Dear Student,

Welcome to another semester at Cerritos College. I hope that the new year finds you well, and that you are excited to be back here (or here for the first time) taking these formational steps in your educational journey.

The walkways of Cerritos College have been traveled by many who began their journeys to success here on this very campus. Cerritos College boasts a vast array of successful alumni who are making a difference in our community and in our world at large.

This college has stood as a landmark of a promising future in the local community for nearly 50 years, and I hope that this semester you also become part of our legacy and that you too find that Success Starts at Cerritos College.

Study hard and be successful! Have a great semester.

John Grindel
Interim President
In a recent issue of Community College Week, Cerritos College ranked 3rd in the state of California and 8th in the nation for associate degrees awarded to Hispanics in all disciplines.

“For the last several years Cerritos College has consistently been at the top in the state in granting associate degrees to Hispanic students,” comments Interim President John Grindel. “We are thankful to be able to serve a great number of Hispanic students through bilingual, citizenship, ESL (English as a Second Language), and associate degree programs.”

In degrees awarded to other minority groups, Cerritos College continues to do well. The college is 37th of the 100 institutions in the United States that award degrees to Asian American graduates in all disciplines and 26th in the state; 62nd in the nation and 8th in California for degrees awarded to American Indians. And in the number of degrees awarded to all minorities, Cerritos College ranked 19th nationally and 6th in California.

The data for the study came from the United States Department of Education. It is collected through the Integrated Postsecondary Education Data System (IPEDS) program completers survey conducted by the National Center for Educational Statistics. The survey requests data on the number of degrees and other formal awards conferred in academic, vocational, and continuing professional education programs.

The analysis included institutions accredited at the college level by an agency or association recognized by the United States Department of Education Secretary and that operate within the 50 states or the District of Columbia.

<table>
<thead>
<tr>
<th>COMPARISON CHART</th>
<th>CALIFORNIA</th>
<th>IN THE NATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories (includes all disciplines)</td>
<td>99-00</td>
<td>00-01</td>
</tr>
<tr>
<td>Associate Degrees Awarded Overall</td>
<td>12th</td>
<td>14th</td>
</tr>
<tr>
<td>Associate Degrees Awarded to Minorities</td>
<td>6th</td>
<td>7th</td>
</tr>
<tr>
<td>Associate Degrees Awarded to Asian Americans</td>
<td>20th</td>
<td>26th</td>
</tr>
<tr>
<td>Associate Degrees Awarded to Hispanics</td>
<td>3rd</td>
<td>5th</td>
</tr>
</tbody>
</table>
From science to technology to the humanities, at Cerritos College, our focus is teaching, learning and academic excellence — and we’re the most technologically advanced community college in the state.
SPRING 2004 REGISTRATION CALENDAR

FALCON PHONE, FALCON WEB, AND ON-CAMPUS REGISTRATION FOR DSPS AND EOPS STUDENTS
BY PRIOR ARRANGEMENT ONLY:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon Phone and Falcon Web</td>
<td>November 20</td>
<td>7:00 am – 9:00 pm</td>
</tr>
<tr>
<td>Registration for Disabled and EOPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus Registration for</td>
<td>November 20</td>
<td>11:00 am – 1:00 pm</td>
</tr>
<tr>
<td>Disabled Students</td>
<td></td>
<td>and 5:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>On-Campus Registration for</td>
<td>November 20</td>
<td>1:00 pm – 2:00 pm</td>
</tr>
<tr>
<td>EOPS Students</td>
<td></td>
<td>and 6:00 pm – 7:00 pm</td>
</tr>
</tbody>
</table>

FALCON PHONE AND FALCON WEB REGISTRATION HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>7:00 am – 9:00 pm*</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:00 am – 4:00 pm*</td>
</tr>
</tbody>
</table>

*Falcon Phone and Falcon Web will close Thursday night before the start of each term at 9:00 pm. These dates are as follows: January 8, 2004, January 29, 2004, and March 11, 2004. Falcon Phone and Falcon Web will reopen at 7:00 am the following Monday.

ADMISSIONS AND RECORDS OFFICE FEE PAYMENT HOURS:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:30 am – 6:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30 am – 11:30 am</td>
</tr>
</tbody>
</table>

Students should pay their fees immediately to avoid being dropped for lack of payment. Changes to enrollment will be allowed up to 48 hours after initial registration. Each phone call or web contact generates a new due date and fees for THAT transaction. Students could have several due dates and fees depending on the number of transactions that generate adds. **ALL DUE DATES WILL BE STRICTLY ENFORCED!**

ATTENTION: NEW FOR SPRING 2004!

ADMISSIONS AND RECORDS WILL BE OPEN TO SERVE THE WEEKEND STUDENT ON:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, January 17</td>
<td>9:00 am – 1:00 pm</td>
</tr>
<tr>
<td>Saturday, January 24</td>
<td>9:00 am – 1:00 pm</td>
</tr>
</tbody>
</table>

Services will be limited to students enrolled, or wishing to enroll, in Friday, Saturday and/or Sunday classes.

CERRITOS COLLEGE IS PLEASED TO ANNOUNCE WEB ADMISSIONS APPLICATIONS AND WEB REGISTRATION.

For Online submission of Admissions applications

[www.cerritos.edu](http://www.cerritos.edu) “Student Application”

For Online Registration

[www.cerritos.edu](http://www.cerritos.edu) “Online Registration” *

*An application must be submitted for new students prior to registration. For continuing students, a student ID number and PIN are required.

Admissions and Records will be closed for in-service training on the following dates during the Spring 2004 semester:

**Friday, February 20, 2004**

**Friday, April 16, 2004**
**SPRING 2004 REGISTRATION CALENDAR**

### 18-WEEK SESSION:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>November 20 - January 8</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>January 12 - 23</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>January 23</td>
</tr>
<tr>
<td>Last day to add</td>
<td>January 23</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>February 17</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>February 17</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>April 23</td>
</tr>
</tbody>
</table>

*Friday, January 9, Falcon registration will be closed to allow for the printing of attendance rosters.*

### FIRST 9-WEEK SESSION:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>November 20 - January 8</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>January 12 - 16</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>January 16</td>
</tr>
<tr>
<td>Last day to add</td>
<td>January 16</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>January 30</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>January 30</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>February 27</td>
</tr>
</tbody>
</table>

*Friday, January 9, Falcon registration will be closed to allow for the printing of attendance rosters.*

### 15-WEEK INTRASESSION:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>November 20 - January 29</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>February 2 - 17</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>February 17</td>
</tr>
<tr>
<td>Last day to add</td>
<td>February 17</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>March 5</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>March 5</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>April 23</td>
</tr>
</tbody>
</table>

*Friday, January 30, Falcon registration will be closed to allow for the printing of attendance rosters.*

### SECOND 9-WEEK SESSION:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>November 20 - March 11</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>March 15 - 19</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>March 19</td>
</tr>
<tr>
<td>Last day to add</td>
<td>March 19</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>April 2</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>April 2</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>May 7</td>
</tr>
</tbody>
</table>

*Friday, March 12, Falcon registration will be closed to allow for the printing of attendance rosters.*

### IMPORTANT DATES:

- First day to file petition for A.A. Degree and Certificate for Spring 2004: January 12
- Dr. Martin Luther King's Birthday Observance: January 19
- Lincoln's Birthday Observance: February 13
- Washington's Birthday Observance: February 16
- Last day to petition for May Commencement: March 8
- Spring Recess (Hours of Operation during Spring Recess: Mon.-Thurs., 8:00 am-4:30 pm, Closed on Friday): April 5 - 11
- Final Exams: May 15 - 21
- Commencement: May 15
- Last day to file petition for A.A. Degree and Certificate for Spring 2004: April 2
- Spring 2004 semester ends: May 21
Matriculation is a process designed to assist students in accomplishing their educational goals. The process brings the college and the student into an agreement for the purpose of realizing the student’s educational goal.

The primary purpose of matriculation is student success. For additional information, visit the matriculation website at http://www.cerritos.edu/cerritos/cg/cg-matric.html.

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, 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 education 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 completed 15 units.
• Attend class.
• Work diligently to complete course assignments.
• Demonstrate an effort to attain an educational goal.

NEW STUDENT
You are a new student if this is the first time you are attending any college.

TRANSFER STUDENT
You are a transfer student if you attended another college but have never attended Cerritos College.

READMIT STUDENT
You are a readmit student if you have previously attended Cerritos College but did not attend the 2003 Fall semester.

CONTINUING STUDENT
You are a continuing student if you were enrolled in credit classes at Cerritos College during the 2003 Fall semester.

ADMISSION
Who May Apply for Admission?
• Anyone who is a high school graduate or at least 18 years of age who may profit from instruction.
• High school students in their junior or senior year with appropriate Veysey approval forms.
• International Students in their home country or residing in the United States on a valid non-immigrant visa.

How to Apply for Admission
• Students who are enrolling for the first time or who are returning after an absence of one or more semesters, must complete an admissions application as early as possible prior to the start of registration. (Proof of residence may be required). The admission application is available on the college website at www.cerritos.edu.
• Continuing students who were active in the previous session will be mailed registration material and are ENCOURAGED TO REGISTER USING FALCON PHONE OR FALCON WEB.
• International Students must submit an International Student application packet with a $40 processing fee. Contact the International Student Center at (562) 860-2451, ext. 2133 to receive an application.

ORIENTATION
• The new student orientation workshops are designed to acquaint you with Cerritos College and its programs and services. Attendance will make your registration process easier. Orientation workshops are held at a variety of times prior to the start of each semester.
• Both day and evening workshops are available prior to registration. The workshops include campus information, counseling, and a tour of the campus. Make an appointment for a workshop in the Counseling Office or call (562) 860-2451, ext. 2231.
• It is recommended that NEW students attend an orientation workshop before they register. TRANSFER students are also highly encouraged to attend an orientation workshop. Readmit and continuing students are exempt.
• Orientation and Educational Planning classes are offered throughout the semester. These classes are listed in the schedule of classes under Counseling and Guidance 50 (CG50), Orientation and Educational Planning.

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

“Assessment” means the process of gathering information about an individual student to facilitate his or her success. At Cerritos College, assessment testing includes, but is not limited to, the collection of information regarding a student's study skills, English language proficiency, computational skills, high school and/or college transcript review, evidence of an A.A. degree or higher from an accredited institution, learning skills, academic performance, and need for special services. In addition, career assessment is the opportunity to explore career aspirations, goals, skills, interests, aptitudes and values.

DO I NEED TO TAKE AN ASSESSMENT TEST?

All new students need to be assessed. If you plan to enroll in a math, English, 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. A student number and photo ID are required to take the test.

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

MATRICULATION SERVICES WAIVER

Cerritos Community College offers Matriculation Services to all new students prior to their enrollment in classes. These services include: admission to the college, orientation, assessment and counseling. A student can elect to waive any or all Matriculation services. Should you decide, at a later date, to participate or utilize a previously waived service, you may do so by requesting the service through the Counseling Office. If you have special needs for completing assessment, orientation or counseling, please contact the Counseling Office.

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 Office at least one week prior to registration.

INDIVIDUAL ASSESSMENT TEST

Exceptions for Course Placement

English – If you have completed English 100 or an equivalent three 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.

Advanced Math – Students who achieve Math 60 clearance on the Basic Math Readiness Test may take one of the appropriate Advanced Math Tests to determine their suitable math level.

OR Students may be placed in advanced math courses based on “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 earn required scores on tests can earn college credit for those courses when they come to Cerritos College. A student who scores 3, 4 or 5 on the College Board Advanced Placement Test in the areas of Biology, Chemistry, English, Mathematics, Physics, Spanish, Economics, Government/Politics and History may be eligible to receive college credit for selected classes. For further details, ask a counselor.

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

ACCOMMODATIONS 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 exams.

MAY I RETAKE A TEST?

Students are allowed to retake tests using the following schedule:

<table>
<thead>
<tr>
<th>Test</th>
<th>Retake Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Math Readiness</td>
<td>May be repeated one time AFTER one semester waiting period</td>
</tr>
<tr>
<td>Intermediate Algebra Readiness</td>
<td>May be repeated one time AFTER one semester waiting period</td>
</tr>
<tr>
<td>Advanced Math Readiness</td>
<td>May be repeated one time AFTER one semester waiting period</td>
</tr>
<tr>
<td>Calculus</td>
<td>May be repeated one time AFTER one semester waiting period</td>
</tr>
<tr>
<td>Reading*</td>
<td>May be repeated once per semester</td>
</tr>
<tr>
<td>English Sentences*</td>
<td>May be repeated one time AFTER one semester waiting period</td>
</tr>
<tr>
<td>ESL Writing and CELSA</td>
<td>May be repeated one time AFTER one semester waiting period</td>
</tr>
</tbody>
</table>

*Computerized Tests

ASSESSMENT TESTING SCHEDULE

Copies of the assessment testing schedule are available on the Cerritos College Career Services web page, or at the Admissions Office, Counseling, and Career Services Center, or call (562) 860-2451, ext. 2355 for dates and times.

ACCOMMODATION FOR STUDENTS WITH DISABILITIES

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

• All new students should attend an orientation workshop to receive counselor assistance for course selection prior to registration. Readmit and transfer students should see a counselor.
• Complete assessment requirements before seeing a counselor.
• Students on academic or progress probation are required to receive course approval from a counselor prior to registration.
• Counselors are available on an appointment basis prior to registration.
• During registration, counselors are available on a limited walk-in basis.
• Counselors are available online at http://www.cerritos.edu.
• Once the semester begins, new, readmit, and transfer students are highly encouraged to make a counseling appointment to discuss educational goals and to make an educational plan.

Continuing students are encouraged to meet with a counselor every semester to ensure their educational plan accurately reflects their educational goal. Make an appointment at the counseling desk or call (562) 860-2451, ext. 2231.

FOLLOW-UP
Counseling and teaching faculty provide a number of follow-up services to 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.

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

BCOM 46  
ENGL 20, 32, 22  
MATH 20, 40, 42  
READ 41T, 42, 43, 46, 54

“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 an Associate in Arts degree, transfer, or certification 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 agencies to develop the skills necessary to enter college-level course work.

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 if library privileges are to be enjoyed.

An I.D. card can be obtained from the Student I.D. Center which is located between the Food Court and the College Bookstore (in the game room) at any of the following times:

REGULAR HOURS
During fall and spring semesters: 9:00 a.m.-7:00 p.m. MTWTh  
During summer sessions: 9:00 a.m.-1:00 p.m. MTWTh

EXTENDED HOURS
During fall and spring registration: 9:00 a.m.-7:00 p.m. MTWTh  
9:00 a.m.-4:00 p.m. F

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

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.
FALCON PHONE AND FALCON WEB REGISTRATION

INSTRUCTIONS

FALCON PHONE AND FALCON WEB REGISTRATION DATES

November 20 - 26, 2003  
Monday - Friday  
7:00 a.m.- 9:00 p.m.  
Saturday  
7:00 a.m.- 4:00 p.m.

December 1 - 23, 2003  
Monday - Friday  
7:00 a.m. - 9:00 p.m.  
Saturday  
7:00 a.m. - 4:00 p.m.

January 2 - March 11, 2004  
Monday - Friday  
7:00 a.m. - 9:00 p.m.  
Saturday  
7:00 a.m. - 4:00 p.m.

Falcon Phone and Falcon Web will close Thursday night before the start of each term at 9:00 pm. These dates are as follows: January 8, January 29, and March 11. Falcon Phone and Falcon Web will reopen at 7:00 am the following Monday.

All eligible continuing students have the opportunity to register early for classes by calling on a touchtone phone or by logging on to the Cerritos College home page at www.cerritos.edu and selecting “Online Registration.” Students are encouraged to use one of these TWO, easy, fast, and convenient methods to enroll. Falcon Phone and Falcon Web registration is scheduled in ADVANCE of all other registration processes. Falcon Phone and Falcon Web availability is dependent on the session. Please refer to the REGISTRATION CALENDAR for exact dates.

WHO MAY REGISTER USING FALCON PHONE REGISTRATION

All continuing students (students who attended Fall 2003) and new, readmit, and transfer students who have met matriculation requirements.

Exceptions:  
• Students who are on probation, subject to dismissal, or who have not seen a counselor for a contract.  
• Students with registration holds (NSF checks, library and athletic obligations, administrative holds, etc.)

WHEN/WHERE

On your appointment date and time, call from ANYWHERE USING A TOUCHTONE TELEPHONE. (no mobile phones) OR log on to www.cerritos.edu and select “Online Registration.”

REQUIREMENTS BEFORE REGISTRATION

Academic Advisement: Students who need advisement assistance are encouraged to see a counselor prior to Falcon Phone or Falcon Web registration.

DSPS and EOPS Students: Should first contact their counselor or specialist in their program for registration assistance.

Clear Holds: All registration holds must be cleared prior to your registration date.

PLAN YOUR CLASS SCHEDULE

• Check student data on permit. If there are corrections, please contact Admissions and Records, in person, as soon as possible.
• Use the worksheet on the Falcon Phone Registration Permit.
• List classes in priority order; 18 units maximum per semester.
• List alternative classes in case your class choices are not available. Try to pick alternatives with the same time offerings.
• Check for ASSESSMENT information and PREREQUISITES. Identify required LABS and possible CLASS TIME CONFLICTS.
• Sign the Falcon Phone Permit.
• Students can make PROGRAM CHANGES (class adds and drops) by Falcon Phone or Falcon Web up to 48 hours after initial registration.
IMPORTANT: Each phone call or web contact generates a “payment due date” for that transaction. If an earlier phone call or web contact has occurred, the due date for that transaction still applies. Students may have several due dates and amounts due based on the number of calls to Falcon Phone or number of logins to Falcon Web.

PAY CLOSE ATTENTION TO ALL DUE DATES LISTED DURING YOUR TRANSACTION. Please pay promptly and accurately for each transaction to avoid being dropped for “lack of payment.”

TO REGISTER

- For Falcon Phone use only a touchtone phone. Touchtone phones make a tone sound when each button is pressed. Please no cellular phones.
- For Falcon Web, please log on to www.cerritos.edu, select “Online Registration,” and follow the directions.
- If you call Falcon Phone or log on to Falcon Web before your appointment date and time, the system will not allow you to register. However you may call or log on anytime on or after your scheduled appointment date and time during published registration hours.
- If Falcon Phone does not answer, all lines are busy. Please continue to call or log on to www.cerritos.edu and select “Online Registration,” to complete your Spring 2004 enrollment.
- Falcon Phone and Falcon Web will lead you through step-by-step instructions. Do not get ahead of the instructions as this may result in incomplete registration and loss of classes.
- The call transfer feature from Falcon Phone to the Admissions and Records office is available only during office hours from 8:30 am to 7:00 pm, Monday through Thursday, and Friday from 8:00 am to 4:30 pm. Students may request to speak to a COUNSELOR after the call is transferred during office hours of 8:30 am to 7:00 pm, Monday through Thursday, and Friday, 8:30 am to noon. Online counseling is also available at www.cerritos.edu, select “Online Counseling.”

Co-Sponsored by Associated Students of Cerritos College
To cancel your Falcon Phone call at any point during your registration, press # and the * except in the main menu.

FALCON PHONE REGISTRATION PROCEDURES

1. Call (562) 865-3276 on your appointment date and time. Please do not use cellular phones.
2. Listen to the introduction.
3. Enter your 6-digit Cerritos College Student Number. (If your student number is 5-digits or starts with a letter and not a number, contact the Office of Admissions and Records at (562) 860-2451, ext. 2211.)
4. Falcon Phone will state the first four letters of your last name. You will be asked to confirm it. Press 9 if it is correct. Press 6 if it is not.
5. Enter the Personal Identification Number (pin) listed on your permit (your 6-digit date of birth).
6. If you enter the wrong pin, Falcon Phone will ask that you enter the pin again. If it is correct, you may begin your registration. If the second entry is not correct, you will be required to check with the Admissions Office before you can proceed with Falcon Phone registration.
7. Enter your first class ticket number listed on your Falcon Phone registration permit worksheet. Wait for confirmation. Enter the next class ticket number. Follow this sequence until you have entered all of your class ticket numbers. Do not hang up! You must complete your registration!
8. When you have entered all of your classes, press the * button for the following options:

Options (Main Menu):
- To ADD .................................................. Press 2
- To DROP .............................................. Press 3
- To access class WAITING LISTS .................. Press 4
- To HEAR your class schedule (this is advised) .... Press 7
- To CANCEL your registration ...................... Press 5
- To REVIEW fees* or pay by Credit Card .......... Press 8

REQUIRED:
- To CONFIRM your registration and COMPLETE your registration ..................... Press 9

You must press 9 to complete and post your registration. Failure to complete (pressing 9) will result in the loss of class selected during that transaction.

* The Falcon Phone system will tell you your total fees. Parking Permit is optional. The system will ask you if you need a parking permit; press 1 for yes, press 2 for NO.

9. Class program changes can be made by Falcon Phone up to 48 hours after initial registration.

(FOLLOW CAREFULLY TO FALCON PHONE FEE INSTRUCTIONS)

FEES

- Enrollment Fee* ........................................ $18 per unit
- College Service ID Fee .............................. $10
- Health Services Fee (required fee) ............... $12
- Parking Fee (optional)** ......................... $20
- Non-Resident Tuition Fee ......................... $149 per unit
- International Student Tuition Fee .............. $158 per unit
  ($149 per unit non-resident tuition fee plus $9 per unit capital outlay fee)

* Subject to legislative change.

** Parking permits will be mailed to students who register by Falcon Phone and pay fees prior to the start of the term.
FALCON WEB REGISTRATION PROCEDURES

1. Go Online to www.cerritos.edu on your appointment date and time.

2. Click on ‘Online Registration’.

3. Read the introduction.

***USE THE ‘TAB’ KEY TO MOVE FROM FIELD TO FIELD.***

4. Enter your 6-digit Cerritos College Student ID Number. (If your number is 5-digits or starts with a letter and not a number, contact the Office of Admissions and Records at (562) 860-2451, ext. 2211.)

5. Enter your Personal Identification Number (PIN) listed on your permit (your 6-digit Date of Birth).

6. Enter the four (4) digit ticket/section number of the class or classes you want to take. You may enter up to eight (8) ticket/section numbers at a time.
   a) If you receive an Availability/Add Card from an instructor, input the ticket/section number first and then the Add number from the Availability/Add Card.

7. If the class you wish to take is closed, select 'Waiting List' and add the ticket/section number to the waiting list. You may register for a maximum of four (4) waiting lists.

8. When your registration is complete, select the 'Update Schedule' option and then 'Logout.' You have five (5) working days to pay your fees after your initial registration.

9. You may pay your fees by credit card (VISA, MasterCard, or Discover) using the Falcon Phone system, by mail, or on campus.

10. You will be able to make Class Program Changes up to 48 hours after your INITIAL registration.

11. If you require any further assistance, please contact the Admissions & Records Office.

FALCON WEB REGISTRATION SYSTEM WILL TELL YOU YOUR TOTAL FEES. PARKING PERMIT IS OPTIONAL.
# REGISTRATION WORKSHEET

<table>
<thead>
<tr>
<th>Tkt.#</th>
<th>Class Name &amp; Number</th>
<th>Units</th>
<th>Time</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>Instructor</th>
</tr>
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<tbody>
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</tbody>
</table>

# WAIT LIST FORM

No more than four (4) ticket numbers can be listed.
You are on the waiting list for the following classes:

<table>
<thead>
<tr>
<th>Tkt.#</th>
<th>Class Name &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

To officially enroll in Wait Listed classes, you must attend the first class meeting to receive an Availability/Add card from the instructor. You must use [Falcon Phone](#) or [Falcon Web](#) to add the class (instructions on back of Availability/Add card).
PAY YOUR FEES ON CAMPUS OR BY MAIL

BY MAIL:
• The Falcon Phone system will tell you your total fees and the date your payment is due.
• Complete the fee payment form and enclose in payment envelope.
• Enclose your check, money order or indicate payment by credit card. (Please make exact amount payment.)
• Enclose your signed Falcon Phone registration permit.
• Mail payment within five working days to avoid being dropped from classes!
• If you were dropped for non-payment of fees, you may re-enroll in available courses by Falcon Phone registration while telephone registration is still in progress.
• You will receive your registration print-out and receipt by return mail.
• Parking permits will be mailed to students who register by Falcon Phone and pay fees prior to the start of term.

ON CAMPUS:
• Pay your fees on campus in the Admissions and Records office within five working days after the date of your Falcon Phone registration. Fee windows open: 8:30 a.m. to 6:30 p.m., Monday through Thursday; 8:30 a.m. to 11:30 a.m. on Friday. You may also drop your fee payment in the box provided in the Admissions Office by 3:00 p.m., Monday through Thursday, or Friday before 11:00 a.m., for same day processing.
• Bring your Falcon Phone Permit payment coupon.
• Fees must be paid within five working days or your classes will be dropped!
• You will receive your registration print-out and receipt.

PROGRAM CHANGES
Program changes will be allowed up to 48 hours after initial registration. All fees are due within 5 days of registration and/or additions to your schedule. FAILURE TO SUBMIT ALL FEES will result in a drop for lack of payment. Each phone call or web contact generates a new due date and fees for THAT transaction. Students may have several due dates and amounts due depending on the number of transactions that generate adds. ALL DUE DATES WILL BE STRICTLY ENFORCED!

LATE FALCON PHONE AND FALCON WEB REGISTRATION

Step 1: Complete an application and submit to the Admissions and Records Office for processing.

Note: If you are on Academic or Progress Probation you must see a Counselor before registering for classes. New students are advised to see a counselor before registering for classes in order to:

• Check assessment scores
• Review and select classes for enrollment
• Obtain course approval

Step 2: Read the Falcon Phone Registration packet and follow the instructions for registration. You may also choose to use our Falcon Web registration. Please log on to www.cerritos.edu and select “Online Registration.” Falcon Phone is available via touchtone phone (no mobile phones) or use one of the 36 campus pay phones to directly access Falcon Phone.

A bulletin board will be available with a listing of “open” classes. You can also check class availability via our web page at www.cerritos.edu and click on “Catalog and Schedule of Classes.” Choose the method of your choice, “Search OPEN/CLOSED/Held/CANCELLED CLASSES” or “Browse the listing of Academic Departments.” If status is “hold”, it means that the class is not currently available for enrollment; please try back later or contact the department for more information.

Step 3: Pay your fees as explained in the Falcon Phone Registration packet, or the class schedule under “Fees/Refund Dates/Procedures.
EXPENSES
1. *Enrollment Fee: $18 per unit.
2. Non-Resident Tuition: Students who are non-residents of California will also be subject to a non-resident tuition fee of $149 per unit; international students will also be subject to the non-resident tuition fee and a $9 per unit capital outlay fee, payable at time of registration.
3. College Services ID Fee: $10 per semester.
4. Student Health Fee: $12 per semester. Students receiving the BOGFW and students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.
5. Parking: $20 per semester for automobiles. Students must present their original receipt when picking up the parking permit. Mopeds and motorcycles may use designated areas at no charge. Parking fees provide security and maintenance of parking lots.
6. Materials Fees: as listed with courses in this class schedule.
   Fees should be paid within 5 days of registration or your complete program will be dropped and you will have to re-register.
   Subject to legislative change*

RESIDENT REQUIREMENTS
To be considered a California resident for purposes of admission to Cerritos College, a student is required to have resided in the state of California for at least one year and one day prior to the start of the semester for which the student is registering.

REFUND POLICIES AND PROCEDURES
It is the students 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 withdraws 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 are not automatically processed. Students must come to the Payroll/Fee Station in the Administration Building beginning on the refund start date and sign a claim statement. Refunds will then be mailed in approximately two to four weeks. Be sure your address is correct on the claim statement when filing.

FEES
1. Enrollment Fee, Non-Resident and International Student Tuition, and Student Health Fee, will be refunded if a student drops within the “drop by” dates (see chart below). There are no exceptions.
2. College Service ID Fee and Parking Fee will be refunded if a student has successfully dropped classes within the “drop by” dates (see chart below). ID Card and Parking Sticker must be surrendered at the time the student applies for the refund. There are no exceptions.
3. One year limit on refunds. Students seeking refunds must meet requirements of #1 and #2 above to be eligible. Students then have one year from the beginning of the semester in which fees were paid to apply for a refund. Beyond the one-year limit, students will no longer be eligible for a refund.

CLASSES MUST BE DROPPED BY
7:00 P.M., MONDAY – THURSDAY
NOON, FRIDAY

DROP DATES FOR REFUNDS:

<table>
<thead>
<tr>
<th>SESSION</th>
<th>BEGIN DATE</th>
<th>DROP DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST 9-WEEK SESSION</td>
<td>1/12/04</td>
<td>1/16/04</td>
</tr>
<tr>
<td>18-WEEK SESSION</td>
<td>1/12/04</td>
<td>1/23/04</td>
</tr>
<tr>
<td>15-WEEK INTRASESSION</td>
<td>2/2/04</td>
<td>2/17/04</td>
</tr>
<tr>
<td>2ND 9-WEEK SESSION</td>
<td>3/15/04</td>
<td>3/19/04</td>
</tr>
</tbody>
</table>

Refunds will be processed for all sessions beginning on January 12, 2004.

STATED DEADLINES ARE NOT ADJUSTED DUE TO LATE REGISTRATION.

Refunds are made pursuant to Title 5, Section 58501 or 58501.1.,..
READING THE CLASS SCHEDULE
After you have given some thought to the number and types of classes you need to take, you are ready to schedule your semester’s program. Refer to the example below when reading the schedule of classes.

**Engl 20 — 3.0 Units — Basic Writing**
Prerequisite: A satisfactory score on English placement test or completion of ESL 200 with a grade of “C” or better.

NOTE: ENGL 20 WRITING LAB must be taken with lecture.

<table>
<thead>
<tr>
<th>Ticket</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0757</td>
<td>8:00-9:30 am</td>
<td>MW</td>
<td>Staff</td>
<td>LA 27</td>
<td></td>
</tr>
<tr>
<td>0758</td>
<td>9:30-10:00 am</td>
<td>MW</td>
<td>Koehler</td>
<td>LA 21</td>
<td></td>
</tr>
<tr>
<td>0759</td>
<td>9:30-10:00 am</td>
<td>MW</td>
<td>Cotton</td>
<td>LA 33</td>
<td></td>
</tr>
<tr>
<td>0760</td>
<td>11:00-12:00 pm</td>
<td>MW</td>
<td>Koehler</td>
<td>LA 21</td>
<td></td>
</tr>
<tr>
<td>0761</td>
<td>11:00-12:00 pm</td>
<td>MW</td>
<td>Clegg</td>
<td>LA 29</td>
<td></td>
</tr>
<tr>
<td>0762</td>
<td>12:00-12:30 pm</td>
<td>MW</td>
<td>Ashe</td>
<td>LA 20</td>
<td></td>
</tr>
<tr>
<td>0763</td>
<td>12:30-1:00 pm</td>
<td>MW</td>
<td>Beilke</td>
<td>LA 25</td>
<td></td>
</tr>
<tr>
<td>0764</td>
<td>1:00-2:00 pm</td>
<td>Th</td>
<td>Peralta</td>
<td>LA 23</td>
<td></td>
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<tr>
<td>0765</td>
<td>11:00-12:00 pm</td>
<td>Th</td>
<td>Mejia</td>
<td>SS 314</td>
<td></td>
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<tr>
<td>0766</td>
<td>12:00-12:30 pm</td>
<td>Th</td>
<td>(Computer Assisted)</td>
<td>Ashe</td>
<td>LA 25</td>
</tr>
<tr>
<td>0768</td>
<td>9:00-10:00 am</td>
<td>T</td>
<td>Gaik</td>
<td>LA 23</td>
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<tr>
<td>0772</td>
<td>9:00-10:00 am</td>
<td>T</td>
<td>Fischer</td>
<td>LA 20</td>
<td></td>
</tr>
</tbody>
</table>

Students registering in this class must also register in ENGL 20 Lab (Tkt #0708)

**THEN, REFER TO THE EXAMPLE BELOW WHEN FILLING OUT THE OFFICIAL PROGRAM.**

**CERRITOS COLLEGE OFFICIAL PROGRAM**

**NAME**: Johnson, Brian  
**DATE OF BIRTH**: 11-7-80  
**MAJOR CODE**: 110

<table>
<thead>
<tr>
<th>Ticket Number</th>
<th>Course name and number / Instructor</th>
<th>Units</th>
<th>Time</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>3183</td>
<td>P.E. 135B</td>
<td>2</td>
<td>6-8</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0757</td>
<td>English 20</td>
<td>3</td>
<td>8-9:30</td>
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<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>0772</td>
<td>English 20 lab</td>
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<td>Arr</td>
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</tbody>
</table>

Total Units: 16

Student’s signature

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REPEATING A COURSE
A student may repeat the same course ONLY ONCE for purposes of improving a substandard grade (“D,” “F,” or “NC”). Only the highest grade and grade points will be counted in computing the students GPA. For any course repetition in what is otherwise a non-repeatable course, credit and grade points will be counted only once. Students may petition the Academic Records and Standards Committee for exceptions to this policy. Other courses which are designated in the catalog may be repeated as many times as the catalog indicates.

Exception: Certain classes are designated in the catalog and may be repeated for the maximum units indicated. See your counselor before repeating any class.

Please check the list of repeatable courses available at the Counseling station during registration. If you have an individual problem, check with one of the counselors on duty.

CREDIT/NO CREDIT CLASSES
Classes offered on a Non-Optional credit/no-credit basis only will be indicated on the students permanent record as a “CR” grade (with unit credit) or an “NC” grade (and no units earned). This will not affect the students grade point and SHALL NOT be considered as part of the 15 unit limit policy for the Optional credit/no-credit courses that are designed to encourage students to explore courses in areas they feel they may have an interest.

See page 20 for guidelines and a list of approved courses in each department.

OPEN ENTRY/OPEN EXIT CLASSES
All students should meet with the instructor as soon as possible after the start of the session to inquire about enrollment (unless otherwise noted). A student may enter these classes at any time during the session prior to the specific cut-off date for the individual classes. The courses may be completed within the session in whatever time is necessary for the student to finish the course requirements.

“HOLD” CLASSES
Some classes listed in the class schedule will be offered on a “hold” basis. This means that the class may be opened only if the other sections of the class are filled.

DIRECTED STUDIES
Any student interested in pursuing independent projects on an individual basis for one or two units should contact a faculty member to determine if he/she is available to sponsor a directed studies project. Students may enroll in these classes only through the second week and with the authorization to enroll in Directed Studies. Form must be signed by both the instructional dean and the faculty member conducting the Directed Studies.

WAITING LIST
As you register for classes, you may find that some are listed as “closed.” That means that these classes have a maximum number of students already enrolled and cannot accommodate more. In that event, you may add your name to a waiting list for that class. Students are added to classes to fill open spots. The waiting list provides guidance to the faculty member.

For many classes, seats become available as students change their schedules prior to the starting date of the class. This waiting list will go to the instructors to assist them in allocating open seats on the first day of class. You must appear on the first day of class to get one of these open seats. If accepted into the class, the instructor will give you a class availability card. Follow the directions printed on the card.

Students are limited to no more than four (4) wait lists. For example, a student may be on the wait list for:

<table>
<thead>
<tr>
<th>TICKET #</th>
<th>COURSE</th>
<th>TICKET #</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2747</td>
<td>English 100</td>
<td>OR</td>
<td>2930</td>
</tr>
<tr>
<td>1441</td>
<td>Physics 102</td>
<td></td>
<td>2931</td>
</tr>
<tr>
<td>2088</td>
<td>Art 101</td>
<td></td>
<td>2932</td>
</tr>
<tr>
<td>2683</td>
<td>Electronics 110</td>
<td></td>
<td>2933</td>
</tr>
</tbody>
</table>

CLASS AVAILABILITY CARDS
Availability cards are required to enroll in a closed class.

1. If a student wishes to enroll in a closed class he/she must report to the class during the first half-hour of class and petition an availability card from the instructor. It must have the instructor’s signature and ADD number which activates the card (number can only be used once).

2. Follow the directions printed on both sides of the Class Availability Card.

3. After you have added the class, keep your ADD card as receipt of this transaction.

4. All availability cards must be issued, activated, and processed by the last day of registration for the session.

5. You have five working days from the date of transaction to pay your fees or you will be dropped from the class.

WORK EXPERIENCE
Students may register for Cooperative Work Experience only through the second week of classes. Only a reduction of hours may be made after the first week.

PREREQUISITES, COREQUISITES, RECOMMENDATIONS AND PREREQUISITE CHALLENGE PROCEDURE
Please see “Prerequisites” in the Cerritos College General Catalog.

THE COLLEGE CATALOG IS AVAILABLE IN THE BOOKSTORE FOR $4.25 PLUS TAX ($8.00 MAILED).
WITHDRAWALS [TITLE V, SECTION 58004 (C) (3)]

Pursuant to Title 5, section 58004 and Cerritos College Board Policy 4104, it is the student’s responsibility to participate fully in class(es), once enrollment is complete. However, should it become necessary to withdraw from class, it is the student’s responsibility to present a signed drop card to the Admissions and Records office.

It is the responsibility of the instructor to withdraw student(s) based on “no show” or lack of participation. (For further explanation of withdrawal process, procedure and policy, please see the College catalog).

The ultimate responsibility of withdrawal falls to the student.

Deadlines dates for students and instructor-initiated withdrawals are:

18-week ..........April 23, 2004
1st 9-week ..........February 27, 2004
15-week ............April 23, 2004
2nd 9-week ........May 7, 2004

How to officially withdraw after registration ends:

1. Complete an add/drop card (maybe found in the Admissions and Records office).
2. Submit the completed add/drop card to an Admissions and Records Assistant.
3. Report to Payroll/Fees Station in the Administration Building for an updated printout.

Failure to officially withdraw from class(es) may result in an “F” grade for each class(es).

DIRECTORY INFORMATION

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

Currently enrolled students may withhold directory information by notifying the Vice President of Student Services in writing each term, within two weeks after the first day of instruction.

ADD/DROP PROCEDURES

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

1. 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 Admissions and Records Assistants for OFFICIAL entry. You will receive an updated receipt with validation.
3. If the class is closed, an availability card must be obtained from the instructor within the first week of class.

LEVEL/SECTION CHANGES

1. Program changes which involve level changes in skill and performance classes such as shorthand, typing, math, music, etc. may be made during the first week of the session.
2. The English Department, at its own discretion, will allow students to make level adjustments during the first week of day classes and during the first two weeks for extended day classes.
3. No level changes will be allowed in the Mathematics Department after the first two weeks of classes.
4. Students may make level change in Work Experience classes during the first week. Only a reduction of hours may be made after the first week.

NOTE: Level changes after the first week may be allowed with the consent of both instructors and approval by the instructional dean.

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

WHAT CERRITOS COLLEGE OFFERS

• Freshman and sophomore level course work transferable to four-year colleges and universities.
• Vocational/Technical courses work designed to prepare for immediate employment.
• General education course work designed for academic, cultural, and educational enrichment.
• Course work designed to make up high school subject deficiencies that may be applied toward a high school diploma.

DEADLINES

Throughout the registration process (including class petitioning), certain deadlines are necessary in order to comply with state attendance laws and must be followed by all students. Failure to comply with these guidelines may mean that the student will not be registered and will not receive credit for or be allowed to attend classes. Stated deadlines are not adjusted due to late registration.

RETURNED CHECK POLICY

A $10 return fee will be charged on all returned and stop payment checks. All fees are subject to change without notice in accordance with action taken by the Board of Trustees. Under Assembly Bill 1226, any person who writes a check 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 FINANCIAL OBLIGATIONS
A. The failure by a student to pay a 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 withholding, a written notice of a student's failure to pay a financial obligation due to 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 designee.
D. The item or items being withheld shall be released when the student pays the financial obligation.

ACCESS TO STUDENT RECORDS
Cerritos College may permit access to student records to any person for whom the student has executed written consent specifying the record to be released and identifying the party or parties to whom the records may be released. Such consent must be signed and dated by the student. The recipient must be notified that the transmission of the information to others is prohibited. Title 5 (California Administrative Regulations) Sec. 54616.

AUDITING OF COURSES
Auditing courses is permitted at Cerritos College. An auditor is a student who attends a course(s) for no credit. Auditing may be available for any student who wishes to attend a course lecture/lab for information, review purposes or skills building once the instructor's permission is granted.

Students who are accepted in a course on an audit basis are required to pay a fee of $15.00 per unit at the Fiscal Services Office. The audit fee is not refundable for the student. Students who enroll in credit courses for 10 or more semester units shall not be charged a fee to audit three (3) or fewer units per semester.

Formal requests to audit cannot be made until the close of registration. Course attendance as an auditor shall be permitted only after students otherwise desiring to enroll in the course for credit toward a degree or certificate have had an opportunity to enroll.

Students auditing are prohibited from changing their enrollment to credit status and the attendance of auditors is not included for purposes of state apportionment. A student who takes a class on an audit basis may not apply for credit by examination for that class within the subsequent two years.

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

CREDIT BY EXAM CLASSES
Occasionally a student may feel that he/she can earn credit for a certain course by taking a special examination. The student may have gained proficiency through work experience, travel, or independent study. In these cases, a student may petition to receive unit credit by taking an exam prepared by the department. For more information, contact your counselor.

The Foreign Language Department will not give the Credit by Examination this semester.

The following courses have been designated by the divisions as those which may be taken for credit by examination:

BUSINESS
- Business Accounting 100
- Business Computerized Office Technologies 108, 112, 131
- Business Court Reporting 113, 114, 115, 116, 118

FINE ARTS
- Art 101, 102, 103, 106
- Photography 160
- Theatre 101, 102, 103, 150, 151

HEALTH OCCUPATIONS
- Child Development/Early Childhood 61
- Culinary Arts 80, 101
- Dental Assisting 51, 52, 53, 54
- Health Occupations 50, 151, 152, 236, 237
- Medical Assisting 62, 161
- Nursing (all courses)
- Pharmacy Technician 50, 62, 81, 83, 85

HPER/ATHLETICS
- Health Education 100

HUMANITIES/SOCIAL SCIENCES
- Administration of Justice (all courses except for AJ 71, 91, 173, 220)

SCIENCE ENGINEERING AND MATH
- Astronomy 101, 102, 103
- Computer and Information Sciences 52
- Mathematics 170, 190, 220, 240
- Physics 100, 202

TECHNOLOGY
- Architecture 111
- Autobody 51
- Automotive 100
- Drafting 131, 153
- Electronics 100
- Machine Tool Technology 50, 100, 170
- Plastics Manufacturing Technology 5, 51, 53, 61, 67, 70, 100
- Welding 100
- Woodworking Manufacturing Technology 101
The option to enroll in a credit/no-credit class is designed to encourage students to explore courses in areas they may feel they have an interest. Only these courses listed specifically for credit/no-credit may be taken on this basis. Units thus earned will be counted toward the A.A. degree, but will be disregarded in determining the student's grade point average.

Courses approved for credit/no-credit 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 all withdrawal and attendance regulations. Standards of evaluation are identical for all students.

Optional Credit/No-Credit Classes

The student shall petition for an optional credit/no-credit course through the Admissions and Records Office. The student may take no more than two courses per semester on a credit/no-credit basis. The approval for such a class must be no later than the end of the first 30% of the term. There is no provision for rescinding an approved petition for credit/no credit.

BUSINESS (all courses)
COUNSELING 200, 210, 298, 299

FINE ARTS AND COMMUNICATIONS

Humanities 108, 109

Journalism 50L, 100, 101, 103, 105, 111, 120, 171

Music 100, 101, 102, 103, 104, 104B, 112, 125A, 126, 128, 138, 139, 143, 152, 153, 160, 161, 162, 163, 164, 244

Photography 100, 120, 171

Theatre 101, 102, 115, 120, 123, 140, 150, 151, 153, 159, 160, 171, 216, 221, 222

HEPER/ATHLETICS (all Physical Education activity classes)
Health Education 100, 110, 200

HEALTH OCCUPATIONS
Child Development Parent Education 10
Culinary Arts 52, 81
Health Occupations 50, 151
Nursing 25, 26, 47T
Physical Therapist Assistant 126

HUMANITIES/SOCIAL SCIENCES
Administration of Justice 101, 102, 103, 105
Anthropology 100, 101, 115, 200, 203
Economics 101, 204
History 120, 230, 245, 246, 250, 255, 257, 260, 265
Philosophy (all courses)
Political Science 90, 110, 210, 230
Sociology 110, 220

LIBERAL ARTS (all courses)

SCIENCE ENGINEERING AND MATH
Anatomy and Physiology 120, 130, 200, 201
Astronomy 101
Biology 100, 105, 110, 115, 120, 200, 201, 202
Botany 120
Chemistry 100, 110
Computer and Information Sciences (all courses)
Energy 110
Earth Science 101, 101L, 104, 106, 110
Geography 101, 102, 105, 106, 257
Geology 100, 101, 110, 201, 204, 207, 209
Mathematics 20, 40, 42, 60, 70, 80, 80A, 80B, 90A, 90B, 110A, 110B, 140, 150A, 170A, 190A
Microbiology 200
Physical Science 100
Physics 100
Zoology 120

TECHNOLOGY
Architecture (all courses)
Automotive Mechanical Repair 8, 9, 10, 11, 12, 13, 14, 34, 35, 36, 37, 50, 51, 52, 53, 54, 55, 57, 73/74, 80, 81, 100, 120, 121, 130, 131, 140, 141, 150, 160, 161, 170, 180, 190, 192, 193, 194, 195, 223, 224, 225, 226, 231, 233, 243, 245L, 280
Engineering Design Technology 16, 117, 133, 138, 151, 153, 237, 255, 258
Machine Tool Technology 1L, 50, 51, 52L, 55, 56, 60, 62, 76, 80, 100, 170, 172
Manufacturing Technology 43/44, 50, 51, 52, 53, 54, 60, 100
Metallurgy 50, 50A, 51, 61, 73/74, 100A, 120, 130A
Plastics/Composites 1, 2, 3, 4, 5, 43/44, 53, 57, 58, 59, 60, 61, 62, 63L, 64, 65, 66, 67, 68, 70, 71, 72, 75, 100, 221
Technical Mathematics (all courses)
Welding 43/44, 50, 52, 53, 54L, 55, 100, 110, 120, 130, 200, 210L, 220, 240, 250L

Non-Optional Credit/No-Credit Classes

These classes are offered on a credit/no-credit basis only (see college catalog) and are graded entirely on a credit/no-credit basis. Units earned shall not be considered as part of the 15 unit limit in the Optional Credit/No-Credit policy.

COUNSELING 1, 2, 3, 4, 5, 6, 50, 100

HEALTH OCCUPATIONS
Culinary Arts 15
Dental Assisting 1
Health Occupations 7
Nursing 25, 26, 251
Physical Therapist Assistant 236, 246

LIBRARY 100

LIBERAL ARTS
English 15, 22, 30, 31
Reading 6, 43
Speech 30, 31

TECHNOLOGY
Plastics Composites/Manufacturing Technology 55

Cerritos College has made every reasonable effort to determine that everything stated in the class schedule is accurate. Class sections offered together with other matters contained herein, are subject to change without notice by the administration of Cerritos College for reasons related to student enrollment, level of financial support or for any reason, at the discretion of the College. The college further reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws. With some programs, portions of some classes may be assigned to instructors other than those identified in this schedule. Fees are subject to change by the Board of Trustees or the State of California.
ATTENDANCE
It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to their instructor to explain the absence. 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. Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

1. AUTHORIZED ABSENCE: For an approved educational field trip or school activity.

2. EXCUSED ABSENCE: For illness, injury, or quarantine. NO CREDIT WILL BE GIVEN FOR A CLASS IN WHICH A STUDENT IS NOT OFFICIALLY ENROLLED. Students must attend the first class meeting or their names may be removed from the roll to allow another student seeking admission on an availability card to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

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.

GRADING
Accomplishment in course work is indicated by the following symbols:

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

* 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 incompetency. 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 students (Title 5, Section 55760, Board of Trustees policy 12/8/92).

GRADING DEADLINES
Last day to elect for CR/NC grading option and
Last day to drop without a “W”

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-week</td>
<td>February 17, 2004</td>
</tr>
<tr>
<td>1st 9-week</td>
<td>January 30, 2004</td>
</tr>
<tr>
<td>15-week</td>
<td>March 5, 2004</td>
</tr>
<tr>
<td>2nd 9-week</td>
<td>April 2, 2004</td>
</tr>
</tbody>
</table>

Last day to drop with a “W”

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-week</td>
<td>April 23, 2004</td>
</tr>
<tr>
<td>1st 9-week</td>
<td>February 27, 2004</td>
</tr>
<tr>
<td>15-week</td>
<td>April 23, 2004</td>
</tr>
<tr>
<td>2nd 9-week</td>
<td>May 7, 2004</td>
</tr>
</tbody>
</table>

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 the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the 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” may 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. A student may petition for a time extension due to unusual circumstances by completing a petition form from the Admissions and Records Office.
You are eligible for a Board of Governors’ Fee Waiver if . . .

You are a California resident and you meet any one of these three criteria:

■ You or your family are receiving public assistance from the Temporary Assistance For Needy Families (TANF/AFDC) or Supplemental Security Income (SSI) or General Assistance /General Relief or have certification from the California Department of Veterans Affairs

OR

■ You meet the following income standards:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Family Income Last Year (adjusted gross income and/or untaxed income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$13,290 or less</td>
</tr>
<tr>
<td>2</td>
<td>$17,910 or less</td>
</tr>
<tr>
<td>3</td>
<td>$22,530 or less</td>
</tr>
<tr>
<td>4</td>
<td>$27,150 or less</td>
</tr>
</tbody>
</table>

Add $4,620 for each additional dependent

OR

■ You have completed the Free Application for Federal Student Aid (FAFSA) and have “financial need.”

Office Hours: Monday and Tuesday 10 a.m. to 2:00 p.m.  
Wednesday and Thursday 10 a.m. to 6:30 p.m.  
Friday 9 a.m. to 12:00 p.m.  
Office hours are extended during open registration. (562) 860-2451, ext. 2399 or 2397

• 2003-2004 Board of Governors Enrollment Fee Waiver Applications are available at the Financial Aid Office.

• 2003-2004 Free Application for Federal Student Aid (FAFSA) is still available at the Financial Aid Office. The last day to apply for 2003-2004 at Cerritos College is June 30, 2004.


Important: After you have completed and mailed your Free Application for Federal Student Aid (FAFSA), your Student Aid Report (SAR) will be mailed to your home within four to six weeks. You must notify the Financial Aid Office immediately after receiving your Student Aid Report (SAR) to start a financial aid file.

Internet Filing: The Free Application for Federal Student Aid (FAFSA) can be filed on the web at http://www.fafsa.ed.gov. The Cerritos College Financial Aid Code for this application is 001161.

Contact Information:

■ To obtain general information, to download financial aid office forms, to apply for loans, or to view your financial aid status, please visit: www.cerritos.edu/finaid

■ To speak to a Financial Aid representative: 562-860-2451, ext. 2397

■ To listen to general Financial Aid information: 562-860-2451, ext. 2399

■ To email the Financial Aid office: finaid-staff-list@cerritos.edu

Note: All veterans interested in receiving VA benefits for their education must contact the Veterans Affairs Office within the Financial Aid area, located in the Administration Building. Students requesting information on enrollment fee waivers must check with the Financial Aid Office.
**COLLEGE COURSES FOR HIGH SCHOOL STUDENTS**

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 supplement their high school education.

Taking these courses allows you to get a headstart on a four-year college degree; get a headstart on a two-year occupational program; become familiar with college life and work before entering college full-time; and, explore the courses in a variety of majors.

To participate in the Veysey program, a high school student must be at least 16 years of age and have completed his/her sophomore year by the first day of class offered at Cerritos College. You may enroll in courses and receive college credit, but you also must attend a minimum day at your high school. If the high school and postsecondary institution agree, the credit may be counted for both. Students enrolled as part of the Veysey Program pay no enrollment fee (with the exception of health and student I.D. fees). Veysey students 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.

**TO ATTEND CERRITOS COLLEGE AS A VEYSEY STUDENT, YOU MUST TAKE THE FOLLOWING STEPS:**

1. Complete and submit the Veysey form and admissions application to the college’s Admissions Office.
2. Meet with a Cerritos College academic counselor and bring your high school transcripts if you are interested in taking a math course. An appointment can be made or walk-in counseling is available. The Counseling Center is located in the Administration Building.
3. If recommended by the counselor, take the English, reading and/or math test(s). You are strongly encouraged to call the Counseling Center to schedule a New Student Orientation Workshop.
4. Once you’ve met with a Cerritos College counselor and/or completed the Orientation Workshop, you will receive a Touchtone registration appointment.

For more information regarding the Veysey program, contact the School Relations Office at (562) 860-2451, x2130. To request a Veysey form and application for admission, please call (562) 860-2451, x7878.

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**ADMISSION OF MINORS (Non-Veysey Eligible)**

The College may admit as a 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 12 units or fewer, and;
4. Demonstrate the ability to benefit from more advanced scholastic or vocational work than is available in the K-10 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 if the student attends public school;
6. Undertake courses of instruction of a scope and duration sufficient to satisfy the requirement of law.
7. Minor student must submit a completed Permission Letter for Special Minor Students (application only) each term or semester they wish to attend Cerritos College.

Minor students are not eligible for continuing student enrollment dates but are exempt from per unit fees.

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.
Continuing in the Fall 2004 semester, Cerritos College will offer a PACE Program (Program for Adult College Education). The purpose of this program is to make earning an Associate in Arts degree or transfer to a university more accessible to adults who have family, work, and other responsibilities. Classes are taught in an accelerated educational format so working adults can achieve their academic goals while meeting the demands of their busy schedules. Classes will meet one evening per week, (Fridays) and all day on Saturdays.

While the traditional semester lasts for 18 weeks, you can complete most PACE classes in nine-week modules. When you enroll in two classes every nine weeks, you can complete 12 units per semester!

What if you haven’t been to college before or have been out of school for a long time?
- Cerritos College offers a variety of support services.
- The PACE program is designed so that students can work together in Study Circles.

Still, many returning students find that math and English courses pose a special challenge. Cerritos College offers preparatory math and English classes every semester and during the first and second summer sessions. The minimum requirement for enrollment in the PACE program is English 100 and Math 40.

If you are interested in enrolling in the PACE program you must attend one of the PACE orientations. The application priority-filing deadline is Friday, June 4, 2004, and the final application deadline is Thursday, July 29, 2004.

You must not have taken any of the courses listed on the PACE curriculum, unless you have earned a substandard grade (D or F) or you are willing to retake the class. (No more than three classes may be repeated.) If you have not taken any of the required courses in the PACE curriculum you are eligible to apply for the program.

Program enrollment is limited and begins each Fall semester. For more information about the Cerritos College PACE Program, and orientation dates, please contact Renée DeLong Chomiak, CalWORKs/PACE Coordinator, at (562) 860-2451, extension 2597.

The Falcon Phone Telephone System will provide your grades

Telephone grade access procedures:

1. Call the Telephone Grade System access number: (562) 865-3276
2. Select: English 1  Spanish 2
3. Enter your Student Number:
4. Verify the first few letters of your last name: Correct 9 Incorrect 6
5. Enter your six (6) digit PIN: Example: January = 01, 5 = 05, 1978 = 78
6. Listen to your grades. To repeat, enter:
7. To exit the Telephone Grades System and terminate the call, enter:

Fall 2003 grades will be available after January 19, 2004.
The International Student Center welcomes international students to Cerritos College. The ISC will assist you in achieving your academic goal, whether it is transferring to a University or seeking your Associate in Arts Degree. Visit the International Student Center, located outside the Admissions Building, for the following services:

Admission and Counseling Assistance: Assist F-1 students in their admission, academic advisement, orientation, registration and cultural adjustment to the United States and the Cerritos College educational system. Cerritos College is approved as a SEVIS institution.

International Student Advisement: Assist international students in their relations with the Bureau of Citizenship and Immigration Services and other U.S. and foreign governmental agencies while they maintain proper immigration status at Cerritos College.

Workshops and Programs: Geared for the specific needs of international students as well as exposure of Cerritos College personnel and students to world cultures.

International Student Association: Assist students in getting involved in campus organizations, meeting fellow students and becoming leaders on campus and in the community.

Questions regarding the International Student Center may be directed to (562) 860-2451, ext. 2133. Our fax number is (562) 467-5086, and our website is www.cerritos.edu/isp.

INTERNATIONAL STUDENT APPLICATION REQUIREMENTS

The following documents are required for admission into Cerritos College:

• Application
• Fee of $40 for new student (fee of $25 for readmit student)
• Notarized Statement of Support
• Bank Certification (verification on bank letterhead signed by a bank official showing at least $18,000 available to the student or equivalent.)
• TB exam results
• Transcripts (proof of high school graduation)/High School Diploma
• TOEFL (Not needed for Intensive English Program) and/or Cerritos College Placement Test
• Copies of Passport, Visa, and I-94
• Copies of ALL I-20's (if applicable)
• Transfer Authorization (if applicable)
• Proof of Medical Insurance Coverage (available in the International Student Center)
WHAT IS THE SCHOLARS’ HONORS PROGRAM?
The Scholars’ Honors Program (SHP) is a social and academic home that Cerritos College offers to talented and motivated students planning to transfer to four-year colleges and universities. It provides you with an organization and an environment within which to develop the intellectual and personal skills that will help you to achieve your transfer goals and find a successful career.

WHAT DOES HONORS OFFER ME?
• Small-enrollment classes giving you direct access to the instructor
• A curriculum designed to develop your skills in speaking, writing and electronic communications
• Working one-on-one with professors to learn research skills through honors contracts
• Guaranteed priority consideration for transfer to local UC campuses
• Acceptance into honors programs with priority registration privileges at regional CSU campuses
• Library privileges at local universities

AM I ELIGIBLE FOR THE SHP?
Current college students need:
• Minimum 12 units of UC/CSU transferable classes
• A cumulative GPA of 3.0 or above in all transferable coursework
• Eligibility for English 100 (Freshman Composition)

Students applying from high school need:
• A cumulative GPA of 3.25 in all high school coursework
• Eligibility for English 100 (Freshman Composition)

NOT READY FOR ENGLISH 100?
If you are not ready for English 100, we recommend that you enroll in the special Pre-Honors section of English 52 described below.

All students accepted into the Program must achieve eligibility for Math 80 (Intermediate Algebra) within one year.

HOW DO I JOIN?
If you meet these requirements, visit the Scholars Honors Program office and pick up an application, or request one by phone (562) 860-2451, ext. 2728. The SHP office is located next to the Transfer Center desk in the One-Stop Center. Contact us by e-mail: shp-info@cerritos.edu or visit us on the web: http://www.cerritos.edu/shp/

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HONORS COURSES, SPRING, 2004

Honors Sections: The following honors sections are limited to 30 seats. You may enroll in them if you have been accepted into the SHP or if you are not in the SHP but have a GPA of 3.25 or above.

New students who are eligible for one of these courses are strongly advised to sign up for the honors section of that course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Time</th>
<th>Ticket #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics 201:</td>
<td>Principles of Macroeconomics</td>
<td>Prof. Solomon Namala</td>
<td>2 - 3:30 pm, Monday and Wednesday</td>
<td>#0616</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The basic introduction to economics. No math prerequisite.</td>
<td></td>
</tr>
<tr>
<td>English 100:</td>
<td>Freshman Composition</td>
<td>Prof. Tim Juntilla</td>
<td>11 am - 1 pm, Monday and Wednesday</td>
<td>#0716</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course will have a focus on myth and mythology.</td>
<td></td>
</tr>
<tr>
<td>English 103:</td>
<td>Critical and Argumentative Writing</td>
<td>Prof. Linda Palumbo</td>
<td>9:30 - 11 am, Tuesday and Thursday</td>
<td>#0761</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course fulfills the IGETC Critical Thinking requirement; UC/CSU</td>
<td></td>
</tr>
<tr>
<td>Philosophy 100:</td>
<td>Introduction to Philosophy</td>
<td>Prof. Leslie Stapp</td>
<td>11 am - 12:30 pm, Monday and Wednesday</td>
<td>#1355</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This course fulfills an IGETC Humanities requirement; UC/CSU</td>
<td></td>
</tr>
</tbody>
</table>

PRE-HONORS COURSE:
The following non-transferable course is intended for motivated students who have talent but whose English skills still need development. Questions? Contact Prof. Ernest (ernst@cerritos.edu; x-2788)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Time</th>
<th>Ticket #</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 52:</td>
<td>Introduction to College Composition</td>
<td>Prof. Roger Ernest</td>
<td>8 - 9:30 am, Tuesday and Thursday, plus one-hour lab, arranged</td>
<td>#0689</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>This course is linked in a Learning Community with Counseling and Guidance 200,</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Ticket #0472, Prof. David Young. You must register for both courses.</td>
<td></td>
</tr>
</tbody>
</table>
“Participating in Cerritos College Learning Communities (FYE) is like…

... being in a family. You have to cooperate with others and know yourself to be successful.”

... a basketball game; the harder you work as a team, the better you score.”

... building a house; if many people cooperate, the product will be of a better quality and would be finished sooner.”

For more information on the Learning Communities Program check the Internet at www.cerritos.edu/lcp/ or call (562) 860-2451, ext. 2600.

**TRANSFER /G.E.TRACK**

Many of these courses fulfill General Education and/or transfer requirements for Cerritos College, CSU and UC. Check the catalogue or with a counselor for more specific information.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor(s)</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1102</td>
<td>MATH 170A Calculating Connections</td>
<td>Sestini</td>
<td>T/Th</td>
<td>8:00–9:00 am</td>
<td>PS 20</td>
</tr>
<tr>
<td>1099</td>
<td>MATH 170T Connecting Hemispheres: California &amp; New Zealand: A Virtual Learning Community</td>
<td>Nikdel</td>
<td>T/Th</td>
<td>9:00–11:00 am</td>
<td>PS 20</td>
</tr>
<tr>
<td></td>
<td>+1 hr. arranged</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2620</td>
<td>ECON 202 Learning Calculus Through Business and Economics Case Studies</td>
<td>Keenan</td>
<td>T/Th</td>
<td>5:30–7:00 pm</td>
<td>SS 306</td>
</tr>
<tr>
<td>3083</td>
<td>MATH 116X History: Fact &amp; Fiction</td>
<td>Clarke</td>
<td>T/Th</td>
<td>7:00–9:00 pm</td>
<td>SS 306</td>
</tr>
<tr>
<td>0914</td>
<td>ENGL 100X The Maze</td>
<td>Mixson</td>
<td>M/W</td>
<td>9:00–11:00 am</td>
<td>SS 311</td>
</tr>
<tr>
<td>0714</td>
<td>ENGL 100Y History: Fact &amp; Fiction</td>
<td>Haas</td>
<td>M/W</td>
<td>11:00–1:00 pm</td>
<td>LA 25</td>
</tr>
<tr>
<td>0971</td>
<td>ENGL 100Z History: Fact &amp; Fiction</td>
<td>Ernest</td>
<td>M/W</td>
<td>11:00–1:00 pm</td>
<td>CE 6</td>
</tr>
<tr>
<td>1576</td>
<td>SPAN 111X Spanish</td>
<td>Arce</td>
<td>M/W</td>
<td>8:30–11:00 am</td>
<td>LA 33</td>
</tr>
<tr>
<td></td>
<td>+ 1 hr. lab</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>0276</td>
<td>ENGL 100Y Freshman Composition Plus – Mastering the Library for College Success</td>
<td>Carney</td>
<td>M/W</td>
<td>3:00–5:00 pm</td>
<td>LA 24</td>
</tr>
<tr>
<td>0939</td>
<td>LIBR 100Y Writing about Child Development</td>
<td>Gersitz</td>
<td>M/W</td>
<td>2 hrs. arranged</td>
<td>LC 60</td>
</tr>
<tr>
<td>0421</td>
<td>CD 110X Writing about Child Development</td>
<td>Gradin</td>
<td>Th</td>
<td>8:00–11:00 am</td>
<td>HS 101</td>
</tr>
<tr>
<td>0691</td>
<td>ENGL 52X Writing about Child Development</td>
<td>Staff</td>
<td>T/Th</td>
<td>11:00–12:30 pm</td>
<td>LA 26</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor(s)</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6055</td>
<td>CDEC 65 Child Development (Music &amp; Movement) and Music Fundamentals</td>
<td>Roberts</td>
<td>S</td>
<td>9:00–12:00 pm</td>
<td>HS 101</td>
</tr>
<tr>
<td></td>
<td>(1st 9 weeks)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3141</td>
<td>MUS 105Y Producing Nifty Newsletters</td>
<td>Kiss</td>
<td>Th</td>
<td>7:00–10:00 pm</td>
<td>BC 68</td>
</tr>
<tr>
<td>0712</td>
<td>ENGL 100X Gender and Sexuality in Art</td>
<td>Mixson</td>
<td>M/W</td>
<td>9:00–11:00 am</td>
<td>LA 25</td>
</tr>
<tr>
<td></td>
<td>(1st 9 weeks)</td>
<td></td>
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</tr>
<tr>
<td>0921/</td>
<td>HUM 109/ Trager</td>
<td>Mixson</td>
<td>M/W</td>
<td>11:00–12:30 pm</td>
<td>AC 35</td>
</tr>
<tr>
<td>0086</td>
<td>ART 109</td>
<td>Mixson</td>
<td>M/W</td>
<td>11:00–12:30 pm</td>
<td>AC 35</td>
</tr>
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</table>

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<thead>
<tr>
<th>Course Code</th>
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<th>Instructor(s)</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9007</td>
<td>ART 189L Producing Nifty Newsletters</td>
<td>Barrett</td>
<td>M/W</td>
<td>8:00–11:00 am</td>
<td>AC 42</td>
</tr>
<tr>
<td></td>
<td>(1st 9 weeks)</td>
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<td></td>
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</tr>
<tr>
<td>8144</td>
<td>JOUR 111Y Words and Magic: Harry Potter and Vocabulary</td>
<td>Cameron</td>
<td>M/W</td>
<td>11:00–12:00 pm</td>
<td>AC 42</td>
</tr>
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</table>

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<thead>
<tr>
<th>Course Code</th>
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<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1614</td>
<td>SPCH 130X Talking about Health Issues</td>
<td>Wagner</td>
<td>M/W</td>
<td>11:00–12:30 pm</td>
<td>BE 15</td>
</tr>
<tr>
<td>0914</td>
<td>HO 100X Words and Magic: Harry Potter and Vocabulary</td>
<td>Casas</td>
<td>F</td>
<td>9:00–12:00 pm</td>
<td>HS 302</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor(s)</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6104</td>
<td>ENGL 107X Words and Magic: Harry Potter and Vocabulary</td>
<td>Stiles/Whitson</td>
<td>T/W/Th</td>
<td>9:00–11:00 am</td>
<td>LA 22</td>
</tr>
<tr>
<td></td>
<td>(1st 9 weeks)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6099</td>
<td>ENGL 52X (OL) Words and Magic: Harry Potter and Vocabulary</td>
<td>Whitson/Stiles</td>
<td>6 hrs. arranged</td>
<td>(1st 9 weeks)</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor(s)</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8120</td>
<td>ENGL 222X Once Upon a Time: Writing About Children's Literature</td>
<td>Whitson/Stiles</td>
<td>T/W/Th</td>
<td>9:00–11:00 am</td>
<td>LA 22</td>
</tr>
<tr>
<td></td>
<td>(2nd 9 weeks)</td>
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<tr>
<td>8117</td>
<td>ENGL 100X (OL) Once Upon a Time: Writing About Children's Literature</td>
<td>Stiles/Whitson</td>
<td>8 hrs. arranged</td>
<td>(2nd 9 weeks)</td>
<td></td>
</tr>
</tbody>
</table>
LEARNING COMMUNITIES (CONTINUED)

**BASIC SKILLS TRACK:**
These courses will help you attain the academic skills necessary to prepare you for advanced courses or to develop your career goals and objectives.

**“Constructing Kafka”**
- 0689 ENG 52 Ernest T/Th 8:00 – 9:30 am LA 25
- 0472 CG 200 Young T/Th 9:30 – 11:00 am NS 11
- 0702 ENGL 52 Lab Rose 1 hr. arranged LC 206

**“Thinking Critically in English and Math”**
- 0696 ENGL 52 Kosuth T/Th 12:30 – 2:00 pm BE 13
- 0991 MATH 40 George T/Th 3:00 – 5:00 pm PS 13
- 0702 ENGL 52 Lab Rose 1 hr. arranged LC 206

**“Problem Solving: Math & Critical Thinking”**
- 1008 MATH 60 Mata T/Th 8:00 – 10:00 am LC 133
- 0923 INST 100 Connal T/Th 11:00 – 12:30 pm LA 29

**“Languages of the Mind: Mathematics and English”**
- 0723 ENGL 100 Kosuth M/W 12:30 – 2:30 pm SS 313
- 1038 MATH 80 George T/Th 1:00 – 3:00 pm HS 302

**“S.T.A.R.S.: Students Taking Action to Reach Success”**
- 0743 CG 200 Gardner T/Th 11:00 – 12:30 pm LC 213
- 1519 READ 54 Duran T 12:30 – 3:30 pm SS 313
- 8228 READ 41T Duran 3 hrs. arranged LC 209
- 0940 LIBR 100 Gersitz 2 hrs. arranged LC 60

**“From College to the Real World: Finding Yourself and a Career Through Research and Writing”**
- 0700 ENGL 52 Ashe T/Th 3:00 – 4:30 pm LA 22
- 0474 CG 200 Romero T/Th 4:30 – 6:00 pm AC 70
- 0941 LIBR 100 Moore 2 hrs. arranged LC 59
- 0702 ENGL 52 Lab Rose 1 hr. arranged LC 206

**FIRST YEAR EXPERIENCE TRACK**
The First Year Experience is a special Learning Community. Students are enrolled in a full semester’s work at one time. The purpose of this collection of courses is to provide the student with a strong beginning to a college career. Students who are interested in this program should call (562) 860-2451, ext. 2600 for more information.

**First-Year-Experience – House A”**
- 0656 ENG 20 Serwin M/W 9:30 – 11:00 am AC 54
- 0670 ENG 20 Lab Rose 1 hr. arranged LC 206
- 0942 LIBR 100 Moore 2 hrs. arranged LC 60
- 6059 CG 1 Bello-Gardner 8:30 – 9:30 am AC 54
- 8057 CG 50 Bello-Gardner 1 hr. arranged LC 206
- 1507 READ 44 Duran 8:30 – 9:30 am SS 140
- 1276 PE 143 Gleckner T/Th 12:00 – 1:00 pm PE 2A
- 0969 MATH 20 Khwaja 2:30 – 4:00 pm LC 134

**LEARNING COMMUNITIES CLASSES**
Learning communities involve the intentional creation of class pairs or clusters around a common theme or concept. Typically, the same group of students is co-enrolled in two or more courses, usually from different disciplines—for instance, history and art, English and career guidance, political science and philosophy. Students enroll in both courses but receive a separate grade for each one.

Course instructors integrate their syllabi, encouraging students to gain a deeper understanding of each course, even as they discover connections between the two. Classroom activities, tests, assignments, field trips, research projects, and educational technology are used to engage students in their own learning, as well as provide them with valuable “real-world” skills.

Perhaps more importantly, the learning community model promotes student-centered learning, with an emphasis on an enriched classroom environment. It promotes greater intellectual growth and genuine mastery of course content through collaborative activities, frequent feedback, and increased student-teacher and student-student interactions. Traditional lecturing is minimized; active learning and thoughtful integration of content are maximized.

Research indicates learning communities promote student achievement, retention, and progress toward degree completion. Faculty benefit from professional development and training, fresh approaches to teaching, and collaboration with colleagues. Finally, the college profits from institutional research and development that is intimately tied to teaching/learning outcomes.

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

**QUESTIONS**
If you have questions regarding the Learning Communities Program, please call (562) 860-2451, ext. 2600.
It is recommended that Cerritos College students be computer literate before taking an Online Class.

We offer many opportunities on campus for computer literacy:
- **Credit Courses:** CIS 101, EDT 50, BCOT 114.
- **No fee tutorial and workshops:** Academic Support Center.

These are the areas of proficiency:
- Word Processing
- Email
- File Management
- Copy, cut, and paste
- Internet searching

Access is available on campus in the computer commons and labs in the LRC.

For information contact the Academic Support Center
Phone: (562) 860-2451 x2405
Email: yjuarez@cerritos.edu
ANTHROPOLOGY

ANTH 115 (3 units) – Physical Anthropology
An exploration of the origin and development of the human species, heredity and population genetics and diversity.
Orientation and all course work done online. Check course website for directions no later than January 12, 2004: http://www.cerritos.edu/mbellas

BUSINESS

BA 111 (3 units) – Business Law
This is a course designed to introduce the student to the legal concepts of everyday business transactions.
Orientation: Sat 1-17-04 12:00-1:30 pm BE-3
http://www.cerritos.edu/mpribbon

BCOM 46 (3 units) – Business Communications
This course reviews the fundamentals of grammar, sentence structure, punctuation, capitalization, spelling, and business vocabulary building.
Orientation: M 1-12-04 11:30-12:30 pm SS-313
http://www.cerritos.edu/msharp

BCOT 52 (2 units) – Data Entry
This course is designed to enable students to develop skill as data entry operators.
Orientation: Th 1-15-04 12:30-1:30 pm BE-14
http://www.cerritos.edu/msharp

BCOT 61 (2 units) – Type/Keyboard Review
This course provides a review for those students who have had previous typing experience and wish to improve their typing and formatting skills.
Orientation: Th 1-15-04 12:30-1:30 pm BE-14

BCOT 62 (1 unit) – Computer Keyboarding
This course is designed for data processing and accounting students who do not know how to touch type.
Orientation: Th 3-11-04 10:00-11:00 am BE-14

BCOT 89 (3.5 units) – Internet Comm Tools
This class introduces e-mail, Microsoft, Outlook, Desktop publishing, electronic presentations, and Web pages.
Orientation: Th 1-15-04 9:30-11:00 am BE-17

BCOT 96 (1.5 units) – PowerPoint Core/Expert
This course introduces the student to beginning and advanced presentation functions on the IBM compatible personal computer using Microsoft PowerPoint for Windows software.
Orientation: M 3-8-04 3:00-5:00 pm BE-16

BCOT 97 (1.5 units) – Micro Outlook Core Level
This course introduces the student Microsoft Outlook for Windows software, a Desktop Information Management (DIM) application.
Orientation: Th 1-15-04 9:30-11:00 am BE-17

BCOT 112 (3.5 units) – Microsoft Word Windows
This course introduces the student to beginning word processing and emphasizes advanced word processing functions on IBM PC using Microsoft Word for Windows software.
Orientation: M 1-12-04 8:30-10:30 am BE-14

BCOT 113 (3.5 units) – Microsoft Excel
This course introduces the student to beginning spreadsheet functions and emphasizes advanced spreadsheet functions on IBM PC using Microsoft Excel for Windows software.
Orientation: T 1-13-04 2:00-4:30 pm BE-16

BCOT 114 (3.5 units) – Intro to Microsoft Office
This course is designed to teach students business applications software and office skills using windows and Microsoft Office (Word, Excel, Access, and PowerPoint).
Orientation: Th 1-15-04 9:30-11:00 am BE-16

BCOT 115 (3.5 units) – Advanced Microsoft Office
This course extends the students’ basic knowledge of Microsoft Office (Microsoft Word, Excel, Access, and PowerPoint),
Orientation: Th 1-15-04 9:30-11:00 am BE-16

BCOT 116 (1.5 units) – Desktop Publishing Work
This course is for students already familiar with word processing.
Orientation: M 1-12-04 3:00-5:00 pm BE-16
BCOT 117  (1.5 units) – Intro Microsoft Publisher
This course provides an introduction to the functions of Microsoft Publisher software.
6040 Soden 1st 9-week class
http://www.cerritos.edu/bread
Orientation: M 1-12-04 3:00-5:00 pm BE-16

BCOT 131  (3.5 units) – Beginning Typewriting
This is a basic course in typing designed to teach control of the keyboard by touch.
0256 Sharp 18-week class
http://www.cerritos.edu/msharp
Orientation: Th 1-15-04 12:30-1:30 pm BE-14

BCOT 133  (3.5 units) – Intermediate Typewriting
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.
0260 Moriarty 18-week class
http://www.cerritos.edu/cmoriarty
Orientation: Th 1-15-04 8:30-9:30 am BE-16

BCOT 162  (3 units) – Bus Spell & Proofread Skls
This course is designed to teach and reinforce accurate spelling, vocabulary, word usage, and proofreading skills with a distinct business orientation.
0262 Soden 18-week class
http://www.cerritos.edu/bread
Orientation: W 1-14-04 11:00-1:00 pm BE-14

BL 101 (3 units) – Introduction to Law
An introduction to careers in the legal field including the role of the paralegal/legal assistant and use of the law library and legal resources is provided. Also covers law in the area of crimes, torts, and court system.
0299 Pribble 18-week class
http://www.cerritos.edu/mpribble
Orientation: Sat 1-17-04 1:30-3:00 pm BE-3

BUSC 118  (4.0 units) – Dep/Proceds/Codes/Ethics
This course provides a thorough understanding of deposition procedures, ethics, reference techniques, management skills, and introduces the California Codes pertinent to depositions.
0362 Staff 18-week class
Orientation: Th 1-15-04 2:30-5:30 pm AC-52

BUSC 185  (1.5 units) – SS/CSR/RPR Exam Preparatn
This course is designed for potential Certified Shorthand Reporter Examination candidates and Registered Professional Reporter Examination candidates.
8049 Perkins 15-week class
http://www.cerritos.edu/sperkins
Orientation T 2-13-04 2:30-4:00 pm AC-52

BUSF 125  (3 units) – Personal Finance
This course explores basic financial planning, investments, consumerism, and other personal financial matters incorporating the Internet and Quicken software.
0386 Fronke 18-week class
http://www.cerritos.edu/mfronke
Orientation and all classwork done online. E-mail Instructor for directions: mfronke@cerritos.edu

EARTH SCIENCE
ESCI 104  (3 units) – Oceanography
This course consists of an introduction to the geography of the oceans, geology of the ocean basins, and the chemistry and physics of sea water.
2795 Colbath 18-week class
http://www.cerritos.edu/colbath
Orientation: Sat 1-17-04 10:00-11:00 am PS-2

ESCI 106  (3 units) – Weather and Climate
This course is a survey of the processes and patterns in the atmosphere which result in the regional distribution of weather and climate.
2796 Kreger 18-week class
http://www.cerritos.edu/rkreger
Orientation: F 1-16-04 6:00-7:00 pm PS-2

ECONOMICS
ECON 202  (3 units) – Principles of Microecon
An introduction to microeconomics, including such topics as supply and demand, competition, monopoly, cost of productions, and income distribution and inequality. Prerequisite “C” grade or better in Economics 201.
0620 Keenan 18-week class
http://www.cerritos.edu/dkeenan
Orientation and all classwork done online. E-mail Instructor for directions.

EDUCATIONAL TECHNOLOGY
General Orientation for all online courses is available on the Distance Education website: http://www.cerritos.edu/de

EDT 50 (1 unit) – Prep For Online Learning
This course teaches students the skills necessary to successfully complete a class on the Internet.
0635 Morgan 1st 9-week class
http://www.cerritos.edu/vmorgan
8091 Morgan 2nd 9-week class
http://www.cerritos.edu/vmorgan

EDT 51 (1 unit) – Email For Educators
This course trains educators and prospective educators who wish to learn about email and how to incorporate email into the academic environment.
6079 Morgan 1st 9-week class
http://www.cerritos.edu/vmorgan
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDT 52</td>
<td>Windows For Educators</td>
<td>This course trains educators and prospective educators in the use of the Microsoft Windows operating system.</td>
<td>8092 Alexander 2nd 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
<tr>
<td>EDT 66</td>
<td>PowerPoint Future Teachers</td>
<td>This course teaches presentation graphics using Microsoft PowerPoint.</td>
<td>6080 Morgan 1st 9-week class <a href="http://www.cerritos.edu/vmorgan">http://www.cerritos.edu/vmorgan</a></td>
</tr>
<tr>
<td>EDT 67</td>
<td>Inspiration Presentations</td>
<td>This course is intended to teach educators the basics of Inspiration, an “idea-mapping” and outlining software tool used in education.</td>
<td>8094 Morgan 2nd 9-week class <a href="http://cerritos.edu/vmorgan">http://cerritos.edu/vmorgan</a></td>
</tr>
<tr>
<td>EDT 68</td>
<td>Using KidPix</td>
<td>This course is intended to teach educators how to use and teach KidPix, a popular software product for the K-6 learning environment.</td>
<td>6081 Alexander 1st 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
<tr>
<td>EDT 70</td>
<td>Excel For Future Teachers</td>
<td>This course trains educators and prospective educators in the use of electronic spreadsheets using Microsoft Excel.</td>
<td>6082 Morgan 1st 9-week class <a href="http://www.cerritos.edu/vmorgan">http://www.cerritos.edu/vmorgan</a></td>
</tr>
<tr>
<td>EDT 81</td>
<td>Videos for School Use</td>
<td>This course is intended to teach educators the basics of video production for use in the K-12 environment.</td>
<td>8097 Alexander 2nd 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
<tr>
<td>EDT 100</td>
<td>Internet In Curriculum</td>
<td>This course is designed for educators who wish to learn about the Internet and how to incorporate the Internet into the classroom curriculum.</td>
<td>6083 Staff 1st 9-week class</td>
</tr>
<tr>
<td>EDT 103</td>
<td>Spreadsheets For Educators</td>
<td>This course trains educators and prospective educators to use efficiently technology to perform administrative, instructional, and other classroom tasks using electronic spreadsheet software.</td>
<td>6084 Alexander 1st 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
<tr>
<td>EDT 104</td>
<td>Wordprocess for Educators</td>
<td>This course trains educators and prospective educators who wish to learn how to work with word processing documents as they prepare curriculum.</td>
<td>8099 Alexander 2nd 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
<tr>
<td>EDT 105</td>
<td>PowerPoint for Educators</td>
<td>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.</td>
<td>6085 Morgan 1st 9-week class <a href="http://www.cerritos.edu/vmorgan">http://www.cerritos.edu/vmorgan</a></td>
</tr>
<tr>
<td>EDT 107</td>
<td>Desktop Publishing for Educators</td>
<td>This course provides an introduction to the functions of desktop publishing software with an emphasis on the educational community.</td>
<td>8101 Alexander 2nd 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
<tr>
<td>EDT 111</td>
<td>Web Design for Educators</td>
<td>This course is for educators with little or no experience creating or designing web pages.</td>
<td>6087 Alexander 1st 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
<tr>
<td>EDT 119</td>
<td>Hardware/Software for Educators</td>
<td>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.</td>
<td>8103 Staff 2nd 9-week class</td>
</tr>
<tr>
<td>EDT 120</td>
<td>Assistive Technology in Ed</td>
<td>This course is intended to develop the sensitivity as well as the skills and knowledge needed by teachers to create an educational environment that is conducive to learning for students with disabilities and for those with who may have learning challenges such as English second language learners.</td>
<td>2638 Staff 18-week class</td>
</tr>
<tr>
<td>EDT 125</td>
<td>Fund of Online Teaching</td>
<td>This course is designed for educators and future educators who wish to learn the fundamentals of teaching online courses.</td>
<td>8104 Alexander 2nd 9-week class <a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
</tr>
</tbody>
</table>

**ENGLISH**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 52</td>
<td>Intro College Composition</td>
<td>This course develops the students’ ability to write clearly, effectively, and correctly by guiding students through the writing process.</td>
<td>6099 Whitson 1st 9-week class <a href="http://www.cerritos.edu/bwhitson">http://www.cerritos.edu/bwhitson</a></td>
</tr>
<tr>
<td></td>
<td>Orientation: T 1-13-04 9:00-11:00 am LA-22 (Learning Communities)</td>
<td></td>
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</tbody>
</table>
ENGL 100 (4 units) – Freshman Composition
This course guides the student through the writing process to develop expository prose with an emphasis on effective organization and on correctness.
0705 Serwin 18-week class http://www.cerritos.edu/lserwin
Orientation: M 1-12-04 7:00-9:00 pm AC-65
0706 Quaas-Berryman 18-week class http://www.cerritos.edu/fquaas
Orientation: Sat 1-17-04 12:00-2:00 pm LA-22
0707 Quaas-Berryman 18-week class http://www.cerritos.edu/fquaas
Orientation: Sat 1-17-04 12:00-2:00 pm LA-22
8115 Swanson 15-week session http://www.cerritos.edu/jswanson
Orientation: M 2-2-04 5:00-7:00 pm LC-213
8116 Swanson 15-week session http://www.cerritos.edu/jswanson
Orientation: M 2-2-04 5:00-7:00 pm LC-213
8117 Stiles 2nd 9-week class http://www.cerritos.edu/lmstiles
Orientation: T 1-13-04 9:00-10:00 am LC-22
(Continued)

LIBRARY
LIBR 100 (1 unit) – Introduction To Library Resources
This is an open-entry, open-exit, self-paced course which emphasizes the use for library methods and materials that will enable students to locate information for course-related study and research.
0937 Sampson 18-week class http://www.cerritos.edu/jsampson
Orientation and all course work done online. Check course website for directions no later than January 12, 2004:
http://www.cerritos.edu/jsampson

PHYSICAL EDUCATION
PE 141 (3 units) – Fitness and Wellness
This course is designed to cover topics related to health and wellness including principles of fitness, nutrition, coronary heart disease, and stress management.
3264 Bueno 18-week class http://www.cerritos.edu/nbueno
Orientation: Th 1-15-04 7:00-9:00 pm SS-136

POLITICAL SCIENCE
POL 101 (3 units) – American Political Institutions
A study of national, state, and local government, national and state constitutions, the rights and responsibilities of citizens, and political processes and issues, and policies of those governments.
3408 Falcon 18-week class http://www.cerritos.edu/dfalcon
3409 Reece 18-week class http://www.cerritos.edu/breece

POL 201 (3 units) – Intro to Political Science & American Govt
A survey of the philosophies, principles, and problems associated with the study of political science covering the terms, concepts, functions, and institutions of American national, state, and local governments.
3423 Reece 18-week class http://www.cerritos.edu/breece

READING
READ 54 (3 units) – Advanced Reading
Provides an individualized program for improvement in literal, interpretive, critical comprehension skills and vocabulary skills as determined through diagnostic testing.
1508 Duran 18-week class http://www.cerritos.edu/aduran
Orientation: T 1-13-04 8:00-9:30 am BE-1
1509 Duran 18-week class http://www.cerritos.edu/aduran
Orientation: T 1-13-04 5:00-7:00 pm BE-1
1523 Duran 18-week class http://www.cerritos.edu/aduran
Orientation: F 1-16-04 11:30-1:00 pm BE-1
### AUTOMOTIVE COLLISION REPAIR (AUTOBODY)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| AB 86  | 2     | Production Management  
This is a course on production management and in providing workflow in automotive facilities. |
|        |       | 7004 Robertson 1st 9-week class  
http://www.cerritos.edu/crobertson  
F 6:00-10:00 pm AT-54 |
| AB 285 | 3     | Collision Repair Mgmt  
Course is designed to furnish the technician with knowledge, experience and practice in supervision and management for an automotive repair facility. |
|        |       | 2036 Robertson 18-week class  
http://www.cerritos.edu/crobertson  
Th 6:00-10:00 pm AT-54 |
| AB 287 | 2     | Adv Collision Repair Mgmt  
This course includes skills required to effectively direct, manage and promote a repair facility. |
|        |       | 9002 Robertson 2nd 9-week class  
http://www.cerritos.edu/crobertson  
F 6:00-10:00 pm AT-54 |

### BUSINESS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| BA 100 | 3     | Fundamentals of Business  
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. |
|        |       | 2213 Livingston 18-week class  
http://www.cerritos.edu/blivingston  
T 5:30-7:00 pm LA-2 |
| BA 107 | 3     | Human Relations in Business  
This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. |
|        |       | 7030 Livingston 15-week class  
http://www.cerritos.edu/blivingston  
M Begins: 1-12-04 6:00-8:00 pm  
Ends: 4-30-04  
© Albertsons  
1421 W Manhattan Ave.  
Fullerton, CA |
| BA 115 | 3     | Management Business  
This course will cover the principles and techniques in the management of business. |
|        |       | 7032 Livingston 18-week class  
M 8:00-10:00 pm  
© Albertsons  
1421 W Manhattan Ave.  
Fullerton, CA  
2548 |
| BCOM 147 | 3 | Business Communications  
This course integrates instruction and practice in business writing. |
|        |       | 2242 Moriarty 18-week class  
http://www.cerritos.edu/cmoriarty  
Orientation: Wednesday 1-14-04 6:00-9:00 pm SS-313 |

### COMPUTER INFORMATION SYSTEMS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| CIS 70A | 3.5 | Networking Fundamentals  
This is a survey course about the computer networking and telecommunications industry. |
|        |       | 2514 Lou 18-week class  
http://www.cerritos.edu/klou  
T 5:00-10:00 pm TE-10 |
| CIS 101 | 3 | Intro Computer Info Systms  
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. |
|        |       | 2522 Hohly 18-week class  
http://cerritos.edu/hohly  
M 7:00-10:00 pm BE-12 |
|        |       | 0529 Lou 18-week class  
http://cerritos.edu/klou  
07:30-10:30 pm SS-138 |
|        |       | 2527 Fuschetto 18-week class  
http://www.cerritos.edu/sfuschetto  
F 7:30-10:30 pm LC-201 |
| CIS 102 | 3 | Intro Microcomp-HDWR SFWR  
This course instructs the students in the use of microcomputers within an organizational environment using the Microsoft Windows interface and current applications software. |
|        |       | 2533 Hohly 18-week class  
http://cerritos.edu/hohly  
T 5:00-7:30 pm LA-3  
T 7:30-10:00 pm LA-4 |
| CIS 141 | 3 | I Series 400 Operations  
This course introduces the students to the operations of the IBM iSeries 400 Computer System using the OS/400 operating systems. |
|        |       | 2540 Hohly 18-week class  
http://www.cerritos.edu/hohly  
W 5:00-10:00 pm BE-12 |
| CIS 175 | 3 | RPG Programming  
This is a basic course in applying the principles of data processing to standard business applications. |
|        |       | 2545 Wilson 18-week class  
http://cerritos.edu/jwilson  
T 5:00-10:00 pm BE-12 |
| CIS 180 | 3 | Programming IN C/C++  
This course introduces C and C++ programming language structures. |
|        |       | 2548 Nguyen 18-week class  
http://www.cerritos.edu/pnguyen  
F 5:00-7:30 pm BE-4  
F 7:30-10:00 pm LA-5 |
CIS 205 (1.5 units) – Programming HTML For Web
This course covers the fundamentals of the HTML (Hypertext Markup Language) language used to construct pages and documents on the World Wide Web.

7070 Hohly 1st 9-week class
http://www.cerritos.edu/hohly
F 5:00-10:00 pm BE-12
9073 Hohly 2nd 9-week class
http://www.cerritos.edu/hohly
F 5:00-10:00 pm LA-4

CIS 240 (3 units) – I Series 400 Control Language Programming
This course covers the fundamental concepts required to develop control language programs for use on an IBM iSeries 400.

2560 Ford 18-week class
http://www.cerritos.edu/bford
Th 5:00-10:00 pm BE-12

EARTH SCIENCE
ESCI 110 (3.5 units) – Intro to Earth Science
This is a general studies course offering an opportunity for a more complete understanding of environmental problems discussed in Earth Science 101.

0800 Colbath 18-week class
http://www.cerritos.edu/colbath
Th 3:30-6:30 pm PS-2

MATHEMATICS
MATH 60 (4 units) – Elementary Algebra
This course is an introduction to high school algebra.

1001 Mariani 18-week class
http://www.cerritos.edu/imariani
MW 12:00-2:00 pm LC-133
Mandatory Orientation:
Monday 1-12-04 12:00-2:00 pm LC-133

1005 Chalmers 18-week class
http://www.cerritos.edu/ghalmers
MW 3:00-5:00 pm PS-5
Mandatory Orientation:
Monday 1-12-04 3:00-5:00 pm PS-5

MATH 80 (4 units) – Intermediate Algebra
This course explores the representation of functions and relations as graphs, formulas, and tables.

1027 Mata 18-week class
http://www.cerritos.edu/pmata
MW 10:00-12:00 pm NS-12
Mandatory Orientation:
Monday 1-12-04 10:00-12:00 pm NS-12

1032 McFadden 18-week class
http://www.cerritos.edu/mcfadden
MW 2:00-4:00 pm NS-11
Mandatory Orientation:
Monday 1-12-04 2:00-4:00 pm NS-11

MEDICAL ASSISTING
MA 161 (3 units) – Medical Terminology
Covers the correct use of medical terms, and the understanding of word roots prefixes and suffixes.

6123 Gali 18-week class
http://www.cerritos.edu/agali
Orientation: Saturday 1-17-03 10:00-1:45 pm LA-22

READING
READ 43 (3 units) – Basic Reading Skills
Provides an individualized program for improvement in phonics, word analysis and basic comprehension skills as determined through diagnostic testing.

1492 Broderick 18-week class
http://www.cerritos.edu/broderick
MW 11:00-12:30 pm LC-209
1494 Broderick 18-week class
http://www.cerritos.edu/broderick
MW 8:00-9:30 am LC-217

READ 54 (3 units) – Advanced Reading
Provides an individualized program for improvement in literal, interpretive, critical comprehension skills and vocabulary skills as determined through diagnostic testing.

1510 Renteria 18-week class
http://www.cerritos.edu/renteria
MW 11:00-12:30 pm LC-209
1511 Renteria 18-week class
http://www.cerritos.edu/renteria
MW 8:00-9:30 am LC-217

1514 Broderick 18-week class
http://www.cerritos.edu/broderick
MW 11:00-12:30 pm LC-209
1515 Broderick 18-week class
http://www.cerritos.edu/broderick
MW 12:30-2:00 pm LC-209

1516 Renteria 18-week class
http://www.cerritos.edu/renteria
MW 5:30-7:00 pm LC-209
1517 Broderick 18-week class
http://www.cerritos.edu/broderick
M 7:00-10:00 pm LC-209
1518 Broderick 18-week class
http://www.cerritos.edu/broderick
TTh 8:00-9:30 am LC-209

1521 Broderick 18-week class
http://www.cerritos.edu/broderick
MW 11:00-12:30 pm LC-209
1522 Broderick 18-week class
http://www.cerritos.edu/broderick
MW 12:30-2:00 pm LC-209

1523 Broderick 18-week class
http://www.cerritos.edu/broderick
MW 5:30-7:00 pm LC-209
1524 Broderick 18-week class
http://www.cerritos.edu/broderick
M 7:00-10:00 pm LC-209
1525 Broderick 18-week class
http://www.cerritos.edu/broderick
TTh 8:00-9:30 am LC-209

35
SPEECH

SPCH 110  (3 units) – Intercultural Communications
This course presents theories and principles of communications with an emphasis on application of concepts relevant to intercultural communication.

7245 Hoppe-Nagao  1st 9-week class
http://www.cerritos.edu/ahoppe
MW 7:00 -10:00 pm  SS-224

9221 Hoppe-Nagao  2nd 9-week class
http://www.cerritos.edu/ahoppe
MW 7:00 -10:00 pm  SS-224

SPCH 132  (3 units) – Fund/Small Group Communic
As an introduction to the fundamentals of group discussion, this course focuses on the individual’s communication as a small group setting.

6247 Lavariere  1st 9-week class
http://www.cerritos.edu/carellano
MW 4:00-7:00 pm  SS-224

8222 Lavariere  2nd 9-week class
http://www.cerritos.edu/carellano
MW 4:00-7:00 pm  SS-224

SPCH 150  (3 units) – Organization Communication
This course presents theories and principles of communication with an emphasis on application of concepts relevant to organizational communication.

6248 Hubbert  1st 9-week class
http://www.cerritos.edu/khubbert
TTh 4:00-7:00 pm  SS-207

8224 Hubbert  2nd 9-week class
http://www.cerritos.edu/khubbert
TTh 4:00-7:00 pm  SS-207

THEATRE

TH 101  (3 units) – Intro to Theatre
A glimpse into the exciting world of theatre, from the point of view of the audience, the actor, the director, and the man (or woman) behind the scenes.

1636 Huber  18-week class
http://www.cerritos.edu/rhuber
M/W 4:00-5:30 pm  BC-47
Orientation: Monday 1-12-04  4:00-5:30 pm  BC-47

3635 Huber  18-week class
http://www.cerritos.edu/rhuber
T 6:00-9:00 pm  AC-54
Orientation: Tuesday 1-13-04  6:00-9:00 pm  AC-54

TH 103  (3 units) – History of Modern Theatre
This course is designed to introduce the student to the history and literature of the theatre from French Classicism to the 20th Century.

1642 Huber  18-week class
http://www.cerritos.edu/rhuber
M/W 4:00-5:30 pm  AC-54
Orientation: Monday 1-12-04  5:30-7:00 pm  AC-54
“Women’s Rights are Human Rights”
ACCOUNTING-SEE BUSA
(BUSINESS ACCOUNTING/FINANCE)

ADMINISTRATION OF JUSTICE

AJ  71  -  2.0 UNITS FIRST AID-ADMIN OF JUSTICE
A general first aid course with special emphasis on emergency

treatment of the major trauma conditions typically encountered by
police personnel.

2037  5:00- 7:00 PM  W  Rickman  SS220

AJ  91  -  3.0 UNITS REPORT WRITING PROCEDURES
Provides practical exercises to develop general writing skills and to
apply these skills specifically to police report writing.

0038  8:00-11:00 AM  F  Satterfield  SS220

AJ  101  -  3.0 UNITS INTRO TO ADMIN OF JUSTICE
Transfer Credit: CSU; UC (CAN AJ 2 )
An introduction to the Criminal Justice system, including
enforcement, judicial, legislative, and correctional agencies and
subsystems.

0039  8:00- 9:30 AM  MW  Haynes  SS212
0040  11:00-12:30 PM  MW  Connolly  SS212
0041  8:00- 9:30 AM  TH  Haynes  SS212
0042  11:00-12:30 PM  TH  Connolly  SS212
0209  5:30- 7:00 PM  TTH  Satterfield  SS220
0240  7:00-10:00 PM  W  Satterfield  SS220

AJ  102  -  3.0 UNITS CONCEPTS OF CRIMINAL LAW
Transfer Credit: CSU; UC (CAN AJ 4 )
This introduction to criminal and constitutional law includes legal
research, legal concepts, and current issues in criminal justice.

0044  12:30- 2:00 PM  MW  Furriel  SS220
0045  8:00- 9:30 AM  TTH  Satterfield  SS220
0244  7:00-10:00 PM  TH  Engquist  SS220

AJ  103  -  3.0 UNITS CRIMINAL PROCEDURES
Transfer Credit: CSU
An examination of the organization and jurisdiction of the criminal
courts and the processing of a criminal case.

0047  9:30-11:00 AM  MW  Haynes  SS212
0048  12:30- 2:00 PM  TTH  Satterfield  SS220
0247  7:00-10:00 PM  W  Engquist  SS220

AJ  104  -  3.0 UNITS CRIMINAL EVIDENCE
Transfer Credit: CSU
An examination of the Constitutional rules relating to search and
seizure, search warrants and the admissibility of evidence in court.

0050  9:30-11:00 AM  MW  Furriel  SS220
0250  7:00-10:00 PM  M  Engquist  SS220

AJ  105  -  3.0 UNITS COMMUNITY RELATIONS
Transfer Credit: CSU; UC
An in-depth study of the interrelationships and role expectations
between criminal justice agencies and members of the community.

0051  9:30-11:00 AM  TTH  Haynes  SS212

AJ  110  -  3.0 UNITS CONCEPTS ENFORCEMENT SVCS
Transfer Credit: CSU
An examination of the theories and operational procedures of police
field patrol services.

2052  7:00-10:00 PM  M  Webb  SS212

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
ANTHROPOLOGY

ANTH 100  -  3.0 UNITS CULTURAL ANTHROPOLOGY
Transfer Credit: CSU; UC (CAN ANTH 4)
A comparison of various cultures and cultural phenomena including
social organization, customs, religions, languages, and family life.
0058 9:30-11:00 AM MW Hause SS315
0059 12:30- 2:00 PM MW (Women's Studies) Womack SS315
0060 6:30- 8:00 AM TTH Bellas SS315
0061 12:30- 2:00 PM TTH Bellas SS315
2058 7:00-10:00 PM M Bellas SS315
2059 7:00-10:00 PM W Womack SS315
9003 6:00- 9:15 PM F Bryant SS315
8:30-12:00 PM SAT

ANTH 115  -  3.0 UNITS PHYSICAL ANTHROPOLOGY
Transfer Credit: CSU; UC (CAN ANTH 2)
An exploration of the origin and development of the human species,
heredity and population genetics, and diversity.
0063 8:00- 9:30 AM MW Rigby SS315
0064 11:00-12:30 PM MW Rigby SS315
0065 2:00- 3:30 PM MW Bellas SS315
0066 8:00- 9:30 AM TTH Rigby SS315
0067 12:30- 2:00 PM TTH Bellas SS315
2063 7:00-10:00 PM TH Womack SS315
9006 6:00-9:00 PM (OL) Bellas SS31

ANTH 120  -  3.0 UNITS INTRO TO ARCHAEOLOGY
Transfer Credit: CSU; UC (CAN ANTH 6)
Learn about the ancient Egyptians, the Maya, and many other early
civilizations and the techniques archaeologists use to unravel the
mysteries of the past.
0069 9:30-11:00 AM TTH Rigby SS315

ANTH 203  -  3.0 UNITS MAGIC-WITCHCRAFT-RELIGION
Transfer Credit: CSU
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.
0076 8:00-11:00 AM MW Rother TE 5
0077 11:00- 1:00 PM MW Rother TE 5
2074 6:00- 9:00 PM MW Lewis TE 5

ARCHITECTURE

ARCH 110  -  3.0 UNITS INTRO/ARCH & ENVIRONMENT
Transfer Credit: CSU; UC
UC credit limits may apply.
An introduction to the design professions; architecture, engineering,
interior designing, and landscape architecture. The relationship of
the designer to the contractor is also studied.
2071 4:30- 6:00 PM MW Hause TE 5

ARCH 111  -  3.0 UNITS INTRODUCTION TO ARCH DRAFT
Transfer Credit: CSU
A study of architectural drafting with emphasis on a two-story
dwelling and preparation of pertinent working drawings.
0072 8:00-11:00 AM TTH Goldin TE 5

ARCH 112  -  3.0 UNITS HIST OF ARCHITECTURE
Transfer Credit: CSU; UC
UC credit limits may apply.
This course is a survey of the history of architecture from the birth
of civilization to the present time.
0073 2:30- 3:30 PM M Manuck TE 12
2073 6:00- 8:00 PM M Manuck CB101

NOTE: a material fee of $6 is required for all Architecture classes with labs.

ARCH 121  -  3.0 UNITS MATERIAL/METHODS OF BUILD
Transfer Credit: CSU
Prerequisite: ARCH 111 or equivalent with a grade of Credit or "C" or
higher, or appropriate work experience.
An advanced course of architectural drafting with emphasis on
commercial and institutional projects and materials.
2074 6:00- 9:00 PM MW Lewis TE 5

ARCH 122  -  2.0 UNITS ARCHITECTURAL DELINEATION
Transfer Credit: CSU; UC
Prerequisite: ARCH 111 or equivalent with a grade of Credit or "C" or
higher, or appropriate work experience.
A study in techniques of rendering perspective drawings and paraline
drawings in various media to enable the student to express
architectural ideas.
0075 11:00- 1:00 PM MW Rother TE 5

ARCH 123  -  4.0 UNITS INTRO TO CAD FOR ARCH
Transfer Credit: CSU
Prerequisite: ARCH 111 or ENGT 131 or equivalent with a grade of
Credit or "C" or higher.
An introduction to computer aided drafting and design using the latest
release of AutoCAD software with architecture specific applications.
0076 8:00-11:00 AM MW Rother TE 5
2076 7:30-10:30 PM TTH Rother TE 5

ARCH 213  -  4.0 UNITS ADV CAD FOR ARCHITECTURE
Transfer Credit: CSU
Prerequisite: ARCH 123 or ENGT 138 or equivalent with a grade of
Credit or "C" or higher, or appropriate work experience.
An overview of the creation of three-dimensional surfaces, images, and
solid models using the latest release of AutoCAD. An introduction to
customization and programming techniques.
2077 4:30- 7:30 PM TTH Rother TE 5

ART AND DESIGN

ART 50  -  3.0 UNITS CHINESE BRUSH PAINTING
0078 9:00-12:00 PM TTH Hsin AC 32

ART 100  -  3.0 UNITS INTRODUCTION TO WORLD ART
Transfer Credit: CSU; UC
Recommendation: ENGL 52 and READ 54 or equivalent with grades of
Credit or "C" or higher.
An overview of world art from prehistoric times to the present.
Includes an analysis of the language of the visual arts using examples
from throughout the world.
0079 9:30-11:00 AM TTH Trager AC 43
2079 6:00- 9:00 PM W Medina AC 43
9004 6:00- 8:15 PM F (2nd Week Class) Staff LC155
8:30-12:00 PM SAT

ART 101  -  3.0 UNITS APPRECIATION & HISTORY
Transfer Credit: CSU; UC (CAN ART 2)
Recommendation: ENGL 52 and READ 54 or equivalent with grades of
Credit or "C" or higher.
An examination of art from prehistoric times to the late middle ages.
0080 12:30- 2:00 PM MW Perez AC 43
2080 6:00- 8:00 PM T Havlicek AC 62

ART 102  -  3.0 UNITS APPRECIATION & HISTORY
Transfer Credit: CSU; UC (CAN ART 4)
Recommendation: ENGL 52 and READ 54 or equivalent with grades of
Credit or "C" or higher.
An examination of art from the late middle ages to the eighteenth
century.
0081 9:30-11:00 AM MW Guest-Griffith AC 43
0082 12:30- 2:00 PM TTH Guest-Griffith AC 43

ART 103  -  3.0 UNITS MODERN & CONTEMPO APPREC
Transfer Credit: CSU; UC
An examination of art from the eighteenth century to the present.
0083 2:00- 5:00 PM T Guest-Griffith AC 43

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
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Check the departmental listing for each course for specific information on the content of each course.
### ART 135 - 2.0 UNITS WATERCOLOR LANDSCAPE PNT II
Transfer Credit: CSU; UC
Recommendation: ART 134 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6010</td>
<td>9:00-1:30 PM</td>
<td>SAT</td>
<td>Lacy</td>
<td>AC 32</td>
</tr>
</tbody>
</table>

NOTE: a material fee of $10 is required for ART 135.

### ART 136 - 3.0 UNITS PAINTING FOR ART MAJORS
Transfer Credit: CSU; UC
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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>0131</td>
<td>12:30-3:30 PM</td>
<td>TTH</td>
<td>Portigal</td>
<td>AC 33</td>
</tr>
<tr>
<td>0132</td>
<td>1:00-4:00 PM</td>
<td>TTH</td>
<td>Najarian</td>
<td>AC 30</td>
</tr>
</tbody>
</table>

### ART 140 - 3.0 UNITS INTRODUCTION TO CERAMICS
Transfer Credit: CSU; UC
An introduction to the art of ceramics.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0125</td>
<td>9:30-12:30 PM</td>
<td>MW</td>
<td>Cooper</td>
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<tr>
<td>0126</td>
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<td>MW</td>
<td>Fukazawa</td>
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<tr>
<td>0127</td>
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<tr>
<td>2124</td>
<td>6:30-9:30 PM</td>
<td>MW</td>
<td>Ryan</td>
<td>AC 33</td>
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</table>

NOTE: a material fee of $10 is required for ART 151.

### ART 151 - 3.0 UNITS CERAMICS WHEEL THROWING
Transfer Credit: CSU
Prerequisite: ART 150 or equivalent with a grade of Credit or "C" or higher.
Throwing on the potter's wheel and glaze formulation.

<table>
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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<td>AC 33</td>
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</table>

NOTE: a material fee of $10 is required for ART 152.

### ART 152 - 3.0 UNITS CERAMICS-HANDBUILDING
Transfer Credit: CSU
Prerequisite: ART 150 or equivalent with a grade of Credit or "C" or higher.

<table>
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<tr>
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<th>Room</th>
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<tbody>
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<td>12:30-3:30 PM</td>
<td>TTH</td>
<td>Portigal</td>
<td>AC 33</td>
</tr>
</tbody>
</table>

### ART 160 - 3.0 UNITS LIFE SCULPTURE
Transfer Credit: CSU; UC
Prerequisite: ART 112 or equivalent with a grade of Credit or "C" or higher.
Recommendation: ART 121 or equivalent with a grade of Credit or "C" or higher.
This is a course designed to introduce the student to the modeling of the human figure from observation of a live model.

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<th>Tkt#</th>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0131</td>
<td>1:00-4:00 PM</td>
<td>MW</td>
<td>Janosova</td>
<td>AC 30</td>
</tr>
</tbody>
</table>

### ART 170 - 1.0 UNIT -WORK EXPERIENCE/ART
Transfer Credit: CSU
Co-requisite: 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0132</td>
<td>1.0 HR ARR</td>
<td></td>
<td>Staff</td>
<td>AC 64</td>
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</tbody>
</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
NOTE: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment. Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

### Waiting List Students Note:
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment. Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

### Course Description
Software used: QuarkXpress.

**ART 188** - 3.0 UNITS DESIGN/DESKTOP PUBLISHING  
Transfer Credit: CSU  
0143 12:30- 3:30 PM  MW  Barrett  LC173  
2143 7:00-10:00 PM  MW  Glassford  LC173  

**ART 189L - 1.0 UNIT -COMPUTER GRAPHICS LAB**  
Transfer Credit: CSU  
Co-requisite: One or more 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.  
Software used: All graphics applications.  
0144 11:00-12:30 PM  TTH  Doyle  LC174  
9007 8:00-11:00 AM  MW  Learning Community  Barrett  AC 42  
(2nd 9 Week)  
For LEARNING COMMUNITIES (LC) program listings and enrollment in "Producing Nifty Newsletters" paired classes - see pages 27 & 28.

### Course Prerequisites

**ART 190** - 3.0 UNITS ANIMATION PRINCIPLES  
Transfer Credit: CSU  
0145 8:00-11:00 AM  TTH  Staff  AC 61  

**ART 191A** - 3.0 UNITS 3D COMPUTER ANIMATION  
Transfer Credit: CSU  
0146 3:30- 6:30 PM  MW  Wilson  LC173  

**ART 191B** - 3.0 UNITS 3D COMPUTER ANIMATION PROJ  
Transfer Credit: CSU  
Prerequisite: ART 191A or equivalent with a grade of Credit or "C" or higher.  
0147 3:30- 6:30 PM  MW  Wilson  LC173  

**ART 192** - 3.0 UNITS PHOTOSHOP/DIGITAL IMAGING  
Transfer Credit: CSU  
Topics include scanning basics, image conversion, painting and editing tools, manipulation selections, photographic compositing, masks and layers, color corrections and making color separations.  
Software used: Adobe Photoshop.  
0148 9:00-12:NOON  MW  Wilson  LC174  
0149 12:30- 3:30 PM  TTH  Miller  LC174  

**ART 193** - 3.0 UNITS MULTIMEDIA DESIGN  
Transfer Credit: CSU  
This course acquaints students with the use of multimedia programs and the tools they provide to create all featured interactive multimedia prototypes, applications, and presentations.  
Software used: Director MX, Adobe Premiere.  
0150 3:30- 6:30 PM  TTH  Wilson  LC173  

**ART 194** - 3.0 UNITS MODELING FOR ANIMATION  
Transfer Credit: CSU  
This course is an overview of interactive 3D modeling and rendering techniques on the Macintosh. Software used: LightWave.  
0151 9:00-12:NOON  MW  Miller  LC173  

**ART 195** - 3.0 UNITS DESIGN/DESKTOP PUBLISHING  
Transfer Credit: CSU  
Software used: QuarkXpress.  
0143 12:30- 3:30 PM  MW  Barrett  LC173  
2143 7:00-10:00 PM  MW  Glassford  LC173  

**ART 196** - 3.0 UNITS INTRO DESIGN WEB GRAPHICS  
Transfer Credit: CSU  
Recommendation: CIS 205 or equivalent with a grade of Credit or "C" or higher.  
Students will use web page creation software and tools they provide to create full-featured-interactive web sites.  
Software used: Dreamweaver, Flash.  
0152 6:00-11:00 AM  TTH  Miller  LC174  
2152 7:00-10:00 PM  TTH  Maynard  LC174  

**ART 213** - 3.0 UNITS INTERMEDIATE LIFE DRAWING  
Transfer Credit: CSU; UC  
Prerequisite: ART 112 or equivalent with a grade of Credit or "C" or higher.  
0153 9:00-12:NOON  MW  Janosova  AC 30  
2153 6:30- 9:30 PM  MW  Najarian  AC 30  

**ART 214** - 3.0 UNITS SPEC STUDIES IN LIFE DRAW  
Transfer Credit: CSU; UC  
Prerequisite: ART 213 or equivalent with a grade of Credit or "C" or higher.  
0154 9:00-12:NOON  MW  Janosova  AC 30  
0155 1:00- 4:00 PM  MW  Janosova  AC 30  
2154 6:30- 9:30 PM  MW  Najarian  AC 30  

**ART 215L - 1.0 UNIT -ADV SCREENPRINT/ETCH LAB**  
Transfer Credit: CSU  
Co-requisite: Concurrent enrollment in or prior completion of ART 218 or ART 219 or equivalent with a grade of Credit or "C" or higher.  
2157 5:30- 7:00 PM  MW  Kastan  AC 61  

**ART 217L - 1.0 UNIT -ADV SCREENPRINT/ETCH LAB**  
Transfer Credit: CSU  
Co-requisite: Concurrent enrollment in or prior completion of ART 218 or ART 219 or equivalent with a grade of Credit or "C" or higher.  
2157 5:30- 7:00 PM  MW  Kastan  AC 61  

**ART 218** - 3.0 UNITS SCREENPRINTING  
Transfer Credit: CSU; UC  
Prerequisite: ART 117 or equivalent with a grade of Credit or "C" or higher.  
An advanced course in the techniques and aesthetics of screenprinting as a fine art medium.  
2158 7:00-10:00 PM  MW  Kastan  AC 61  

**ART 219** - 3.0 UNITS ADVANCED ETCHING  
Transfer Credit: CSU; UC  
Prerequisite: ART 117 or equivalent with a grade of Credit or "C" or higher.  
An advanced course in the techniques and aesthetics of etching. Aquatints, photo-etching, multicolor etching and viscosity printing emphasized.  
2159 7:00-10:00 PM  MW  Kastan  AC 61  

**ART 231** - 3.0 UNITS INTERMEDIATE PAINTING  
Transfer Credit: CSU; UC  
Prerequisite: ART 130B or equivalent with a grade of Credit or "C" or higher.  
2159 7:00-10:00 PM  MW  Kastan  AC 61  

**ART 234** - 3.0 UNITS INTERMEDIATE PAINTING  
Transfer Credit: CSU; UC  
Prerequisite: ART 130B or equivalent with a grade of Credit or "C" or higher.  
2159 7:00-10:00 PM  MW  Kastan  AC 61  

**ART 237** - 3.0 UNITS LIFE PAINTING  
Transfer Credit: CSU; UC  
Prerequisite: ART 112 or equivalent with a grade of Credit or "C" or higher.  
0162 1:00- 4:00 PM  MW  Janosova  AC 30  

**ART 238** - 3.0 UNITS SPEC STUDIES IN PAINTING  
Transfer Credit: CSU; UC  
Prerequisite: ART 130B or equivalent with a grade of Credit or "C" or higher.  
0163 1:00- 4:00 PM  MW  Janosova  AC 30  

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

### Course Notes
- **Note:** a material fee of $10 is required for ART 188.
- **Note:** a material fee of $10 is required for ART 196.
- **Note:** a material fee of $5 is required for ART 194.
- **Note:** a material fee of $5 is required for ART 219.
- **Note:** a material fee of $10 is required for ART 198.
- **Note:** a material fee of $5 is required for ART 218.
Ahr            AC 72
Adkins         PS  5
Smith          PS  5
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
Ahr            AC 72
Adkins         PS  5
Smith          PS  5
Close          AC 32
6013 9:00-12:30 PM SAT Dowdalls       AC 70
2167 6:30- 9:30 PM TTH Hovind         AC 61
ART 298 - 1.0 UNIT - DIRECTED STUDIES
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.
Prerequisite: ART 184 or equivalent with a grade of Credit or “C” or higher.
Continuing studies in visual communications design emphasizing production art for printing, publishing and packaging.
Software used: Illustrator, Photoshop, QuarkXPress.
Prerequisite: ART 246 - 3.0 UNITS JEWELRY DESIGN/FABRICATION
Transfer Credit: CSU
Prerequisite: ART 145 or equivalent with a grade of Credit or "C" or higher.
NOTE: a material fee of $15 is required for ART 246.

ART 299 - 2.0 UNITS DIRECTED STUDIES
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.
Prerequisite: ART 246 or equivalent with a grade of Credit or “C” or higher.
NOTE: a material fee of $15 is required for ART 248.

ART 248 - 3.0 UNITS HOLOW JEWELRY PROCESSES
Transfer Credit: CSU
Prerequisite: ART 246 or equivalent with a grade of Credit or “C” or higher.
NOTE: a material fee of $10 is required for ART 248.

ART 252 - 3.0 UNITS CERAMICS-FOR & TECHNIQUE
Transfer Credit: CSU; UC
Prerequisite: ART 151 or ART 152 or equivalent with a grade of Credit or "C" or higher.
This course will expand upon concepts and techniques learned in ART 151 and/or ART 152.
NOTE: a material fee of $10 is required for ART 252.

ART 253 - 3.0 UNITS CERAMICS FORM AND CONTENT
Transfer Credit: CSU; UC
Prerequisite: ART 252 or equivalent with a grade of Credit or "C" or higher.
An individual contract course to further the skills learned in previous ceramics courses.
NOTE: a material fee of $10 is required for ART 253.

ART 284 - 3.0 UNITS GRAPHIC DESIGN II
Transfer Credit: CSU
Prerequisite: ART 184 or equivalent with a grade of Credit or “C” or higher.
Continuing studies in visual communications design emphasizing production art for printing, publishing and packaging.
Software used: Illustrator, Photoshop, QuarkXPress.
Prerequisite: ART 184 or equivalent with a grade of Credit or “C” or higher.
NOTE: a material fee of $10 is required for ART 284.

ART 285 - 3.0 UNITS RENDERING II
Transfer Credit: CSU
Prerequisite: ART 185 or equivalent with a grade of Credit or "C” or higher.
Continuing techniques of sharp-focus drawing emphasizing paint media such as watercolor and acrylics.
Prerequisite: ART 253 or equivalent with a grade of Credit or “C” or higher.
NOTE: a material fee of $10 is required for ART 285.

ART 287A - 2.0 UNITS LETTER ARTS
Transfer Credit: CSU
Prerequisite: ART 181 or equivalent with a grade of Credit or "C” or higher.

ART 287 - 2.0 UNITS LETTER ARTS
Transfer Credit: CSU
Prerequisite: ART 181 or equivalent with a grade of Credit or "C” or higher.

ART 298 - 1.0 UNIT - DIRECTED STUDIES
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.
Prerequisite: ART 181 or equivalent with a grade of Credit or “C” or higher.
NOTE: a material fee of $10 is required for ART 298.

ART 299 - 2.0 UNITS DIRECTED STUDIES
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.
Prerequisite: ART 298 or equivalent with a grade of Credit or “C” or higher.

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

ASTRONOMY

ASTR 102 - 3.0 UNITS INTRO ASTRON STARS UNIVERSE
Transfer Credit: CSU; UC
Prerequisite: ASTR 101 or ART 151 or ART 152 or concurrent enrollment with a grade of Credit or “C” or higher.
(15 Week Class begins January 12 – ends April 30)
NOTE: a material fee of $10 is required for ART 102.

ASTR 103 - 3.0 UNITS--INTRO ASTRON SOLAR SYSTEM
Transfer Credit: CSU; UC
Prerequisite: Two of the following courses: ASTR 101, ASTR 102, or ASTR 103 or concurrent enrollment with a grade of Credit or “C” or higher.
NOTE: a material fee of $10 is required for ART 103.

ASTR 104 - 3.0 UNITS LIFE IN THE UNIVERSE
Transfer Credit: CSU; UC
Prerequisite: ASTR 103 or equivalent with a grade of Credit or “C” or higher.
(15 Week Class begins January 12 – ends April 30)
NOTE: a material fee of $10 is required for ART 104.

ASTR 105L - 1.0 UNIT-OBSERVATIONAL ASTRONOMY
Transfer Credit: CSU; UC
Prerequisite: One of the following courses: ASTR 101, ASTR 102, ASTR 103, or ASTR 106 or concurrent enrollment with a grade of Credit or “C” or higher.
NOTE: a material fee of $10 is required for ART 105L.

AUTOMOTIVE COLLISION REPAIR AND REFINISHING (AUTOBODY)

AB 51 - 4.5 UNITS NON-STRUCTURAL REPAIR
Course offers basic aspects of the Automotive Collision Repair trade.
Emphasis on automotive welding procedures, use of hand and power tools, straightening techniques, and nomenclature.
NOTE: a material/lab fee of $20 will be required for the following courses: AB 51, 53, 54, 58, 62, 63, 65, 66, and 68.
Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
## AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY (AUTO)

### AUTO 1 - 0.0 UNITS ENGINE MAINTENANCE
A three-week fundamental class in automotive engines, with emphases on elementary operating principles and beginning skill development to enter the work environment.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6018</td>
<td>3:30-6:30 PM</td>
<td>MW</td>
<td>(1st 3 Week Class) Vega</td>
<td>AT 11</td>
</tr>
<tr>
<td>6019</td>
<td>8:00-11:30 AM</td>
<td>SAT</td>
<td>(Honda Specialty) Staff</td>
<td>AT 14</td>
</tr>
<tr>
<td>6020</td>
<td>1:00-3:00 PM</td>
<td>SAT</td>
<td>(Spanish Speaking) Castro</td>
<td>AT 46</td>
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</tbody>
</table>

### AUTO 2 - 0.0 UNITS FUEL SYSTEMS
A three-week fundamental class in automotive fuel systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>8009</td>
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<td>AT 14</td>
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<tr>
<td>8011</td>
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<td>MW</td>
<td>(2nd 3 Week Class) Vega</td>
<td>AT 11</td>
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### AUTO 3 - 0.0 UNITS LUBRICATION AND COOLING
A three-week fundamental class in automotive lubrication and cooling systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

<table>
<thead>
<tr>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<tr>
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<td>(Honda Specialty) Staff</td>
<td>AT 14</td>
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### AUTO 4 - 0.0 UNITS ELECTRICAL SYSTEMS
A three-week fundamental class in automotive electrical systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

<table>
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<tr>
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<th>Instructor</th>
<th>Room</th>
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<td>MW</td>
<td>(2nd 3 Week Class) Vega</td>
<td>AT 11</td>
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### AUTO 5 - 0.0 UNITS BRAKES AND SUSPENSION
A three-week fundamental class in automotive brake and suspension systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

<table>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>8014</td>
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<td>(2nd 3 Week Class) Vega</td>
<td>AT 11</td>
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<tr>
<td>8015</td>
<td>1:00-3:00 PM</td>
<td>SAT</td>
<td>(Spanish Speaking) Castro</td>
<td>AT 46</td>
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</tbody>
</table>

### AUTO 6 - 0.0 UNITS TRANSMISSION & DRIVE TRAIN
A three-week fundamental class in automotive transmission and drive train systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

<table>
<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
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<td>MW</td>
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<td>AT 11</td>
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### AUTO 7 - 3.0 UNITS AUTO OCCUPATIONAL WORK EXP
Co-requisite: Enrollment in 7 or more units, including Automotive Mechanical Repair Occupational Work Experience, in a declared technology major. Three units of Automotive Mechanical Repair Occupational Work Experience require 180 non-paid hours of work or 225 hours of work per semester.

<table>
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<tbody>
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<td>7022</td>
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<td>(1st 9 Week Class) Aragon</td>
<td>AT 46B</td>
<td></td>
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<tr>
<td>7023</td>
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<td>(1st 9 Week Class) Keegan</td>
<td>AT A</td>
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<tr>
<td>9017</td>
<td>2.0 HRS ARR</td>
<td>(2nd 9 Week Class) Berkliite</td>
<td>AT A</td>
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<td>9018</td>
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<td>(2nd 9 Week Class) Baron</td>
<td>AT 46A</td>
<td></td>
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<tr>
<td>9019</td>
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<td>(2nd 9 Week Class) Taylor</td>
<td>AT 46B</td>
<td></td>
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### AUTO 8 - 5.0 UNITS BAR ASE ADV EMISSIONS SPEC
Prerequisite: AUTO 100 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

<table>
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<tbody>
<tr>
<td>2195</td>
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<td>Scaduto</td>
<td>AT 24</td>
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### AUTO 98 - 1.0 UNIT -DIRECTED STUDIES
Prerequisite: A previous college course in the discipline.

<table>
<thead>
<tr>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0196</td>
<td>3.0 HRS ARR</td>
<td></td>
<td>Aragon</td>
<td>AT 46B</td>
</tr>
</tbody>
</table>

### AUTO 99 - 2.0 UNITS DIRECTED STUDIES
Prerequisite: A previous college course in the discipline.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0197</td>
<td>6.0 HRS ARR</td>
<td></td>
<td>Aragon</td>
<td>AT 46B</td>
</tr>
</tbody>
</table>

### AUTO 100 - 4.0 UNITS AUTO MAINT AND OPERATION
Transfer Credit: CSU Economics of selection and maintenance of the modern automobile.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0198</td>
<td>8:00-11:00 AM</td>
<td>MW</td>
<td>Bender</td>
<td>AT 11</td>
</tr>
<tr>
<td>0199</td>
<td>8:00-11:00 AM</td>
<td>TTH</td>
<td>Bender</td>
<td>AT 11</td>
</tr>
<tr>
<td>2198</td>
<td>7:00-10:00 PM</td>
<td>MW</td>
<td>Patron</td>
<td>AT 11</td>
</tr>
<tr>
<td>2199</td>
<td>7:00-10:00 PM</td>
<td>TTH</td>
<td>Rudd Jr</td>
<td>AT 11</td>
</tr>
<tr>
<td>6024</td>
<td>8:00-12:00 NOON</td>
<td>SAT</td>
<td>(Spanish Speaking) Laboriel</td>
<td>AT 10</td>
</tr>
</tbody>
</table>

### AUTO 120 - 5.0 UNITS AUTO LUBE BRK & WHL ALIGN
Transfer Credit: CSU
Prerequisite: AUTO 100 or equivalent with a grade of Credit or “C” or higher or employed technician.

<table>
<thead>
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<th>Room</th>
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<tr>
<td>0201</td>
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<td>TTH</td>
<td>Aragon</td>
<td>AT 46</td>
</tr>
<tr>
<td>7025</td>
<td>6:30-10:30 PM</td>
<td>TTH</td>
<td>Castro</td>
<td>AT 46</td>
</tr>
</tbody>
</table>

### AUTO 121 - 6.0 UNITS AUTO ALIGNMENT BRAKE/SUSPON
Transfer Credit: CSU
Recommendation: Concurrent enrollment in AUTO 73/74.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8021</td>
<td>12:30-4:30 PM</td>
<td>MWTH</td>
<td>(2nd 9 Week Class) Bender</td>
<td>AT 46</td>
</tr>
<tr>
<td>8022</td>
<td>8:00-12:00 NOON</td>
<td>F</td>
<td>(Spanish Speaking) Castro</td>
<td>AT 46</td>
</tr>
</tbody>
</table>

### AUTO 130 - 5.0 UNITS AUTOMOTIVE ELECTRICITY
Transfer Credit: CSU
Prerequisite: AUTO 100 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>0202</td>
<td>8:00-12:00 NOON</td>
<td>TTH</td>
<td>Berkliite</td>
<td>AT 14</td>
</tr>
<tr>
<td>2202</td>
<td>6:30-10:30 PM</td>
<td>MW</td>
<td>Gonzalez</td>
<td>AT 14</td>
</tr>
</tbody>
</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
AUTO 131 - 7.0 UNITS AUTOMOTIVE ELECTRICITY  
Transfer Credit: CSU  
Prerequisite: AUTO 121 or equivalent with a grade of Credit or "C" or higher.  
Co-requisite: AUTO 73/74.  
A theory/practical course in basic electricity and automotive electrical systems, to include battery, starting, charging, conventional and electronic ignition systems. Course is designed to accompany work experience in this trade.  
6026 12:30-4:30 PM MTWTH (1st 9 Week Class) Berklite AT 14  
8022 12:30-4:30 PM MTWTH (2nd 9 Week Class) Aragon AT 14  

AUTO 140 - 5.0 UNITS AUTOMOTIVE ENGINES  
Transfer Credit: CSU  
Prerequisite: AUTO 100 or equivalent with a grade of Credit or "C" or higher.  
A theory/practical course in engine repair to include diagnosis, disassembly and reassembly.  
2203 6:30-10:30 PM MW Vasilik AT 21  

AUTO 150 - 5.0 UNITS AUTOMOTIVE MACHINE SHOP I  
Transfer Credit: CSU  
Prerequisite: AUTO 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
A theory/practical course in basic engine machining practices to include cylinder head service, block boring, connecting rod service and piston service.  
2204 6:30-10:30 PM TTH Keegan AT 21  

AUTO 161 - 6.0 UNITS AUTOMOTIVE POWER TRAIN  
Transfer Credit: CSU  
Prerequisite: AUTO 231 or equivalent with a grade of Credit or "C" or higher.  
Co-requisite: AUTO 73/74.  
This course is a study of the principles of automotive power systems. Course is designed to accompany work experience in this trade.  
6027 12:30-4:30 PM MTWTH (1st 9 Week Class) Taylor AT 10  
8023 12:30-4:30 PM MTWTH (2nd 9 Week Class) Keegan AT 10  

AUTO 170 - 5.0 UNITS EMISSION CONTROL-1997  
Transfer Credit: CSU  
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 units (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).  
A theory course in emission control to include preparatory work for the State Smog License.  
2205 6:30-10:30 PM MW Baron AT 24  

AUTO 180 - 4.0 UNITS AUTO AIR CONDITIONING  
Transfer Credit: CSU  
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.  
2206 7:00-10:00 PM MW Lee AT 10  

AUTO 224 - 5.0 UNITS HIGH PERFORMANCE ENGINES  
Transfer Credit: CSU  
Prerequisite: AUTO 140 or AUTO 141 or equivalent with a grade of Credit or "C" or higher.  
A theory/practical course on advanced engine design and repair. Included will be theory, disassembly and reassembly.  
2207 6:30-10:30 PM MW Teague AT 46  

AUTO 226 - 5.0 UNITS AUTOMOTIVE TRANS  
Transfer Credit: CSU  
Prerequisite: AUTO 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.  
A theory/practical course in automatic transmissions and transaxes. Diagnosis disassembly, reassembly and maintenance will be included.  
2208 6:30-10:30 PM TTH Taylor AT 10  

AUTO 231 - 6.0 UNITS AUTO DIAGNOSTIC ENGINE PERF  
Transfer Credit: CSU  
Prerequisite: AUTO 131 or equivalent with a grade of Credit or "C" or higher.  
Co-requisite: AUTO 73/74.  
A theory/practical course in diagnosing automotive-driveability problem areas such as ignition, carburetion, automotive computers, electronic engine controls and on-board diagnostic systems. Course is designed to accompany work experience in this trade.  
6028 12:30-4:30 PM MTWTH (1st 9 Week Class) Baron AT 14  

AUTO 245L - 2.0 UNITS AUTOMOTIVE SPECIALTY  
Transfer Credit: CSU  
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.  
2209 6:30-9:30 PM MW Teague AT 46  
2210 6:30-9:30 PM TTH Keegan AT 21  

BIOLOGY  
BIOL 105 - 3.0 UNITS MAN AND ENVIRONMENT  
Transfer Credit: CSU; UC  
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.  
0264 6:00-9:30 AM MW Krogue CB104  
0265 8:00-9:30 AM TTH Crouch CB104  
2264 7:00-10:00 PM T Kido CB104  
2265 6:00-9:00 PM F Staff CB104  

BIOL 115 - 3.0 UNITS MARINE BIOLOGY  
Transfer Credit: CSU; UC  
0267 12:00-2:00 PM F Kido NS 11  
(NOTE: LAB MUST BE TAKEN WITH LECTURE)  

BIOL 115 - 0.0 UNITS LAB, MARINE BIOLOGY  
0268 2:00-5:00 PM F Kido NS 11  

BIOL 120 - 4.0 UNITS INTRO TO BIOLOGICAL SCI  
Transfer Credit: CSU; UC  
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.  
UC credit limits may apply.  
0269 11:00-12:30 PM MW Krogue HS102  
0270 9:30-11:00 AM TTH Boardman HS102  
Targeted for FUTURE TEACHERS but open to all students.  
2269 5:30-7:00 PM TTH Krogue HS102  
(NOTE: LAB MUST BE TAKEN WITH LECTURE)  

BIOL 120 - 0.0 UNITS LAB, INTRO TO BIOLOGICAL SCI  
0271 12:30-3:30 PM M Johnson PS 16  
Targeted for FUTURE TEACHERS but open to all students.  
0272 3:30-6:30 PM M Harris PS 16  
0273 8:00-11:00 AM T Gober PS 16  
0274 12:30-3:30 PM T Krogue PS 16  
0275 3:30-6:30 PM T Leipzig PS 16  
0276 8:00-11:00 AM W Boardman PS 16  
Targeted for FUTURE TEACHERS but open to all students.  
0277 12:30-3:30 PM W Krogue PS 16  
0278 3:30-6:30 PM W Boardman PS 16  
Targeted for FUTURE TEACHERS but open to all students.  
0279 8:00-11:00 AM TH Harbut PS 16  
0280 12:30-3:30 PM TH Krogue PS 16  
0281 3:30-6:30 PM TH Mashikian PS 16  
0282 8:00-11:00 AM F Palmier PS 16  
2270 7:00-10:00 PM M Leipzig PS 16  
2271 7:00-10:00 PM T Leipzig PS 16  
2272 7:00-10:00 PM W Mashikian PS 16  
2273 7:00-10:00 PM TH Mashikian PS 16  

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.  
Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**ACCOUNTING: A CAREER WITHOUT BOUNDARIES**

Learn new job skills utilizing state of the art software programs. We can train you in MAS 90, QuickBooks, Turbo Tax, Quicken, and Excel.

We also offer accounting courses transferable to universities and four-year colleges. Faculties possessing a great deal of “real-world” business experience teach our courses. In fact, most of our faculty are CPA’s.

See a listing of our courses under BUSA and BUSF headings.

**BUSINESS ACCOUNTING/FINANCE**

**Accounting Classes**

**BUSA 1T - 0.0 UNITS ACTG COMPUTERIZED TUTORIAL**

Co-requisite: BUSA 100, BUSA 101, or BUSA 102.

This course provides individual tutorial instruction (as needed) with assigned problems and practice sets on introductory-level accounting courses.

0322 9:30-10:30 AM MW Alenikov SS308
0323 12:30-2:30 PM M Chownen BE 6
2222 5:00-6:00 PM TTH Farina BE 6
2322 5:00-6:00 PM TTH Farina BE 6
6045 4.0 HRS ARR (1st 9 Week Class) Alenikov SS308
7045 4.0 HRS ARR (1st 9 Week Class) Farina BE 6
8039 4.0 HRS ARR (2nd 9 Week Class) Alenikov SS308
9039 4.0 HRS ARR (2nd 9 Week Class) Farina BE 6

**BUSA 2T - 0.0 UNITS ACCOUNTING TUTORIAL**

Co-requisite: BUSA 100, BUSA 101, or BUSA 102.

This course introduces individual tutorial instruction (as needed) with assigned problems and practice sets on introductory-level accounting courses.

0322 9:30-10:30 AM MW Alenikov SS308
0323 12:30-2:30 PM M Chownen BE 6
2322 5:00-6:00 PM TTH Farina BE 6
2322 5:00-6:00 PM TTH Farina BE 6
6045 4.0 HRS ARR (1st 9 Week Class) Alenikov SS308
7045 4.0 HRS ARR (1st 9 Week Class) Farina BE 6
8039 4.0 HRS ARR (2nd 9 Week Class) Alenikov SS308
9039 4.0 HRS ARR (2nd 9 Week Class) Farina BE 6

**BUSA 100 - 3.0 UNITS INTRODUCTION TO ACCOUNTING**

Transfer Credit: CSU

This course introduces the theory of double-entry accounting and emphasizes the preparation and understanding of basic financial statements.

0325 8:00-9:30 AM MW Alenikov SS308
0326 9:30-11:00 AM MW Chownen BE 6
0326 11:00-12:30 PM MW Chownen SS308
0328 8:00-9:30 AM TTH Fronke SS141
0329 9:30-11:00 AM TTH Fronke SS141
0330 12:30-2:00 PM TTH Alenikov BE 6
0331 3:30-5:00 PM TTH Farina BE 6
2325 7:00-10:00 PM M Starnos BE 13
2326 5:30-7:00 PM TTH Kiefer SS308
2327 7:00-10:00 PM T Lee SS308
2328 7:00-10:00 PM W Lucero SS140
2329 7:00-10:00 PM W Kiefer SS308
2330 6:00-9:00 PM F Means BE 6
6048 8:00-11:30 AM SAT Hlavac SS141

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You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment. You may be deleted from the roll by the end of the first hour of class.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

<table>
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<th>Tk#</th>
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<tr>
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</tr>
<tr>
<td>0337</td>
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<td>Chown</td>
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<tr>
<td>2334</td>
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<td>6049</td>
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<td>SAT</td>
<td>Lucero</td>
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</tr>
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</table>

**BUSU 101 - 4.0 UNITS FUND OF ACCOUNTING I**
Transfer Credit: CSU; UC (CAN BUS SEQ A)
Prerequisite: BUSA 100 or equivalent with a grade of Credit or “C” or higher.
This course covers fundamental principles of a basic accounting system using MAS 90 software.

**BUSU 102 - 4.0 UNITS FUND OF ACCOUNTING II**
Transfer Credit: CSU; UC (CAN BUS 4) (CAN BUS SEQ A)
Prerequisite: BUSA 101 or equivalent with a grade of Credit or “C” or higher.
This course covers basic concepts used by businesses for financial accounting.

**BUSU 130 - 3.0 UNITS PAYROLL ACCOUNTING**
Transfer Credit: CSU
Prerequisite: BUSA 100 or BUSA 101 or equivalent with a grade of Credit or “C” or higher.
The course covers fundamental principles of payroll tax laws and accounting for payroll related issues.

**BUSU 131 - 3.0 UNITS COMPUTER ACCOUNTING-IBM**
Transfer Credit: CSU
Prerequisite: BUSA 100 or BUSA 101 or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSA 1T.
This course will assist the student in developing a working knowledge of a basic accounting system using MAS 90 software.

**BUSU 133 - 3.0 UNITS SPREADSHEET ACCOUNTING I**
Transfer Credit: CSU
Prerequisite: BUSA 100 or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSA 1T.
This course integrates the topics covered in BUSA 100 with the Excel spreadsheet software program.

**BUSU 202 - 4.0 UNITS INTERMEDIATED ACCOUNTING II**
Transfer Credit: CSU
Prerequisite: BUSA 201 or equivalent with a grade of Credit or “C” or higher.
This course is a continuation of BUSA 201 and also includes the study of technical accounting pronouncements for leases, earnings per share, deferred taxes, and other topics.

**BUSU 230 - 3.0 UNITS ADV PAYROLL ACCOUNTING**
Transfer Credit: CSU
Prerequisite: BUSA 130 or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSA 1T.

**BUSU 241 - 4.0 UNITS MANAGERIAL ACCOUNTING**
Transfer Credit: CSU
Prerequisite: BUSA 101 and BUSA 102 or equivalent with grades of Credit or “C” or higher.
This course provides an in-depth study of managerial concepts.

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**Finance Classes**

**BUSF 51 - 1.5 UNITS RETIREMENT PLAN/INVESTING**
This course introduces methods of computing amounts to be saved and invested to fund retirement; investments focus on mutual funds.

**BUSF 125 - 3.0 UNITS PERSONAL FINANCE**
Transfer Credit: CSU
This course explores basic financial planning, investments, consumerism, and other personal financial matters incorporating the Internet and Quicken software.

**BUSF 126 - 3.0 UNITS INTRO STOCKMKT & INVESTMTS**
Transfer Credit: CSU
This course introduces the student to stockmarkets and investments.

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**BUSINESS ADMINISTRATION**

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2211</td>
<td>7:00-10:00 PM</td>
<td>M</td>
<td>Staff</td>
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<tr>
<td>7029</td>
<td>5:30-7:00 PM</td>
<td>MW</td>
<td>Staff</td>
<td>BE 13</td>
</tr>
</tbody>
</table>

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Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
**Business Paralegal**

BL 1T - 0.0 UNITS LEGAL-COMPUTER TUTORIAL
Prerequisite: BL 56 or CIS 102 or equivalent with a grade of Credit or "C" or higher.
Co-requisite: Concurrent enrollment in one or more advanced Business Paralegal (BL) courses.
This is a tutorial course to assist the development of computer applications in advanced paralegal courses.
0292 1.0 HR ARR Staff LC 22

---

**EMBARK ON A NEW AND EXCITING CAREER AS A PARALEGAL**

Come and explore the exciting new career opportunities that await you as a paralegal. Cerritos College has a paralegal program that is approved by the American Bar Association and features a State of the art computer paralegal lab with all the latest legal software.

Our courses are taught by dedicated attorneys and paralegals who have "real world" experience. Learn the skills to assist attorneys in the areas of civil litigation, estate planning, family law, criminal law, and bankruptcy and immigration as well as other area.

Take that first introductory course as your step on the path to a new future.

---

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

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### COURSES

<table>
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<th>Room</th>
<th>Tkt#</th>
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<td>2219</td>
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<td>BA 111</td>
<td>11:00-12:30 PM MW</td>
<td>Blackmun</td>
<td>SS312</td>
<td>0220</td>
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<tr>
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<td>SS311</td>
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<tr>
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<td>(HYBRID)</td>
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<td>ALBR*</td>
<td>7031</td>
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<td>CYA*</td>
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**MANDATORY ORIENTATION: 12:00 - 1:30 pm SAT - January 17 in BE 3.**

Class will be held at Albertson’s Grocery, 1421 West Manhattan Ave, Fullerton.

Transcript Credit: CSU

- **BA 171** - 1.0 UNIT -WORK EXPERIENCE/BUS ADMIN
  - Transfer Credit: CSU
  - Co-requisite: 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.

- **BA 172** - 2.0 UNITS WORK EXPERIENCE/BUS ADMIN
  - Transfer Credit: CSU
  - Co-requisite: 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.

- **BA 173** - 3.0 UNITS WORK EXP/BUS ADM
  - Transfer Credit: CSU
  - Co-requisite: Enrollment in 7 or more units, including Business Administration Occupational Work Experience, in a declared business major. Four units of Business Administration Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

---

**Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.**

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment. By the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
BUSINESS REAL ESTATE

BUSR 50 - 3.0 UNITS INTRO REAL ESTATE SOFTWARE
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.

2390 6:00-9:00 PM F Staff LA 2

BUSR 51 - 3.0 UNITS REAL ESTATE PRE-LICENSE
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher or concurrent enrollment.

6051 9:00-12:30 PM SAT Staff BE 1

BUSR 52 - 3.0 UNITS MORTG LOAN BROKERING/LENDING
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.

2391 7:00-10:00 PM M Staff AC 65

BUSR 101 - 3.0 UNITS REAL ESTATE PRINCIPLES
Transfer Credit: CSU
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.

0392 9:30-11:00 AM MW Staff BE 1
0393 9:30-11:00 AM TTH Staff BE 1
2392 7:00-10:00 PM M Staff BE 1
2393 7:00-10:00 PM T Staff CB106
2394 7:00-10:00 PM TH Staff BE 1

BUSR 120 - 3.0 UNITS REAL ESTATE FINANCE
Transfer Credit: CSU
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.

2396 5:30-7:00 PM MW Staff SS312
2397 7:00-10:00 PM T Staff BE 1

BUSR 125 - 3.0 UNITS LEGAL ASPECTS-REAL ESTATE
Transfer Credit: CSU
Prerequisite: BUSR 101 or BA 111 or equivalent with a grade of Credit or “C” or higher.

2398 7:00-10:00 PM W Staff LA 20

BUSR 130 - 3.0 UNITS REAL ESTATE PRACTICES
Transfer Credit: CSU

2399 5:30-8:00 PM F Staff BE 1

BUSR 131 - 4.0 UNITS INT REAL ESTATE APPRAISAL
Transfer Credit: CSU
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.

2400 6:00-10:00 PM W Staff BE 1

BUSR 140 - 3.0 UNITS REAL ESTATE PROPERTY MGMT
Transfer Credit: CSU
The course illustrates how skilled management practice can assure the production of maximum financial yield to investment real estate.

6052 9:00-12:30 PM SAT Staff LA 2

BUSR 151 - 3.0 UNITS FUNDAMENTALS OF ESCROW
Transfer Credit: CSU
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.

6053 9:00-12:30 PM SAT Staff BE 2
<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0243</td>
<td>1.0 HR ARR</td>
<td></td>
<td>Staff</td>
<td>BE 16</td>
</tr>
<tr>
<td>2243</td>
<td>1.0 HR ARR</td>
<td></td>
<td>Staff</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

**BCOT 3T - 0.0 UNITS BCOM/WP/KEYBOARD TUTORIAL**
Co-requisite: Enrollment in BCOM 147, any BCOT work processing, or keyboarding course.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0244</td>
<td>4.0 HRS ARR</td>
<td></td>
<td>Davis</td>
<td>BE 17</td>
</tr>
<tr>
<td>0245</td>
<td>4.0 HRS ARR</td>
<td></td>
<td>Davis</td>
<td>BE 17</td>
</tr>
<tr>
<td>0247</td>
<td>11:00-12:30 PM</td>
<td>MW</td>
<td>Elizondo</td>
<td>BE 14</td>
</tr>
<tr>
<td>2247</td>
<td>7:30- 9:00 PM</td>
<td>TTH</td>
<td>Elizondo</td>
<td>BE 17</td>
</tr>
</tbody>
</table>

**BCOT 5A - 0.5 UNIT - WORD MODULE**
Recommendation: Fluency in Spanish is strongly recommended.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>7034</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
<tr>
<td>9029</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
<tr>
<td>9030</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

**BCOT 5B - 0.5 UNIT - EXCEL MODULE**
Recommendation: Fluency in Spanish is strongly recommended.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0244</td>
<td>3.0 HRS ARR</td>
<td></td>
<td>Sharp</td>
<td>BE 14</td>
</tr>
<tr>
<td>0247</td>
<td>11:00-12:30 PM</td>
<td>MW</td>
<td>Elizondo</td>
<td>BE 14</td>
</tr>
<tr>
<td>2247</td>
<td>7:30- 9:00 PM</td>
<td>TTH</td>
<td>Elizondo</td>
<td>BE 17</td>
</tr>
</tbody>
</table>

**BCOT 5D - 0.5 UNIT - POWERPOINT/INTERNET**
Recommendation: Fluency in Spanish is strongly recommended.

**BCOT 52 - 2.0 UNITS DATA ENTRY**
Prerequisite: Computer keyboard skills and ability to type 25 wpm.
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 61 - 2.0 UNITS TYPE/KEYBOARD REVIEW**
Prerequisite: Computer keyboard skills and ability to type 25 wpm.
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 62 - 1.0 UNIT - COMPUTER KEYBOARDING**
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 89 - 3.5 UNITS INTERNET COMM TOOLS**
Recommendation: BCOT 62 and concurrent enrollment in BCOT 3T.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

**MANDATORY ORIENTATION:** 12:30 - 1:30 pm TH - January 15 in BE 14.
(1st 9 Week Class)

**MANDATORY ORIENTATION:** 9:30 - 11:00 am TH - January 15 in BE 17.
(2nd 9 Week Class)

**BCOT 96 - 1.5 UNITS POWERPOINT CORE/EXPERT**
Recommendation: Concurrent enrollment in BCOT 3T.
Preparation for Microsoft Office User Specialist (MOUS) Certification.

**BCOT 97 - 1.5 UNITS MICRO OUTLOOK CORE LEVEL**
Recommendation: Concurrent enrollment in BCOT 3T.
Preparation for Microsoft Office User Specialist (MOUS) Certification.

**BCOT 112 - 3.5 UNITS MICROSOFT WORD WINDOWS**
Transfer Credit: CSU
Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.

**BCOT 113 - 3.5 UNITS MICROSOFT EXCEL**
Transfer Credit: CSU
Recommendation: Concurrent enrollment in BCOT 3T.
Preparation for Microsoft Office User Specialist (MOUS) Certification.

**BCOT 114 - 3.5 UNITS INTRO MICROSOFT OFFICE**
Transfer Credit: CSU
Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.

**BCOT 115 - 3.5 UNITS ADVANCED MICROSOFT OFFICE**
Transfer Credit: CSU
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 116 - 1.5 UNITS DESKTOP PUBLISHING WORD**
Transfer Credit: CSU
Prerequisite: BCOT 112 or equivalent with a grade of Credit or “C” or higher.
Recommendation: BCOT 51 or equivalent with a grade of Credit or “C” or higher.

**BCOT 117 - 1.5 UNITS INTRO MICROSOFT PUBLISHER**
Transfer Credit: CSU
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 131 - 3.5 UNITS BEGINNING TYPEWRITING**
Transfer Credit: CSU

**Tkt# Time Day Instructor Room Tkt# Time Day Instructor Room**

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
## BUSINESS COURT REPORTING

### COMPUTERIZED SHORTHAND

The court reporting curriculum prepares the student for Certification by the Court Reporters Board of California and other related employment.

### BUSC 1T - 0.0 UNITS—CAT TUTORIAL LAB
Prerequisite: BUSC 192 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0352</td>
<td>1.5 HRS ARR</td>
<td>Morgan</td>
<td>AC 71</td>
<td>0352</td>
<td>1.5 HRS ARR</td>
<td>Morgan</td>
<td>AC 71</td>
<td></td>
</tr>
</tbody>
</table>

### BUSC 2T - 0.0 UNITS—COMPUTER-AIDED TRANS LAB
Co-requisite: Enrollment in any Business Court Reporting course.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0354</td>
<td>1.0 HRS ARR</td>
<td>Perkins</td>
<td>AC 71</td>
</tr>
<tr>
<td>2354</td>
<td>1.0 HRS ARR</td>
<td>Grafton</td>
<td>AC 71</td>
</tr>
</tbody>
</table>

### BUSC 3T - 0.0 UNITS—BUSC TYPING LAB
Co-requisite: One or more of the following courses: BUSC 114, 115, 116, 118, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 152, 154, 155, 158, 180, 181, or 192.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0355</td>
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<td>Perkins</td>
<td>AC 73</td>
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<tr>
<td>2355</td>
<td>2.0 HRS ARR</td>
<td>Grafton</td>
<td>AC 73</td>
</tr>
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</table>

### BUSC 4T - 0.0 UNITS—BUSC TAPE LAB
Co-requisite: One or more of the following courses: BUSC 114, 115, 116, 118, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 152, 154, 155, 158, 180, 181, or 192.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0356</td>
<td>2.0 HRS ARR</td>
<td>Perkins</td>
<td>AC 73</td>
</tr>
<tr>
<td>2356</td>
<td>2.0 HRS ARR</td>
<td>Grafton</td>
<td>AC 73</td>
</tr>
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</table>

### BUSC 5T - 0.0 UNITS—CSR TRANSCRIPTION LAB
Prerequisite: Stenotype speed of 190 wpm, typing speed of 60 wpm, and completion of 60 hours of court apprenticeship training.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0357</td>
<td>11:00-12:00 NOON</td>
<td>TH</td>
<td>Nelson</td>
<td>AC 73</td>
</tr>
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</table>

### BUSC 57B - 3.0 UNITS—CR ADV AURAL LANG SKILLS
Prerequisite: BUSC 57A, BUSC 140, and BUSC 141 or equivalent with grades of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0358</td>
<td>9:45-11:15 AM</td>
<td>TTH</td>
<td>Drant</td>
<td>AC 53</td>
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</table>

### BUSC 98 - 1.0 UNIT—DIRECTED STUDIES
Prerequisite: A previous college course in the discipline.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0359</td>
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<td>Perkins</td>
<td>AC 70F</td>
<td></td>
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</tbody>
</table>

### BUSC 99 - 2.0 UNITS—DIRECTED STUDIES
Prerequisite: A previous college course in the discipline.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0360</td>
<td>6.0 HRS ARR</td>
<td>Perkins</td>
<td>AC 70F</td>
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</table>

### BUSC 114 - 3.0 UNITS—MEDICAL TERM MACH SHORTHND
Transfer Credit: CSU
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.

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<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0361</td>
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<td>TTH</td>
<td>Dougherty</td>
<td>AC 53</td>
</tr>
</tbody>
</table>

### BUSC 118 - 4.0 UNITS—DEP/PROCEDS/CODES/ETHICS
Transfer Credit: CSU
Prerequisite: BUSC 144 or equivalent with a grade of Credit or “C” or higher.

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<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0362</td>
<td>6.0 HRS ARR</td>
<td>Staff</td>
<td>AC 52</td>
<td></td>
</tr>
</tbody>
</table>

### BUSC 119A - 2.0 UNITS—BEG COMP-AIDED TRANSCRIPTOR
Transfer Credit: CSU
Prerequisite: BUSC 141 or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSC 1T and BUSC 142 or equivalent.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0363</td>
<td>12:00-2:00 PM</td>
<td>MW</td>
<td>Perkins</td>
<td>AC 71</td>
</tr>
</tbody>
</table>

### BUSC 119B - 2.0 UNITS—INTER COMP-AIDED TRANSCRIPTOR
Transfer Credit: CSU
Prerequisite: BUSC 119A or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSC 1T and BUSC 143 or equivalent.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0364</td>
<td>12:30-2:30 PM</td>
<td>TTH</td>
<td>Morgan</td>
<td>AC 71</td>
</tr>
</tbody>
</table>

### BUSC 119C - 2.0 UNITS—ADV COMP-AIDED TRANSCRIPTOR
Transfer Credit: CSU
Prerequisite: BUSC 119B or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSC 1T and BUSC 144 or equivalent.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0365</td>
<td>12:30-2:30 PM</td>
<td>TTH</td>
<td>Morgan</td>
<td>AC 71</td>
</tr>
</tbody>
</table>

### BUSC 119D - 2.0 UNITS—BASIC CONCEPTS REALTIME
Transfer Credit: CSU
Prerequisite: BUSC 119C or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSC 1T.

<table>
<thead>
<tr>
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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0366</td>
<td>12:30-2:30 PM</td>
<td>TTH</td>
<td>Morgan</td>
<td>AC 71</td>
</tr>
</tbody>
</table>

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**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

All court reporting students should be prepared to purchase or rent a steno machine at the second class meeting. Students who have questions regarding costs of the program and/or new employment opportunities should contact the Court Reporting Department at (562) 860-2451, Ext. 2746.
BUSC 149 - 3.0 UNITS COMPUTER SHHD SPD 190-225
Transfer Credit: CSU
Prerequisite: BUSC 148 and BUSC 185 or equivalent with grades of Credit or “C” or higher. May be taken concurrently with BUSC 148.
Co-requisite: BUSC 2T, BUSC 3T, BUSC 4T, and BUSC 5T.
Recommendation: Minimum typing speed of 60 wpm and completion of 60 hours of court apprenticeship.

0383 8:00-11:00 AM TTH Nelson AC 52

BUSC 173 - 3.0 UNITS WORK EXP/COURT REPORTING
Transfer Credit: CSU
Co-requisite: Enrollment in 7 or more units, including Business Court Reporting/Computerized Shorthand Occupational Work Experience, in a declared business major. Three units of Business Court Reporting/Computerized Shorthand Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.

0384 12:00-1:00 PM F Perkins AC 52

BUSC 174 - 4.0 UNITS WORK EXP/COURT REPORTING
Transfer Credit: CSU
Co-requisite: Enrollment in 7 or more units, including Business Court Reporting/Computerized Shorthand Occupational Work Experience, in a declared business major. Four units of Business Court Reporting/Computerized Shorthand Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

0385 12:00-1:00 PM F Perkins AC 52

In order for a student to qualify to take the state licensing examination, the student must complete a program at a recognized school. For information regarding the minimum CSR requirements, contact the Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833.

CHEM 9T - 0.0 UNITS CHEMISTRY-TUTORIAL
Co-requisite: Enrollment in any chemistry course.

0476 2:00 HRS ARR T (Open Entry/Exit) Chamras NS 2
0806 4:00 HRS ARR T (Open Entry/Exit) Chamras NS 2

CHEM 100 - 4.0 UNITS INTRODUCTORY CHEMISTRY
Transfer Credit: CSU; UC (CAN CHEM 6)
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.
UC credit limits may apply.
This course is designed primarily to prepare the student for majors in Nursing and other allied Health Fields and Liberal Arts.

0477 11:00-12:30 PM MW Romer CB104
0478 9:30-11:00 AM TTH Zewail AC 65
2477 5:30-7:00 PM MW Waldman CB104
2478 5:30-7:00 PM TTH Romer CB104

(NOTE: LAB MUST BE TAKEN WITH LECTURE)

CHEM 105 - 1.5 UNITS CHEM FOR ELEM SCH TEACHERS
Transfer Credit: CSU
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.

0485 1:00-2:00 PM W Waldman BE 4
Targeted for FUTURE TEACHERS but open to all students.
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

NOTE: a material fee of $15 is required for CHEM 105 classes.

CHEM 105 - 0.0 UNITS LAB, CHEM FOR ELEM SCH TEACHERS

0486 2:00-4:00 PM W Waldman NS 6
Targeted for FUTURE TEACHERS but open to all students.

CHEM 110 - 4.0 UNITS ELEMENTARY CHEMISTRY
Transfer Credit: CSU; UC
Prerequisite: MATH 80 or MATH 80B 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 110.
UC credit limits may apply.
This course is designed primarily to prepare the student for General Chemistry (CHEM 111).

0487 11:00-12:30 PM MW Romer AC 65
0488 3:30-5:00 PM MW Chamras CB104
0489 12:30-2:00 PM TTH Romer CB105
2487 5:30-7:00 PM TTH Waldman SS214

(NOTE: LAB MUST BE TAKEN WITH LECTURE)

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
CHEM 110 - 0.0 UNITS LAB, ELEMENTARY CHEMISTRY
0490 12:30-1:30 PM M Bradbury NS 11
0491 1:30-2:30 PM T Zewail SS139 T
0492 12:30-1:30 PM W Staff NS 11
0493 2:00-3:00 PM TH Zewail SS139
0494 9:30-10:30 AM F Staff NS 12
2488 7:00-8:00 PM T Staff NS 12
2489 7:00-8:00 PM TH Staff NS 12
CHEM 111 - 5.0 UNITS GENERAL CHEMISTRY
Transfer Credit: CSU; UC (CAN CHEM 2) (CAN CHEM SEQ A)
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.
0497 12:30-2:00 PM TTH Zewail CB104
2487 5:30-7:00 PM TTH Bradbury CB105
(NOTE: LAB MUST BE TAKEN WITH LECTURE)
CHEM 111 - 0.0 UNITS LAB, GENERAL CHEMISTRY
0498 9:30-10:30 AM MW Bradbury NS 11
10:30-11:30 AM MW NS 5
0499 2:00-3:00 PM W Zewail PS 14
3:00-5:00 PM W NS 5
0500 8:00-9:00 AM TTH Shimazu NS 11
9:00-11:00 AM TTH NS 5
2498 7:00-9:00 PM TTH Bradbury PS 14
8:00-10:00 PM TTH NS 5
CHEM 112 - 5.0 UNITS GENERAL CHEMISTRY
Transfer Credit: CSU; UC (CAN CHEM 4) (CAN CHEM SEQ A)
Prerequisite: CHEM 111 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 112.
0502 9:30-11:00 AM MW Shimazu PS 5
2502 5:30-7:00 PM MW Shimazu PS 12
(NOTE: LAB MUST BE TAKEN WITH LECTURE)
CHEM 112 - 0.0 UNITS LAB, GENERAL CHEMISTRY
0503 1:00-2:00 PM TTH Shimazu PS 8
2:00-4:00 PM TTH NS 5
2503 7:00-8:00 PM MW Staff PS 13
8:00-10:00 PM MW NS 5
CHEM 205 - 4.0 UNITS QUANTITATIVE ANALYSIS CHEM
Transfer Credit: CSU; UC (CAN CHEM 12)
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.
2505 5:30-6:30 PM MW Staff CB106
(NOTE: LAB MUST BE TAKEN WITH LECTURE)
CHEM 205 - 0.0 UNITS LAB, QUANTITATIVE ANALYSIS CHEM
2506 6:30-7:30 PM MW Staff NS 6
7:30-9:30 PM MW NS 6
CHEM 212 - 5.0 UNITS ORGANIC CHEMISTRY
Transfer Credit: CSU; UC
Prerequisite: CHEM 211 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 212.
0507 12:30-2:00 PM TTH Waldman CB101
(NOTE: LAB MUST BE TAKEN WITH LECTURE)
Note: a material fee of $5 is required for CD 50 class.
CD 50 - 2.0 UNITS ARTS & CRAFTS FOR CHILDREN
Techniques for using age-appropriate arts and crafts material with pre-school, school-age, developmentally disabled and physically disabled children.
2416 7:00-10:00 PM TH Lee HS101
CD 110 - 3.0 UNITS CHILD DEVELOPMENT
Transfer Credit: CSU; UC
This course will present principles of child development and behaviors from conception through adolescence. Implications for personal and professional use will be discussed. Meets Department of Social Service Classification Indicator DS 1.
0417 12:00-3:00 PM M Roberts HS101
Targeted for FUTURE TEACHERS but open to all students.
0418 11:00-12:30 PM TH Wilson HS305
0419 3:00-4:00 PM T Silva LH6
0420 12:00-3:00 PM W Gradin HS101
Targeted for FUTURE TEACHERS but open to all students.
0421 8:00-11:00 AM TH Learning Community Gradin HS101
For LEARNING COMMUNITIES (LC) program listings and enrollment in "Writing about Child Development" paired classes - see pages 27-28.
0422 3:30-6:30 PM TH Murrin HO108
0423 9:00-12:00 Noon F Quiones HS305
2417 7:00-10:00 PM T Beck HS103
2418 7:00-10:00 PM W Staff HS305
2419 7:00-10:00 PM W (Spanish Speaking) Perez HS302
2420 7:00-10:00 PM TH Beck HO109
6054 12:30-4:00 PM SAT Medina HS102
CD 115 - 3.0 UNITS PARENT SCHOOL PARTNERSHIPS
Transfer Credit: CSU
Recommendation: CD 110 and CDEC 113 or equivalent with grades of Credit or "C" or higher.
This course explores the models of teacher/parent partnerships and the special issues of working with parents in a diverse society.
0426 3:00-6:00 PM W Roberts HO108
Targeted for FUTURE TEACHERS but open to all students.
2426 7:00-10:00 PM T Roberts HS305
Targeted for FUTURE TEACHERS but open to all students.
CD 124 - 3.0 UNITS CHILD-PLURALISTIC SOCIETY
Transfer Credit: CSU
This course enables students to begin exploring their values and attitudes toward diversity in order to implement a bias-free, anti-bias, multicultural curriculum for young children. Meets Department of Social Service Classification Indicator DS 3.
2427 7:00-10:00 PM M Braun HS305
CD 139 - 3.0 UNITS OBSER-ASSESS-POS GUIDANCE
Transfer Credit: CSU
Recommendation: CDEC 111 and CD 110 or equivalent with grades of Credit or "C" or higher.
This course provides basic knowledge and understanding of observing children. This course also focuses on the principles of guidance and discipline for young children in group settings. Meets Department of Social Services Classification Indicator DS 3.
0428 4:00-7:00 PM T Braun HO109
Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
56
**CHILD DEVELOPMENT/EARLY CHILDHOOD**

**CDEC 61 - 2.0 UNITS NUTRITION-HEALTH & SAFETY**
A review of principles and legal regulations for nutrition, health and safety in child care programs. Meets Department of Social Service Classification Indicator DS 7.

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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0429</td>
<td>3:30-5:30 PM M</td>
<td>Staff</td>
<td>HS101</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: a material fee of $5 is required for CDEC 62 classes.

**CDEC 62 - 2.0 UNITS CREATIVITY/PRE-SCHOOL CHLD**
Prerequisite: CDEC 112 or equivalent with a grade of Credit or "C" or higher.
Students will participate in various hands-on creative activities for young children. Meets Department of Social Service Classification Indicator DS 3.

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<tr>
<td>2430</td>
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<td>Gradin</td>
<td>HS101</td>
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</tbody>
</table>

**CDEC 63 - 2.0 UNITS ECE IN LANG/ARTS & SOC SCI**
Prerequisite: CDEC 112 or equivalent with a grade of Credit or "C" or higher.
Application of literature, language and social science activities for young children. Meets Department of Social Service Classification Indicator DS 3.

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<tr>
<td>0431</td>
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<td>Murrin</td>
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</table>

**CDEC 64 - 3.0 UNITS CHILDHOOD EDU PRACTICUM**
Transfer Credit: CSU
Prerequisite: CDEC 111 and CDEC 112 or equivalent with grades of Credit or "C" or higher.
Offers an opportunity to continue or extend the student’s observation and participation experiences in a preschool setting, working under the guidance of credentialed staff. Meets Department of Social Service Classification Indicator DS 3.

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<tr>
<td>2432</td>
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<td>Watson</td>
<td>TE 2</td>
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</table>

(NOTE: LAB MUST BE TAKEN WITH LECTURE)

**CDEC 64 - 0.0 UNITS LAB, CHILDHOOD EDU PRACTICUM**

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<tr>
<td>2433</td>
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<td>TE 2</td>
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</table>

**CDEC 65 - 2.0 UNITS MUSIC/MOVMT YOUNG CHILDREN**
Prerequisite: CDEC 112 or equivalent with a grade of Credit or "C" or higher.
Explores music and creative movement activities for teachers of young children. Meets Department of Social Service Classification Indicator DS 3.

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<tr>
<td>2434</td>
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<td>HS101</td>
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</table>

For LEARNING COMMUNITIES (LC) program listings and enrollment in “Child Development (Music & Movement) and Music Fundamentals” paired classes see pages 27-28.

**CDEC 66 - 3.0 UNITS ADM/SUPV OF ECE PROGRAMS**
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of Credit or "C" or higher.
Provides the future director with knowledge of current laws and regulations, available resources and referrals, and positive management skills. Meets Department of Social Service Classification Indicator DS 6.

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<tr>
<td>2435</td>
<td>7:00-10:00 PM M</td>
<td>Wilson</td>
<td>HS103</td>
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</tbody>
</table>

**CDEC 67 - 3.0 UNITS ADV ADM/SUPV OF ECE PROG**
Prerequisite: CDEC 66 or equivalent with a grade of Credit or "C" or higher or equivalent.
Recommendation: Teaching experience.
This course offers advanced information for those who are already administrators in the child care professions. It includes recent changes in legislation, as well as other current trends.

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<td>HO108</td>
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</table>

**CDEC 111 - 3.0 UNITS PRINCIPLES/PRACTICES ECE**
Transfer Credit: CSU
An introductory course that covers the principles and practices of early childhood education and includes an overview of career options in the field. Meets Department of Social Service Classification Indicator DS 3.

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<tr>
<td>0438</td>
<td>8:00-11:00 AM W</td>
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<tr>
<td>0439</td>
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<td>Marine</td>
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<tr>
<td>2437</td>
<td>7:00-10:00 PM M</td>
<td>Marine</td>
<td>HS102</td>
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**CDEC 112 - 3.0 UNITS ECE CURRICULUM**
Transfer Credit: CSU
This course explores the five areas of curriculum for young children: social, emotional, creative, physical and cognitive, as well as classroom management, schedules and lesson planning. Meets Department of Social Service Classification indicator DS 3.

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<tr>
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<td>Silva</td>
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<td>Braun</td>
<td>HS101</td>
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<td>0443</td>
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</table>

**CDEC 113 - 3.0 UNITS CHILD IN FAMILY & COMMUN**
Transfer Credit: CSU
Provides basic knowledge and understanding of how institutions in our society affect children and families. Includes types of families and parenting styles. Meets Department of Social Service Classification Indicator DS 2.

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<td>0449</td>
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<td>HS104</td>
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<td>7:00-10:00 PM T</td>
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<td>HO108</td>
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</table>

**CDEC 114 - 2.0 UNITS EXPERIENCES/MATH & SCIENCE**
Transfer Credit: CSU
Prerequisite: CDEC 112 or equivalent with a grade of Credit or "C" or higher.
Application of appropriate math and science activities for young children. Meets Department of Social Service Classification Indicator DS 3.

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**CDEC 173 - 3.0 UNITS ECE OCCUPATIONAL WORK EXP**
Transfer Credit: CSU
Co-requisite: Enrollment in Child Development vocational program of 7 or more units in major including Occupational Work Experience. A cooperative venture between the student, college and employer to provide college units for 15-19 hours per week of field work in child development. Meets Department of Social Service Classification Indicator DS 3.

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<td>2454</td>
<td>6:00-7:00 PM W</td>
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<td>HO108</td>
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</table>

**CDEC 174 - 4.0 UNITS ECE OCCUPATIONAL WORK EXP**
Transfer Credit: CSU
Co-requisite: Enrollment in Child Development vocational program of 7 or more units in major including Occupational Work Experience. A cooperative venture between the student, college and employer to provide college units for 20 or more hours per week of field work in child development. Meets Department of Social Service Classification Indicator DS 3.

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<tr>
<td>2456</td>
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<td>HO108</td>
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</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
CDEC 230 - 3.0 UNITS ADULT SUPER CHILD CARE
Transfer Credit: CSU
Prerequisite: CD 110, CDEC 111, CDEC 112 and CDEC 113 or equivalent with grades of Credit or “C” or higher.
Study of the methods and principles of supervising workers in the classroom setting. This course meets the requirements for a course in adult supervision for the California Child Development Permit.
Meets Department of Social Service Classification Indicator DS 6.
2457 7:00-10:00 PM TH Marine HS302

CHILD DEVELOPMENT/FAMILY CHILD CARE

CDFS 10 - 3.0 UNITS FAMILY CHILD CARE PROVIDER
An introductory course for the individual who is providing licensed child care in the home. Covers licensing procedures and maintenance of a safe and stimulating environment. Meets DSS regulations.
2458 7:00-10:00 PM W Staff CB101

CHILD DEVELOPMENT/INFANT TODDLER

CDIT 52 - 3.0 UNITS INFANT-TODDLER PROGRAMS
Prerequisite: CDIT 51 or equivalent with a grade of Credit or “C” or higher.
Recommendation: CD 110 or equivalent with a grade of Credit or “C” or higher.
This course focuses on developmentally appropriate practices in caring for infants and toddlers in childcare settings.
0459 4:00-7:00 PM T Gradin HS101

CHILD DEVELOPMENT/PARENT EDUCATION

CDPE 10 - 3.0 UNITS INTRO FAMILY DEVELOPMENT
An introduction to the joys and challenges of parenting. Practical solutions to common problems from infancy through adolescence.
2460 7:00-10:00 PM W Silva HS103

CHILD DEVELOPMENT/SCHOOL AGE

CDSA 155 - 3.0 UNITS SCHOOL-AGE CHILD CARE ACTV
Transfer Credit: CSU
Interesting and helpful activities appropriate for a before-and-after school-age child care program. Meets Department of Social Service Classification Indicator DS 5.
2461 7:00-10:00 PM M Staff HS302

CDSA 259 - 3.0 UNITS SCHOOL-AGE CHILD CARE PRAC
Transfer Credit: CSU
Prerequisite: CDSA 155 or equivalent with a grade of Credit or “C” or higher.
Offers an opportunity to continue or extend the student’s observation and participation experiences in a before-and-after school-age child care setting. Meets Department of Social Service Classification Indicator DS 5.
2462 6:00-8:00 PM M Watson TE 2
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

CDSA 259 - 0.0 UNITS LAB, SCHOOL-AGE CHILD CARE PRAC
2463 3.0 HRS ARR Watson TE 2

CHILD DEVELOPMENT/SPECIAL EDUCATION

CDSE 50 - 3.0 UNITS SURVEY OF SPECIAL EDUC
This class introduces terminology and classification of children with special needs for children from birth to 18 years. Discusses environmental and appropriate classroom procedures.
2464 7:00-10:00 PM T Layne HS302

CDSE 52 - 3.0 UNITS SPEC EDU-INCLUSION EC PROG
2465 7:00-10:00 PM TH Murrin HO108

CDSE 73 - 3.0 UNITS SEA OCCUPATIONAL WORK EXP
Co-requisite: Enrollment in the Special Education Assistant vocational program with 7 or more units including Occupational Work Experience.
A cooperative venture between the student, college, and employer to provide college units for 15-19 hours per week of field work in special education.
2466 6:00-7:00 PM M Marine HS101
2467 6:00-7:00 PM W Roberts HO108

CDSE 74 - 4.0 UNITS SEA OCCUPATIONAL WORK EXP
Co-requisite: Enrollment in the Special Education Assistant vocational program with 7 or more units including Occupational Work Experience.
A cooperative venture between the student, college, and employer to provide college units for 20 or more hours per week of field work in special education.
2468 6:00-7:00 PM M Marine HS101
2469 6:00-7:00 PM W Roberts HO108

COMPUTER & INFORMATION SCIENCES

CIS 2L - 0.0 UNITS AS/400 TUTORIAL LAB
(1st 9 Week Class) Hohly BE 12
(2nd 9 Week Class) Hohly BE 12

CIS 3L - 0.0 UNITS COMPUTER UTILIZATION
2511 1.0 HR ARR Nance SS 21
7062 2.0 HRS ARR (1st 9 Week Class) Nance SS 21
9062 2.0 HRS ARR (2nd 9 Week Class) Nance SS 21

CIS 5C - 0.5 UNIT -DATABASE MODULE
Recommendation: Fluency in Spanish strongly recommended.
9063 6:00-10:00 PM F Garate BE 17
(3rd 4 Week Class) Garate (4 Week Class meets March 19, 26, April 2 & 16)
(4 Week Class meets March 19, 26, April 2 & 16)

CIS 50 - 0.5 UNIT -BASIC COMPUTER LITERACY
6063 11:00-1:00 PM MW Negrete LA 6
8064 11:00-1:00 PM MW Negrete LA 6

CIS 52 - 3.0 UNITS DATA PROCESSING MATH
Prerequisite: Satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Credit or “C” or higher.
2512 7:30-10:30 PM T Lazor SS138

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
## MICROSOFT INFORMATION TECHNOLOGY PROGRAMS

Prepare for MS and other certification tests by enrolling in designated MITP courses. For more information see our web-page at: http://www.cerritos.edu/mitp or contact:

Computer and Information Sciences Professor - Wes Nance
e-mail: nance@cerritos.edu

### CIS 56 - 1.5 UNITS MICRO DISK OPER SYSTEMS

Recommdation: CIS 101 or CIS 102 or equivalent with a grade of Credit or "C" or higher.

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<tbody>
<tr>
<td>7064</td>
<td>5:00-10:00 PM</td>
<td>M</td>
<td>Mera</td>
<td>LA 3</td>
</tr>
</tbody>
</table>

### CIS 58 - 1.5 UNITS WINDOWS FOR A+ CERTIFICATE

Recommentation: Student should familiar with any Windows environment, version 3.0 or higher. The student preparing for this exam should also enroll in CIS 56.

<table>
<thead>
<tr>
<th>Tkt#</th>
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<tbody>
<tr>
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<td>LA 4</td>
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### CIS 70A - 3.5 UNITS NETWORKING FUNDAMENTALS

Recommdation: CIS 101 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.

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<th>Time</th>
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<tbody>
<tr>
<td>0513</td>
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<td>Lazor</td>
<td>TE 10</td>
</tr>
<tr>
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<td>Lazor</td>
<td>TE 10</td>
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### CIS 70B - 3.5 UNITS LOCAL AREA NETWORKS

Prerequisite: CIS 70A or equivalent with grades of Credit or "C" or higher.

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<tbody>
<tr>
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<td>Lazor</td>
<td>TE 10</td>
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</tbody>
</table>

### CIS 70D - 1.5 UNITS INTRODUCTION TO TCP/IP

Prerequisite: CIS 70C or equivalent with grades of Credit or "C" or higher.

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<td>9066</td>
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<td>TH</td>
<td>Staff</td>
<td>LC213</td>
</tr>
</tbody>
</table>

### CIS 70E - 3.5 UNITS ROUTER CONFIG & PROTOCOLS

Prerequisite: CIS 70A or equivalent with grades of Credit or "C" or higher, or appropriate work experience.

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<td>5:00-10:00 PM</td>
<td>W</td>
<td>Staff</td>
<td>LC201</td>
</tr>
</tbody>
</table>

### CIS 70F - 3.5 UNITS ADV SWITCHING & ROUTING

Prerequisite: CIS 70E or equivalent with grades of Credit or "C" or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0519</td>
<td>8:00-2:15 PM</td>
<td>SAT</td>
<td>Staff</td>
<td>LC213</td>
</tr>
</tbody>
</table>

### CIS 101 - 3.0 UNITS INTRO COMPUTER INFO SYSTMS

Transfer Credit: CSU; UC (CAN BUS 6)

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0520</td>
<td>6:30-8:00 AM</td>
<td>MW</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0521</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0522</td>
<td>9:30-11:00 AM</td>
<td>MW</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0523</td>
<td>11:00-12:30 PM</td>
<td>MW</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0524</td>
<td>12:30-2:00 PM</td>
<td>W</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0525</td>
<td>8:00-9:30 AM</td>
<td>T</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0526</td>
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<td>T</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0527</td>
<td>12:30-3:30 PM</td>
<td>T</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0528</td>
<td>12:30-3:30 PM</td>
<td>TH</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>0529</td>
<td>12:30-3:30 PM</td>
<td>TH</td>
<td>Staff</td>
<td>SS138</td>
</tr>
</tbody>
</table>

### CIS 103 - 3.0 UNITS COMPUTER PROGRAMMING LOGIC

Transfer Credit: CSU; UC
Recommendation: Concurrent enrollment in or completion of CIS 101 or CIS 102 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0536</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>Woelever</td>
<td>LA 4</td>
</tr>
<tr>
<td>0537</td>
<td>9:30-11:00 AM</td>
<td>T</td>
<td>Nance</td>
<td>LC213</td>
</tr>
<tr>
<td>2536</td>
<td>7:00-10:00 PM</td>
<td>T</td>
<td>Staff</td>
<td>SS138</td>
</tr>
<tr>
<td>2537</td>
<td>7:00-10:00 PM</td>
<td>TH</td>
<td>Staff</td>
<td>SS138</td>
</tr>
</tbody>
</table>

### CIS 125 - 3.5 UNITS JAVASCRIPT PROGRAMMERS

Transfer Credit: CSU
Prerequisite: CIS 205 and a knowledge in one programming language or equivalent with grades of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8068</td>
<td>1:00-3:30 PM</td>
<td>M (2nd 9 Week Class)</td>
<td>Staff</td>
<td>LA 3</td>
</tr>
</tbody>
</table>

### CIS 140 - 1.0 UNIT -QUERY/400

Transfer Credit: CSU
Recommendation: CIS 141 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8069</td>
<td>9:00-1:30 PM</td>
<td>SAT (2nd 4 Week Class)</td>
<td>Wilson</td>
<td>LA 3</td>
</tr>
</tbody>
</table>

### CIS 141 - 3.0 UNITS SERIES 400 OPERATIONS

Transfer Credit: CSU
Recommendation: CIS 101 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2539</td>
<td>5:00-10:00 PM</td>
<td>W</td>
<td>Hohly</td>
<td>BE 12</td>
</tr>
<tr>
<td>2540</td>
<td>5:00-10:00 PM</td>
<td>W</td>
<td>Hohly</td>
<td>BE 12</td>
</tr>
</tbody>
</table>

### CIS 141A - 1.5 UNITS OPERATIONS NAVIGATOR

Transfer Credit: CSU
Recommendation: CIS 141 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9070</td>
<td>5:00-10:00 PM</td>
<td>F (2nd 9 Week Class)</td>
<td>Ford</td>
<td>BE 12</td>
</tr>
</tbody>
</table>

### CIS 142A - 1.5 UNITS AS/400 OPERATIONS PART I

Transfer Credit: CSU
Recommendation: CIS 101 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7068</td>
<td>5:00-10:00 PM</td>
<td>W</td>
<td>Hohly</td>
<td>BE 12</td>
</tr>
</tbody>
</table>

### CIS 142B - 1.5 UNITS AS/400 OPER/FACILITIES PT2

Transfer Credit: CSU
Recommendation: CIS 101 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9071</td>
<td>5:00-10:00 PM</td>
<td>W (2nd 9 Week Class)</td>
<td>Hohly</td>
<td>BE 12</td>
</tr>
</tbody>
</table>

---

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### CIS 150 - 3.0 UNITS MICROSOFT ACCESS
Transfer Credit: CSU
Recommendation: CIS 102 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2542</td>
<td>5:00-7:30 PM M</td>
<td>MITP Program</td>
<td>SS139</td>
<td>LA 6</td>
</tr>
<tr>
<td>2542</td>
<td>7:30-10:00 PM M</td>
<td>MITP Program</td>
<td>SS139</td>
<td>LA 6</td>
</tr>
</tbody>
</table>

### CIS 155A - 1.5 UNITS MS ACCESS CORE LEVEL
Transfer Credit: CSU
Prerequisite: CIS 155A or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7069</td>
<td>5:00-7:30 PM M</td>
<td>MITP Program</td>
<td>SS139</td>
<td>LA 6</td>
</tr>
</tbody>
</table>

### CIS 155B - 1.5 UNITS MS ACCESS EXPERT LEVEL
Transfer Credit: CSU
Prerequisite: CIS 155A or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9072</td>
<td>5:00-7:30 PM M</td>
<td>MITP Program</td>
<td>SS139</td>
<td>LA 6</td>
</tr>
</tbody>
</table>

### CIS 171 - 3.0 UNITS VISUAL BASIC PROGRAMMING
Transfer Credit: CSU; UC
Recommendation: CIS 103 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2543</td>
<td>5:00-7:30 PM T</td>
<td>Staff</td>
<td>LC213</td>
<td>LA 6</td>
</tr>
<tr>
<td>2543</td>
<td>7:30-10:00 PM T</td>
<td>Staff</td>
<td>LC201</td>
<td>LA 6</td>
</tr>
</tbody>
</table>

### CIS 175 - 3.0 UNITS REPORT PROGRAM GENERATOR
Transfer Credit: CSU
Prerequisite: CIS 103 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2544</td>
<td>5:00-10:00 PM T</td>
<td>Wilson</td>
<td>LC213</td>
<td>LA 6</td>
</tr>
<tr>
<td>2545</td>
<td>5:00-10:00 PM T</td>
<td>(HYBRID)</td>
<td>Wilson</td>
<td>BE 12</td>
</tr>
</tbody>
</table>

### CIS 180 - 3.0 UNITS PROGRAMMING IN C/C++
Transfer Credit: CSU; UC
Prerequisite: CIS 103 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0546</td>
<td>12:30-3:00 PM MW</td>
<td>(MITP Program)</td>
<td>Wilson</td>
<td>BE 12</td>
</tr>
<tr>
<td>2546</td>
<td>5:00-7:30 PM W</td>
<td>(MITP Program)</td>
<td>Wilson</td>
<td>SS138</td>
</tr>
<tr>
<td>2547</td>
<td>7:30-10:00 PM W</td>
<td>(MITP Program)</td>
<td>Mellas</td>
<td>LA 4</td>
</tr>
<tr>
<td>2548</td>
<td>5:00-7:30 PM TH</td>
<td>(MITP Program)</td>
<td>Nguyen</td>
<td>SS139</td>
</tr>
</tbody>
</table>

### CIS 182 - 3.5 UNITS JAVA PROGRAMMING
Transfer Credit: CSU; UC
Recommendation: Strongly recommend CIS 180 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0550</td>
<td>12:30-3:00 PM TH</td>
<td>(MITP Program)</td>
<td>Wilson</td>
<td>SS139</td>
</tr>
<tr>
<td>2550</td>
<td>5:00-7:30 PM T</td>
<td>(MITP Program)</td>
<td>Mellas</td>
<td>SS139</td>
</tr>
</tbody>
</table>

### CIS 205 - 1.5 UNITS PROGRAMMING HTML FOR WEB
Transfer Credit: CSU
Recommendation: CIS 103 or 121 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6070</td>
<td>1:00-3:30 PM M</td>
<td>(1st 9 Week Class)</td>
<td>Staff</td>
<td>SS139</td>
</tr>
<tr>
<td>7070</td>
<td>5:00-10:00 PM F</td>
<td>(HYBRID)</td>
<td>Hohly</td>
<td>BE 12</td>
</tr>
<tr>
<td>9073</td>
<td>5:00-10:00 PM F</td>
<td>(HYBRID)</td>
<td>Hohly</td>
<td>LA 4</td>
</tr>
</tbody>
</table>

### CIS 206 - 1.5 UNITS XML SCRIPTING
Transfer Credit: CSU
Recommendation: CIS 205 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6071</td>
<td>12:30-3:00 PM M</td>
<td>(1st 9 Week Class)</td>
<td>Staff</td>
<td>LC213</td>
</tr>
<tr>
<td>7071</td>
<td>5:00-7:30 PM W</td>
<td>(1st 9 Week Class)</td>
<td>Staff</td>
<td>LC201</td>
</tr>
</tbody>
</table>

### CIS 207 - 3.5 UNITS DATABASE DESIGN AND SQL
Transfer Credit: CSU
Recommendation: CIS 105 or equivalent with a grade of Credit or “C” or higher.

<table>
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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2551</td>
<td>5:00-7:30 PM M</td>
<td>Nguyen</td>
<td>LC213</td>
<td>LA 5</td>
</tr>
<tr>
<td>7:30-10:00 PM M</td>
<td>Nguyen</td>
<td>LC213</td>
<td>SS138</td>
<td></td>
</tr>
</tbody>
</table>

Cerritos College is a member of the Oracle Academic Initiative. For more information contact: Phuong Nguyen, e-mail: pnguyen@cerritos.edu

### CIS 208A - 3.5 UNITS ORACLE SQL AND PL/SQL
Transfer Credit: CSU
Recommendation: CIS 103 and CIS 155 or equivalent with grades of Credit or “C” or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2552</td>
<td>5:00-7:30 PM W</td>
<td>Gardner</td>
<td>SS139</td>
<td>LA 6</td>
</tr>
</tbody>
</table>

### CIS 212 - 3.0 UNITS WINDOWS 2000/PROF/SERVER
Transfer Credit: CSU
Prerequisite: CIS 56 and CIS 105 or equivalent with grades of Credit or “C” or higher.

This course will be taught on Windows 2000 Server.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0553</td>
<td>1:00-3:30 PM WF</td>
<td>Lou</td>
<td>LC213</td>
<td>LA 6</td>
</tr>
<tr>
<td>2553</td>
<td>5:00-10:00 PM W</td>
<td>Lou</td>
<td>LC213</td>
<td>LA 6</td>
</tr>
</tbody>
</table>

### CIS 213A - 3.5 UNITS MS ACTIVE DIR SERVICES
Transfer Credit: CSU
Recommendation: CIS 212 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

### CIS 215B - 3.5 UNITS SOLARIS ADMINISTRATION I
Transfer Credit: CSU
Recommendation: CIS 214 or CIS 215A or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

For the Microsoft MCSE, MCSA and MCP exams, contact one of the following instructors:

- Phuong Nguyen, e-mail: pnguyen@cerritos.edu
- Wes Nance, e-mail: nance@cerritos.edu

### CIS 260 - 1.5 UNITS XML SCRIPTING
Transfer Credit: CSU
Recommendation: CIS 260 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6071</td>
<td>12:30-3:00 PM M</td>
<td>(1st 9 Week Class) Staff</td>
<td>LC213</td>
<td>LA 6</td>
</tr>
<tr>
<td>7071</td>
<td>5:00-7:30 PM W</td>
<td>(1st 9 Week Class) Staff</td>
<td>LC201</td>
<td>LA 6</td>
</tr>
</tbody>
</table>

--

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment. Motruk         HS204

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

All Cosmetology students should be prepared to purchase the approved equipment kit at the second class meeting. The actual cost will differ from class to class. Students who have questions concerning possible costs should contact an instructor in that area of the Cosmetology Department at (562) 860-2451, Ext. 2950.

COS 50A - 6.5 UNITS INTRO COSMETOLOGY I
Prerequisite: Limitation on enrollment: Completion of 10th grade or equivalent.
6072 8:30-5:00 PM MTWTHF (1st 6 Week Class) Novinski

COS 50B - 6.5 UNITS INTRO COSMETOLOGY II
Prerequisite: COS 50A or equivalent with a grade of "C" or higher.
8078 8:30-5:00 PM MTWTHF (2nd 6 Week Class) Chavez

COS 50C - 6.5 UNITS INTRO COSMETOLOGY III
Prerequisite: COS 50B or equivalent with a grade of "C" or higher.
8079 8:30-5:00 PM MTWTHF (3rd 6 Week Class) Johnson

COS 51A - 6.5 UNITS INTERMED COSMETOLOGY I
Prerequisite: COS 50C or equivalent with a grade of Credit or "C" or higher.
6073 8:30-5:00 PM MTWTHF (1st 6 Week Class) Chavez

COS 51B - 6.5 UNITS INTERMED COSMETOLOGY II
Prerequisite: COS 51A or equivalent with a grade of Credit or "C" or higher.
8080 8:30-5:00 PM MTWTHF (2nd 6 Week Class) Johnson

COS 51C - 6.5 UNITS INTERMED COSMETOLOGY III
Prerequisite: COS 51B or equivalent with a grade of Credit or "C" or higher.
8081 8:30-5:00 PM MTWTHF (3rd 6 Week Class) Novinski

COS 52A - 6.5 UNITS ADVANCED COSMETOLOGY I
Prerequisite: COS 51C or equivalent with a grade if Credit or "C" or higher.
6074 8:30-5:00 PM MTWTHF (1st 6 Week Class) Johnson

COS 52B - 6.5 UNITS ADVANCED COSMETOLOGY II
Prerequisite: COS 52A or equivalent with a grade of Credit or "C" or higher.
8082 8:30-5:00 PM MTWTHF (2nd 6 Week Class) Novinski

COS 52C - 6.5 UNITS ADVANCED COSMETOLOGY III
Prerequisite: COS 52B or equivalent with a grade of Credit or "C" or higher.
8083 8:30-5:00 PM MTWTHF (3rd 6 Week Class) Chavez

COS 53 - 6.5 UNITS ADV COSMET MANIPULATION
Prerequisite: COS 52C or equivalent with a grade of Credit or "C" or higher.
This course is designed to permit the student to complete the 1600 hours necessary to qualify for the State Board of Cosmetology examination.
6075 8:30-5:00 PM MTWTHF (1st 6 Week Class) Johnson
8084 8:30-5:00 PM MTWTHF (2nd 6 Week Class) Novinski
8085 8:30-5:00 PM MTWTHF (3rd 6 Week Class) Chavez

COS 54 - 10.0 UNITS INTRO ESTHETICIAN
5:30-10:30 PM MTWTH

COS 54A - 10.0 UNITS ADVANCED ESTHETICIAN
Prerequisite: COS 54 or equivalent with a grade of Credit or "C" or higher.
0564 11:30-4:30 PM MTWTH

COS 60A - 10.0 UNITS INTRO COSMETOLOGY II
This is an introductory course designed to develop basic skills and related theory necessary to perform in the cosmetology field.
5:30-10:30 PM MTWTH

COS 60B - 10.0 UNITS INTRO COSMETOLOGY III
Prerequisite: COS 60A or equivalent with a grade of Credit or "C" or higher.
This is the second course in a series for students to continue developing manipulative skills. Emphasis is placed on chemistry, related theory and interpersonal relations.
0565 1:00-6:00 PM MTWTHF

COS 61A - 10.0 UNITS INTERMED COSMETOLOGY I
Prerequisite: COS 60B or equivalent with a grade of Credit or "C" or higher.
This is an intermediate course for students to continue developing manipulative skills. Emphasis is placed on chemistry, related theory and interpersonal relations.
0567 1:00-5:00 PM MTWTHF

COS 61B - 10.0 UNITS INTERMED COSMETOLOGY II
Prerequisite: COS 61A or equivalent with a grade of Credit or "C" or higher.
An advanced course for students to continue developing salon skills, interpersonal relations, competition styling and State Board examination preparation.
0568 1:00-5:00 PM MTWTHF

COS 62A - 10.0 UNITS ADVANCED COSMETOLOGY I
Prerequisite: COS 61B or equivalent with a grade of Credit or "C" or higher.
An advanced course for students to continue developing salon skills, interpersonal relations, competition styling and State Board examination preparation.
**COS 62B - 10.0 UNITS ADVANCED COSMETOLOGY II**
Prerequisite: COS 62A or equivalent with a grade of Credit or "C" or higher.
An advanced course which provides for the student to continue developing salon skills, interpersonal relations, competition styling and State Board examination preparation.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0570</td>
<td>1:00-5:00 PM</td>
<td>MTWTH</td>
<td>White</td>
<td>HS205</td>
</tr>
<tr>
<td>2570</td>
<td>5:30-10:30 PM</td>
<td>MTWTH</td>
<td>Leon</td>
<td>HS204</td>
</tr>
</tbody>
</table>

**COS 98 - 1.0 UNIT -DIRECTED STUDIES**
Prerequisite: A previous college course in the discipline.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6076</td>
<td>9.0 HRS ARR</td>
<td>(1st 6 Week Class)</td>
<td>Chavez</td>
<td>HS V</td>
</tr>
<tr>
<td>8087</td>
<td>9.0 HRS ARR</td>
<td>(3rd 6 Week Class)</td>
<td>Chavez</td>
<td>HS V</td>
</tr>
</tbody>
</table>

**COUNSELING & GUIDANCE**

NOTE: a material fee of $12 is required for all CG 1 classes.

**CG 1 - 1.0 UNIT -CAREER PLANNING**
Targeted for PUENTE Students but open to all students.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0470</td>
<td>11:00-12:NOON W</td>
<td>(Credit/No Credit)</td>
<td>Soto</td>
<td>HS301</td>
</tr>
<tr>
<td>6059</td>
<td>8:30-9:30 AM TTH</td>
<td>(Credit/No Credit)</td>
<td>Bello-Gardner</td>
<td>AC 54</td>
</tr>
<tr>
<td>8053</td>
<td>11:00-1:00 PM T</td>
<td>(Credit/No Credit)</td>
<td>Bridges</td>
<td>LC218</td>
</tr>
<tr>
<td>7058</td>
<td>6:00-8:00 PM W</td>
<td>(Credit/No Credit)</td>
<td>Staff</td>
<td>AC 75</td>
</tr>
</tbody>
</table>

**CG 3 - 1.0 UNIT -ORIENT/STUDENT WITH DISAB**

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6057</td>
<td>1:00-3:00 PM M</td>
<td>(Credit/No Credit)</td>
<td>Staff</td>
<td>AC 65</td>
</tr>
<tr>
<td>8055</td>
<td>1:00-3:00 PM M</td>
<td>(Credit/No Credit)</td>
<td>Staff</td>
<td>LC213</td>
</tr>
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</table>

**CG 50 - 0.5 UNIT -ORIENTATION/EDU PLANNING**

<table>
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<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7059</td>
<td>6:00-7:30 PM TH</td>
<td>(Credit/No Credit)</td>
<td>Casillas</td>
<td>HS105</td>
</tr>
<tr>
<td>8057</td>
<td>8:30-9:30 AM T</td>
<td>(Credit/No Credit)</td>
<td>Bello-Gardner</td>
<td>SS140</td>
</tr>
</tbody>
</table>

**CG 200 - 3.0 UNITS SUCCESS COLLEGE & CAREER**
Transfer Credit: CSU

<table>
<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0471</td>
<td>9:30-11:00 AM MW</td>
<td>Staff</td>
<td></td>
<td>AT 55</td>
</tr>
<tr>
<td>0472</td>
<td>9:30-11:00 AM TTH</td>
<td>Young</td>
<td></td>
<td>NS 11</td>
</tr>
</tbody>
</table>

**CULINARY ARTS**

NOTE: a material fee of $10 is required for CA 52 classes.

**CA 52 - 9.5 UNITS FOOD PRODUCTION**
Prerequisite: CA 52 and CA 101 or equivalent with grades of Credit or "C" or higher.
Beginning theory and practice in in food products and ingredients used in commercial kitchens. A negative T.B. test for food service personnel is a State regulation.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0407</td>
<td>8:30-1:30 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>SC 1A</td>
</tr>
<tr>
<td>0408</td>
<td>8:30-1:30 PM</td>
<td>MTWTH</td>
<td>Pierini</td>
<td>SC 1A</td>
</tr>
</tbody>
</table>

**CA 53 - 9.5 UNITS COMMERCIAL FOOD PROD**
Prerequisite: CA 53 or CA 101 or equivalent with grade of Credit or "C" or higher.
Covers advanced principles of hotel restaurant butchering, meat purchasing and the carving of meats and poultry. Emphasis will be on plate presentation. A negative T.B. test for food service personnel is a State regulation.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0407</td>
<td>8:30-1:30 PM</td>
<td>MTWTH</td>
<td>Pierini</td>
<td>SC 1A</td>
</tr>
</tbody>
</table>

**CA 54 - 9.5 UNITS COMMERCIAL FOOD PROD**
Prerequisite: CA 54 or CA 101 or equivalent with grade of Credit or "C" or higher.
Basic course in the fundamentals of hotel and restaurant dinner cooking and methods of preparing special pantry items. A negative T.B. test for food service personnel is a State regulation.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0408</td>
<td>8:30-1:30 PM</td>
<td>MTWTH</td>
<td>Pierini</td>
<td>SC 1A</td>
</tr>
</tbody>
</table>

**CA 55 - 3.0 UNITS FOODS PURCHASE AND CONTROL**
Covers principles and practices on purchasing procedures and how to maintain a commercial storeroom.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2410</td>
<td>7:00-10:00 PM</td>
<td>T</td>
<td>Preston</td>
<td>HO107</td>
</tr>
</tbody>
</table>

**CA 56 - 4.0 UNITS INTRODUCTION-BAKING SKILLS**
Co-requisite: CA 101 or equivalent with grade of Credit or "C" or higher or concurrent enrollment.
Introduces the student to basic baking techniques (breads, doughs, rolls, cakes, pastries) and basic ingredients utilized in the industry. A negative T.B. test for food service personnel is a State regulation.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2411</td>
<td>5:00-8:00 PM</td>
<td>T</td>
<td>Skube</td>
<td>SC 1A</td>
</tr>
</tbody>
</table>

**CA 57 - 5.0 UNITS PROF BAKING-PASTRY PROD I**
Prerequisite: CA 51 or equivalent with grade of Credit or "C" or higher.
Introduces the student to the baking industry, baked products, and ingredients including doughs, pastries, and creams. A negative T.B. test for food service personnel is a State regulation.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2412</td>
<td>5:00-10:00 PM</td>
<td>MW</td>
<td>Lopez</td>
<td>SC 1A</td>
</tr>
</tbody>
</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
CA 82 - 5.0 UNITS PROF BAKING-PASTRY PROD II
Prerequisite: CA 81 or equivalent with a grade of "C" or higher.
Co-requisite: CA 85.
Advanced baking including cakes, pastries, icings, and fillings, as well as frozen dough, fried products and frozen baked products. A negative T.B. test for food service personnel is a State regulation.

CA 85 - 3.0 UNITS ADV PRO PASTRY DESIGN DEC
Prerequisite: CA 81 or equivalent with a grade of "C" or higher.
Co-requisite: CA 82.
An advanced professional baking course emphasizing different preparation and decorating techniques including formulation and mixing of icing materials and presentation of design. A negative T.B. test for food service personnel is a State regulation.

DA 51 - 4.0 UNITS APPLIED DENTAL SCIENCE I
Prerequisite: Admission to the Dental Assisting Program.
Covers dental terminology, preliminary oral inspections, taking impressions for study models, and other tasks assigned to the dental assistant.

DA 51 - 0.0 UNITS LAB, APPLIED DENTAL SCIENCE I
Prerequisite: DA 51 or equivalent with a grade of "C" or higher.
Co-requisite: DA 61.
Deals with the concepts of dental health and total patient care.

DA 61 - 3.0 UNITS APPLIED DENTAL SCIENCE II
Prerequisite: DA 51 or equivalent with a grade of "C" or higher.
Co-requisite: DA 63.
Deals with the concepts of dental health and total patient care.

DA 65 - 3.0 UNITS ADV CHAIRSIDE ASSISTING
Prerequisite: DA 53 and DA 54 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DA 65.
Specialties of dentistry and instrumentation required in each.

DA 64 - 2.0 UNITS DENTAL OFFICE MANAGEMENT
Prerequisite: DA 51 or equivalent with a grade of Credit or "C" or higher.
Instruction in skills and responsibilities required to function in the dental office.

DA 66 - 3.0 UNITS CLINICAL I DENTAL SCHOOLS
Prerequisite: DA 53, DA 54 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DA 61, 62, and 63.
Clinical course dealing with patients and working with dental students in four-handed dentistry at USC School of Dentistry.

DA 63 - 0.0 UNITS LAB, ADV CHAIRSIDE ASSISTING
Prerequisite: DA 53 and DA 54 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DA 65.
Specialties of dentistry and instrumentation required in each.

DA 62 - 2.0 UNITS DENTAL RADIOGRAPHY II
Prerequisite: DA 52 or equivalent with a grade of "C" or higher.
Covers principles and applied instruction in the science of oral radiography.

DA 62 - 0.0 UNITS LAB, DENTAL RADIOGRAPHY II
Prerequisite: DA 53 and DA 54 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DA 65.
Specialties of dentistry and instrumentation required in each.

DA 64 - 0.0 UNITS LAB, DENTAL OFFICE MANAGEMENT
Prerequisite: DA 51 or equivalent with a grade of "C" or higher.
Co-requisite: DA 65.
Specialties of dentistry and instrumentation required in each.

DA 51 - 0.0 UNITS LAB, APPLIED DENTAL SCIENCE I
Prerequisite: DA 51 or equivalent with a grade of "C" or higher.
Co-requisite: DA 65.
Specialties of dentistry and instrumentation required in each.

DA 62 - 0.0 UNITS LAB, DENTAL RADIOGRAPHY II
Prerequisite: DA 53 and DA 54 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DA 65.
Specialties of dentistry and instrumentation required in each.
### DH 125C - 3.0 UNITS CLINICAL DENT HYGIENE II
Transfer Credit: CSU
Prerequisite: DH 115C or equivalent with a grade of Credit or "C" or higher.
Co-requisite: DH 125.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0592</td>
<td>8:30-11:30 AM</td>
<td>M</td>
<td>Carroll</td>
<td>RYBL*</td>
</tr>
<tr>
<td>0593</td>
<td>8:30-11:30 AM</td>
<td>M</td>
<td>Ninomiya</td>
<td>LBVA*</td>
</tr>
<tr>
<td>0594</td>
<td>8:30-11:30 AM</td>
<td>M</td>
<td>Stewart</td>
<td>HHCH*</td>
</tr>
<tr>
<td>0595</td>
<td>1:00- 4:00 PM</td>
<td>F</td>
<td>Ninomiya</td>
<td>LBVA*</td>
</tr>
</tbody>
</table>

### DH 126 - 2.0 UNITS GENERAL & ORAL PATHOLOGY
Transfer Credit: CSU
Prerequisite: DH 112, DH 116, and DH 119 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DH 125C.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0597</td>
<td>8:00-11:00 AM</td>
<td>TH</td>
<td>Leblanc</td>
<td>HS308</td>
</tr>
</tbody>
</table>

### DH 127 - 2.0 UNITS PHARMACOLOGY
Transfer Credit: CSU
Prerequisite: DH 115C, DH 116, and DH 119 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DH 125C, DH 126 and DH 128.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0598</td>
<td>9:00-11:00 AM</td>
<td>T</td>
<td>Casas</td>
<td>HS105</td>
</tr>
</tbody>
</table>

### DH 128 - 2.0 UNITS MANAGEMENT OF PAIN
Transfer Credit: CSU
Prerequisite: DH 116 or equivalent with a grade of Credit or "C" or higher and current certification in CPR.
Co-requisite: DH 125 and DH 127.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0599</td>
<td>8:00- 9:00 AM</td>
<td>W</td>
<td>Carroll</td>
<td>LBVA*</td>
</tr>
</tbody>
</table>

### DH 128 - 0.0 UNITS LAB, MANAGEMENT OF PAIN
Prerequisite: DH 112, DH 116, and DH 119 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DH 125C.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600</td>
<td>9:00-12:00 NOON</td>
<td>W</td>
<td>Carroll</td>
<td>LBVA*</td>
</tr>
<tr>
<td>0601</td>
<td>1:00- 4:00 PM</td>
<td>W</td>
<td>Carroll</td>
<td>LBVA*</td>
</tr>
</tbody>
</table>

### DH 129 - 2.0 UNITS APPLIED PERIODONTICS
Transfer Credit: CSU
Prerequisite: DH 114 or equivalent with a grade of Credit or "C" or higher.
Co-requisite: DH 115C.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0603</td>
<td>3:00- 5:00 PM</td>
<td>TH</td>
<td>Soderling</td>
<td>HS308</td>
</tr>
</tbody>
</table>

### DH 244 - 2.0 UNITS ETHICAL & LEGAL PRACTICES
Transfer Credit: CSU
Prerequisite: DH 235C or equivalent with a grade of Credit or "C" or higher.
Co-requisite: DH 245C.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0604</td>
<td>8:00-10:00 AM</td>
<td>T</td>
<td>Krayer</td>
<td>HS308</td>
</tr>
</tbody>
</table>

### DH 245 - 2.0 UNITS DEN HY CLINICAL SCIENCE IV
Transfer Credit: CSU
Prerequisite: DH 235C or equivalent with a grade of Credit or "C" or higher.
Co-requisite: DH 245.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0605</td>
<td>10:00-11:00 AM</td>
<td>T</td>
<td>Stewart</td>
<td>HS308</td>
</tr>
<tr>
<td></td>
<td>12:30- 1:30 PM</td>
<td>T</td>
<td>Krayer</td>
<td>HS308</td>
</tr>
</tbody>
</table>

### DH 245C - 4.0 UNITS CLINICAL DENT HYGIENE IV
Transfer Credit: CSU
Prerequisite: DH 235C or equivalent with a grade of Credit or "C" or higher.
Co-requisite: DH 245.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0606</td>
<td>8:30-11:30 AM</td>
<td>M</td>
<td>Krayer</td>
<td>HDSN*</td>
</tr>
<tr>
<td></td>
<td>1:00- 4:00 PM</td>
<td>M</td>
<td>Loera</td>
<td>HDSN*</td>
</tr>
<tr>
<td></td>
<td>8:30-11:30 AM</td>
<td>W</td>
<td>Loera</td>
<td>HDSN*</td>
</tr>
<tr>
<td></td>
<td>1:00- 4:00 PM</td>
<td>W</td>
<td>Loera</td>
<td>HDSN*</td>
</tr>
</tbody>
</table>

### DH 248L - 1.0 UNIT - COMM DENTAL HEALTH LAB II
Transfer Credit: CSU
Prerequisite: DH 238 and DH 239 or equivalent with grades of Credit or "C" or higher.
Co-requisite: DH 249.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0611</td>
<td>9:00-12:00 NOON</td>
<td>TH</td>
<td>Millar</td>
<td>HS105</td>
</tr>
<tr>
<td>0612</td>
<td>12:00- 3:00 PM</td>
<td>TH</td>
<td>Millar</td>
<td>HS105</td>
</tr>
</tbody>
</table>

### DH 249 - 2.0 UNITS DEN HEALTH EDU-RESEARCH II
Transfer Credit: CSU
Prerequisite: DH 239 or equivalent with a grade of Credit or "C" or higher.
Co-requisite: DH 248L.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0613</td>
<td>1:30- 3:30 PM</td>
<td>T</td>
<td>Stewart</td>
<td>HS105</td>
</tr>
</tbody>
</table>

### DRAFTING - SEE ENGT (FOR DRAFTING & AUTOCAD)

### EARTH SCIENCE

#### ESCI 101 - 3.0 UNITS PHYSICAL ECOLOGY
Transfer Credit: CSU; UC
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with grades of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0791</td>
<td>9:30-11:00 AM</td>
<td>MW</td>
<td>Hallinger</td>
<td>CB105</td>
</tr>
<tr>
<td></td>
<td>+ 1.0 HR ARR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+3 required 1-day Field Trips (scheduled on weekends)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0792</td>
<td>9:30-11:00 AM</td>
<td>TTH</td>
<td>Hallinger</td>
<td>CB104</td>
</tr>
<tr>
<td></td>
<td>+ 1.0 HR ARR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+3 required 1-day Field Trips (scheduled on weekends)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### ESCI 101L - 1.0 UNIT - PHYS ECOL FIELD LAB
Transfer Credit: CSU; UC
Prerequisite: Concurrent enrollment in ESCI 101 or prior completion of ESCI 101 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0793</td>
<td>9:30-12:30 PM</td>
<td>F</td>
<td>Phelps</td>
<td>PS  2</td>
</tr>
<tr>
<td>0794</td>
<td>1:00- 4:00 PM</td>
<td>F</td>
<td>Phelps</td>
<td>PS  2</td>
</tr>
</tbody>
</table>

#### ESCI 104 - 3.0 UNITS OCEANOGRAPHY
Transfer Credit: CSU; UC
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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0795</td>
<td>9:30-11:00 AM</td>
<td>TTH</td>
<td>Newman</td>
<td>HS103</td>
</tr>
<tr>
<td></td>
<td>3.0 HRS ARR (OL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ORIENTATION: 10:00 - 11:00 am SAT - January 17 in PS 2.</td>
<td></td>
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</tbody>
</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
ECON 66T - 0.0 UNITS INDIVIDUAL ECONOMICS
Co-requisite: Enrollment in an economics course.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6077</td>
<td>3:30- 5:30 PM M</td>
<td>Open Entry/Exit</td>
<td>Namala</td>
<td>SS16</td>
</tr>
<tr>
<td>6078</td>
<td>2:30- 4:30 PM T</td>
<td>Open Entry/Exit</td>
<td>Namala</td>
<td>SS16</td>
</tr>
</tbody>
</table>

ECON 201 - 3.0 UNITS PRINCIPLES OF MACROECON
Transfer Credit: CU: UC (CAN ECON 2)
Prerequisite: MATH 40 or equivalent with a grade of Credit or “C” or higher, satisfactory completion of the Math Placement Process. Recommendation: English 100 or equivalent with a grade of Credit or “C” or higher.
An introduction to macroeconomics including such topics as inflation, banking, business cycles, international trade, and comparative economic systems.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0614</td>
<td>8:00- 9:30 AM MW</td>
<td>Namala</td>
<td>SS306</td>
<td></td>
</tr>
<tr>
<td>0615</td>
<td>11:00-12:30 PM MW</td>
<td>Namala</td>
<td>SS306</td>
<td></td>
</tr>
<tr>
<td>0616</td>
<td>2:00- 3:30 PM MW</td>
<td>(Honors Section)</td>
<td>Namala</td>
<td>SS306</td>
</tr>
<tr>
<td>0617</td>
<td>8:00- 9:30 AM TTH</td>
<td>Lo</td>
<td>SS306</td>
<td></td>
</tr>
<tr>
<td>0618</td>
<td>11:00-12:30 PM TTH</td>
<td>Lo</td>
<td>SS306</td>
<td></td>
</tr>
<tr>
<td>2614</td>
<td>5:30- 7:00 PM MW</td>
<td>Nebbia</td>
<td>SS306</td>
<td></td>
</tr>
<tr>
<td>2615</td>
<td>7:00-10:00 PM W</td>
<td>Pehlivan</td>
<td>SS306</td>
<td></td>
</tr>
</tbody>
</table>

ECON 202 - 3.0 UNITS PRINCIPLES OF MICROECON
Transfer Credit: CU: UC (CAN ECON 4)
Prerequisite: ECON 201 and MATH 80 or MATH 80B or equivalent with grades of Credit or “C” or higher.
Recommendation: ENGL 100 or equivalent with a grade of Credit or “C” or higher.
An introduction to microeconomics, including such topics as supply and demand, competition, monopoly, cost of productions, and income distribution and inequality.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0620</td>
<td>3:00-4:00 PM MW</td>
<td>Keenan</td>
<td>SS306</td>
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</tr>
<tr>
<td>0621</td>
<td>9:30-11:00 AM AW</td>
<td>Keenan</td>
<td>SS306</td>
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“Women in the U.S. Economy.”

<table>
<thead>
<tr>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
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<td>SS306</td>
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<tr>
<td>2620</td>
<td>5:30- 7:00 PM TTH</td>
<td>Learning Community Keenan</td>
<td>SS306</td>
<td></td>
</tr>
</tbody>
</table>

For LEARNING COMMUNITIES (LC) program listings and enrollment in “Learning Calculus Through Business and Economics Case Studies” paired classes - see pages 27-28.
**EDT 103 - 2.0 UNITS SPREADSHEETS FOR EDUCATORS**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
6084 4.0 HRS ARR (OL) (1st 9 Week Class) Alexander LC135
8098 4.0 HRS ARR (OL) (2nd 9 Week Class) Alexander LC135

**EDT 104 - 2.0 UNITS WORDPROCESS FOR EDUCATORS**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
8099 4.0 HRS ARR (OL) (2nd 9 Week Class) Alexander LC135

**EDT 105 - 2.0 UNITS POWERPOINT FOR EDUCATORS**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
6085 4.0 HRS ARR (OL) (1st 9 Week Class) Morgan LC135
8100 4.0 HRS ARR (OL) (2nd 9 Week Class) Morgan LC135

**EDT 107 - 1.0 UNIT - DESKTOP PUBLISHING FOR EDU**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
8101 2.0 HRS ARR (OL) (1st 9 Week Class) Alexander LC135

**EDT 110 - 2.0 UNITS INTRO TO ED TECHNOLOGY**
Transfer Credit: CSU
Targeted for FUTURE TEACHERS but open to all students.
0636 4:00-8:00 PM W Alexander LC201
2636 7:00-9:00 PM W Alexander LA 35
2642 5:30-7:30 PM MW Austin TE 3
2643 5:30-7:30 PM TH Austin TE 3
2647 5:30-10:30 PM TTH Austin TE 3

**EDT 111 - 1.0 UNIT - WEB DESIGN FOR EDUCATORS**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
6087 2.0 HRS ARR (OL) (1st 9 Week Class) Alexander LC135

**EDT 112 - 3.0 UNITS VIRTUAL CURRICULUM**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
2637 3.0 HRS ARR (OL) Staff LC135

**EDT 119 - 1.0 UNIT - HARDWARE/SOFTWARE FOR EDU**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 53 or equivalent with grades of Credit or "C" or higher.
8103 2.0 HRS ARR (OL) (2nd 9 Week Class) Staff LC135

**EDT 120 - 2.0 UNITS ASSISTIVE TECHNOLOGY IN ED**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
2638 4.0 HRS ARR (OL) Staff LC135

**EDT 125 - 2.0 UNITS FUND OF ONLINE TEACHING**
Transfer Credit: CSU
Recommendation: EDT 111, EDT 104, EDT 50 or EDT 51, and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.
8104 4.0 HRS ARR (OL) (2nd 9 Week Class) Alexander LC135

**EL 54 - 3.0 UNITS MICROCOMPUTER REPAIR & SVC**
Recommendation: EL 100, EL 134 or EL 114 and EL 124, and TM 50. This is a course in the fundamentals of troubleshooting, and repair of microcomputers using both hardware and software testing techniques. This course prepares the student for the hardware portion of A+ Certification
0639 8:30-11:00 AM MW Lazor CE 3
2639 5:00-10:00 PM M Lazor CE 3

**EL 60 - 1.5 UNITS COMPUTER AIDED CIRCUIT ANA**
Prerequisite: EL 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Transfer Credit: CSU
2640 6:00-9:00 PM F Hanson TE 3

**EL 86 - 3.0 UNITS ELECTRIC MOTOR CONTROL**
Prerequisite: EL 100 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Transfer Credit: CSU
2641 8:00-10:00 PM M Austin TE 3
8:00-10:00 PM W Austin TE 12

**EL 100 - 4.0 UNITS BASIC ELECTRONICS**
Transfer Credit: CSU
This is a survey course intended for non-electronics majors. This course will cover basic electrical theory, components and circuits. Electronic devices and circuits will be constructed and tested.
0642 9:00-11:00 AM TTH Austin TE 3
2642 5:30-7:30 PM MW Austin TE 3

**EL 120 - 4.0 UNITS PRINCIPLES/AC ELECTRONICS**
Transfer Credit: CSU
Prerequisite: EL 110 or equivalent with a grade of Credit or "C" or higher.
Transfer Credit: CSU
This course covers the analysis of AC circuits using both resistive and reactive components. The concepts of resonance and filter circuits are introduced and network theorems are studied.
2643 5:30-7:30 PM TTH Austin TE 12

**EL 120L - 1.0 UNIT - AC ELECTRONICS LABORATORY**
Transfer Credit: CSU
Prerequisite: EL 110L or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Transfer Credit: CSU
This is a laboratory course. Experiments performed in this course are planned to accompany the lectures in EL 120.
2644 7:30-10:30 PM TH Austin TE 3

**EL 210 - 3.0 UNITS ELECTRONIC SYSTEMS ANALYS**
Transfer Credit: CSU
Prerequisite: EL 200 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Transfer Credit: CSU
Recommendation: Concurrent enrollment or completion of EL 210 with a grade of Credit or "C" or higher.
Recommendation: EL 50, EL 60, TM 50. This is a laboratory course. Experiments performed in this course are planned to accompany the lectures in EL 210.
2645 5:30-7:00 PM MW Hanson TE 12

**EL 210L - 1.0 UNIT - SYSTEMS ANALYSIS LAB**
Transfer Credit: CSU
Prerequisite: EL 200L or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Co-requisite: Concurrent enrollment or completion of EL 210L with a grade of Credit or "C" or higher.
This is an advanced course that 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, oscillators, and phase locked loops.
2646 7:30-10:30 PM W Hanson TE 3

**EL 244 - 4.0 UNITS INTRO TO MICROCOMPUTERS**
Transfer Credit: CSU
Prerequisite: EL 134 or equivalent with a grade of Credit or "C" or higher.
This course is an introduction to the fundamental operations of a general purpose microcomputer. Microprocessor machine level programming will be introduced.
2647 5:30-10:30 PM T Hanson TE 3

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

**ELECTRONICS**

**EL 54 - 3.0 UNITS MICROCOMPUTER REPAIR & SVC**
Recommendation: EL 100, EL 134 or EL 114 and EL 124, and TM 50. This is a course in the fundamentals of troubleshooting, and repair of microcomputers using both hardware and software testing techniques. This course prepares the student for the hardware portion of A+ Certification
0639 8:30-11:00 AM MW Lazor CE 3
2639 5:00-10:00 PM M Lazor CE 3

---

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### Engineering Design Technology (Formerly Drafting)

**ENGT 16 - 2.0 UNITS Blueprint Read/Mach Trades**

<table>
<thead>
<tr>
<th>Tkt#</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2783</td>
<td>6:30-9:30 PM F</td>
<td>Wissa</td>
<td>TE  6</td>
</tr>
</tbody>
</table>

**ENGT 117 - 2.0 Units Geometrical Tolerancing**

Transfer Credit: CSU
Prerequisite: ENGT 131 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2784</td>
<td>7:30-9:30 PM M</td>
<td>Avery</td>
<td>LC213</td>
</tr>
</tbody>
</table>

**ENGT 131 - 3.0 Units Fund of Drafting/Autocad**

Transfer Credit: CSU
Prerequisite: ENGT 130 or ARCH 111 or equivalent with a grade of Credit or “C” or higher.

<table>
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<th>Tkt#</th>
<th>Time</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0785</td>
<td>8:00-11:00 AM TTH</td>
<td>Hiranandani</td>
<td>TE  6</td>
</tr>
<tr>
<td>2785</td>
<td>7:30-10:30 PM MW</td>
<td>Hiranandani</td>
<td>TE  6</td>
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<tr>
<td>6105</td>
<td>8:00-11:00 AM SAT</td>
<td>Hiranandani</td>
<td>TE  6</td>
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</table>

**ENGT 138 - 4.0 Units Fund Computer Aided Draft**

Transfer Credit: CSU; UC
Prerequisite: ENGT 130 or equivalent with a grade of Credit or “C” or higher.

<table>
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<th>Room</th>
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<tbody>
<tr>
<td>0786</td>
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<td>Wissa</td>
<td>TE  7</td>
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<tr>
<td>2786</td>
<td>7:30-10:30 PM MW</td>
<td>Wissa</td>
<td>TE  7</td>
</tr>
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</table>

**ENGT 153 - 3.0 Units Mach Draw/DSN with Autocad**

Transfer Credit: CSU
Recomm: TM 50 or one year of mechanical drawing or verifiable work experience and or satisfactory score on Math Placement Test or equivalent.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2787</td>
<td>7:30-10:30 PM TTH</td>
<td>Staff</td>
<td>TE  7</td>
</tr>
</tbody>
</table>

**ENGT 160 - 4.0 Units Autocad Map**

Transfer Credit: CSU
Prerequisite: ENGT 138 or equivalent with a grade of Credit or “C” or higher.

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<th>Tkt#</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0788</td>
<td>4:00-7:00 PM F</td>
<td>Hiranandani</td>
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<td></td>
<td>7:30-10:30 PM F</td>
<td>Hiranandani</td>
<td>TE  7</td>
</tr>
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</table>

**ENGT 245 - 4.0 Units Intro to Autocad/Desktop**

Transfer Credit: CSU
Prerequisite: ENGT 130 or equivalent with grades of Credit or “C” or higher, or appropriate work experience.

<table>
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<th>Tkt#</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>2789</td>
<td>4:30-7:30 PM MW</td>
<td>Wissa</td>
<td>TE  7</td>
</tr>
</tbody>
</table>

**ENGT 298 - 1.0 Unit -Directed Studies**

Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.

<table>
<thead>
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<th>Tkt#</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0790</td>
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<td>2790</td>
<td>3.0 HRS ARR</td>
<td>Wissa</td>
<td>TE  E</td>
</tr>
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</table>

**ENGL 15 - 3.0 Units Beginning Writing**

Prerequisite: Satisfactory completion of the English Placement Process.

<table>
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<th>Tkt#</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0650</td>
<td>12:30-2:00 PM MW</td>
<td>Servin</td>
<td>AC 52</td>
</tr>
<tr>
<td>0651</td>
<td>4:00-5:30 PM MW</td>
<td>Quass-Berryman</td>
<td>LA 25</td>
</tr>
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</table>

**ENGL 20 - 3.0 Units Basic Writing**

Prerequisite: Satisfactory completion of the English Placement Process or ESL 200 or equivalent with a grade of Credit or “C” or higher.

<table>
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<th>Tkt#</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>0652</td>
<td>6:30-8:00 AM MW</td>
<td>Alvarez</td>
<td>LA 25</td>
</tr>
<tr>
<td>0653</td>
<td>8:00-9:30 AM MW</td>
<td>Staff</td>
<td>LC218</td>
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<tr>
<td>0654</td>
<td>8:00-9:30 AM MW</td>
<td>Staff</td>
<td>SS307</td>
</tr>
<tr>
<td>0655</td>
<td>9:30-11:00 AM MW</td>
<td>Balmages</td>
<td>AC 62</td>
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<td>0656</td>
<td>9:30-11:00 AM MW</td>
<td>Learning Community Servin</td>
<td>AC 54</td>
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</tbody>
</table>

**For LEARNING COMMUNITIES (LC) program listings and enrollment in “First Year Experience - House A” paired classes - see pages 27-28**

- 0657 11:00-12:30 PM MW | Kosuth | LA 27 |
- 0658 11:00-12:30 PM MW | Balmages | AC 62 |
- 0659 12:30-2:00 PM MW | Staff | RD 10 |
- 0660 12:30-2:00 PM MW | Staff | AC 51 |
- 0661 2:00-3:30 PM MW | Staff | LA 25 |
- 0662 3:30-5:00 PM MW | Staff | LA 21 |
- 0663 8:00-9:30 AM TTH | Staff | SS313 |
- 0664 8:00-9:30 AM TTH | Staff | SS137 |
- 0665 8:00-9:30 AM TTH | Kosuth | SS224 |
- 0666 11:00-12:30 PM TTH | Staff | LA 25 |
- 0667 12:30-2:00 PM TTH | Servin | LA 27 |
- 0668 12:30-2:00 PM TTH | Palumbo | BE 1 |
- 0669 9:00-12:30 PM SAT | Staff | LA 20 |
- 2652 5:30-7:00 PM MW | Staff | LA 22 |
- 2653 7:00-10:00 PM M | Staff | BE 3 |
- 2654 6:00-9:00 PM T | Staff | SS313 |
- 2655 7:00-10:00 PM TH | Staff | LA 20 |
- 2656 6:00-9:00 PM F | Staff | LA 28 |
- 6089 4:00-7:00 PM TTH (1st 9 Week Class) | Staff | BE 4 |
- 6090 4:00-7:00 PM TTH (1st 9 Week Class) | Burns | LA 21 |
- 7088 6:00-9:00 PM MW | Staff | AC 53 |
- 7089 6:00-9:00 PM MW (1st 9 Week Class) | Staff | CB103 |
- 7090 5:00-8:00 PM TTH (1st 9 Week Class) | Staff | AT 46 |
- 7091 7:00-10:00 PM TTH (1st 9 Week Class) | Staff | RD 10 |
- 8106 4:00-7:00 PM TTH (2nd 9 Week Class) | Burns | LA 21 |
- 9106 7:00-10:00 PM TTH (2nd 9 Week Class) | Staff | AT 46 |

**NOTE: LAB MUST BE TAKEN WITH LECTURE**

**GUIDE TO ENGL 20 LABS**

18 Weeks Lecture Classes: Student MUST sign up for LAB TKT# 0670
1st 9-Wk Lecture Classes: Student MUST sign up for LAB TKT# 6091
2nd 9-Wk Lecture Classes: Student MUST sign up for LAB TKT# 8107
SAT Lecture Classes: Student MUST sign up for LAB TKT# 6088

- 0670 1.0 HR ARR (18 Week LAB) | Rose | LC206 |
- 6088 1.1 HRS ARR (SAT Only LAB) | Staff | LC206 |
- 6091 2.0 HRS ARR 1st 9 Week LAB | Rose | LC206 |
- 8107 2.0 HRS ARR 2nd 9 Week LAB | Rose | LC206 |

**ENGL 33 - 0.0 Units Individualized Writing**

<table>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>6093</td>
<td>3.0 HRS ARR (Open Entry/Exit)</td>
<td>Ashe</td>
<td>LC167</td>
</tr>
<tr>
<td>6094</td>
<td>3.0 HRS ARR (Open Entry/Exit)</td>
<td>Ash</td>
<td>LC167</td>
</tr>
<tr>
<td>6095</td>
<td>3.0 HRS ARR (Open Entry/Exit)</td>
<td>Stiles</td>
<td>LC167</td>
</tr>
<tr>
<td>6096</td>
<td>3.0 HRS ARR (Open Entry/Exit)</td>
<td>Kosuth</td>
<td>LC167</td>
</tr>
<tr>
<td>6097</td>
<td>3.0 HRS ARR (Open Entry/Exit)</td>
<td>Mootz</td>
<td>LC167</td>
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**ENGL 50A - 3.0 Units English Grammar**

<table>
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<th>Tkt#</th>
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<tbody>
<tr>
<td>0673</td>
<td>8:00-9:30 AM TTH</td>
<td>Staff</td>
<td>LA 27</td>
</tr>
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</table>

**ENGL 50B - 3.0 Units Advanced Grammar**

Prerequisite: ENGL 50A or equivalent with a grade of Credit or “C” or higher.

<table>
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</thead>
<tbody>
<tr>
<td>0674</td>
<td>8:00-9:30 AM TTH</td>
<td>Staff</td>
<td>LA 27</td>
</tr>
</tbody>
</table>

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6075</td>
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<td>MW</td>
<td>Staff</td>
<td>SS24</td>
</tr>
<tr>
<td>6076</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>Staff</td>
<td>SS313</td>
</tr>
<tr>
<td>6077</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>Staff</td>
<td>LA 31</td>
</tr>
<tr>
<td>6078</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>Staff</td>
<td>LA 27</td>
</tr>
<tr>
<td>6079</td>
<td>9:30-11:00 AM</td>
<td>MW</td>
<td>Staff</td>
<td>SS310</td>
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<tr>
<td>6080</td>
<td>11:00-12:30 PM</td>
<td>PM</td>
<td>Palumbo</td>
<td>LA 33</td>
</tr>
<tr>
<td>6081</td>
<td>11:00-12:30 PM</td>
<td>PM</td>
<td>Servin</td>
<td>LA 25</td>
</tr>
<tr>
<td>6082</td>
<td>11:00-12:30 PM</td>
<td>PM</td>
<td>Alvarez</td>
<td>LA 25</td>
</tr>
<tr>
<td>6083</td>
<td>12:30-2:00 PM</td>
<td>MW</td>
<td>Chester</td>
<td>LA 27</td>
</tr>
<tr>
<td>6084</td>
<td>12:30-3:00 PM</td>
<td>MW</td>
<td>Balmages</td>
<td>AC 62</td>
</tr>
<tr>
<td>6085</td>
<td>2:00-3:00 PM</td>
<td>MW</td>
<td>Clifford</td>
<td>LA 27</td>
</tr>
<tr>
<td>6086</td>
<td>2:00-3:30 PM</td>
<td>MW</td>
<td>Havice</td>
<td>LA 21</td>
</tr>
<tr>
<td>6087</td>
<td>2:00-3:30 PM</td>
<td>MW</td>
<td>Staff</td>
<td>LA 23</td>
</tr>
<tr>
<td>6088</td>
<td>6:30-8:00 AM</td>
<td>TTH</td>
<td>Alvarez</td>
<td>LA 25</td>
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<tr>
<td>6089</td>
<td>8:00-9:30 AM</td>
<td>TTH</td>
<td>Learning Community Ernest</td>
<td>LA 25</td>
</tr>
<tr>
<td>6090</td>
<td>8:00-9:30 AM</td>
<td>TTH</td>
<td>Staff</td>
<td>SS207</td>
</tr>
</tbody>
</table>

**GUIDE TO ENGL 52 LABS**

18 Weeks Lecture Classes: Student MUST sign up for LAB Tkt# 0702
1st 9-WK Lecture Classes: Student MUST sign up for LAB Tkt# 6101
2nd 9-WK Lecture Classes: Student MUST sign up for LAB Tkt# 8111

**ENGL 52 - 0.0 UNITS LAB, INTRO COLLEGE COMPOSITION**

- Prerequisite: Successful completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher.
- Transfer Credit: CSU; UC (CAN ENGL 2)

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
</tr>
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<tbody>
<tr>
<td>0702</td>
<td>1.0 HR ARR</td>
<td>18 Week LAB</td>
<td>Rose</td>
<td>LC206</td>
</tr>
<tr>
<td>6101</td>
<td>2.0 HRS ARR</td>
<td>1st 9 Week LAB</td>
<td>Rose</td>
<td>LC206</td>
</tr>
<tr>
<td>8111</td>
<td>2.0 HRS ARR</td>
<td>2nd 9 Week LAB</td>
<td>Rose</td>
<td>LC206</td>
</tr>
</tbody>
</table>
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
**ENGLISH AS A SECOND LANGUAGE**

**ESL COMBOS**

Do you want to complete two (2) semesters of ESL in one? Please look at the following combinations:

**Combo 1**
ESL 100 (1st 9) #6111 and ESL 200 (2nd 9) #8129

**Combo 2**
ESL 2 (1st 9) #6106 and ESL 3 (2nd 9) #8122

**Combo 3**
ESL 3 (1st 9) # 6107 and ESL 100 (2nd 9) #8127

---

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENSL 248B - 3.0 UNITS MASTERPIECES OF WORLD LIT</td>
<td>Transfer Credit: CSU: UC</td>
<td>Prerequisite: Satisfactory completion of the English Placement Process or ESL 52 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
<td>2782 5:00-8:00 PM M</td>
<td>Palumbo LA 26</td>
</tr>
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</table>

**ENGISH AS A SECOND LANGUAGE**

**ESL 12 - 1.5 UNITS ESL PRONUNCIATION**

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6109</td>
<td>11:00-12:30 PM</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 21</td>
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</table>

(1st 9 Week Class)

**ESL 14 - 3.0 UNITS ACCENT REDUCTION**

<table>
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<th>Time</th>
<th>Day</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0813</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>+1 Hr LAB in LC205 Berry</td>
<td>LA 28</td>
</tr>
<tr>
<td>0814</td>
<td>12:30-2:00 PM</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Nakamura</td>
<td>LA 20</td>
</tr>
<tr>
<td>2813</td>
<td>5:30-7:00 PM</td>
<td>MW</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>AC 52</td>
</tr>
<tr>
<td>8123</td>
<td>9:00-12:45 PM</td>
<td>SAT</td>
<td>+1 Hr LAB in LC205 Fischer</td>
<td>LA 24</td>
</tr>
</tbody>
</table>

(1st 9 Week Class)

**ESL 20 - 3.0 UNITS ESL SPEAKING & LISTENING**

Recommendation: ESL 10 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0816</td>
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<td>TTH</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 23</td>
</tr>
<tr>
<td>0817</td>
<td>9:30-12:30 PM</td>
<td>F</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 27</td>
</tr>
<tr>
<td>2816</td>
<td>7:00-10:00 PM</td>
<td>M</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>HS301</td>
</tr>
<tr>
<td>2817</td>
<td>6:00-9:00 PM</td>
<td>F</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 23</td>
</tr>
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</table>

(1st 9 Week Class)

**ESL 21A - 3.0 UNITS ESL INTERMED VOCABULARY**

<table>
<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0819</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>Yeager</td>
<td>LA 20</td>
</tr>
<tr>
<td>2819</td>
<td>6:00-9:00 PM</td>
<td>F</td>
<td>Yeager</td>
<td>LA 27</td>
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(1st 9 Week Class)

**ESL 21B - 3.0 UNITS ESL ADVANCED VOCABULARY**

<table>
<thead>
<tr>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0820</td>
<td>11:00-12:30 PM</td>
<td>TTH</td>
<td>Staff</td>
<td>LA 35</td>
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</table>

(1st 9 Week Class)

**ESL 22 - 1.5 UNITS ESL ORAL COMMUNICATION**

<table>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>8124</td>
<td>11:00-12:30 PM</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 21</td>
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</table>

(2nd 9 Week Class)

**ESL 23 - 1.5 UNITS ESL SPELLING**

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8125</td>
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<td>MW</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 20</td>
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(2nd 9 Week Class)

**ESL 31 - 1.5 UNITS ESL READING**

<table>
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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>8126</td>
<td>8:00-9:30 AM</td>
<td>WF</td>
<td>(2nd 9 Week Class) Coulter</td>
<td>LA 24</td>
</tr>
<tr>
<td>9126</td>
<td>5:30-7:00 PM</td>
<td>TTH</td>
<td>(2nd 9 Week Class) Staff</td>
<td>LA 35</td>
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</table>

(1st 9 Week Class)

**ESL 32 - 1.5 UNITS AMER EXPRESSIONS/CULTURE**

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6110</td>
<td>11:00-12:30 PM</td>
<td>MW</td>
<td>(1st 9 Week Class) Staff</td>
<td>LA 20</td>
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</tbody>
</table>

**ESL 47T - 0.0 UNITS ESL TUTOR**

A non-credit course designed to familiarize students with ESL resources in the Language Center. The hours are flexible. Students may attend any time during open hours.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0821</td>
<td>3.0 HRS ARR</td>
<td></td>
<td>(Open Entry/Exit) Berry</td>
<td>LC205</td>
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**ESL 100 - 3.0 UNITS ESL WRITING & STRUCTURE**

Transfer Credit: UC

<table>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>0822</td>
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<td>Couter</td>
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</tr>
<tr>
<td>0823</td>
<td>11:00-12:30 PM</td>
<td>TTH</td>
<td>Staff</td>
<td>AC 62</td>
</tr>
<tr>
<td>0824</td>
<td>9:30-12:30 PM</td>
<td>F</td>
<td>Staff</td>
<td>LA 21</td>
</tr>
<tr>
<td>2822</td>
<td>7:00-10:00 PM</td>
<td>M</td>
<td>Staff</td>
<td>SS313</td>
</tr>
<tr>
<td>2823</td>
<td>7:00-10:00 PM</td>
<td>TH</td>
<td>Staff</td>
<td>LA 23</td>
</tr>
<tr>
<td>6111</td>
<td>12:30-3:30 PM</td>
<td>MW</td>
<td>(1st 9 Week Class) Berry</td>
<td>LA 28</td>
</tr>
<tr>
<td>8127</td>
<td>12:30-3:30 PM</td>
<td>MW</td>
<td>(2nd 9 Week Class) Nakamura</td>
<td>LA 20</td>
</tr>
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</table>

(1st 9 Week Class)

**ESL 200 - 3.0 UNITS ESL WRITING & STRUCTURE**

Transfer Credit: UC

<table>
<thead>
<tr>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0825</td>
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<td>(18 Week LAB) Berry</td>
<td>LC206</td>
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<tr>
<td>6112</td>
<td>2.0 HRS ARR</td>
<td>(1st 9 Week LAB) Berry</td>
<td>LC206</td>
<td></td>
</tr>
<tr>
<td>8128</td>
<td>2.0 HRS ARR</td>
<td>(2nd 9 Week LAB) Berry</td>
<td>LC206</td>
<td></td>
</tr>
</tbody>
</table>

**ESL 200 - 3.0 UNITS ESL WRITING & STRUCTURE**

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### FRENCH

**FREN 101 - 5.0 UNITS ELEMENTARY FRENCH**
Transfer Credit: CSU; UC (CAN FREN 2) (CAN FREN SEQ A)
A beginning course designed to develop proficiency in listening, speaking, reading and writing, and to promote a basic understanding of cultural patterns in French speaking countries.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0832</td>
<td>MW</td>
<td>+1 Hr LAB in LC205 Florescu</td>
<td>LA 29</td>
</tr>
<tr>
<td>0833</td>
<td>MW</td>
<td>+1 Hr LAB in LC205 Florescu</td>
<td>LA 29</td>
</tr>
<tr>
<td>0834</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 27</td>
</tr>
<tr>
<td>0835</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Staff</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

**FREN 102 - 5.0 UNITS ELEMENTARY FRENCH**
Transfer Credit: CSU; UC (CAN FREN 4) (CAN FREN SEQ A)
Prerequisite: FREN 101 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0836</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Florescu</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

**FREN 201 - 5.0 UNITS INTERMEDIATE FRENCH**
Transfer Credit: CSU; UC (CAN FREN 8) (CAN FREN SEQ B)
Prerequisite: FREN 102 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>0837</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Florescu</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

**FREN 202 - 4.0 UNITS INTERMEDIATE FRENCH**
Transfer Credit: CSU; UC (CAN FREN 10) (CAN FREN SEQ B)
Prerequisite: FREN 201 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0838</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Florescu</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

**FREN 203 - 4.0 UNITS INTER FRENCH ADV LEVEL I**
Transfer Credit: CSU; UC
Prerequisite: FREN 202 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0839</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Florescu</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

### GEOLOGY

**GEOL 101 - 4.0 UNITS THE EARTH ENVIRONMENT**
Transfer Credit: CSU; UC (CAN GEOL 2)
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.

<table>
<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0847</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Potter</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

+3 required 1-day Field Trips (scheduled on weekends)

**GEOL 201 - 4.0 UNITS EARTH HISTORY**
Transfer Credit: CSU; UC (CAN GEOL 4)
A beginning course designed to develop proficiency in listening, speaking, reading and writing, and to promote a basic understanding of cultural patterns in French speaking countries.

<table>
<thead>
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<th>Time</th>
<th>Day</th>
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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0849</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Potter</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

### GERMAN

**GERM 101 - 5.0 UNITS ELEMENTARY GERMAN**
Transfer Credit: CSU; UC (CAN GERM 2) (CAN GERM SEQ A)
A beginning course designed to develop proficiency in listening, speaking, reading and writing, and to promote a basic understanding of cultural patterns in German speaking countries.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0850</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Potter</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

**GERM 102 - 5.0 UNITS ELEMENTARY GERMAN**
Transfer Credit: CSU; UC (CAN GERM 4) (CAN GERM SEQ A)
Prerequisite: GERM 101 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0851</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Potter</td>
<td>LA 29</td>
</tr>
</tbody>
</table>

**GERM 201 - 4.0 UNITS INTERMEDIATE GERMAN**
Transfer Credit: CSU; UC (CAN GERM 8) (CAN GERM SEQ B)
Prerequisite: GERM 102 or equivalent with a grade of Credit or “C” or higher.

<table>
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<th>Time</th>
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<th>Room</th>
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<td>LA 29</td>
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</table>

**GERM 202 - 4.0 UNITS INTERMEDIATE GERMAN**
Transfer Credit: CSU; UC (CAN GERM 10) (CAN GERM SEQ B)
Prerequisite: GERM 201 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
<tr>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
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<td>0853</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Potter</td>
<td>LA 29</td>
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**GERM 203 - 4.0 UNITS SCIENTIFIC GERMAN**
Transfer Credit: CSU; UC
Prerequisite: GERM 202 or equivalent with a grade of Credit or “C” or higher.

<table>
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<th>Time</th>
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<th>Room</th>
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</thead>
<tbody>
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<td>0854</td>
<td>TTH</td>
<td>+1 Hr LAB in LC205 Potter</td>
<td>LA 29</td>
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### GEOGRAPHY

**GEOG 101 - 3.0 UNITS PHYSICAL GEOGRAPHY**
Transfer Credit: CSU; UC (CAN GEOG 2)

<table>
<thead>
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<th>Time</th>
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<th>Room</th>
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<tbody>
<tr>
<td>0833</td>
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<tr>
<td>0841</td>
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**GEOG 102 - 3.0 UNITS NATURAL & CULTURAL GEOG**
Transfer Credit: CSU; UC (CAN GEOG 4)

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**GEOG 105 - 3.0 UNITS WORLD REGIONAL GEOGRAPHY**
Transfer Credit: CSU; UC

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<td>CB105</td>
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### Waiting List Students Note:
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Students **must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.
### HEALTH EDUCATION

**HED 100 - 3.0 UNITS CONTEMP HEALTH PROBLEMS**  
Transfer Credit: CSU; UC  
Topics will include prevention of chronic diseases, abuse and self-harm, lifespan changes, mental health, eating disorders, social roles, sexuality, relationships, birth control and pregnancy as they pertain to women. (This course is not open to students currently enrolled or who have completed Women's Studies 103).

**HED 103 - 3.0 UNITS WOMEN, THEIR BODIES/HEALTH**  
Transfer Credit: CSU; UC  
Topics will include prevention of chronic diseases, abuse and self-harm, lifespan changes, mental health, eating disorders, social roles, sexuality, relationships, birth control and pregnancy for underrepresented communities.

**HED 110 - 3.0 UNITS COMMUNITY FIRST AID & CPR**  
Transfer Credit: CSU; UC  
This course introduces the skills required to provide basic life support in an emergency illness or injury.

**HED 200 - 3.0 UNITS FOOD FOR FITNESS & CONDIT**  
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. This course is especially applicable to individuals interested in careers related to fitness and athletics.

### HEALTH OCCUPATIONS

**HED 53 - 1.0 UNIT -ELECTROCARDIOGRAPHY**  
Co-requisite: Current CPR for Professional Rescuer Certification. This course will provide the student with the knowledge and skills for performing electrocardiographs. This course is not open to students who have taken MA 43.

**HED 54 - 1.0 UNIT -MEDICAL LABORATORY SKILLS**  
This course will provide the student with the knowledge and skills for performing laboratory testings in preparation for becoming a laboratory technician/medical assistant. This course is not open to students who have taken MA 43.

**HED 55 - 1.0 UNIT -PHLEBOTOMY PROCEDURES**  
This course will provide the student with the knowledge and skills for performing venipuncture and capillary puncture for becoming a phlebotomist/medical assistant. This course is not open to students who have taken MA 43.

For additional courses please refer to MEDICAL ASSISTING.

---

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
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<thead>
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<td>Holmes</td>
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<td>0916</td>
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<tr>
<td>2882</td>
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<td>Staff</td>
<td>SS307</td>
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<tr>
<td>6117</td>
<td>9:00-12:30 PM SAT</td>
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<td>SS307</td>
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### HISTORY

**HIST 101 - 3.0 UNITS AMER HIST & CONSTITUTION**
Transfer Credit: CSU; UC

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.

**HIST 201 - 3.0 UNITS POLITICAL & SOCIAL HIST-US**
Transfer Credit: CSU; UC (CAN HIST 8) (CAN HIST SEQ B)

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.

UC credit limits may apply.

**HIST 210 - 3.0 UNITS POST WWII HISTORY**
Transfer Credit: CSU; UC

Recommendation: Satisfactory completion of the English Placement Process or READ 54 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.

UC credit limits may apply.

**HIST 220 - 3.0 UNITS HIST OF THE AMERICAS**
Transfer Credit: CSU; UC

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.

**HIST 230 - 3.0 UNITS HIST OF MEXICO**
Transfer Credit: CSU; UC

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.

An historical examination of the origin and development of Mexico from the pre-Columbian period to the present.

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
JOUR 103 - 2.0 UNITS NEWSPAPER ARTICLE WRITING
Transfer Credit: CSU
Recommendation: JOUR 101 or equivalent with a grade of Credit or "C" higher or concurrent enrollment, and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
For more information: www.cerritos.edu/Journalism

JOUR 105 - 2.0 UNITS NEWSPAPER PRODUCTION
Transfer Credit: CSU
Recommendation: ART 188 or CIS 205 or JOUR 120 or equivalent with a grade of Credit or "C" or higher.
For more information: www.cerritos.edu/Journalism

JOUR 111 - 1.0 UNIT - INTRO TO NEWSLETTERS
Transfer Credit: CSU
Recommendation: ENGL 52 or JOUR 101 or equivalent with a grade of Credit or "C" or higher.

JOUR 130 - 3.0 UNITS PHOTO JOURNALISM
Transfer Credit: CSU
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.

JOUR 171 - 1.0 UNIT - WORK EXPERIENCE/JOURNALISM
Transfer Credit: CSU
Prerequisite: JOUR 101 or equivalent with a grade of Credit or "C" or higher.
Co-requisite: 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 if work per semester.

JOUR 298 - 1.0 UNIT - DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.

JOUR 299 - 2.0 UNITS DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.

LIBRARY RESOURCES

Emphasizes use of Library Methods that enable students to locate information for course-related study and research. (OPEN ENTRY/OFFICE EXIT)

LIBR 100 - 1.0 UNIT - INTRO TO LIBRARY RESOURCES
Transfer Credit: CSU; UC
(Open Entry/Open Exit)

MACHINE TOOL TECHNOLOGY

NOTE: a material fee of $10 is required for the following courses: MTT 1L, 51, 52, 53L, 54, 60, 62, 76, 100, 177, and 278.

MTT 1L - 1.0 UNIT - NUM CONTROL SPECIALTY
Prerequisite: MTT 170 or equivalent with a grade of Credit or "C" or higher.
Specialized lab course designed to heighten the student's skills in CNC and CAD/CAM.

MTT 51 - 3.5 UNITS MASTERCAM INTRODUCTION
Prerequisite: MTT 170 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
An introduction to CAD/CAM programming using Mastercam release 9.0.

MTT 52 - 2.5 UNITS SETUP & OP OF MACHINERY
Setup and operate Haas, Fadal, Harding, and Fanuc machinery and controllers.

MTT 53L - 0.5 UNIT - MACHINIST LABORATORY
Prerequisite: MTT 62 or equivalent with a grade of Credit or "C" or higher.

MTT 54 - 2.5 UNITS BLUEPRINT READING
Prerequisite: MTT 50 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
Basic blueprint reading including ANSI Y 14.5 methodology.

MTT 60 - 2.5 UNITS ADV MACHINE TOOL CONCEPTS
Recommendation: MTT 100 or equivalent with a grade of Credit or "C" or higher.
Advanced topics in machine tool setup and operation.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**Mathematics Tutorial**

Co-requisite: Enroll in any mathematics course.

**MATH 9T - 0.0 UNITS**

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**MATH 20 - 3.0 UNITS BASIC MATHEMATICS**

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<td>0958</td>
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For LEARNING COMMUNITIES (LC) program listings and enrollment in “First Year Experience - House A” paired classes - see pages 27-28.

**MATH 40 - 4.0 UNITS PRE-ALGEBRA**

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Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

**MATH 60 - 4.0 UNITS ELEMENTARY ALGEBRA**

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<td>LC134</td>
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For LEARNING COMMUNITIES (LC) program listings and enrollment in “Thinking Critically in English and Math” paired classes - see pages 27-28.

**Earn 12.5 Units!**

Do you need Math 20? Do you need English 20? Are you a full-time student? Do you enjoy working in groups?

If the answer to these questions is YES, then you should check out the First Year Experience Program.

The First Year Experience (FYE) is designed to provide students with a full-time experience complete with students support and coordinated classes. The students in the program meet in the same classes, share the same teachers, work cooperatively on assignments, and learn about the full college experience.

**ENG 20 CG 1 READ 44 MATH 20 LIBR 100 CG 50 PE 14**

For more information on this program, please call ext. 2600.
### MATH 50 - 4.0 UNITS—PLANE GEOMETRY

**Prerequisite:** MATH 60 or equivalent with a grade of Credit or “C” or higher, or satisfactory score on the Interim Algebra Readiness Test. **Note:** May be taken concurrently with MATH 80, MATH 80A, or MATH 80B.

<table>
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<td>1021</td>
<td>2:00-3:00 PM MW</td>
<td>Feldstein PS 13</td>
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<td>3:00-4:00 PM MW</td>
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<td>6:00-7:00 PM MW</td>
<td>Mariani PS 13</td>
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<td>7:00-8:00 PM MW</td>
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<td>Hugen PS 13</td>
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### MATH 60 - 4.0 UNITS—INTERMEDIATE ALGEBRA

**Prerequisite:** MATH 50 or equivalent with a grade of Credit or “C” or higher, or satisfactory completion of the Math Placement Process. Students with a grade of Credit or “C” in MATH 60 are strongly encouraged to take the MATH 80A/MATH 80B sequence of Intermediate Algebra. **Note:** Students who enroll in a Semi-Independent section of MATH 80A may NOT ENROLL IN MATH 80B SEMI-INDEPENDENT SECTION.

<table>
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### MATH 100 - 3.0 UNITS—LIBERAL ARTS MATHEMATICS

Transfer Credit: CSU; UC  **Prerequisite:** MATH 50 or MATH 80B and MATH 70 or equivalent with a grade of Credit or “C” or higher. 

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1062</td>
<td>10:00-11:00 AM MW</td>
<td>Budarin PS 13</td>
<td>1071</td>
<td>10:00-11:00 AM MW</td>
</tr>
<tr>
<td>1063</td>
<td>3:00-4:00 PM MW</td>
<td>Feldstein PS 13</td>
<td>1072</td>
<td>3:00-4:00 PM MW</td>
</tr>
</tbody>
</table>

### MATH 105 - 3.0 UNITS—PROB & STATS FOR TEACHERS

Transfer Credit: CSU  **Prerequisite:** MATH 70, MATH 80 or MATH 80B or equivalent with grades of Credit or “C” or higher. **Note:** Students who enroll in a Semi-Independent section of MATH 80A may NOT ENROLL IN MATH 80B SEMI-INDEPENDENT SECTION.

<table>
<thead>
<tr>
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<tr>
<td>1064</td>
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<td>Feldstein PS 13</td>
<td>1073</td>
<td>1:00-2:00 PM MW</td>
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</table>

### MATH 110A - 3.0 UNITS—MATH FOR ELEM TEACHERS

Transfer Credit: CSU; UC  **Prerequisite:** MATH 50 or MATH 80B and MATH 70 or equivalent with grades of Credit or “C” or higher. **Note:** UC credit limits may apply. 

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>1065</td>
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<td>Feldstein PS 13</td>
<td>1074</td>
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### MATH 110B - 3.0 UNITS—PROB & STATS FOR TEACHERS

Transfer Credit: CSU; UC  **Prerequisite:** MATH 70, MATH 80 or MATH 80B or equivalent with grades of Credit or “C” or higher. 

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<tr>
<th>Tkt#</th>
<th>Time</th>
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<td>1075</td>
<td>3:00-4:00 PM MW</td>
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</table>

### MATH 1110A - 3.0 UNITS—MATH FOR ELEM TEACHERS

Transfer Credit: CSU; UC  **Prerequisite:** MATH 50 or MATH 80B and MATH 70 or equivalent with grades of Credit or “C” or higher. **Note:** UC credit limits may apply. 

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### MATH 1110B - 3.0 UNITS—MATH FOR ELEM TEACHERS

Transfer Credit: CSU; UC  **Prerequisite:** MATH 50 or MATH 80B and MATH 70 or equivalent with grades of Credit or “C” or higher. **Note:** UC credit limits may apply. 

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<tr>
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<th>Time</th>
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<td>1:00-2:00 PM MW</td>
</tr>
</tbody>
</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
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Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
MATH 240 - 4.0 UNITS CALC & DIFFER EQUATIONS
Transfer Credit: CSU; UC (CAN MATH 24)
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.

MA 60 - 2.0 UNITS INTRO MEDICAL ASSISTING
Duties and responsibilities of the medical assistant are stressed. Emphasis is placed on front office procedures.

MA 62 - 3.0 UNITS MEDICAL INSURANCE & LIAB
Recommendation: MA 161 or equivalent with a grade of Credit or “C” or higher.
Covers principles of preparing insurance forms and billing procedures for the medical office.

MA 66 - 3.0 UNITS MEDICATIONS/SPECIALTIES
Covers the role of the medical assistant in the administration of medications and assisting with special examinations.

NOTE: a material fee of $20 is required for MA 66 Labs.

MA 66 - 0.0 UNITS LAB, MEDICATIONS/SPECIALTIES

MA 67 - 3.0 UNITS MEDICAL OFFICE ADMINISTRAT
Prerequisite: MA 60, BASS 62, and BASS 3T, or equivalent with grades of Credit or “C” or higher.
Includes administrative responsibilities and procedures in a medical office and other health care settings.

MA 68 - 4.0 UNITS MEDICAL ASSISTING EXPER
Prerequisite: MA 60, 62, 64, 161, HO 53, 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.
Co-requisite: MA 66 or prior completion with a grade of Credit or “C” or higher.
Internship in selected medical offices. Placement is predominantly day time hours.

MA 73 - 3.0 UNITS MA OCCUPATIONAL WORK EXP
Co-requisite: Enrollment in the Medical Assistant vocational program with 7 or more units including Occupational Work Experience. A cooperative venture between the student, college and employer to provide college units for 15-19 hours per week of field work in Medical Assisting.

MA 74 - 4.0 UNITS MA OCCUPATIONAL WORK EXP
Co-requisite: Enrollment in the Medical Assistant vocational program with 7 or more units including Occupational Work Experience. A cooperative venture between the student, college and employer to provide college units for 20 or more hours per week of field work in Medical Assisting.

MET 52L - 0.5 UNIT -METALLURGY SPECIALTY LAB
Prerequisite: Concurrent enrollment in or completion of MET 100A or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
This lab course will complement other courses in the Metallurgy curriculum. It is designed to give practical laboratory experience with ferrous and nonferrous metals.

MICR 200 - 5.0 UNITS PRIN-APPLICATIONS-MICRO
Transfer Credit: CSU; UC (CAN BIOL 14)
Prerequisite: CHEM 100 or BIOL 120 or ZOOL 120 or equivalent with a grade of Credit or “C” or higher.

MICR 200 - 0.0 UNITS LAB, PRIN-APPLICATIONS-MICRO

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
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<tr>
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<td>T</td>
<td>Grigoriev</td>
<td>BC 53</td>
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<tr>
<td>3171</td>
<td>6:00-9:00 PM</td>
<td>T</td>
<td>Arcila</td>
<td>AC 65</td>
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<tr>
<td>6148</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Nakashio</td>
<td>AC 54</td>
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**MUS 123 - 2.0 UNITS INTERMEDIATE GUITAR II**
Transfer Credit: CSU; UC
Prerequisite: MUS 122 or equivalent with a grade of Credit or “C” or higher.

**MUS 124 - 2.5 UNITS CONCERT BAND**
Transfer Credit: CSU; UC
Prerequisite: Audition.

**MUS 125 - 2.5 UNITS COMMUNITY SYMPHONIC BAND**
Transfer Credit: CSU; UC
Prerequisite: Audition.

**MUS 127 - 2.5 UNITS ORCHESTRA**
Transfer Credit: CSU; UC
Prerequisite: Audition.

**MUS 128 - 2.5 UNITS COMMUNITY ORCHESTRA**
Transfer Credit: CSU; UC
Prerequisite: Audition.

**MUS 132 - 2.5 UNITS GUITAR ENSEMBLE**
Transfer Credit: CSU; UC
Prerequisite: MUS 120 or equivalent with a grade of Credit or “C” or higher.

**MUS 133 - 2.5 UNITS STAGE BAND**
Transfer Credit: CSU
Prerequisite: Audition.

**MUS 134 - 2.5 UNITS JAZZ ENSEMBLE**
Transfer Credit: CSU; UC
Prerequisite: Audition.

**MUS 138 - 2.5 UNITS COMMUNITY CHORUS**
Transfer Credit: CSU; UC

**MUS 140 - 2.5 UNITS POP CHOIR**
Transfer Credit: CSU
Prerequisite: Audition.

**MUS 141 - 2.5 UNITS POP/ROCK ENSEMBLE**
Prerequisite: Audition.

**MUS 142 - 1.0 UNIT - JAZZ IMPROVISATION**
Prerequisite: Audition.

**MUS 144 - 2.0 UNITS ELECTRONIC SYNTHESIZER I**
Transfer Credit: CSU

**MUS 145 - 1.0 UNIT - ELECTRONIC SYNTHESIZER II**
Transfer Credit: CSU
Prerequisite: MUS 144 or equivalent with a grade of Credit or “C” or higher.

**MUS 146 - 2.0 UNITS RECORDING TECHNIQUES**
Transfer Credit: CSU
Recommendation: MUS 105 or equivalent with a grade of Credit or “C” or higher.

**MUS 147 - 1.0 UNIT - BASIC APPLIED MUSIC**
Transfer Credit: CSU; UC
Co-requisite: 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, 142.

**MUS 148 - 1.0 UNIT - MUSICAL PREPARATION**
Transfer Credit: CSU; UC
Co-requisite: Enrollment in a music-performance course related to the student's private study:
MUS 124, 125, 126, 127, 132, 133, 134, 138, 139, 140, 142.

**MUS 149 - 1.0 UNIT - REHEARSAL STUDIES**
Transfer Credit: CSU; UC
Co-requisite: Enrollment in a music-performance course related to the student's private study:
MUS 124, 125, 126, 127, 132, 133, 134, 138, 139, 140, 142.

**MUS 150 - 1.0 UNIT - PERFORMANCE PRACTICE**
Transfer Credit: CSU; UC
Co-requisite: Enrollment in a music-performance course related to the student's private study:
MUS 124, 125, 126, 127, 132, 133, 134, 138, 139, 140, 142.

**MUS 151 - 1.0 UNIT - PRIVATE STUDY/RECITAL PREP**
Transfer Credit: CSU; UC
Co-requisite: Enrollment in a music-performance course related to the student's private study:
MUS 124, 125, 126, 127, 132, 133, 134, 138, 139, 140, 142.

**MUS 154 - 1.5 UNITS PIANO ENSEMBLE**
Transfer Credit: CSU; UC
Prerequisite: MUS 112 or equivalent with a grade of Credit or “C” or higher.

**MUS 160 - 1.5 UNITS MARCHING BRASS ENSEMBLE**
Transfer Credit: CSU
Prerequisite: Audition.

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Students **must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
MUS 171 - 1.0 UNIT - WORK EXPERIENCE/MUSIC
Transfer Credit: CSU
Co-requisite: 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.
1192 1.0 HR ARR Staff BC A

MUS 298 - 1.0 UNIT - DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
1193 3.0 HRS ARR Betancourt BC52D
1194 3.0 HRS ARR Pritchard Jr BC52E
1195 3.0 HRS ARR Nelson BC52C

MUS 299 - 2.0 UNITS DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
1197 6.0 HRS ARR Pritchard Jr BC52E
1198 6.0 HRS ARR Betancourt BC52D
1199 6.0 HRS ARR Nelson BC52C

NURSING

Applications for Fall 2004 admission into the NURSING PROGRAM are due in the Health Occupations Division Office no later than March 1, 2004. See counselors or nursing department director regarding changes in prerequisite courses.

NRSG 3 - 2.0 UNITS PREPARING FOR NURSING
This course is designed to prepare students planning to become nurses for success as students and graduate nurses.
1201 9:00-11:00 AM TH Baily HS302

NOTE: a material fee of $39 is required for NRSG 25 class.

NRSG 25 - 0.5 UNIT - CLINICAL WORKSHOP 1
Prerequisite: Current license as a Licensed Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/accorded nursing program.
This course provides instruction and clinical skills practice for Licensed Psychiatric Technician and first-year transfer applicants seeking advanced placement into nursing program.
6150 8:00-12:NOON F (Credit/No Credit) Santiago HO122
(1st 9 Week Class)
8154 8:00-12:NOON F (Credit/No Credit) Riedel HO122
(2nd 9 Week Class)

NOTE: a material fee of $55.50 is required for NRSG 26 classes.

NRSG 26 - 0.5 UNIT - CLINICAL WORKSHOP 2
Prerequisite: Current license as a Licensed Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/accorded nursing program.
This course provides instruction and clinical skills practice for Licensed Vocational Nurses and second-year transfer applicants seeking advanced placement in the nursing program.
6151 8:00-12:NOON F (Credit/No Credit) Santiago HO122
(1st 9 Week Class)
8155 8:00-12:NOON F (Credit/No Credit) Riedel HO122
(2nd 9 Week Class)

NRSG 47T - 0.0 UNITS SUPERVISED NURSING/TUTOR
Co-requisite: Any nursing course or equivalent.
This course is designed to facilitate learning of nursing knowledge, skills, and concepts through individualized and mediated instruction.
Open to students enrolled in or planning to transfer into the Nursing Program.
1202 9:00-11:00 AM M (Open Entry/Exit) Gonzalez HS102
+ 7.0 HRS ARR
1203 9:00-11:00 AM W (Open Entry/Exit) Gonzalez HS102
+ 7.0 HRS ARR

NRSG 200 - 2.0 UNITS PHARMACOLOGY FOR NURSES
Transfer Credit: CSU
Prerequisite: A&P 130 or equivalent with a grade of Credit or “C” or higher.
This course introduces pharmacology fundamentals related to nursing management of drug therapy by integrating core drug knowledge and core patient variables.
1204 4:00-6:00 PM M Baily HO108

NRSG 210 - 2.0 UNITS FUNDAMENTALS OF NURSING
Transfer Credit: CSU
Prerequisite: A&P 130, MICR 200, HO 151, or HO 152, HO 236, PSYC 101 or equivalent with grades of Credit or “C” or higher and admission to Nursing Program.
This six-week course focuses on beginning application of therapeutic communication and fundamental nursing skills in clinical lab and long term care settings.
6152 11:00-2:00 PM M (1st 6 Week Class) Baily HO109
(6 Week Class begins January 12 – ends February 20)
NOTE: LAB MUST BE TAKEN WITH LECTURE

NOTE: a material fee of $83 is required for NRSG 210 Labs.

NRSG 210 - 0.0 UNITS LAB, FUNDAMENTALS OF NURSING
6153 8:00-11:30 AM T LAB A Staff HO121
1:00-3:00 PM T
8:00-11:30 AM W
6154 8:00-11:30 AM T LAB B Baily HO121
1:00-3:00 PM T
8:00-11:30 AM W
6155 8:00-11:30 AM T LAB C Kirklin Fish HO122
1:00-3:00 PM T
8:00-11:30 AM W
6156 8:00-11:30 AM T LAB D Bernard HO122
1:00-3:00 PM T
8:00-11:30 AM W
6157 8:00-11:30 AM T LAB E Wilson HO123
1:00-3:00 PM T
8:00-11:30 AM W
6158 8:00-11:30 AM T LAB F Santiago HO123
1:00-3:00 PM T
8:00-11:30 AM W
(6 Week Class begins January 12 – ends February 20)

NRSG 211 - 0.5 UNIT - INTR THEORETICAL FRAMEWORK
Transfer Credit: CSU
Prerequisite: Admission to the Nursing Program or possession of an active Licensed Psychiatric Technician License.
This six-week course introduces beginning nursing students and Licensed Psychiatric Technicians to the theoretical framework used in the Cerritos College Nursing Program.
8156 9:30-11:00 AM TH (2nd 6 Week Class) Voorhies HO108
(6 Week Class begins February 23 - ends April 2)

NRSG 212 - 4.0 UNITS MEDICAL-SURGICAL NURSING 1
Transfer Credit: CSU
Prerequisite: NRSG 210 or equivalent with a grade of Credit or “C” or higher.
Recommendation: NRSG 211 and NRSG 213, or equivalent with grades of Credit or “C” or higher or concurrent enrollment.
This six-week course focuses on application of Roy Adaptation Model, nursing process and roles of the nurse in care of less acutely ill medical-surgical patients in long-term and acute settings.
8157 11:00-2:00 PM M (2nd 6 Week Class) Baily HO109
12:30-3:30 PM TH Santiago HO109
(6 Week Class begins February 23 - ends April 2)

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### NRSG 220 - 5.5 UNITS MEDICAL-SURGICAL NURSING 3

Transfer Credit: CSU

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.

This nine-week course focuses on increasingly complex nursing theory and clinical application for care of medical-surgical patients in acute care setting.

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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>6162</td>
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<td>(1st 9 Week Class)</td>
<td>Arfwedson</td>
<td>HS103</td>
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*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

NOTE: a material fee of $21.50 is required for NRSG 220 Labs.

### NRSG 220 - 0.0 UNITS LAB, MEDICAL-SURGICAL NURSING 3

Transfer Credit: CSU

Prerequisite: NRSG 220 and HO 236 or equivalent with grades of Credit or “C” or higher.

This nine-week course focuses on theory and clinical application of concepts related to nursing care of the child bearing woman and families.

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<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>7162</td>
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<td>Arfwedson</td>
<td>HS103</td>
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<tr>
<td>6163</td>
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<td>Garrison</td>
<td>KFH*</td>
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<td>6164</td>
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<td>L</td>
<td>Arfwedson</td>
<td>LRMC*</td>
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<td>7165</td>
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<td>Voorhies</td>
<td>LRMC*</td>
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<td>Brooks</td>
<td>DCH*</td>
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<td>6166</td>
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<td>F</td>
<td>Staff</td>
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*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

NOTE: a material fee of $54.50 is required for NRSG 222 Labs.

### NRSG 222 - 5.5 UNITS MATERNALE/CHILD NURSING

Transfer Credit: CSU

Prerequisite: NRSG 222 or equivalent with grades of Credit or “C” or higher.

This nine-week course focuses on increasingly complex nursing theory and clinical application for care of the child bearing woman and families.

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<th>Tkt#</th>
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<tr>
<td>8174</td>
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<td>HS103</td>
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<td>12:30-3:30 PM TH</td>
<td>Pratt</td>
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</table>

*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

### NRSG 223 - 5.0 UNITS PSYCHOSOCIAL-COMMUNITY NSG

Transfer Credit: CSU

Prerequisite: NRSG 222 or equivalent with grades of Credit or “C” or higher.

This nine-week course focuses on increasingly complex nursing theory and clinical application for care of the child bearing woman and families.

<table>
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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<td>Garrison</td>
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<td>Reyes</td>
<td>MHLB*</td>
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<td>Buckley</td>
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<td>15.0 HRS ARR</td>
<td>F</td>
<td>Kirklin-Fish</td>
<td>KFH*</td>
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</table>

*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

NOTE: a material fee of $54.75 is required for NRSG 230 Labs.

### NRSG 230 - 0.0 UNITS LAB, PSYCHOSOCIAL-COMMUNITY NSG

Transfer Credit: CSU

Prerequisite: NRSG 230 or equivalent with grades of Credit or “C” or higher.

For Option C, D, E, and F students: Admission to the Nursing Program. For Option C students: Concurrent enrollment.

This nine-week course focuses on increasingly complex nursing theory and clinical application for care of the child bearing woman and families.

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<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>6168</td>
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<td>(1st 9 Week Class)</td>
<td>Stuart</td>
<td>HS305</td>
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<td>12:30-3:30 PM TH</td>
<td>Pratt</td>
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</table>

*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

NOTE: a material fee of $54.75 is required for NRSG 230 Labs.

### NRSG 232 - 5.0 UNITS MEDICAL-SURGICAL NSRG 4

Transfer Credit: CSU

Prerequisite: NRSG 230 or equivalent with grades of Credit or “C” or higher.

For Option C, D, and E students: Admission to the Nursing Program.

This nine-week course focuses on increasingly complex nursing theory and clinical application in providing care to seriously ill medical-surgical patients in acute care settings, with continuing emphasis on the manager of care role.

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<tr>
<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>8179</td>
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<td>Holmes</td>
<td>HS305</td>
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<tr>
<td>12:30-3:30 PM TH</td>
<td>Riedel</td>
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</table>

*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

NOTE: a material fee of $54.75 is required for NRSG 230 Labs.

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**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
NRSG 232 - 0.0 UNITS LAB, MEDICAL-SURGICAL NRSG 4
8180 12.0 HRS ARR LAB A Daugherty AMH*
8181 12.0 HRS ARR LAB B Brooks RLA*
8182 12.0 HRS ARR LAB C Voorhies KFH*
8183 12.0 HRS ARR LAB D Riedel LAH*
8184 12.0 HRS ARR LAB E Moore AMH*
9179 12.0 HRS ARR LAB F Staff SFMC*

NRSG 240 - 5.0 UNITS MEDICAL-SURGICAL NRSG 5
Transfer Credit: CSU
Prerequisite: NRSG 232 or equivalent with a grade of Credit or “C” or higher. For Option E and F Students: Admission to the Nursing Program.
This nine-week course focuses on nursing care of patients in critical care areas. Also emphasized are ethical and legal issues related to nursing practice.
6175 12:30-3:30 PM W (1st 9 Week Class) Holmes HO109
8:00-11:00 AM TH Riedel HO109
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

NOTE: a material fee of $56.75 is required for NRSG 240 Labs.

NRSG 240 - 0.0 UNITS LAB, MEDICAL-SURGICAL NRSG 5
6176 12.0 HRS ARR LAB A Moser PIH*
6177 12.0 HRS ARR LAB B Holmes AMH*
6178 12.0 HRS ARR LAB C King DCH*
6179 12.0 HRS ARR LAB D Arthur AMH*
6180 12.0 HRS ARR LAB E Riedel KFH*
7175 12.0 HRS ARR LAB F Daugherty SFMC*

NRSG 242 - 3.0 UNITS PROFESSIONAL ROLE TRANSITN
Transfer Credit: CSU
Prerequisite: NRSG 240 or equivalent with a grade of Credit or “C” or higher.
This six-week course focuses on the role transition from student nurse to registered nurse.
6182 11:00-12:30 PM W (1st 6 Week Class) Holmes HO109
(6 Week Class begins January 12 – ends February 20)
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

NRSG 242 - 0.0 UNITS LAB, PROFESSIONAL ROLE TRANSITN
8186 23.0 HRS ARR LAB A Moser PIH*
8187 23.0 HRS ARR LAB B Brooks DCH*
8188 23.0 HRS ARR LAB C Pratt LRMC*
8189 23.0 HRS ARR LAB D Holmes AMH*

NOTE: a material fee of $5 is required for NRSG 251 classes.

NRSG 251 - 1.0 UNIT -BAS AD PHYSICAL ASSESSMENT
Transfer Credit: CSU
Prerequisite: Current or prior enrollment in an accredited Nursing Program or licensure as a health care provider.
Open to licensed health care providers and students currently or previously enrolled in an accredited nursing program. Focuses on physical examination of healthy adults. Offered on credit/no credit basis.
6183 4:00-6:00 PM M (Credit/No Credit) Voorhies HO101
6:00-8:00 PM M HO105
(1st 9 Week Class)
8191 4:00-6:00 PM M (Credit/No Credit) Santiago HO101
6:00-8:00 PM M HO105
(2nd 9 Week Class)
8192 3:00-5:00 PM F (Credit/No Credit) Santiago HO106
5:00-7:00 PM F HO105
(2nd 9 Week Class)

NOTE: a material fee of $5 is required for PHAR 40L Labs.

PHARMACY TECHNOLOGY

The Pharmacy Clerk Program can provide you with a new career in just 18 weeks. Pharmacy Clerk Program requirements include:
PHAR 40L, PHAR 45, PHAR 47, PHAR 60, MATH 20,
and BCOT 62 or BCOT 135.
Contact the Pharmacy Technology Department at (562) 860-2451,
Ext. 2550 for additional information.

The following course sequence is to be followed in order to complete the PHARMACY TECHNICIAN PROGRAM in four semesters
HO 56 (1st 9 weeks) - PHAR 50 (2nd 9 weeks)
PHAR 60 (12 weeks) - PHAR 62 (3rd 6 weeks) MA 161 or A&P 120,
BCOT 62 & BCOT 135.

Students who wish to complete the program at an accelerated pace must make an appointment with the program director.

NOTE: a material fee of $5 is required for PHAR 40L Labs.

PHAR 40L - 1.0 UNIT -PHARMACY CLERK LAB
Co-requisite: PHAR 60.
This course is designed to provide the student with hands-on experience working with a computerized Pharmacy Management System.
6203 1:00-4:00 PM W (12 Week Class) Malkin HO101
7203 7:00-10:00 PM TH (12 Week Class) Rhee HO101
(12 Week Class begins January 12 – ends April 2)

PHAR 45 - 2.0 UNITS RETAIL PRODUCTS-PHAR CLERK
This course provides basic knowledge about a wide range of Over-the-counter products in relation to their accepted therapeutic uses.
6204 12:30-3:30 PM SAT (12 Week Class) Rubalcaba HO101
(12 Week Class begins January 12 – ends April 3)

PHAR 47 - 2.0 UNITS PHAR CLERK CLINICAL EXPER
Prerequisite: PHAR 40L, PHAR 45, and PHAR 60 or equivalent with grades of Credit or “C” or higher. Verification of negative chest x-ray skin test within the last year.
This course is designed to provide the student with practical experience in selected outpatient community pharmacy settings, working under the supervision of a Registered Pharmacist.
9205 5:00-8:00 PM W (3rd 6 Week Class) Malkin HO101
+20.5 HRS ARR
(6 Week Class begins April 12 – ends May 21)

PHAR 50 - 1.5 UNITS PHARMACEUTICS
Prerequisite: HO 56 or equivalent with a grade of Credit or “C” or higher.
Knowledge and application of pharmaceutical computations utilized by the pharmacy technician.
9206 7:00-10:00 PM TH (2nd 9 Week Class) Breegle HO107

PHAR 60 - 2.0 UNITS PHARMACY INTRO/SKILLS
An overview of the pharmacy profession and the role and function of the pharmacist, pharmacy technician and pharmacy clerk.
6205 9:00-12:00 PM W (12 Week Class) Staff HO101
6206 9:00-12:00 PM SAT (12 Week Class) Rubalcaba HO101
7205 6:00-9:00 PM W (12 Week Class) Rhee HO101
(12 Week Class begins January 12 – ends April 2)

PHAR 62 - 0.5 UNIT -PHARMACY OPERATIONS I
Prerequisite: PHAR 60 or equivalent with a grade of Credit or “C” or higher. Admission to Pharmacy Technician Program.
Covers communication skills including use of telephone, typing and computer skills as employed in the pharmacy operations.
8207 9:00-12:00 NOON W (3rd 6 Week Class) Staff HO101
9207 6:00-9:00 PM W (3rd 6 Week Class) Rhee HO101
(6 Week Class begins April 12 - ends May 21)

PHAR 65 - 1.5 UNITS PHARMACY CLERK
An overview of the pharmacy profession and the role and function of the pharmacist, pharmacy technician and pharmacy clerk.
9208 7:00-10:00 AM F (1st 6 Week Class) Staff HO101

PHAR 66 - 2.0 UNITS PHARMACY CLERK
Covers knowledge and application of pharmaceutical computations utilized by the pharmacy technician.
9209 10:00-1:00 AM F (2nd 6 Week Class) Staff HO101

PHAR 67 - 2.0 UNITS PHARMACY CLERK
Knowledge and application of pharmaceutical computations utilized by the pharmacy technician.
9210 10:00-1:00 AM F (3rd 6 Week Class) Staff HO101

PHAR 68 - 2.5 UNITS PHARMACY CLERK
Covers knowledge and application of pharmaceutical computations utilized by the pharmacy technician.
9211 10:00-1:00 AM F (4th 6 Week Class) Staff HO101

PHAR 69 - 2.5 UNITS PHARMACY CLERK
Knowledge and application of pharmaceutical computations utilized by the pharmacy technician.
9212 10:00-1:00 AM F (5th 6 Week Class) Staff HO101

PHAR 70 - 2.0 UNITS PHARMACY CLERK
Knowledge and application of pharmaceutical computations utilized by the pharmacy technician.
9213 10:00-1:00 AM F (6th 6 Week Class) Staff HO101

PHAR 75 - 3.0 UNITS PHARMACY CLERK
Knowledge and application of pharmaceutical computations utilized by the pharmacy technician.
9214 10:00-1:00 AM F (7th 6 Week Class) Staff HO101

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
NOTE: a material fee of $7.50 is required for PHAR 63 Labs.

PHAR 63 - 3.0 UNITS PHARMACY OPERATIONS II
Prerequisite: PHAR 62, BCOT 62, and BCOT 135 or equivalent with grades of Credit or "C" or higher. Certificate verifying typing proficiency at 30 wpm may substitute for BCOT 62 and BCOT 135. Knowledge and practice of basic skills required by the pharmacy technician in the hospital and community pharmacy settings.
1347 8:30-12:30 PM F Thomas HO101

PHAR 64 Lecture will be held 7:00 - 9:00 pm. Students will be ASSIGNED to a lab 6:00 - 7:00 pm OR 8:00 - 10:00 pm.

NOTE: a material fee of $10 is required for PHAR 64 Labs.

PHAR 64 - 2.0 UNITS PHARMACY OPERATIONS III
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. Advanced course in working with various types of pharmacy equipment including working with intravenous admixtures under aseptic techniques.
3348 6:00- 7:00 PM M Thomas HO101
7:00- 9:00 PM M HO109

PHAR 61 - 3.0 UNITS OVER-THE-COUNTER PRODUCTS
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Credit or "C" or higher. In depth knowledge of over-the-counter products including actions, therapeutic classifications, and trade/generic names.
1349 9:30-12:30 PM M Staff HO108

PHAR 81 - 3.0 UNITS PHARM TECH PHARMACOLOGY I
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Credit or "C" or higher. Basic drug knowledge affecting the gastrointestinal system, vitamins and mineral balance, infectious diseases, neoplastic disorders, immunological and hormonal function, mood and behavior, and the eyes.
3350 6:00- 9:00 PM T Casas HO101

PHAR 85 - 3.0 UNITS PHARM TECH PHARMACOLOGY II
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Credit or "C" or higher. Basic drug knowledge affecting the respiratory, integumentary, nervous and cardiovascular systems.
1351 9:30-11:00 AM TTH Malik HO101

PHAR 90 - 3.0 UNITS CLINICAL EXPERIENCE I
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. On-the-job training in selected out-patient community pharmacy settings.
1352 8:00- 9:00 AM T Malik HO101
+ 6.7 HRS ARR

PHAR 95 - 5.0 UNITS CLINICAL EXPERIENCE II
Prerequisite: PHAR 64, PHAR 83 and PHAR 85 or equivalent with grades of Credit or "C" or higher. Verification of negative chest x-ray or non-reactive T.B. skin test. On-the-job training in acute care pharmacy settings.
1353 8:00- 9:00 AM M Casas HO101
+11.1 HRS ARR

PHIL 100 - 3.0 UNITS INTRODUCTION TO PHILOSOPHY
Transfer Credit: CSU; UC (CAN PHIL 2 )
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher. A humanities course developing philosophical concepts through problems and systems of thought; it presents selected philosophers and philosophies from ancient Greece through contemporary Europe, Britain, and America.
1354 9:30-11:00 AM MW Stapp SS137
1355 11:00-12:30 PM MW (Honors Section) Stapp SS137
1356 11:00-12:30 PM MW Torres-Bower SS307
1357 12:30- 2:00 PM MW Van de Mortel SS137
1358 9:30-11:00 AM TTH Staff SS136
1359 11:00-12:30 PM TTH Staff SS136
1360 9:00-12:00 NOON F Van de Mortel SS137
3354 5:30- 7:00 PM MW Madden SS137
3355 7:00-10:00 PM T Staff SS136
3356 7:00-10:00 PM W Staff SS136
6209 8:00-11:00 AM MW (1st 9 Week Class) Staff SS141
8208 2:00- 5:00 PM TTH (2nd 9 Week Class) Staff SS137

PHIL 102 - 3.0 UNITS INTRODUCTION TO ETHICS
Transfer Credit: CSU; UC (CAN PHIL 4 )
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. A survey of value theories in philosophies of Eastern and Western cultures with emphasis upon evaluation of their relevance to educational, aesthetic, religious, and social problems.
1363 12:30- 2:00 PM MW Madden SS136
1364 12:30- 2:00 PM TTH Madden SS136
3363 7:00-10:00 PM W Staff SS137
3364 7:00-10:00 PM TH Van de Mortel SS137

PHIL 104 - 3.0 UNITS CULTURAL DIVERSITY-CHAL/CHG
Transfer Credit: CSU; UC (CAN PHIL 6 )
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher is strongly recommended. A course designed to create understanding, appreciation, and tolerance of diverse cultures, particularly those of non-western civilizations which are ethnic minority groups in American culture.
1366 8:00- 9:30 AM MW Staff SS137

PHIL 106 - 3.0 UNITS INTRODUCTION TO LOGIC
Transfer Credit: CSU; UC (CAN PHIL 6 )
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher. An introduction to the basic principles of inductive and deductive reasoning, uses of language, definition, and analysis of fallacious arguments.
1367 8:00- 9:30 AM MW Torres-Bower SS136
1368 11:00-12:30 PM MW Van de Mortel SS136
1369 8:00- 9:30 AM TTH Torres-Bower SS136
1370 9:30-11:00 AM TTH Staff SS137
1371 12:30- 2:00 PM TTH Staff SS137
3367 7:00-10:00 PM M Van de Mortel SS137

PHIL 200 - 3.0 UNITS WORLD RELIGIONS
Transfer Credit: CSU; UC
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. A study of World Religions including Hinduism, Buddhism, Jainism, Sikhism, Zoroastrianism, Confucianism, Taoism, Shintoism, Judaism, Christianity, Islam; involving history, doctrines, values, scriptures, goals, and methods.
1373 9:30-11:00 AM MW Van de Mortel SS136
3373 7:00-10:00 PM T Van de Mortel SS137

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
PHIL 202 - 3.0 UNITS CRITIC THKG/ARGMNT WRTNG
Transfer Credit: CSU; UC
Prerequisite: ENGL 100 or equivalent with a grade of Credit or “C” or higher.
This course develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays and practice in applying those skills.

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<td>Torres-Bower</td>
<td>BE 13</td>
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<tr>
<td>1375</td>
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<td>TTH</td>
<td>Torres-Bower</td>
<td>BE 13</td>
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<tr>
<td>3374</td>
<td>7:00-10:00 PM</td>
<td>M</td>
<td>Staff</td>
<td>SS310</td>
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<tr>
<td>3375</td>
<td>7:00-10:00 PM</td>
<td>W</td>
<td>Staff</td>
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PHOT 299 - 2.0 UNITS DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.

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<tbody>
<tr>
<td>1391</td>
<td>6.0 HRS ARR</td>
<td></td>
<td>Fernandez</td>
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<tr>
<td>1392</td>
<td>6.0 HRS ARR</td>
<td></td>
<td>Coppenge</td>
<td>AC 41</td>
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</table>

PHYSICAL EDUCATION

Physical Education activity classes require appropriate attire; equipment is furnished unless noted. Students using locker room facilities must purchase a combination lock for security purposes. The lock number is recorded. Towels are furnished.

PE 3 - 0.0 UNITS INDV DANCE DEVELOPMENT
Improvement and practice of dance skills through concert rehearsal participation (1st meeting January 17, 12 Noon, AC 55). Additional information: Call (562) 860-2451, ext. 2872.

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<tr>
<td>6184</td>
<td>7.6 HRS ARR</td>
<td>(Open Entry/Exit)</td>
<td>Sanderson</td>
<td>AC 55</td>
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<tr>
<td>8193</td>
<td>7.6 HRS ARR</td>
<td>(Open Entry/Exit)</td>
<td>Staff</td>
<td>AC 55</td>
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PE 100 - 2.0 UNITS INTRO TO PHYSICAL EDUC
Transfer Credit: CSU; UC
Career opportunities in physical education and related fields will be surveyed.

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<tr>
<td>1205</td>
<td>2:00-3:00 PM</td>
<td>TTH</td>
<td>Wells</td>
<td>LC153</td>
</tr>
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</table>

PE 102B - 1.0 UNIT - SPTS OFFICiating TRACK
Transfer Credit: CSU; UC
UC credit limits may apply.

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<th>Tkt#</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>9194</td>
<td>6:30-8:30 PM</td>
<td>T</td>
<td>Wells</td>
<td>LC133</td>
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</tbody>
</table>

PE 105 - 2.0 UNITS STUDENT/ATHLETE IN SOCIETY
Transfer Credit: CSU
This course will focus on physiological, sociological, and psychological issues affecting student athletes.

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<tbody>
<tr>
<td>9195</td>
<td>6:00-8:00 PM</td>
<td>MW</td>
<td>Staff</td>
<td>AC 53</td>
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</tbody>
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PE 107 - 3.0 UNITS INTRO TO ATHLETIC TRAINING
Transfer Credit: CSU; UC
This course is designed to give the student a detailed study of the techniques of officiating.

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<tbody>
<tr>
<td>3206</td>
<td>6:30-9:30 PM</td>
<td>T</td>
<td>Sweet</td>
<td>AC 53</td>
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PE 109 - 2.0 UNITS THEORY OF BASEBALL
Transfer Credit: CSU

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<tr>
<td>3207</td>
<td>6:00-8:00 PM</td>
<td>M</td>
<td>Gaylord</td>
<td>LC133</td>
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</table>

PE 110 - 2.0 UNITS THEORY OF TRACK AND FIELD
Transfer Credit: CSU; UC
UC credit limits may apply.

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<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>1208</td>
<td>1:00-3:00 PM</td>
<td>W</td>
<td>Staff</td>
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</table>

PE 120 - 1.0 UNIT - SEDENTARY ACT/DISABILITY
Transfer Credit: CSU; UC
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, interpretive assessment procedures.

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**PE 138 - 1.0 UNIT — YOGA**
Transfer Credit: CSU; UC
UC credit limits may apply.
This course includes basic yoga practices and principles including yoga postures, guided relaxation, and breathing practices.

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<td>TTH</td>
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<td>WT</td>
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<tr>
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<td>Staff</td>
<td>WT</td>
</tr>
<tr>
<td>6190</td>
<td>8:00-12:30 PM</td>
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</table>

You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

**PE 150A - 1.0 UNIT — SWIMMING BEGINNING**
Transfer Credit: CSU; UC
UC credit limits may apply.
Fundamental swimming strokes, elementary diving and water safety. (Swim suits required)

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<tr>
<td>1282</td>
<td>11:00-12:NOON</td>
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</table>

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
###等待名单

**学生必须在场** 由第一小时结束时的科目的学生或他们的名字可能被删除。

**等待名单学生注意**：你需要在第一次课堂会议开始时在场，以便被考虑入学。

<table>
<thead>
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<tr>
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<td>MTWTH</td>
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<td>M/W</td>
<td>Staff</td>
<td>GYM</td>
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<tr>
<td>1300</td>
<td>10:00-11:00 AM</td>
<td>T</td>
<td>Prindle</td>
<td>GYM</td>
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<tr>
<td>1301</td>
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<td>GYM</td>
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<tr>
<td>1302</td>
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<tr>
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<td>6:00-7:00 PM</td>
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###课程

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<td>PE</td>
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<tr>
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<td>12:00-2:00 PM</td>
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<td>PE</td>
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<td>GYM</td>
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<td>1308</td>
<td>10:00-11:00 AM</td>
<td>T</td>
<td>Welliver</td>
<td>GYM</td>
</tr>
<tr>
<td>1309</td>
<td>11:00-12:00 PM</td>
<td>T</td>
<td>Staff</td>
<td>GYM</td>
</tr>
<tr>
<td>1310</td>
<td>12:00-1:00 PM</td>
<td>T</td>
<td>Staff</td>
<td>GYM</td>
</tr>
<tr>
<td>1311</td>
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<td>T</td>
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<td>GYM</td>
</tr>
<tr>
<td>1312</td>
<td>3:30-5:30 PM</td>
<td>T</td>
<td>Staff</td>
<td>GYM</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>1313</td>
<td>3:30-5:30 PM</td>
<td>T</td>
<td>Staff</td>
<td>GYM</td>
</tr>
</tbody>
</table>

###学分

- **PE 160 - 1.0 UNIT - PERSONAL SELF DEFENSE**
  - UC credit limits may apply.
  - A course designed to provide women with specific attributes, knowledge, and skills useful in self defense. **(Activity attire)**
  - Transfer Credit: CSU; UC
  - UC credit limits may apply.

- **PE 170 - 2.0 UNITS WATER POLO**
  - UC credit limits may apply.
  - During this course, the student will learn the skills of water polo, which include physical skill development, conditioning, game strategy, and terminology.

- **PE 172A - 1.0 UNIT - VOLLEYBALL BEGINNING**
  - UC credit limits may apply.
  - This course is designed to develop the basic fundamentals of volleyball by instruction and practice in setting, passing, spiking, and team play. **(Activity attire)**

- **PE 172B - 2.0 UNITS VOLLEYBALL INTERMED/ADVANCED**
  - UC credit limits may apply.
  - A course designed for students wishing to improve form and court strategies in volleyball. **(Activity attire)**

- **PE 175A - 1.0 UNIT - BASEBALL BEGINNING**
  - UC credit limits may apply.
  - This course is designed to present the fundamental techniques, rules, and etiquette of the sport of baseball.

- **PE 175B - 2.0 UNITS BASEBALL INTERMED/ADVANCED**
  - UC credit limits may apply.
  - The course is designed to improve individual techniques for baseball players.

- **PE 176A - 1.0 UNIT - BEGINNING BASKETBALL**
  - UC credit limits may apply.
  - Instruct and practice in shooting, passing, and offensive play, rebounding, individual and team defense. **(Activity attire)**

- **PE 176B - 2.0 UNITS BASKETBALL, ADVANCED**
  - UC credit limits may apply.
  - Team competitive situations will be provided in order to increase students’ skills, knowledge, and strategy. **(Activity attire)**

- **PE 177 - 1.0 UNIT - FLAG FOOTBALL**
  - UC credit limits may apply.
  - This course is designed to teach the fundamental theory and skills involved in the game of flag football. **(Activity attire)**

- **PE 179A - 1.0 UNIT - SOCCER BEGINNING**
  - UC credit limits may apply.
  - This class is designed to introduce theory and practice in the fundamental skills and techniques of soccer. **(Activity attire)**

- **PE 179B - 2.0 UNITS SOCCER INTERMED/ADVANCED**
  - UC credit limits may apply.
  - This course is designed to deal with advanced techniques, skills and tactics for soccer players and it is recommended for those interested in varsity competition. **(Activity attire)**

###注释

- **Waiting List Students Note**：你需要在第一次课堂会议开始时在场，以便被考虑入学。

- **UC credit limits may apply.**

###舞蹈表演

**DANCE CONCERT AUDITIONS**

- Saturday, January 17, 12:00 Noon in AC 55.
  - **Dance Concert participants are required to enroll in PE 3.**
  - **Concert Dates: To be announced.**
  - **(For more information contact Janet Sanderson, Ext. 2872)**

<table>
<thead>
<tr>
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<td>T</td>
<td>Sanderson</td>
<td>AC 55</td>
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<tr>
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<td>T</td>
<td>Sanderson</td>
<td>AC 55</td>
</tr>
<tr>
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<td>AC 55</td>
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<tr>
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<td>AC 55</td>
</tr>
<tr>
<td>1324</td>
<td>6:00-8:00 PM</td>
<td>T</td>
<td>Staff</td>
<td>AC 55</td>
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</table>

**PE 184 - 2.0 UNITS CHOREOGRAPHY**

- UC credit limits may apply.
- The purpose of this class is to develop the students’ ability to choreograph dance sequences.

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<tr>
<td>1325</td>
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<td>T</td>
<td>Staff</td>
<td>AC 55</td>
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</tbody>
</table>

**PE 185A - 2.0 UNITS BALLET, BEGINNING**

- UC credit limits may apply.
- This course is designed to provide the student both intellectually and physically with a complete basic background to classical ballet. **(Activity attire: ballet shoes)**

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<td>6:00-8:00 PM</td>
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<td>Staff</td>
<td>AC 55</td>
</tr>
<tr>
<td>1329</td>
<td>6:00-8:00 AM</td>
<td>SAT</td>
<td>Staff</td>
<td>AC 55</td>
</tr>
</tbody>
</table>

**PE 186B - 2.0 UNITS BALLET, INTERMEDIATE**

- UC credit limits may apply.
- This course is designed to further enhance the students’ knowledge of terminology and theory of classical ballet.

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<td>T</td>
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<td>AC 55</td>
</tr>
<tr>
<td>1333</td>
<td>6:00-8:00 PM</td>
<td>T</td>
<td>Staff</td>
<td>AC 55</td>
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</tbody>
</table>

**PE 186A - 2.0 UNITS BALLET, INTERMEDIATE**

- UC credit limits may apply.
- This course is designed to further enhance the students’ knowledge of terminology and theory of classical ballet.

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</tr>
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<td>Staff</td>
<td>AC 55</td>
</tr>
<tr>
<td>1336</td>
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<td>Staff</td>
<td>AC 55</td>
</tr>
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</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
## PHYSICAL SCIENCE

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<thead>
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</thead>
<tbody>
<tr>
<td>1428</td>
<td>3:00-4:30 PM MW</td>
<td>Staff</td>
<td>PS 8</td>
<td></td>
</tr>
</tbody>
</table>

**PS 100 - 3.0 UNITS PHYSICAL SCIENCE/MDRN TECH**  
Transfer Credit: CSU; UC  
Prerequisite: MATH 40 or equivalent with a grade of Credit or “C” or higher or satisfactory completion of the Math Placement Process. UC credit limits may apply.

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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
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<td>12:30-1:30 PM MW</td>
<td>Henriques</td>
<td>PS 5</td>
<td></td>
</tr>
<tr>
<td>1430</td>
<td>1:30-2:30 PM TTH</td>
<td>Henriques</td>
<td>PS 5</td>
<td></td>
</tr>
</tbody>
</table>

**PS 112 - 3.0 UNITS PHY SCI ELEM SCH TEACHERS**  
Transfer Credit: CSU  
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.

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<th>Room</th>
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</thead>
<tbody>
<tr>
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<td>1:30-3:00 PM MW</td>
<td>Henriques</td>
<td>PS 5</td>
<td></td>
</tr>
<tr>
<td>1432</td>
<td>2:30-4:00 PM TTH</td>
<td>Henriques</td>
<td>PS 5</td>
<td></td>
</tr>
</tbody>
</table>

**PS 112 - 0.0 UNITS LAB, PHY SCI ELEM SCH TEACHERS**  
Targeted for FUTURE TEACHERS but open to all students.  
*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

## PHYSICAL THERAPIST ASSISTANT

Applications for Fall 2004 admission to the PHYSICAL THERAPIST ASSISTANT PROGRAM are due in the Health Occupations Division Office no later than April 15, 2004.

**STUDENTS MUST BE ACCEPTED INTO THE PTA PROGRAM PRIOR TO ENROLLING IN ANY CLASS.**  
For more information call (562) 860-2451, Ext. 2550.

<table>
<thead>
<tr>
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<th>Time</th>
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<tbody>
<tr>
<td>3477</td>
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<td>Coursey</td>
<td>HS303</td>
<td></td>
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**PTA 128 - 3.0 UNITS PT ASPECTS/GRO-DEV & AGE**  
Transfer Credit: CSU  
Prerequisite: Acceptance to the Physical Therapist Assistant program and A&P 130 or equivalent with a grade of Credit or “C” or higher.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1478</td>
<td>4:00-7:00 PM M</td>
<td>Bathke</td>
<td>HS302</td>
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**PTA 235 - 3.0 UNITS NEUROLOGY**  
Transfer Credit: CSU  
Prerequisite: PTA 120 or equivalent with a grade of Credit or “C” or higher.

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<th>Room</th>
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<tbody>
<tr>
<td>1479</td>
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<td>Piorkowski</td>
<td>HS303</td>
<td></td>
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</table>

**PTA 245 - 3.0 UNITS ADVANCED MODALITIES**  
Transfer Credit: CSU  
Prerequisite: PTA 235 or equivalent with a grade of Credit or “C” or higher.

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<tbody>
<tr>
<td>1480</td>
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<td>HS303</td>
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**PHYSICS**

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<tr>
<td>3480</td>
<td>7:00-10:00 PM T</td>
<td>Bathke</td>
<td>HS303</td>
<td></td>
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</table>

**PHYS 50 - 3.0 UNITS PRINCIPLES OF TECHNOLOGY**  
Recommendation: Satisfactory completion of the Math Placement Process or MATH 40 or MATH 42 or equivalent with a grade of Credit or “C” or higher.

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<th>Room</th>
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<tbody>
<tr>
<td>6210</td>
<td>8:00-12:NOON TTH</td>
<td>Sinclair</td>
<td>PS 8</td>
<td></td>
</tr>
</tbody>
</table>

**PHYS 100 - 4.0 UNITS ELEMENTARY PHYSICS**  
Transfer Credit: CSU; UC  
Prerequisite: MATH 140 or equivalent with a grade of Credit or “C” or higher. UC credit limits may apply.

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</table>

**PHYS 100 - 0.0 UNITS LAB, ELEMENTARY PHYSICS**  
*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

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<tr>
<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
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</thead>
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<tr>
<td>3394</td>
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<td>Pascual</td>
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**PHYS 101 - 4.0 UNITS GENERAL PHYSICS**  
Transfer Credit: CSU; UC  
Prerequisite: MATH 140 or equivalent with a grade of Credit or “C” or higher. UC credit limits may apply.

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<th>Room</th>
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<tbody>
<tr>
<td>6211</td>
<td>8:00-11:00 AM MW</td>
<td>McLarty-Schoed</td>
<td>PS 8</td>
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**PHYS 101 - 0.0 UNITS LAB, GENERAL PHYSICS**  
*(NOTE: LAB MUST BE TAKEN WITH LECTURE)*

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<th>Room</th>
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<tr>
<td>1396</td>
<td>12:45-4:30 PM M</td>
<td>Buschauer</td>
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</table>

*(15 Week Class begins January 12 - ends April 30)*

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY

**PMT 59 - 2.5 UNITS INJECTION MOLDING I**
This course will introduce the student to the fundamentals of injection molding including setup and operation, equipment safety, and production on actual industrial equipment in the laboratory.

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<tr>
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<th>Room</th>
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<tbody>
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<td>TE 12</td>
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<tr>
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<td>9:00-12:30 PM SAT</td>
<td>Tkt# Time</td>
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<td>Murillo</td>
</tr>
<tr>
<td>6214</td>
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<td>Tkt# Time</td>
<td>1st 9 Week Class</td>
<td>Price</td>
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<tr>
<td>7213</td>
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<td>Tkt# Time</td>
<td>1st 9 Week Class</td>
<td>Bardin</td>
</tr>
<tr>
<td>7214</td>
<td>6:00-9:00 PM T</td>
<td>Tkt# Time</td>
<td>1st 9 Week Class</td>
<td>O'farrell</td>
</tr>
<tr>
<td>7215</td>
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<td>Tkt# Time</td>
<td>1st 9 Week Class</td>
<td>Earl</td>
</tr>
<tr>
<td>7216</td>
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<td>Tkt# Time</td>
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<td>Price</td>
</tr>
<tr>
<td>8209</td>
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<td>Tkt# Time</td>
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<td>Murillo</td>
</tr>
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<td>8210</td>
<td>9:00-12:30 PM SAT</td>
<td>Tkt# Time</td>
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<tr>
<td>9210</td>
<td>6:00-9:00 PM T</td>
<td>Tkt# Time</td>
<td>2nd 9 Week Class</td>
<td>O'farrell</td>
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<tr>
<td>9211</td>
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<td>2nd 9 Week Class</td>
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<tr>
<td>9212</td>
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<td>Tkt# Time</td>
<td>2nd 9 Week Class</td>
<td>Price</td>
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**PMT 60 - 3.0 UNITS MOLDOING I**
This course introduces students to the fundamentals of plastic injection mold designs and fabrication. This course includes basic shop operation, demonstration, safety and the technology of moldmaking in the plastics industry.

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<th>Room</th>
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<tbody>
<tr>
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<td>Tkt# Time</td>
<td>1st 9 Week Class</td>
<td>Atherton</td>
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</table>

**PMT 67 - 2.5 UNITS FIBERGLASS II**
This is a course in the industrial use of fiberglass resins and reinforcement materials. The care and use of equipment is stressed. Other areas explored are gel-coat, molds, repairs and safety.

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<th>Room</th>
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<tbody>
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<td>Tkt# Time</td>
<td>1st 9 Week Class</td>
<td>Price</td>
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</tbody>
</table>

**PMT 70 - 2.5 UNITS COMPOSITES TECHNOLOGY**
Recommendation: PMT 24 or equivalent with a grade of Credit or "C" or higher.
This course emphasizes lay-up, vacuum bagging, and core processing of wet laminates and pre-implemented materials. Resin Transfer Modling (RTM), filament winding, pultrusion, bonding, and fabrication of honeycomb composite structures will also be covered.

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<tbody>
<tr>
<td>3405</td>
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<td>Tkt# Time</td>
<td>ME 1</td>
<td>Early</td>
</tr>
<tr>
<td>3406</td>
<td>6:00-10:00 PM TH</td>
<td>Tkt# Time</td>
<td>ME 1</td>
<td>Price</td>
</tr>
<tr>
<td>3407</td>
<td>6:00-10:00 PM M</td>
<td>Tkt# Time</td>
<td>ME 1</td>
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</table>

### POLITICAL SCIENCE

**POL 101 - 3.0 UNITS AMERICAN POLITICAL INST**
Transfer Credit: CSU; UC

 Recommendation: Satisfactory completion of the Reading 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 designed for students desiring knowledge of materials and processes used in the field of plastics/manufacturing. Materials, processes, applications and techniques are covered.

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<th>Day</th>
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**POL 102 - 3.0 UNITS AMERICAN POLITICAL INST**
Targeted for FUTURE TEACHERS but open to all students.

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**POL 103 - 3.0 UNITS AMERICAN POLITICAL INST**
Targeted for FUTURE TEACHERS but open to all students.

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**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
PSYCHOLOGY

PSYC 101 - 3.0 UNITS GENERAL INTRODUCTORY PSYC
Transfer Credit: CSU; UC (CAN PSY 2)
A general survey of psychology including development of the individual, learning, thinking, motivation, emotion, and perception.

1434 6:30- 8:00 AM MW Steele SS214
1435 8:00- 9:30 AM MW Dunroe SS213
1436 8:00- 9:30 AM MW Till SS214
1437 9:30-11:00 AM MW Dunroe SS213
1438 9:30-11:00 AM MW Lewellen SS214
1439 11:00-12:30 PM MW Dunroe SS213
1440 11:00-12:30 PM MW Duff SS215
1441 12:30- 2:00 PM MW Beale SS214
1442 12:30- 2:00 PM MW Duff SS215
1443 2:00- 3:30 PM MW Gaffaney SS213
1444 8:00- 9:30 AM TTH Dunroe SS213
1445 9:30-11:00 AM TTH Duff SS215
1446 9:30-11:00 AM TTH Dunroe SS213
1447 11:00-12:30 PM TTH Till SS214
1448 12:30- 2:00 PM TTH Gaffaney SS213
1449 2:00- 3:30 PM TTH Gaffaney SS213
1450 8:00-11:00 AM F Till SS213
3434 5:30- 7:00 PM TTH Smolin SS213
3435 7:00-10:00 PM T Lopez SS213
3436 7:00-10:00 PM W Lopez SS213
3437 7:00-10:00 PM TH Flores SS213
3438 6:00- 9:00 PM F Staff SS213
6223 9:00-12:30 PM SAT Staff SS213
6224 8:00-11:00 AM MW (1st 9 Week Class) Steele AT 26
8215 8:00-11:00 AM MW (2nd 9 Week Class) Steele AT 26
8216 12:30- 4:30 PM SAT (2nd 9 Week Class) Staff SS213
5:30- 7:45 PM SAT

PSYC 103 - 3.0 UNITS CRITICAL THINKING IN PSYCH
Transfer Credit: CSU; UC
Prerequisite: ENGL 100 or equivalent with a grade of Credit or “C” or higher.
This course covers the nature of critical thinking from a psychological perspective. Focusing on the nature of thinking, the course emphasizes the development of critical thinking applied to scientific inquiry.

1453 2:00- 3:30 PM MW Lewellen SS309
1454 8:00- 9:30 AM TTH Beck SS13
1455 11:00-12:30 PM TTH Beck SS13
3453 7:00-10:00 PM M Lewellen SS309

PSYC 150 - 3.0 UNITS PERS & SOC ADJUSTMENT
Transfer Credit: CSU; UC
Recommendation: PSYC 101 and ENGL 52 or equivalent with grades of Credit or “C” or higher.
A survey of the three psychological theories of human personality which are used to explain normal personality adjustment, the behavioral, psychoanalytic, and humanistic.

1457 12:30- 2:00 PM MW Gaffaney SS213
3457 7:00-10:00 PM TH Lopez SS214

PSYC 210 - 4.0 UNITS ELEMENTARY STATISTICS
Transfer Credit: CSU; UC (CAN PSY 6)
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Credit or “C” or higher.
UC credit limits may apply.
A presentation of the calculation and interpretation of basic statistical measures, emphasizing the meaning, limitations, and applicability of statistical procedures.

1458 8:00- 9:30 AM MW Beale SS215
1459 12:30- 2:00 PM TTH Beale SS215
3458 5:30- 7:00 PM TTH Beale SS215
( NOTE: LAB MUST BE TAKEN WITH LECTURE)

PSYC 210 - 0.0 UNITS LAB, ELEMENTARY STATISTICS
1460 9:30-11:00 AM MW Beale SS215
1461 2:00- 3:30 PM TTH Beale SS215
3459 7:00- 8:30 PM TTH Beale SS215

PSYC 220 - 4.0 UNITS RESEARCH METHODS
Transfer Credit: CSU; UC (CAN PSY 8)
Prerequisite: PSYC 101 or equivalent with a grade of Credit or “C” or higher.
Recommendation: Satisfactory completion of the 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 emphasizing laboratory and naturalistic techniques of observation and investigation.

3463 5:30- 7:00 PM MW Duff SS215
( NOTE: LAB MUST BE TAKEN WITH LECTURE)

PSYC 220 - 0.0 UNITS LAB, RESEARCH METHODS
3464 7:00- 8:30 PM MW Duff SS215

PSYC 241 - 3.0 UNITS INTRO TO PSYCHOBIOLOGY
Transfer Credit: CSU; UC
Recommendation: PSYC 101 or equivalent with a grade of Credit or “C” or higher.
A study of the biology of behavior, the nervous and hormone systems, sensory processes, and the neurological basis of motivated and emotional behavior.

1465 11:00-12:30 PM MW Lewellen SS214
1466 9:30-11:00 AM TTH Lewellen SS214
1467 12:30- 2:00 PM TTH Lewellen SS214
3465 7:00-10:00 PM T Williams SS214
3466 7:00-10:00 PM TH Williams SS316

PSYC 251 - 3.0 UNITS DEVELOPMENTAL PSYCHOLOGY
Transfer Credit: CSU; UC
An integrated study of the social, emotional, cognitive, and biological foundations of the human life cycle from conception to death.

3469 7:00-10:00 PM W Staff SS214

PSYC 261 - 3.0 UNITS SOCIAL PSYCHOLOGY
Transfer Credit: CSU; UC
An introduction to the methods and content of social psychology including theories of social behavior, communication, social influence, conformity, aggression, leadership, and prejudice.

1470 5:30- 7:00 PM MW Beck SS213

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**PSYC 271 - 3.0 UNITS ABNORMAL PSYCHOLOGY**
Transfer Credit: CSU; UC
A survey of the causes, treatment and prevention of psychoses, alcoholism, drug dependence, crime, sexual dysfunction, mental retardation, anxiety and personality and stress disorders.

1471 9:30-11:00 AM MW Gaffaney SS309
3471 7:00-10:00 PM T Larson SS316

**PSYC 298 - 1.0 UNIT -DIRECTED STUDIES**
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.

3472 3.0 HRS ARR Duff SS 39

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**RECOMMENDATIONS**
Completion of the Reading Placement Process.

1483 9:30-11:00 AM MW Codd LA 31
1484 12:30-3:30 PM M Renteria LC217
1485 8:00-9:30 AM TTH Paige LC218
1486 9:30-11:00 AM TTH Paige LC218
1487 12:30-3:30 PM W Miller LC217
1488 12:30-3:30 PM TH Paige AC 51
1489 12:30-3:30 PM TH Miller LC217
3483 5:30-7:00 PM TTH Staff LC218
3484 7:00-10:00 PM TH Codd LC218
6231 8:30-12:00 NOON SAT Staff LC218

**READ 42 - 3.0 UNITS READ ACCESS COLLEGE STUDENT**
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.
Provides an individualized program for improvement in phonics, word analysis and basic comprehension skills as determined through diagnostic testing.

(ALL READ 43 COURSES ARE OFFERED ON A CREDIT/NO CREDIT BASIS ONLY)

1491 9:30-11:00 AM MW (Credit/No Credit) Helberg LC218
1492 11:00-12:30 PM MW (Credit/No Credit) Broderick LC209
1493 11:00-12:30 PM MW (Credit/No Credit) Helberg LC218
1494 12:30-2:00 PM MW (Credit/No Credit) Broderick LC209
1495 6:30-8:00 AM TTH (Credit/No Credit) Renteria LC217
1496 8:00-9:30 AM TTH (Credit/No Credit) Renteria LC217
1497 8:00-9:30 AM TTH (Credit/No Credit) Renteria LC217
1498 9:30-11:00 AM TTH (Credit/No Credit) Helberg LC217
1499 12:30-3:30 PM T (Credit/No Credit) Paige LC217
1500 9:00-12:00 NOON W (Credit/No Credit) Paige BE 4
1501 12:30-3:30 PM TH (Credit/No Credit) Codd LC213
1502 4:00-7:00 PM TH (Credit/No Credit) Codd LA 25
1503 8:30-11:30 AM F (Credit/No Credit) Paige LC217
3491 5:30-7:00 PM MW (Credit/No Credit) Broderick LC209

3492 7:00-10:00 PM M (Credit/No Credit) Broderick LC209
3493 7:00-10:00 PM M (Credit/No Credit) Staff LC218
3494 5:30-7:00 PM TTH (Credit/No Credit) Belroy LC217
3495 7:00-10:00 PM T (Credit/No Credit) Belroy LC217
3496 7:00-10:00 PM W (Credit/No Credit) Staff LC218
3497 7:00-10:00 PM TH (Credit/No Credit) Staff LC218
6232 12:30-3:30 PM TTH (Credit/No Credit) Helberg LC218

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**READ 44 - 3.0 UNITS EFFECT STUDY METH/COLLEGE**
Instruction and experience in using proven learning techniques for all aspects of the learning process, from note-taking in the classroom through preparation for and taking of final exams, to ensure success in college.

1506 12:30-3:30 PM M Miller LC218
1507 9:30-11:00 AM TTH Learning Community Duran AC 54

For LEARNING COMMUNITIES (LC) program listings and enrollment in “First Year Experience - House A” paired classes - see pages 27-28.

**READ 54 - 3.0 UNITS ADVANCED READING**
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.
Provides an individualized program for improvement in literal, interpretive, critical comprehension skills and vocabulary skills as determined through diagnostic testing.

1508 3.0 HRS ARR (OL) Duran LC209

Mandatory Orientation: 8:00 – 9:30 am T – January 13 in BE 1.
1509 3.0 HRS ARR (OL) Duran LC209

Mandatory Orientation: 5:00 – 7:00 pm T – January 13 in BE 1.
1510 6:30-8:00 AM MW (Hybrid) Renteria LC217
1511 8:00-9:30 AM MW (Hybrid) Renteria LC217
1512 9:00-12:00 NOON M Miller LC213
1513 9:30-11:00 AM MW Renteria BE 15
1514 11:00-12:30 PM MW (Hybrid) Broderick LC209
1515 12:30-2:00 PM MW (Hybrid) Broderick LC209
1516 4:00-7:00 PM M (Hybrid) Renteria LC217
1517 8:00-9:30 AM TTH (Hybrid) Broderick LC209
1518 8:00-9:30 AM TTH Helberg LC213
1519 12:30-3:30 PM Learning Community Duran SS313

For LEARNING COMMUNITIES (LC) program listings and enrollment in “First Year Experience - House A” paired classes - see pages 27-28.

1520 12:30-3:30 PM T Miller AC 51
1521 9:00-12:00 NOON W Miller LC213
1522 8:30-11:30 AM F Duran LC218
1523 3.0 HRS ARR (OL) Duran LC209

Mandatory Orientation: 11:30 – 1:00 pm F – January 16 in BE 1.

3508 5:30-7:00 PM MW (Hybrid) Broderick LC209
3509 7:00-10:00 PM M (Hybrid) Broderick LC209
3510 7:00-10:00 PM M Staff AC 62
3511 7:00-10:00 PM T Staff LC218
3512 7:00-10:00 PM W Belroy LC218
6233 12:30-3:30 PM MW (Hybrid) Codd LA 20

(1st 9 Week Class)
3624 4:00-7:00 PM MW (Hybrid) Codd LC218

(1st 9 Week Class)

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**READ 100 - 3.0 UNITS SPEED RDNG: METH & APPL**
Transfer Credit: CSU
Course provides instruction and practice in techniques for speed reading, speed-studying and speed-researching that result in the student developing the skills to read all types of college-level materials with greatly improved speed and comprehension.

1526 12:30-3:30 PM W Paige LC217
3526 7:00-10:00 PM M Belroy LC217

**READ 200 - 3.0 UNITS ANALYSIS & CRITICAL RDNG**
Transfer Credit: CSU
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or "C" or higher.
Recommendation: Completion of ENGL 52 or equivalent with a grade of Credit or "C" or higher.
Course will provide instruction in use of literal, interpretive and critical thinking skills of the kinds needed to read college-level texts effectively and to improve scores on tests such as S.A.T., A.C.T.

3527 5:30-7:00 PM M Belroy AC 62

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**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**SIGN LANGUAGE**

**SL 101 - 3.0 UNITS BEG AMERICAN SIGN LANGUAGE**  
Transfer Credit: CSU; UC  
A survey of the theories, philosophies, and problems of sociology, analyzing human relationships through a study of concepts, institutions, cultural origins, and social interaction and change.

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**SL 102 - 3.0 UNITS INTERMEDIATE ASL**  
Transfer Credit: CSU; UC  
Prerequisite: SL 101 or equivalent with a grade of Credit or "C" or higher.

**SL 201 - 3.0 UNITS ADVANCED ASL**  
Transfer Credit: CSU; UC  
Prerequisite: SL 102 or equivalent with a grade of Credit or "C" or higher.

**SOCIETY**

**SOC 101 - 3.0 UNITS INTRO SOCIOLOGY-PRINCIPLES**  
Transfer Credit: CSU; UC (CAN SOC 2 )  
A survey of the theories, philosophies, and problems of sociology, analyzing human relationships through a study of concepts, institutions, cultural origins, and social interaction and change.

**SOC 110 - 3.0 UNITS MARRIAGE AND FAMILY**  
Transfer Credit: CSU; UC  
A survey of the factors involved in relationships, love, marriage and family including dating, mate selection, alternatives to marriage, conflict and adjustment, sexual behavior, childbearing and child rearing.

**SOC 120 - 3.0 UNITS INTRO TO HUMAN SEXUALITY**  
Transfer Credit: CSU; UC  
A survey of the behavioral, biological, and socio-cultural aspects of human sexuality, including anatomy, physiology, dysfunction, psychosocial development, social standards and issues, and morality.

**SPANISH**

**SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH**  
Transfer Credit: CSU; UC (CAN SPAN 2 )  
A beginning course designed to develop proficiency in listening, speaking, reading and writing, and to promote a basic understanding of Hispanic cultural patterns.

**SPAN 102 - 5.0 UNITS ELEMENTARY SPANISH**  
Transfer Credit: CSU; UC  
Prerequisite: SPAN 101 or SPAN 103B or equivalent with a grade of Credit or "C" or higher.

**SPAN 111 - 5.0 UNITS ELEM SPAN FOR SPAN SPEAKER**  
Transfer Credit: CSU; UC  
UC credit limits may apply. Equivalent to Spanish 101, but especially designed for those who already speak some Spanish. A better course for your level of proficiency.

**SPAN 112 - 5.0 UNITS ELEM SPAN FOR SPAN SPEAKER**  
Transfer Credit: CSU; UC  
Prerequisite: SPAN 102 or SPAN 111 or SPAN 103B or equivalent with a grade of Credit or "C" or higher. UC credit limits may apply. Equivalent to Spanish 102, but especially designed for those who already speak some Spanish. A better course for your level of proficiency.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

By the end of the first hour of class or their names may be deleted from the roll.

When? Monday, January 12, between the hours of 9:00 am to 7:00 pm

Where? SPEECH and HEARING CENTER, SS225

SPEECH

Students wishing to enroll in Speech 30, Speech 31, or Speech 32 must see Ms. Ellen Horvath, Speech Pathologist, in the Speech Clinic prior to enrollment.

No student may enroll without being seen in person.

When? Monday, January 12, between the hours of 9:00 am to 7:00 pm or Tuesday, January 13, between the hours of 9:00 am to 3:00 pm

Where? SPEECH and HEARING CENTER, SS225

Check out these Hybrid:

> Sp 110 (1st 9) 7245, (2nd 9) 9221
> Sp 132 (lst 9) 6247, (2nd 9) 8222
> Sp 150 (1st ) 6248 , (2nd 9) 8224

Each course combines traditional teaching with on-line learning.

SPCH 30 - 1.0 UNIT -COMMUNICATION DISORDERS
1592 3.0 HRS ARR (Credit/No Credit) Horvath SS225

SPCH 31 - 1.0 UNIT -COMMUNICATION DISORDERS
Prerequisite: 4 units of SPCH 30 or equivalent with a grade of Credit or "C" or higher.
1593 3.0 HRS ARR (Credit/No Credit) Horvath SS225

SPCH 32 - 0.0 UNITS COMMUNICATION DISORDERS
6239 3.0 HRS ARR (Open Entry/Exit) Horvath SS225

SPCH 46T - 0.0 UNITS INDIVIDUALIZED SPEECH
6240 3.0 HRS ARR (Open Entry/Exit) Horvath LC167

SPCH 60 - 3.0 UNITS INTRO TO COMMUNICATION
3594 5:30- 7:00 PM TTH Staff LA 20

SPCH 100 - 3.0 UNITS FUNDAMENTALS ORAL COMM
Transfer Credit: CSU; UC
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.

UC credit limits may apply.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
## TECHNICAL MATHEMATICS

### TM 50 - 3.0 UNITS TECHNICAL MATHEMATICS
Prerequisite: MATH 40 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 principles of algebra, geometry, and basic trigonometry as needed by technology students. Equations and formulas found in the shop area and drafting labs are stressed. Right angle trigonometry and oblique triangle solutions will be introduced.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3673</td>
<td>7:00-10:00 PM</td>
<td>M</td>
<td>Lopez</td>
<td>TE 12</td>
</tr>
<tr>
<td>6260</td>
<td>8:00-11:00 AM</td>
<td>MW</td>
<td>Hansen</td>
<td>TE 12</td>
</tr>
<tr>
<td>8237</td>
<td>8:00-11:00 AM</td>
<td>MW</td>
<td>Hansen</td>
<td>TE 12</td>
</tr>
</tbody>
</table>

## THEATRE ARTS

### General Ed Theatre

#### TH 101 - 3.0 UNITS INTRO TO THE THEATRE
Transfer Credit: CSU; UC (CAN DRAM 18)
A glimpse into the exciting world of theatre, from the point of view of the audience, the actor, the director, and the man (or woman) behind the scenes.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1635</td>
<td>8:00-9:30 AM</td>
<td>MW</td>
<td>Ward</td>
<td>BC 47</td>
</tr>
<tr>
<td>1636</td>
<td>4:00-5:30 PM</td>
<td>HYB</td>
<td>Huber</td>
<td>BC 47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORIENTATION:</th>
<th>4:00-5:30 pm M - January 12 in BC 47.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targeted for</td>
<td>FUTURE TEACHERS but open to all students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>1637</td>
<td>8:00-9:30 AM</td>
<td>TTH</td>
<td>Huber</td>
<td>BC 47</td>
</tr>
<tr>
<td>1638</td>
<td>9:30-11:00 AM</td>
<td>TTH</td>
<td>Staff</td>
<td>SS140</td>
</tr>
<tr>
<td>1639</td>
<td>12:30-2:00 PM</td>
<td>TTH</td>
<td>Staff</td>
<td>AC 54</td>
</tr>
<tr>
<td>1640</td>
<td>2:30-4:00 PM</td>
<td>TTH</td>
<td>Huber</td>
<td>AC 54</td>
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<tr>
<td>3635</td>
<td>6:00-9:00 PM</td>
<td>T</td>
<td>HYB</td>
<td>AC 54</td>
</tr>
<tr>
<td>ORIENTATION:</td>
<td>6:00-9:00 pm T - January 13 in AC 54.</td>
<td></td>
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<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3636</td>
<td>6:00-9:00 PM</td>
<td>TH</td>
<td>Walton</td>
<td>BC 47</td>
</tr>
<tr>
<td>6249</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Velazquez</td>
<td>AC 62</td>
</tr>
</tbody>
</table>

#### TH 103 - 3.0 UNITS HISTORY OF MODERN THEATRE
Transfer Credit: CSU; UC
A study of the history and literature of the theatre from French Neo-classicism to the present day.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1642</td>
<td>5:30-7:00 PM</td>
<td>HYB</td>
<td>Huber</td>
<td>AC 54</td>
</tr>
</tbody>
</table>

| ORIENTATION: | 5:30-7:00 pm M - January 12 in AC 54. |

#### TH 104 - 3.0 UNITS HIST/APPR MUSICAL THEATRE
Transfer Credit: CSU; UC
An exciting exploration into the wonderful world of Musical Theatre, from its European roots to today's Broadway stage. Through extensive use of video and recorded materials, the innovative and distinctive talents of the musical theatre artist are examined.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>1643</td>
<td>11:00-12:30 PM</td>
<td>MW</td>
<td>Walton</td>
<td>BC 47</td>
</tr>
</tbody>
</table>

### THEA TRE PRODUCTIONS

#### TWO SPRING THEA TRE PRODUCTIONS

The House of Bernarda Alba
Written by Frederico Garcia Lorca
Directed by Georgia Well
March 5-6, 11-14
Auditions: January 14-15

A Funny Thing Happened on the Way to the Forum
Music and Lyrics by Stephen Sondheim
Directed by Kenneth Rugg
May 1-2, 6-9 (Dinner Theater)
Auditions: TBA

For more information, please contact the Theatre Department at ext. 2638.

### Acting and Performance

#### TH 108 - 3.5 UNITS IMPROVISATION FOR THEATRE
Transfer Credit: CSU; UC
A study of the history and technique of improvisational theatre.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1644</td>
<td>9:00-11:00 AM</td>
<td>TTH</td>
<td>Hoggard</td>
<td>BC 31</td>
</tr>
</tbody>
</table>

| + 1.0 HR ARR |

#### TH 110 - 3.5 UNITS FUNDAMENTALS OF ACTING
Transfer Credit: CSU; UC (CAN DRAM 8)
An introduction to acting methods and exercises.

<table>
<thead>
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<th>Tkt#</th>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1645</td>
<td>12:30-2:30 PM</td>
<td>MW</td>
<td>Hoggard</td>
<td>BC 31</td>
</tr>
</tbody>
</table>

| + 1.0 HR ARR |

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Please phone Theatre Production Office to receive an audition flier and complete information (562) 467-5058.

### Technical Theatre

**TH 133 - 1.0 UNIT - STAGE CREW ACTIVITY**
- Transfer Credit: CSU; UC
- Prerequisite: By audition.
- **7253** 5:00-7:00 PM TTH (1st 9 Week Class) Watanabe BC 20 + 2.0 HRS ARR
- **9228** 5:00-7:00 PM TTH (2nd 9 Week Class) Watanabe BC 20 + 2.0 HRS ARR

**TH 134 - 2.0 UNITS - TECHNICAL PRODUCTION**
- Transfer Credit: CSU; UC
- Prerequisite: TH 140 or equivalent with a grade of Credit or "C" or higher.
- **7245** 5:00-7:00 PM TTH (1st 9 Week Class) Watanabe BC 20 + 8.0 HRS ARR
- **9229** 5:00-7:00 PM TTH (2nd 9 Week Class) Watanabe BC 20 + 8.0 HRS ARR

**TH 221 - 3.0 UNITS - COSTUMING FOR THE STAGE**
- Transfer Credit: CSU; UC
- **3665** 5:00-7:00 PM MW Watanabe BC 20 + 1.0 HR ARR

### Theatre Movement and Dance

**TH 140 - 2.0 UNITS - THEATRE DANCE-BEG JAZZ**
- Transfer Credit: CSU; UC
- Basic skills in the execution of different jazz styles and techniques.
- **1650** 12:00-2:00 PM MW Well AC 55
- **1651** 12:00-2:00 PM TTH Sanderson AC 55

**TH 141 - 2.0 UNITS - THEATRE DANCE-INTERM JAZZ**
- Transfer Credit: CSU; UC
- Continuation of TH 140.
- **1652** 12:00-2:00 PM MW Well AC 55

**TH 142 - 2.0 UNITS - THEATRE DANCE-BEGIN TAP**
- Transfer Credit: CSU; UC
- Basic skills in the execution of traditional tap dance steps for the musical theatre.
- **1653** 9:00-11:00 AM TTH Well BC 17

**TH 143 - 2.0 UNITS - THEATRE DANCE-INTERM TAP**
- Transfer Credit: CSU; UC
- **1654** 9:00-11:00 AM TTH Well BC 17

### Radio, TV, Film

**TH 150 - 3.0 UNITS - APP & HIST MOTION PICTURE**
- Transfer Credit: CSU; UC
- History and critical appreciation of motion pictures as an art form.
- **1655** 12:30-3:30 PM W Campolo BC 47
- **1656** 2:00-5:00 PM TH Campolo BC 47

**TH 151 - 3.0 UNITS - MOTION PICTURES/RADIO & TV**
- Transfer Credit: CSU
- A lecture course surveying the history, theory and techniques of motion pictures, radio and television, with emphasis on form, content and social impact of each medium.
- **1657** 9:30-11:00 AM MW Breit BC 47
- **1658** 11:00-12:30 PM TH Piotrowski BC 47
- **1659** 2:00-5:00 PM T Campolo BC 47
- **3657** 7:00-10:00 PM W Breit BC 47
- **6255** 8:00-11:00 AM MW (1st 9 Week Class) Fertik RD 10
- **8235** 8:00-11:00 AM MW (2nd 9 Week Class) Fertik RD 10

**TH 152 - 3.0 UNITS - INTRO TO BROADCASTING**
- Transfer Credit: CSU
- A lecture-demonstration course that explores the Radio and Television industries in depth, covering historical, legal, and practical aspects of the broadcasting business.
- **1661** 12:30-2:00 PM TH Breit BC 47

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**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
TH 153 - 3.0 UNITS MOTION PICTURE PRODUCTION
Transfer Credit: CSU
6256 10:00-2:00 PM SAT Stage BC 47
2:30-5:30 PM SAT BC 47

TH 155 - 3.0 UNITS RADIO PRODUCTION
Transfer Credit: CSU
6162 9:30-11:00 AM TTH Brit BC 47
+ 2.0 HRS ARR
3662 7:00-10:00 PM M Brit BC 47
+ 2.0 HRS ARR

TH 156 - 3.0 UNITS VIDEO PRODUCTION
Transfer Credit: CSU
8236 1:00-6:00 PM F (15 Week Class) Campolo BC 47
+ 2.2 HRS ARR
(15 Week Class begins February 2 – ends May 21)

TH 159 - 3.0 UNITS WORLD FILM
Transfer Credit: CSU; UC 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 will focus on the study of films in Mexico as it relates to the world.
7257 6:00-10:00 PM T (15 Week Class) Staff AC 43
+ 2.0 HRS ARR
(15 Week Class begins February 2 – ends May 21)

TH 254 - 3.0 UNITS ADV MOTION PICTURE PROD
Transfer Credit: CSU
Prerequisite: TH 153 or equivalent with a grade of Credit or “C” or higher.
6258 10:00-2:00 PM SAT Stage BC 47
2:30-5:30 PM SAT BC 47

TH 258 - 3.0 UNITS WRITING FOR MOVIES AND TV
Transfer Credit: CSU
Prerequisite: ENGL 52 or equivalent with a grade of Credit or “C” or higher.
3666 6:00-9:00 PM F Campolo BC 47

WELD 39 - 2.0 UNITS WELDING SHOP MATH
This introductory course focuses on math skill improvement utilizing problems typical to the metal joining industries.
3674 5:00-7:00 PM TH Tait ME 2

WELD 50 - 3.0 UNITS PRINT READ FOR WELD TRADES
An introductory course focusing on the development of structural steel print and sketch interpretation.
3675 7:00-10:00 PM TH Tait ME 2

WELD 51L - 1.0 UNIT -ADV ARC WELD SPECIALTY LAB
Co-requisite: WELD 210L or prior completion with a grade of Credit or "C" or higher.
An advanced course designed to develop specialized SMAW or FCAW skills on plate or pipe.
1676 12:30-3:30 PM T Henry ME 13
1677 9:00-12:NOON F Tait ME 13

TH 157 - 3.0 UNITS ADVANCED WELDING
Transfer Credit: CSU
Prerequisite: WELD 120 or equivalent with a grade of Credit or “C” or higher or appropriate work experience.
Recommendation: ENGL 52 or ENGL 155 or equivalent with a grade of Credit or “C” or higher or concurrent enrollment, or appropriate work experience.
6162 9:00-12:NOON F (15 Week Class) Tait ME 13
1681 8:00-12:NOON F Tait ME 13
3680 6:00-10:00 PM M Staff ME 13
3681 6:00-10:00 PM W Staff ME 13
6264 8:00-12:30 PM SAT (Spanish Speaking) Moreno ME 13
6265 1:00-5:30 PM SAT (Spanish Speaking) Moreno ME 13

WELD 52 - 4.0 UNITS PIPE WELDING FUNDAMENTALS
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.
An advanced welding course with emphasis on open groove pipe joints using the SMAW and GTAW welding processes in all positions.
1678 8:30-12:30 PM MW Johnson ME 13
7261 5:30-9:30 PM F Henry ME 13
8:00-12:30 PM SAT

WELD 53 - 2.0 UNITS PIPE LAYOUT
Prerequisite: WELD 120 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Practical and technical instruction on techniques of piping, terminology, layout, tools, and fittings.
6262 1:00-5:30 PM SAT Henry ME 13

WELD 54L - 2.0 UNITS ADVANCED PIPE WELDING
Prerequisite: WELD 52 or equivalent with a grade of Credit or “C” or higher.
This advanced pipe course further develops welding skills in preparation for pipe welding certification.
1679 8:30-11:30 AM MW Johnson ME 13
7263 6:30-9:30 PM F Henry ME 13
8:00-11:30 AM SAT

WELD 100 - 2.0 UNITS WELDING FUNDAMENTALS
Transfer Credit: CSU
An introductory course offering technical and practical instruction on the oxyacetylene, arc and inert gas welding processes.
1680 12:30-4:30 PM T Tait ME 13
1681 8:00-12:NOON F Tait ME 13
3680 6:00-10:00 PM M Staff ME 13
3681 6:00-10:00 PM W Staff ME 13
6264 8:00-12:30 PM SAT (Spanish Speaking) Moreno ME 13
6265 1:00-5:30 PM SAT (Spanish Speaking) Moreno ME 13

WELD 120 - 4.0 UNITS BEGINNING ARC WELDING
Transfer Credit: CSU
Recommendation: Weld 100 or WELD 110 or equivalent with a grade of Credit or “C” or higher or concurrent enrollment, or appropriate work experience.
An introductory course covering practical and technical applications of the gas tungsten arc welding process.
1683 7:30-11:30 AM MW Tait ME 13
3683 6:00-10:00 PM MW Pacheco ME 13
3684 5:30-9:30 PM TTH May ME 13
7266 5:30-9:30 PM F (Spanish Speaking) Guzman ME 13
8:00-12:30 PM SAT

WELD 130 - 4.0 UNITS GAS TUNGSTEN ARC WELDING
Transfer Credit: CSU
Recommendation: WELD 100 or WELD 120 or equivalent with a grade of Credit or “C” or higher or concurrent enrollment, or appropriate work experience.
An introductory course covering practical and technical applications of the gas tungsten arc welding process.
1686 7:00-11:00 AM TTH Johnson ME 13
3686 5:30-9:30 PM TTH Perkins ME 13

WELD 200 - 4.0 UNITS INTERMEDIATE ARC WELDING
Transfer Credit: CSU
Prerequisite: WELD 120 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
A course to advance beginning welding skills with emphasis on vertical and overhead positions.
1687 7:30-11:30 AM MW Johnson ME 13
3687 6:00-10:00 PM MW Pacheco ME 13
3688 6:00-10:00 PM TTH Henry ME 13

WELD 210L - 2.0 UNITS ARC WELDING APPLICATIONS
Transfer Credit: CSU
Prerequisite: WELD 200 or equivalent with a grade of Credit or “C” or higher.
An advanced course designed to prepare students to pass structural steel certifications in vertical and overhead positions.
1690 8:30-11:30 AM MW Tait ME 13
1691 4:30-7:30 PM MW Moore ME 13
3690 7:30-10:30 PM MW Moore ME 13

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
Perkins        ME 13
Fortner        EL 14
Nash           EL 1  
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment. You must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

### Waiting List Students Note:

- Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
- **Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### 15 WEEK INTRASESSION

**Classes begin February 2**

#### Art and Design

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8005</td>
<td>4:00-6:15 PM TTH</td>
<td>(15 Week Class)</td>
<td>Ryan</td>
<td>AC 33</td>
</tr>
<tr>
<td>8006</td>
<td>9:30-2:00 PM F</td>
<td>(15 Week Class)</td>
<td>Cooper</td>
<td>AC 33</td>
</tr>
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</table>

**ART 198L - 1.0 UNIT—COMPUTER GRAPHICS LAB**

Transfer Credit: CSU

Co-requisite: One or more of the following courses: ART 182A, ART 182B, ART 184, ART 186, ART 189, ART 192, ART 195, ART 196, ART 284, PHOT 110 or PHOT 112.

Software used: All graphics applications.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8007</td>
<td>10:00-1:45 PM F</td>
<td>(15 Week Class)</td>
<td>Taylor</td>
<td>LC174</td>
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#### Biology

<table>
<thead>
<tr>
<th>Tkt#</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>8034</td>
<td>3.6 HRS ARR</td>
<td>(15 Week Class)</td>
<td>Lepere</td>
<td>NS E</td>
</tr>
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</table>

**BIOL 250L - 1.0 UNIT—SPECIAL TOPICS IN BIOLOGY**

Transfer Credit: CSU; UC

Prerequisite: BIOL 120 or equivalent with a grade of Credit or "C" or higher.

#### Business Accounting

**BUSA 1T - 0.0 UNITS—ACTG COMPUTERIZED TUTORIAL**

Co-requisite: Enrollment in one or more Business Accounting (BUSA) or Business Finance (BUSF) course(s).

This course provides individual tutorial instruction (as needed) in conjunction with a computerized accounting course.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8035</td>
<td>2.4 HRS ARR</td>
<td>(15 Week Class)</td>
<td>Schmidt</td>
<td>BE 11</td>
</tr>
<tr>
<td>9035</td>
<td>2.4 HRS ARR</td>
<td>(15 Week Class)</td>
<td>Schmidt</td>
<td>BE 11</td>
</tr>
</tbody>
</table>

**BUSA 2T - 0.0 UNITS—ACCOUNTING TUTORIAL**

Co-requisite: BUSA 100, BUSA 101, or BUSA 102.

This course provides individual tutorial instruction (as needed) with assigned problems and practice sets on introductory-level accounting courses.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8038</td>
<td>2.4 HRS ARR</td>
<td>(15 Week Class)</td>
<td>Alenikov</td>
<td>SS308</td>
</tr>
<tr>
<td>9038</td>
<td>2.4 HRS ARR</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS 20</td>
</tr>
</tbody>
</table>

**BUSA 100 - 3.0 UNITS—INTRODUCTION TO ACCOUNTING**

Transfer Credit: CSU

This accounting course introduces the theory of double-entry accounting and emphasizes the preparation and understanding of basic financial statements.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8043</td>
<td>1:00-2:45 PM TTH</td>
<td>(15 Week Class)</td>
<td>Moloney</td>
<td>SS308</td>
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<tr>
<td>9043</td>
<td>6:00-9:45 PM T</td>
<td>(15 Week Class)</td>
<td>Cosper</td>
<td>BE 2</td>
</tr>
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</table>

**BUSA 171 - 1.0 UNIT—WORK EXP/ACCOUNTING**

Transfer Credit: CSU

Co-requisite: 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8044</td>
<td>2:45-4:00 PM M</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS308</td>
</tr>
<tr>
<td>9044</td>
<td>7:00-8:15 PM T</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS 20</td>
</tr>
</tbody>
</table>

**BUSA 172 - 2.0 UNITS—WORK EXP/ACCOUNTING**

Transfer Credit: CSU

Co-requisite: 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.

<table>
<thead>
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<th>Tkt#</th>
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</thead>
<tbody>
<tr>
<td>8045</td>
<td>2:45-4:00 PM M</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS308</td>
</tr>
<tr>
<td>9045</td>
<td>7:00-8:15 PM T</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS 20</td>
</tr>
</tbody>
</table>

**BUSA 173 - 3.0 UNITS—WORK EXPERIENCE/ACCOUNTING**

Transfer Credit: CSU

Co-requisite: Enrollment in 7 or more units, including Business Accounting Occupational Work Experience, in a declared business major.

Three units of Business Accounting Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.

<table>
<thead>
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<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>8046</td>
<td>2:45-4:00 PM M</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS308</td>
</tr>
<tr>
<td>9046</td>
<td>7:00-8:15 PM T</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS 20</td>
</tr>
</tbody>
</table>

**BUSA 174 - 4.0 UNITS—WORK EXPERIENCE/ACCOUNTING**

Transfer Credit: CSU

Co-requisite: Enrollment in 7 or more units, including Business Accounting Occupational Work Experience, in a declared business major.

Four units of Business Accounting Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

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<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9047</td>
<td>2:45-4:00 PM M</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS308</td>
</tr>
<tr>
<td>9047</td>
<td>7:00-8:15 PM T</td>
<td>(15 Week Class)</td>
<td>Farina</td>
<td>SS 20</td>
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</tbody>
</table>

### Business Administration

**BA 106 - 3.0 UNITS—HUMAN RESOURCE MANAGEMENT**

Transfer Credit: CSU

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<thead>
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<th>Tkt#</th>
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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>9024</td>
<td>6:00-9:45 PM T</td>
<td>(15 Week Class)</td>
<td>Staff</td>
<td>CE 6</td>
</tr>
</tbody>
</table>

**BA 171 - 1.0 UNIT—WORK EXPERIENCE/BUS ADMIN**

Transfer Credit: CSU

Co-requisite: 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.

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<th>Time</th>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>9025</td>
<td>1.2 HRS ARR</td>
<td>(15 Week Class)</td>
<td>Livingston</td>
<td>BE 8</td>
</tr>
</tbody>
</table>

**BA 172 - 2.0 UNITS—WORK EXPERIENCE/BUS ADMIN**

Transfer Credit: CSU

Co-requisite: 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.

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</thead>
<tbody>
<tr>
<td>9026</td>
<td>1.2 HRS ARR</td>
<td>(15 Week Class)</td>
<td>Livingston</td>
<td>BE 8</td>
</tr>
</tbody>
</table>

**BA 173 - 3.0 UNITS—WORK EXP/BUS ADM**

Transfer Credit: CSU

Co-requisite: 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.

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<tbody>
<tr>
<td>9027</td>
<td>1.2 HRS ARR</td>
<td>(15 Week Class)</td>
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<td>BE 8</td>
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</tbody>
</table>

**BA 174 - 4.0 UNITS—WORK EXP/BUS ADM**

Transfer Credit: CSU

Co-requisite: Enrollment in 7 or more units, including Business Administration Occupational Work Experience, in a declared business major.

Four units of Business Administration Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>9028</td>
<td>1.2 HRS ARR</td>
<td>(15 Week Class)</td>
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<td>BE 8</td>
</tr>
</tbody>
</table>

### Business Court Reporting Computerized Shorthand

**BUCS 185 - 1.5 UNITS—SS/CSR/RPR EXAM PREPARATIN**

Transfer Credit: CSU

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<tr>
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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>8049</td>
<td>1.8 HRS ARR</td>
<td>(OL)</td>
<td>Perkins</td>
<td>AC 52</td>
</tr>
</tbody>
</table>

MANDATORY ORIENTATION: 2:30 - 4:00 pm T – February 3 in AC 52.

Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.
Chemistry

CHEM 9T - 0.0 UNITS—CHEMISTRY-TUTORIAL
Co-requisite: Enrollment in any chemistry course.
8059 2.4 HRS ARR (Open Entry/Exit) Chamras NS 2 (15 Week Class)

Computer & Information Sciences

CIS 101 - 3.0 UNITS—INTRO COMPUTER INFO SYSTMS
Transfer Credit: CSU; UC (CAN BUS 6 )
UC credit limits may apply.
8067 1:00- 4:45 PM F +1.2Hr LAB in LA 3 Mellas SS139

CIS 271 - 1.0 UNIT—WORK EXP/COMPUTER INFO SYS
Transfer Credit: CSU
Co-requisite: Enrollment in 7 or more units, including Computer Information Sciences 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.
9074 1.2 HRS ARR (15 Week Class) Staff SS 21

CIS 272 - 2.0 UNITS—WORK EXP/COMPUTER INFO SYS
Transfer Credit: CSU
Co-requisite: Enrollment in 7 or more units, including Computer Information Sciences 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.
9075 1.2 HRS ARR (15 Week Class) Staff SS 21

CIS 298 - 1.0 UNIT—DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
9076 3.6 HRS ARR (15 Week Class) Staff SS 21

CIS 299 - 2.0 UNITS—DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
9077 7.2 HRS ARR (15 Week Class) Staff SS 21

Counseling & Guidance

NOTE: a material fee of $12 is required for all CG 200 classes.

CG 200 - 3.0 UNITS—SUCCESS COLLEGE & CAREER
Transfer Credit: CSU
6060 12:30- 2:30 PM TTH (15 Week Class) Romero AC 75

CG 298 - 1.0 UNIT—DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
8058 3.6 HRS ARR (15 Week Class) Staff AD117

Introduction/Elementary School Teachers

EDEL 100 - 1.0 UNIT—INTRODUCTION TO TEACHING
Transfer Credit: CSU
Prerequisite: Enrollment in the Cerritos College Teacher Training Academy (Teacher TRAC) or CSULB’s Integrated Teacher Education Program (ITEP).
8088 9:30-10:45 AM T (15 Week Class) Connal HS302
8089 4:00- 5:15 PM W (15 Week Class) Connal SS306
9088 5:00- 6:15 PM M (15 Week Class) Feltzer SS309

Engineering Design Technology (Formerly Drafting)

ENGT 298 - 1.0 UNIT—DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
9121 3.6 HRS ARR (15 Week Class) Wissa TE E

English

ENGL 100 - 4.0 UNITS—FRESHMAN COMPOSITION
Transfer Credit: CSU; UC (CAN ENGL 2)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
8115 4.8 HRS ARR (OL) Swanson LA Y MANDATORY ORIENTATION: 5:00 – 7:00 pm M – February 2 in LC 213. (15 Week Class)
8116 4.8 HRS ARR (OL) Swanson LA Y MANDATORY ORIENTATION: 5:00 – 7:00 pm M – February 2 in LC 213. (15 Week Class)

ENGL 103 - 3.0 UNITS—CRITICAL/ARGUMENTATIVE WRT
Transfer Credit: CSU; UC
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher or a satisfactory completion of the Advanced Placement English Examination of the College Entrance Examination Board.
9119 6:00- 9:45 PM T (15 Week Class) Gaik LA 25

Geography

GEOG 105 - 3.0 UNITS—WORLD REGIONAL GEOGRAPHY
Transfer Credit: CSU; UC
6114 3:00- 6:45 PM M (15 Week Class) Jones HS305

Health Education

HED 100 - 3.0 UNITS—CONTEMP HEALTH PROBLEMS
Transfer Credit: CSU; UC
Students will identify, analyze, and seek solutions to contemporary health issues.
8131 9:00-12:45 PM F (15 Week Class) Staff CB105

Humanities

HUM 100 - 3.0 UNITS—THE ART OF BEING HUMAN
Transfer Credit: CSU; UC
This introductory humanities course 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.
9142 6:00- 9:45 PM M (15 Week Class) Trager AC 43

Journalism

JOUR 50L - 1.0 UNIT—EDITORIAL BOARD
Co-requisite: JOUR 103 or JOUR 105 or JOUR 160L.
Limitation on enrollment: Editors of campus media.
For more information: www.cerritos.edu/Journalism
8143 3:00- 4:00 PM M (15 Week Class) Cameron AC 42 + 2.6 HRS ARR
Mathematics

MATH 80A - 3.0 UNITS--INTERMEDIATE ALGEBRA I
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. Students who enroll in a Semi-Independent section of MATH 80A, MUST TAKE A SEMI-INDEPENDENT SECTION FOR MATH 80B. Students who have not taken a Semi-Independent section of MATH 80A, MAY NOT ENROLL IN MATH 80B SEMI-INDEPENDENT SECTION.

9147 5:00- 7:00 PM TTH (15 Week Class) Simpson-Rodgers SS136

MATH 80B - 3.0 UNITS--INTERMEDIATE ALGEBRA II
Prerequisite: MATH 80A or equivalent with a grade of Credit or "C" or higher. Students who have not taken a Semi-Independent section of MATH 80A, MAY NOT ENROLL IN MATH 80B SEMI-INDEPENDENT SECTION. NOTE: OPEN ONLY TO THOSE WHO HAVE COMPLETED MATH 80A.

7128 6:00- 8:00 PM TTH (15 Week Class) Sajjadham SS312

Music

MUS 100 - 3.0 UNITS--MUSIC APPRECIATION
Transfer Credit: CSU; UC
8151 3:15- 5:15 PM MW (15 Week Class) Rice SJHS*
+ 1.2 HRS ARR
8152 2:00- 5:45 PM T (15 Week Class) Rice BC 51
+ 1.1 HRS ARR

MUS 112 - 2.0 UNITS--ELEMENTARY PIANO I
Transfer Credit: CSU; UC (CAN MUS 22)
8153 9:00-11:00 AM MW (15 Week Class) Lopez BC 68

Physical Education

PE 299 - 2.0 UNITS--DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
8204 7.2 HRS ARR (15 Week Class) Staff PE A

Reading

READ 54 - 3.0 UNITS--ADVANCED READING
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher. Provides an individualized program for improvement in literal, interpretive, critical comprehension skills and vocabulary skills as determined through diagnostic testing.
8217 12:30- 4:15 PM T (HYBRID) Codd LC213
(15 Week Class)

Theatre Arts

TH 150 - 3.0 UNITS--APP & HIST MOTION PICTURE
Transfer Credit: CSU; UC
History and critical appreciation of motion pictures as an art form.
9234 6:00- 9:45 PM T (15 Week Class) Campolo LC155

TH 156 - 3.0 UNITS--VIDEO PRODUCTION
Transfer Credit: CSU
The focus on this lecture/laboratory course will be on field video production and digital editing.
8236 1:00- 6:00 PM F (15 Week Class) Campolo BC 47
+ 2.2 HRS ARR

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### FRIDAY & SATURDAY CLASSES

18 Week SAT Classes begin January 12 - end May 15
1st 9 Week SAT Classes begin January 12 - end March 13
2nd 9 Week SAT Classes begin March 15 - end May 15

**HOLIDAY OBSERVANCES**

- **DR. MARTIN LUTHER KING, JR. DAY**
  - January 19 (MON)

- **PRESIDENTS’ HOLIDAYS**
  - LINCOLN/WASHINGTON BIRTHDAYS
  - February 13, 14, 15 & 16
  - (FRI/SAT/SUN/MON)

### ART AND DESIGN

#### ART 100 - 3.0 UNITS--INTRODUCTION TO WORLD ART
Transfer Credit: CSU, UC (CAN ANTH 4)
A comparison of various cultures and cultural phenomena including social organization, customs, religions, languages, and family life.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>9006</td>
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<td>SAT</td>
<td>Bryant</td>
<td>SS315</td>
</tr>
<tr>
<td></td>
<td>8:30-12:NOON</td>
<td>SAT</td>
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#### ART 133A - 3.0 UNITS--WATERCOLOR PAINTING
Transfer Credit: CSU, UC
Basic course in watercolor, both transparent and opaque techniques, that includes still life, landscape, figure, and abstract compositions.

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<th>Room</th>
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<tbody>
<tr>
<td>6007</td>
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<td>SAT</td>
<td>Lacy</td>
<td>AC 32</td>
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<td></td>
<td>12:30-4:30 PM</td>
<td>SAT</td>
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#### ART 133B - 3.0 UNITS--WATERCOLOR PAINTING
Transfer Credit: CSU, UC
Prerequisite: ART 133A or equivalent with a grade of Credit or "C" or higher.
Continuation of watercolor painting with more attention to development of painting skills.

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<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<td>Lacy</td>
<td>AC 32</td>
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<td></td>
<td>12:30-4:30 PM</td>
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#### ART 134 - 2.0 UNITS--WATERCOLOR LANDSCAPE PNT I
Transfer Credit: CSU, UC
Continuation of the watercolor painting experience with focus on landscape. Class is held outdoors on locale when weather permits.

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<th>Room</th>
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<tr>
<td>6009</td>
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<td>AC 32</td>
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#### ART 135 - 2.0 UNITS--WATERCOLOR LANDSCAPE PNT II
Transfer Credit: CSU, UC
Recommendation: ART 134 or equivalent with a grade of Credit or "C" or higher.

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<tbody>
<tr>
<td>6010</td>
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<td>SAT</td>
<td>Lacy</td>
<td>AC 32</td>
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</table>

### ANTHROPOLOGY

#### ANTH 100 - 3.0 UNITS--CULTURAL ANTHROPOLOGY
Transfer Credit: CSU, UC (CAN ANTH 4)
A comparison of various cultures and cultural phenomena including social organization, customs, religions, languages, and family life.

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<tbody>
<tr>
<td>9003</td>
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<td>SAT</td>
<td>Bryant</td>
<td>SS315</td>
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<td>8:30-12:NOON</td>
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### ASTRONOMY

#### ASTR 102 - 3.0 UNITS--INTRO ASTRON STARS UNIVRSE
Transfer Credit: CSU, UC
UC credit limits may apply.

Not open to students with credit in ASTR 101.

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<th>Tkt#</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>8008</td>
<td>10:30-1:00 PM</td>
<td>SAT</td>
<td>Cady</td>
<td>PS 8</td>
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<tr>
<td></td>
<td>1:30-5:45 PM</td>
<td>SAT</td>
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### AUTOMOTIVE COLLISION REPAIR AND REFINISHING (AUTO BODY)

#### AB 51 - 4.5 UNITS--NON-STRUCTURAL REPAIR
Course offers basic aspects of the Automotive Collision Repair trade. Emphasis on automotive welding procedures, use of hand and power tools, straightening techniques, and nomenclature.

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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>6000</td>
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<td>SAT</td>
<td>Koelman</td>
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<td></td>
<td>1:00-5:30 PM</td>
<td>SAT</td>
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<td>AT 60</td>
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</table>

#### AB 53 - 4.5 UNITS--SUSP/ALIGNMENT POWER TRAIN
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Course covers introduction to structural repairs, measuring and gauging, front-end alignment, suspension and power train damage related to collision repair. Introduction to refinishing.

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<th>Tkt#</th>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>6001</td>
<td>8:00-12:30 PM</td>
<td>SAT</td>
<td>Hutchinson</td>
<td>AT 55</td>
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<td></td>
<td>1:00-5:30 PM</td>
<td>SAT</td>
<td></td>
<td>AT 50</td>
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</tbody>
</table>

#### AB 58 - 4.5 UNITS--COLLISION REPAIR UPDATE
Transfer Credit: CSU
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 including refinishing of plastics, advanced design automotive components, metal finishing, complex frame and structural repair, and advanced welding.

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<th>Room</th>
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<tbody>
<tr>
<td>6002</td>
<td>8:00-12:30 PM</td>
<td>SAT</td>
<td>Hutchinson</td>
<td>AT 55</td>
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<tr>
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<td>1:00-5:30 PM</td>
<td>SAT</td>
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<td>AT 50</td>
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**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
### AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY

**AUTO 1 - 0.0 UNITS--ENGINE MAINTENANCE**
A three-week fundamental class in automotive engines, with emphases on elementary operating principles and beginning skill development to enter the work environment.

- **6019** 8:00-11:30 AM SAT (Honda Specialty) Staff AT 14
- **6020** 1:00-3:00 PM SAT (Spanish Speaking) Castro AT 46

**AUTO 2 - 0.0 UNITS--FUEL SYSTEMS**
A three-week fundamental class in automotive fuel systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

- **8010** 8:00-11:30 AM SAT (Honda Specialty) Staff AT 14
- **8012** 8:00-11:30 AM SAT (Honda Specialty) Staff AT 14
- **8015** 1:00-3:00 PM SAT (Spanish Speaking) Castro AT 46

**AUTO 3 - 0.0 UNITS--LUBRICATION AND COOLING**
A three-week fundamental class in automotive lubrication and cooling systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

- **8019** 8:00-11:30 AM SAT (Honda Specialty) Staff AT 14
- **8022** 12:00-2:30 PM SAT

**AUTO 5 - 0.0 UNITS--BRAKES AND SUSPENSION**
A three-week fundamental class in automotive brake and suspension systems, with emphases on elementary operating principles and beginning skill development to enter the work environment.

- **8015** 1:00-3:00 PM SAT (Spanish Speaking) Castro AT 46

**NOTE:** A material/lab fee of $15 will be required for the following courses: AUTO 100, 120, 121, 130, 131, 140, 150, 161, 170, 180, 224, 226, 231, and 245L.

### BUSINESS ACCOUNTING/FINANCE ACCOUNTING CLASSES

**BUSA 1T - 0.0 UNITS--ACTG COMPUTERIZED TUTORIAL**
Co-requisite: Enrollment in one or more Business Accounting (BUSA) or Business Finance (BUSF) course(s).
This course provides individual tutorial instruction (as needed) in conjunction with a computerized accounting course.

- **6042** 12:30-2:45 PM SAT Moody BE 11

**BUSA 100 - 3.0 UNITS--INTRODUCTION TO ACCOUNTING**
Transfer Credit: CSU, UC (CAN BUS SEQ A)
This course introduces the theory of double-entry accounting and emphasizes the preparation and understanding of basic financial statements.

- **2330** 6:00-9:00 PM F Means BE 6
- **6048** 8:00-11:30 AM SAT Hlavac SS141

**BUSA 101 - 4.0 UNITS--FUND OF ACCOUNTING I**
Prerequisite: BUSA 100 or equivalent with a grade of Credit or “C” or higher.
This course covers basic concepts used by businesses for financial accounting.

- **6049** 8:00-11:30 AM SAT Lucero BE 6
- **6050** 9:00-12:30 PM SAT Moody BE 11

**BUSA 133 - 3.0 UNITS--SPREADSHEET ACCOUNTING I**
Prerequisite: BUSA 100 or equivalent with a grade of Credit or “C” or higher.
This course integrates the topics covered in BUSA 100 with the Excel spreadsheet software program.

- **6050** 9:00-12:30 PM SAT Moody BE 11

### BUSINESS PARALEGAL

**BL 52 - 3.0 UNITS--LAW OFFICE MANAGEMENT**
Co-requisite: BL 56 or prior completion with a grade of Credit or "C" or higher.
Covering the roles, activities, and responsibilities in timekeeping and accounting systems for the law offices, legal calendaring, file organization, retrieval systems, and computers and their functions.

- **2293** 5:00-8:00 PM F Staff BE 8

**BL 105 - 3.0 UNITS--FED/CALIF EMPLOYMENT LAW**
Transfer Credit: CSU
An introduction to Federal and California State employment, labor, and worker’s compensation laws that affect the relationship between employers and employees in the workplace.

- **2305** 5:00-8:00 PM F Staff BE 3

**BL 260 - 3.0 UNITS--IMMIGRATION LAW**
Transfer Credit: CSU
Recommendation: BL 56.

- **6041** 9:00-12:45 PM SAT +1 Hr LAB in LC 22 Staff LC 22

---

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**BUSINESS REAL ESTATE**

**BUSR 50** - 3.0 UNITS--INTRO REAL ESTATE SOFTWARE
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2390</td>
<td>6:00-9:00 PM</td>
<td>F</td>
<td>Staff</td>
<td>LA  2</td>
</tr>
<tr>
<td>2391</td>
<td>6:00-9:00 PM</td>
<td>F</td>
<td>Staff</td>
<td>LA  2</td>
</tr>
</tbody>
</table>

**BUSR 51** - 3.0 UNITS--REAL ESTATE PRE-LICENSE
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6051</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Staff</td>
<td>BE  1</td>
</tr>
</tbody>
</table>

**BUSR 130** - 3.0 UNITS--REAL ESTATE PRACTICES
Transfer Credit: CSU

**BUSR 140** - 3.0 UNITS--REAL ESTATE PROPERTY MGMT
Transfer Credit: CSU
The course illustrates how skilled management practice can assure the production of maximum financial yield to investment real estate.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6052</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Staff</td>
<td>LA  2</td>
</tr>
</tbody>
</table>

**BUSR 151** - 3.0 UNITS--FUNDAMENTALS OF ESCROW
Transfer Credit: CSU
Prerequisite: BUSR 101 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6053</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Staff</td>
<td>BE  2</td>
</tr>
</tbody>
</table>

**BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES**

**BCOT 5A** - 0.5 UNIT--WORD MODULE
Recommendation: Fluency in Spanish is strongly recommended.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7034</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
<tr>
<td>9029</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

**BCOT 5B** - 0.5 UNIT--EXCEL MODULE
Recommendation: Fluency in Spanish strongly recommended.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7034</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
<tr>
<td>9029</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

**BCOT 5D** - 0.5 UNIT--POWERPOINT/INTERNET
Recommendation: Fluency in Spanish is strongly recommended.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9030</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Elizondo</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

**BUSINESS COURT REPORTING COMPUTERIZED SHorthand**

**BUSC 139** - 1.0 UNIT--CAREER OPPORTUNITIES
Transfer Credit: CSU

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8048</td>
<td>9:30-11:45 AM</td>
<td>SAT</td>
<td>Morgan</td>
<td>AC  71</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT**

**CD 110** - 3.0 UNITS--CHILD DEVELOPMENT
Transfer Credit: CSU; UC
This course will present principles of child development and behaviors from conception through adolescence. Implications for personal and professional use will be discussed. Meets Department of Social Service Classification Indicator DS 1.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6054</td>
<td>12:30-4:00 PM</td>
<td>SAT</td>
<td>Medina</td>
<td>HS102</td>
</tr>
</tbody>
</table>

**CHILD DEVELOPMENT/EARLY CHILDHOOD**

**CDEC 62** - 2.0 UNITS--CREATIVITY/PRE-SCHOOL CHILD
Prerequisite: CDEC 112 or equivalent with a grade of Credit or "C" or higher. Students will participate in various hands-on creative activities for young children. Meets Department of Social Service Classification Indicator DS 3.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8051</td>
<td>9:00-12:NOON</td>
<td>SAT</td>
<td>Gradin</td>
<td>HS101</td>
</tr>
</tbody>
</table>

**CDEC 65** - 2.0 UNITS--MUSIC/MOVMT YOUNG CHILDREN
Prerequisite: CDEC 112 or equivalent with a grade of Credit or "C" or higher. Explores music and creative movement activities for teachers of young children. Meets Department of Social Service Classification Indicator DS 3.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6055</td>
<td>9:00-12:NOON</td>
<td>SAT</td>
<td>Roberts</td>
<td>HS101</td>
</tr>
</tbody>
</table>

**CDEC 111** - 3.0 UNITS--PRINCIPLES/PRACTICES ECE
Transfer Credit: CSU
An introductory course that covers the principles and practices of early childhood education and includes an overview of career options in the field. Meets Department of Social Service Classification Indicator DS 3.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6056</td>
<td>8:30-12:NOON</td>
<td>SAT</td>
<td>Medina</td>
<td>HS103</td>
</tr>
</tbody>
</table>

**COMPUTER & INFORMATION SCIENCES**

**CIS 5C** - 0.5 UNIT--DATABASE MODULE
Recommendation: Fluency in Spanish strongly recommended.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9063</td>
<td>6:00-10:00 PM</td>
<td>F</td>
<td>Garate</td>
<td>BE 17</td>
</tr>
</tbody>
</table>

Prepare for the Cisco CCNA and CCNP Certifications:
For more information contact:
Kenny Lou, e-mail: klou@cerritos.edu
Gene Lazor, e-mail: glazor@cerritos.edu
Wes Nance e-mail: nance@cerritos.edu

**CIS 70A** - 3.5 UNITS--NETWORKING FUNDAMENTALS
Recommendation: CIS 101 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2515</td>
<td>5:00-10:00 PM</td>
<td>F</td>
<td>Lou</td>
<td>TE 10</td>
</tr>
</tbody>
</table>

**CIS 70F** - 3.5 UNITS--ADV SWITCHING & ROUTING
Prerequisite: CIS 70E or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0519</td>
<td>8:00-2:15 PM</td>
<td>SAT</td>
<td>Dellaca</td>
<td>TE 10</td>
</tr>
</tbody>
</table>

**CIS 101** - 3.0 UNITS--INTRO COMPUTER INFO SYSTMS
Transfer Credit: CSU; UC
(CAN BUS 6 )
UC credit limits may apply.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2527</td>
<td>7:30-10:30 PM</td>
<td>F</td>
<td>Fuschetto</td>
<td>LC201</td>
</tr>
</tbody>
</table>

**CIS 102** - 3.0 UNITS--INTRO MICROCOMP HDWR SFWR
Transfer Credit: CSU; UC
UC credit limits may apply.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6066</td>
<td>9:00-12:NOON</td>
<td>SAT</td>
<td>Garate</td>
<td>LC201</td>
</tr>
</tbody>
</table>

Students **must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 140</td>
<td>1.0 UNIT—QUERY/400</td>
<td>Transfer Credit: CSU</td>
<td>Recommendation: CIS 141 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
<td>8069</td>
</tr>
<tr>
<td>CIS 141A</td>
<td>1.5 UNITS—OPERATIONS NAVIGATOR</td>
<td>Transfer Credit: CSU</td>
<td>Recommendation: CIS 141 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
<td>9070</td>
</tr>
<tr>
<td>CIS 180</td>
<td>3.0 UNITS—PROGRAMMING IN C/C++</td>
<td>Transfer Credit: CSU, UC</td>
<td>Prerequisite: CIS 103 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
<td>2548</td>
</tr>
<tr>
<td>CIS 205</td>
<td>1.5 UNITS—PROGRAMMING HTML FOR WEB</td>
<td>Transfer Credit: CSU</td>
<td>Recommendation: CIS 103 or 121 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
<td>7070</td>
</tr>
<tr>
<td>CIS 213B</td>
<td>3.5 UNITS—IMPL WIN2K NET INFRA</td>
<td>Transfer Credit: CSU</td>
<td>Prerequisite: CIS 212 or equivalent with a grade of Credit or &quot;C&quot; or higher, or appropriate work experience.</td>
<td>2555</td>
</tr>
<tr>
<td>CIS 215B</td>
<td>3.5 UNITS—SOLARIS ADMINISTRATION I</td>
<td>Transfer Credit: CSU, UC</td>
<td>Recommendation: CIS 214 or CIS 215A or equivalent with a grade of Credit or &quot;C&quot; or higher, or appropriate work experience.</td>
<td>2558</td>
</tr>
<tr>
<td>EL 60</td>
<td>1.5 UNITS—COMPUTER AIDED CIRCUIT ANALYSIS</td>
<td>Prerequisite: EL 100 or equivalent with a grade of Credit or &quot;C&quot; or higher, or appropriate work experience.</td>
<td>This 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 the design and testing of electronic circuits.</td>
<td>2640</td>
</tr>
<tr>
<td>ENGINEERING DESIGN TECHNOLOGY (FORMERLY DRAFTING)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGT 16</td>
<td>2.0 UNITS—BLUEPRINT READ/MACH TRADES</td>
<td>Transfer Credit: CSU</td>
<td></td>
<td>2783</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>3.0 UNITS—FUND OF DRAFTING/AUTO CAD</td>
<td>Transfer Credit: CSU</td>
<td></td>
<td>6154</td>
</tr>
<tr>
<td>ENGLISH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 20</td>
<td>0.0 UNITS—LAB, BASIC WRITING</td>
<td></td>
<td></td>
<td>6088</td>
</tr>
<tr>
<td>ENGL 52</td>
<td>3.0 UNITS—INTRO COLLEGE COMPOSITION</td>
<td>Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
<td></td>
<td>2677</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>4.0 UNITS—FRESHMAN COMPOSITION</td>
<td>Transfer Credit: CSU, UC (CAN ENGL 2)</td>
<td>Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
<td>2713</td>
</tr>
<tr>
<td>ENGLISH AS A SECOND LANGUAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 10</td>
<td>3.0 UNITS—ESL SPEAKING &amp; LISTENING</td>
<td></td>
<td></td>
<td>2811</td>
</tr>
<tr>
<td>ESL 14</td>
<td>3.0 UNITS—ACCENT REDUCTION</td>
<td></td>
<td></td>
<td>8123</td>
</tr>
<tr>
<td>ESL 20</td>
<td>3.0 UNITS—ESL SPEAKING &amp; LISTENING</td>
<td></td>
<td></td>
<td>2817</td>
</tr>
<tr>
<td>ESL 21A</td>
<td>3.0 UNITS—ESL INTERMEDIATE VOCABULARY</td>
<td></td>
<td></td>
<td>2819</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOG 101</td>
<td>3.0 UNITS—PHYSICAL GEOGRAPHY</td>
<td>Transfer Credit: CSU, UC (CAN GEOG 2)</td>
<td></td>
<td>2840</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
HEALTH EDUCATION

HED 100 - 3.0 UNITS--CONTEMP HEALTH PROBLEMS
Transfer Credit: CSU; UC
Students will identify, analyze, and seek solutions to contemporary health issues.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2859</td>
<td>6:00-9:00 PM</td>
<td>F</td>
<td>Staff</td>
<td>AC 75</td>
</tr>
<tr>
<td>6115</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Staff</td>
<td>AC 75</td>
</tr>
</tbody>
</table>

HEALTH OCCUPATIONS

HO 55 - 1.0 UNIT--PHLEBOTOMY PROCEDURES
This course will provide the student with the knowledge and skills for performing venipuncture and capillary puncture for becoming a phlebotomist/medical assistant. This course is not open to students who have taken MA 43.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8137</td>
<td>8:00-10:00 AM</td>
<td>SAT</td>
<td>Marks</td>
<td>HO105</td>
</tr>
<tr>
<td></td>
<td>(2nd 6 Week Class)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(6 Week Class begins February 23 –ends April 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(NOTE: LAB MUST BE TAKEN WITH LECTURE)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HO 55 - 0.0 UNIT--LAB, PHLEBOTOMY PROCEDURES

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>8138</td>
<td>10:00-1:00 PM</td>
<td>SAT</td>
<td>Marks</td>
<td>HO105</td>
</tr>
<tr>
<td></td>
<td>(2nd 6 Week Class)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HISTORY

HIST 101 - 3.0 UNITS--AMER HIST & CONSTITUTION
Transfer Credit: CSU; UC
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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2882</td>
<td>6:00-9:00 PM</td>
<td>F</td>
<td>Staff</td>
<td>SS307</td>
</tr>
<tr>
<td>6117</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Staff</td>
<td>SS307</td>
</tr>
</tbody>
</table>

MACHINE TOOL TECHNOLOGY

NOTE: a material fee of $10 is required for the following courses: MTT 1L, 51, 52, 53L, 54, 60, 62, 76, 100, 177, and 278.

MTT 1L - 1.0 UNIT--NUM CONTROL SPECIALTY
Prerequisite: MTT 170 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3119</td>
<td>5:30-8:30 PM</td>
<td>F</td>
<td>Cap</td>
<td>ME 3H</td>
</tr>
<tr>
<td>6132</td>
<td>8:00-11:30 AM</td>
<td>SAT</td>
<td>Real</td>
<td>ME 3H</td>
</tr>
<tr>
<td>8150</td>
<td>9:00-12:30 PM</td>
<td>SUN</td>
<td>Ulate</td>
<td>ME 3H</td>
</tr>
</tbody>
</table>

MTT 51 - 3.5 UNITS--MASTERCAM INTRODUCTION
Prerequisite: MTT 170 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3122</td>
<td>5:00-10:00 PM</td>
<td>F</td>
<td>Cap</td>
<td>ME 3H</td>
</tr>
<tr>
<td>6153</td>
<td>8:00-1:30 PM</td>
<td>SAT</td>
<td>Real</td>
<td>ME 3H</td>
</tr>
</tbody>
</table>

MTT 52 - 2.5 UNITS--SETUP & OP OF MACHINERY
Setup and operate Haas, Fadal, Harding, and Fanuc machinery and controllers.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3123</td>
<td>5:30-9:30 PM</td>
<td>F</td>
<td>Jackson</td>
<td>ME 2J</td>
</tr>
<tr>
<td>6134</td>
<td>9:00-1:30 PM</td>
<td>SUN</td>
<td>Ulate</td>
<td>ME 3H</td>
</tr>
</tbody>
</table>

MANUFACTURING TECHNOLOGY

MTT 53L - 0.5 UNIT--MACHINIST LABORATORY
Prerequisite: MTT 62 or equivalent with a grade of Credit or "C" or higher.

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<tbody>
<tr>
<td>6135</td>
<td>3:30-6:00 PM</td>
<td>SAT</td>
<td>Castellanos</td>
<td>ME 3H</td>
</tr>
</tbody>
</table>

MTT 60 - 2.5 UNITS--ADV MACHINE TOOL CONCEPTS
Recommendation: MTT 100 or equivalent with a grade of Credit or "C" or higher.

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<tbody>
<tr>
<td>6136</td>
<td>2:00-6:30 PM</td>
<td>SAT</td>
<td>Castellanos</td>
<td>ME 3H</td>
</tr>
</tbody>
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MTT 100 - 2.5 UNITS--MACHINE TOOL INTRODUCTION
Transfer Credit: CSU
Basic introduction to machine tool setup and operation. Lathes, vertical mill, saws, drill press, and micrometers are used.

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<tr>
<td>6137</td>
<td>8:00-12:30 PM</td>
<td>SAT</td>
<td>Meeker</td>
<td>ME 2</td>
</tr>
</tbody>
</table>

MATH 20 - 3.0 UNITS--BASIC MATHEMATICS
Math Placement Process.

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<th>Tkt#</th>
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<th>Room</th>
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<tbody>
<tr>
<td>6124</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Martinez</td>
<td>PS 11</td>
</tr>
</tbody>
</table>

MATH 40 - 4.0 UNITS--PRE-ALGEBRA
Prerequisite: MATH 20 or equivalent with a grade of Credit or "C" or higher.

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<tbody>
<tr>
<td>6126</td>
<td>8:00-12:30 PM</td>
<td>SUN</td>
<td>Yang</td>
<td>LA 2</td>
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</tbody>
</table>

MATH 80B - 3.0 UNITS--INTERMEDIATE ALGEBRA II
Prerequisite: MATH 80A or equivalent with a grade of Credit or "C" or higher.

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<th>Tkt#</th>
<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>6128</td>
<td>9:00-12:30 PM</td>
<td>SAT</td>
<td>Fahmi</td>
<td>CE 7</td>
</tr>
</tbody>
</table>

MEDICAL ASSISTING

MA 161 - 3.0 UNITS--MEDICAL TERMINOLOGY
Transfer Credit: CSU
Covers the correct use of medical terms, and the understanding of word roots, prefixes and suffixes.

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<tbody>
<tr>
<td>6123</td>
<td>10:00-1:45 PM</td>
<td>SAT</td>
<td>Gallant</td>
<td>LC155</td>
</tr>
</tbody>
</table>

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**METALLURGY**

**MET 120 - 3.0 UNITS--NONDESTRUCTIVE TEST**
Transfer Credit: CSU
This is a survey course designed to familiarize the student with nondestructive testing theory and application, including the "Basic Five" nondestructive testing methods.

**PHARMACY TECHNOLOGY**

**PHAR 45 - 2.0 UNITS--RETAIL PRODUCTS-PHAR CLERK**
This course provides basic knowledge about a wide range of Over-the-counter products in relation to their accepted therapeutic uses.

**PHOTOGRAPHY**

**PHOT 100 - 3.0 UNITS--INTRODUCTORY PHOTOGRAPHY**
Transfer Credit: CSU; UC (CAN ART 18)
35 mm camera required.

**PHYSICAL EDUCATION**

Physical Education activity classes require appropriate attire; equipment is furnished unless noted. Students using locker room facilities must purchase a combination lock for security purposes. The lock number is recorded. Towels are furnished.

**MUSIC**

**MUS 100 - 3.0 UNITS--MUSIC APPRECIATION**
Transfer Credit: CSU; UC

**MUS 112 - 2.0 UNITS--ELEMENTARY PIANO I**
Transfer Credit: CSU; UC (CAN MUS 22)

**MUS 113 - 2.0 UNITS--ELEMENTARY PIANO II**
Transfer Credit: CSU; UC (CAN MUS 24)
Prerequisite: MUS 112 or equivalent with a grade of Credit or "C" or higher.

**MUS 116 - 2.0 UNITS--VOICE I**
Transfer Credit: CSU; UC

**MUS 117 - 2.0 UNITS--VOICE II**
Transfer Credit: CSU; UC
Prerequisite: MUS 116 or equivalent with a grade of Credit or "C" or higher.

**MUS 118 - 2.0 UNITS--VOICE III**
Transfer Credit: CSU; UC
Prerequisite: MUS 117 or equivalent with a grade of Credit or "C" or higher.

**MUS 119 - 2.0 UNITS--VOICE IV**
Transfer Credit: CSU; UC
Prerequisite: MUS 118 or equivalent with a grade of Credit or "C" or higher.

**MUS 120 - 2.0 UNITS--ELEMENTARY GUITAR I**
Transfer Credit: CSU; UC

**MUS 121 - 2.0 UNITS--ELEMENTARY GUITAR II**
Transfer Credit: CSU; UC
Prerequisite: MUS 120 or equivalent with a grade of Credit or "C" or higher.

**MUS 122 - 2.0 UNITS--INTERMEDIATE GUITAR I**
Transfer Credit: CSU; UC
Prerequisite: MUS 121 or equivalent with a grade of Credit or "C" or higher.

**MUS 123 - 2.0 UNITS--INTERMEDIATE GUITAR II**
Transfer Credit: CSU; UC
Prerequisite: MUS 122 or equivalent with a grade of Credit or "C" or higher.

**MUS 127 - 2.5 UNITS--ORCHESTRA**
Transfer Credit: CSU; UC
Prerequisite: Audition.

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**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY**

**PMT 59 - 2.5 UNITS--INJECTION MOLDING I**  
Transfer Credit: CSU; UC  
This course will introduce the student to the fundamentals of injection molding including setup and operation, equipment safety, and production on actual industrial equipment in the laboratory.  
6212 9:00-1:30 PM SAT Staff Murillo TE 12

**PMT 63L - 0.5 UNIT--SPECIALTY PLASTICS LAB**  
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/composite materials.  
6213 9:00-12:30 PM SAT (1st 9 Week Class) Murillo TE 12  
6214 9:00-12:30 PM SAT (1st 9 Week Class) Price ME 1  
8209 9:00-12:30 PM SAT (2nd 9 Week Class) Murillo TE 12  
8210 9:00-12:30 PM SAT (2nd 9 Week Class) Price ME 1

**POLITICAL SCIENCE**

**POL 101 - 3.0 UNITS--AMERICAN POLITICAL INST**  
Transfer Credit: CSU; UC  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of 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. UC credit limits may apply.  
A study of national, state, and local governments, national and state constitutions, the rights and responsibilities of citizens, and the political processes, issues, and policies of those governments.  
3416 6:00-9:00 PM F Staff SS314  
6222 12:30-4:30 PM SAT Staff SS314  
5:00-7:45 PM SAT

**READING**

**READ 42 - 3.0 UNITS--READ ACCESS COLLEGE STUDNT**  
Recommendation: Completion of the Reading Placement Process.  
6231 8:30-12:00 NOON SAT Staff LC218

**SIGN LANGUAGE**

**SL 101 - 3.0 UNITS--BEG AMERICAN SIGN LANGUAGE**  
Transfer Credit: CSU; UC  
6235 8:30-1:00 PM SAT Harper SS137

Students must be in attendance by the end of the first hour of class or their names may be deleted from the roll.  
Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**THEATRE ARTS**

**FIELD TRIPS TO LOCAL PRODUCTIONS MAY BE REQUIRED**
If so, students will provide their own theatre tickets.
Check with your individual instructor for particulars.

**TH 101 - 3.0 UNITS--INTRO TO THE THEATRE**
Transfer Credit: CSU; UC  (CAN DRAM 18)
A glimpse into the exciting world of theatre, from the point of view of the audience, the actor, the director, and the man (or woman) behind the scenes.
6249 9:00-12:30 PM SAT Velazquez AC 62

**TH 153 - 3.0 UNITS--MOTION PICTURE PRODUCTION**
Transfer Credit: CSU
6256 10:00-2:00 PM SAT Stage BC 47
2:30-5:30 PM SAT

**TH 254 - 3.0 UNITS--ADV MOTION PICTURE PROD**
Transfer Credit: CSU
Prerequisite: TH 153 or equivalent with a grade of Credit or "C" or higher.
6258 10:00-2:00 PM SAT Stage BC 47
2:30-5:30 PM SAT

**TH 258 - 3.0 UNITS--WRITING FOR MOVIES AND TV**
Transfer Credit: CSU
Prerequisite: ENGL 52 or equivalent with a grade of Credit or "C" or higher.
3666 6:00-9:00 PM F Campolo BC 47

**SPEECH**

**SPCH 100 - 3.0 UNITS--FUNDAMENTALS ORAL COMM**
Transfer Credit: CSU; UC
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. UC credit limits may apply.
6241 8:30-12:NOON SAT Staff SS211

**SOCIOLAGY**

**SOC 101 - 3.0 UNITS--INTRO SOCIOLOGY-PRINCIPLES**
Transfer Credit: CSU; UC  (CAN SOC 2)
A survey of the theories, philosophies, and problems of sociology, analyzing human relationships through a study of concepts, institutions, cultural origins, and social interaction and change.
6238 9:00-12:30 PM SAT Staff SS316

**WOODWORKING MANUFACTURING TECHNOLOGY**

**NOTE:** a material fee of $20 is required for all WMT classes.

**WMT 101 - 2.0 UNITS--INTRO TO WOODWORKING**
Transfer Credit: CSU
This introductory course is the prerequisite for all of the furniture classes offered. Students explore the essential principles of woodworking. Topics include wood technology, use of portable power tools and basic machinery. Proper technique and safety are emphasized.
3696 6:00-10:00 PM F Atherton EL 14
3697 6:00-10:00 PM F Gray Jr EL 15
6269 8:00-12:30 PM SUN Thornbury EL 15
6269 1:00-5:30 PM SUN Thornbury EL 15

**WMT 102 - 4.0 UNITS--MACHINE WOOD TECHNOLOGY**
Transfer Credit: CSU
Prerequisite: WMT 101 or equivalent with a grade of Credit or "C" or higher.
This course increases the students' skill in using portable power tools and machinery. Such topics as wood technology and joinery are covered as they pertain to a piece of freestanding furniture.
6270 8:00-12:30 PM SAT Ng EL 15
1:00-5:30 PM SAT

**WMT 103 - 4.0 UNITS--MACHINE WOOD TECH II**
Transfer Credit: CSU
Prerequisite: WMT 101 or equivalent with a grade of Credit or "C" or higher.
In this course topics such as machine anatomy, set-up and fundamental operation are explored. The student practices machining techniques and joinery as they pertain to a table.
6271 8:00-12:NOON SUN Jones EL 14
1:00-6:00 PM SUN

**WMT 107 - 3.0 UNITS--WOOD FINISHING**
Transfer Credit: CSU
In this course a student learns the basic chemistry of lacquers, enamels, stains and glazes. Instruction and practice include the use of brushes and the spray gun.
6272 8:00-12:30 PM SAT Miller EL 12
12:30-3:30 PM SAT

Students **must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
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<tr>
<td>3703</td>
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<td>3704</td>
<td>7:00-10:00 PM</td>
<td>F</td>
<td>Gray Jr</td>
<td>EL 13</td>
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**WMT 111L - 1.0 UNIT--INTRO TO WOODWORKING LAB**  
Transfer Credit: CSU  
Prerequisite: WMT 101 or equivalent with a grade of Credit or "C" or higher.  
This course is intended to provide introductory level students with the opportunity to have more time on machinery as well as to complete their toolbox assignment from the previous course WMT 101.

**WMT 118 - 2.0 UNITS--WOOD TURNING**  
Transfer Credit: CSU  
Recommendation: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Credit or "C" or higher.  
Students will learn the methods, tools and materials used in woodworking. Each student will use his or her own bench-top lathe to create turned projects.

**WMT 151 - 4.0 UNITS--INTRO TO CABINETMAKING**  
Transfer Credit: CSU  
Introduction to cabinetmaking is a prerequisite course for all other cabinet and millwork courses. During the course of the semester students learn the fundamental concepts of face frame and 32mm system cabinetmaking. Use of machinery and safety are emphasized.

**WMT 201 - 4.0 UNITS--WOODWORKING W/HAND TOOLS**  
The hand tools course brings the student through the process of sharpening hand tools. Students learn how to sharpen chisels, scrapers, and spokeshaves, break down and tune up block and bench planes and surface lumber to S-4-S.

**WMT 218 - 2.0 UNITS--POLY AND CLOSED TURNING**  
Transfer Credit: CSU  
Prerequisite: WMT 101 and WMT 118 or equivalent with grades of Credit or "C" or higher.  
Recommendation: WMT 102 or WMT 103.  
This advanced woodturning course is designed to enhance the student’s skill including polychromatic bowl construction, closed vessel turning and other advanced techniques.

**WMT 249L - 2.5 UNITS--FURNITURE MFGT SPECIALTY**  
Transfer Credit: CSU  
Prerequisite: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Credit or "C" or higher.

**WMT 251 - 2.0 UNITS--ADVANCED CABINETMAKING**  
Transfer Credit: CSU  
Prerequisite: WMT 153 or equivalent with a grade of Credit or "C" or higher.

**WMT 269L - 2.5 UNITS--CABINET MFGT SECIALTY**  
Prerequisite: WMT 153 or WMT 155 or equivalent with a grade of Credit or "C" or higher.

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**Students must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
NO FEE NON-CREDIT CLASSES

The following information will help you register for free non-credit classes offered by Cerritos College. In non-credit classes students build the basic skills needed for personal and professional growth. Students in non-credit classes do not earn units toward the award of a degree or certificate. Instruction in English as a Second Language, citizenship and other basic skills is offered within Cerritos College's non-credit-Adult Education area. Some classes are offered in both English and Spanish. Most non-credit classes take place off-campus at community sites. Classes for students with disabilities require a separate registration process.

More information is available by calling the offices of:
Adult Education .......................... 562-467-5098
Emeritus ................................. 562-860-2451, ext 2493

REGISTRATION

STEPS TO ENROLL IN NON-CREDIT CLASSES

1. IDENTIFY THE CLASS OR CLASSES YOU WISH TO TAKE
   Review the course list and identify class and ticket number

2. COMPLETE REGISTRATION FORM
   Complete an Adult Education Registration Form and submit to the Adult Education office located in CE 11.

3. WALK-IN REGISTRATION
   You may register in person at the Office of Adult Education & Diversity Programs. Call (562) 467-5098 for office hours.
   If you are registering for ESL or Vocational ESL Classes registration includes assessment testing.

4. SEE A COUNSELOR
   Counselors are available to talk with you about the right courses for you. Call 562-467-5098 to schedule an appointment.

CLASES GRATIS DE NO-CREDITO DEL COLEGIO

Lo siguiente le ayudará a matricularse para clases de no-crédito del Colegio de Cerritos.

En las clases de no-crédito, los estudiantes mejoran sus habilidades académicas básicas necesarias para el desarrollo personal y professional. Las clases de no-crédito no se aplican para título o certificado. Se ofrecen clases de Ingles como Segundo Idioma, Ciudadanía, y otras clases de habilidades académicas. La mayoría de las clases de no-crédito se ofrecen en sitios distintos de la comunidad. Clases para estudiantes con discapacidades requieren de una matriculación aparte.

Para información en español, llame a las oficinas de:
Educacion de Adultos o Adult Education .......................... 562-467-5098
Programa de educacion para adultos de mayor edad 562-860-2451, ext. 2493

COMO MATRICULARSE EN CLASES DE NO-CREDITO

1. Escoja las clases o clases que guste tomar.
2. Llene la solicitud de registración para el programa de adultos y entregue la solicitud a la oficina del programa para adultos.
3. Registramos en persona
   Al llenar la solicitud de registración, venga a la oficina de Programas para Adultos localizada en el edificio de CE 11.
   Registramos para los cursos de Ingles Como Segundo Idioma requieren una prueba de evaluación. Llame la oficina por mayor información (562) 467-5098.
4. Consulte con un consejero
   Consejeros que hablan español están disponibles. Para hacer cita, llame al 562-467-5098.
**ESL/CITIZENSHIP**

This course prepares adults for the citizenship process, the INS examination, and interview. The course will also emphasize oral communication and strengthen English language skills for those limited in English. CUIDADANIA Preparase para el examen de ciudadania y la entrevista con inmigracion, aprendiendo al mismo tiempo Ingles.

**AED 60.01 - 0.0 UNITS--CITIZENSHIP I**
- 4116 9:00-1:00 PM SAT (1st 9 Week Class) Cardona SS140
- 5023 9:00-1:00 PM SAT (2nd 9 Week Class) Cardona SS140

**ENGLISH AS A SECOND LANGUAGE**

Four levels are offered to assist you in your language development. Emphasis is placed on oral communication and conversational language. INGLES COMO SEGUNDO IDIOMA Cuatro niveles de Ingles se ofrecen para ayudarle a desarrollar sus conocimientos del idioma Ingles. Esta clase esta enfocada en comunicacion oral y conversacion del idioma Ingles.

**AED 42.00 - 0.0 UNITS--ENGLISH AS SECOND LANGUAGE**
- 4081 8:30-3:00 PM SAT (1st 9 Week Class) Nunez SS220
- 4082 8:30-3:00 PM SAT (1st 8 Week Class) Chen SS309
- 4581 5:00-8:00 PM MW (1st 9 Week Class) Chen PADL*
- 4582 6:00-9:00 PM MW (1st 9 Week Class) Sanchez URBN*
- 4583 6:00-9:00 PM MW (1st 9 Week Class) Nunez URBN*
- 5008 8:30-3:00 PM SAT (2nd 9 Week Class) Nunez SS220
- 5009 8:30-3:00 PM SAT (2nd 9 Week Class) Chen SS309
- 5508 8:00-5:00 PM MW (2nd 9 Week Class) Chen PADL*
- 5509 6:00-9:00 PM MW (2nd 9 Week Class) Sanchez URBN*
- 5510 6:00-9:00 PM MW (2nd 9 Week Class) Nunez URBN*

**AED 42.01 - 0.0 UNITS--ENGLISH AS SECOND LANGUAGE**
- 4085 3:30-6:00 PM MW (1st 9 Week Class) Mondaca LSFL*
- 4086 9:15-12:15 PM TTH (1st 9 Week Class) Brausch AATC*
- 4087 3:30-6:30 PM TTH (1st 9 Week Class) Tucker GARF*
- 4088 8:30-10:30 AM THF (1st 9 Week Class) Casas MORR*
- 4089 8:30-3:00 PM SAT (1st 9 Week Class) Mondaca AC 65
- 4585 5:00-8:00 PM TTH (1st 9 Week Class) Chen PADL*
- 5012 3:30-6:00 PM MW (2nd 9 Week Class) Mondaca LSFL*
- 5013 9:15-12:15 PM TTH (2nd 9 Week Class) Brausch AATC*
- 5014 3:30-6:30 PM TTH (2nd 9 Week Class) Tucker GARF*
- 5015 8:30-10:30 AM THF (2nd 9 Week Class) Casas MORR*
- 5016 8:30-3:00 PM SAT (2nd 9 Week Class) Mondaca AC 65
- 5512 5:00-8:00 PM TTH (2nd 9 Week Class) Chen PADL*

**OCCUPATIONAL PREPARATION**

Learn basic skills about conducting a job search, attitudes at the workplace, interviewing, work habits, time management, and stress reduction. PREPARACION OCUPACIONAL Aprenda tecnicas fundamentales sobre como dirigir o buscar trabajo, actitud en el sitio de trabajo, como dirigir una entrevista, habitos de trabajo, como organizar su tiempo, y como reducir el estres.

**AED 36.01 - 0.0 UNITS--OCCUPATIONAL ORIENTATION**
- 4044 8:00-9:00 AM SAT (1st 9 Week Class) ARELLANO SS215
- 4045 9:15-11:45 AM SAT (1st 9 Week Class) Figueroa URBN*
- 4544 6:00-8:00 PM MW (1st 9 Week Class) Sалаam URBN*
- 4545 5:00-7:00 PM TTH (1st 9 Week Class) Arboleda PADL*
- 5500 6:00-8:00 PM MW (2nd 9 Week Class) Sалаam URBN*
- 5501 5:00-7:00 PM TTH (2nd 9 Week Class) Arboleda PADL*

**GENERAL EDUCATION DEVELOPMENT (GED)**

This GED course consists of five examinations in the areas of writing skills, social studies, science, literature, the arts and mathematics. This course will prepare students to take the battery of GED tests.

**PREPARAR PARA TOMAR EL EXAMEN EQUIVALENTE A LA PREPARATORIA** Este curso consiste en cinco materias que son escritura, ciencias sociales, literatura, arte y matematicas. Estas clases lo capacitan para pasar el examen y obtener su certificado de preparatoria.

**AED 42.10 - 0.0 UNITS--SPANISH GED TEST PREP-A**
- 4105 8:30-3:00 PM SAT Nava SS308
- 4106 8:30-3:00 PM SAT Marez SS310
- 4605 6:00-9:00 PM MW Nieto URBN*
- 4606 6:00-9:00 PM TTH Marez URBN*

**VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

This course provides English learners with an introduction to basic vocational English skills. These courses supplement credit vocational program in pharmacy, automotive, plastics and welding.

**INGLES COMO SEGUNDO IDIOMA VOCACIONAL** Este curso proporciona a los estudiantes de Ingles una introduccion en los conocimientos vocacionales basics en el idioma Ingles. Este curso complementa los programas vocacionales con credito como farmacia, auatomotriz, mecanica, plasticos, soldadura y maquinaria industrial.

**AED 49.02 - 0.0 UNITS-- VOCATIONAL ESL**
- 4111 9:00-1:30 PM SAT (1st 9 Week Class) Sanchez SS207
- 4112 9:00-1:30 PM SAT (1st 9 Week Class) Casas SS139
- 4113 9:00-1:30 PM SAT (1st 9 Week Class) Rodriguez SS138
- 4114 9:00-1:30 PM SAT (1st 9 Week Class) Gallego SS214
- 5018 9:00-1:30 PM SAT (2nd 9 Week Class) Sanchez SS207
- 5019 9:00-1:30 PM SAT (2nd 9 Week Class) Casas SS139
- 5020 9:00-1:30 PM SAT (2nd 9 Week Class) Rodriguez SS138
- 5021 9:00-1:30 PM SAT (2nd 9 Week Class) Gallego SS214

**EMERITUS COLLEGE**

The Emeritus College program offers special interest, noncredit classes for adults. These courses are designed to support lifelong learning. Register in the class.

**AED 10.01 - 0.0 UNITS--SENIOR CITIZENS EXERCISE**
Increase and maintain flexibility and strength, develop and maintain good posture, cardiovascular awareness and fitness and develop skills for stress management.

**AED 10.06 - 0.0 UNITS--MUSIC EXP FOR SENIORS**
Learn about music, old and new through listening, discussion, and activities.

Students **must be in attendance** by the end of the first hour of class or their names may be deleted from the roll.

**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
AED 10.07 - 0.0 UNITS--FITNESS FOR OLDER ADULTS
Designed for older adults with or without physical limitations. Non-strenuous, rhythmic exercises adapted to physical abilities of participants will be taught.

4011 8:30-9:30 AM T (17 Week Class) Pile NSC *
4012 10:00-11:00 AM W Pile LMGM*
4013 10:00-11:30 AM W Yoakum BWC *

AED 10.10 - 0.0 UNITS--MOVEMENT INTO FITNESS
This fitness program is designed for mature adults to increase flexibility and strengthen major muscle groups.

4015 2:00-4:00 PM M Dejong CHAR*
4016 2:30-5:00 PM M Lozano CRS*
4017 1:00-3:00 PM T Dejong NBRC*
4018 2:00-4:00 PM T Lozano DCC *
4019 1:00-3:00 PM TH (17 Week Class) Pile CID *
4020 1:00-3:00 PM TH (17 Week Class) Yoakum BWC *
4021 1:00-3:00 PM F (17 Week Class) Lozano DCC *

AED 14.09 - 0.0 UNITS--ARTS & CRAFTS FOR ADULTS
Teaches the basic techniques and skills involved in creative crafts while at the same time enhancing the coordination of sensory, gross, and the fine motor skills.

4023 9:00-11:00 AM W Miller LMAC*
4024 9:30-11:30 AM TH Savoy RHCC*

AED 16.10 - 0.0 UNITS--SENIOR CHORUS
Instruction in ensemble techniques that include rehearsal format, performance preparation, and performance execution. Emphasis is placed upon group participation and growth through artistic performance in public.

4026 10:00-12:00 NOON W Kubiak CSRC*
4027 12:30-3:30 PM T Kubiak LMAC*

AED 16.13 - 0.0 UNITS--COMMUNICATION SKILLS
This course increases receptive and expressive language skills in the senior citizen, as well as improves non-verbal body language and develops a higher self-concept through positive interaction with others.

4108 2:45-4:45 PM W (17 Week Class) Mansell LMAC*
4109 1:00-3:00 PM TH (17 Week Class) Mansell NSC *
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 statues.

The President-Superintendent has provided regulations and procedures for implementation of this policy and such regulations and procedures are included as a part of the District’s Affirmative Action/Staff Diversity Plan. It is 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, services, honors, programs, or activities available at or through the District.

Informed and formal complaints under this policy shall be processed through the District’s Investigation and Resolution of Complaints of Unlawful Discrimination procedure, through the Director of Human Resources and the President-Superintendent.

SEXUAL ASSAULT AND ACQUAINTANCE RAPE POLICY

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. Board Policy No. 4901, Sexual Assault and Acquaintance Rape Policy, conforms with relevant State and Federal Laws. Sexual assault and acquaintance rape are crimes and will be treated as such. Any student or employee who becomes a victim of sexual assault or acquaintance rape is encouraged to report the crime immediately to Campus Police. The District is dedicated to providing prompt and compassionate services to all crime victims. In the event of an incidence of sexual assault or acquaintance rape, Student Health Services will provide support services and direction. The phone number for Student Health Services is (562) 860-2451, ext. 2321. The Chief of Campus Police will notify the President-Superintendent of all reports of sexual assault and/or acquaintance rape.

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 drugs 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 ACTIONS:

1. Library
2. Human Resources
3. Student Activities Office
4. Career Services Center
5. Student Health Services

ALCOHOL/DRUG, ABUSE COUNSELING, TREATMENT, REHABILITATION INFORMATION:

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

1. Counseling Center, ext. 2231
2. Student Health Services, ext. 2321
3. Adult Re-Entry, ext. 2362.
An Associate in Arts (AA) Degree is the only degree offered at Cerritos College. Degree requirements combine specific courses for the major, as well as proficiencies and General Education. A total of 60 degree applicable units must be completed with a “C” (2.0) grade point average to qualify for the AA degree.

1. MAJOR PROGRAM REQUIREMENTS
Complete ALL requirements specified 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 demonstrated 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 or equivalent with a grade of “C” or higher.
   c. For other options see your counselor.

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

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, 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)
   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, 105L (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), 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) HEALTH EDUCATION:
         Health Education 100
   b. SOCIAL AND BEHAVIORAL SCIENCES (3-9 units)
      Examination Option-The American History and Government requirements may be satisfied by proficiency examination. If both exams are passed, the student is required to select 3 units from section b-3.
      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 Cerritos course requirement.
      Select one course from each of the groups listed below:
      1) AMERICAN HISTORY:
         History 101, 201, 202, 220, 221
      2) AMERICAN GOVERNMENT:
         Political Science 101, 201
      3) SOCIAL, POLITICAL, HISTORICAL AND ECONOMIC INSTITUTIONS:
         Administration of Justice 101
         Anthropology 100, 120, 200, 201, 202, 203
         Child Development/Early Childhood 113
         Counseling and Guidance 200
         Economics 101, 102, 201, 202, 204
         Geography 102, 105, 257
         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:
         Architectural 110, 112
         Humanities *108, *109
         Journalism 100
         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 RATIONALITY (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, 177, 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 requirements apply to students enrolling during the 2003-04 school year. Students who enrolled prior to Fall 2003 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.

EFFECTIVE: FALL 2003
REVISED: 8/03
The following general education pattern of courses is acceptable for the Bachelor's Degree lower-division general education requirements at all campuses of the California State University System. Cerritos College is authorized to certify a maximum of 39 units of lower-division general education 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. For students who have completed the course requirements specified, Cerritos College will send an official certification of California State University general education upon written request by the students through the Office of Admissions and Records.

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 each category (1, 2, 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
   Must choose one course from each category (1, 2, 3). At least one laboratory (LAB) must be included in category 1 or 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)
      Energy 110
      Geography 101
      Geology 101 (LAB), 110, 201 (LAB), 204, 207 (LAB), 209 (LAB)
      Physical Science 100, 112 (Not considered a LAB science for CSU GE)
      Physics 100 (LAB), 101 (LAB), 201 (LAB)
   2. Biological Sciences
      Anatomy and Physiology 120 (LAB), 130 (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
   Must choose three courses, with at least one course from category 1 and 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
   Must choose one course from each category (1,2,3)
   1. American History
   2. American Government
      Political Science 101, 201
      (An examination option is available to satisfy the American History and Government requirements. Details can be obtained in the Counseling Center.)
   3. Social, Political, Historical and Economic Institutions
      Administration of Justice 101
      Anthropology 100, 120, 203
      Economics 101, 102, 201, 202, 204
      Geography 102, 105, 257
      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
   Must choose one course from the following:
      Counseling and Guidance 200
      Health Education 100
      Physical Education 141
      Psychology 150
      Sociology 110, 120
Completion of all of the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division general education courses.

It should be noted that completion of the IGETC is not a requirement for transfer to 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. Depending on a student’s major or field of interest, the student may find it advantageous to take courses fulfilling the CSU’s general education requirements or those of the UC campus or college to which the student plans to transfer.

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. All courses must be completed with a grade of “C” or better. A student who has completed IGETC may have an official certification sent to a four-year institution upon written request by the student through the Office of Admissions and Records.

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

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
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, 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), 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+, 220, 221
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.

+UC credit limitation. For details, see your counselor.

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 APPEARS IN THE COLLEGE CATALOG COURSE DESCRIPTION. SEE A COUNSELOR FOR DETAILS.
The following pages describe the student services available at Cerritos College. We sincerely hope that you take the time to become familiar with these services and use them often to meet your goals at the college. The telephone extension of each service is listed. The college telephone number is (562) 860-2451.

ACADEMIC SUPPORT CENTER  EXT. 2404
The Academic Support Center is a campus support system designed to provide services and information to students who want to acquire, improve, review or maintain personal learning skills. The Academic Support Center (ASC) has a centralized location where students can go to develop learning skills that will improve their efficiency and effectiveness in the classroom. The ASC includes tutorial services, supplemental instruction by Cerritos College instructors, the Survey of Reading and Study Efficiency, Study Skills Workshops, Stress Management Workshops, and Learning Skills Workshops. All services are free to Cerritos College students. The ASC is located in the lower level of the LRC in LC166.

ACCIDENT INSURANCE  EXT. 2321
Accident insurance is provided by Cerritos College to all 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.

ADMISSIONS AND RECORDS OFFICE  EXT. 2211
The Admissions Office has many functions. It is responsible for: application for admission, permanent records, transcript requests, student academic petitions, verification of student enrollment to appropriate institutions, and a segment of the registration procedure. Concerns should be directed to the Administrative Dean of Admissions and Records. Except during registration, the Admissions Office hours are 8:30 a.m. – 7 p.m., Monday-Thursday; 8:30 a.m. – noon, Friday. For additional information visit our website at www.cerritos.edu/admissions.

ASSESSMENT TESTING  EXT. 2599
Assessment testing is administered in the Career Services Center. Results are used for advisement in selecting classes. Tests for reading, math, English writing, and ESL placement are administered in the Career Services Center.

ATHLETICS  EXT. 2864
Cerritos College is a member of the South Coast Conference. Cerritos men’s teams are represented in: baseball, basketball, cross country, football (mission conference), golf, soccer, swimming, tennis, track and field, water polo and wrestling. Cerritos women’s teams are represented in: basketball, cross country, soccer, softball, swimming, tennis, track and field, volleyball, and water polo.

BOOKSTORE  EXT. 2462
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.

CALWORKS  EXT. 2356
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, work study opportunities, 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, please call (562) 860-2451, ext. 2356 and make an appointment with a CalWORKs counselor.

CAMPUS NEWS SERVICES  EXT. 2618
To keep you abreast of news and interesting aspects of campus life, student publications are available to you free of charge. Produced by students in the Journalism Department is the award-winning weekly newspaper Talon Marks. The paper provides timely coverage of campus news and highlights, sports, and current events. Campus news is also available online at the Talon Marks website at www.talonmarks.com and on the campus radio station WPMD, located at 1700 on the AM dial or www.cerritos.edu/wpmd. In addition, the Falcon Flyer, published by the ASCC, lists scheduled campus events and can be obtained at various locations on campus.

CAREER PLANNING  EXT. 2356
Career planning is available to individuals who are currently enrolled, who have graduated, or who hold certificates from Cerritos College. Career planning provides opportunities to explore career options as well as the use of highly sophisticated computerized search programs which include the Internet. Students are encouraged to take advantage of the skills, interests, and values inventories that are available to them in the Career Services Center. A career counselor will assist you to understand the assessment results and help you in choosing a career or major.

CAREER SERVICES CENTER  (located in the Administration Building)  EXT. 2356
The Career Services Center offers the following services to assist students in exploring and planning their academic and vocational futures: (1) Assessment Testing, ext. 2599; (2) Career Planning, ext. 2356; (3) Student Employment – Job Placement, ext. 2366; and (4) Reentry Programs, ext. 2362. You may visit our website at www.cerritos.edu/career-services. The Career Services Center is open Monday through Thursday, 8:30 a.m. – 7 p.m.; and Friday, 8:30 a.m. – noon.

CHILD DEVELOPMENT CENTER  EXT. 2583
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 Art, Math, Science, Dramatic Play, Art, Music, Fine and Gross Motor Development, and Social Studies. Registration for the Center takes place each semester on a first-come, first-served basis, on space available, age of child, and readiness for group care. A physical examination 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) 860-2451, ext. 2583 or 467-5051.
COUNSELING CENTER  EXT. 2231
Counselors are available in the Counseling Center to assist you with academic advisement, establishing realistic goals and devising a sound educational plan to meet those goals. Counselors can keep you abreast of current requirements for your major. Counselors are available on a half-hour appointment basis or on a limited walk-in basis for brief consultations. Online counseling is available at www.cerritos.edu/counseling. Counseling Center hours are: 8:30 a.m. – 7 p.m., Monday – Thursday; 8:30 a.m. – noon, Friday.

DISABLED STUDENT PROGRAMS AND SERVICES EXT. 2333
Disabled Student Programs and Services (DSPS) was established to provide support so that students with disabilities can participate in general campus programs and activities to the greatest extent feasible. Resources available to qualified disabled students include: specialized counseling and guidance classes, adaptive physical education, interpreters for the deaf, notetakers, mobility aides, assistance with registration, speech assistance, mediation classes for the learning disabled and acquired brain injured and more. Call or visit our website at http://www.cerritos.edu/dspst.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)  EXT. 2398/2397
EOPS is a state-funded program designed to assist students who are educationally and financially disadvantaged. The program has a three-fold mission which includes: (1) recruitment, (2) retention, and (3) transfer to the university or employment. Some of the services provided to EOPS students include a summer bridge program, academic counseling, early registration assistance, grants, university application waivers and EOP nominations, and participation in Supplemental Instruction (SI) workshops and Achievement in Mathematics (AIM) Program. EOPS is part of the Student Affairs Office, located on the south side of the Administration Building. EOPS hours are: 8 a.m. – 4:30 p.m., Monday through Thursday; 8 a.m. – 4:00 p.m., Friday.

FINANCIAL AID OFFICE  EXT. 2399/2397
The Financial Aid assistance programs include federal, state and local scholarships. The Free Application for Federal Student Aid (FAFSA) can be filed on the web at http://www.fafsa.ed.gov or through the Financial Aid website at http://www.cerritos.edu/financialaid. The Cerritos College Financial Aid Code for this application is 001161. The processing time for a completed application is 6 – 8 weeks or 3 – 4 months. The Financial Aid Office is part of the Student Affairs Office located in the Administration Building. Financial Aid Office hours are: 10 a.m. – 2:00 p.m., Monday and Tuesday; 10:00 a.m. – 6:30 p.m., Wednesday and Thursday; 9:00 a.m. – 12:00 p.m. on Friday.

HEALTH INSURANCE  EXT. 2471 OR 2321
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  EXT. 2321
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 which 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, traditional oriental medicine, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, International student, and supplemental insurances are also available through the SHS. Office hours are currently: Monday, Tuesday and Thursday, 8:00 am – 4:30 pm; Wednesday, 8:00 am – 6:30 pm; and Friday, 8:00 am – 12:00 pm. 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.

INTERNATIONAL STUDENT CENTER  EXT. 2133
The International Student Center welcomes F-1 international students to attend Cerritos College, a SEVIS institution. 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 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/isp or call us at (562) 860-2451, ext. 2133, for further information or for an international student application package.

JOB PLACEMENT  EXT. 2366
Cerritos students and alumni who are looking for employment may apply at the Job Placement desk, located in the Career Services Center. Employment opportunities are available on the web and in binders on the Job Placement counter. These listings may be viewed at the Career Services Center or through the Internet at www.monstertrak.com. Internship opportunities through the Student Training and Employment Placement (S.T.E.P) Program are also offered. Students are encouraged to take advantage of job readiness handouts and videos, such as tools for job search, resume writing, interviewing, and dress for professionals. Job Placement is open Monday through Thursday, 8:30 a.m.-7:00 p.m., and Friday, 8:30 a.m.-noon. For more information, call (562) 860-2451, Ext. 2366, email job-placement-info@cerritos.edu, or visit us at www.cerritos.edu/career-services/job-placement.

LIBRARY AND LEARNING RESOURCE CENTER
The Wilford Michael Library and Learning Resource Center (LRC) is located near the center of campus. It provides a wide variety of services and materials. The library is available for study and research. It contains more than 100,000 books and reference materials and 450 magazine and newspaper subscriptions. The library’s website provides access to the automated library catalog; the Internet’s World Wide Web; thousands of magazine, journal, and newspaper articles in various subscription databases; and various other databases. Copy machines and typewriters are also available in the library for student use. Librarians are available for reference assistance.

The LRC houses the following services: Library (Ext. 2430), Independent Study Center (Ext. 2442), Instructional Media Services (Ext. 2438), Computer Assisted Instruction (CAI) (Ext. 2185), Innovation Center (Ext. 2797), Academic Support Center (ASC) (Ext. 2404), Math Learning Center (Ext. 2659), Reading Center (Ext. 2856), and Writing Center (Ext. 2855). Please call for the operating hours within each service area.
SERVICES FOR STUDENTS

PARKING  EXT. 2325
All parking at Cerritos College is by permit only. A one-semester parking permit may be purchased at Registration, or anytime during the semester at the Payroll/Fee Station for $20.00 for fall or spring semesters and $10.00 for the summer session. A daily permit may be obtained for $1.00 from the yellow Park-Ur-Self meters located 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. Disabled visitors are not required to purchase a parking permit if they display a DP plate or placard and park in “Blue Curb” zones. During the week of January 12-16, parking is free in all white-lined stalls. VEHICLES WITHOUT A PERMIT OR INCORRECTLY PARKED MAY BE ISSUED A PARKING CITATION. Please refer to the General Catalog for complete Parking Policy.

PSYCHOLOGICAL SERVICES  EXT. 2321
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 Student Health Services at extension 2321 for assistance or visit our website at www.cerritos.edu/health.

RE-ENTRY RESOURCE PROGRAM  EXT. 2362
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.

TRANSCRIPTS/VERIFICATION OF ENROLLMENT  EXT. 2211
A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. If ordered on campus, the first two transcripts (whether official or unofficial) and verifications of enrollment 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 days). The fee for verification of enrollment is $2 for three to five working days processing time or $7 for 24-hour service. Transcripts may also be ordered by phone or fax, (888) 775-2853, or by the Internet at http://www.campusdirect.com.

TRANSFER CENTER  EXT. 2154
The Transfer Center offers information, referrals and counseling services. The Center provides current information on transfer programs, general education information, educational advising with university representatives, and financial aid information for the university. The Transfer Center is located in the Administration Building. Office hours are: 8:30 a.m.-7 p.m., Monday–Thursday; 8:30 a.m.-noon on Friday.

VETERAN’S AFFAIRS OFFICE  EXT. 2104
The primary function of this office is to certify to the Veteran’s Administration that eligible veterans are enrolled at the college and pursuing an approved educational goal. The Veteran’s Affairs Office is located within the Financial Aid Office in the Administration building.
Individuals with limitations due to a disability may receive support services and instruction from one or more of five 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. Additional non-classroom related assistance for all students includes: registration, campus orientation, placement tests, elevator access, 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 DSPS at (562) 860-2451, ext. 2333, or visit our website at http://www.cerritos.edu/dsps/.

REGISTRATION ASSISTANCE FOR DISABLED STUDENTS: CONTACT CENTRAL INTAKE AND SERVICES FOR FURTHER DETAILS — ADVANCE APPOINTMENT REQUIRED. EXT. 2333

The Alice Collins Resource Center for Students with Disabilities is located in the Santa Barbara Building. This center assists students with mobility and other health limitations, as well as those with psychological disabilities. The services available include disability management, in-class aides, note takers, reading assistance, tutoring, test taking assistance, referral to textbooks on tape, liaison with instructors and access to a variety of on and off campus agencies such as the Department of Rehabilitation. All classroom-based support services that involve either testing accommodations or the use of hourly DSP&S student personnel (other than interpreters) are also provided by the Service Facilitator housed in the ACRCSD.

The Speech, Language, and Hearing Center offers assistance and instruction to those students with communication difficulties due to speech, language or hearing impairment. Individual and small group instruction is provided to students having difficulty with articulation, voice, language, aphasia, stuttering and hearing impairments. Interpreters and specialized instruction in basic skills are also available for the hearing impaired.

The Instructional Support Center is located in the Student Center Complex next to the cafeteria. There are three distinct yet inter-related programs. First, the Independent Mediation Lab offers specialized instruction that emphasizes approaches to develop techniques that ameliorate the impact of a disability. Students go through a brief computerized assessment process then meet with the ISC counselor to assist them in developing and implementing a study skills/compensatory strategies plan. The Assistive Technology Training and Information Center trains students so they will be able to use the access technology equipment such as screen readers, visual amplification devices and reading machines placed around the campus. Students will be referred to the ATTIC by the DSPS Specialists once there has been a discussion of alternate media options that may or may not include training in assistive technology. Finally, Short Term Alternate Media Production has been established to meet immediate needs for alternate media such as brailled, digitized or large print tests and syllabi. Large projects such as complete textbooks will be completed through Computer Services by our Alternate Media Specialist.

Rancho Los Amigos Medical Center, in Downey, affords the opportunity for patients to attend Cerritos College courses at that facility. In addition to assistance in the basic skills of reading, writing and computation, instruction in clerical areas is available. The satellite campus at Rancho is designed for students who are affiliated with specific hospital services, either on an inpatient or outpatient basis.

In accordance with the Americans with Disabilities Act, this information is available in an alternate format by calling 562/860-2451, extension 2333.
A continuing student is defined as one who has completed a course during the 2003 Fall semester with any grade including W (Withdrawal), NC (No Credit), or I (Incomplete). This formula does not apply to Veysey or minor (non-Veysey students).

**Allocation of Appointment Cards for Continuing Students Will Not Be On A First-Come, First-Served Basis, But On A Point System.**

Continuing students will be awarded points toward an appointment card on the following basis:

1. One point for each prior unit earned at Cerritos College to a maximum of 90 points. To allow for a fair and just allocation of registration time slots, a student point total (in this category only) will be reset to “zero” when the units at Cerritos College exceed 90.

2. In addition, points will be awarded for the following conditions:
   A. One point for each unit enrolled in after the last day to drop.
   B. Bonus points are awarded based on current load (after last day to drop).

<table>
<thead>
<tr>
<th>Units</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 3 units</td>
<td>0</td>
</tr>
<tr>
<td>3.5 – 6 units</td>
<td>2</td>
</tr>
<tr>
<td>6.5 – 9 units</td>
<td>4</td>
</tr>
<tr>
<td>9.5 – 15 units</td>
<td>6</td>
</tr>
<tr>
<td>15.5 or more units</td>
<td>10</td>
</tr>
</tbody>
</table>

C. A ten point bonus is given to students with a 2.0 or higher grade point average. Grade points are awarded in this manner. Note: GPA is computed by adding grade points (as shown below) and dividing by units attempted.

- A 4 grade points
- B 3 grade points
- C 2 grade points
- D 1 grade points
- F, W 0 grade points

D. Student numbers are used to separate students with the same total points.

**NOTE TO STUDENTS:** If you wish to receive a grade in the mail you should supply your instructor with a self addressed, stamped postcard. You also have the option of picking up your grades from the Admissions and Records Office.

**Grades Are Not Mailed To Students.**

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**Academic Support Center**

Do you need tutoring in any of your Cerritos College courses? Do you need help managing your time efficiently? Do you need to learn how to take good lecture notes? Do you need to learn how to take tests without stress? Are you wondering where to go to get help with your classes? Do you need to learn how to prepare a term paper? Would you like to improve your memory? If you want answers to these questions and more, contact the Academic Support Center. All Cerritos College students may attend any of the free Academic Support Center services below.

- **Discipline Specific**
- **Supplemental Instruction:** Personalized Programs
- **Educational Technology Instruction**
  - For College Success
- **Survey of Reading and Study Efficiency**
  - Discover Strengths and Weaknesses in Study Skills and Reading
- **Instructor-Led Learning Skills Workshops**
  - Free and Open to All Students

The Academic Support Center office is located in the lower level of the Learning Resource Center (LC-166). Here you can request assistance, sign-up for workshops, and train in several multi-media technology areas, receive tutoring, and get information about the learning resources on our campus. You can call the Academic Support Center at (562) 860-2451, ext. 2404.
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 “cosponsors” with the district such activities as touchtone registration, athletics, choir, band, forensics, drama, and student newspaper. Students are encouraged to participate in campus clubs and organizations. The club program is an ever-growing phase of campus life, with new clubs forming every year. With more than 60 clubs, students are provided the opportunity to become involved in curricular, special interest, and social programs. The Inter-Club Council meets regularly to give all clubs and organizations the chance to share their activities collectively. For additional information about the ASCC and campus clubs, please stop by the Student Activities Office, or call (562) 860-2451, ext. 2473.

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. Students 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 should be free to support causes by orderly means which do not disrupt the regular and essential operation of the college. Student organizations shall have the right to recommend, invite and 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 interest 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. Students 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 1-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 thirty (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 (school days 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.
2. 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 here in 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/she may appeal within ten (10) school days to the College President/Superintendent if 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 resubmit 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 incompetence, shall be final.”

**GRIEVANCE PROCEDURE**

**STEP I**

A student who believes the grade received was due to mistake, fraud, bad faith, or incompetence 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

DISCIPLINARY PROCEEDING

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

INTRODUCTION

The California Education code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules. Students enrolling in Cerritos College assume an obligation to abide by all college regulations.

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.
   a. May be initiated by any faculty or college manager and sent in writing to the Office of Judicial Affairs.

b. 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.
   a. Shall be initiated by the Office of Judicial Affairs.
   b. 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.
   a. 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.
   a. Suspensions shall be initiated by the President or designee.
   b. The duration of the suspension from one or more classes shall be for a period of up to ten (10) school 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.
   c. 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 (10) school days.

5. Expulsion: is defined as the removal of a student from any and all classes of the college.
   a. 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.
   b. The duration of the expulsion may be indefinitely.
   c. The expulsion is noted in the permanent file of the student.
   d. 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 recommendations to the President.

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

3. Procedures For a Hearing:
   a. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten (10) school 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.
   b. 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.

c. 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.

d. All hearings shall be tape recorded. Transcriptions and a transcript shall be available at all times to parties directly involved, at their own expense.

e. 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.

f. 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.

JUDICIAL AFFAIRS

Information regarding student rights and responsibilities is available from the Coordinator of Judicial Affairs. He is available to meet with you to explain the “System” and your rights with regard to student grievances, student conduct and academic-related student grievances. This office also serves as a source of information and/or referral for all student problems and concerns. The Office of Judicial Affairs is located in the Student Activities Office. 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. (Educational 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 does not unlawfully discriminate in educational opportunities on the basis of race, religion, sexual orientation, color, national origin, age, or marital status and is subject to Title VII of the Civil Rights Acts of 1964 as amended.

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

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

It is the responsibility of the student with a verified disability and resultant educational limitation to apply for DSPS assistance in the Santa Barbara Building and to file a request for accommodations with DSPS via the college form entitled “Disabled Student Programs and Services – Application for Services”. The request should be completed with adequate notice provided for an effective response. Classroom related requests will be reviewed for approval on the “Service Request Form” and, upon approval by DSPS, notification will be sent within 3 days to any involved instructor by DSPS staff. The instructor will respond to the request in writing in a timely manner. Non-return will be construed as agreement.

If the instructor denies the classroom related request(s) the DSPS director, or designee, will intervene with the appropriate academic staff and attempt to resolve the matter. In the event of continued denial of an accommodation request or request for course substitution or waiver DSPS will provide the student with the policy, procedures and form entitled “Academic Accommodation Request Form”. The DSPS director or designee will concurrently inform the student that he/she has the right to file a grievance under the college's discrimination grievance procedure and/or the Office for Civil Rights and will provide the student with the information necessary to do so.

Inquiries regarding DSPS or the district’s non-discrimination policy relative to students, employees, or applicants with disabilities should contact Dr. Robert Hughlett, the 504/508 and ADA Coordinator, by calling (562) 860-2451, ext. 2334 or by e-mail at hughlett@cerritos.edu, or Mark Fisher, Director of Human Resources at ext. 2284.

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, or Mark Fisher, Director of Human Resources, at ext. 2284. 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.

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 such discussion is prohibited by the instructor;
- Obtaining copies of an exam without the permission of the instructor;
- Using notes, "Cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarizing 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.

Cerritos College promotes a smoke-free environment. In compliance with AB846 and Education Codes 19994.30 and 19994.33, smoking is prohibited inside a public building and within 20 feet of a main exit, entrance, or operable window of a public building.
**CERRITOS COLLEGE COMMUNICATION CENTER:** (562) 860-2451  
**HOURS:** 7:00 a.m. – 8:00 p.m., Monday – Thursday; 7:00 a.m. – 4:30 p.m., Friday

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**EMERGENCY PHONES ARE FOUND IN THE FOLLOWING LOCATIONS AND ARE TO BE USED FOR EMERGENCY PURPOSES ONLY. THESE PHONES ARE A DIRECT LINE TO THE CAMPUS POLICE DEPARTMENT; THEREFORE, WHEN USING THEM PLEASE BE SURE TO: IDENTIFY YOURSELF WHEN PLACING THE CALL — IDENTIFY THE NATURE AND LOCATION OF THE EMERGENCY.**

- Administration Building Staff Lounge, Admissions and Records Vault
- Arts and Crafts Building South East Wing, South West Wing, Dance Hall
- Business Education Building North Wing, South Wing
- Health Science Building 1st Floor, 2nd Floor, 3rd Floor, East Elevator, West Elevator
- Cafeteria Student Center
- Community Education Building Lobby
- Burnight Center Building Lobby/Elevator, North Music Wing, Elevator/South Music Wing
- Gym South East Corner
- Natural Science Building East Wing, West Wing
- Physical Education Building Lobby/Women's Locker Room
- Physical Science Building Near Room 10, South Wing
- Social Science Building 1st Floor, 2nd Floor, 3rd Floor, Elevator
- Weight Training Room Near Room 3
- Library Elevator East Wing
- Liberal Arts Building Elevator, 1st Floor/Near Men's Restroom/2nd Floor

The emergency phones can be used for any of the following: *Escorts, *Medical Aid, *Reports of a crime, *Keys locked in car
LOCATION
Examinations will be conducted in the same room used for the regular class meeting. (Exception: physical education activity classes will be scheduled in the Gymnasium.) Final examinations for all day classes will be held according to this schedule. On the chart below find the appropriate square which identifies the day and time for your class during the regular semester. From this you can determine the date and two-hour time block for your final exam.

SATURDAY CLASSES
Saturday classes will hold a two-hour final examination on May 15, beginning at the regular class starting time.

LAST DAY OR EVENING FOR CLASSROOM INSTRUCTION IS FRIDAY, MAY 14.

SPECIAL SITUATIONS
1. Classes scheduled for a double period on one day and a single period another day (e.g.: 8 – 10 TTh and 9 Th) will have the final examination scheduled for that hour (8) on which the class meets both days (TTh) (for example, exam will be from 8 – 10 T).
2. Classes scheduled in a block on a single day (e.g.: 9 – 12 T or 12 – 4 F) will take the final examination scheduled for the first hour on which the class meets (for example, exam time will be from 10 – 12 T for the 9 – 12 T class and 12 – 2 F for the 12 – 4 F class).
3. The final examination for all classes beginning before 8 a.m. (e.g.: 6:30 a.m. W or 6:45 a.m. MTWTh) will be given at the hour the class begins on the regular day the class meets (for example 6:30 a.m. W; 6:45 a.m. M).
4. Students whom because of personal illness, are unable to take examinations as scheduled must make individual arrangements with the instructor involved.
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Cerritos College’s College Automotive Program (CAP), sponsored by DaimlerChrysler, was awarded the top program from among 35 colleges nationwide, at the National CAP Conference in Auburn Hills, Michigan. The DaimlerChrysler Fund also awarded the Cerritos College Foundation a $12,000 grant to assist the college’s CAP automotive program.

“This is exciting,” said John Moore, president of the college’s Board of Trustees. “To be number one in the nation is tremendous.”

CAP is a paid two-year automotive training program designed to prepare incoming dealership technicians. The curriculum is structured by DaimlerChrysler and Cerritos College and leads to an Associate Degree. The program involves attending classroom lecture and laboratory on late model Jeep, Dodge and Chrysler vehicles. Students then go to work at a DaimlerChrysler dealership. The total program lasts about two years with approximately half of the time spent at Cerritos College and the other half working at a sponsoring dealership.

Automotive Instructors Kevin Taylor and Richard Aragon partner in the support and instruction of future dealership technicians. Students completing the program are assured full-time employment at participating dealerships.

“Cerritos College is recognized nationally not only for our DaimlerChrysler program but also for our General Motors and Ford training programs,” stated Aragon.

“Our students often drive from a distance past other institutions to attend the esteemed automotive programs,” said Aragon. Because of such strong dealer support from Los Angeles, Orange, Riverside, San Bernardino, and San Diego counties, the college is able to run two groups in all three automotive training programs all year long. Each group averages 20-25 students.

The Cerritos College Automotive Technology Department is also a Center for Advanced Transportation Technology (CATT). The Cerritos CATT is one of 10 colleges statewide selected and funded to develop advanced transportation technology training. The CATT at Cerritos College specializes in alternative fuels training and is developing classes in Intelligent Transportation Systems (ITS).

For more information on Cerritos College’s automotive training programs, go to www.cerritos.edu/advtranstechctr or call 562.860.2451, ext. 2974.

Cerritos Student Honored at Phi Beta Lambda National Leadership Conference

Cerritos College Student Karan Shah (Cerritos) was honored earlier this month at the Phi Beta Lambda National Leadership Conference, a professional association for students pursuing business careers. Competing in Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) national awards program, Shah placed second in the nation in Business Principles.

The award was part of a comprehensive competitive events program sponsored annually by FBLA-PBL. Individuals, state teams, and local chapters are encouraged to compete in any of nearly 40 different events representing a wide range of activities. In the Business Principles competition Shah faced-off against nearly 400 students from around the country.

Born and raised in India, Shah came overseas to pursue higher education. Sponsored by his aunt and uncle, residents of Cerritos, it was recommended that he start at Cerritos College. The reason being the cost effectiveness and the quality of education he would find at the college.

Shah will graduate from Cerritos in spring 2004 with hopes of transferring to the University of California Berkeley to attend the Haas School of Business. His primary interest is the business and economic aspects of the advertising industry.

“I have always had a passion for advertising,” says Shah.

When he is not in class or participating with the Scholars’ Honors Program, Shah is working in the college’s Innovation Center assisting with the Tech ED program and development of faculty web pages. He recently was hired on to help develop web pages for Project HOPE.

He has no regrets coming to California, however it disappoints him when people denigrate a community college education and take it for granted. Starting out as an international student, and having to pay higher fees because of it, Shah realized that once he started a class, he could not just drop it; he had already invested too much.

“I learned to take things more seriously, work very hard and finish,” he remarks. “At Cerritos, the input/output ratio is the best – you decide where you want to go.”

“I think [Cerritos College] is awesome [and] I would like to thank Cerritos College for the opportunities,” says Shah.
For Dr. Charlene Fobi
Excellence is the Standard

Dr. Charlene Fobi is everything a sick or injured person would want to find in a nurse, and she is everything students in the Health Occupations Division want and need on their journey to becoming nurses themselves.

With a 16-year history here at Cerritos College, Dr. Fobi has spent the majority of her time here in the classroom, and moved into the position of chairperson/director of the Nursing department three years ago after serving as the assistant chairperson for several years.

“I like Cerritos,” said the former medical-surgical nurse of 33 years. “The environment is very comfortable. In Health Occupations the people are pleasant and supportive. I like the students here.”

In her time here at the college Dr. Fobi has revolutionized the Nursing department and is responsible for many of the new opportunities available to Cerritos College students. She was instrumental in bringing Assessment Testing, Inc. (ATI) testing on campus last year. ATI is a computerized assessment testing for nursing students at all levels. The test has eight levels and is taken again and again throughout a student’s time in the Nursing program.

“The results of the test help us know what kind of revisions, if any, are needed in our nursing courses,” Dr. Fobi said. “The tests also help us to identify at-risk students.”

Dr. Fobi has also been responsible for the introduction of computer software that simulates a hospital setting where students are given the diagnosis of a patient and have to recommend interventions.

She has also played a huge role in the development of the new Nursing Skills Lab (which is currently being built on the south end of campus) and is scheduled to open soon. The lab will house 23 patient beds with computers and software that give the most realistic simulated clinical lab experience.

One of Dr. Fobi’s main goals is to acquire more state of the art equipment for student use. Recently the department purchased a $30,000 SIM-Man that simulates body functions and reactions that students can work with.

A nurse at heart, Dr Fobi also knew she always wanted to teach. She has her ADN degree and a bachelors degree from the University of Cincinnati, a masters degree from UCLA and a doctorate degree in Education and Institutional Management from Pepperdine University. Dr. Fobi claims that she would be a lifelong "professional student" if she could.

“Excellence IS the standard to which Charlene Fobi holds herself, faculty peers, and students,” comments Jenine Nolan, instructional dean of Health Occupations. “She does not accept excuses; instead, she offers resources. She does not accept ‘I can’t’; instead, she clearly states ‘you can!’ She is a student advocate, a fair arbitrator, and a role model of excellence.”