Zen monasteries of Japan, the course is concerned with looking beyond the splendid and the exotic and toward the meaning of religion for individual people. (Formerly HUM 5)
Transfer Credit: CSU

HIST 50
A SURVEY OF WESTERN ART 4 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly HUM 1)
Transfer Credit: CSU

HIST 270
SPECIAL TOPICS IN HISTORY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 6 units. (Formerly HIST 50)
Transfer Credit: CSU

INST 100
PRINCIPLES AND STRATEGIES FOR PROBLEM SOLVING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or “C” or higher.
This course provides an overview of the current robotics industry, starting with a brief history and followed by a review of the basic terms used in the field. The robots are classified by geometry, power source, application, path control, and intelligence. The operation of different types of end effectors is covered, along with robot controllers and the basic system sensors. Programming techniques are covered.

INTERDISCIPLINARY STUDIES
(Humanities/Social Sciences Division)

INDUSTRIAL ARTS
(Technology Division)

IA 20 (Not degree applicable)
A SURVEY OF AUTOMATED MANUFACTURING FOR NON-TECHNICAL PERSONNEL 1 UNIT
Class hours: 4 lecture (6 weeks)
Prerequisite: None
This course provides an overview of the current robotics industry, starting with a brief history and followed by a review of the basic terms used in the field. The robots are classified by geometry, power source, application, path control, and intelligence. The operation of different types of end effectors is covered, along with robot controllers and the basic system sensors. Programming techniques are covered.

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## JAPANESE

### (Liberal Arts Division)

#### JAPN 101
**ELEMENTARY JAPANESE**
5 UNITS
Class hours: 5 lecture + 1 hr. lab. arr.  
Prerequisite: None.  
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. (Formerly JAPN 1)  
Transfer Credit: CSU; UC

#### JAPN 102
**ELEMENTARY JAPANESE**
5 UNITS
Class hours: 5 lecture + 1 hr. lab. arr.  
Prerequisite: JAPN 101 or equivalent with a grade of Credit or "C" or higher.  
This beginning course continues to emphasize listening, reading, and writing, and helps to continue to develop the cultural diversity through the study of differences and similarities between cultures. (Formerly JAPN 2)  
Transfer Credit: CSU; UC

#### JAPN 201
**INTERMEDIATE JAPANESE**
5 UNITS
Class hours: 5 lecture, 1 lab  
Prerequisite: JAPN 102 or equivalent with a grade of Credit 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. (Formerly JAPN 3)  
Transfer Credit: CSU; UC

#### JAPN 202
**INTERMEDIATE JAPANESE**
4 UNITS
Class hours: 4 lecture  
Prerequisite: JAPN 201 or equivalent with a grade of Credit 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. (Formerly JAPN 4)  
Transfer Credit: CSU; UC

#### JAPN 281
**BEGINNING CONVERSATIONAL JAPANESE**
3 UNITS  
Class hours: 3 lecture  
Prerequisite: JAPN 102 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly JAPN 8.1)  
Transfer Credit: CSU; UC

#### JAPN 282
**INTERMEDIATE CONVERSATIONAL JAPANESE**
3 UNITS  
Class hours: 3 lecture  
Prerequisite: JAPN 281 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly JAPN 8.2)  
Transfer Credit: CSU; UC

#### JAPN 283
**ADVANCED CONVERSATIONAL JAPANESE**
3 UNITS  
Class hours: 3 lecture  
Prerequisite: JAPN 282 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly JAPN 8.3)  
Transfer Credit: CSU; UC

## JOURNALISM

### (Fine Arts/Communications Division)

#### JOUR 50L
**EDITORIAL BOARD**
1 UNIT  
Class hours: 3 lab  
Prerequisite: None.  
Corequisite: JOUR 103 or JOUR 105 or JOUR 160L.  
Limitation of enrollment: editors of campus media.  
Recommendation: None.  
This course focuses on leadership aspects using the school newspaper, the Talon Marks, and the school magazine, Wings, as practical laboratories. Enrollments are limited to those named to editor positions of these campus media. This course may be taken for a maximum of 3 units. (Formerly JOUR 59)

#### JOUR 100
**BEGINNING NEWSPUBLISHING AND SOCIETY**
3 UNITS  
Class hours: 3 lab  
Prerequisite: None.  
Corequisite: None.  
The course examines the impact of mass media in national and international political, economic, cultural and behavioral contexts. It assesses contemporary trends in mediasociety relations; historical facts that have shaped the structures, practices and products of the mass media industries and trends in media-society relations. (Formerly JOUR 18)  
Transfer Credit: CSU; UC

#### JOUR 101
**BEGINNING NEWSPUBLISHING AND REPORTING**
3 UNITS  
Class hours: 3 lecture  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and typing ability.  
Corequisite: None.  
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 media are analyzed. The course is particularly recommended for English and communications majors and those planning careers in news media, public relations,
JOUR 105
NEWSPAPER PRODUCTION 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: ART 188 or CIS 205 or JOUR 120 or equivalent with a grade of Credit or "C" or higher.
This course uses desktop publishing. World Wide Web publishing and photojournalistic techniques for publishing of information. The school newspaper, Talon Marks, is used as a practical laboratory. Presentation of information in a visual form is emphasized. This course is for page designers, graphic artists, cartoonists and photographers. This course may be taken for a maximum of 8 units. Credit/No Credit option available for non-journalism majors. (Formerly JOUR 55)
Transfer Credit: CSU

JOUR 106
TALONMARKS.COM 1 UNIT
Class hours: 0.5 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: JOUR 101 and ENGL 52 or equivalent with grades of Credit or “C” or higher, or concurrent enrollment. JOUR 103 or equivalent with grades of Credit 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 paper as they practice the skills of gathering information from a variety of sources, synthesizing a story and preparing it for dissemination to others. Ethics and legal aspects of communication are also covered. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

JOUR 104
SUMMER NEWSPAPER ARTICLE WRITING 1 UNIT
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: JOUR 101 and ENGL 52 or equivalent with grades of Credit or “C” or higher, or concurrent enrollment.
This course focuses on media article writing using the online school newspaper, talonmarks.com, as a practical laboratory during summer sessions. Students research, write and edit articles for the online school paper as they practice the skills of gathering information from a variety of sources. Students synthesize the stories and prepare them for dissemination. Ethical and legal aspects of communication are also covered. This course may be taken for a maximum of 4 units. (Formerly JOUR 54)
Transfer Credit: CSU

JOUR 110
PRINCIPLES OF PUBLIC RELATIONS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course 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. (Formerly JOUR 23)
Transfer Credit: CSU

JOUR 111
INTRODUCTION TO NEWSLETTERS 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 or JOUR 101 or equivalent with a grade of Credit 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 newsletter design.
Transfer Credit: CSU

JOUR 120
INTERNET FOR JOURNALISTS 2 UNITS
Class hours: 2 lecture
Prerequisite: CIS 121 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course will provide a basic introduction to resources found on the Internet and the World Wide Web. Students will access the Internet to research trends in media use of the World Wide Web and learn to create online news and journalistic web pages. This course may be taken for a maximum of 8 units. (Formerly JOUR 26)
Transfer Credit: CSU

JOUR 130
PHOTO JOURNALISM 3 UNITS
Class hours: 3 lecture
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.
This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with an emphasis on using the camera as a reporting and communications tool. Topics include 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 35 mm camera.
This course is not open to students who are

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
enrolled in or who have received credit in PHOT 130. (Formerly JOUR 32)

Transfer Credit: CSU

JOUR 160L
COLLEGE MAGAZINE
PRODUCTION 1 UNIT
Class hours: 3 lab
Prerequisite: JOUR 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: JOUR 103 or JOUR 105.
This course offers study and practical experience in planning content and layout, and in editing the college magazine, Wings. It provides a format for the application of photojournalism and feature article writing skills. This course may be taken for a maximum of 8 units. (Formerly JOUR 60)
Transfer Credit: CSU

JOUR 170
BROADCAST NEWS 1 UNIT
Class hours: 1 lecture/3 lab
Prerequisite: Concurrent enrollment or completion of JOUR 101 with a grade of Credit or "C" or higher.
Corequisite: Concurrent enrollment or completion of JOUR 103 and/or concurrent enrollment or completion of TH 152.
This nine-week 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 may be taken for a maximum of 4 units. (Formerly JOUR 70)
Transfer Credit: CSU

JOUR 171
OCCUPATIONAL WORK EXPERIENCE IN JOURNALISM 1 UNIT
Class hours: 1 lecture
Prerequisite: JOUR 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: Enrollment in 7 or more units, including Occupational Work Experience in Journalism, in a declared Journalism major. One unit of Occupational Work Experience in Journalism requires 60 non-paid hours or 75 paid hours of work per semester.
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. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

JOUR 201
ADVANCED REPORTING AND EDITING 3 UNITS
Class hours: 3 lecture
Prerequisite: JOUR 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This course covers advanced theory and practice in news writing and reporting with emphasis on handling of news, editing complex stories, copy reading, headline writing, opinion writing, news release writing, sports feature writing, news release writing, and writing news for World Wide Web presentation. (Formerly JOUR 21)
Transfer Credit: CSU; UC*
*UC credit limits may apply. JOUR 101 and JOUR 201 combined: maximum credit, one course.

JOUR 220
FEATURE ARTICLE WRITING 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher, and typing ability.
This course covers non-fiction writing for newspapers and magazines, including a study of story types, sources, methods, and markets. Individualized styles and approaches will be studied. (Formerly JOUR 22)
Transfer Credit: CSU

LIBRARY

(Formerly LIBR 10)

LIBR 100
INTRODUCTION TO LIBRARY RESOURCES 1 UNIT
Class hours: 1 lecture/1 lab arranged
Prerequisite: None.
This is an open-entry, open-exit, self-paced course which emphasizes the use of library methods and materials that will enable students to locate information for coursework-related study and research. This course is of special value to those students intending to transfer to four-year institutions. This course is to be offered on a credit/no credit basis.
(Formerly LIBR 10)
Transfer Credit: CSU; UC

MACHINE TOOL TECHNOLOGY

(Not degree applicable)

MTT 1L NUMERICAL CONTROL SPECIALTY 1 UNIT
Class hours: 3 lab
Prerequisite: MTT 51 or MTT 76 and MTT 52 or equivalent with grades of Credit or "C" or higher.
This course is an independent study on an experimental and research basis, using CAM software or CNC programming skill and knowledge in specialized areas of the student's choice with the approval and guidance of the department chairperson. The course may be taken for a maximum of 4 units. (Formerly CNC 46/MTT 46)

Transfer Credit: CSU; UC

MTT 2L
MASTERCAM LABORATORY 1 UNIT
Class hours: 3 lab
Prerequisite: MTT 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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 the skill and output of the student in areas of his/her choice. This course may be taken for a maximum of 4 units.

Transfer Credit: CSU; UC

LIBRARY

(Formerly LIBR 10)

LIBR 100
INTRODUCTION TO LIBRARY RESOURCES 1 UNIT
Class hours: 1 lecture/1 lab arranged
Prerequisite: None.
This is an open-entry, open-exit, self-paced course which emphasizes the use of library methods and materials that will enable students to locate information for coursework-related study and research. This course is of special value to those students intending to transfer to four-year institutions. This course is to be offered on a credit/no credit basis.
(Formerly LIBR 10)
Transfer Credit: CSU; UC

MACHINE TOOL TECHNOLOGY

(Not degree applicable)

MTT 1L NUMERICAL CONTROL SPECIALTY 1 UNIT
Class hours: 3 lab
Prerequisite: MTT 51 or MTT 76 and MTT 52 or equivalent with grades of Credit or "C" or higher.
This course is an independent study on an experimental and research basis, using CAM software or CNC programming skill and knowledge in specialized areas of the student's choice with the approval and guidance of the department chairperson. The course may be taken for a maximum of 4 units. (Formerly CNC 46/MTT 46)

Transfer Credit: CSU; UC

MTT 2L
MASTERCAM LABORATORY 1 UNIT
Class hours: 3 lab
Prerequisite: MTT 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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 the skill and output of the student in areas of his/her choice. This course may be taken for a maximum of 4 units.

Transfer Credit: CSU; UC

Announcement of Courses
MTT 3L
VIRTUAL GIBBS LABORATORY  1 UNIT
Class hours: 3 lab
Prerequisite: MTT 76 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This lab course is intended to complement Virtual Gibbs classes. It is designed to give practical experience in working with the current release of the software program. The course will increase the skill and output of the student in areas of his/her choice. This course may be taken for a maximum of 4 units.

MTT 55
SUPPLEMENTAL MACHINE SHOP STUDIES  2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed to broaden the knowledge of the student machinist with a survey of blueprint reading, metallurgy, metrology, tooling, and use of the Machinery's Handbook.

MTT 56
CNC SHOP INSPECTION  2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: MTT 54 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Corequisite: None.
Recommendation: None.
This course is designed to give the student a complete understanding of metrology and to develop skills in using all of the instruments available in the shop for validation of part geometry. (Formerly CNC 7/MTT 7)

MTT 60
ADVANCED MACHINE TOOL CONCEPTS  2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: MTT 100 or equivalent with grades of Credit or "C" or higher or equivalent.
This course is designed to extend the students' skills in modern machine tool operation and set up as well as to augment their knowledge of conventional and automated process techniques. Coursework includes refining complex geometric inspection techniques, developing advanced skills in lathe and mill setup, materials science, and learning Computer Aided Process Planning (CAPP). (Formerly CNC 3/MTT 3)

MTT 62
FIXTURE TOOLING  2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: MTT 54 and MTT 60 or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course teaches planning, design, and fabrication of fixturing for the CNC shop. It includes decision making, machine planning, cutter selection, tolerancing, rest areas, clamping, blueprint interpretation, and design. (Formerly CNC 5/MTT 5)

MTT 76
CAD/CAM VIRTUAL GIBB  2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: MTT 170 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course prepares students to operate the Virtual Gibbs Programming System in conjunction with various multi-axis Computer Numerical Control (CNC) machinery. Students learn how to construct and import engineering geometry, to create tool paths, and to post process for specific machinery. (Formerly CNC 53/MTT 53)

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MTT 80
CAD/CAM MOLD MACHINING 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: MTT 100 or equivalent with a grade of Credit or "C" or higher or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is designed to instruct the student in the use of Computer Numerical Control (CNC) and Computer Aided Drafting/Computer Assisted Manufacturing (CAD/CAM) to produce various types of molds for the metal, packaging, sealing, plastic, forging, and diecasting industries. The students will create and verify toolpaths by using computer simulation and will then send the data to a CNC machine tool for first article machining. (Formerly CNC 62/MTT 62)

MTT 100
MACHINE TOOL INTRODUCTION 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed as a survey of machine tool technology and introduction to computerized controls. It will include the computer as a control mechanism in the modern machine shop and also stress traditional machine tool technologies. It includes set-up and operation of basic machine tools, speeds and feeds, measurements, and introduction to the theory of computer numerical control. This course is required for Computer Numerical Control majors and other designated technology programs. (Formerly CNC 1/MTT 1)
Transfer Credit: CSU

MTT 154
CNC PROGRAM OPTIMIZATION 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: MTT 51 or MTT 76 and MTT 170 or appropriate work experience.
This course is designed to provide the student with the skills required to optimize Computer Numerical Control (CNC) programs and operations. The student will learn how to get the most out of CNC machine tools by increasing equipment utilization and decreasing equipment down-time. Course work also includes CNC program verification, optimization, and related service and maintenance issues.
Transfer Credit: CSU

MTT 170
COMPUTER NUMERICAL CONTROL PROGRAMMING 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None
This course includes numerical control programming as applied to machine tools including a description of control systems and the capabilities of each. Students will develop CNC machine tool programs used to make manufactured parts. Computers will be used to input, develop and proof CNC programs. This course is for the student who desires to be a machine tool operator, programmer, or who will be employed in related fields. (Formerly CNC 11/MTT 11)
Transfer Credit: CSU

MTT 177
ADVANCED GIBBS/DELS CAD/CAM 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: MTT 76 or equivalent with a grade of Credit or "C" or higher or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course prepares students to operate the GibbsCam Programming System in conjunction with various multi-axis Computer Numerical Control (CNC) machinery. Students learn how to construct and import 3D models and create surface and solid models from engineering geometry. Other topics include tool paths from 3D models, post processing data for specific CNC machinery, and mold cores and cavities.
Transfer Credit: CSU

MTT 278
MASTERCAM ADVANCED 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: MTT 51 with a grade of Credit or "C" or higher or appropriate work experience.
This course advances the student’s skill in the development of 3D surface models, solids and tool paths 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. (Formerly CNC 55/MTT 55)
Transfer Credit: CSU

MANUFACTURING TECHNOLOGY
( Technology Division)

MFGT 50
HAZ-MAT 1.5 UNITS
Class hours: 1.5 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly MFGT 12/MFGT 30)

MFGT 43/44 (Not degree applicable)
MANUFACTURING TECHNOLOGY OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Manufacturing Technology work experience 73 or 20 hours of employment per week for Manufacturing Technology work experience 74. The employment must be in a job related to the student’s educational goal.
Corequisite: (1) Enrollment in the Manufacturing Technology vocational program with 7 or more units including occupational work experience. Work experience/career internship provides the opportunity for 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 the major and job skills.
must be completed on the job/training site. These courses may be taken for a maximum of 15-16 units. (Formerly MFGT 73/74)

**MFGT 51**  
**INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING (CIM) 3 UNITS**  
Class hours: 3 lecture  
Prerequisite: None.  
This course examines the relationships between management, design, and manufacturing of a product. Students will be introduced to the multi-faceted operations of the manufacturing industry. Case studies and demonstrations will be used to explore the development and implementation of an automated factory. This course is not open to students who have received credit in BCIS 46. (Formerly MFGT 46)

**MFGT 52**  
**INTRODUCTION TO LASER CUTTING TECHNOLOGY 2 UNITS**  
Class hours: 2 lecture  
Prerequisite: None.  
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. (Formerly MFGT 69.7/MFGT 50)

**MFGT 53**  
**STATISTICAL PROCESS CONTROL (SPC) 1.5 UNITS**  
Class hours: 1.5 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: TM 50 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
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. (Formerly MFGT 69.14/MFGT 14)

**MFGT 54**  
**ULTRASONIC LEVEL TESTING 1.5 UNITS**  
Class hours: 1.8 lecture/.5 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly MFGT 36)

**MFGT 55**  
**QUALITY CONTROL (QC) 1.5 UNITS**  
Class hours: 1.5 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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 studies. 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. (Formerly MFGT 11)

**MFGT 56**  
**ISO 9000 QUALITY STANDARDS 1.5 UNITS**  
Class hours: 1.5 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This survey course is a study of ISO 9000, the quality standard established by the International Standard Organization, as it applies to the manufacturing industry. Materials covered will include the ISO 9000 documents and selected references on the topic. Special emphasis will be placed on the advantages of implementing an ISO 9000 Quality System in an industrial manufacturing environment. (Formerly MFGT 12)

**MFGT 57**  
**TOTAL QUALITY MANAGEMENT (TQM) 1.5 UNITS**  
Class hours: 1.5 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly MFGT 13)

**MFGT 58**  
**BENCHMARKING 1.5 UNITS**  
Class hours: 1.5 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This survey course is for those interested in learning about Benchmarking as a strategic tool in manufacturing for continuous quality improvement. Topics will include a definition of Benchmarking, resources available to help in the manufacturing process, case studies and examples of companies that have used Benchmarking methods in production. (Formerly MFGT 15)

**MFGT 59**  
**DESIGN OF EXPERIMENTS (DOE) 1.5 UNITS**  
Class hours: 1.5 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This survey course is designed for manufacturing individuals interested or actively involved in designing and conducting experiments. The course will help production and engineering personnel analyze a process and determine process variables that effect product characteristics. The development of efficient and economical test methods will cause reduction in variations of a product or process thus improving the production efficiency. Emphasis will be placed on Design of Experiments fundamentals. (Formerly MFGT 16)
MFGT 60
QUALITY ASSURANCE PRINCIPLES 1.5 UNITS
Class hours: 1.5 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly MFGT 69.13/ MFGT 10)

MFGT 100
MANUFACTURING PROCESSES 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course provides information on modern manufacturing processes and operations including process materials currently used in industry. (Formerly IP 25/MFGT 5)
Transfer Credit: CSU

MATH 5
MATHEMATICS LEARNING STRATEGIES 1 UNITS
Class hours: 1 lecture
Prerequisite: None
Corequisite: Concurrent enrolment in MATH 20, MATH 40, MATH 60, MATH 80, MATH 80A, or MATH 80B.
Recommendation: None
This course is designed to assist the student in developing learning skills and study habits that are important for all college level course work. Emphasis will be placed on those learning skills and study habits that are unique to the study of mathematics. This student will develop quantitative literacy by practicing arithmetic and algebraic structures including but not limited to “mathematical facts,” number sense and number theory, proportional reasoning including rational expressions and equations, and the real number system and its properties. Additional topics related to the development of learning skills and study habits may include affective factors influencing learning styles and the study of mathematics, effective management of classroom learning and personal study habits, problem-solving and reasoning skills, test preparation and test-taking strategies, appropriate use of technology, and support services for students of mathematics. This course is offered on a credit/no credit basis only. This course may be taken for a maximum of 3 units.

MATH 9T (Not degree applicable)
MATHEMATICS-TUTORIAL 0 UNIT
Class hours: 2 lab
Open entry/open exit
Corequisite: Enrollment in any Mathematics course.
This course is designed to facilitate the learning of mathematical knowledge, skills, and concepts through individualized and mediated instruction. It is open to any student enrolled in any mathematics course. (Formerly MATH 99)

MATH 20 (Not degree applicable)
BASIC MATHEMATICS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course includes a review of the basic mathematics skills and fundamental operations as applied to whole numbers, common fractions, decimal fractions, percentage, and ratios. This course is offered on a Credit/No Credit basis. (Formerly MATH 50)
This course may be taken in Programmed Learning Sections. See your counselor for details.

MATH 20T (Not degree applicable)
INDIVIDUALIZED MATHEMATICS FOR BASIC MATHEMATICS 0 UNIT
Class hours: 3 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: MATH 20
Recommendation: None.
This is an individualized math tutorial intended for students entering Survey of Mathematics, MATH 40. This course will enable students to expand and improve the skills needed in MATH 40. Math assignments are selected according to a student's needs and learning style. Individualized math instruction will be delivered through computer assisted instruction, development of a personalized math study system for each student, individual tutoring, and meetings with the instructor to evaluate student progress.

MATH 40 (Not degree applicable)
PRE-ALGEBRA 4 UNITS
Class hours: 4 lecture
Prerequisite: MATH 20 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.
This course covers topics in pre algebra, informal geometry, and applied arithmetic including but not limited to percent, rates, scientific notation, tables, graphs, the real number line, an introduction to the Cartesian Coordinate system, problem solving techniques, signed numbers, simplifying and evaluating expressions and formulas, solving simple equations, numerical relationships involving lines, angles and polygons. This course is offered on a Credit/No Credit basis.

MATH 40T
INDIVIDUALIZED MATHEMATICS FOR SURVEY OF MATHEMATICS 0 UNIT
Class hours: 3 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: MATH 40
Recommendation: None.
This course is an overview of quality control, informal geometry, and applied arithmetic including but not limited to percent, rates, scientific notation, tables, graphs, the real number line, an introduction to the Cartesian Coordinate system, problem solving techniques, signed numbers, simplifying and evaluating expressions and formulas, solving simple equations, numerical relationships involving lines, angles and polygons. This course is offered on a Credit/No Credit basis.

MATH 42 (Not degree applicable)
FOUNDATIONS IN APPLIED MATHEMATICS 4 UNITS
Class hours: 4 lecture/1 lab
Prerequisite: MATH 20 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.
Corequisite: None.
Recommendation: None.
This course investigates topics in pre-algebra and informal geometry from an applications perspective. It emphasizes the use of calculators, problem solving techniques, measurement, formulas, graphs, charts and tables, data collection, probability and statistics, ratios and proportions, scale drawing, as
they apply to various careers and technical occupations in business and industry. It will include hands-on lab activities. This course will satisfy the prerequisite for entry into MATH 60. (This course is not open to students with credit in MATH 40.)

**MATH 60**
**ELEMENTARY ALGEBRA** **4 UNITS**
Class hours: 4 lecture
Prerequisite: MATH 40 or MATH 42 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.

This course is designed for students with a deficiency in high school algebra. Topics included are: real numbers, polynomials, rational expressions, first-degree equations and inequalities, graphs of equations, linear systems of equations, exponents and radicals, and quadratic equations. (Formerly MATH 30)

**MATH 60T**
**INDIVIDUALIZED MATHEMATICS**
**FOR ELEMENTARY ALGEBRA** **0 UNIT**
Class hours: 3 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: MATH 60
Recommendation: None.

This is an individualized math tutorial intended for students entering Elementary Algebra, MATH 60. This course will enable students to expand and improve the skills needed in MATH 60. Math assignments are selected according to a student's needs and learning style. Individualized math instruction will be delivered through computer assisted instruction, development of a personalized math study system for each student, individual tutoring, and meetings with the instructor to evaluate student progress.

**MATH 70**
**PLANE GEOMETRY** **4 UNITS**
Class hours: 4 lecture
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher or a satisfactory score on Intermediate Algebra Readiness Test. May be taken concurrently with MATH 80, MATH 80A or MATH 80B.

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. (Formerly MATH 32)

**MATH 80**
**INTERMEDIATE ALGEBRA** **4 UNITS**
Class hours: 4 lecture
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher, or satisfactory completion of the Math Placement Process.

This course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections. (This course is not open to students with credit in MATH 80A or MATH 80B) (Formerly MATH 23)

**MATH 80A**
**INTERMEDIATE ALGEBRA I** **3 UNITS**
Class hours: 3 lecture
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher.
Students who have not taken MATH 60 must attain a satisfactory score on the Intermediate Algebra Readiness Test.

This course is the first half of Intermediate Algebra. Topics include: the real number system, linear and quadratic equations, inequalities, exponents and polynomials, rational expressions, rational exponents and radicals, and graphing linear equations. (Formerly MATH 23.1)

**MATH 80B**
**INTERMEDIATE ALGEBRA II** **3 UNITS**
Class hours: 3 lecture
Prerequisite: MATH 80A or equivalent with a grade of Credit or "C" or higher.
This course is the second half of Intermediate Algebra. Topics include: systems of equations, relations and functions, exponential and logarithmic functions, conic sections, and sequences and series. (Formerly MATH 23.2)

**MATH 80T**
**INDIVIDUALIZED MATHEMATICS**
**FOR INTERMEDIATE ALGEBRA** **0 UNIT**
Class hours: 3 lab (17 weeks)
Open entry/open exit
Prerequisite: None.
Corequisite: MATH 80
Recommendation: None.

This is an individualized math tutorial intended for students entering Intermediate Algebra, MATH 80. This course will enable students to expand and improve the skills needed in MATH 80. Math assignments are selected according to a student's needs and learning style. Individualized math instruction will be delivered through computer assisted instruction, development of a personalized math study system for each student, individual tutoring, and meetings with the instructor to evaluate student progress.

**MATH 90A**
**TRAINING FOR TUTORS OF MATHEMATICS I** **2 UNITS**
Class hours: 2 lecture
Prerequisite: MATH 140 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in any mathematics course.

This course is intended to prepare students to be individual and/or group tutors and to be mentor tutors in a program of supervised mathematics tutoring. Course topics include an introduction to learning theory, communication skills useful to mathematics tutors, attitudinal and cognitive roadblocks to student learning, and student success strategies to assist tutees to improve their study habits and time management skills. This course is offered on a credit/no credit basis only. This course may be taken for a maximum of 4 units.

**MATH 90B**
**TRAINING FOR TUTORS OF MATHEMATICS II** **2 UNITS**
Class hours 2 lecture
Prerequisite: MATH 90A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: Concurrent enrollment in any mathematics course.

This course is a continuation of MATH 90A. It prepares students to be individual and/or group tutors in mathematics and to be mentor tutors in a program of supervised...
mathematics tutoring. Students will focus on the methods of tutoring mathematics students enrolled in lower division mathematics courses. Course topics include tutoring responsibilities and ethics, principles of tutoring, appropriate tutoring techniques, and a discussion of common mathematical structures found in lower division mathematics courses. This course is offered on a credit/no credit basis only. This course may be taken for a maximum of 4 units.

**MATH 100**
LIBERAL ARTS MATHEMATICS 3 UNITS  
Class hours: 3 lecture  
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Credit or "C" or higher.  
This is a nontechnical course surveying a variety of concepts in mathematics. Topics will include: elementary logic, algebra of sets, rational and real numbers, informal geometry, elementary combinatorics and probability, and elementary statistics. It is not open to student with credit in any transfer level math course.  
Transfer Credit: CSU; UC

**MATH 105**
ACTIVITY-BASED PROBABILITY AND STATISTICS FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS 3 UNITS  
Class hours: 3 lecture/1 lab  
Prerequisite: MATH 70, MATH 80 OR MATH 80B or equivalent with grades of Credit or "C" or higher.  
Corequisite: None.  
Recomendation: None.  
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

**MATH 110A**
MATHEMATICS FOR ELEMENTARY TEACHERS 3 UNITS  
Class hours: 3 lecture/1 lab  
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Credit or "C" or higher.  
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 and concept and process development using appropriate models, technology, manipulatives and activities. It meets elementary education credential requirements. It is not open for credit to math majors.  
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 UNITS  
Class hours: 3 lecture/1 lab  
Prerequisite: MATH 110A or equivalent with a grade of Credit or "C" or higher.  
This course is a continuation of MATH 110A. Emphasis will be 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 1, 2, and 3 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. It is not open for credit to math majors.  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. MATH 110A and MATH 110B combined: maximum credit, one course.

**MATH 112**
ELEMENTARY STATISTICS 4 UNITS  
Class hours: 4 lecture  
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.  
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, central limit theorem, testing hypotheses, 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 UNITS  
Class hours: 4 lecture  
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Credit or "C" 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 150 and MATH 114 combined: maximum credit, one course.

**MATH 115**
FINITE MATHEMATICS 4 UNITS  
Class hours: 4 lecture  
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Credit or "C" or higher.  
Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test. This course includes sets, matrices, system of equations and inequalities, 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 UNITS  
Class hours: 4 lecture  
Prerequisite: MATH 114 or equivalent with a grade of Credit or "C" or higher.  
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 multivariables, related rates, areas, and curve sketching. This course is not open to students with credit in MATH 170. The class
Mathematics 116 is combined; maximum credit, one course.

MATH 140
TRIGONOMETRY 3 UNITS
Class hours: 3 lecture
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Credit or "C" or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test. This course includes circular functions, inverses, graphs, angles and trigonometric functions, solutions of right and oblique triangles, identities, solution of equations, and complex numbers. (Formerly MATH 21)
This class may be taken in Programmed Learning Sections. See your counselor for details.
Transfer Credit: CSU

MATH 150
PRECALCULUS MATHEMATICS 4 UNITS
Class hours: 4 lecture
Prerequisite: MATH 140 or equivalent with a grade of Credit or "C" or higher. Entering students must attain a satisfactory score on the Calculus Readiness Test.
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. (Formerly MATH 5.1/MATH 101)
Transfer Credit: CSU; UC
*UC credit limits may apply. MATH 150 and MATH 114 combined: maximum credit, one course.

MATH 150A
COMPUTER APPLICATIONS FOR PRECALCULUS 1 UNIT
Class hours: 3 lab
Prerequisite: MATH 150 or equivalent with a grade of Credit or "C" or higher, or concurrent enrollment.
Corequisite: None.
Recommendation: None.
This course is an introduction to modern mathematical software commonly used in universities and industry. The topics will be specifically selected to enhance and augment MATH 150 Pre calculus Mathematics course using the powerful numeric, symbolic, and graphical capabilities of the mathematical software and will better prepare students for calculus. (Formerly MATH 75.1)
Transfer Credit: CSU

MATH 170
(CAN MATH SEQ B)(CAN MATH 18)
ANALYTIC GEOMETRY AND CALCULUS I 4 UNITS
Class hours: 4 lecture
Prerequisite: MATH 150 or equivalent with a grade of Credit or "C" or higher. Students who have not taken MATH 150 must attain a satisfactory score on the Calculus Readiness Test.
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. The necessary topics of analytic geometry are presented as needed to proceed with the principles of calculus. (Formerly MATH 5.2/MATH 102)
Transfer Credit: CSU; UC
*UC credit limits may apply. MATH 170 and MATH 116 combined: maximum credit, one course.

MATH 170A
COMPUTER APPLICATIONS FOR CALCULUS I 1 UNIT
Class hours: 3 lab
Prerequisite: MATH 170 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Corequisite: None.
Recommendation: None.
This course is an introduction to modern mathematical software as used in most universities and in industrial applications where scientific research is commonplace. The topics will be specifically selected to enhance Calculus I using the powerful numeric, symbolic and graphical capabilities of mathematical software that is currently available. (Formerly MATH 75.2)
Transfer Credit: CSU

MATH 190A
COMPUTER APPLICATIONS FOR CALCULUS II 1 UNIT
Class hours: 3 lab
Prerequisite: MATH 190 or equivalent with a grade of Credit or "C" or higher, or concurrent enrollment.
Corequisite: None.
Recommendation: None.
This course is an introduction to modern mathematical software commonly used in universities and industry. The topics will be specifically selected to enhance Calculus II using the powerful numeric, symbolic and graphical capabilities of the mathematical software. (Formerly MATH 75.3)
Transfer Credit: CSU

MATH 220
(CAN MATH 22)
ANALYTIC GEOMETRY AND CALCULUS III 4 UNITS
Class hours: 4 lecture
Prerequisite: MATH 190 or equivalent with a grade of Credit 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. (Formerly MATH 5.4)
Transfer Credit: CSU; UC

MATH 240
(CAN MATH 24)
CALCULUS AND DIFFERENTIAL EQUATIONS 4 UNITS
Class hours: 4 lecture
Prerequisite: MATH 190 or equivalent with a grade of Credit or "C" or higher.
Recommendation: MATH 220 or equivalent with a grade of Credit or "C" or higher.
Topics in the course are standard methods of solving ordinary linear differential equations with applications. Laplace transforms including techniques of solving differential equations with Laplace transforms, matrices, and determinants including solving systems of linear equations with the Gauss elimination technique and Cramer's Rule. This course is designed for engineering majors. (Formerly MATH 5.5)
Transfer Credit: CSU; UC
MEDICAL ASSISTANT
(Health Occupations Division)

MA 60
INTRODUCTION TO MEDICAL ASSISTING 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
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. (Formerly MA 40)

MA 62
MEDICAL INSURANCE AND LIABILITY 3 UNITS
Class hours: 3 lecture.
Prerequisite: None.
Recommendation: MA 161 or equivalent with a grade of Credit or "C" or higher.
This course presents principles of insurance, general health and accident insurance programs and billing procedures, (ICD-9-CM, CPT) government medical care programs with specialized billing procedures, role of the insurance officer, and aspects of related medical professional liability. (Formerly MA 42)

MA 64
MEDICAL OFFICE ASSISTING 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
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. (Formerly MA 44)

MA 66
MEDICATIONS AND SPECIALITIES 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
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. (Formerly MA 46)

MA 67
MEDICAL OFFICE ADMINISTRATION 3 UNITS
Class hours: 3 lecture
Prerequisite: MA 60, BCOT 62, and BCOT 3T, or equivalent with grades of Credit 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. (Formerly MA 47)

MA 68
MEDICAL ASSISTING INTERNSHIP EXPERIENCE 4 UNITS
Class hours: 1 lecture/180 variable semester hours
Prerequisite: MA 60, 62, 64, 161, HO 53, 54 and HO 55 or equivalent with grades of Credit or "C" or higher. Valid certification for cardiopulmonary resuscitation and American Red Cross first aid training (9 hour course) or HO 50. Completion of current immunization requirements for affiliating clinical agencies.
Corequisite: MA 66 or prior completion with a grade of Credit or "C" or higher.
This course is designed to provide opportunities for the student to intern a medical facility while receiving supervised instruction in direct patient care. (Formerly MA 48)

MA 73/74
MEDICAL ASSISTANT OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Medical Assistant work experience 73 or 20 hours of employment per week for Medical Assistant work experience 74. The employment must be in a job related to the student's educational goal.
Prerequisite: None.
Corequisite: (1) Enrollment in the Medical Assistant vocational program with 7 or more units including occupational work experience.
Ocultural 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 may be repeated for a maximum of 8 units based on the number of hours on the job.

MA 161
MEDICAL TERMINOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly MA 41)
Transfer Credit: CSU

METALLURGY AND MATERIALS SCIENCE
(Technology Division)

MET 50
NONFERROUS HEAT TREAT 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Recommendation: MET 100A or equivalent with a grade of Credit or "C" or higher.
This course will cover the effects of heat treating related to the mechanical and physical properties of non-ferrous metals. Techniques, processes and equipment used in the industrial heat treating facility; relationship of metallic phases and precipitation hardening will be emphasized. In addition theory and application of thermocouples in pyrometry, photomicrography and photomacrography of the effects of heat treatment on microstructures are included. (Formerly MET 42.2/MET 42)

MET 50A
HEAT TREATING FERROUS MATERIALS 1.5 UNITS
Class hours: 1.5 lecture
Prerequisite: MET 100A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course will include select heat treat specifications for the processing of ferrous materials to meet ARP 1962 requirements for heat treating. The course will cover the following: MIL-Q9895, MIL-Std 1535, MIL-H-6875, AMS 2759, MIL-S-6090, and MIL-Std 12515. (Formerly MET 42.3)
MET 51
WELDING METALLURGY 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: WELD 100 or equivalent or employment in the metal joining industries.
This course is an introduction to the study of metals with an emphasis on the effects of welding on metals. The course is applicable for those students seeking a career in welding inspection. The structure of matter, chemical, physical, and mechanical properties of metals, principles of alloying, solid state diffusion, plastic deformation, and heat treatment will be studied. The course will include demonstrations and exercises in the use of metallurgical testing equipment and tools found in the industry. (Formerly MET 48)

MET 52L
METALLURY SPECIALTY LAB 0.5 UNITS
Class hours: 1.5 lab
Prerequisite: Concurrent enrollment in or completion of MET 100A or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This is a lab course to complement other courses in the metallurgy curriculum. It is designed to give the student practical laboratory experience in working with ferrous and nonferrous metals. This course may be taken for a maximum of 2 units. (Formerly MET 19)

MET 53
FERROUS METALLURGY 3 UNITS
Class hours: 2.5 lecture/1.5 lab
Prerequisite: MET 100 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This is the study of the entire spectrum of steel and alloy steels. Theory and application in the fields of automotive, construction, aircraft metals, manufacturing and their processes will be covered. In addition, high temperature, heat resistant, corrosion resisting, stainless steel, specialty steels and tool steel will be discussed. The course will also cover testing methods such as metallurgical processing affecting microstructure, physical and mechanical properties including selection of steel types for specific applications, toughness, hardness, strength and heat treatment. (Formerly MET 12)

MET 54
NONFERROUS METALLURGY 3 UNITS
Class hours: 2.5 lecture/1.5 lab
Prerequisite: MET 100A or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is the study of nonferrous metals and alloys. Theory and applications in the field of automotive, corrosion, manufacturing and aircraft metals and their processes will be covered. Materials covered will include titanium, aluminum, brass, bronze, copper, zinc, tin, lead, magnesium, tantalum, tungsten, niobium, molybdenum, platinum, gold and silver. Emphasis will be placed on the study of properties, fabrication, testing, castings, forgings, powder metals and the unique applications of each material. The metallurgical characteristics and selection of nonferrous types for specific applications will be emphasized. (Formerly MET 22)

MET 55
LABORATORY PROCEDURES 1 UNIT
Class hours: 1 lecture/1 lab
Prerequisite: MET 100A or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course will provide instruction in the elements of laboratory procedures of metals. Instruction will include the laboratory procedures used to determine the interpretive concepts of the quality and properties of metals and their alloys, with emphasis placed on the proper use and care of laboratory equipment, hardness testers, abrasive cut-off wheels, mounting presses, tensile testers and polishing equipment used in industry. (Formerly MET 31)

MET 56
SURVEY OF NONFERROUS HEAT TREAT 1.5 UNITS
Class hours: 1.5 lecture/.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces the student to the effects of heat treating as related to the mechanical and physical properties of nonferrous metals. Laboratory testing, including the techniques, processes and equipment used in the industrial heat treating facility, relationship of metallic phases, and precipitation hardening will be emphasized. Theory and application of photomicrography, photomacrography, and the effects of heat treatment on microstructures are included. (Formerly MET 41)

MET 61
RADIOGRAPHY LEVEL I TESTING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides students with background knowledge in the theory and demonstration of basic radiography testing equipment. Skill development required in understanding and operating basic radiography testing equipment for the inspection of composite and metallic components is emphasized.

MET 73/74
METALLURGY OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Metallurgy work experience 73 or 20 hours of employment per week for Metallurgy work experience 74. The employment must be in a job related to the student’s educational goal.
Corequisite: (1) Enrollment in the Metallurgy vocational program with 7 or more units including occupational work experience.
Work experience/career internship provides the opportunity for Metallurgy 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. These courses may be taken for a maximum of 15-16 units.

MET 100A
METALLURGY I 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
This course is an introduction to the study of metals and non-metals; structure of matter; chemical, physical and mechanical properties
of metals and alloys; and non-metals including polymers, ceramics and composite materials. Principles of alloying, solid state allotropy, plastic deformation and heat treatment will also be studied. The course will also include demonstrations and laboratory practice in the use of metallurgical testing equipment commonly used in industry. (Formerly MET 10)

Transfer Credit: CSU

MET 100B
METALLURGY II 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: MET 100A or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is designed to further student's skills in the study of the select spectrum of ferrous and nonferrous alloys, such as steel, steel alloys, copper alloys, nickel alloys, titanium and aluminum. Emphasis will be placed on the application of metallurgy principles, properties and laboratory practices. (Formerly MET 12)

Transfer Credit: CSU

MET 120
NON-DESTRUCTIVE TESTING 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
This is a survey course designed to familiarize the student with nondestructive testing theory and applications. The major emphasis is on the "basic five" nondestructive testing methods: liquid penetrant, magnetic particle, radiographic, ultrasonic, and eddy current. Students will learn to use these methods and to evaluate available NDT methods as they apply to quality control. (Formerly MET 38)

Transfer Credit: CSU

MET 130A
HEAT TREATMENT OF IRON AND STEEL 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: MET 100A or equivalent with a grade of Credit or "C" or higher.
Effects of heat treating on mechanical and physical properties of ferrous metals will be covered. Techniques, processes and equipment used in the industrial heat treating facility are included in this course. Processes and effects of specialized surface treatments, theory and application of thermocouples in pyrometry, photomicrography and photomacrography of the effects of heat treatment on microstructures are all part of lecture and lab assignments. (Formerly MET 42/MET 42.1)

Transfer Credit: CSU

MICROBIOLOGY
(Science/Engineering/Math Division)

MICR 200 (CAN BIOL 14)
PRINCIPLES AND APPLICATIONS OF MICROBIOLOGY 5 UNITS
Class hours: 3 lecture/6 lab
Prerequisite: CHEM 100 or BIOL 120 or ZOOL 120 or equivalent with grades of Credit 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 immune deficiency 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. (Formerly MICR 1)

Transfer Credit: CSU; UC

MULTIMEDIA

SEE ART
(Art and Design)

MUSIC
(Fine Arts/Communications Division)

HISTORY AND APPRECIATION

MUS 100
MUSIC APPRECIATION 3 UNITS
Class hours: 3 lecture, plus 1 hour lab arranged.
Prerequisite: None.
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. (Formerly MUS 7)

Transfer Credit: CSU; UC

MUS 101
INTRODUCTION TO WORLD MUSIC 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly MUS 97.1/MUS 3)

Transfer Credit: CSU

MUS 103
JAZZ IN AMERICA 3 UNITS
Class hours: 3 lecture, plus 1 hour lab arranged.
Prerequisite: None.
This course is an introduction to jazz, its historical background and its development in the United States. (Formerly MUS 4)

Transfer Credit: CSU

MUS 104
AMERICAN POPULAR MUSIC 3 UNITS
Class hours: 3 lecture, plus 1 hour lab arranged.
Prerequisite: None.
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. (Formerly MUS 5)

Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
MUS 104B
HISTORY OF ROCK MUSIC  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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

THEORY

MUS 105
MUSIC FUNDAMENTALS  3 UNITS
Class hours: 3 lecture, plus 1 hour lab arranged.
Prerequisite: None.
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. (Formerly MUS 10)
Transfer Credit: CSU; UC

MUS 106
MUSIC THEORY/ MUSICIANSHIP I  5 UNITS
Class hours: 5 lecture, plus 2 hours lab arranged.
Prerequisite: MUS 105 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This is a basic course in music theory and musicianship. Orientation is given in the basic elements of major and minor harmony, intervals, keys, triads, voice leading, non-harmonic tones, and seventh chords. Sight singing, ear training, keyboard harmony, melodic dictation, computer music software, computer literacy for musicians, and notation software will also be studied. (Formerly MUS 11)
Transfer Credit: CSU; UC

MUS 107
MUSIC THEORY/ MUSICIANSHIP II  5 UNITS
Class hours: 5 lecture, plus 2 hour lab arranged.
Prerequisite: MUS 106 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This is a course in music theory and musicianship dealing with Baroque and Classical harmony. Orientation is given in advanced four-part chorale writing, primary and secondary triads, modulation, inversion, dominant 7ths, and non-dominant seventh chords. Other topics to be covered are intermediate keyboard harmony and dictation, intermediate sight singing, chordal identification, diatonic scale degrees, and chordal dictation. There will be the continuing study and usage of music software, rhythm machines, and computer based notation programs. (Formerly MUS 12)
Transfer Credit: CSU; UC

MUS 108
MUSIC THEORY/ MUSICIANSHIP III  5 UNITS
Class hours: 5 lecture, plus 2 hour lab arranged.
Prerequisite: MUS 107 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
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. (Formerly MUS 13)
Transfer Credit: CSU; UC

MUS 109
MUSIC THEORY/ MUSICIANSHIP IV  5 UNITS
Class hours: 5 lecture, plus 2 hour lab arranged.
Prerequisite: MUS 108 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
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. (Formerly MUS 14/MUS 110)
Transfer Credit: CSU; UC

MUS 144
ELECTRONIC SYNTHESIZER I  2 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
This course 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. This course may be taken for a maximum of 4 units. (Formerly MUS 22)
Transfer Credit: CSU

MUS 145
ELECTRONIC SYNTHESIZER II  1 UNIT
Class hours: 1 lecture/3 lab
Prerequisite: None.
This course is a continuation of tape studio practices, digital recording, synthesizer performance, and computer based recording and processing. This course may be taken for a maximum of 2 units. (Formerly MUS 23)
Transfer Credit: CSU

MUS 146
RECORDING TECHNIQUES  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Recommendation: MUS 105 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 8 units. (Formerly MUS 24)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
MUS 171
**OCCUPATIONAL**

**WORK EXPERIENCE IN MUSIC** 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Occupational Work Experience in Music, in a declared Music major. One unit of Occupational Work Experience in Music requires 60 non-paid hours or 75 paid hours of work per semester.
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. This course may be taken for a maximum of 4 units.
*Transfer Credit: CSU*

MUS 244
**DIGITAL AUDIO**

**POST PRODUCTION** 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: MUS 144 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 6 units.
*Transfer Credit: CSU*

MUS 117
**APPLIED MUSIC**

**MUSIC 2 (Not degree applicable)**

**COMMERCIAL**

**MUSIC ORIENTATION** 1 UNIT
Class hours: 1 lecture/2 lab
Prerequisite: None.
This course provides preparation for professional and semi-professional work as a commercial musician. It includes preparation for auditions, techniques in securing employment, basic knowledge required for practicing musicians, conduct and deportment on the job, how to improve one's skills and correcting weaknesses in an individual's qualifications as a practicing professional or semi-professional. (Formerly MUS 62)
*Transfer Credit: CSU; UC*

MUS 115
**INTERMEDIATE PIANO II** 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: MUS 114 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 5 units.
*Transfer Credit: CSU; UC*

MUS 116
**VOICE I** 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: None.
This course focuses on basic vocal techniques including breath management, posture, phonation, resonation, 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. This course may be taken for a maximum of 4 units. (Formerly MUS 40)
*Transfer Credit: CSU; UC*

MUS 117
**VOICE II** 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: MUS 116 or equivalent with a grade of Credit or "C" or higher.
This course focuses on a continuation of vocal techniques including breath management, posture, phonation, resonation, and diction. A variety of intermediate vocal repertoire will be introduced from different musical styles: folk, classical, musical theater, and popular songs. Student learns 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 emphasize using ear-training techniques. This course may be taken for a maximum of 4 units. (Formerly MUS 41)
*Transfer Credit: CSU; UC*

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
MUS 118
VOICE III 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: MUS 117 or equivalent with a grade of Credit 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 an understanding of a broad range of styles as previously discussed in the earlier courses. Ear training and musicianship require specific reading and identification skills. The student must provide an repertoire. This course may be taken for a maximum of 4 units.
(Formerly MUS 42)
Transfer Credit: CSU; UC

MUS 119
VOICE IV 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: MUS 118 or equivalent with a grade of Credit 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 for a maximum of 4 units.
(Formerly MUS 43)
Transfer Credit: CSU; UC

MUS 120
ELEMENTARY GUITAR I 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: None
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. This course may be taken for a maximum of 5 units.
(Formerly MUS 65)
Transfer Credit: CSU; UC

MUS 121
ELEMENTARY GUITAR II 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: MUS 120 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 5 units.
(Formerly MUS 66)
Transfer Credit: CSU; UC

MUS 122
INTERMEDIATE GUITAR I 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: MUS 121 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 5 units.
(Formerly MUS 67)
Transfer Credit: CSU; UC

MUS 123
INTERMEDIATE GUITAR II 2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: MUS 122 or equivalent with a grade of Credit or "C" or higher or equivalent.
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. This course may be taken for a maximum of 5 units.
(Formerly MUS 68)
Transfer Credit: CSU; UC

MUS 135
THIS BUSINESS OF MUSIC 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 12 units.
(Formerly MUS 36)
Transfer Credit: CSU

MUS 142
JAZZ IMPROVISATION 1 UNIT
Class hours: 1 lecture/2 lab
Prerequisite: None.
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 records, and transcribed solo study. This course may be taken for a maximum of 4 units.
(Formerly MUS 47)
Transfer Credit: CSU; UC

MUS 143
THE JAZZ AND POPULAR SINGER 3 UNITS
Class hours: 3 lecture
Prerequisite: Audition.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 12 units.
(Formerly MUS 36)
Transfer Credit: CSU

MUS 147
BASIC APPLIED MUSIC 1 UNIT
Class hours: 1 lecture plus 6 hours arranged
Prerequisite: None.
Corequisite: Enrollment in a music-performance course related to the student's private study: MUS 124, 125, 126, 127, 129, 132, 133, 134, 138, 139, 140 or 142.
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 half hour individual lesson per week. Performance for a faculty
jury will be required at the end of the semester. This course may be taken for a maximum of 4 units. (Formerly MUS 30)

**Transfer Credit:** CSU; UC

**MUS 148**

**PRIVATE STUDY/TECHNIQUE  1 UNIT**

Class hours: 1 lecture plus 6 hours arranged

Prerequisite: None.

Corequisite: Enrollment in a music-performance course related to the student’s private study: MUS 124, 125, 126, 127, 132, 133, 134, 138, 139, 140, or 142.

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 may be taken for a maximum of 2 units. (Formerly MUS 31)

**Transfer Credit:** CSU; UC

**MUS 149**

**PRIVATE STUDY/ MUSICAL PREPARATION  1 UNIT**

Class hours: 1 lecture plus 6 hours arranged

Prerequisite: None.

Corequisite: Enrollment in a music-performance course related to the student’s private study: MUS 124, 125, 126, 127, 132, 133, 134, 138, 139, 140, or 142.

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-half hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course may be taken for a maximum of 2 units. (Formerly MUS 32)

**Transfer Credit:** CSU; UC

**MUS 150**

**PRIVATE STUDY/ PERFORMANCE PRACTICE  1 UNIT**

Class hours: 1 lecture plus 6 hours arranged

Prerequisite: None.

Corequisite: Enrollment in a music-performance course related to the student’s private study: MUS 124, 125, 126, 127, 132, 133, 134, 138, 139, 140, or 142.

This course offers individual 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. This course may be taken for a maximum of 2 units. (Formerly MUS 33)

**Transfer Credit:** CSU; UC

**MUS 151**

**PRIVATE STUDY/ RECITAL PREPARATION  1 UNIT**

Class hours: 1 lecture plus 6 hours arranged

Prerequisite: None.

Corequisite: Enrollment in a music-performance course related to the student’s private study: MUS 124, 125, 126, 129, 130, 131, 132, 133, 134, 138, 139, 140, or 142.

This course offers applied instruction in voice, piano, or traditional band or orchestral instrument with an assigned instructor on the applied music staff. Emphasis is placed on technique and repertoire representative of various periods and composers. It includes one hour per week recital attendance and one-half hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course may be taken for a maximum of 2 units. (Formerly MUS 34)

**Transfer Credit:** CSU; UC

**MUS 152**

**THE ART OF TEACHING BEGINNING PIANO  2 UNITS**

Class hours: 2 lecture

Prerequisite: MUS 112 and MUS 105 or equivalent with a grade of Credit or “C” or higher.

Corequisite: None.

Recommendation: None.

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 UNITS**

Class hours: 2 lecture

Prerequisite: MUS 152 or equivalent with a grade of Credit or “C” or higher.

Corequisite: None.

Recommendation: None.

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 154**

**PIANO ENSEMBLE  1.5 UNITS**

Class hours: 1 lecture/1.5 lab

Prerequisite: MUS 112 or equivalent with a grade of Credit or “C” or higher.

Corequisite: None.

Recommendation: None.

This course will survey various origins and history of piano ensemble repertoire. Emphasis on development of basic technical skill, sight reading, transposition, improvisation, correct harmonization of melodies with piano accompaniments, principles of accompanying soloists and ensemble playing. This course may be taken for a maximum of 6 units.

**Transfer Credit:** CSU; UC

**Performance**

**MUS 124**

**CONCERT BAND  2.5 UNITS**

Class hours: 2 lecture/2 lab

Prerequisite: Audition

Recommendation: None.

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 for a maximum of 10 units. (Formerly MUS 70)

**Transfer Credit:** CSU; UC

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All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
MUS 124A  
BEGINNING BAND  2.5 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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 for a maximum of 10 units.  
Transfer Credit: CSU

MUS 125  
COMMUNITY SYMPHONIC BAND  2.5 UNITS  
Class hours: 2 lecture/2 lab  
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 for a maximum of 10 units. (Formerly MUS 71)  
Transfer Credit: CSU; UC

MUS 125A  
COMMUNITY BAND  2.5 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: Audition  
Corequisite: None.  
Recommendation: None.  
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 for a maximum of 10 units.  
Transfer Credit: CSU

MUS 126  
PEP BAND  2.5 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: None.  
Recommendation: Music background preferred.  
The Pep Band provides entertainment music before and during home football games in the fall season. Additional performances may include both on-campus and off-campus events. This course may be taken for a maximum of 10 units. (Formerly MUS 72)  
Transfer Credit: CSU

MUS 127  
ORCHESTRA  2.5 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: Audition.  
Recommendation: None.  
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 for a maximum of 10 units. (Formerly MUS 73)  
Transfer Credit: CSU; UC

MUS 128  
COMMUNITY ORCHESTRA  2.5 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
The 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 for a maximum of 10 units.  
Transfer Credit: CSU; UC

MUS 129  
WOODWIND ENSEMBLE  1.5 UNITS  
Class hours: 1 lecture/2 lab  
Prerequisite: Audition.  
This course 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 for a maximum of 6 units. (Formerly MUS 74)  
Transfer Credit: CSU; UC

MUS 130  
BRASS ENSEMBLE  1.5 UNITS  
Class hours: 1 lecture/2 lab  
Prerequisite: Audition.  
This course 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 for a maximum of 6 units. (Formerly MUS 75)  
Transfer Credit: CSU; UC

MUS 131  
Percussion Ensemble  1.5 UNITS  
Class hours: 1 lecture/2 lab  
Prerequisite: Audition.  
This course 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 for a maximum of 6 units. (Formerly MUS 76)  
Transfer Credit: CSU; UC

MUS 132  
Guitar Ensemble  2.5 UNITS  
Class hours: 2 lecture/2 lab  
Prerequisite: MUS 120 or equivalent with a grade of Credit or “C” or higher, or audition.  
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 for a maximum of 10 units. (Formerly MUS 77)  
Transfer Credit: CSU; UC

Announcement of Courses
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Class Hours</th>
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<tr>
<td>MUS 133</td>
<td>STAGE BAND</td>
<td>2.5</td>
<td>2 lecture/2 lab</td>
<td>Prerequisite: Audition</td>
<td>None</td>
<td>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 for a maximum of 10 units. (Formerly MUS 78) Transfer Credit: CSU; UC</td>
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<tr>
<td>MUS 134</td>
<td>JAZZ ENSEMBLE</td>
<td>2.5</td>
<td>2 lecture/2 lab</td>
<td>Prerequisite: Audition</td>
<td>None</td>
<td>This course is designed for the student desiring to enter the field of marching music, education, studio, radio, and theatre orchestra work. Opportunity is provided for practical experience in organizing marching brass combinations of all styles and sizes. Training is given in standard marching brass phrasing and technique. Nationally known educators/clinicians will, at times, assist the group. This course may be taken for a maximum of 6 units. Transfer Credit: CSU</td>
</tr>
<tr>
<td>MUS 136</td>
<td>STRING ENSEMBLE</td>
<td>1.5</td>
<td>1 lecture/2 lab</td>
<td>Prerequisite: Audition</td>
<td>None</td>
<td>This course is designed for the student desiring to enter the fields of professional percussion playing in studio, radio, and theatre orchestra work. Opportunity is provided for practical experience in organizing marching percussion combinations of all styles and sizes. Training is given in standard marching percussion phrasing and technique. This course may be taken for a maximum of 6 units. Transfer Credit: CSU</td>
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<tr>
<td>MUS 138</td>
<td>COMMUNITY CHORUS</td>
<td>2.5</td>
<td>2 lecture/2 lab</td>
<td>Prerequisite: None</td>
<td>None</td>
<td>This choral ensemble is designed for the student who has 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 for a maximum of 10 units. (Formerly MUS 82) Transfer Credit: CU; UC</td>
</tr>
<tr>
<td>MUS 139</td>
<td>GOSPEL CHORUS</td>
<td>2.5</td>
<td>2 lecture/2 lab</td>
<td>Prerequisite: None</td>
<td>None</td>
<td>This course 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. This course may be taken for a maximum of 10 units. (Formerly MUS 83) Transfer Credit: CU; UC</td>
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<tr>
<td>MUS 140</td>
<td>POP CHOIR</td>
<td>2.5</td>
<td>2 lecture/2 lab</td>
<td>Prerequisite: Audition</td>
<td>None</td>
<td>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 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. This course may be taken for a maximum of 10 units. (Formerly MUS 89) Transfer Credit: CU; UC</td>
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<tr>
<td>MUS 160</td>
<td>MARCHING BRASS ENSEMBLE</td>
<td>1.5</td>
<td>1 lecture/2 lab</td>
<td>Prerequisite: Audition</td>
<td>None</td>
<td>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 marching brass combinations of all styles and sizes. Training is given in standard marching brass phrasing and technique. Nationally known educators/clinicians will, at times, assist the group. This course may be taken for a maximum of 6 units. Transfer Credit: CSU</td>
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<tr>
<td>MUS 161</td>
<td>MARCHING PERCUSION ENSEMBLE</td>
<td>1.5</td>
<td>1 lecture/2 lab</td>
<td>Prerequisite: Audition</td>
<td>None</td>
<td>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 marching brass combinations of all styles and sizes. Training is given in standard marching brass phrasing and technique. Nationally known educators/clinicians will, at times, assist the group. This course may be taken for a maximum of 6 units. Transfer Credit: CSU</td>
</tr>
<tr>
<td>MUS 162</td>
<td>MARCHING PAGEANTRY ENSEMBLE</td>
<td>1.5</td>
<td>1 lecture/2 lab</td>
<td>Prerequisite: Audition</td>
<td>None</td>
<td>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 marching brass combinations of all styles and sizes. Training is given in standard marching brass phrasing and technique. Nationally known educators/clinicians will, at times, assist the group. This course may be taken for a maximum of 6 units. Transfer Credit: CSU</td>
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with trends affecting nursing's future. Students are introduced to communication skills for use with a diverse student and patient population.

**NRSG 25** (Not degree applicable)

**CLINICAL WORKSHOP 1** 0.5 UNIT

Total semester hours: 4.5 lecture/31.5 lab
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.
Corequisite: None.
Recommendation: None.
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 credit/no credit basis only. This course may be taken for a maximum of 1.5 units.

**NRSG 26** (Not degree applicable)

**CLINICAL WORKSHOP 2** 0.5 UNIT

Total semester hours: 4.5 lecture/31.5 lab
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.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 1.5 units.

**NRSG 47T** (Not degree applicable)

**SUPERVISED NURSING – TUTORIAL** 0 UNIT

Class hours: 9 lab
Open entry/open exit
Prerequisite: None.
Corequisite: Any nursing course or equivalent.
This course is designed to facilitate the learning of nursing knowledge, skills, and concepts through individualized and mediated instruction. It is open to students in the nursing program or planning to transfer into the program. This course is offered on a credit/no credit basis only. (Formerly NRSG 99)

**NRSG 200**

**PHARMACOLOGY FOR NURSES** 2 UNITS

Class hours: 2 lecture
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Credit 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. (Formerly HO 20, NRSG 20)
Transfer Credit: CSU

**NRSG 210**

**FUNDAMENTALS OF NURSING** 2 UNITS

Class hours: 3 lecture/9 lab (6 weeks)
Prerequisite: A&P 150, A&P 151, MICR 200, HO 151 or HO 152, HO 236, HO 237, PSYC 101 or equivalent with grades of Credit or "C" or higher and admission to Nursing Program.
Corequisite: None.
Recommendation: None.
The focus of this course is on the instruction of theory and beginning clinical application of the Nursing Process based in the Roy Adaptation Model and concepts related to the role of the Associate Degree Nurse as a Provider of Care for geriatric patients in long-term care settings. Emphasis is also placed on beginning application of therapeutic communication techniques and fundamental skills required for patient care. 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
NRSG 211
INTRODUCTION TO THEORETICAL FRAMEWORK 0.5 UNIT
Class hours: 1.5 lecture (6 weeks)
Prerequisite: Admission to the Nursing Program or possession of an active Licensed Psychiatric Technician license.
Corequisite: None.
Recommendation: None.
This course introduces beginning nursing students and Licensed Psychiatric Technicians to the theoretical framework used in the Cerritos College Nursing Program. The roles of the Associate Degree Nurse as Provider of Care, Manager of Care and Member of the Discipline of Nursing are surveyed. An overview of the nursing process and the Roy Adaptation Model for Nursing are presented.
Transfer Credit: CSU

NRSG 212
MEDICAL-SURGICAL NURSING 1 4 UNITS
Class hours: 6 lecture/18 lab (6 weeks)
Prerequisite: NRSG 210 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: NRSG 211 and NRSG 213, or equivalent with grades of Credit or “C” or higher or concurrent enrollment.
The focus of this course is 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 less acutely ill medical-surgical patients in long-term and acute settings. Emphasis is also placed on the acquisition of basic adult physical assessment 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 213
SURVEY OF PHARMACOLOGY 0.5 UNIT
Class hours: 1.5 lecture (6 weeks)
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Credit or “C” or higher.
Admission to the Nursing Program.
Corequisite: None.
Recommendation: None.
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.
Transfer Credit: CSU

NRSG 214
MEDICAL-SURGICAL NURSING 2 3 UNITS
Class hours: 4.5 lecture/13.5 lab (6 weeks)
Prerequisite: NRSG 212 or equivalent with a grade of Credit or “C” or higher.
Corequisite: NRSG 211 and NRSG 213 or prior completion with grades of Credit or “C” or higher.
Recommendation: None.
The focus of this course is 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 acutely ill medical-surgical patients with specific conditions. Adult physical assessment skills continue to be applied to patients in an acute care setting. The student must receive a grade of “C” or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 215
ADVANCED PLACEMENT BRIDGE 1 UNIT
Class hours: 2 lecture
Prerequisite: An active LVN license or current enrollment in a vocational or registered nursing program or completion of one or more Associate Degree Nursing or Bachelor of Science in Nursing courses with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: Completion of READ 54, ENGL 52, and MATH 60 or equivalent with grades of Credit 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 roles of the Associate Degree Nurse as Provider of Care, Manager of Care and Member of the Discipline of Nursing are surveyed. The Roy Adaptation Model for Nursing is taught as the basis for providing nursing care. Content also includes communication theory and application, client teaching concepts, assertion theory, and critical thinking foundational skills. Assessment of prior learning is used to guide individual students in preparing for advanced placement in the nursing program. (Formerly NRSG 1.5)
Transfer Credit: CSU

NRSG 220
MEDICAL-SURGICAL NURSING 3 5.5 UNITS
Class hours: 6 lecture/15 lab
Prerequisite: NRSG 211, NRSG 213, NRSG 214 or equivalent with grades of Credit or “C” or higher. For Option B and E students: Admission to the Nursing Program.
Corequisite: None.
Recommendation: None.
The focus of this course is 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 the Provider of Care for medical-surgical patients and patients with women’s health disorders in acute care settings. The role of the nurse as Manager of Care 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: 6 lecture/15 lab
Prerequisite: NRSG 220 and HO 236 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: 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 UNITS
Class hours: 6 lecture/12 lab
Prerequisite: NRSG 222 or equivalent with a grade of Credit 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 and
concepts related to the role of the Associate
Degree Nurse in the care of clients in acute
psychiatric and community-based settings.
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 232
MEDICAL-SURGICAL
NURSING 4  5 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: NRSG 230 or equivalent with a
grade of Credit 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
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 with
complex medical-surgical conditions in acute
care settings. Continued emphasis is paced
on the role of the nurse as Manager of Care
and as a Member of the Discipline of Nursing. 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 UNITS
Class hours: 5 lecture/15 lab
Prerequisite: NRSG 232 or equivalent with a
grade of Credit 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
application of the Nursing Process based on
the Roy Adaptation Model and concepts related
to the role of the Associate Degree Nurse as a the Provider of Care for
patients with increasingly complex medical-
surgical conditions in acute care settings and
exposure to specialty care areas. The nurse’s
role as Manager of Care continues to be
emphasized with increased focus on delega-
tion and the role of the nurse as Member of
the Discipline of Nursing. 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 242
PROFESSIONAL
ROLE TRANSITION  3 UNITS
Class hours: 1.5 lecture/23 lab (6 weeks)
Prerequisite: NRSG 240 or equivalent with a
grade of Credit 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 and
concepts related to the role of the Associate
Degree Nurse as the Provider of Care, Manager of Care and a Member of the
Discipline of Nursing for medical-surgical
patients in the acute care setting. This course
facilitates the transition from student nurse
to graduate nurse. The students participates
as a preceptee member of the health care
team and assumes responsibility for a group
of patients under the direct supervision of a
registered nurse. Course content includes
legal and ethical issues related to nursing
practice. 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 251
BASIC ADULT
PHYSICAL ASSESSMENT 1 UNIT
Class hours: 1 lecture/3 lab
Prerequisite: Current or prior enrollment in
an accredited nursing program or licensure
as a health care provider.
Corequisite: None.
Recommendation: None.
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, gastroin-
testinal, musculoskeletal, and neurological.
This course is offered on a credit/no credit basis only. (Formerly NRSG 6)

Transfer Credit: CSU

ORNAMENTAL HORTICULTURE
(Science/Engineering/Math)
CLR 271
LANDSCAPE GARDENER TRAINING  3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides classroom education
and practical experience so students can be
readily employable as landscape gardeners.
Basic knowledge and skills are provided in
the areas of basic horticulture, landscaping,
use of power equipment, irrigation, and
safety. Practical skills are taught through
supervised, outside, on-the-job experiences.
Fundamentals of landscaping and horticult-
ure are taught for rapid employability. This
course is offered on a credit/no credit basis
only. (Formerly ORNH 10.5)

ORNH 2 (Not degree applicable)
BONSAI 1 UNIT
Class hours: 1.5 lecture/1.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
Bonsai is the Japanese art of creating a
perfect tree in miniature form. Basic classic
Japanese styles are explained, discussed, and
demonstrated in this class. The history of
bonsai, use of basic tools, wiring, and plant
choices are covered. Care, pruning, fertili-
zation, and basic watering methods are
incorporated with in-class projects. This
course may be taken for a maximum of 2
units. (Formerly ORNH 69.2/ORNH 28)
ANNOUNCEMENT OF COURSES

ORNH 3 (Not degree applicable)  ADVANCED BONSAI  1 UNIT
Class hours: 1.5 lecture/1.5 lab
Prerequisite: ORNH 2 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
Bonsai is the Japanese art of creating a perfect tree in miniature form. This class involves more advanced and creative styles of bonsai. Fertilizing, root pruning, maintenance, and care are stressed in this class. This course may be taken for a maximum of 2 units. (Formerly ORNH 69.3/ORNH 29)

ORNH 4A (Not degree applicable)  ADVANCED SPECIAL OCCASIONS
FLORAL DESIGN III  2 UNITS
Class hours: 1.5 lecture/1.5 lab
Prerequisite: ORNH 61A or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This advanced course emphasizes advanced floral techniques and upscale designs for special fall parties and holidays. A wide variety of flowers are used, and special projects are developed and implemented. This course may be taken for a maximum of 4 units. (Formerly ORNH 69.1/ORNH 33.3)

ORNH 4B (Not degree applicable)  ADVANCED SPECIAL OCCASIONS
FLORAL DESIGN IV  2 UNITS
Class hours: 1.5 lecture/1.5 lab
Prerequisite: ORNH 61B or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This advanced course emphasizes advanced floral techniques and upscale designs for special spring, summer parties and holidays. A wide variety of flowers are used, and special projects are developed and implemented. This course may be taken for a maximum of 4 units. (Formerly ORNH 33.4)

ORNH 50  BASIC LANDSCAPE IRRIGATION  1.5 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
The course will introduce students to the basic types of irrigation equipment and materials. Emphasis will be on design of residential systems, how to determine flow calculations, soil/plant water relationships, site and drainage problems. Lab projects will include actual design problems. Topics to be covered will include plumbing codes, backflow prevention, cost estimating and related subjects. (Formerly ORNH 20)

ORNH 51  ADVANCED LANDSCAPE IRRIGATION  1.5 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: ORNH 50 or equivalent with a grade of Credit or "C" or higher.
The course will cover advanced irrigation systems, equipment and materials. Emphasis will be on system design, flow calculations, large commercial site requirements and drainage. Topics to be covered include plumbing codes, fountains, pools, automatic controls, cost estimating and related subjects. (Formerly ORNH 21)

ORNH 52  RESIDENTIAL LANDSCAPE DESIGN  1.5 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This course covers basic residential design concepts. Emphasis is placed on low maintenance, energy saving residential landscape design. Topics to be covered will include design of entry and sidewalk areas, patios, play and service areas. (Formerly ORNH 22)

ORNH 53  COMMERCIAL LANDSCAPE DESIGN  1.5 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
Basic commercial design concepts and elements, low maintenance plant material and turf will be presented. Emphasis will be placed on attention to traffic patterns and parking as related to the Southern California environment and lifestyles. (Formerly ORNH 23)

ORNH 54  LANDSCAPE CONTRACTING/ MANAGEMENT  1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is an introduction to the landscape business. Management principles related to the industry such as hiring and training of employees, on site supervision, work scheduling and labor relations will be covered. State and local licensing regulations will be introduced. (Formerly ORNH 24)

ORNH 55  LANDSCAPE CONTRACTING/ OPERATIONS  1.5 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is an introduction to the operations of landscape contracting; included are basic landscape construction practices, pricing of materials, bidding and estimation, and the ordering and handling of plant materials. Landscape contracting philosophy, ethics, law and professional business practices will also be presented. (Formerly ORNH 25)

ORNH 56  PLANT DISEASE CONCEPTS  1.5 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This course presents basic disease concepts pertaining to ornamental plant material in the Southern California area. Diagnosis, appropriate management practices and recognition of common plant diseases are stressed. (Formerly ORNH 26)

ORNH 57  PLANT DISEASE MANAGEMENT  1.5 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: ORNH 56 or equivalent with a grade of Credit or "C" or higher.
This course introduces the student to most prevalent diseases of Southern California plants. Emphasis of the class will be on the recognition of symptoms in relation to proper treatment and prevention of local plant diseases. (Formerly ORNH 27)

ORNH 58  INTERIOR PLANTSCAPES: HOUSEPLANTS  2 UNITS
Class hours: 2 lecture/1 lab
Prerequisite: None.
Recommendation: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This is an introductory course in houseplants. A study will be made of factors involved in houseplant selection, care, maintenance, and proper use. Decisions involved in proper plant placement for interior horticultural use will be examined. (Formerly ORNH 30)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Class Hours</th>
<th>Prerequisites and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORNH 59</td>
<td>BASIC FLORAL DESIGN</td>
<td>2</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course will provide the student with knowledge, skills and experience which are basic to the floral industry. The course will cover basic floral arrangements, the use of standard flowers in bud vases, simple corsages, dish gardens, holiday arrangements and novelty items. Skills learned will qualify students for entry level employment in the floral industry. (Formerly ORNH 31)</td>
</tr>
<tr>
<td>ORNH 60</td>
<td>ADVANCED FLORAL DESIGN</td>
<td>2</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course emphasizes advanced floral design. Non-traditional type flowers will be combined into mixed arrangements, high style, holiday arrangements, wedding and funeral projects. Dry flower arrangements, window displays, fruit and party designs will also be covered. This course may be taken for a maximum of 4 units. (Formerly ORNH 32)</td>
</tr>
<tr>
<td>ORNH 61A</td>
<td>SPECIAL OCCASIONS</td>
<td>2</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course focuses on floral design for weddings and special occasions. Emphasis is placed on flower arrangements for the bride and bridal party. A wide variety of flowers will be used and special projects will be developed and implemented. This course may be taken for a maximum of 4 units. (Formerly ORNH 33.1)</td>
</tr>
<tr>
<td>ORNH 61B</td>
<td>SPECIAL OCCASIONS</td>
<td>2</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course focuses on floral design for weddings and special occasions. Emphasis is placed on flower arrangements for the bride and bridal party. A wide variety of flowers will be used and special projects will be developed and implemented. This course may be taken for a maximum of 4 units. (Formerly ORNH 33.2)</td>
</tr>
<tr>
<td>ORNH 62A</td>
<td>WEDDING FLORAL DESIGN I</td>
<td>2</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course emphasizes floral designs for weddings and the many floral specialties that may be used for weddings. A wide variety of flowers will be used and special projects will be developed and executed. This course may be taken for a maximum of 4 units. (Formerly ORNH 34)</td>
</tr>
<tr>
<td>ORNH 62B</td>
<td>WEDDING FLORAL DESIGN II</td>
<td>2</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course focuses on floral design for weddings. Emphasis is placed on flower arrangements utilized in decorations for the wedding and reception. A wide variety of flowers are used and special projects are developed and implemented. This course may be taken for a maximum of 4 units. (Formerly ORNH 34.1)</td>
</tr>
<tr>
<td>ORNH 62C</td>
<td>WEDDING FLORAL DESIGN II</td>
<td>2</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course focuses on floral design for weddings. Emphasis is placed on flower arrangements utilized in decorations for the wedding and reception. A wide variety of flowers are used and special projects are developed and implemented. This course may be taken for a maximum of 4 units. (Formerly ORNH 34.2)</td>
</tr>
<tr>
<td>ORNH 63</td>
<td>INTEGRATED FLORAL DESIGN</td>
<td>1</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course emphasizes utilization and integration of a variety of floral and non-floral materials in advanced floral design. Silks, fabrics, and dried plant matter are used. This course may be taken for a maximum of 2 units. (Formerly ORNH 35)</td>
</tr>
<tr>
<td>ORNH 64</td>
<td>FLORAL DESIGN FOR FUNERALS</td>
<td>1</td>
<td>1.5 lecture/1.5 lab</td>
<td>None. This course emphasizes floral designs for funerals. A wide variety of flowers and related materials are used to construct assigned projects. This course may be taken for a maximum of 2 units. (Formerly ORNH 36)</td>
</tr>
<tr>
<td>ORNH 65</td>
<td>TREE MAINTENANCE I</td>
<td>1.5</td>
<td>3 lecture</td>
<td>None. This course introduces fundamental safety working practices and basic safety equipment practices involved with tree maintenance. Cable and bracing techniques and wound repairing will be covered. Spraying fundamentals and integrated pest management controls and practices for Southern California area will be emphasized. (Formerly ORNH 40)</td>
</tr>
<tr>
<td>ORNH 66</td>
<td>TREE MAINTENANCE II</td>
<td>1.5</td>
<td>3 lecture</td>
<td>None. This course covers the basic concepts of tree growth, selection, proper planting methods and soil management. Basic tree pruning techniques, fertilization and irrigation practices will be covered. Current trends and philosophy of tree maintenance of the Southern California area will be emphasized. (Formerly ORNH 41)</td>
</tr>
<tr>
<td>ORNH 67</td>
<td>LANDSCAPE DESIGN RENDRING</td>
<td>1.5</td>
<td>3 lecture</td>
<td>None. This course is involved with the rendering of landscape designs with various kinds of media. Basic practices and uses of pastels, prisma and markers will be stressed on practical landscape projects. Highlighting, shading, delineating landscape plans for advanced designers of hardscapes and softscapes will be covered. (Formerly ORNH 42)</td>
</tr>
</tbody>
</table>
Announcement of Courses

ORNH 68
LANDSCAPE
PLANTING DESIGN  1.5 UNITS
Class hours: 3 lecture
Prerequisite: ORNH 180 or equivalent with a grade of Credit or "C" or higher.
This course develops plant relationships and combinations of odor, texture, fragrance and shapes of plants for landscapes of Southern California. Planter designs and specialty areas in landscaping themes and styles will be developed. Seasonal color changes in planting designs and choices of popular styles and themes will be investigated of landscape designs of Southern California. (Formerly ORNH 43)

ORNH 100
INTRODUCTION TO
ORNAMENTAL HORTICULTURE  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This is an introductory course in Ornamental Horticulture. Plant structure, terms, growth, and functions, plant identification, water, soil, light, temperature, fertilizers, propagation, pruning, insects, weeds, diseases, and industry will be studied. (Formerly ORNH 10)
Transfer Credit: CSU

ORNH 110
SOILS  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This is an introductory course in soils. Soil development, soil and water, soil properties, physical and chemical, use of fertilizer, conservation and irrigation will be presented. The effect of soils and water on living plants will be observed. (Formerly ORNH 11)
Transfer Credit: CSU; UC

ORNH 120
ORNAMENTAL TREES  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This course includes identification of trees, growth habits, and use of trees adapted to So. California. It includes the planting, growth, fertilizing, pruning, disease and pest control. (Formerly ORNH 12)
Transfer Credit: CSU

ORNH 130
ORNAMENTAL SHRUBS  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This is a course in identification of ornamental shrubs, their habits, culture, diseases, and problems will be studied. The use of specific shrubs in landscaping will be presented. (Formerly ORNH 13)
Transfer Credit: CSU

ORNH 140
PLANT PROPAGATION  3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This is a course in theory and practices of plant propagation—seeding, cutting, division, layering, budding, and grafting. Study will include: propagation structures, environmental mediums, the root inducing materials, the light and control units. Students will be required to propagate plant material in the lab. (Formerly ORNH 14)
Transfer Credit: CSU

ORNH 150
TURF GRASS MANAGEMENT AND GROUNDCOVERS  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This course is a practical study of turf and groundcovers, covering identification, fertilization, soil problems, drainage, weed and pest control and maintenance. Included is propagation, turf equipment, turf plot study and specialized problems. (Formerly ORNH 15)
Transfer Credit: CSU

ORNH 160
INSECTS AND WEEDS  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
A course in insects and weeds as related to plant growth and culture. Identification, life cycle, plant damage and controls will be studied. (This course will help prepare for California Agriculture Pest and Weed Control Advisors license examination.) (Formerly ORNH 16)
Transfer Credit: CSU

ORNH 180
BASIC LANDSCAPE DESIGN  4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This is an introductory course in landscape design as it applies to Southern California weather, soil, environment, and plant materials. It includes basic estimating, sprinkler systems, and relandscaping techniques for small residences. (Formerly ORNH 18)
Transfer Credit: CSU

ORNH 190
NURSERY MANAGEMENT AND OPERATIONS  3 UNITS
Class hours: 3 lecture
Prerequisite: ORNH 100 or equivalent with a grade of Credit or "C" or higher.
This course presents an overview of the nursery industry. It includes topics such as wholesale marketing and shipping, soil management, propagation techniques, irrigation methods and nursery stock management. Storage facilities, inventory control and appropriate business practices specific to the nursery industry will be emphasized. (Formerly ORNH 19)
Transfer Credit: CSU

PARALEGAL
SEE BL
(Business Paralegal)

PHARMACY TECHNICIAN
(Health Occupations Division)

PHAR 40L
PHARMACY CLERK LAB  1 UNIT
Class hours: 1 lecture/2 lab  (12 weeks)
Prerequisite: None.
Corequisite: PHAR 60
Recommendation: None.
This course is designed to provide the student with hands-on experience working with a computerized Pharmacy Management System in the retail setting. (Formerly PHAR 4)

PHAR 45
RETAIL PRODUCTS FOR PHARMACY CLERKS  2 UNITS
Class hours: 3 lecture  (12 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
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. (Formerly PHAR 6)

**PHAR 47**  
**PHARMACY CLERK**  
**CLINICAL EXPERIENCE**  
2 UNITS  
Class hours: 1 lecture/123 variable semester lab hours  
(6 weeks)  
Prerequisite: PHAR 40L, PHAR 45, and PHAR 60 or equivalent with grades of Credit or “C” or higher. Verification of negative chest x-ray for non-reactive T.B. skin test within the last year.  
Corequisite: None.  
Recommendation: None.  
This course is designed to provide the student with practical clerk experiences in selected outpatient community pharmacy settings working under the supervision of a registered pharmacist. (Formerly PHAR 6)

**PHAR 50**  
**PHARMACEUTICS**  
1.5 UNITS  
Class hours: 3 lecture  
Prerequisite: HO 56 or equivalent with a grade of Credit or “C” or higher. Verification of negative chest x-ray for non-reactive T.B. skin test within the last year.  
Corequisite: None.  
Recommendation: None.  
This course is designed to develop the practical application of fundamentals of measurements and mathematics utilized by the pharmacy technician. (Formerly PHAR 12)

**PHAR 60**  
**PHARMACY**  
**INTRODUCTION AND SKILLS**  
2 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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 community-based retail pharmacies. Students will be introduced to pharmacy law, will learn how to read and process prescriptions, and will be trained in the communication skills necessary to work in a retail setting. (Formerly PHAR 10)

**PHAR 62**  
**PHARMACY OPERATIONS I**  
0.5 UNIT  
Class hours: 2 lecture/1 lab  
(6 weeks)  
Prerequisite: PHAR 60 or equivalent with a grade of Credit of "C" or higher. Admission to Pharmacy Technician Program.  
This course is designed for the student to develop those skills necessary to work in a setting dealing with patients, pharmacists, and co-workers in an inpatient setting. The student will develop an understanding of hospital distribution systems, medication order transcription and interpretation of various sections of a patient's profile. (Formerly PHAR 11)

**PHAR 63**  
**PHARMACY OPERATIONS II**  
3 UNITS  
Class hours: 3 lecture/1 lab  
Prerequisite: PHAR 62 or equivalent with a grade of Credit or "C" or higher. Verification of typing proficiency at 30 wpm or BCOT 135 or equivalent with a grade of Credit 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. (Formerly PHAR 13)

**PHAR 64**  
**PHARMACY OPERATIONS III**  
2 UNITS  
Class hours: 2 lecture/1 lab  
Prerequisite: PHAR 50 and PHAR 63 or equivalent with grades of Credit or "C" or higher. PHAR 63 and PHAR 64 may be taken concurrently; however, PHAR 64 cannot be taken prior to PHAR 63.  
This course is designed to develop proficiency in manufacture and storage of medications, including intravenous admixtures and antineoplastic substances. It includes disease processes, infection control, manufacturing standards and pharmacy equipment. (Formerly PHAR 14)

**PHAR 81**  
**OVER-THE-COUNTER PRODUCTS**  
3 UNITS  
Class hours: 3 lecture.  
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Credit or "C" or higher.  
This course provides knowledge about Over-the-Counter (OTC) products in relation to their classification and general actions to help a person select a non-prescription drug safely and rationally. (Formerly PHAR 15)

**PHAR 83**  
**PHARMACY TECHNICIAN**  
**PHARMACOLOGY I**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Credit 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. (Formerly PHAR 21)

**PHAR 85**  
**PHARMACY TECHNICIAN**  
**PHARMACOLOGY II**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Credit 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. (Formerly PHAR 22)

**PHAR 90**  
**CLINICAL EXPERIENCE I**  
3 UNITS  
Class hours: 1 lecture/120 variable semester lab hours  
Prerequisite: PHAR 50, PHAR 63 and PHAR 81 or equivalent with grades of Credit or "C" or higher. Verification of negative chest x-ray or non-reactive T.B. skin test within the last year.  
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. (Formerly PHAR 31)
PHAR 95
CLINICAL EXPERIENCE II 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Pharmacy Technician work experience 73 or 20 hours of employment per week for Pharmacy Technician work experience 74. The employment must be in a job related to the student's educational goal.
Prerequisite: None.
Corequisite: Enrollment in the Pharmacy Technology vocational program with 7 or more units including occupational work experience. 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 an expansion of their regular responsibilities. This course may be repeated for a maximum of 8 units based on the number of hours on the job. (Formerly PHAR 73/74)

PHILOSOPHY
(Formerly PHAR 185/186)

PHIL 100 INTRODUCTION TO PHILOSOPHY 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher. 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, Kant, etc., it, furthermore, studies modern movements in Western culture such as dialectical materialism, pragmatism, analytic philosophy, and existentialism. (Formerly PHIL 5)
Transfer Credit: CSU; UC

PHIL 102 INTRODUCTION TO ETHICS 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process to enter ENGL 100, or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
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, aesthetic, religious, and social problems of our times. (Formerly PHIL 6)
Transfer Credit: CSU; UC

PHIL 104 PHILOSOPHY OF CULTURAL DIVERSITY: CHALLENGE AND CHANGE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 or equivalent with a grade of Credit or "C" or higher is strongly recommended.
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. (Formerly PHIL 8)
Transfer Credit: CSU; UC

PHIL 106 INTRODUCTION TO LOGIC 3 UNITS
Class hours: 3 lecture
Prerequisite: ENGL 100 or equivalent with a grade of Credit 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. (Formerly PHIL 12)
Transfer Credit: CSU; UC

PHIL 200 WORLD RELIGIONS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or ENGL 155 or equivalent with a grade of Credit 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. (Formerly PHIL 7)
Transfer Credit: CSU; UC

PHIL 201 INTRODUCTION TO TWENTIETH CENTURY PHILOSOPHY 3 UNITS
Class hours: 3 lecture
Prerequisite: Satisfactory completion of the English Placement Process or completion of ENGL 52 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: Satisfactory completion of READING 42 or equivalent with a grade of Credit or “C” or higher.
This course is a survey of the major philosophical movements that characterize the twentieth century, 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 twentieth century philosophers have developed in response to the problems of self, subjectivity, consciousness, alienation, anxiety, authenticity, social justice, realism, relativism and the role of meaning and language in philosophical inquiry. (Formerly PHIL 9)
Transfer Credit: CSU; UC

PHIL 202 CRITICAL THINKING AND ARGUMENTATIVE WRITING 3 UNITS
Class hours: 3 lecture
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher.
PHIL 204  
PHILOSOPHY OF THE BIBLE I  
(HEBREW SCRIPTURES)  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: Satisfactory completion of the English Placement Process to enter ENGL 100, or ENGL 52 or equivalent with a grade of Credit or "C" or higher.  
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. (Formerly PHIL 11)  
Transfer Credit: CSU; UC

PHIL 206  
PHILOSOPHY OF THE BIBLE II  
(CHRIStIAN SCRIPTURES)  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: Satisfactory completion of the English Placement Process to enter ENGL 100, or ENGL 52 or equivalent with a grade of Credit or "C" or higher.  
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. (Formerly PHIL 16)  
Transfer Credit: CSU; UC

PHOTOGRAPHY  
(Fine Arts/Communications Division)

PHOT 100  
INTRODUCTORY PHOTOGRAPHY  
3 UNITS  
Class hours: 2 lecture/4 lab  
Prerequisite: None.  
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, processing, darkroom techniques, lighting, and composition. (Formerly PHOT 29)  
Transfer Credit: CSU; UC

PHOT 102  
INTERMEDIATE PHOTOGRAPHY  
3 UNITS  
Class hours: 2 lecture/4 lab  
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.  
This is a black-and-white photography course dealing with special film processing techniques, high-contrast applications, and a continuation of principles taught in the introductory class. Introduction to large format cameras, copying techniques, lighting setups, and commercial applications of photography will be covered in the lectures and in the laboratory. (Formerly PHOT 30)  
Transfer Credit: CSU

PHOT 110  
INTRODUCTION TO  
DIGITAL PHOTOGRAPHY  
3 UNITS  
Class hours: 2 lecture/4 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly PHOT 92)  
Transfer Credit: CSU

PHOT 112  
INTERMEDIATE  
DIGITAL PHOTOGRAPHY  
3 UNITS  
Class hours: 2 lecture/4 lab  
Prerequisite: PHOT 110 or ART 192 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly PHOT 93)  
Transfer Credit: CSU

PHOT 120  
INTRODUCTION TO  
COLOR PHOTOGRAPHY  
3 UNITS  
Class hours: 2 lecture/4 lab  
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.  
This course covers the use of color photographic transparency materials in photography. Topics include color theory, color exposure techniques, film types, print techniques, composition, and the history of color photography. Emphasis is placed on experiential field and studio work. (Formerly PHOT 28)  
Transfer Credit: CSU

PHOT 122  
INTRODUCTION TO  
COLOR SLIDE PHOTOGRAPHY  
3 UNITS  
Class hours: 2 lecture/4 lab  
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.  
This course provides instruction in the basic principles of color photography with darkroom experience and digital processes. Negative and transparency film are covered developing and darkroom and digital printing techniques are investigated. Emphasis is on photography as a fine art, stressing beginning visual awareness. (Formerly PHOT 34)  
Transfer Credit: CSU

PHOT 124  
INTERMEDIATE  
COLOR PHOTOGRAPHY  
2 UNITS  
Class hours: 1 lecture/3 lab  
Prerequisite: PHOT 122 or equivalent with a grade of Credit or "C" or higher.  
This course is a continuation of principles learned in the introductory color class, with more in-depth skill development and image evaluation. The student is encouraged to explore color photography through experience with materials, darkroom and digital techniques, and development of personal vision and style. (Formerly PHOT 35)  
Transfer Credit: CSU

PHOT 130  
PHOTO JOURNALISM  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
This course deals with the photographer as a journalist, focusing on theory and practice in
in Communications, and Internet and other mass communications media. Students must have access to a 35mm camera. This course is not open to students who are enrolled in or who have received credit in JOUR 130.
Transfer Credit: CSU

PHOT 160
HISTORY OF PHOTOGRAPHY  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 form its inception, through postmodernism to the present. The major concepts of photographic representation and the impact of photography on society are also covered. (Formerly PHOT 40)
Transfer Credit: CSU; UC

PHOT 171
OCCUPATIONAL WORK EXPERIENCE IN PHOTOGRAPHY  1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Occupational Work Experience in Photography, in a declared Photography major. One unit of Occupational Work Experience in Photography requires 60 nonpaid hours or 75 paid hours of work per semester.
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. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

PHOT 200
ADVANCED PHOTOGRAPHY  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 102 or equivalent with a grade of Credit or "C" or higher.
This course is designed to advance each student's knowledge and skills in film processing, printing, large-format camera, lighting, camera techniques, and a professional presentation of photographs. Each student will be expected to present a high quality portfolio at the end of the semester. Class will include black-and-white as well as color assignments. (Formerly PHOT 31)
Transfer Credit: CSU

PHOT 220
ADVANCED COLOR PHOTOGRAPHY  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 124 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
This course will focus on the non-traditional use of light, color, and materials in the production of color photographic images. Topics include shooting techniques, lighting techniques, film and paper types, darkroom methods, computerized image editing and digital output methods, and camera techniques. This course may be taken for a maximum of 6 units. (Formerly PHOT 42)
Transfer Credit: CSU

PHOT 230
PORTRAIT PHOTOGRAPHY  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.
This is a beginning course in the theory and practice of camera techniques, posing, and lighting as applied to the field of professional portraiture. Lectures will include use of professional lab services and promoting portrait photography. (Formerly PHOT 41)
Transfer Credit: CSU

PHOT 232
STUDIO PROBLEMS IN PHOTOGRAPHY  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 102 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course examines a variety of approaches to studio problems in photography. Concept development and execution and the studio environment, including equipment and materials, 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. This course may be taken for a maximum of 6 units. (Formerly PHOT 44)
Transfer Credit: CSU

PHOT 234
PORTFOLIO DEVELOPMENT  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 102 or equivalent with a grade 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. (Formerly PHOT 38)
Transfer Credit: CSU

PHOT 240
EXPERIMENTAL PHOTOGRAPHY  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher or equivalent.
This class is designed to explore black and white photographic materials through a non-traditional process. Topics covered include infrared film, chemical painting, toners, hand-coloring, reticulation emulsion transfers, and others. Emphasis is placed on using process as communicative content. (Formerly PHOT 36)
Transfer Credit: CSU

PHOT 242
NON-SILVER PHOTOGRAPHY  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.
This course explores historical and photographic processes (printing-out processes) which utilize hand-applied emulsions and large contact negatives in the production of...
photographic imagery. Emphasis is placed on the use of process for communicative content. (Formerly PHOT 39)
Transfer Credit: CSU

PHOT 250
CONTEMPORARY
PHOTOGRAPHIC EXPRESSION 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly PHOT 37)
Transfer Credit: CSU; UC

PHOT 252
PHOTOGRAPHY OF THE NATURAL ENVIRONMENT 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course examines the interpretation of the natural environment through the medium of photography. Environmental issues and theories of photographic approaches to the natural world are stressed. Topics include film types, exposure techniques, appropriate equipment and care, field conditions, and printing techniques. This course may be taken for a maximum of 6 units. (Formerly PHOT 46)
Transfer Credit: CSU

PHYSICAL EDUCATION
(HPE/Athletics Division)

PHYSICAL EDUCATION PRE-PROFESSIONAL THEORY

PE 4 (Not degree applicable)
INDIVIDUALIZED ATHLETIC INJURY RECONDITIONING 0 UNIT
Class hours: 3 lab
Open entry/open exit
Prerequisite: None.
Corequisite: None.
Recommendation: None.

This course is designed to provide students with the individualized opportunity to acquire and practice the skills necessary for enhanced participation in their sport or activity of choice through a reconditioning program after an injury has occurred.

PE 100
INTRODUCTION TO PHYSICAL EDUCATION AND SPORT 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
This course is a survey of physical education and sport along with the allied fields and their significance in the school and non-school program. Emphasis will be placed on the acquisition of leadership skills and knowledge in planning, organizing, presenting and evaluating activities. Additionally, career opportunities in physical education and all related fields will be surveyed. (Formerly PE 1)
Transfer Credit: CSU; UC

PE 101A#
SPORTS OFFICIATING FOR FOOTBALL 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
Theory and practice are combined in a study of the organization and techniques of officiating football.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 101B#
SPORTS OFFICIATING FOR MEN’S AND WOMEN’S BASKETBALL 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is a detailed study of the techniques of officiating men’s and women’s basketball.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 102A#
SPORTS OFFICIATING FOR BASEBALL 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is an in-depth study of the mechanics and rules of officiating baseball.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 102B#
SPORTS OFFICIATING FOR MEN’S AND WOMEN’S TRACK AND FIELD 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is an in-depth study of the organization and techniques of officiating track and field and cross-country.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 105
STUDENT ATHLETES IN SOCIETY 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly PE 4)
Transfer Credit: CSU

PE 106
WOMEN IN SPORTS 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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
PE 255
PROGRAMS AND PRINCIPLES OF CONDITIONING 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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.
Transfer Credit: CSU

PE 260
ATHLETIC INJURY ASSESSMENT AND RECONDITIONING 2 UNITS
Class hours: 2 lecture
Prerequisite: PE 107 with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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.
Transfer Credit: CSU

PE 261
ATHLETIC INJURY TAPING, BANDAGING AND IMMOBILIZATION 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: PE 107 with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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.
Transfer Credit: CSU

PE 265
LEADERSHIP: THEORY & PRACTICE FOR THE FITNESS PROFESSIONAL 3 UNITS
Class hours: 3 lecture
Prerequisite: None
Recommendation: None
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.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
PHYSICAL EDUCATION
PRE-PROFESSIONAL ACTIVITIES

PE 108#  PROFESSIONAL ACTIVITIES FOR MEN’S SPORTS I 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
Emphasis will be on the theory and practice of football and basketball. The course presents the fundamental knowledge of the sports through techniques of lecture, discussion, and practice. (Formerly PE 10.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 109#  THEORY OF COACHING BASEBALL 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course includes the study of the various aspects of coaching baseball. Topics include the organization of 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.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 110#  THEORY OF TRACK AND FIELD 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed to introduce the basic fundamentals of coaching the events in track and field. (Formerly PE 10.2)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 112#  THEORY OF FOOTBALL 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course gives students an understanding of how to coach and teach the skills, principles, and philosophy of offensive and defensive football. (Formerly PE 97.1/PE 10.4)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 113#  PROFESSIONAL ACTIVITIES FOR CO-ED SPORTS I 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
This course is designed to present the theory and practice of water safety and life saving techniques. It leads to American Red Cross Advanced Life Saving and Water Safety Certificate. This course is recommended for all physical education, recreation, and recreation aide majors, but is open to other interested students. (Formerly PE 12.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PHYSICAL EDUCATION ACTIVITIES

All physical education activities classes may be repeated for credit. Students are urged to participate in a variety of courses which will give them a well-rounded schedule of vigorous activity combined with life-time sports which will have carry-over value. Students may take any P.E. activity class on a credit/no credit basis. It is the responsibility of the student to apply for this sometime during the first four weeks of each semester.

PE 3 (Not degree applicable)  INDIVIDUALIZED DANCE DEVELOPMENT 0 UNIT
Class hours: 4 lab (17 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 46.5)

PE 31 (Not degree applicable)  FITNESS WALKING FOR OLDER ADULTS 0 UNIT
Class hours: 2 lab (17 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Medical clearance for participation in an activity/fitness class.
This course is designed for older adults and 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.

PE 32 (Not degree applicable)  LOW IMPACT AEROBICS FOR OLDER ADULTS 0 UNIT
Class hours: 3 lab (17 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Medical clearance for participation in an activity/fitness class.
This aerobic course involves instruction focusing on the needs of the middle-aged and older adults. Emphasis is placed on the development of cardiorespiratory endurance, flexibility, strength, balance and postural alignment. Special attention is paid to medical conditions.

PE 34 (Not degree applicable)  WATER AEROBICS FOR OLDER ADULTS 0 UNIT
Class hours: 3 lab (17 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Medical clearance for participation in an activity/fitness class.
This water aerobics course involves instruction performed in a shallow pool focusing on the needs of the middle-aged and older adults. Emphasis is placed on the development of cardiorespiratory endurance, flexibility, strength, balance and postural alignment. Special attention is paid to medical conditions. No swimming skills are required.

PE 36 (Not degree applicable)  ACTIVE OLDER ADULT CHAIR AEROBICS 0 UNIT
Class hours: 3 lab (17 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Medical clearance for participation in an activity/fitness class.
This course is designed to meet the needs of older adults who want practical instruction in ways to improve their cardiovascular endurance, balance, coordination, and flexibility through various seated and standing chair activities and stretching movements. Lectures may include principles of safe and
effective exercise, improving activities of daily living and quality of life, significance of body composition and basic nutrition.

**PE 38 (Not degree applicable)**

**YOGA FOR OLDER ADULTS**  **0 UNIT**

Class hours: 2 lab (17 weeks)
Prerequisite: None.
Corequisite: None.
Recommendation: Medical clearance for participation in an activity/fitness class.
The course is an introduction to yoga based on basic yoga practices and principles with a focus on the special needs of middle-aged and older people. Instruction will include yoga postures, guided relaxation, and breathing practices with adaptation when necessary to such medical conditions as cardiovascular disease, arthritis, hip surgery and osteoporosis. Benefits of yoga include increased flexibility, strength, balance, and body awareness, as well as stress reduction.

**PE 125**

**WATER SAFETY INSTRUCTOR (WSI)**  **2 UNITS**

Class hours: 2 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: PE 150B or equivalent, 17 years of age or older and CPR card.
Competence in fundamentals of backstroke, sidestroke, breaststroke, crawl and diving.
This course is offered with the authorization of the American Red Cross to provide students with Instructor Candidate Training (ICT), along with the Water Safety Instructor (WSI). It is a comprehensive analysis of principles of movement, organizational strategies utilized in presenting aquatic activities and advanced swimming skills. It also includes an opportunity to qualify for the American Red Cross Water Safety Instructor certification. This course may be taken for a maximum of 8 units. (Formerly PE 21.2)
Transfer Credit: CSU; UC*

**PE 130**

**STRETCHING AND RELAXATION**  **1 UNIT**

Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 may be taken for a maximum of 4 units. (Formerly PE 30.2)
Transfer Credit: CSU

**PE 131##**

**WALKING FOR FITNESS**  **1 UNIT**

Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 may be taken for a maximum of 4 units. (Formerly PE 30.4)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 132A##**

**LOW IMPACT AEROBICS**  **1.5 UNITS**

Class hours: 1 lecture/2 lab
Prerequisite: None.
Student will receive practical instruction in ways to improve their cardiovascular 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 may be taken for a maximum of 6 units. (Formerly PE 33.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 132B##**

**AEROBIC ACTIVITIES**  **1.5 UNITS**

Class hours: 1 lecture/2 lab
Prerequisite: None.
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. The class will include proper body alignment and mechanics, basic nutrition, injury prevention, strength training, and personal fitness assessment. This course may be taken for a maximum of 6 units. (Formerly PE 33.3)

**PE 133**

**STEP AEROBICS**  **1.5 UNITS**

Class hours: 1 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. The class will include proper body alignment and mechanics, basic nutrition, injury prevention, strength training, and personal fitness assessment. This course may be taken for a maximum of 6 units. (Formerly PE 33.3)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 135A##**

**CIRCUIT WEIGHT TRAINING, BEGINNING**  **1 UNIT**

Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
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 may be taken for a maximum of 2 units. (Formerly PE 31.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.
Announcement of Courses

PE 135B## CIRCUIT WEIGHT TRAINING, INTERMEDIATE/ADVANCED 2 UNITS
Class hours: 1 lecture/3 lab Prerequisite: None.
This course will consist of applied theory as well as physical conditioning. Students will use three types of exercise to reach goals: Isotonic, Isometric, and Isokinetic. Individual instruction will be given along with discussion of strengths, weaknesses, and nutritional needs of each individual. This course may be taken for a maximum of 4 units. (Formerly PE 31.4)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 136 INDOOR CYCLING 1 UNIT
Class hours: 0.5 lecture/1.5 lab Prerequisite: None
Corequisite: None
Recommendation: None
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. 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 may be taken for a maximum of 4 units.
Transfer Credit: CSU

PE 138## YOGA 1 UNIT
Class hours: 0.5 lecture/1.5 lab Prerequisite: None
Corequisite: None
Recommendation: None
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 may be taken for a maximum of 4 units. (Formerly PE 30.3)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 139## PILATES CONDITIONING 1 UNIT
Class hours: 0.5 lecture/1.5 lab Prerequisite: None
Corequisite: None
Recommendation: None
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 may be taken for a maximum of 4 units.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 141## FITNESS AND WELLNESS FOR OLDER ADULTS 2 UNITS
Class hours: 1 lecture/2 lab Prerequisite: None
This course is designed for older adults and includes an exercise program consisting of mild cardiovascular, stretching, and weightlifting activities. This course may be taken for a maximum of 4 units. (Formerly PE 30.7)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 142## PERSONAL FITNESS PROGRAM 1 UNIT
Class hours: 0.5 lecture/1.5 lab Prerequisite: None
This course is designed as an exercise program consisting of cardio-respiratory, stretching, 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 may be taken for a maximum of 4 units. (Formerly PE 30.8)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 143## LABORATORY TECHNIQUES 2 UNITS
Class hours: 1 lecture/2 lab Prerequisite: None
This course offers individuals a background in working with various instruments used in exercise testing. Discussions will include the scientific bases for the exercise tests. (Formerly PE 69.7/PE 30.9)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 144## BASIC TRAINING AND PHYSICAL CONDITIONING 1 UNIT
Class hours: 0.5 lecture/2.5 lab Prerequisite: None
Corequisite: None
Recommendation: None
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

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to advanced fitness level. This class may be taken for a maximum of 4 units. (Formerly PE 135)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 146
WEIGHT MANAGEMENT 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed to provide strategies for weight management. It will include discussion in the physical, emotional, and nutritional components of a successful weight management plan and provide the opportunity for each student to establish and practice an individualized program. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

PE 147##
TRIATHLON BASICS 1 UNIT
Class hours: 0.5 lecture/2.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: Clearance from a medical professional.
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 spring distance triathlon. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 148
BODY SCULPTING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None
Corequisite: None
Recommendation: None
This course is designed as an exercise program consisting of activities to improve the participants' muscular tone, strength, endurance, and flexibility. The student will participate in body sculpting exercises using various resistance techniques and equipment. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

PE 149A
BEGINNING JOGGING FOR FITNESS 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None
Corequisite: None
Recommendation: None
This course is designed to be an introduction to a running program that will benefit a board spectrum of fitness levels. This class will incorporate a weekly mileage progression with attention to running mechanics and injury prevention. This course may be taken for a maximum of 2 units.
Transfer Credit: CSU

PE 150A##
SWIMMING, BEGINNING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
Fundamental swimming strokes, elementary diving and water safety. This course may be taken for a maximum of 2 units. (Formerly PE 20.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 150B##
SWIMMING, INTERMEDIATE/ADVANCED 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Intensive drill in backstroke, sidestroke, breaststroke and crawl. Fundamentals of diving and water polo. This course may be taken for a maximum of 4 units. (Formerly PE 20.3)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 151##
WRESTLING, BEGINNING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None
This course is designed to provide instruction and practice in the fundamentals of wrestling. This course may be taken for a maximum of 4 units. (Formerly PE 31.8)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

Announcement of Courses

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The course may be taken for a maximum of 2 units. (Formerly PE 40.9)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 155A##**  
**BOWLING, BEGINNING**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
The fundamental theory, techniques, rules, etiquette and scoring of bowling will be emphasized. This course may be taken for a maximum of 2 units. (Formerly PE 40.13)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 155B##**  
**BOWLING**  
INTERMEDIATE/ADVANCED  
2 UNITS  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
This course is designed to help the student improve their skill in bowling by correction of individual faults, advanced lane and adjustment techniques and opportunity for league competition in the class. Additional areas of knowledge will include league organization and psychology of competition. This course may be taken for a maximum of 2 units. (Formerly PE 40.15)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 156A##**  
**GOLF, BEGINNING**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
This course is designed to teach fundamental techniques of grip, alignment, stance and swing for irons, woods, and putting. This course may be taken for a maximum of 2 units. (Formerly PE 40.16)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 156B##**  
**GOLF**  
INTERMEDIATE/ADVANCED  
2 UNITS  
Class hours: 1 lecture/3 lab  
Prerequisite: None.  
This course provides group and individualized instruction to develop and improve the more technical and advanced golf strokes. Specialized strokes include those used in sand traps, side hill and down hill lies, tee shots, and advanced putting techniques. Golf playing strategy for use on the course will be presented. Professional Golf Association (PGA) rules and etiquette will be emphasized. Students will play competitive golf in class. This course may be taken for a maximum of 4 units. (Formerly PE 40.18)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 158A##**  
**RACQUETBALL, BEGINNING**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
The emphasis will be on fundamental strokes, techniques of playing, rules and strategy of racquetball for doubles, singles, and "cut-throat" play. This course may be taken for a maximum of 2 units. (Formerly PE 40.25)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 158B##**  
**RACQUETBALL**  
INTERMEDIATE/ADVANCED  
2 UNITS  
Class hours: 1 lecture/3 lab  
Prerequisite: None.  
This course is designed to provide fundamental techniques and rules of racquetball. Strategies, offensive and defensive deployments in singles and doubles will be addressed. This course may be taken for a maximum of 4 units. (Formerly PE 40.27)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 159A##**  
**PERSONAL SELF DEFENSE**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
A course designed to provide women with specific attitudes, knowledge and skills useful in self-defense. This course may be taken for a maximum of 4 units. (Formerly PE 40.36)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 160##**  
**TENNIS, BEGINNING**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
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 may be taken for a maximum of 2 units. (Formerly PE 40.34)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

**PE 170##**  
**WATER POLO**  
2 UNITS  
Class hours: 1 lecture/3 lab  
Prerequisite: None.  
During this course, the student will learn the skills of water polo, which include physical skill development, conditioning, game strategy and terminology. This course may be taken for a maximum of 8 units. (Formerly PE 20.7)  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.
PE 171A##
SOFTBALL  1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
This course is designed to provide students with the knowledge and practical skills necessary to effectively participate in softball. This course may be taken for a maximum of 2 units. (Formerly PE 40.32)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 171B##
SOFTBALL, INTERMEDIATE/ADVANCED  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
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 may be taken for a maximum of 4 units. (Formerly PE 40.33)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 171C##
SLOW-PITCH SOFTBALL  1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
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 may be taken for a maximum of 2 units. (Formerly PE 40.31)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 172A##
VOLLEYBALL, BEGINNING  1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
This course is designed to develop the students’ understanding of the basic fundamentals of volleyball by instruction and practice in setting, passing, hitting and team play. This course may be taken for a maximum of 2 units. (Formerly PE 40.37)
Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 172B##
VOLLEYBALL, INTERMEDIATE/ADVANCED  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
A course designed for students wishing to improve form, learn advanced skills and court strategies in volleyball. Intra-class competition will be held. This course may be taken for a maximum of 4 units. (Formerly PE 40.39)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 173
SOCCER FITNESS AND TECHNIQUE  1 UNIT
Class hours: 3 lecture/1.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This class is designed to develop soccer technique through a conditioning based program. The class will incorporate soccer fitness training while building a foundation of skill development and progression. This course may be taken for a maximum of 2 units.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 175A##
BASEBALL, BEGINNING  1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
This course is designed to teach the fundamentals of baseball. Team competitive play situations will be provided in order to increase students’ skills, knowledge, and strategy. This course may be taken for a maximum of 4 units. (Formerly PE 50.10)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 175B##
BASEBALL, INTERMEDIATE/ADVANCED  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
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 may be taken for a maximum of 4 units. (Formerly PE 50.3)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 176A##
BEGINNING BASKETBALL  1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
This course will include instruction and practice in shooting, passing, offensive play, individual and team defense. This course may be taken for a maximum of 2 units. (Formerly PE 50.4)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 176B##
BASKETBALL, ADVANCED  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Team competitive play situations will be provided in order to increase students’ skills, knowledge, and strategy. This course may be taken for a maximum of 4 units. (Formerly PE 50.6)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 177##
FLAG FOOTBALL  1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
This course is designed to teach the fundamental theory and skills involved in the game of flag football. This course may be taken for a maximum of 4 units. (Formerly PE 50.10)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

PE 178##
FOOTBALL, INTERMEDIATE/ADVANCED  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
This course is designed to teach individual techniques of offense and defense in football.
Announcement of Courses

It is recommended for physical education majors and those interested in varsity competition. This course may be taken for a maximum of 8 units. (Formerly PE 50.12) Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined; maximum credit, 4 units.

PE 179A##
SOCCR, BEGINNING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
This class is designed to introduce theory and practice in the fundamental skills and techniques of soccer. Proper conditioning will be stressed. This course may be taken for a maximum of 2 units. (Formerly PE 50.13) Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined; maximum credit, 4 units.

PE 179B##
SOCCR, INTERMEDIATE/ADVANCED 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
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 may be taken for a maximum of 4 units. (Formerly PE 50.15) Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined; maximum credit, 4 units.

PE 180
INTRODUCTION TO DANCE MOVEMENT 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
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. This course may be taken for a maximum of 12 units. (Formerly PE 45) Transfer Credit: CSU; UC

PE 181
INTRODUCTION TO DANCE CULTURES OF THE WORLD 2 UNITS
Class hours: 4 activity
Prerequisite: None.
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. This course may be taken for a maximum of 8 units. (Formerly PE 45.1) Transfer Credit: CSU; UC

PE 182A
DANCE, MODERN, BEGINNING 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Students will study intermediate level modern skills and will utilize basic movement and music principles to choreograph dance sequences. This course may be taken for a maximum of 4 units. (Formerly PE 45.12) Transfer Credit: CSU; UC

PE 182B
DANCE, MODERN, INTERMEDIATE 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Students will study intermediate level modern skills and will utilize basic movement and music principles to choreograph dance sequences. This course may be taken for a maximum of 4 units. (Formerly PE 45.13) Transfer Credit: CSU; UC

PE 183
DANCE PRODUCTION 2 UNITS
Class hours: 4 activity
Prerequisite: None.
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. This course may be taken for a maximum of 8 units. (Formerly PE 45.13) Transfer Credit: CSU; UC

PE 184
CHOREOGRAPHY 2 UNITS
Class hours: 4 lab
Prerequisite: None.
Students will study the 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, and the overall design of the dance and its staging. This course may be taken for a maximum of 4 units. (Formerly PE 45.14) Transfer Credit: CSU; UC

PE 185
PARTNERING FOR DANCE 2 UNITS
Class hours: 1 lecture/3 lab
Corequisite: None.
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. This course may be taken for a maximum of 4 units. (Formerly PE 45.15) Transfer Credit: CSU; UC

PE 186A
BEGINNING BALLET 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Students will study basics of ballet terminology and technique. Emphasis is on body alignment, coordination and musicality. This course may be taken for a maximum of 4 units. (Formerly PE 45.17) Transfer Credit: CSU; UC

PE 186B
INTERMEDIATE BALLET 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Students will study the advanced terminology and technique of classical ballet. This course may be taken for a maximum of 4 units. (Formerly PE 45.18) Transfer Credit: CSU; UC

PE 187
DANCE REPETORY 2 UNITS
Class hours: 4 lab
Prerequisite: None.
Students will study a repertory of dances in the styles of ballet, modern, jazz, ethnic, and

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dance theatre. The advanced student will participate in performances on campus as well as in the community. This course may be taken for a maximum of 8 units. (Formerly PE 46)
Transfer Credit: CSU; UC

**PE 188**
DANCE PERFORMANCE 2 UNITS
Class hours: 4 lab/rehearsal.
Prerequisite: None.
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. This course may be taken for a maximum of 8 units. (Formerly PE 46.1)
Transfer Credit: CSU; UC

**PE 189**
DANCE WORKSHOP 2 UNITS
Class hours: 4 lab
Prerequisite: None.
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. This course may be taken for a maximum of 8 units.
(Formerly PE 46.2)
Transfer Credit: CSU; UC

**PE 190**
DANCE NOTATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Students will study basic dance notation with in-depth work in elementary Labanotation and an introduction to Benesh and Kinesegraphy notation systems. These systems are taught by using graphs, musical scores, and stick figures or drawings.
(Formerly PE 46.3)
Transfer Credit: CSU; UC

**PE 191**
HISTORY OF DANCE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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 46.4)
Transfer Credit: CSU; UC

**PE 192**
DANCE AND DIGITAL TECHNOLOGY 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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.
Transfer Credit: CSU

**PE 193**
INTRODUCTION TO BALLROOM DANCE 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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 foxtrot, waltz, swing, cha cha, tango, bolero, rhumba, samba and other selected styles will be included. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU; UC

**PE 194**
BALLET VARIATIONS 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU; UC

**PE 195**
COMMERCIAL DANCE 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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.

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PE 211##
FOOTBALL CONDITIONING
(olympic weights -
power lifting) 2 UNITS
Class hours: 1 lecture/3 lab
Corequisite: None.
This course is designed to prepare students
for athletic competition in football. 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 cardio-vascular training. This
course may be taken for a maximum of 8
units. (Formerly PE 41.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these
PE courses with ##'s combined: maximum
credit, 4 units.

PE 212##
FOOTBALL TRAINING
AND TECHNIQUES 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
This course will consist of in-season condi-
tioning, 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 contests. This course may be taken
for a maximum of 4 units. (Formerly
PE 50.11)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these
PE courses with ##'s combined: maximum
credit, 4 units.

PE 222##
SOFTBALL PRE-SEASON
CONDITIONING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
The training and preparation to become a
competitive softball athlete involves more
than the learning of basic skills. This course
will include aerobic conditioning, strength
and flexibility conditioning and agility skills.
This course may be taken for a maximum of
4 units. (Formerly PE 40.42)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these
PE courses with ##'s combined: maximum
credit, 4 units.

PE 228##
TENNIS CONDITIONING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Corequisite: None.
This class will provide training and drills
necessary to develop skills and knowledge to
compete on a college tennis team. Physical
conditioning, aerobics, strength and agility
drills will be used. This course may be taken
for a maximum of 4 units. (Formerly
PE 40.41)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these
PE courses with ##'s combined: maximum
credit, 4 units.

PE 234##
TRACK AND FIELD
CONDITIONING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
The techniques and training of track and
field events are combined in a preseason
conditioning program during the fall of the
year. This course may be taken for a
maximum of 4 units. (Formerly PE 31.5)
Transfer Credit: UC*
*UC credit limits may apply. Any or all of these
PE courses with ##'s combined: maximum
credit, 4 units.

PE 236##
Volleyball Pre-Season
Conditioning 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Corequisite: None.
This course is designed to cover the following
three areas: 1) analysis and training of volley-
ball skills including specialized positions, 2)
analysis of various team offensive and defen-
sive systems, and 3) physical conditioning
including jump training, strength training
and aerobic conditioning. This course may
be taken for a maximum of 4 units. (Formerly
PE 40.40)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these
PE courses with ##'s combined: maximum
credit, 4 units.

PE 245
PEP UNIT 2 UNITS
Class hours: 6 lab
Prerequisite: None.
This course is designed to develop, improve
and implement the skills necessary to be an
effective cheerleader at the community
college level. This course may be taken for a
maximum of 8 units. (Formerly PE 92)
Transfer Credit: CSU

PE 200##
BASEBALL 3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
This course is designed to develop the
student for intercollegiate competition in
baseball. Skill techniques, good sportsman-
ship, team play, and strategy will be
emphasized. This course may be taken for a
maximum of 12 units. (Formerly PE 72)
Transfer Credit: CSU
*UC credit limits may apply. Any or all of these
PE courses with ##'s combined: maximum
credit, 4 units.

INTERCOLLEGIATE ATHLETICS

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
CROSS COUNTRY, MEN  3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
Training for intercollegiate competition in cross-country. This course may be taken for a maximum of 12 units. (Formerly PE 74.1)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

BASKETBALL, MEN  3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
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. This course may be taken for a maximum of 12 units. (Formerly PE 73.2)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

CROSS COUNTRY, WOMEN  3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
This course is designed to develop the student for intercollegiate competition in cross-country running. Proper warm-up exercises and conditioning will be emphasized. This course may be taken for a maximum of 12 units. (Formerly PE 74.2)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

INTERCOLLEGIATE GOLF  3 UNITS
Class hours: 10 hours activity
Daily Practice
Prerequisite: None.
This course is designed to provide training for intercollegiate competition in golf. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. This course may be taken for a maximum of 12 units. (Formerly PE 76)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

SOCCER, MEN  3 UNITS
Class hours: 10 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
Class practice
Class hours: 10 hrs per week -
Prerequisite: None.
This course is designed to provide training for intercollegiate competition in soccer. This course may be taken for a maximum of 12 units. (Formerly PE 80.1)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

SOCCER, WOMEN  3 UNITS
Class hours: 10 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
Class practice
Class hours: 10 hrs per week -
Prerequisite: None.
This course is designed to provide training for intercollegiate competition in women's soccer. This course may be taken for a maximum of 12 units. (Formerly PE 80.2)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

FOOTBALL, MEN  3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
This course is designed to provide training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. This course may be taken for a maximum of 12 units. (Formerly PE 75)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

SWIMMING, MEN  3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
Training for intercollegiate competition in swimming. Emphasis will be on conditioning and stroke analysis. This course may be taken for a maximum of 12 units. (Formerly PE 82.2)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

TENNIS, MEN  3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
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. This course may be taken for a maximum of 12 units. (Formerly PE 83.1)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

SWIMMING, WOMEN  3 UNITS
Class hours: 10 hrs per week -
Daily practice
Prerequisite: None.
Training for intercollegiate competition in women’s swimming. Emphasis will be on conditioning and stroke analysis. This course may be taken for a maximum of 12 units. (Formerly PE 82.1)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

SOFTBALL, WOMEN  3 UNITS
Class hours: 10 hrs per week -
Daily Practice
Prerequisite: None.
Training for intercollegiate competition in women’s softball. This course may be taken for a maximum of 12 units. (Formerly PE 81)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.

SOFTBALL, MEN  3 UNITS
Class hours: 10 hrs per week -
Daily Practice
Prerequisite: None.
Training for intercollegiate competition in men’s softball. This course may be taken for a maximum of 12 units. (Formerly PE 83)
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined; maximum credit, 4 units.
**Announcement of Courses**

**PE 229##**  
**TENNIS, WOMEN**  
3 UNITS  
Class hours: 10 hrs per week -  
Daily practice  
Prerequisite: None.  
This course will prepare students for competition in women’s tennis. Emphasis will be on conditioning and learning competitive strategy and techniques. This course may be taken for a maximum of 12 units. (Formerly PE 83.2)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 231##**  
**TRACK AND FIELD, MEN**  
3 UNITS  
Class hours: 10 hrs per week -  
Daily practice  
Prerequisite: None.  
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. This course may be taken for a maximum of 12 units. (Formerly PE 84.1)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 233##**  
**TRACK AND FIELD, WOMEN**  
3 UNITS  
Class hours: 10 hrs per week -  
Daily practice  
Prerequisite: None.  
This course is designed to develop the student for intercollegiate competition in women’s track and field events. Individual techniques and skills for different events will be emphasized. Proper warm-up exercises for different events will be stressed. This course may be taken for a maximum of 12 units. (Formerly PE 84.2)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 235##**  
**VOLLEYBALL, WOMEN**  
3 UNITS  
Class hours: 10 hrs per week -  
Daily Practice  
Prerequisite: None.  
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. This course may be taken for a maximum of 12 units. (Formerly PE 85.2)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 239##**  
**WATER POLO – MEN**  
3 UNITS  
Class hours: 10 hrs per week -  
Daily practice  
Prerequisite: None.  
Training for intercollegiate competition in water polo. This course may be taken for a maximum of 12 units. (Formerly PE 86)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 241##**  
**WATER POLO – WOMEN**  
3 UNITS  
Class hours: 10 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
Training for intercollegiate competition in water polo. This course may be taken for a maximum of 12 units. (Formerly PE 86.1)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 243##**  
**WRESTLING**  
3 UNITS  
Class hours: 10 hrs per week -  
Daily practice  
Prerequisite: None.  
This course is designed to provide training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized. This course may be taken for a maximum of 12 units. (Formerly PE 87)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 120##**  
**SEDENTARY ACTIVITIES FOR STUDENTS WITH DISABILITIES**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
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 may be taken for a maximum of 4 units. (Formerly PE 95.1)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 121##**  
**ADAPTED**  
**CARDIOVASCULAR EXERCISE**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedure.  
This course is designed to develop the general fitness level for the disabled students who may not be placed in a regular activity course.  
This course may be taken for a maximum of 4 units. (Formerly PE 95.2)  
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 122##**  
**ADAPTED STRENGTH TRAINING**  
1 UNIT  
Class hours: 0.5 lecture/1.5 lab  
Prerequisite: None.  
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.

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Announcement of Courses

An individualized weight-training program will be tailored to the physical abilities and disabilities of the student. This course may be taken for a maximum of 4 units. (Formerly PE 95.3)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined; maximum credit, 4 units.

PE 123##
ADAPTED SWIMMING 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
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 may be taken for a maximum of 4 units. (Formerly PE 95.4)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined; maximum credit, 4 units.

PE 124##
WHEELCHAIR ACTIVITIES 1 UNIT
Class hours: 0.5 lecture/1.5 lab
Prerequisite: None.
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 wheelchair bound student through a variety of modified sport activities. This course may be taken for a maximum of 4 units. (Formerly PE 95.5)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined; maximum credit, 4 units.

PHYSICAL SCIENCE
(Science/Engineering/Math Division)

PS 100
PHYSICAL SCIENCE OF MODERN TECHNOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: MATH 40 or equivalent with a grade of Credit or “C” or higher or satisfactory completion of the Math Placement Process.
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. (Formerly PS 20)
Transfer Credit: CSU; UC*
*UC credit limits may apply. No credit for PS 100 if taken after a college course in Astronomy, Chemistry, Geology or Physics.

PS 112
PHYSICAL SCIENCE FOR ELEMENTARY SCHOOL TEACHERS 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: MATH 105 or MATH 110A or current enrollment or equivalent with a grade of Credit or “C” or higher, or satisfactory completion of the Math Placement Process.
Corequisite: None.
Recommendation: None.
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 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces students to the field of physical therapy in the rehabilitation setting.
Transfer Credit: CSU

PTA 110
INTRODUCTION TO PHYSICAL THERAPY 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Credit or “C” or higher; acceptance into the 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. (Formerly PTA 10)
Transfer Credit: CSU

PTA 120
KINESIOLOGY 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Credit or “C” or higher.
Corequisite: PTA 110.
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. (Formerly PTA 20)
Transfer Credit: CSU

PTA 125
PATHOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: PTA 110 or equivalent with a grade of Credit or “C” or higher, current CPR Card - Course C.
Corequisite: PTA 126.
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. (Formerly PTA 25)
Transfer Credit: CSU

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PTA 126
CLINICAL PRACTICUM I 4 UNITS
Class hours: 221 variable semester lab hours
Prerequisite: None.
Corequisite: PTA 125.
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 credit/no credit basis only. (Formerly PTA 25.10)
Transfer Credit: CSU

PTA 127
SOFT TISSUE INTERVENTIONS 2 UNITS
Class hours: 2 lecture
Prerequisite: PTA 120 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course introduces students to interventions for the 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 injuries, treatment protocols, muscle adaptations, release, and scar tissue intervention.
Transfer Credit: CSU

PTA 128
PHYSICAL THERAPY ASPECTS OF GROWTH, DEVELOPMENT AND AGING 3 UNITS
Class hours: 3 lecture
Prerequisite: Acceptance to the Physical Therapist Assistant program and A&P 150 and A&P 151 or equivalent with a grade of Credit or "C" or higher.
This course will introduce the student to concepts and physical therapy principles applied to the developmental process from gestation through aging. Emphasis will be placed on neurodevelopment techniques used for abnormal development and for patients with neurological or musculoskeletal disorders. (Formerly PTA 28)
Transfer Credit: CSU

PTA 230
THERAPEUTIC EXERCISE 4 UNITS
Class hours: 3 lecture/3 lab
Prerequisite: PTA 125 or equivalent with a grade of Credit 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 design 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. (Formerly PTA 30)
Transfer Credit: CSU

PTA 233
PROSTHESSES AND ORTHOTICS FOR ALLIED HEALTH PROFESSIONALS 2 UNITS
Class hours: 2 lecture
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Credit or "C" or higher.
This course is an introduction to the application of prosthetics and orthotic devices in the rehabilitation process of persons with disabilities. Included in the course is a survey of commonly used devices, principles of fitting and alignment, criteria for selection of various components, instruction in donning, removing and maintenance of prostheses and orthoses, patient education in use of devices, and development of skill in fabrication of plaster positioning splints for upper and lower extremities. (Formerly PTA 33)
Transfer Credit: CSU

PTA 235
NEUROLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: PTA 120 or equivalent with a grade of Credit 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. (Formerly PTA 35)
Transfer Credit: CSU

PTA 236
CLINICAL PRACTICUM II 4 UNITS
Class hours: 221 variable semester lab hours
Prerequisite: PTA 126 or equivalent with a grade of Credit or "C" or higher.
Corequisite: PTA 230.
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 credit/no credit basis only. (Formerly PTA 35.10)
Transfer Credit: CSU

PTA 240
ACTIVITIES OF DAILY LIVING 2 UNITS
Class hours: 2 lecture
Prerequisite: PTA 230 and PTA 236 or equivalent with grades of Credit or "C" or higher.
Corequisite: PTA 246.
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, Jobst measurement and professional presentations. (Formerly PTA 40)
Transfer Credit: CSU

PTA 245
ADVANCED MODALITIES 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: PTA 235 or equivalent with a grade of Credit 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. (Formerly PTA 45)
Transfer Credit: CSU

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ENGINEERING PHYSICS 4 UNITS
PHYS 201 (CAN PHYS 8) (CAN PHYS SEQ B)
GENERAL PHYSICS 4 UNITS
Class hours: 3 lecture/1 quiz/2 lab
Prerequisite: PHYS 100 or PHYS 101 and
MATH 170 or equivalent with grades of
Credit 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. (Formerly PHYS 4.1)
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.

ENGINEERING PHYSICS 4 UNITS
PHYS 202 (CAN PHYS 12) (CAN PHYS SEQ B)
GENERAL PHYSICS 4 UNITS
Class hours: 3 lecture/1 quiz/2 lab
Prerequisite: PHYS 201 or equivalent with a
grade of Credit or "C" or higher.

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 induc-
tance, magnetic properties of matter and
some basic AC theory. (Formerly PHYS 4.2)
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.

PLASTICS/COMPOSITES
MANUFACTURING TECHNOLOGY

PLASTICS FUNDAMENTALS 1.5 UNITS
Class hours: 1.5 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides students with a basic
understanding of occupations, manufactur-
ing 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 interest
within the plastics manufacturing industry.
(Formerly PMT 1.1)
PMT 2 (Not degree applicable)
INJECTION MOLDING FUNDAMENTALS 1.5 UNITS
Class hours: 1 lecture/1.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This class introduces students to basic fundamentals of set-up and operation of injection molding equipment in the plastics and composites industry. Safe handling of all machine operations and hands on training utilizing current industry equipment is emphasized. Students receive training that enables them to apply for entry-level positions in the plastics and composites industry. The course may be taken for a maximum of 3 units. (Formerly PMT 12.9)

PMT 3 (Not degree applicable)
PLASTICS REPAIR 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
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. (Formerly PMT 15)

PMT 4
PLASTICS III 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: PMT 64 or equivalent with a grade of Credit or “C” or higher.
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. (Formerly PMT 31)

PMT 5 (Not degree applicable)
SURVEY OF COMPOSITES 1.5 UNITS
Class hours: 1.5 lecture
Prerequisite: None.
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. (Formerly PMT 69.3/ PMT 33)

PMT 40
EXTRUSION FUNDAMENTALS 1.5 UNITS
Class hours: 1.5 lecture/.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course will introduce students to the fundamentals of the plastic extrusion process. Selection of equipment and materials are covered as well as current industry terminology. Material handling, safe machine operation and manufacturing processes are emphasized.

PMT 43/44 (Not degree applicable)
PLASTICS MANUFACTURING TECHNOLOGY OCCUPATIONAL WORK EXPERIENCE 3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Plastics work experience 73 or 20 hours of employment per week for Plastics work experience 74. The employment must be in a job related to the student’s educational goal.
Corequisite: (1) Enrollment in the Plastics vocational program with 7 or more units including occupational work experience.
Work experience/career internship provides the opportunity for Plastics 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 the major and job skills must be completed on the job/training site. These courses may be taken for a maximum of 15-16 units. (Formerly PMT 73/74)

PMT 51
COMPOSITES FABRICATION 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: PMT 70 or equivalent with a grade of Credit 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. (Formerly PMT 35)

PMT 52
MOLDMAKING 11 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: PMT 65 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course is designed to further extend both the students’ skills in plastic injection moldmaking 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. (Formerly PMT 32)

PMT 53
COMPOSITES REPAIR 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
Prerequisite: None.

FOR PLASTICS 2.5 UNITS
INDUSTRIAL DESIGN
PMT 58
(Formerly PMT 1.2)

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. (Formerly PMT 36)

PMT 55
PROTOTYPING 1 UNIT
Class hours: 1 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly PMT 1.2)

PMT 58
INDUSTRIAL DESIGN FOR PLASTICS 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly PMT 1.5)

PMT 59
INJECTION MOLDING I 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
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 machinery handling is stressed. This course may be taken for a maximum of 5 units. (Formerly PMT 12)

PMT 60
EXTRUSION 3 UNITS
Class hours: 2.5 lecture/1.5 lab
Prerequisite: None.
Recommendation: PMT 100 or equivalent with a grade of Credit or “C” or higher.
This course provides the student with details that apply to application of the extrusion process. The necessary equipment and materials and their selection are covered in depth. Current industry trends in materials handling, machine operation and how these relate to the manufacturing process are emphasized. (Formerly PMT 13)

PMT 61
FIBERGLASS I 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
Recommendation: PMT 100 or equivalent with a grade of Credit 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 chop 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. This course may be taken for a maximum of 5 units. (Formerly PMT 14)

PMT 62
PLASTIC PACKAGING 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. (Formerly PMT 17)

PMT 63L
SPECIALTY PLASTICS LAB 0.5 UNIT
Class hours: 1.5 lab
Prerequisite: None.
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. This course may be taken for a maximum of 2 units. (Formerly PMT 19)

PMT 64
PLASTICS II 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: PMT 100 or equivalent with a grade of Credit or “C” or higher.
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. (Formerly PMT 21)

PMT 65
MOLDMAKING I 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
This class introduces students to the fundamentals of plastic injection mold designs and fabrication. This course includes basic shop operation, demonstrations, safety and the technology of moldmaking in the plastic industry. (Formerly PMT 22)

PMT 66
HYDRAULICS AND PNEUMATICS 3 UNITS
Class hours: 2.5 lecture/1.5 lab
Prerequisite: PMT 100 or equivalent with a grade of Credit or “C” or higher.
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. (Formerly PMT 23)

PMT 67
FIBERGLASS II 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: None.
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. (Formerly PMT 24)

PMT 68  
PLASTICS MATERIALS AND PROCESSES  
2.5 UNITS
Class hours: 2 lecture/2 lab  
Prerequisite: None.  
This course is 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. (Formerly PMT 25)

PMT 70  
COMPOSITES TECHNOLOGY  
2.5 UNITS
Class hours: 2 lecture/2 lab  
Recommendation: PMT 67 or equivalent with a grade of Credit or "C" or higher.  
This course is designed for individuals in the field of fiberglass composites. Emphasis is on the lay-up, vacuum bagging, and cure processing of wet laminating techniques and prepregnated 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. (Formerly PMT 34)

PMT 71  
PLASTICS IV  
2.5 UNITS
Class hours: 2 lecture/2 lab  
Prerequisite: PMT 4 or equivalent with a grade of Credit or "C" or higher.  
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. (Formerly PMT 41)

PMT 72  
TOOLING FOR PLASTICS  
2.5 UNITS
Class hours: 2 lecture/2 lab  
Prerequisite: None.  
Recommendation: PMT 61 or PMT 67 or PMT 70 or equivalent with a grade of Credit 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 are discussed. (Formerly PMT 46)

PMT 75  
RESIN TRANSFER MOLDING  
1 UNIT
Class hours: 1 lecture/1 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This course is designed for individuals in the field of fiberglass composites, tooling and production. This class includes lecture/demonstration with “hands-on” Resin Transfer Molding (RTM) moldmaking and production techniques. Emphasis is on converting parts currently being made by the hand lay-up method to the closed mold RTM process. Topics include safe RTM 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 100  
PLASTICS 1  
2.5 UNITS
Class hours: 2 lecture/2 lab  
Prerequisite: None.  
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. (Formerly PMT 1)  
Transfer Credit: CSU

PMT 221  
MODELMAKING  
2.5 UNITS
Class hours: 2 lecture/2 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
This course introduces students to 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. (Formerly PMT 47)  
Transfer Credit: CSU

POLITICAL SCIENCE  
( formerly PMT 47)

POL 90  
INTERNET STRATEGIES FOR CIVIC COMMUNICATION  
3 UNITS
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly POL 15)

POL 101  
AMERICAN POLITICAL INSTITUTIONS  
3 UNITS
Class hours: 3 lecture  
Prerequisite: None.  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.  
This course is a study of national, state and local government, including the national and state constitutions. It emphasizes the rights and responsibilities of citizens and political processes and issues facing government. Emphasis will be given to practical policy formulation at all levels. (Formerly POL 5)  
Transfer Credit: CSU; UC+

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
**POL 110**

CALIFORNIA STATE AND LOCAL GOVERNMENT 3 UNITS

Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.

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 citizens function. (Formerly POL 18)

*Transfer Credit: CSU*

**POL 201**

INTRODUCTION TO POLITICAL SCIENCE AND AMERICAN GOVERNMENT 3 UNITS

Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or "C" or higher.

This course is an introductory survey of the field of political science focusing on the major concepts, theories, institutions, processes and policies of government in the United States at the national, state, and local levels. The class is intended for college transfer students, especially political science majors. (Formerly POL 1)

*Transfer Credit: CSU; UC*

*UC credit limits may apply. POL 101 and POL 201 combined: maximum credit, one course.*

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**PSYCHOLOGY**

(Humanities/Social Sciences Division)

**PSYC 101**

GENERAL INTRODUCTORY PSYCHOLOGY 3 UNITS

Class hours: 3 lecture
Prerequisite: None.

This course presents a general survey of psychology including development of the individual, learning, thinking, motivation, emotion, and perception. Some study is also given to the understanding and measurement of individual differences, group processes, and the biology of behavior. (Formerly PSYC 1)

*Transfer Credit: CSU; UC*

**PSYC 103**

CRITICAL THINKING IN PSYCHOLOGY 3 UNITS

Class hours: 3 lecture
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.

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. (Formerly PSYC 3)

*Transfer Credit: CSU; UC*

**PSYC 139**

ISSUES IN PSYCHOLOGY 2 UNITS

Class hours: 2 lecture
Prerequisite: PSYC 101 or equivalent with a grade of Credit or "C" or higher.

This course is an in depth survey of controversial issues in psychology highlighting interesting points of disagreement among psychologists on a theoretical as well as practical level. Topics include parapsychology, the inheritance of intelligence, biofeedback, pros
and cons of psychological testing, meditation, psychosurgery, and deception in psychological experiments. (Formerly PSYC 20)
Transfer Credit: CSU; UC

**PSYC 149**
**PSYCHOLOGY: THE STUDY OF HUMAN BEHAVIOR ** 2 UNITS
Class hours: 2 lecture
Prerequisite: None.
This course is a general introductory psychology course which will acquaint the students with basic psychological terms, concepts, principles and methodological approaches associated with the scientific study of behavior. An eclectic blend of behavioristic, Freudian and Humanistic points of view will be presented in the televised lessons. (Formerly PSYC 10)
Transfer Credit: CSU; UC

**PSYC 150**
**PERSONAL AND SOCIAL ADJUSTMENT ** 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: PSYC 101 and ENGL 52 or equivalent with grades of Credit or "C" or higher.
This course is a broad survey of the psychological theories of human personality, encompassing the behavioral, psychoanalytic and humanistic points of view. The focus is the way in which each of the three views may be utilized to explain normal personality adjustment. The class is intended for college transfer students, especially Social Science majors. (Formerly PSYC 33)
Transfer Credit: CSU; UC

**PSYC 210**
**ELEMENTARY STATISTICS ** 4 UNITS
Class hours: 3 lecture, 3 lab
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Credit 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. (Formerly PSYC 4)
Transfer Credit: CSU; UC

PSYC 220 *(CAN PSY 8)*
**RESEARCH METHODS ** 4 UNITS
Class hours: 3 lecture, 3 lab
Prerequisite: PSYC 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: Satisfactory score on English Placement Process or ENGL 52 or equivalent with a grade of Credit 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. (Formerly PSYC 5)
Transfer Credit: CSU; UC

**PSYC 241**
**INTRODUCTION TO PSYCHOBIOLOGY ** 3 UNITS
Class hours: 3 lecture
Recommendation: PSYC 101 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly PSYC 2)
Transfer Credit: CSU; UC

**PSYC 251**
**DEVELOPMENTAL PSYCHOLOGY ** 3 UNITS
Class hours: 3 lecture
Prerequisite: None
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. (Formerly PSYC 21)
Transfer Credit: CSU; UC

**PSYC 261**
**SOCIAL PSYCHOLOGY ** 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly PSYC 13)
Transfer Credit: CSU; UC

**PSYC 271**
**ABNORMAL PSYCHOLOGY ** 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course entails a detailed survey of the various types of abnormal behavior such as neurosis, psychosis, alcoholism and drug dependence, crime, sexual deviations, and mental retardation. The different views of abnormality, its causes, treatment, and prevention are also discussed. (Formerly PSYC 14)
Transfer Credit: CSU; UC

**READ 69.4/READ 58**
**EDUCATIONAL TECHNOLOGY **
CLASS ** 0 UNIT
Class hours: 3 lab
Open entry/open exit
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course increases student knowledge of educational technology resources on campus, improves student use of educational technology for successful completion of technology based course assignments, and improves student confidence in utilizing educational technology. Special attention will be given to skills necessary for success in distributed education courses. (Formerly READ 69.4/READ 58)
CLASS HOURS: 3 LECTURE

BASIC READING SKILLS 3 UNITS

READ 43

Visual, auditory, tactile, and kinesthetic limited readers, both native and immigrants. 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. The course may be repeated for a maximum of one unit. This course is offered on a credit/no credit basis only. (Formerly READ 60)

RECOMMENDATION: Completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.

ADVANCED READING 3 UNITS

READ 54

This course is designed for students who wish to improve basic reading skills. Coursework includes work on fundamental word analysis skills and fundamental comprehension skills. This course will be offered on a credit/no credit basis only. To receive credit for this course, students will need to demonstrate that they are reading at the tenth grade level. (Formerly READ 53)

RECOMMENDATION: None.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: Completion of the Reading Placement Process.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: None.

This course is designed to improve basic reading skills. Coursework includes work on fundamental word analysis skills and fundamental comprehension skills. This course will be offered on a credit/no credit basis only. To receive credit for this course, students will need to demonstrate that they are reading at the tenth grade level. (Formerly READ 53)

RECOMMENDATION: None.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: Completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.

ADVANCED READING 3 UNITS

READ 54

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RECOMMENDATION: None.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: Completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.

ADVANCED READING 3 UNITS

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RECOMMENDATION: None.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: Completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.

ADVANCED READING 3 UNITS

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RECOMMENDATION: None.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: Completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.

ADVANCED READING 3 UNITS

READ 54

This course is designed for students who wish to improve basic reading skills. Coursework includes work on fundamental word analysis skills and fundamental comprehension skills. This course will be offered on a credit/no credit basis only. To receive credit for this course, students will need to demonstrate that they are reading at the tenth grade level. (Formerly READ 53)

RECOMMENDATION: None.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: Completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.

ADVANCED READING 3 UNITS

READ 54

This course is designed for students who wish to improve basic reading skills. Coursework includes work on fundamental word analysis skills and fundamental comprehension skills. This course will be offered on a credit/no credit basis only. To receive credit for this course, students will need to demonstrate that they are reading at the tenth grade level. (Formerly READ 53)

RECOMMENDATION: None.

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.

(Formerly READ 69.1/READ 52)

RECOMMENDATION: Completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.
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. (Formerly READ 6.2)

**Transfer Credit: CSU**

**READ 200**

**ANALYSIS AND CRITICAL READING**

**3 UNITS**

Class hours: 3 lecture
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of "C" or higher.
Corequisite: None.
Recommendation: Completion of ENGL 52 or equivalent with a grade of Credit or "C" or higher.
The course focuses on student understanding of the cognitive processes of critical thinking to critical reading in an integrated, interdisciplinary framework. Emphasis is placed on the development of critical thinking, reading, and writing skills with applications in interpretation, analysis, and criticism of academic readings. (Formerly READ 1)

**Transfer Credit: CSU**

**REAL ESTATE**

**SEE BUSR**

(Business Real Estate)

**SECRETARIAL (ADMINISTRATIVE, LEGAL, MEDICAL)**

**SEE BCOT**

(Business Computerized Office Technologies)

**SIGN LANGUAGE**

(Liberal Arts Division)

**SL 101**

**BEGINNING AMERICAN SIGN LANGUAGE**

**3 UNITS**

Class hours: 3 lecture/1 lab
Prerequisite: None.
This beginning course emphasizes expressive signs, receptive signs and finger spelling. An appreciation of cultural diversity is developed through the study of the differences and similarities between deaf and hearing cultures. (Formerly SL 50)

**Transfer Credit: CSU; UC**

**SOC 101**

**INTRODUCTORY SOCIOLOGY PRINCIPLES**

**3 UNITS**

Class hours: 3 lecture
Prerequisite: None.
Sociology 1 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. (Formerly SOC 15)

**Transfer Credit: CSU; UC**

**SOC 110**

**MARRIAGE AND THE FAMILY**

**3 UNITS**

Class hours: 3 lecture
Prerequisite: None.
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. (Formerly SOC 15)

**Transfer Credit: CSU; UC**

**SOC 201**

**SOCIAL PROBLEMS**

**3 UNITS**

Class hours: 3 lecture
Prerequisite: None.
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, poverty, street crime, white-collar crime, racial/ethnic conflict, mental illness, the environment, health care, international terrorism, government regulation, drug abuse, ageism, unemployment, hopelessness, the decline of the family, child abuse, urban decay, pornography, overcrowded prisons, campus unrest, sex discrimination, abortion, alienated youth, and AIDS. (Formerly SOC 2)

**Transfer Credit: CSU; UC**

**SOC 202**

**TO HUMAN SEXUALITY**

**3 UNITS**

Class hours: 3 lecture
Prerequisite: Student must be at least 18 years of age or have parental consent in order to take this course.
Sociology 202 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 lifespan, pregnancy, birth control, sexually transmitted diseases, the AIDS crisis, homosexuality, sexual assault, incest, and child molestation are among the topics covered. (Formerly SOC 11)

**Transfer Credit: CSU; UC**

**SOC 203**

**INTRODUCTION TO HUMAN SEXUALITY**

**3 UNITS**

Class hours: 3 lecture
Prerequisite: None.
Sociology 203 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 lifespan, pregnancy, birth control, sexually transmitted diseases, the AIDS crisis, homosexuality, sexual assault, incest, and child molestation are among the topics covered. (Formerly SOC 11)

**Transfer Credit: CSU; UC**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 210</td>
<td>American Minority Relations</td>
<td>3</td>
<td>This course is a survey of theories, problems, nature, and the dynamics of racism. Power and inequality, prejudice and discrimination, and social change.</td>
</tr>
<tr>
<td>SOC 215</td>
<td>Sociology of Cultural Diversity: Challenge and Change</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Introduction to Human Services</td>
<td>3</td>
<td>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 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.</td>
</tr>
<tr>
<td>SOC 225</td>
<td>Contemporary Social Issues</td>
<td>3</td>
<td>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 solutions 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 12 units.</td>
</tr>
<tr>
<td>JUVENILE DELINQUENCY</td>
<td>3</td>
<td>This course is a study of adolescents and their lives within contemporary society with 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.</td>
<td></td>
</tr>
<tr>
<td>SOCIETY OF AGING</td>
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<td>3</td>
<td>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 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.</td>
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<td>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.</td>
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</tr>
</tbody>
</table>
SPAN 103B
ELE MEYTBAY SPANISH
FOR TEACHER PREPARATION 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: SPAN 103A or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly SPAN 17)
Transfer Credit: CSU

SPAN 111
ELE MEYTBAY SPANISH
FOR SPANISH SPEAKERS 5 UNITS
Class hours: 5 lecture, 1 lab
Prerequisite: None.
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. (Formerly SPAN 1.1)
Transfer Credit: CSU; UC*
*UC credit limits may apply. SPAN 101 and SPAN 111 combined: maximum credit, one course.

SPAN 112
ELE MEYTBAY SPANISH
FOR SPANISH SPEAKERS 5 UNITS
Class hours: 5 lecture, 1 lab
Prerequisite: SPAN 101 or SPAN 111 or SPAN 103B or equivalent with a grade of Credit 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 who 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. (Formerly SPAN 2.1)
Transfer Credit: CSU; UC

SPAN 201
INTERMEDIATE SPANISH 5 UNITS
Class hours: 5 lecture/1 hour lab arranged
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Credit or “C” or higher.
This course provides a review and in-depth study of important 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. (Formerly SPAN 3)
Transfer Credit: CSU; UC

SPAN 202
INTERMEDIATE SPANISH 4 UNITS
Class hours: 4 lecture
Prerequisite: SPAN 201 or equivalent with a grade of Credit 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. (Formerly SPAN 4)
Transfer Credit: CSU; UC

SPAN 205
ADVANCED SPANISH COMPOSITION 3 UNITS
Class hours: 3 lecture
Prerequisite: SPAN 201 or equivalent with a grade of Credit 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. (Formerly SPAN 3.5)
Transfer Credit: CSU; UC

SPAN 206
HISPANIC LITERATURE IN THE MEDIA 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: SPAN 201 or equivalent with a grade of Credit or “C” or higher.

Corequisite: None.
Recommendation: None.
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. (Formerly SPAN 6)
Transfer Credit: CSU; UC

SPAN 210
HIGHLIGHTS OF HISPANIC CULTURE 3 UNITS
Class hours: 3 lecture
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Credit 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. (Formerly SPAN 10)
Transfer Credit: CSU; UC

SPAN 213
LIVING SPANISH GRAMMAR AND WRITTEN COMMUNICATION 2 UNITS
(An intermediate course)
Class hours: 2 lecture
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Credit 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. (Formerly SPAN 13)
Transfer Credit: CSU; UC

SPAN 214
LIVING SPANISH GRAMMAR AND WRITTEN COMMUNICATION 2 UNITS
(An intermediate course)
Class hours: 2 lecture
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Credit 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. (FORMERLY SPAN 14)
TRANSFER CREDIT: UC

SPAN 223
SPANISH FOR HEALTH AND MEDICAL CAREERS 3 UNITS
CLASS HOURS: 3 LECTURE
PREREQUISITE: NONE.
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. (FORMERLY SPAN 23)
TRANSFER CREDIT: CSU

SPAN 245
INTRODUCTION TO CHICANO/MEXICAN AMERICAN CULTURE 3 UNITS
CLASS HOURS: 3 LECTURE
PREREQUISITE: NONE.
A STUDY OF THE CULTURE OF THE CHICANO/MEXICAN AMERICAN STUDENT. ANALYZES THE FAMILY, RELIGIOUS INSTITUTIONS, CONTRIBUTIONS, ADVANCEMENTS AND PROBLEMS OF THE CHICANO IN THE UNITED STATES AND AIDS HIM TO ACHIEVE SELF-IDENTIFICATION AND AN UNDERSTANDING OF HIS RELATIONSHIP TO HIS OWN COMMUNITY. DEVELOPS INSIGHT INTO THE SPECIAL NATURE OF CHICANO CULTURE FOR THOSE OUTSIDE THAT CULTURE. CONDUCTED IN ENGLISH AND OPEN TO ALL STUDENTS. (FORMERLY SPAN 45)
TRANSFER CREDIT: CSU; UC

SPAN 281
BEGINNING CONVERSATIONAL SPANISH 3 UNITS
CLASS HOURS: 3 LECTURE
PREREQUISITE: SPAN 102 OR EQUIVALENT WITH A GRADE OF CREDIT 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. (FORMERLY SPAN 8.1)
TRANSFER CREDIT: CSU; UC

SPAN 282
INTERMEDIATE CONVERSATIONAL SPANISH 3 UNITS
CLASS HOURS: 3 LECTURE
PREREQUISITE: SPAN 281 OR EQUIVALENT WITH A GRADE OF CREDIT 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 ECOTOCY. THIS COURSE, CONDUCTED PRIMARILY IN SPANISH, IS RECOMMENDED FOR ALL SPANISH MAJORS. (FORMERLY SPAN 8.2)
TRANSFER CREDIT: CSU; UC

SPAN 283
ADVANCED CONVERSATIONAL SPANISH 3 UNITS
CLASS HOURS: 3 LECTURE
PREREQUISITE: SPAN 282 OR EQUIVALENT WITH A GRADE OF CREDIT 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. (FORMERLY SPAN 8.3)
TRANSFER CREDIT: CSU; UC

SPEECH
(Liberal Arts Division)

SPCH 30 (Not degree applicable)
COMMUNICATION DISORDERS 1 UNIT
CLASS HOURS: 3 LECTURE/LAB
PREREQUISITE: NONE.
THIS COURSE IS DESIGNED FOR STUDENTS WITH A COMMUNICATION DIFFICULTY. SPEECH-LANGUAGE-HEARING PROBLEMS SUCH AS ARTICULATION, STUTTERING, VOICE DISORDERS, REGIONAL OR FOREIGN DIALECTS, LANGUAGE IMPAIRMENTS DUE TO A HEARING LOSS ARE DEALT WITH BY INDIVIDUAL OR SMALL GROUP THERAPY. THIS COURSE MAY BE TAKEN FOR A MAXIMUM OF 4 UNITS. THE COURSE IS TO BE OFFERED ON A CREDIT/NO CREDIT BASIS. (FORMERLY SPCH 50.1)

SPCH 45 (Not degree applicable)
SPEECH-COMMUNICATION FOR CAREERS 1 UNIT
CLASS HOURS: 1 LECTURE, 1 LAB
PREREQUISITE: NONE.
THIS COURSE IS A PRACTICUM IN SPEECH-COMMUNICATION WITHIN A CAREER OR OCCUPATIONAL ROLE. THEORY WILL SERVE AS A BASIS FOR THE PRACTICAL APPLICATION OF COMMUNICATION PRINCIPLES. EFFECTIVE INTERACTION WITH SUPERIORS, CO-WORKERS AND THE PUBLIC IS STRESSED. (FORMERLY SPCH 65)

SPCH 46T (Not degree applicable)
INDIVIDUALIZED SPEECH 0 UNIT
CLASS HOURS: 3 LAB (17 WEEKS)
OPEN ENTRY/OPEN EXIT
PREREQUISITE: NONE.
COREQUISITE: NONE.
RECOMMENDATION: NONE.
THIS COURSE EXPLORES TOPICS IN SPEECH COMMUNICATIONS THAT ARE NECESSARY FOR SUCCESSFUL COMMUNICATION INTERACTIONS TO OCCUR IN COLLEGE OR COMMUNITY SETTINGS AND,
in the workplace. This course may not be taught every semester. (Formerly SPCH 66)

**SPCH 60**  
**INTRODUCTION TO COMMUNICATION**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
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 UNITS  
Class hours: 3 lecture  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent or SPCH 60 or equivalent with a grade of Credit or "C" or higher.  
This survey course is an overview of the diversity of human communication. 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 and participation in small groups, interviewing, and speech preparation. This course includes oral presentations, and videotaping is used as an instructional tool. (Formerly SPCH 1)  
Transfer Credit: CSU; UC  
*UC credit limits may apply. SPCH 100 and SPCH 132 combined: maximum credit, one course.

**SPCH 110**  
**INTERCULTURAL COMMUNICATION**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: ENGL 52 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the English Placement Process.  
Corequisite: None.  
Recommendation: None.  
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. (Formerly SPCH 11)  
Transfer Credit: CSU; UC

**SPCH 120**  
**FUNDAMENTALS OF INTERPERSONAL COMMUNICATION**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: ENGL 52 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the English Placement Process.  
Recommendation: None.  
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. (Formerly SPCH 12)  
Transfer Credit: CSU; UC

**SPCH 130**  
**FUNDAMENTALS OF SPEAKING**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent or SPCH 60 or equivalent with a grade of Credit or "C" or higher.  
This course focuses on the student's communication of ideas and concepts in various communication contexts. This course includes skill practices, oral presentations, and videotaping as instructional tools. Videotape is used as an evaluative tool. (Formerly SPCH 13)  
Transfer Credit: CSU; UC

**SPCH 132**  
**FUNDAMENTALS OF SMALL GROUP COMMUNICATION**  
3 UNITS  
Class hours: 3 lecture and evaluation  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.  
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 resolution techniques. Videotape is used as an evaluative tool. (Formerly SPCH 7)  
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 UNITS  
Class hours: 3 lecture  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent or SPCH 60 or equivalent with a grade of Credit or "C" or higher.  
This course focuses on the analysis and interpretation of both prose and verse literature, including study of voice production, structure and content of literature, and techniques of effective oral communication of meaning from the printed page. (Formerly SPCH 4.1)  
Transfer Credit: CSU; UC

**SPCH 145**  
**STORYTELLING**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
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. (Formerly SPCH 10)  
Transfer Credit: CSU

**SPCH 150**  
**ORGANIZATIONAL COMMUNICATION**  
3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: READ 54 or ENGL 52 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the English Placement Process.  
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 160
PARLIAMENTARY PROCEDURE 1 UNIT
Class hours: 2 lecture
Prerequisite: None.
This course entails an examination of principles, practices and procedures in formal deliberation. Emphasis is placed on parliamentary law. (Formerly SPCH 6.1)
Transfer Credit: CSU

SPCH 165
GROUP PROCEDURE 1 UNIT
Class hours: 2 lecture
Prerequisite: SPCH 160 or equivalent with a grade of Credit or "C" or higher.
This course addresses leadership functions, techniques of cooperative problem solving, types of organizations, creating new organizations, and informal deliberation. (Formerly SPCH 6.2)
Transfer Credit: CSU

SPCH 229
SPEECH AND LANGUAGE DEVELOPMENT IN CHILDREN 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is designed to provide the student an understanding of how speech and language develops in normal monolingual and bilingual children and what factors characterize language delay or a language disorder in children with special needs, including 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. It is recommended for students majoring in speech pathology, the Speech-Language Pathology Assistant Program, elementary education, preschool or special education. (Formerly SPCH 9)
Transfer Credit: CSU

SPCH 235
FUNDAMENTALS OF ARGUMENTATION AND PERSUASION 3 UNITS
Class hours: 3 lecture and evaluation
Prerequisite: Completion of ENGL 100 with a grade of Credit 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. (Formerly SPCH 8)
Transfer Credit: CSU; UC

SPCH 236
FORENSICS FOR ONE TOURNAMENT 1 UNIT
Class hours: 1 lecture/2 lab
Open entry/open exit
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides students with opportunities to acquire basic oral communication, organizational, and research skills while gaining self-confidence and reducing speaking anxiety. Workshop includes competition at intercollegiate speech and debate tournaments. This course is recommended for all Speech majors. This course may be repeated for a maximum of 4 units. (Formerly SPCH 5.1)
Transfer Credit: CSU

SPCH 237
FORENSICS FOR TWO TOURNAMENTS 1 UNIT
Class hours: 1 lecture/2 lab
Open entry/open exit
Prerequisite: None.
Corequisite: SPCH 236.
Recommendation: None.
This course provides students with numerous opportunities to improve oral communication, organizational, and research skills while developing self-confidence and reducing speaking anxiety. Workshop includes competition at intercollegiate speech and debate tournaments, and may also include on-campus and/or community speaking opportunities. Emphasis is on student competition and events development. This course is recommended for all Speech majors. This course may be repeated for a maximum of 4 units. (Formerly SPCH 5.2)
Transfer Credit: CSU

SPCH 238
FORENSICS FOR THREE TOURNAMENTS 1 UNIT
Class hours: 1 lecture/2 lab
Open entry/open exit
Prerequisite: None.
Corequisite: SPCH 236 and SPCH 237
Recommendation: None.
This course provides students with numerous opportunities to compete in multiple events at intercollegiate speech and debate tournaments, and also includes on-campus and/or community speaking opportunities. Intensive improvement of oral communication, organizational, and research skills is emphasized, along with commitment to participate in multiple facets of the program. This course is recommended for all Speech majors, develops scholarship, leadership, a strong team ethic, and an appreciation for the academic competitive experience. This course may be repeated for a maximum of 4 units. (Formerly SPCH 5.3)
Transfer Credit: CSU

SPCH 239
FORENSICS WORKSHOP 2 UNITS
Class hours: 1 lecture, 3 lab
Prerequisite: None.
Any person anxious to develop verbal confidence is encouraged to enroll in the Forensic Workshop. Workshop includes speaking opportunities before audiences at Intercollegiate speech tournaments and community organizations such as Kiwanis, Lions, Rotary, etc. This course may be taken for a maximum of 8 units. (Formerly SPCH 5)
Transfer Credit: CSU

SPCH 240
ORAL INTERPRETATION: READERS’ THEATRE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course offers further study of oral interpretation principles emphasizing dramatic literature through preparation and performance of a Readers’ Theater production. Videotape is used as an evaluative tool. (Formerly SPCH 4.2)
Transfer Credit: CSU; UC

Announcement of Courses
Announcement of Courses

SPCH 271
VOICE AND ARTICULATION 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
This course is designed to help the student learn how voice and speech are produced by a study of anatomy and physiology of the speech and hearing mechanism and to learn how to use these mechanisms effectively and efficiently for oral communication. Students will learn phonetic transcription skills using the International Phonetic Alphabet (IPA) to assist their work on their own communication skills emphasizing precise articulation. Distinctive features of loudness, rate, pitch variation, vocal variety and controlled respiratory patterns will also be studied. (Formerly SPCH 3)
Transfer Credit: CSU

SPEECH-LANGUAGE PATHOLOGY (Health Occupations)

SLP 100
INTRODUCTION TO SPEECH AND LANGUAGE PATHOLOGY 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 or equivalent with a grade of Credit or “C” or higher.
This course introduces foundational skills and principal theories for clinical management of individuals with communicative disorders. Linguistic and cultural variations will be explored. Legal and ethical scope of practice pertinent to roles in the speech-language pathology fields will be delineated.
Transfer Credit: CSU

SLP 110
NORMAL COMMUNICATION, DISORDERS, AND DIFFERENCES 4 UNITS
Class hours: 4 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: A&P 120 or equivalent with a grade of Credit or “C” or higher.
This course focuses on normal verbal and non-verbal communication across the life span, including an understanding of how the different areas of language contribute to the total communication process. Students will learn what distinctive features constitute normal speech, language and hearing in a multicultural society. Observation techniques, assessment and intervention tools will be introduced.
Transfer Credit: CSU

SLP 120L
PHONETICS LAB 1 UNIT
Class hours: 3 lab
Prerequisite: SLP 100 or equivalent with a grade of Credit or “C” or higher.
Corequisite: SLP 271.
This is a skills lab designed to provide the student with practice in phonetic transcription skills. Students will transcribe normal and disordered speech using the International Phonetic Alphabet (IPA) for broad transcription. Linguistic variations and regional dialects will be addressed. This course may be taken for a maximum of three units.
Transfer Credit: CSU

SLP 125
CHILDHOOD DISORDERS AND TREATMENT 5 UNITS
Class hours: 4 lecture/3 lab
Prerequisite: SLP 100 and SLP 110 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
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

SLP 230
ADAPTIVE COMMUNICATION TECHNOLOGY 1.5 UNITS
Class hours: 1.5 lecture/0.5 lab
Prerequisite: Completion of SLP 100 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
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 UNITS
Class hours: 4 lecture/3 lab
Prerequisite: SLP 125 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
This course is a continuation of SLP 125 and includes 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
CHILDHOOD FIELD EXPERIENCE 2.5 UNITS
Class hours: 1 lecture/12 lab
Prerequisite: SLP 120L, SLP 125, and SPCH 229 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
The field experience will provide the student with the opportunity to perform speech-language pathology assistant responsibilities with children under appropriate supervision.
Transfer Credit: CSU

SLP 245
ADULT FIELD EXPERIENCE 2.5 UNITS
Class hours: 1 lecture/12 lab
Prerequisite: SLP 235, SLP 240, and SPCH 229 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
The field experience will provide the student with the opportunity to perform speech-language pathology assistant responsibilities with adults under appropriate supervision.
Transfer Credit: CSU

TECHNICAL MATHEMATICS
(Technology Division)

(For Additional Courses See Mathematics)
PREREQUISITE: None.

This course is an introduction to the principles of algebra, geometry, and basic trigonometry as needed by students planning to work in any area of technology. Topics are covered which have particular emphasis on equations and formulas found in the shop area and drafting labs. Calculations of area, volume, and layout are stressed. Conversions between English and metric measurements are introduced. The students will learn to solve right angle trigonometry problems and will learn how to find solutions to oblique triangles using the law of sines and the law of cosines. (Formerly TM 1.2)

TM 50
TECHNICAL MATHEMATICS 3 UNITS
Class hours: 3 lecture
Prerequisite: MATH 40 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.
Corequisite: None.
Recommendation: None.
This course is an introduction to the principles of algebra, geometry, and basic trigonometry as needed by students planning to work in any area of technology. Topics are covered which have particular emphasis on equations and formulas found in the shop area and drafting labs. Calculations of area, volume, and layout are stressed. Conversions between English and metric measurements are introduced. The students will learn to solve right angle trigonometry problems and will learn how to find solutions to oblique triangles using the law of sines and the law of cosines. (Formerly TM 1.2)

TM 54
MATHEMATICS FOR COMPUTER TECHNOLOGY 4 UNITS
Class hours: 4 lecture
Prerequisite: MATH 40 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.
This course will cover basic arithmetic processes using binary, octal and hexadecimal numbering systems. Systems of binary code such as BCD and ASCII will be introduced. There is an extensive coverage of Boolean algebra postulates, simplification techniques and applications as used in both computer software and hardware design. BASIC, a computer language, will be used to emphasize applications in technology. (Formerly TM 14)

THEATRE ARTS
(Fine Arts/Communications Division)

TH 101
INTRODUCTION TO THE THEATRE 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
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. (Formerly TH 9)
Transfer Credit: CSU; UC

TH 102
HISTORY OF THE CLASSICAL THEATRE 3 UNITS
Class hours: 3 lecture
Prerequisite: None
This course is designed to introduce the student to the history and literature of the theatre from ancient times to the Renaissance. 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. (Formerly TH 2)
Transfer Credit: CSU; UC

TH 103
HISTORY OF THE MODERN THEATRE 3 UNITS
Class hours: 3 lecture
Prerequisite: None
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. (Formerly TH 3)
Transfer Credit: CSU; UC

TH 104
HISTORY AND APPRECIATION OF MUSICAL THEATRE 3 UNITS
Class hours: 3 lecture
Prerequisite: None
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. (Formerly TH 4)
Transfer Credit: CSU; UC

TH 105
INTRODUCTION TO MUSICAL THEATRE TECHNIQUES 3 UNITS
Class hours: 2 lecture/2 lab, plus 2 hrs arr.
Prerequisite: None.
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. This course may be taken for a maximum of 12 units. (Formerly TH 5)
Transfer Credit: CSU; UC

TH 108
IMPROVISATION FOR THE THEATRE 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
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. This course may be taken for a maximum of 7 units. (Formerly TH 9)
Transfer Credit: CSU; UC

TH 109
REMTUNING A PRODUCTION 2 UNITS
Class hours: 1 lecture/4 lab
Prerequisite: TH 130A or TH 130B or TH 130C or audition or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
Students in this course will remount a major theatrical production. This particular course is for those cast in a show previously produced. This course may be taken for maximum of 8 units.

TH 110
FUNDAMENTALS OF ACTING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: None.
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. This course may be taken for a maximum of 7 units. (Formerly TH 10)
Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

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### Announcements of Courses

#### TH 111
**INTERMEDIATE ACTING TO CHARACTERIZATION**

3.5 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: TH 110 or equivalent with a grade of Credit 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. (Formerly TH 11)  
Transfer Credit: CSU; UC

#### TH 112
**THEATRE STAGECRAFT**

3 UNITS  
Class hours: 2 lecture/3 lab  
Prerequisite: None.  
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. (Formerly TH 20)  
Transfer Credit: CSU; UC

#### TH 114
**VOICE FOR ACTING**

2 UNITS  
Class hours: 2 lecture/1 lab  
Prerequisite: None.  
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 proper breathing. Various stage combat techniques will be covered so that students can fully choreograph their own stage fights. This course may be taken for a maximum of 6 units. (Formerly TH 15)  
Transfer Credit: CSU; UC

#### TH 115
**STAGE MOVEMENT AND COMBAT**

3 UNITS  
Class hours: 3 lecture/1 lab  
Prerequisite: None.  
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. This course may be taken for a maximum of 6 units. (Formerly TH 15)  
Transfer Credit: CSU; UC

#### TH 117
**STAND-UP COMEDY**

3 UNITS  
Class hours: 3 lecture/2 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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. This course may be taken for a maximum of 6 units. (Formerly TH 17)  
Transfer Credit: CSU; UC

#### TH 120
**THEATRE STAGECRAFT**

3 UNITS  
Class hours: 2 lecture/3 lab  
Prerequisite: None.  
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. (Formerly TH 20)  
Transfer Credit: CSU; UC

#### TH 123
**STAGE MAKE-UP**

3 UNITS  
Class hours: 2 lecture/3 lab  
Prerequisite: None.  
This course provides instruction in techniques of theatrical make-up. Crew assignments in college productions are required. This course may be taken for a maximum of 6 units. (Formerly TH 23)  
Transfer Credit: CSU; UC

#### TH 130
**REHEARSAL AND PERFORMANCE FOR THE MINOR ROLE**

1 UNIT  
Class hours: 0.5 lecture/2.5 lab  
Prerequisite: By audition.  
Corequisite: None.  
Recommendation: None.  
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 casts in "minor" roles. The course may be taken for a maximum of 4 units. (Formerly TH 30.1/TH 130A)  
Transfer Credit: CSU; UC

#### TH 131
**REHEARSAL AND PERFORMANCE FOR THE SUPPORTING ROLE**

2 UNITS  
Class hours: 1 lecture/4 lab  
Prerequisite: By audition.  
Corequisite: None.  
Recommendation: None.  
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 casts in "supporting" roles. The course may be taken for a maximum of 8 units. (Formerly TH 30.2/TH130B)  
Transfer Credit: CSU; UC

#### TH 132
**REHEARSAL AND PERFORMANCE FOR THE LEADING ROLES**

3 UNITS  
Class hours: 1 lecture/7 lab  
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 casts in "major" roles. The course may be taken for a maximum of 12 units. (Formerly TH 30/TH 30.3/TH 130C)  
Transfer Credit: CSU; UC

#### TH 133
**STAGE CREW ACTIVITY**

1 UNIT  
Class hours: 0.5 lecture/2.5 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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 for a maximum of 4 units. (Formerly TH 31.1/TH 131A)  
Transfer Credit: CSU; UC

#### TH 134
**TECHNICAL PRODUCTION**

2 UNITS  
Class hours: 1 lecture/5 lab  
Prerequisite: None.  
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. This course may be taken for a maximum of 8 units. (Formerly TH 31.2/TH 131B)  
Transfer Credit: CSU; UC

#### TH 136
**TOURING THEATRE PRODUCTION FOR SUPPORTING ROLES**

2 UNITS  
Class hours: 1.5 lecture/1.5 lab  
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 for a maximum of 8 units. (Formerly TH 36)  
Transfer Credit: CSU

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All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
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<thead>
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<tr>
<td>TH 143</td>
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<td>2 lecture/4 lab</td>
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</table>

**Transfer Credits:**

- CSU
- UC

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**Announcement of Courses**

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TH 155
RADIO PRODUCTION 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
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, 1700 AM and WPMD on the internet. This course may be taken for a maximum of 12 units. (Formerly TH 55)
Transfer Credit: CSU

TH 156
VIDEO PRODUCTION 3 UNITS
Class hours: 1 lecture/5 lab
Prerequisite: None.
This class provides practice in basic video production and editing. The focus will be on field video production and off-line digital editing. Students will create video projects, work in teams, and learn about producing, directing, camera operation, and post-production of video. This course may be taken for a maximum of 12 units. (Formerly TH 56)
Transfer Credit: CSU

TH 159
WORLD FILM 3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: ENGL 52 or ENGL 155 or equivalent with a grade of Credit 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 59)
Transfer Credit: CSU; UC

TH 160
GREAT FILM DIRECTORS 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 6 units. (Formerly TH 60)
Transfer Credit: CSU; UC

TH 171
OCCUPATIONAL WORK EXPERIENCE IN THEATRE 1 UNIT
Class hours: 1 lecture
Prerequisite: None.
Corequisite: Enrollment in 7 or more units, including Occupational Work Experience in Theatre, in a declared Theatre major. One unit of Occupational Work Experience in Theatre requires 60 non-paid hours or 75 paid hours of work per semester.
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. This course may be taken for a maximum of 4 units.
Transfer Credit: CSU

TH 212
SCENE STUDY 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: TH 110 or equivalent with a grade of Credit 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. (Formerly TH 21)
Transfer Credit: CSU; UC

TH 213
HISTORICAL STYLES OF ACTING 3.5 UNITS
Class hours: 3 lecture/2 lab
Prerequisite: TH 110 or equivalent with a grade of Credit 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. (Formerly TH 13)
Transfer Credit: CSU; UC

TH 216
ACTING FOR THE CAMERA 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: TH 110 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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 repeated for a maximum of 6 units. (Formerly TH 16)
Transfer Credit: CSU

TH 221
COSTUMING FOR THE STAGE 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
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 an historical perspective. This course may be taken for a maximum of 6 units. (Formerly TH 21)
Transfer Credit: CSU; UC

TH 222
STAGE LIGHTING 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: None.
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. (Formerly TH 22)
Transfer Credit: CSU; UC
TH 226
INTRODUCTION
TO SCENIC DESIGN  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
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. (Formerly TH 26)
Transfer Credit: CSU; UC

TH 254
ADVANCED MOTION
PICTURE PRODUCTION  3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: TH 153 or equivalent with a grade of Credit or "C" or higher. This is an advanced course in the elements and practice of motion picture production in super 8mm film. Students create and direct advanced motion picture projects. (Formerly TH 54)
Transfer Credit: CSU

TH 258
WRITING FOR
MOVIES AND TELEVISION  3 UNITS
Class hours: 3 lecture
Prerequisite: ENGL 52 or equivalent with a grade of Credit or "C" or higher. This course teaches the principles and practice of short-form writing for motion pictures and television. Feature length and short screenplays will be analyzed and evaluated for their story structure. This course may be taken for a maximum of 6 units. (Formerly TH 58)
Transfer Credit: CSU

WELDING
( Technology Division)

WELD 39 (Not degree applicable)
WELDING SHOP MATH  2 UNITS
Class hours: 2 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
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.

WELD 43/44 (Not degree applicable)
WELDING OCCUPATIONAL
WORK EXPERIENCE  3-4 UNITS
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Welding work experience 73 or 20 hours of employment per week for Welding work experience 74. The employment must be in a job related to the student’s educational goal. Corequisite: (1) enrollment in the Welding vocational program with 7 or more units including occupational work experience. 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. These courses may be taken for a maximum of 15-16 units.

WELD 50
BLUE PRINT READING
FOR THE WELDING TRADES  3 UNITS
Class hours: 3 lecture
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed to enable the student to read and interpret shop and structural drawings and prints. Emphasis is placed on structural shape identification, nomenclature, and symbols. (Formerly WELD 15)

WELD 51L
ADVANCED
ARC WELDING SPECIALTY LAB  1 UNIT
Class hours: 3 lab
Prerequisite: None.
Corequisite: WELD 210L or prior completion with a grade of Credit or "C" or higher.
Recommendation: None.
This is an advanced welding course designed to further develop specialized welding skills in the structural, piping, sheet metal, and construction industries. This class may be repeated for a maximum of 4 units. (Formerly WELD 35)

WELD 52
PIPE WELDING FUNDAMENTALS  4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: WELD 210L or equivalent with a grade of Credit or "C" or higher or 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. (Formerly WELD 40)

WELD 53
PIPE LAYOUT  2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: WELD 120 or equivalent with a grade of Credit 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. (Formerly WELD 41)
**WELD 54L**
**ADVANCED PIPE WELDING** 2 UNITS
Class hours: 6 lab
Prerequisite: WELD 52 or equivalent with a grade of Credit 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 ferrous pipe in the horizontal fixed (5G) and 45 degree inclined (6G) positions, using the shielded metal arc (SMAW), gas metal arc (GMAW), and gas tungsten arc (GTAW) welding processes. This course may be taken for a maximum of 4 units. (Formerly WELD 43)

**WELD 55**
**MAINTENANCE WELDING** 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: WELD 100 or WELD 110 and WELD 120 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This advanced course develops the techniques of maintenance welding including terminology, metal identification, heat treating, and welding of dissimilar metals. Emphasis is placed on following welding procedures as they relate to the job. (Formerly WELD 48)

**WELD 100**
**WELDING FUNDAMENTALS** 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
This is an introductory course designed to familiarize the student with the welding trade. Emphasis is placed on technical and practical applications of shielded metal arc, oxy-acetylene, gas metal arc, and gas tungsten arc welding processes as well as safety, weld testing, and the effects of welding heat on metals. (Formerly WELD 10)
Transfer Credit: CSU

**WELD 120**
**BEGINNING ARC WELDING** 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: None.
Corequisite: None.
Recommendation: WELD 100 or WELD 110 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment, or appropriate work experience.
This is a course designed for the beginning student welder covering the technical and practical aspects of the shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW) and submerged arc welding (SAW) processes. Welding may be done in all positions on carbon steels. Emphasis is also placed on the operation of manual and semi-automatic oxyacetylene flame cutting equipment. (Formerly WELD 14)
Transfer Credit: CSU

**WELD 130**
**GAS TUNGSTEN ARC WELDING FUNDAMENTALS** 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: None.
Corequisite: None.
Recommendation: WELD 100 or WELD 120 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment, or appropriate work experience.
This is a course designed to provide the student with technical and practical welding skills on ferrous and non-ferrous metals, using the gas tungsten arc welding process (GTAW) commonly known as TIG. Related classroom instruction covers technical data pertaining to this welding process. (Formerly WELD 25)
Transfer Credit: CSU

**WELD 170**
**STRUCTURAL FABRICATION** 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: WELD 100 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: WELD 50 or equivalent with a grade of Credit or "C" or higher.
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. This course may be taken for a maximum of 4 units. (Formerly WELD 17)
Transfer Credit: CSU

**WELD 200**
**INTERMEDIATE ARC WELDING** 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: WELD 120 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.

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), flux cored arc (FCAW), and submerged arc (SAW) welding processes. Related classroom instruction is given in the technical data pertaining to these processes. (Formerly WELD 20)
Transfer Credit: CSU

**WELD 210L**
**ARC WELDING APPLICATIONS** 2 UNITS
Class hours: 6 lab
Prerequisite: WELD 200 or equivalent with a grade of Credit or "C" or higher.
This advanced welding course is designed to prepare the student welder for structural steel welding certifications using the SMAW (Shielded Metal Arc Welding) and FCAW (Flux Cored Arc Welding) processes. This course may be taken for a maximum of 6 units. (Formerly WELD 30)
Transfer Credit: CSU

**WELD 220**
**CERTIFICATION AND LICENSING FOR WELDERS** 2 UNITS
Class hours: 2 lecture
Prerequisite: WELD 200 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment, or appropriate work experience.
Corequisite: None.
Recommendation: None.
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. (Formerly WELD 33)
Transfer Credit: CSU

**WELD 240**
**ADVANCED GAS TUNGSTEN ARC WELDING LABORATORY** 2 UNITS
Class hours: 6 lab
Prerequisite: WELD 130 or equivalent with a grade of Credit or "C" or higher.
This is an advanced 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 vertical position. This course may be taken for a maximum of 4 units. (Formerly WELD 38)  
Transfer Credit: CSU

**WELD 250L**

**GAS TUNGSTEN ARC WELDING APPLICATIONS**  2 UNITS  
Class hours: 6 lab  
Prerequisite: WELD 240 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 4 units. (Formerly WELD 46)  
Transfer Credit: CSU

**WOMEN’S STUDIES**  
( Humanities and Social Sciences Division )

**WS 101**  
**ISSUES FOR WOMEN IN AMERICAN SOCIETY**  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or “C” or higher and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or “C” or higher.  
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; UC

**WS 102**  
**WOMEN AND RELIGION**  3 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or “C” or higher and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit 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 UNITS  
Class hours: 3 lecture  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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

**WOODWORKING MANUFACTURING TECHNOLOGIES**  
( Technology Division )

**WMT 1** (Not degree applicable)  
**OPEN ENTRY/EXIT WOODWORKING**  0 UNIT  
Class hours: 3 hrs. arr.  
Open entry/open exit  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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 student’s 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. This course may be taken until the end of the semester or 360 instructional hours, whichever comes first. (Formerly WMT 10)

**WMT 43/44** (Not degree applicable)  
**WOODWORKING MANUFACTURING TECHNOLOGIES OCCUPATIONAL WORK EXPERIENCE**  3-4 UNITS  
Class hours: One (1) hour control class each week plus 15 hours of employment per week for Woodworking Manufacturing work experience 73 or 20 hours of employment per week for Woodworking Manufacturing work experience 74. The employment must be in a job related to the student’s educational goal.  
Corequisite: Enrollment in 7 or more units, including Woodworking Manufacturing Occupational Work Experience, in a declared technology major. 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. These courses may be taken for a maximum of 15-16 units. (Formerly WMT 73/74)

WMT 101
**INTRODUCTION TO WOODWORKING** 3 UNITS
Class hours: 2.5 lecture/2 lab
Prerequisite: None.
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

WMT 102
**MACHINE WOOD TECHNOLOGY** 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course increases the student’s skill in the use of hand tools, portable power tools, and machinery. Topics include wood technology and joinery as it pertains to panel construction in freestanding furniture case-work. This course may be taken for a maximum of 8 units. (Formerly FMT 12/WMT 10.2)
Transfer Credit: CSU

WMT 103
**MACHINE WOOD TECHNOLOGY II** 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course increases the student’s skill in the use of hand tools, portable power tools, and machinery. The course will examine wood technology as it pertains to panel construction in freestanding furniture case-work. Topics will include machine anatomy, set-up, and fundamental operations. This course may be taken for a maximum of 8 units. (Formerly WMT 10.3)
Transfer Credit: CSU

WMT 107
**WOOD FINISHING** 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
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. This course may be taken for a maximum of 6 units. (Formerly FMT 11/WMT 10.7)
Transfer Credit: CSU

WMT 111L
**INTRODUCTION TO WOODWORKING LAB** 1 UNIT
Class hours: 3 lab
Prerequisite: WMT 101 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a total of 4 units. (Formerly WMT 11.1)
Transfer Credit: CSU

WMT 118
**WOOD TURNING** 2 UNITS
Class hours: 1 lecture/3 lab
Prerequisite: None.
Corequisite: None.
Recommendation: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Credit 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. This course may be taken for a maximum of 4 units. (Formerly WMT 11.8)
Transfer Credit: CSU

WMT 130
**FURNITURE DESIGN** 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course is designed to introduce the student to the process of furniture design. Topics include conceptualization, drawing, engineering, ergonomics, style and mock-ups. This course may be taken for a maximum of 6 units.
Transfer Credit: CSU

WMT 132
**CHAIR DESIGN AND CONSTRUCTION** 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: WMT 103 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This is a course in chairmaking for the advanced Woodworking Manufacturing Technology student. It includes the basic techniques of design, construction and production of chairs. The student will design and build both wood and exposed wood frame chairs. This course may be taken for a maximum of 8 units. (Formerly FMT 32/WMT 13.2)
Transfer Credit: CSU

WMT 134
**FRAME MAKING** 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: WMT 103 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course introduces the fundamental principles and techniques of frame making for upholstered furniture. Topics include design, engineering, layout, machine woodworking and frame assembly. This course may be taken for a maximum of 8 units. (Formerly FMT 31/WMT 13.4)
Transfer Credit: CSU

WMT 137
**OUTDOOR FURNITURE** 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course instructs students in the design and construction of outdoor furniture. Projects include tables, chairs, benches, lounges, stands and umbrellas. This course may be taken for a maximum of 10 units. (Formerly WMT 13.7)
Transfer Credit: CSU

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WMT 148
FURNITURE MAKING
AND MANUFACTURING 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: WMT 103 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course teaches basic elements of production furniture design, prototype building, and product evaluation. The course acquaints the student with all phases of furniture production as a profession. Students design, build, and test market furniture samples from which items will be selected for manufacturing in the Production Furniture Making and Manufacturing course (WMT 24.8). This course may be taken for a maximum of 8 units. (Formerly FMT 35/WMT 14.8)
Transfer Credit: CSU

WMT 151
INTRODUCTION TO
FACEFRAM CABINETMAKING 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course introduces the student to the methods, materials, tools, and machinery used in the construction to traditional faceframe cabinetry. Classroom topics will include the history, design, fabrication, and safe use of woodworking machinery and materials involved in cabinet construction. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

WMT 153
32MM SYSTEM OF CABINETMAKING 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 151 or equivalent with a grade of Credit or "C" or higher.
In this course the student learns the foundational information and skills related to the 32mm system of cabinet manufacturing. It includes review of the system with hands-on experience in product design and layout of boring patterns, including machine operation in building 32mm cabinets. (Formerly FMT 14/WMT 15.3)
Transfer Credit: CSU

WMT 154
INTRODUCTION TO
BACINET INSTALLATION 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: WMT 151 or WMT 153 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None
Recommendation: None
This course introduces the student to the methods, materials, fasteners, hardware and tools used to install residential, commercial and institutional cabinets. Classroom topics include reading of blueprints, layout, leveling, scribing, milling, fitting and fastening cabinets into place. A major emphasis will be on the safe use of tools and materials involved in cabinet installation. This course may be taken for a maximum of 6 units.
Transfer Credit: CSU

WMT 155
ARCHITECTURAL MILLWORK 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 151 or WMT 153 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None
Recommendation: None
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. This course may be taken for a maximum of 8 units. (Formerly FMT 97.03/WMT 15.5)
Transfer Credit: CSU

WMT 157
PASSAGE DOOR 4 UNITS
Class hours: 2 lecture/5.5 lab
Prerequisite: WMT 151 or WMT 102 and WMT 103 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
Corequisite: None
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. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

WMT 159
SOLID SURFACE FABRICATION 3 UNITS
Class hours: 2 lecture/3 lab
Prerequisite: WMT 101 or WMT 151 or WMT 153 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None
Recommendation: None
This course introduces the student to the methods, materials, tools and machinery used in the design, manufacturing and installation of solid surface countertops as well as the safe use of specialized machinery and materials involved in solid surface fabrication. This course will prepare students for solid surface fabrication industry certification/qualification. This course may be taken for a maximum of 6 units.
Transfer Credit: CSU

WMT 171
INTRODUCTION TO
WOODEN BOAT BUILDING 3 UNITS
Class hours: 2 lecture/4 lab
Prerequisite: WMT 103 or equivalent with a grade of Credit or "C" or higher.
In this course the student learns the foundational information and skills related to boat construction. This course may be taken for a maximum of 8 units. (Formerly FMT 69.9/WMT 17.1)
Transfer Credit: CSU

WMT 181
INTRODUCTION TO
COMPUTER OPERATIONS FOR CABINETMAKING AND DESIGN 3 UNITS
Class hours: 3 lecture/1 lab
Prerequisite: None.
Corequisite: None.
Recommendation: None.
This course provides the student with the background and skills required to understand, research, purchase and operate basic woodworking and cabinetmaking computer...
design systems. This course may be taken for a maximum of 6 units.  
_Transfer Credit: CSU_

**WMT 201**  
**WOODWORKING WITH HAND TOOLS**  
4 UNITS  
Class hours: 2.5 lecture/5.5 lab  
Prerequisite: None.  
Corequisite: None.  
Recommendation: None.  
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. This course may be taken for a maximum of 8 units. (Formerly WMT 20.1)  
_Transfer Credit: CSU_

**WMT 202**  
**ADVANCED MACHINE WOOD TECHNOLOGY**  
4 UNITS  
Class hours: 2 lecture/6 lab  
Prerequisite: WMT 103 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
This course in advanced machine woodworking is designed to extend to the student an opportunity to increase skills in the use of machine woodworking tools and expand understanding of wood technology. This course may be taken for a maximum of 8 units. (Formerly FMT 22/WMT 20.2)  
_Transfer Credit: CSU_

**WMT 203**  
**WOOD VENEERING**  
3 UNITS  
Class hours: 2 lecture/4 lab  
Prerequisite: WMT 102, WMT 103 and WMT 201 or equivalent with grades of credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
This course introduces the student to the methods, materials, tools and equipment 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. This course may be taken for a maximum of 6 units.  
_Transfer Credit: CSU_

**WMT 211**  
**THE WORKBENCH CLASS**  
4 UNITS  
Class hours: 2 lecture/6 lab  
Prerequisite: WMT 103 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
This course provides the student with the background and skills required to research, design, purchase materials, select hardware, and manufacture a workbench. This course may be taken for a maximum of 8 units. (Formerly FMT 97.02/WMT 21.1)  
_Transfer Credit: CSU_

**WMT 212**  
**ROUTERS AND ROUTER TABLES**  
4 UNITS  
Class hours: 2 lecture/6 lab  
Prerequisite: WMT 101 or WMT 151 or equivalent with a grade of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: WMT 102 or WMT 103 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 8 units. (Formerly WMT 21.2)  
_Transfer Credit: CSU_

**WMT 218**  
**POLYCHROMATIC AND CLOSED FORM TURNING**  
3 UNITS  
Class hours: 1.5 lecture/4.5 lab  
Prerequisite: WMT 101 and WMT 118 or equivalent with grades of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
This advanced woodturning course is designed to enhance students' skills. Topics include polychromatic bowl construction, closed form vessel turning and other advanced skills. This course may be taken for a total of 6 units.  
_Transfer Credit: CSU_

**WMT 219L**  
**WOODTURNING LAB**  
1 UNITS  
Class hours: 4 lab  
Prerequisite: WMT 101 and WMT 118 and WMT 218 or equivalent with grades of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: WMT 102 or WMT 103.  
This course allows students to perfect and hone skills acquired during previous woodturning courses. In this lab, students will design and construct woodturning projects of their choice that are relevant to the subject matter being taught during the same time period. This course may be taken for a maximum of 6 units.  
_Transfer Credit: CSU_

**WMT 228L**  
**PROJECT COMPLETION LAB**  
2 UNITS  
Class hours: 1 lecture/3 lab  
Prerequisite: WMT 101 or WMT 151 and WMT 102 or WMT 103 or equivalent with grades of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
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. This course may be taken for a total of 8 units. (Formerly WMT 22.8)  
_Transfer Credit: CSU_

**WMT 229L**  
**COMPREHENSIVE WOODWORKING MANUFACTURING SPECIALTY**  
2.5 UNITS  
Class hours: 8 lab  
Prerequisite: WMT 102 or WMT 103 or equivalent with grades of Credit or "C" or higher.  
Corequisite: None.  
Recommendation: None.  
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. This course may be taken for a maximum of 12.5 units. (Formerly WMT 22.9)  
_Transfer Credit: CSU_

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WMT 233
MORRIS CHAIR 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 101, WMT 102 and WMT 103 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 12 units.
Transfer Credit: CSU

WMT 244
CHEST OF DRAWERS 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 102, WMT 103, and WMT 201 or equivalent with grades of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
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. The course may be taken for a maximum of 8 units.
Transfer Credit: CSU

WMT 248
PRODUCTION FURNITURE MAKING AND MANUFACTURING 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: WMT 148 or equivalent with a grade of Credit or “C” or higher.
Corequisite: None.
Recommendation: None.
The course enables the students to work as a team in the manufacturing of a limited edition of student-designed furniture items for on-campus use. The course includes all the steps from setting up a furniture plant to building a finished furniture product. This course may be taken for a maximum of 12 units. (Formerly FMT 45/WMT 24.8)
Transfer Credit: CSU

WMT 249L
FURNITURE MANUFACTURING SPECIALTY 2.5 UNITS
Class hours: 8 lab
Prerequisite: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Credit or “C” or higher
Corequisite: None.
Recommendation: None.
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. This course may be taken for a maximum of 10 units.
(Formerly FMT 36/WMT 24.9)
Transfer Credit: CSU

WMT 250
INTERMEDIATE FACEFRAME CABINETMAKING 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 151 and WMT 181 or equivalent with grades of Credit or “C” or higher, or appropriate work experience.
Corequisite: None
Recommendation: None
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, milling, assembly, and installation of face frame cabinetry. Students will work in teams to design, fabricate and install a complete set of European cabinets. A major emphasis will be on production techniques and the safe use of computerized numerical control panel processing machinery. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

WMT 251
ADVANCED FACEFRAME CABINETMAKING 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 250 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course provides the student the opportunity to improve faceframe cabinetmaking skills by the use of tool and machinery specific to advanced faceframe cabinetmaking and millwork. Topics include inset door fabrication, coopered door construction, linen fold and other special panel detailing as well as applied mouldings, appliqués and carvings. Students will fabricate a series of project samples for use in future advanced cabinetmaking projects.
This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

WMT 252
INTERMEDIATE 32MM SYSTEM CABINETMAKING 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 153 and WMT 181 or equivalent with grades of Credit or “C” or higher, or appropriate work experience.
Corequisite: 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 on production techniques and the safe use of computerized numerical control panel processing machinery. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

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WMT 253
ADVANCED 32MM SYSTEM OF CABINETMAKING 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 252 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: None.
Recommendation: None.
This course provides the student the opportunity to improve European 32MM system cabinetmaking skills by the use of tools and machinery specific to advanced 32MM system cabinetmaking and millwork. Topics include advanced boring patterns, inset door installation, coopered and radius door applications, and other special trim and filler detailing as well as applied moldings, appliques and carvings. Students will fabricate a series of project samples for use with future advanced 32MM system cabinetmaking projects. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

WMT 258
MANTELS AND WALL SYSTEMS 4 UNITS
Class hours: 2.5 lecture/5.5 lab
Prerequisite: WMT 102 or WMT 103 and WMT 155 or equivalent with grades of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course introduces the student to the methods, materials, tools and machinery used in the design, manufacturing and installation of mantels and wall systems. Topics include the history, design, milling, assembly and installation of mantels and wall paneling. A major emphasis will be on the safe use of woodworking machinery and materials involved in architectural millwork. This course may be taken for a maximum of 8 units.
Transfer Credit: CSU

WMT 268A
PRODUCTION CABINETMAKING (COMMERCIAL/INSTITUTIONAL) 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: WMT 151 or WMT 153 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: WMT 250 or WMT 252.
Recommendation: WMT 154, WMT 155, WMT 181
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. This course may be taken for a maximum of 10 units. (Formerly FMT 46/WMT 26.8/WMT 268)
Transfer Credit: CSU

WMT 268B
PRODUCTION CABINETMAKING AND MANUFACTURING (RESIDENTIAL) 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: WMT 151 or WMT 153 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: WMT 250 or WMT 252
Recommendation: WMT 154, WMT 155, WMT 181
This course specializes in the fabrication and installation of residential cabinetry and millwork. Topics include panel selection, wood choice, product adaptability and residential construction applications. Students will also receive instruction in production techniques, materials science, cost estimating, time management and scheduling. This course enables students to work as a team in the design, manufacturing, and installation of cabinets and fixtures for on-campus use. This course may be taken for a maximum of 10 units.
Transfer Credit: CSU

WMT 268C
PRODUCTION CABINETMAKING AND MANUFACTURING (MASS PRODUCTION) 5 UNITS
Class hours: 4 lecture/4 lab
Prerequisite: WMT 151 or WMT 153 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Corequisite: WMT 250 or WMT 252
Recommendation: WMT 154, WMT 155, WMT 181
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 a team in the design, manufacturing and installation of mass production cabinetry and fixtures for on-campus use. This class may be taken for a maximum of 10 units.
Transfer Credit: CSU

WMT 269L
CABINETMAKING MANUFACTURING SPECIALTY 2.5 UNITS
Class hours: 8 lab
Prerequisite: WMT 153 or WMT 155 or equivalent with a grade of Credit 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. This course may be taken for a maximum of 10 units. (Formerly WMT 26.9)

WMT 281
ADVANCED COMPUTER OPERATIONS FOR CABINETMAKING AND DESIGN 2.5 UNITS
Class hours: 2 lecture/2 lab
Prerequisite: WMT 181 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
This course provides the student with the advanced skills and knowledge required to better utilize cabinet manufacturing computer systems and software. Classroom topics will include cutting list development, panel optimizing, job/cost estimating, and introduction to catalog writing for software customization. This course may be taken for a maximum of 5 units. (Formerly FMT 62/WMT 28.1)
Transfer Credit: CSU

WORD PROCESSING
SEE BCOT
(Business Computerized Office Technologies)
ZOLOLOGY
(Science/Engineering/Math Division)

ZOOL 120
INTRODUCTION TO ANIMAL BIOLOGY 4 UNITS
Class hours: 2 lecture/6 lab
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Corequisite: None.
Recommendation: None.
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. (Formerly ZOOL 10)
Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
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.

**ABING, JOSEPH (2003)**
Instructor
Physical Education/Athletics
B.A., University of California, Los Angeles
M.A., Azusa Pacific University

**ACKLAND, DEAN (1987)**
Professor
Coordinator/Supervisor of Student Activities
B.S., California State University, Long Beach
M.A., Azusa Pacific

**ALENIKOV, TERESA (2002)**
Assistant Professor
Accounting/Finance
B.S., M.B.A., California State University, Long Beach

Assistant Professor
Educational Technology
B.A., California State University, Long Beach
J.D., Western State University

Instructor
English
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M.A., California Polytechnic State University, Pomona

**ARAGON, RICHARD (1994)**
Associate Professor
Automotive Mechanical Repair
B.A., California State University, Los Angeles

**ARCE, CARLOS (1991)**
Assistant Professor
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B.A., California State University, Chico
M.A., California State University, Sacramento

**ARFWEDSON, CHRISTINE (1997)**
Assistant Professor
Nursing Education
B.S., Nursing University of the State of New York
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**ASHE, SUZANNE (1986)**
Professor
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B.A., Rosary College, River Forest, IL
M.A., University of California, Los Angeles

**ASIDDAO, VALENTIN (1992)**
Associate Professor
English
B.A., Ateneo de Manila University
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**ASPEREN, ROBERT (1979)**
Professor
Auto Body
A.A., Cerritos College

**AUSTIN, ANTHONY (1980)**
Associate Professor
Electronics
B.A., California State University, Los Angeles

**BAILEY, KIM (1999)**
Assistant Professor
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M.S.N., University of Phoenix
Ph.D., University of London

**BALMAGES, MARY (1992)**
Professor
Court Reporting
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B.A., University of California, Berkeley
M.A., Chapman University

**BARON, TONY (1986)**
Instructor
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**BARRITT, BONNIE R. (1998)**
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Graphic Design/Computer Graphics
B.A., Immaculate Heart College
M.A., California State University, Los Angeles
M.F.A., California State University, Fullerton

**BATHKE, JULIE (2002)**
Instructor
Physical Therapist Assistant
B.S., California State University, Long Beach
M.S., University of Kentucky

**BEALE, DARRYL K. (1973)**
Professor
Psychology
Ph.D., University of Southern California

**BELLAS, MONICA (2000)**
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**BELLO-GARDNER, SYLVIA (1987)**
Associate Professor
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**BENDER, W. JON (1988)**
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Automotive Technology
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**BERKLITE, STEVEN L. (1985)**
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**BERRY, PATRICIA A. (1978)**
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**BETANCOURT, DAVID (1999)**
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**BETTINO, M. L. (1991)**
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**BLACKMUN, EUGENE (1983)**
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BOARDMAN, CONSTANCE (1991)
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BOYLE, JOHN (1974)
Professor
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BRAUN, SHARON K. (1997)
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Child Development
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BRADbury, JEFFERY (1999)
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BREIT, CRAIG A. (1985)
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BRIDGES, GLORIA (1999)
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BUDarin, DMITRI (2003)
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B.S., M.S., Moscow State University

BURNS, MARLA (1990)
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A.A., Saddleback College
B.A., California State University, San Jose
M.A., California State University, San Francisco

BUSCHAUER, ROBERT (1989)
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CABUTO, FROYLAN (2000)
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CAMERON, RICHARD D. (1996)
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Journalism
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CAMPOLO, ROBERT B. (1997)
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B.F.A., School of Visual Arts
M.F.A., University of California, Los Angeles

CARNEY, DANIELLE (2000)
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CARROLL, DANI (2002)
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Dental Hygiene
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B.A., M.A., California State University, Long Beach

CASAS, RALPH P. (1995)
Associate Professor
Pharmacy Technology
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CHALMERS, GRAHAM (1991)
Associate Professor
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B.A., University of Waterloo
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CHAMRAS, SEVADA (2002)
Instructor
Chemistry
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Ph.D., University of California, Santa Barbara

CHAVEZ, ERLINDA (1989)
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Cosmetology
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CHESTER, ROBERT (1987)
Associate Professor
English
B.A., M.A., California State University, Northridge

CHOWEN, JUDITH (1981)
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CHRISTIE, WILLIAM C. (1999)
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CLARKE, MARY (1980)
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English
A.A., Orange Coast College
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CLIFFORD, STEPHEN
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English
B.A., Assumption College
M.A., Marquette University
Ph.D., University of Washington

CODD, GERALDINE A. (1997)
Assistant Professor
Reading
B.A., Rider College
M.A., Seton Hall University

COLBATH, G. KENT (1989)
Professor
Earth Science
B.S., Oregon State University
M.S., University of California, Los Angeles
Ph.D., University of Oregon

COLGAN, ROBERT T. (1993)
Professor
Woodworking Manufacturing Technologies
A.A., Fullerton College
B.V.E., California State University, Long Beach

CONNAL, JANICE S. (1988)
Counselor
A.A., Fullerton College
B.A., Chapman College
M.A., California State University, Fullerton
Ph.D., University of California, Los Angeles
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<th>Name</th>
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<th>Department</th>
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<td>CONVEY, CYNTHIA (1996)</td>
<td>Manager of Employment Services/Faculty &amp;</td>
<td>M.S., California State University, Davis</td>
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<td>CORDOVA, ERNESTO (2002)</td>
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<td>M.S., California State University, Long Beach</td>
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<td>COULTER, LUCIA (1987)</td>
<td>Associate Professor</td>
<td>M.A., American University in Cairo, Egypt</td>
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<td>DUFF, KIMBERLEY, (1999)</td>
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<td>M.F.A., University of Iowa</td>
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<td>FAILOR, JOLEEN (1976)</td>
<td>Professor</td>
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<td>Dental Assisting</td>
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<td>FALKEN, DENNIS P. (1997)</td>
<td>Assistant Professor</td>
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<td>Political Science</td>
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<td>FARINA, MICHAEL J. (1989)</td>
<td>Professor</td>
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<td>FIELDSTEIN, THERESE (1988)</td>
<td>Professor</td>
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<td>FERNANDEZ, CHRISTINA (2001)</td>
<td>Instructor</td>
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<td>Photography</td>
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<td>FERNANDEZ, WALTER I. (1995)</td>
<td>Associate Professor</td>
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<td>B.A., M.A., California State University, Northridge</td>
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<td>FIELDS, MELEA R. (2003)</td>
<td>Assistant Professor</td>
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<td>Physical Education</td>
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<td>M.Ed., Azusa Pacific University</td>
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<td>FINKELSTEIN, HY L. (1975)</td>
<td>Professor</td>
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<td>Management</td>
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<td>FLORESCU, MIHAELA (2001)</td>
<td>Professor</td>
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<td>M.A., Ph.D., University of California, Los Angeles</td>
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<td>FOBI, CHARLENE (1988)</td>
<td>Professor</td>
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<td>Nursing Education</td>
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<td>A.D.N., B.S.N., University of Cincinnati</td>
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<td>Ed.D., Pepperdine University</td>
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<td>FOLLETT, KAY S. (1981)</td>
<td>Professor</td>
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<td>Disabled Student Programs &amp; Services</td>
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<td>FORTNER, ANTHONY (1999)</td>
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<td>Woodworking Manufacturing Technologies</td>
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<td>FRONKE, MARK J. (1992)</td>
<td>Professor</td>
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<td>B.S., University of Southern California</td>
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<td>FUJIMOTO, NORMAN Y. (1994)</td>
<td>Instructional Dean, Science, Engineering</td>
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<td>FUSCHETTO, SUSAN (2000)</td>
<td>Assistant Professor</td>
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<td>Computer and Information Sciences</td>
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GAFFANEO, TODD W. (1975)
Instructor
Psychology
B.A., M.A., California State University, Northridge

GAFFANEO, TODD W. (1975)
Professor
English
B.S., M.A., University of Arkansas
Ph.D., University of Southern California

GAFFANEO, TODD W. (1975)
Instructor
Physical Education/Athletics
B.A., California State University, Long Beach
M.A., Azusa Pacific

GEORGE, PATTY (1999)
Instructor
Mathematics
B.A., M.A., M.S., University of California, Riverside

GERSITZ, LORRAINE (2000)
Librarian
B.A., M.L.S., Rutgers University

GLEYCKNER, CARRIE E. (1997)
Assistant Professor
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B.A., University of California, Berkeley
M.F.A., University of California, Irvine

Instructor
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

TORRES-BOWER, ANA (1992)
Professor
Philosophy
B.A., University of Puerto Rico
M.A., California State University, Long Beach

TRAGER, JULIE (2001)
Instructor
Art History
B.F.A., Rhode Island School of Design
M.F.A., Bard College
TROUP, JACQUELYN A. (1991)
Instructor
Sociology
B.A., M.A., Pepperdine University

UKITA, TRACI (2001)
Instructor/Counselor
B.A., University of California, Los Angeles
M.S., California State University, Long Beach

VALENZUELA, RAUL (1989)
Associate Professor/Counselor (EOPS)
B.A., University of California, Irvine
M.S., California State University, Fullerton

VAN DE MORTEL, JOSEPH (1988)
Associate Professor
Philosophy
B.A., California State University, Fullerton
M.A., University of San Francisco

VASQUEZ, GRACIELA (1994)
Title V Project Director
B.A., M.A., University of California, Los Angeles

VELA, NOELIA (2004)
President/Superintendent
B.A., M.A., Illinois State University
Ed.D., University of San Diego

VOORHIES, ANN (2002)
Assistant Professor
Nursing Education
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

WALTHER, ROBERT S. (1992)
Professor
Microbiology
B.S., M.S., University of Southwestern Louisiana
M.A., University of California, Los Angeles

WATANABE, SUSAN (1991)
Associate Professor
Theatre Arts
B.A., California State University, Dominguez Hills
M.F.A., University of Southern California

WELL, GEORGIA (1983)
Associate Professor
Theatre Arts
A.A., Bakersfield Junior College
B.A., M.A., California State University, Long Beach

WELLIVER, KAREN M. (1988)
Professor
Health, Physical Education/Athletics
B.A., M.A., California State University, Long Beach

WELLS, DOUGLAS (1989)
Professor
Physical Education/Athletics
B.S., M.S., University of Utah

WHITE, BRENDA J. (1993)
Associate Professor
Cosmetology
B.A., Union Institute

WHITSON, BEVERLY (1984)
Professor
English
A.A., Cerritos College
B.A., M.A., California State University, Fullerton

WILSON, CHRISTOPHER (2000)
Associate Professor
Art and Design
B.A., University of California, Irvine
M.F.A., Loyola Marymount University

WILSON, JACK (1999)
Assistant Professor
Computer and Information Sciences
B.A., M.S., California State University, Fullerton

WISSA, FARID F. (1988)
Professor
Engineering Design Technology
A.A., Cerritos College
B.V.E., M.A., California State University, Long Beach

WRIGHT, FRANK (1965)
Professor
Mathematics/Computer Science
B.S., Illinois State University
M.A., Rutgers University
Ed.D., University of Colorado

YEAGER, MARTHA (1982)
Associate Professor
English as a Second Language
B.A., State University of New York, Buffalo
M.A., Michigan State University

YOUNG, DAVID A. (1987)
Professor/Counselor
B.A., California State University, Northridge
M.A., University of California, Los Angeles
Ph.D., University of Southern California

ZEWAIL, MERVAT (1984)
Professor
Chemistry
B.S., University of Alexandria, Egypt
Ph.D., University of Pennsylvania
ANAYA, JOSE (2002)
Director of Economic Development
B.S., California State Polytechnic
University, Pomona
M.B.A., University of Southern California

BOWMAN, TAYLOR (1999)
Web Administrator
B.J., B.F.A., University of Texas
M.F.A., University of North Texas

CHOMIAK, RENEE D. (2001)
CalWORKs Coordinator
A.A., Lincoln Land College
B.A., Oral Roberts University
M.A., Fuller Theological Seminary
M.S., California State University, Los Angeles

CHUNING, DENNIS M. (2002)
Vice President of Business Services/
Assistant Superintendent
B.A., California State University, Fullerton
M.S., University of Southern California

CHUNING, DENNIS M. (2002)
Director of Adult Education/Diversity Program
B.A, California State University, Northridge
M.S., New School University

FISHER, MARK E. (2001)
Director of Human Resources
B.S., University of LaVerne
M.S., Chapman University

FRANKLIN, LAURA (2002)
Director of Community Education
B.S., University of Arizona
M.A., University of California, Los Angeles

Coordinator of Student Health & Wellness
A.A., Cerritos College
B.S., M.S., California State University, Long Beach

HO, JENNEY (2003)
Director of Purchasing
B.A., California State University, Fullerton

KEUNG, CHI-CHUNG (1999)
Director of Marketing & Public Relations
B.S., University of Southern California
M.B.A., California State University, Los Angeles

KRICHMAR, LEE (1999)
Director of Computer Services
B.S., DeVry Institute of Technology
M.I.S., Claremont Graduate School

KURTZ, DANITA J. (1999)
Coordinator of International Students Program
B.S., Ohio State University
M.Ed., Florida Atlantic University

MURGUIA, STEPHANIE (2001)
Administrative Dean of Admissions & Records
A.A., Palomar College
B.A., California State University, San Marcos
M.A., University of San Diego

O’DONNELL, PATRICK (2004)
Manager Information Technology
B.S., California State University, Long Beach

O’ROURKE, DANIEL M. (1974)
Assistant Director of Human Resources
A.A., Cerritos College

PAYNE, RAMONA (1999)
Accounting Manager
B.S., California State University, Los Angeles

RICHARDSON, STEVEN (2000)
Executive Director of Foundation
B.A., Biola University

RICHLEY, THOMAS (2003)
Operations Manager
A.A., Cypress College

RIFLE, ROBERT (2003)
Director of Physical Plant
A.A., Fullerton College

RIZKALLAH, BERLANTI (1981)
Director of Fiscal Services
B.S., University of Cairo, Egypt
M.B.A., National University

ROBBINS, PATRICIA (2002)
Director of Foster & Kinship Care
Education Programs
B.A., University of California, Los Angeles
M.S., California State University, Fullerton

SHELDON, CAROLINE (2001)
Director of Research & Planning
B.A., M.A., California State University, Fullerton

SIMS, JOANNE (2000)
Budget Manager
B.S., University of Redlands
M.B.A., National University
Faculty Emeriti

ADAMS, KEITH  
Dean of Vocational Education/Extended Day

AGUIRRE, RUDOLPH  
(1959-1987)  
Art

ALLEGRE, JEAN  
(1964-1991)  
French

ALLEN, ROBERT  
(1965-1991)  
Business-Accounting

ANDERSON, LOWELL  
(1962-2003)  
Real Estate

ANGLE, NANCY  
(1989-1999)  
Mathematics

ARCHER, DONNY  
(1961-1981)  
Mathematics

BAIRD, MARGARET W.  
(1965-1983)  
Office Occupations

BAKER, EVERETT D.  
(1959-1989)  
Chemistry

BALCH, DONALD  
(1962-1979)  
English

Baley, John D.  
Mathematics/Computer Science

Baramki, Henrietta  
Nursing Education

Barker, Matilda  
(1989-2000)  
Sociology

Barclay, Lois  
(1964-1979)  
Cosmetology

Baxter, Dorris  
(1957-1984)  
Chemistry

Bayer, Connie  
(1966-2002)  
Health and Physical Education

Bock, Frank  
(1961-1988)  
Anthropology/Theatre

Bojanovich, Jack  
(1971-1998)  
Physical Education/Athletics

Bonnycastle, William L.  
(1960-1984)  
English

Boodnick, Allan  
(1965-1991)  
Counselor

Bos, Robert Kemp  
(1958-1984)  
Counselor

Brady, Lawrence  
(1970-1999)  
Instructional Dean, Fine Arts and Communications

Brady, Melvin  
(1963-1991)  
Business

Broadbent, Lindsey  
(1966-79)  
Technical Mathematics

Broderick, William E.  
Reading

Bufalini, Elvidio G.  
(1967-1986)  
Counselor

Burnight, Ralph F.  
(1956-62)  
President/Superintendent

Cabeen, Charles  
(1958-1979)  
Psychology

Caley, Donald  
(1965-1987)  
Marketing, Management, Business

Campbell, Clinton P.  
(1965-1983)  
Sociology

Cannon, John P.  
(1958-1980)  
Earth Science
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<td>(1957-1977)</td>
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<td>(1965-1984)</td>
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<td>GRAUPMAN, ALVINA</td>
<td>(1957-1986)</td>
<td>Office Occupations</td>
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<td>(1959-1979)</td>
<td>Division Chairman, Health, P.E., and Recreation</td>
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<td>HALLUM, ANDREW</td>
<td>(1973-1992)</td>
<td>Business/Disabled Student Programs</td>
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<td>HARRINGTON, ROBERT</td>
<td>(1966-1979)</td>
<td>Data Processing</td>
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<td>(1959-1979)</td>
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<td>(1965-2002)</td>
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<td>(1957-1982)</td>
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<td>(1976-1992)</td>
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<td>HOUSEMAN, PHIL</td>
<td>(1982-2003)</td>
<td>Dean of Student Activities</td>
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<td>(1957-1960)</td>
<td>Dean of Admissions</td>
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<td>HUNTER, FREDERICK</td>
<td>(1973-1988)</td>
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<td>IKEMOTO, MILDRED</td>
<td>(1967-1992)</td>
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<td>INCORVAIA, JOSEPH</td>
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<td>JANKOWSKI, SHIRLEY</td>
<td>(1975-1990)</td>
<td>College Nurse</td>
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<td>JENKINS, SARAH</td>
<td>(1959-1989)</td>
<td>Librarian</td>
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<td>JENNINGS, STANLEY</td>
<td>(1957-1985)</td>
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<td>(1964-1982)</td>
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<td>JOHNSON, CARL</td>
<td>(1958-1976)</td>
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<td>JOHNSON, WILLIAM</td>
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<td>JONES, BETTY LOU</td>
<td>(1965-1989)</td>
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<td>JONES, MARGIA</td>
<td>(1974-1979)</td>
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<td>JORDAN, ROBERT</td>
<td>(1960-1989)</td>
<td>Sociology</td>
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<td>JULIANO, RICHARD</td>
<td>(1965-1991)</td>
<td>Instruction Dean, HPE/Athletics</td>
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<td>KAMANSKI, PAUL DAVID</td>
<td>(1959-1989)</td>
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<td>KARVELIS, DONALD</td>
<td>(1977-2003)</td>
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<td>KELLY, NANCY J.</td>
<td>(1975-2002)</td>
<td>Health, Physical Education</td>
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<td>KETELLE, WILLIAM</td>
<td>(1975-1992)</td>
<td>Furniture Manufacturing Technology</td>
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<td>KINCAID, WALLACE</td>
<td>(1957-1989)</td>
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<td>KLEIN, WERNER</td>
<td>(1960-1976)</td>
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<td>KLEINERMAN, JOSEPH</td>
<td>(1957-1987)</td>
<td>Counselor</td>
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<td>KORF, LEE</td>
<td>(1958-1982)</td>
<td>Theatre Arts</td>
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<td>LACKMAN, JACK</td>
<td>(1965-1984)</td>
<td>English</td>
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<td>LA GUARDIA, PATRICIA</td>
<td>(1973-1998)</td>
<td>Director, Assessment Center</td>
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<td>LAIDLAW, RUTH F.</td>
<td>(1964-1986)</td>
<td>Home Economics</td>
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<td>LANG, JEAN H.</td>
<td>(1972-1989)</td>
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<td>Automotive Technology</td>
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<td>LUNDGREN, AUSTRIN</td>
<td>(1965-1989)</td>
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<td>MANSUN, WALTER C.</td>
<td>(1973-1993)</td>
<td>Vice President of Business Services</td>
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<td>MANIRE, MARGARET V.</td>
<td>(1959-1975)</td>
<td>School Nurse</td>
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<td>MICHAEL, WILFORD</td>
<td>(1973-1986)</td>
<td>President-Superintendent</td>
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<td>MILES, LYMAN C.</td>
<td>(1965-1983)</td>
<td>Administrative Assistant</td>
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<td>(1976-1990)</td>
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<td>MONTGOMERY, DONALD</td>
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<td>(1956-1976)</td>
<td>Political Science</td>
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<tr>
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<td>(1960-1988)</td>
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<td>PINDER, PATRICIA</td>
<td>(1978-1999)</td>
<td>Coordinator of Student Health &amp; Wellness</td>
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<tr>
<td>PLOWMAN, LOIS</td>
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<td>Engineering and Mathematics</td>
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<td>(1974-1994)</td>
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<td>RINGWALD, SIEGFRIED</td>
<td>(1969-1991)</td>
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<td>ROBINSON, RICHARD B.</td>
<td>(1965-1986)</td>
<td>Associate Dean, Student Activities</td>
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<td>RODRIGUEZ, ANTONIO</td>
<td>(1968-1989)</td>
<td>Speech Communication</td>
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<td>Division Chairman, Health Occupations</td>
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<td>(1972-1993)</td>
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<td>Schaumburg, Gary</td>
<td>1970-2003</td>
<td>Psychology</td>
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<td>Schutz, Joan</td>
<td>1957-1979</td>
<td>Division Chairman, Health, P.E., and Recreation</td>
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<tr>
<td>Scott, Dick</td>
<td>1957-1980</td>
<td>History</td>
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<tr>
<td>Scott, Lacreta</td>
<td>1984-2002</td>
<td>English</td>
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<tr>
<td>Scott, Olive P.</td>
<td>1959-1986</td>
<td>Vice President for Instructional Services</td>
</tr>
<tr>
<td>Seeley, George</td>
<td>1959-1988</td>
<td>Physics</td>
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<td>Sewell, Donald</td>
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<td>Sharpe, Dollie</td>
<td>1979-2001</td>
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<td>1966-1982</td>
<td>Administration of Justice</td>
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<td>Shawver, Louis Reed</td>
<td>1965-1984</td>
<td>Industrial Supervision</td>
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<td>1970-1993</td>
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<td>Showman, Frank</td>
<td>1957-1989</td>
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<td>Shutt, Roland P.</td>
<td>1963-1972</td>
<td>Art</td>
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<td>Siegel, Allan B.</td>
<td>1961-1993</td>
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<td>Siegel, Frances J.</td>
<td>1962-1966</td>
<td>History</td>
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<td>Simonek, Harold R.</td>
<td>1963-2003</td>
<td>Physical Education/Athletics</td>
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<td>Siriani, Don V.</td>
<td>1957-1983</td>
<td>Dean of Instructional Support</td>
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<td>Sokolik, Joseph</td>
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<td>1960-1973</td>
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<td>1965-2001</td>
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<td>1962-1967</td>
<td>Data Processing</td>
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<td>1966-2003</td>
<td>Computer and Information Sciences</td>
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<td>1976-2003</td>
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<td>Zive, Ira</td>
<td>1972-2002</td>
<td>Dental Hygiene</td>
</tr>
</tbody>
</table>
## Classified Employees by Area

### Academic Affairs
- Masoud Alavian
- Maria Boyol
- Cheryl Buzezelli
- Monica Castro
- Pamela Chambers
- John Gallant
- Steve Gates
- Robert Ho
- Dorothy O'Donnell
- John Echevarria
- Ester Gamez
- Cary Jamison
- Debra Komadina
- Charlotte O'Rourke
- Terri Ramirez
- Renato Yepes
- Santiago Rios Jr.
- Claudia Saathoff
- Carlo Velazquez

### Admissions and Records
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- Paul Badzy
- A.A., Cerritos College
- Delfina Bernabei
- Francesca Bello
- A.A., Cerritos College
- Sue Boss
- A.A., Cerritos College
- Christina Campbell
- A.A., Cerritos College
- Joan Cary
- A.A., Cerritos College
- Joey Ear
- A.A., Cerritos College
- A.A., Long Beach City College
- Leticia Fehn
- Barbara Ladmirault
- Lisa Leyva
- Natasha Mejia
- Kathleen Otero
- Benjamin Pendleton
- Trenain Bland
- Theresa Torres
- Lisha Valles

### Business Education
- Johnny Cooper
- A.A., Cerritos College
- B.S., Azusa Pacific University
- Micki England
- Evelyn Mattison
- Joelynn Senf

### Business Services
- Linda Kaufman

### Campus Police
- Randy Albano
- David Barr
- A.A., Fullerton College
- Jairzinho Barron
- Tom Brush
- Richard Bukowiecki
- Ricardo Bustamente
- Duane Caskey
- Angel Castillo
- Mario Chavez

### Career Services
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- Dora Lozano
- A.A., Cerritos College
- B.S., California State University, Dominguez Hills
- Maria Luisa Mota
- Elaine Palmer
- Marina Rodriguez
- Christina The
- A.A., Cerritos College
- B.A., California State University, Fullerton
- M.B.A., California State University, Dominguez Hills
- Rosario Vasquez

### Child Development Center
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- Astrid Feist
- Debra Gonzalez
- Jeanne Harmon
- Leticia Martuccio
- Maria Watson

### Communication Center
- Carmen Garcia
- Shelley Pesanti

### Community, Industry & Technology Education
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- Vicky Curry
- Veronica Elias
- Sally Greer
- Christine Gomez
- Toni Grihalva
- Isabel Hacker
- Suzanne Heapy
- Kathy Hogue
- Gayle Kline
- A.A., Cerritos College
- Cindy Lo
- Darybeth Martinez
- Leslie Nishimura
- A.A., Kapiolani Community College
- B.S., California State University, Long Beach
- Norbeo Nunez
- Caron Pace

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- M.S., University of La Verne
- Antione Clark
- Marlene Maunatu
- Kristen Towhid

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- Karen Boyce
- Judith Bulanek
- A.A., Cerritos College
- Geraldine Greene
- Veronica Gutierrez
- Duane Rumsey
- Marcia Taylor
- Robin Thompson
- A.A., Cerritos College
- Daisy Valdivia

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MADALYN CASTRO
MARIBEL GOMEZ
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INEZ PINEDA-RUELAS
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NORA LAREDO
PATRICK LEGASPI
CARLOS MERA

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NIKEETHA JONES
ELIZABETH MONGE
B.S., Vanguard University of Southern California
DOREEN PAGANO

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EUGENIA NEAL
NORMA RODRIGUEZ
YAJAYRA, VEJAR
SYLVIA VERA
NANCY WALLE

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KATIE HO
ELIZABETH RODRIGUEZ

STUDENT SERVICES
ANITA RIOS

TECHNOLOGY
TROY CAGLE
LINDA CASEY
VERONICA CORTEZ
TRUDY DELLIMAGINE
ROBIN GOECKNER
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DANIELLE JONES
BEVERLY KECK
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DAVID MUSSAW
TLITHA PENDLETON
NINA PEREA
CAROLYN REED
SAVERNA REICH
LUIS RODRIGUEZ
A.A., Cerritos College
A.S., Citrus College
JUSTUS ROESE
KEVIN SHELTON
ESTHER WILSON

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AMPARO FERNANDEZ-PEREZ
B.A., California State University, Fullerton
LORI FLINN
B.S., California Polytechnic University, Pomona
YVETTE JUAREZ
NORMAN NGUYEN
SARAH RAMIREZ
CHRISTINA RODRIGUEZ
MICHELLE RODRIGUEZ
DEBORAH THOMAS
BERNICE WATSON
MICHAEL WISNIEWSKI

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<td>Word Processing Courses</td>
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<tr>
<td>(See Business Computerized Office Technologies)</td>
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<tr>
<td>Word Processing Major</td>
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### ACKNOWLEDGEMENTS

**Dr. Noelia Vela**
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Cerritos College Alcohol and Drug Policy

CERRITOS COLLEGE’S POLICY

It is the policy of Cerritos College to implement and maintain the provisions of the Drug-Free Schools and Communities Act amendments of 1989. The college’s policy clearly prohibits the unlawful possession, use, or distribution of illicit drug or alcohol by students and employees on campus or as part of any of its activities.

INFORMATION REGARDING LEGAL SANCTIONS UNDER FEDERAL, STATE, AND LOCAL LAWS IS AVAILABLE IN THE FOLLOWING LOCATIONS:

1. Library
2. Human Resources
3. Student Activities Office
4. Assessment Center
5. Health and Wellness Office

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 and Wellness Center, ext. 2321
3. Adult Reentry, ext. 2362

HEALTH RISKS
WHAT CAN HAPPEN TO YOUR BODY

<table>
<thead>
<tr>
<th>DRUG</th>
<th>Initial Use</th>
<th>Chronic Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALCOHOL</td>
<td>• Heart beats faster and weaker</td>
<td>• Permanent liver, heart, brain damage</td>
</tr>
<tr>
<td></td>
<td>• Become clumsy and stagger</td>
<td>• Liver cancer</td>
</tr>
<tr>
<td></td>
<td>• Get confused and can't concentrate</td>
<td>• Stomach ulcers</td>
</tr>
<tr>
<td></td>
<td>• Feel sick to your stomach, vomit</td>
<td>• High blood pressure</td>
</tr>
<tr>
<td></td>
<td>• Mood changes quickly to violence or depression</td>
<td>• Alcoholism</td>
</tr>
<tr>
<td>COCAINE/Crack</td>
<td>• Heart beats faster/blood pressure rises</td>
<td>• Permanent lung damage</td>
</tr>
<tr>
<td></td>
<td>• Body temperature rises</td>
<td>• Holes and ulcers inside nose</td>
</tr>
<tr>
<td></td>
<td>• Breathe faster</td>
<td>• Personality changes/violent behavior</td>
</tr>
<tr>
<td></td>
<td>• Can't sit still or sleep</td>
<td>• Fear of people and things (paranoia)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• See things that aren't real (hallucinate)</td>
</tr>
<tr>
<td>MARIJUANA</td>
<td>• Feel calm, relaxed, sleepy</td>
<td>• Heart and lung damage</td>
</tr>
<tr>
<td></td>
<td>• Heart beats faster</td>
<td>• Lung cancer</td>
</tr>
<tr>
<td></td>
<td>• Reaction time slows down</td>
<td>• Can’t remember things</td>
</tr>
<tr>
<td></td>
<td>• Throat, mouth, and lips get dry</td>
<td>• Lower ability to fight off colds and flu</td>
</tr>
<tr>
<td></td>
<td>• Eyes get bloodshot, eyesight blurs</td>
<td>• Lower sperm count and movement</td>
</tr>
<tr>
<td></td>
<td>• Lose sense of time</td>
<td>• Dysmenorrhea</td>
</tr>
<tr>
<td>STEROIDS</td>
<td>• Heart beats faster/blood pressure rises</td>
<td>• Heart attacks</td>
</tr>
<tr>
<td></td>
<td>• Become more alert</td>
<td>• Liver cancer</td>
</tr>
<tr>
<td></td>
<td>• Feel dizzy and shaky</td>
<td>• Stop growing taller</td>
</tr>
<tr>
<td></td>
<td>• Can't sit still or sleep</td>
<td>• Impotency</td>
</tr>
<tr>
<td></td>
<td>• Breath smells bad, mouth and lips dry out</td>
<td>• Dysmenorrhea</td>
</tr>
<tr>
<td>TOBACCO</td>
<td>• Heart beats faster/blood pressure rises</td>
<td>• Lung and heart damage</td>
</tr>
<tr>
<td></td>
<td>• Feel sick to your stomach</td>
<td>• Lung, mouth, and throat cancer</td>
</tr>
<tr>
<td></td>
<td>• Feel dizzy</td>
<td>• Stomach ulcers</td>
</tr>
<tr>
<td></td>
<td>• Feelings of tension/tiredness</td>
<td>• High blood pressure</td>
</tr>
<tr>
<td></td>
<td>• Breath smells bad, teeth stained</td>
<td>• Sense of taste and smell reduced</td>
</tr>
</tbody>
</table>
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