Get on TRAC for a great career in teaching with Cerritos College Teacher Training Academy... Teacher TRAC!

CERRITOS COMMUNITY COLLEGE DISTRICT ADMINISTRATION

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Teacher TRAC

11110 Alondra Blvd.
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College for Youth  
Summer 2004  
At Cerritos College Community Education

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...and more

Classes begin June 21, end August 13
For More Info Call Community Education (562) 467-5050 Ext. 2521
Visit us online at www.cerritos.edu/ce
Dear Student,

Greetings, and welcome to the 2004 Summer Session at Cerritos College.

We’re glad you’ve chosen to take advantage of the summer session to further your education and goals. Here at Cerritos, we value your continuing education, and pledge to equal that commitment by supporting and encouraging your endeavors in study and vocation.

We thank you for choosing to study here and trust that you’ll find what you need as you browse this schedule of classes. I invite you to explore your interests and passions and to discover, through experience and learning, the greatness of your potential.

I wish you the best of luck during the session.

John Grindel
Interim President
Voters in the March 2 election approved Cerritos College’s $210 million General Obligation Bond measure, providing funding to update the nearly 50-year-old campus. Measure CC received a total of 26,831 “yes” votes, or 57.38 percent of the total votes. Passage of the measure required at least a 55 percent vote of confidence.

“We’re pleased that the community has supported our plan to revive and expand the college to accommodate growth,” said Cerritos College Interim President John Grindel. “As a backbone in the community, Cerritos College has long provided students a step ladder in their vocational and academic careers. This bond will ensure safe and quality education for many future generations of students.”

Construction funded by the bonds will take place over the next several years and will include expansion and renovation projects for facilities and departments across campus. Use and management of the funds will be overseen by a committee outside the college comprised of local citizens.

International Exchange Students Experience U.S. Culture at Cerritos College

For the last three years, Cerritos College has had a relationship with the International Pacific College in New Zealand that enables student and faculty exchanges between the two campuses.

Nick Kremer, executive dean of Community, Industry and Technology Education, helped develop the IPC exchange program, as has history professor Dr. John Haas, who traveled to teach at the college in New Zealand.

“The involvement with IPC has enriched our program,” said Kremer. “We are working to cultivate a global perspective for our students.”

Haas’ role in opening the door to international experience for Cerritos College students has been in developing a “learning community” with IPC. This concept is fulfilled through video-conferencing, enabling students from colleges separated by thousands of miles across the world to interact in class discussion.

“What makes these classes unique and vibrant is the mixing of different ethnic groups,” said Haas, who teaches U.S., British and World Civilization history courses. “The collaboration we instigated between Cerritos and IPC involves taking people, issues, events, and moments in time and placing them in contexts beyond the students’ experiences.”

Through Haas’ classes, students at Cerritos have received perspectives from international students on elements of U.S. History, religious views such as Islam, and America’s war on terrorism and the events of 9/11.

Meanwhile, several students from IPC have chosen to make Cerritos their home for a semester. Danita Kurtz, coordinator of International Students, explains that the experiences of students from New Zealand not only have lasting effect on the visiting students, but also serve to broaden the perspective of local students.

“Many times our international students share vivid stories about their discussions and new relationships on campus with local students,” she says. “Their new experiences here serve as a contrast for local students who learn to embrace other cultures, opinions and beliefs. Sometimes they’re surprised at the commonalities they share.”

Kurtz adds that the Cerritos College community can play a part in expanding local students’ international perspectives by encouraging them to apply to be international exchange students at IPC.

Sanae Kobuchi, 22, an International Relations major, is studying for a semester at Cerritos as an exchange student from the International Pacific College in New Zealand. Since she’s arrived, she’s visited Hollywood and an American friend she met at IPC. She looks forward to learning more about the film industry while she’s so near Los Angeles.

Shingo Hotta is 21 years old and is also from IPC. Originally from Nagoya, Japan, he is passionate about hip-hop, break-dancing and snow skiing. After he graduates, he’ll attend training to become a priest. For now, he says that classes at Cerritos College such as Contemporary Health and Anthropology will prepare him to be a caretaker and priest at the Buddhist temple when he returns to Japan.
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.
### Summer 2004 Registration Calendar

#### Falcon Phone, Falcon Web, and On-Campus Registration for DSPS and EOPS Students

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon Phone and Falcon Web</td>
<td>April 22</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 Disabled</td>
<td>April 22</td>
<td>11:00 am – 1:00 pm and 5:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus Registration for EOPS</td>
<td>April 22</td>
<td>1:00 pm – 2:00 pm and 6:00 pm – 7:00 pm</td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Falcon Phone and Falcon Web Registration Hours:

<table>
<thead>
<tr>
<th>Period</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 22 - June 5</td>
<td>Monday - Friday</td>
<td>7:00 am - 9:00 pm*</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>7:00 am - 4:00 pm</td>
</tr>
</tbody>
</table>

*Falcon Registration will close the Friday before the 1st and 8-week summer sessions to allow for the printing of attendance rosters. Please call for times: (562) 860-2451, ext. 2211.*

<table>
<thead>
<tr>
<th>Period</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 7 - July 12</td>
<td>Monday - Thursday</td>
<td>7:00 am - 9:00 pm*</td>
</tr>
</tbody>
</table>

*Falcon Registration will close the Thursday before the 8-week intrasession and 2nd 6-week summer session to allow for the printing of attendance rosters. Please call for times: (562) 860-2451, ext. 2211.*

#### ADMISSIONS Office Fee Payment Hours:

<table>
<thead>
<tr>
<th>Period</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 22 - June 4</td>
<td>Monday - Thursday</td>
<td>8:30 am - 6:30 pm</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>8:30 am - 11:30 pm</td>
</tr>
<tr>
<td>June 7 - August 5</td>
<td>Monday - Thursday</td>
<td>8:30 am - 6:30 pm</td>
</tr>
</tbody>
</table>

**PLEASE NOTE THAT THE COLLEGE WILL BE CLOSED MAY 31 AND JULY 5, 2004.**

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!**

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**Cerritos College Offers 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.*
### SUMMER 2004 REGISTRATION CALENDAR

If your class dates and deadlines are not listed, please call the Admissions and Records Office at (562) 860-2451, x2211, for assistance.

#### FIRST 6-WEEK SESSION: MAY 24 - JULY 2, 2004

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>April 22 - May 20</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>May 24 - May 28</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>May 28</td>
</tr>
<tr>
<td>Last day to add</td>
<td>May 28</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>June 3</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>June 3</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>June 24</td>
</tr>
</tbody>
</table>

Falcon Registration will close the Friday before the 1st 6-week and 1st 8-week summer sessions to allow for the printing of attendance rosters. Please call for times (562) 860-2451, x2211.

#### FIRST 8-WEEK SESSION: MAY 24 - JULY 16, 2004

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>April 22 - May 20</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>May 24 - May 28</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>May 28</td>
</tr>
<tr>
<td>Last day to add</td>
<td>May 28</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>June 3</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>June 3</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>July 1</td>
</tr>
</tbody>
</table>

#### 8-WEEK INTRASESSION: JUNE 21 - AUGUST 13, 2004

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>April 22 - June 16</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>June 21 - June 24</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>June 24</td>
</tr>
<tr>
<td>Last day to add</td>
<td>June 24</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>July 1</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>July 1</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>July 22</td>
</tr>
</tbody>
</table>

Falcon Registration will close the Thursday before the 8-week intrasession and 2nd 6-week summer session to allow for the printing of attendance rosters. Please call for times (562) 860-2451, x2211.

#### SECOND 6-WEEK SESSION: JULY 6 - AUGUST 13, 2004

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon registration dates</td>
<td>April 22 - June 30</td>
</tr>
<tr>
<td>Late Falcon registration with Availability/Add card</td>
<td>July 6 - July 12</td>
</tr>
<tr>
<td>Last day to drop with a refund</td>
<td>July 12</td>
</tr>
<tr>
<td>Last day to add</td>
<td>July 12</td>
</tr>
<tr>
<td>Last day to drop without a “W”</td>
<td>July 15</td>
</tr>
<tr>
<td>Last day to elect CR/NC grading option</td>
<td>July 15</td>
</tr>
<tr>
<td>Last day to drop with a “W”</td>
<td>August 5</td>
</tr>
</tbody>
</table>

#### IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day to file petition for A.A. Degree and Certificate for Summer</td>
<td>May 24</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 31</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 5</td>
</tr>
<tr>
<td>Last day to file petition for A.A. Degree and Certificate for Summer</td>
<td>July 8</td>
</tr>
<tr>
<td>Summer Session Ends</td>
<td>August 13</td>
</tr>
</tbody>
</table>

During the week of May 24-28, parking is FREE in all white-lined stalls.
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 2004 Spring semester.

CONTINUING STUDENT
You are a continuing student if you were enrolled in credit classes at Cerritos College during the 2004 Spring 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, F-1 visa status.

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.
- Online orientation is available on the college website at www.cerritos.edu/counseling.

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 high schools and earn required scores on AP tests may 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:

- Basic Math Readiness: May be repeated one time AFTER one semester waiting period
- Intermediate Algebra Readiness: May be repeated one time AFTER one semester waiting period
- Advanced Math Readiness: May be repeated one time AFTER one semester waiting period
- Calculus: May be repeated one time AFTER one semester waiting period
- Reading*: May be repeated once per semester
- English Sentences*: May be repeated one time AFTER one semester waiting period
- ESL Writing and CELSA: May be repeated one time AFTER one semester waiting period

*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 www.cerritos.edu/counseling.
• 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 when using the College Library and Student Health Center.

An I.D. card can be obtained from the Student I.D. Center which is located 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.

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

*Transcripts and or grade cards accepted in the Admissions and Records Office.
FALCON PHONE AND FALCON WEB REGISTRATION

INSTRUCTIONS

FALCON PHONE AND FALCON WEB REGISTRATION DATES

April 22 - May 29, 2004  Monday - Friday  7:00 a.m.- 9:00 p.m.
Saturday 7:00 a.m. - 4:00 p.m.

Falcon registration will close the Friday before the 1st 6 and 8-week summer sessions.

June 1 - July 12, 2004  Monday - Thursday  7:00 a.m. - 9:00 p.m.

Falcon registration will close the Thursday before the 8-week intrasession and 2nd 6-week summer sessions.

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. Falcon Phone and Falcon Web will not be available on Friday or Saturday beginning June 11 and ending August 6.

WHO MAY REGISTER USING FALCON PHONE REGISTRATION

All continuing students (students who attended Spring 2004) 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 cellular 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; 7 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 “new 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 EACH 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 Summer 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 8:30 am to noon. 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.”

CERRITOS COLLEGE WILL BE CLOSED ON FRIDAYS FROM JUNE 11 TO AUGUST 6

Co-Sponsored by Associated Students of Cerritos College
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

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

   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.

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

LISTEN CAREFULLY TO FALCON PHONE FEE INSTRUCTIONS
Each phone call or web contact generates a “new payment due date” for that transaction. If an earlier phone call or web contact has occurred, the 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. PLEASE PAY CLOSE ATTENTION TO ALL DUE DATES LISTED DURING EACH TRANSACTION. Please pay promptly and accurately for each transaction to avoid being dropped for “lack of payment.”

FEES

   Enrollment Fee* ................................................... $18 per unit
   College Service ID Fee ........................................ $4
   Health Services Fee (required fee) .......................... $9
   Parking Fee (optional)** ....................................... $10
   Non-Resident Tuition Fee ..................................... $149 per unit
   International Student Tuition Fee ........................... $165 per unit
   ($149 per unit non-resident tuition fee plus $16 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. Each phone call or web contact generates a “new payment due date” for that transaction. If an earlier phone call or web contact has occurred, the 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. PLEASE PAY CLOSE ATTENTION TO ALL DUE DATES LISTED DURING EACH TRANSACTION. Please pay promptly and accurately for each transaction to avoid being dropped for “lack of payment.”

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>
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<th>Instructor</th>
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</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>
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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.
- Cerritos College will be closed on Fridays from June 11 through August 6.

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 $16 per unit capital outlay fee, payable at time of registration.
3. **College Services ID Fee: $4 per semester.
4. **Student Health Fee: $9 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: $10 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 student’s responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken by the district to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who 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

CERRITOS COLLEGE WILL BE CLOSED ON FRIDAYS FROM JUNE 11 THROUGH AUGUST 6

<table>
<thead>
<tr>
<th>DROP DATES FOR REFUNDS:</th>
<th>1ST 6-WEEK SESSION</th>
<th>1ST 8-WEEK SESSION</th>
<th>8-WEEK INTRASESSION</th>
<th>2ND 6-WEEK SESSION</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>BEGINS WEEK OF 5/24/04</td>
<td>DROP BY 5/28/04</td>
<td>BEGINS WEEK OF 5/24/04</td>
<td>DROP BY 5/28/04</td>
</tr>
<tr>
<td></td>
<td>8-WEEK INTRASESSION</td>
<td>DROP BY 6/21/04</td>
<td>BEGINS WEEK OF 6/21/04</td>
<td>DROP BY 6/24/04</td>
</tr>
<tr>
<td></td>
<td>2ND 6-WEEK SESSION</td>
<td>DROP BY 7/6/04</td>
<td>BEGINS WEEK OF 7/6/04</td>
<td>DROP BY 7/12/04</td>
</tr>
<tr>
<td><strong>Refunds will be processed for all sessions beginning on May 24, 2004.</strong></td>
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</table>

STATED DEADLINES ARE NOT ADJUSTED DUE TO LATE REGISTRATION

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

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

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

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

THE ULTIMATE RESPONSIBILITY OF WITHDRAWAL FALLS TO THE STUDENT.

Deadlines dates for students and instructor-initiated withdrawals are:

1st 6-week ...............June 24, 2004
1st 8-week ...............July 1, 2004
8-week intrasession.......July 22, 2004
2nd 6-week ...............August 5, 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

The ultimate responsibility of withdrawal falls to the student. 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/add 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 other.

WHAT CERRITOS COLLEGE OFFERS

• Freshman and sophomore level course work transferable to four-year colleges and universities.
• Vocational/Technical course 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.
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 records 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

Health Occupations

Child Development Parent Education 10

Culinary Arts 52, 81

Health Occupations 50, 151

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, 110, 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 (all courses)


Automotive Mechanical Repair 8, 9, 10, 11, 12, 13, 14, 34, 35, 36, 37, 50, 51, 52, 53, 54, 55, 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

Metalurgy 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 50, 54

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, 47T, 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

Disclaimer

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. For summer school, a student is considered excessively absent and subject to exclusion from class when the hours of absence exceed ten percent (10%) of the total class hours. Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

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

2. EXCUSED ABSENCE: For illness, injury, or quarantine. 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>0</td>
</tr>
<tr>
<td>RD*</td>
<td>Report Delayed</td>
<td>0</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”
1st 6-week ......................June 3, 2004
1st 8-week ......................June 3, 2004
8-week intrasession.............July 1, 2004
2nd 6-week ......................July 15, 2004

Last day to drop with a “W”
1st 6-week ......................June 24, 2004
1st 8-week ......................July 1, 2004
8-week intrasession.............July 22, 2004
2nd 6-week ......................August 5, 2004

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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(including yourself) (adjusted gross income and/or untaxed income)</td>
</tr>
<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.

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

\[
\text{Number of days completed} \div \text{Total number of days in the semester} \times 100
\]

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

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

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

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. Veysey is not intended for students who need to make up a course for high school.

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, student I.D., and parking 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 or to request an application for the Veysey program, contact the School Relations Office at (562) 860-2451, x2130.

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.
8. Minors who attend Cerritos College and withdraw from a class(es) and/or earn a substandard grade(s) (“D” or “F”) will not be permitted to take other courses here under the Minors Program.

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.

<table>
<thead>
<tr>
<th>Highlights</th>
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</thead>
<tbody>
<tr>
<td>❖ College courses for busy adults</td>
</tr>
<tr>
<td>❖ Courses meet on Friday evenings and all day Saturday</td>
</tr>
<tr>
<td>❖ Enhance your career skills</td>
</tr>
<tr>
<td>❖ Earn your Associate Degree or prepare to transfer in only five semesters and two summer sessions</td>
</tr>
<tr>
<td>❖ Complete the program in a supportive environment</td>
</tr>
<tr>
<td>❖ Most classes are team taught</td>
</tr>
<tr>
<td>❖ Distance learning is a component of the program</td>
</tr>
<tr>
<td>❖ Envision your personal and professional success</td>
</tr>
<tr>
<td>❖ Make earning your B.A. degree a reality</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Complete a Cerritos College application</td>
</tr>
<tr>
<td>❖ Take the free English and math placement tests</td>
</tr>
<tr>
<td>❖ Consult with a PACE counselor</td>
</tr>
<tr>
<td>❖ Attend a PACE orientation</td>
</tr>
<tr>
<td>❖ Obtain unofficial transcripts of all previous college coursework completed at all institutions of higher learning</td>
</tr>
</tbody>
</table>

Cerritos Community College
PACE Program
11110 Alondra Boulevard
Norwalk, California 90650

Phone: (562) 860-2451 ext. 2597

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**TELEPHONE GRADE INFORMATION**

NOTE:
Spring 2004 grades will be available after July 1, 2004.

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**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 [8]
   - Spanish [6]
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)
7. To exit the Telephone Grades System and terminate the call, enter: 9
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 $20,000 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-20s (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/

HONORS COURSES, SUMMER SESSION, 2004
Honors Contract Courses: All courses which are UC or CSU transferable and taught by full-time instructors are eligible for Honors contracts. Consult your instructor or check the SHP Web Page (www.cerritos.edu/shp/) or SHP office for a list of available courses.
Profile of a Successful Distance Education Student

What does it take to be a successful distance education student?

- Ability to work well independently
- Self-motivated
- Self-disciplined
- Learns well by reading
- Likes to write
- Not afraid to ask questions

What kind of computer skills do I need?

- Word processing
- File management
- Keyboarding
- Copy, cut, and paste
- Internet searching

What kind of computer access do I need?

- Access to any PC or MAC computer
- Email account
- Access to the Internet
- Word processing program

For information contact the Academic Support Center
Phone: (562) 860-2451 x2405
Email: yjuarez@cerritos.edu
DISTANCE EDUCATION COURSES FOR SUMMER 2004

ONLINE COURSES
All work and communications occur online. Access to email and the Internet is required.

1st 6-WEEK SESSION – May 24-July 2, 2004
2nd 6-WEEK SESSION – July 6-August 13, 2004

ANTHROPOLOGY

ANTH 115 (3 units) – Physical Anthropology
An exploration of the origin and development of the human species, heredity and population genetics and diversity.
2017 Bellas 1st 6-week class SS-31
Orientation and all coursework done ONLINE. Check course website for directions no later than May 17, 2004: 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.
0039 Pribble 1st 6-week class
Orientation: Monday 5-24-04 6:00-8:00 pm BE-3

BA 117 (3 units) – Intro to Supervision
An introductory course focusing on the leadership skills and responsibilities required of supervisors in industry, business; and government agencies.
3022 Livingston 2nd 6-week class
Orientation: Wednesday 7-7-04 6:00-10:00 pm BE-14

BA 120 (3 units) – Mgt-Acct & Internal Control
The accounting cycle will be introduced with emphasis on understanding financial records. Instruction will be given on the internal control of the industry being studied as well as an introduction to the analysis of the financial statements.
3023 Livingston 2nd 6-week class
Orientation: Tuesday 6-6-04 6:00-10:00 pm@Albertsons 1421 W Manhattan Ave. Fullerton, CA

BCOM 46 (3 units) – Business Communications
This course reviews the fundamentals of grammar, sentence structure, punctuation, capitalization, spelling, and business vocabulary building.
0042 Sharp 1st 6-week class
Orientation: Tuesday 5-25-04 8:00-10:00 am BE-14

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.
0048 Sharp 1st 6-week class
Orientation: Tuesday 5-25-04 10:00-12:00 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.
0049 Sharp 1st 6-week class
Orientation: Tuesday 5-25-04 10:00-12:00 pm BE-14

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.
0054 Soden 1st 6-week class
Orientation: Monday 5-24-04 8:00-10:00 pm BE-17

BCOT 114 (3.5 units) – Intro Microsoft Office
This course is designed to teach students applications software and office skills using windows compatible computers and Microsoft Office (Word, Excel, Access, and PowerPoint) to integrate the multifaceted tasks within the office environment.
0055 Moriarty 1st 6-week class
Orientation: Monday 5-24-04 8:30-10:30 am 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.
0057 Sharp 1st 6-week class
Orientation: Tuesday 5-25-04 10:00-12:00 pm BE-16

BCOT 161 (1 unit) – Principles of Filing
This is a computerized filing course that covers the principles of information processing, storage, and retrieval instruction is given in the rules of indexing and alphabetizing.
2058 Soden 1st 6-week class
Orientation: Tuesday 5-25-04 10:00-12:00 pm 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.
0059 Soden 1st 6-week class
Orientation: Tuesday 5-25-04 8:00-10:00 am BE-17

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.
0066 Pribble 1st 6-week class
Orientation: Monday 5-24-04 8:00-10:00 pm LC-22
DISTANCE EDUCATION COURSES (CONTINUED)

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.
2088 Fronke 1st 6-week class
www.cerritos.edu/mfronke
Orientation and all coursework done ONLINE. Email instructor for directions: mfronke@cerritos.edu.

ECON 201 (3 units) – Principles of Macroecon
This course emphasizes the study of the macro-economy, business cycles of prosperity and recession, unemployment and inflation.
3056 Keenan 2nd 6-week class
www.cerritos.edu/dkeenan
Orientation and all coursework done ONLINE. Email instructor for directions.

EDT 50 (1 unit) – Prep For Online Learning
This course teaches students the skills necessary to successfully complete a class on the Internet.
0129 Morgan 1st 6-week class
www.cerritos.edu/vmorgan

EDT 66 (1 unit) – PowerPoint Future Teachers
This course teaches presentation graphics using Microsoft PowerPoint.
1059 Morago 2nd 6-week class
www.cerritos.edu/fmorago

EDT 68 (1 unit) – Using Kidpix
This course is intended to teach educators how to use and teach KidPix, a popular software product for the K-6 learning environment.
1060 Staff 2nd 6-week class

EDT 70 (1 unit) – Excel For Future Teachers
This course trains educators and prospective educators in the use of electronic spreadsheets using Microsoft Excel.
1061 Morago 2nd 6-week class
www.cerritos.edu/fmorago

EDT 103 (2 units) – Spreadsheets For Educators
This course trains educators and prospective educators to use efficiently technology to perform administrative, instructional, and other classroom tasks using electronic spreadsheet software.
0130 Alexander 1st 6-week class
www.cerritos.edu/calexander

EDT 104 (2 units) – Wordprocess for Educators
This course trains educators and prospective educators who wish to learn how to work with word processing documents as they prepare curriculum.
0131 Alexander 1st 6-week class
www.cerritos.edu/calexander

EDT 105 (2 units) – PowerPoint for Educators
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.
0132
www.cerritos.edu/calexander

ENGL 52 (3 units) – Intro College Composition
This course develops the students’ ability to write clearly, effectively, and correctly by guiding students through the writing process.
0137 Swanson 1st 6-week class
www.cerritos.edu/jswanson
Orientation: Monday 5-24-04 4:00–5:30 pm LA-20

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.
0144 Swanson 1st 6-week class
www.cerritos.edu/jswanson
Orientation: Monday 5-24-04 5:30-7:30 pm LA-20

HED 100 (3 units) – Contemporary Health Problems
Students will identify, analyze, and seek solutions to contemporary health issues.
2175 Yonce 1st 6-week class
www.cerritos.edu/cyonce
Orientation: Saturday 5-22-04 9:00-11:00 am BE-4
Mandatory Orientation: Students who do not attend will be dropped from the class. No exceptions.
3102 Bueno 2nd 6-week class
www.cerritos.edu/nbueno
Orientation: Tuesday 7-6-04 7:00-9:00 pm BE-4
Mandatory Orientation: Students who do not attend will be dropped from the class. No exceptions.

HIST 202 (3 units) – Political & Social Hist US
A survey of the cultural, diplomatic, economic, ethnic, political and social trends in U.S. History from 1877 to the present.
3110 Oliver 2nd 6-week class
www.cerritos.edu/soliver
Orientation: Tuesday 7-6-04 3:30-4:30 pm LC-201
Mandatory Orientation: Students who do not attend will be dropped from the class. No exceptions.

JOUR 100 (3 units) – Mass Communication and Society
This course examines the political, economic, cultural and behavioral impacts of mass media in national and international contexts.
2192 Cameron 1st 6-week class
www.cerritos.edu/rcameron
Orientation: Monday 5-24-04 7:00-9:00 pm AC-42
For more information: www.cerritos.edu/journalism
DISTANCE EDUCATION COURSES (CONTINUED)

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.
0274 Reece 1st 6-week class
www.cerritos.edu/breece
Orientation and all coursework done ONLINE. Email instructor for directions: breece@cerritos.edu

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.
0295 Duran 1st 6-week class
www.cerritos.edu/aduran
Orientation: Monday 5-24-04 10:15-11:30 am LC-209

HYBRID COURSES
Classes meet both on campus and online.

1st 6-WEEK SESSION – May 24-July 2, 2004
2nd 6-WEEK SESSION – July 6-August 13, 2004

COMPUTER INFORMATION SYSTEMS

CIS 101 (3 units) – Intro Computer Info Sysyms
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.
2115 Hohly 1st 6-week class
http://cerritos.edu/hohly
MW 5:30-10:00 pm BE-12
Orientation: Monday 5-24-04

CIS 125 (1.5 units) – JavaScript for Programmers
This course covers the JavaScript programming language. Learn how to enhance the web pages to be interactive, intelligent and exciting with JavaScript.
3050 Fuschetto 2nd 6-week class
http://cerritos.edu/sfuschetto
MW 5:30-9:30 pm LC-201
Orientation: Wednesday 7-7-04

CIS 171 (3 units) – Visual Basic Programming
This is a course in designing and programming of the MS Windows graphical user interface.
2121 Nguyen 1st 6-week class
http://cerritos.edu/nguyen
MTWThF 7:30-10:30 pm LA-3
Orientation: Monday 5-24-04

ECONOMICS

ECON 201 (3 units) – Principles of Macroecon
This course emphasizes the study of the macro-economy, business cycles of prosperity and recession, unemployment and inflation.
1056 Keenan 2nd 6-week class
http://cerritos.edu/dkeenan
MTWTh 10:15-12:30 pm SS-306

HISTORY

HIST 201 (3 units) – Political & Social Hist US
A study of the social economic, diplomatic and political history of the U.S. from the Pre-Revolutionary Period through the Civil War Era.
1108 Oliver 2nd 6-week class
http://www.cerritos.edu/soliver
MTWTh 2:30-4:45 pm LC-201
Orientation: Tuesday 7-6-04 2:30-3:30 pm LC-201
Mandatory Orientation: Students who do not attend will be dropped from the class. No exceptions.

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.
1196 Reece 2nd 6-week class
http://www.cerritos.edu/breece
MTWTh 12:30-2:45 pm SS-316

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.
0293 Codd 1st 6-week class
http://www.cerritos.edu/gcodd
MTWTh 8:00-10:15 am LC-133

SPEECH

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.
0315 Hubbert 1st 6-week class
http://www.cerritos.edu/khubbert
MTWTh 8:00-10:15 am SS-207
0316 Hubbert 1st 6-week class
http://www.cerritos.edu/khubbert
MTWTh 10:15-12:30 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.
1221 Huber 2nd 6-week class
MTWTh 8:00-10:15 am BC-47
1ST 6 WEEK & 8 WEEK SESSIONS
May 24 - July 2 & July 16, 2004

ADMINISTRATION OF JUSTICE

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.
0014 8:00-10:15 AM MTWT (1st 6 Week Class) Haynes SS212

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.
0015 10:15-12:30 PM MTWTH (1st 6 Week Class) Haynes SS212

ANATOMY & PHYSIOLOGY

A&P 120 - 4.0 UNITS—INTRO HUMAN ANAT & PHYS
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.
2010 5:30-7:45 PM MTWTH (1st 6 Week Class) Wakefield NS 15
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

A&P 120 - 0.0 UNITS—LAB, INTRO HUMAN ANAT & PHYS
2011 7:45-10:00 PM MTWTH (1st 6 Week Class) Wakefield NS 15

A&P 130 - 5.0 UNITS—HUMAN ANATOMY-PHYSIOLOGY
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, satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or "C" or higher, and CHEM 100 or equivalent with a grade of Credit or "C" or higher. UC credit limits may apply.
0012 8:00-11:00 AM MTWTH (1st 6 Week Class) Harbut NS 15
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

A&P 130 - 0.0 UNITS—LAB, HUMAN ANATOMY-PHYSIOLOGY
0013 11:00-1:15 PM MTWTH (1st 6 Week Class) Harbut NS 15

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.
0016 8:00-10:15 AM MTWTH (1st 6 Week Class) Rigby SS315
2016 5:45-8:00 PM MTWTH (1st 6 Week Class) Bellas SS315

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.
0017 10:15-12:30 PM MTWTH (1st 6 Week Class) Rigby SS315
2017 9.0 HRS ARR (OL) (1st 6 Week Class) Bellas SS315

ANTH 299 - 2.0 UNITS—DIRECTED STUDIES
Transfer Credit: CSU; UC
0018 18.0 HRS ARR (1st 6 Week Class) Rigby SS 26

ARCHITECTURE

ARCH 113 - 4.0 UNITS—BUILDING CODES
Transfer Credit: CSU
A study of the uniform building code and its relationship to the public safety and welfare.
2019 6:00-10:00 PM MTTH (1st 6 Week Class) Rother TE 12

ART AND DESIGN

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.
2020 6:00-9:00 PM MTW (1st 6 Week Class) Medina AC 43

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 pre-historic times to the late middle ages.
0021 10:15-12:30 PM MTWTH (1st 6 Week Class) Guest-Griffith AC 43
0022 1:00-3:15 PM MTWTH (1st 6 Week Class) Guest-Griffith AC 43

ART 110 - 3.0 UNITS—FREEHAND DRAWING
Transfer Credit: CSU; UC (CAN ART 8)
Basic course in drawing that includes perspective, shading, modeling, and composition.
0023 8:30-1:00 PM MTWTH (1st 6 Week Class) Bledsoe AC 70
2023 5:45-10:15 PM MTWTH (1st 6 Week Class) Allen AC 70

ART 130A - 3.0 UNITS—FUNDAMENTALS OF PAINTING
Transfer Credit: CSU; UC
Learn how to think about pictorial space, how to structure composition, the characteristics and handling of paint, and the application of color theory.
0024 10:00-2:30 PM MTWTH (1st 6 Week Class) Bersaglieri 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.
Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
**ART 130B - 3.0 UNITS—FUNDAMENTALS OF PAINTING**  
Transfer Credit: CSU; UC  
Prerequisite: ART 130A or equivalent with a grade of Credit or "C" or higher.  
A continuation of ART 130A. The student works more deliberately with the expressive properties of color, value, and the pictorial space.  
0025 10:00-2:30 PM MTWTH (1st 6 Week Class) Bersaglieri AC 30

**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.  
0026 10:00-2:30 PM MTWTH (1st 6 Week Class) Bersaglieri AC 30

**ART 191A - 3.0 UNITS—3D COMPUTER ANIMATION**  
Transfer Credit: CSU  
This course introduces students to the principles of character-based 3D Computer Animation. Through in-class exercises students will learn the fundamentals of 3D models, environments, camera/lighting techniques, and character animation.  
0027 8:30-1:00 PM MTWTH (1st 6 Week Class) 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.  
This is an advanced course designed to give students the opportunity to create their own 3D Computer Animation short. Students will take their idea from the storyboard phase all the way through a final edit and sound mix.  
0028 8:30-1:00 PM MTWTH (1st 6 Week Class) 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 composting, masks and layers, color corrections and making color separations.  
Software used: Adobe Photoshop.  
0029 8:30-1:00 PM MTWTH (1st 6 Week Class) Miller LC174

**ART 298 - 1.0 UNIT—DIRECTED STUDIES**  
Transfer Credit: CSU; UC  
Prerequisite: A previous college course in the discipline.  
0030 9.0 HRS ARR (1st 6 Week Class) Miller LC172

**ART 299 - 2.0 UNITS—DIRECTED STUDIES**  
Transfer Credit: CSU; UC  
Prerequisite: A previous college course in the discipline.  
0031 18.0 HRS ARR (1st 6 Week Class) Miller LC172

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**ASTRONOMY**

**ASTR 103 - 3.0 UNITS—INTRO ASTRON SOLAR SYSTEM**  
Transfer Credit: CSU; UC  
UC credit limits may apply.  
Not open to students with credit in ASTR 101.  
0032 10:00-1:00 PM MTW (1st 6 Week Class) Staff CB106

**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.  
0033 2:00-5:00 PM MTW (1st 6 Week Class) Staff PS 5

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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)**

**AUTO 51 - 4.0 UNITS—AUTOMOTIVE AIR CONDITION**
Prerequisite: AUTO 231 or equivalent with a grade of Credit or "C" or higher.
This theory and shop course is designed to teach basic automotive air conditioning. Course is designed to accompany work experience in this trade.

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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
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<tr>
<td>0034</td>
<td>7:00-12:NOON</td>
<td>MTWTH</td>
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<td>AT 10</td>
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<tr>
<td>0035</td>
<td>7:00-12:NOON</td>
<td>MTWTH</td>
<td>Bender</td>
<td>AT 14</td>
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</table>

**AUTO 73 - 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.

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<tr>
<td>2036</td>
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<td>(1st 6 Week Class)</td>
<td>Baron</td>
<td>AT46A</td>
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<tr>
<td>2037</td>
<td>3.0 HRS ARR</td>
<td>(1st 6 Week Class)</td>
<td>Taylor</td>
<td>AT46B</td>
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**AUTO 100 - 4.0 UNITS—AUTO MAINT AND OPERATION**
Transfer Credit: CSU
Economics of selection and maintenance of the modern automobile. Emphasis on the basic operating principles.

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<tbody>
<tr>
<td>2506</td>
<td>6:00-10:30 PM</td>
<td>TWH</td>
<td>Patron</td>
<td>AT 10</td>
</tr>
</tbody>
</table>

**AUTO 141 - 4.0 UNITS—AUTOMOTIVE ENGINES**
Transfer Credit: CSU
This is a study of the principles and procedures for overhauling and rebuilding internal combustion engines. Course is designed to accompany work experience in this trade.

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<td>MTWTH</td>
<td>Staff</td>
<td>AT 21</td>
</tr>
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</table>

**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.

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<tr>
<td>0061</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Krogue</td>
<td>CB104</td>
</tr>
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</table>

**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.

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<td>0062</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Crouch</td>
<td>NS 11</td>
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<tr>
<td>2062</td>
<td>5:30- 7:45 PM</td>
<td>MTWTH</td>
<td>Johnson</td>
<td>NS 11</td>
</tr>
</tbody>
</table>

**BIOL 120 - 0.0 UNITS—LAB, INTRO TO BIOLOGICAL SCI**

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<tbody>
<tr>
<td>0063</td>
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<td>MTWTH</td>
<td>Crouch</td>
<td>NS 11</td>
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<tr>
<td>2063</td>
<td>7:45-10:00 PM</td>
<td>MTWTH</td>
<td>Johnson</td>
<td>NS 11</td>
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**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.

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<tr>
<td>0067</td>
<td>6.0 HRS ARR</td>
<td>(1st 6 Week Class)</td>
<td>Fronke</td>
<td>BE 10</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.

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<tbody>
<tr>
<td>0068</td>
<td>6.0 HRS ARR</td>
<td>(1st 6 Week Class)</td>
<td>Alenikov</td>
<td>SS308</td>
</tr>
</tbody>
</table>

**BUSA 60 - 1.5 UNITS—QUICKBOOKS ACCOUNTING**
Co-requisite: BUSA 1T.
This course introduces the Quickbooks software program for small businesses.

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<tbody>
<tr>
<td>2069</td>
<td>7:45-10:00 PM</td>
<td>MTWTH</td>
<td>Fronke</td>
<td>BE 10</td>
</tr>
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</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.

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<tbody>
<tr>
<td>0070</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Schmidt</td>
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<tr>
<td>2070</td>
<td>5:30- 7:45 PM</td>
<td>MTWTH</td>
<td>Kieffer</td>
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<tr>
<td>2071</td>
<td>7:45-10:00 PM</td>
<td>MTWTH</td>
<td>Kieffer</td>
<td>BE 6</td>
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</table>

**BUSA 101 - 4.0 UNITS—FUND OF ACCOUNTING I**
Transfer Credit: CSU; UC
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.

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<tbody>
<tr>
<td>0073</td>
<td>8:30-12:15 PM</td>
<td>MTWTH</td>
<td>Alenikov</td>
<td>SS308</td>
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</tbody>
</table>

**BUSA 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.

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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0074</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Schmidt</td>
<td>BE 10</td>
</tr>
</tbody>
</table>

**BUSINESS FINANCE**

**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.

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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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<tbody>
<tr>
<td>2087</td>
<td>5:30- 7:45 PM</td>
<td>MTWTH</td>
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<td>2088</td>
<td>9.0 HRS ARR (OL)</td>
<td>(1st 6 Week Class)</td>
<td>Fronke</td>
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</tbody>
</table>

**BUSF 132 - 3.0 UNITS—DATA BASE ACCOUNTING**
Transfer Credit: CSU
Prerequisite: BUSA 100 or equivalent with a grade of Credit or "C" or higher.
Co-requisite: BUSA 1T.
This course covers basic concepts used by businesses for financial accounting.

**BUSF 133 - 3.0 UNITS—OCTAL ACCOUNTING**
Transfer Credit: CSU
This course covers basic concepts used by businesses for financial accounting.

**BUSF 134 - 3.0 UNITS—OBJECT ORIENTED ACCOUNTING**
Transfer Credit: CSU
This course covers basic concepts used by businesses for financial accounting.

**BUSF 135 - 3.0 UNITS—DBO ACCOUNTING**
Transfer Credit: CSU
This course covers basic concepts used by businesses for financial accounting.

**BUSF 136 - 3.0 UNITS—DBO ACCOUNTING**
Transfer Credit: CSU
This course covers basic concepts used by businesses for financial accounting.

**FOR ADDITIONAL ONLINE (OL) INFORMATION SEE PAGES 28-30.**

**NOTES:**
- 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.
BUSINESS ADMINISTRATION

BA 111 - 3.0 UNITS—BUSINESS LAW
Transfer Credit: CSU; UC (CAN BUS 8)
UC credit limits may apply.
0039 9.0 HRS ARR (OL) (1st 6 Week Class) Pribble BE 3
ORIENTATION: 6:00 - 8:00 pm M - May 24 in BE 3.
For additional ONLINE (OL) information see page 28-30.

BA 113 - 3.0 UNITS—LEGAL ENVIRONMENT OF BUS
Transfer Credit: CSU; UC
UC credit limits may apply.
0041 8:00-12:30 PM TTH (1st 6 Week Class) Finkelstein BE 2

BUSINESS PARALEGAL

BL 56 - 3.0 UNITS—INTRO COMP LEGAL SOFTWARE
An introductory course in the use of several types of legal software.
The software will be used in connection with document preparation,
maintenance, retrieval, billing and calendaring systems.
2065 5:30-10:00 PM TTH +3 Hr LAB in LC 22
(1st 6 Week Class) Staff LC 22

BL 101 - 3.0 UNITS—INTRODUCTION TO LAW
Transfer Credit: CSU
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.
0066 9.0 HRS ARR (OL) (1st 6 Week Class) Pribble LC 22
ORIENTATION: 8:00 - 10:00 pm M - May 24 in BE 3.
For additional ONLINE (OL) information see pages 28-30.

BUSINESS COMMUNICATIONS

BCOM 46 - 3.0 UNITS—BUSINESS COMMUNICATIONS
0042 9.0 HRS ARR (OL) (1st 6 Week Class) Sharp BE 14
MANDATORY ORIENTATION: 8:00 - 10:00 am T - May 25 in BE 14.
(No exceptions)
For additional ONLINE (OL) information see pages 28-30.

0043 9.0 HRS ARR (OL) (1st 6 Week Class) Sharp BE 14
MANDATORY ORIENTATION: 8:00 - 10:00 am T - May 25 in BE 14.
(No exceptions)
For additional ONLINE (OL) information see pages 28-30.

BCOT 3T - 0.0 UNITS—BCOM/WP/KEYBOARD TUTORIAL
Co-requisite: Enrollment in BCOM 147, any BCOT work processing, or
keyboarding course. (OPEN ENTRY/OPEN EXIT)
0048 9.0 HRS ARR (OL) (1st 6 Week Class) Sharp BE 14
MANDATORY ORIENTATION: 10:00 - 12:00 pm T - May 25 in BE 14.
(No exceptions)
For additional ONLINE (OL) information see pages 28-30.

BCOT 61 - 2.0 UNITS—TYPE/KEYBOARD REVIEW
Prerequisite: Computer keyboard skills and ability to type 25 wpm.
Recommendation: Concurrent enrollment in BCOT 3T.
2048 5:00- 8:00 PM TWH (1st 6 Week Class) Elizondo BE 14

BCOT 62 - 1.0 UNIT—COMPUTER KEYBOARDING
Recommendation: Concurrent enrollment in BCOT 3T.
2049 9.0 HRS ARR (OL) (1st 6 Week Class) Sharp BE 14
MANDATORY ORIENTATION: 10:00 - 12:00 pm T - May 25 in BE 14.
(No exceptions)
For additional ONLINE (OL) information see pages 28-30.

BCOT 70 - 4.0 UNITS—MEDICAL MACHINE TRANSCRIPT
Prerequisite: BCOT 131 or BCOT 61, BCOT 162, BCOM 46 and MA 161
or equivalent with grades of Credit or “C” or higher.
Recommendation: Concurrent enrollment in BCOT 3T and the ability to
type 30 wpm.
0050 8:30-1:00 PM MTWTH (1st 6 Week Class) Cooper BE 16

BCOT 81 - 4.0 UNITS—LEGAL OFFICE PROCEDURES
Prerequisite: BCOT 131 or equivalent with a grade of Credit or “C” or higher.
Recommendation: Concurrent enrollment in BCOT 3T.
2051 6:00- 9:45 PM MTWTH (1st 6 Week Class) Cooper BE 16

BCOT 83 - 4.5 UNITS—LGL OFF TERMS/MACH TRANS
Prerequisite: BCOT 131 or BCOT 61, or BCOT 162, and BCOM 46 or equivalent with grades of Credit or “C” or higher.
Recommendation: Concurrent enrollment in BCOT 3T and the ability to
type 30 wpm.
0052 5:30-10:00 PM MTWTH (1st 6 Week Class) Cooper BE 16

BCOT 112 - 3.5 UNITS—MICROSOFT WORD WINDOWS
Transfer Credit: CSU
Recommendation: Ability to type 30 wpm and concurrent enrollment in
BCOT 3T.
Preparation for Microsoft Office User Specialist (MOUS) Certification.
0054 15.0 HRS ARR (OL) (1st 6 Week Class) Soden BE 17
MANDATORY ORIENTATION: 10:00 - 12:00 pm T - May 25 in BE 17.
(No exceptions)
For additional ONLINE (OL) information see pages 28-30.

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.
**BUSINESS COURT REPORTING COMPUTERIZED SHORTHAND**

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<tr>
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<td>AC 52</td>
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</table>

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

**BCOT 131 - 3.5 UNITS—BEGINNING TYPWRITING**
Transfer Credit: CSU
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 161 - 1.0 UNIT—PRINCIPLES OF FILING**
Transfer Credit: CSU
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 162 - 3.0 UNITS—BUS SPELL & PROOFREAD SKLS**
Transfer Credit: CSU
Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 163 - 4.5 UNITS—MACHINE TRANSCRIPTION**
Transfer Credit: CSU
Prerequisite: BCOT 131 or BCOT 61, BCOM 46, and BCOT 162 or equivalent courses with grades of Credit or "C" or higher. Ability to type 30 wpm.
Recommendation: Concurrent enrollment in BCOT 3T.

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

**BUSC 3T - 0.0 UNITS—BUSC TYPING LAB**
Co-requisite: One or more of the following courses: BUSC 114, 115, 116, 57A, 57B, 118, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 156, 157, 158, 159, 180, 181, or 192.

**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, 153, 154, 155, 180, 181, or 192.

**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.

**BUSC 152 - 3.0 UNITS—INTRO JURY CHARGE**
Transfer Credit: CSU
Prerequisite: BUSC 140 and BUSC 141 or equivalent with grades of Credit or "C" or higher.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 40 wpm.

**BUSC 153 - 3.0 UNITS—MULTIPLE-VOICE COLLOQUIY I**
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 70 wpm.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 43 wpm.

**BUSC 154 - 3.0 UNITS—INTR CONGRESSIONAL RECORD**
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 90 wpm.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 47 wpm.

**BUSC 155 - 3.0 UNITS—MULTIPLE-VOICE COLLOQUIY II**
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 110 wpm.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 50 wpm.

**BUSC 156 - 3.0 UNITS—JRY VR DIR CS 140-170**
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 130 wpm.
Co-requisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 55 wpm.

**BUSC 157 - 3.0 UNITS—CONGR TSTMY CS 160-190**
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 150 wpm.
Co-requisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 60 wpm.

**BUSC 158 - 3.0 UNITS—PROF PRACS CS 180-210**
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 170 wpm.
Co-requisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 60 wpm.

**BUSC 159 - 3.0 UNITS—CURIA CMRA CS 190-225**
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 180 wpm.
Co-requisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 60 wpm and completion of 60 hours of apprenticeship training.

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.
CHEMISTRY

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.
0102 12:00-2:15 PM MTWTH (1st 6 Week Class) Bradbury CB104
2102 5:30-7:45 PM MTWTH (1st 6 Week Class) Romer NS 12
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

CHEM 100 - 0.0 UNITS—LAB, INTRODUCTORY CHEMISTRY
0103 9:30-10:15 AM MTWTH (1st 6 Week Class) Zewail NS 12
10:15-11:45 AM MTWTH
0104 2:30-3:15 PM MTWTH (1st 6 Week Class) Romer NS 12
3:15-4:45 PM MTWTH
2103 7:45-8:30 PM MTWTH (1st 6 Week Class) Staff NS 12
8:30-10:00 PM MTWTH

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.
0106 9:30-10:15 AM MTWTH (1st 6 Week Class) Bradbury PS 2
(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
0107 10:15-11:45 AM MTWTH (1st 6 Week Class) Bradbury NS 6

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).
0108 12:00-2:15 PM MTWTH (1st 6 Week Class) Chamras LA 2
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

CHEM 110 - 0.0 UNITS—LAB, ELEMENTARY CHEMISTRY
0109 9:30-10:15 AM MTWTH (1st 6 Week Class) Chamras PS 11
10:15-11:45 AM MTWTH
0110 2:30-3:15 PM MTWTH (1st 6 Week Class) Staff NS 11
3:15-4:45 PM MTWTH

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.
0112 12:00-2:15 PM MTWTH (1st 6 Week Class) Zewail NS 12
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

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.
0095 9:00-12:NOON TWTH (1st 6 Week Class) Gradin HS101

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.
0096 3:00-6:00 PM TWTH (1st 6 Week Class) Silva HS101

CHILD DEVELOPMENT/EARLY CHILDHOOD

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.
0097 8:00-11:00 AM TWTH (1st 6 Week Class) Medina HS103

CDEC 113 - 3.0 UNITS—CHILD IN FAMILY & COMMUNITY
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.
0098 12:00-3:00 PM TWTH (1st 6 Week Class) Medina HS101

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.
2099 7:00-10:00 PM TWTH (1st 6 Week Class) Murrin HS101

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.

35
CIS 70A - 3.5 UNITS—NETWORKING FUNDAMENTALS
Recommendation: CIS 101 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.

2114 6:45-10:30 PM MTWT (MITP Program) (1st 6 Week Class) Lou TE 10

CIS 101 - 3.0 UNITS—INTRO COMPUTER INFO SYSTMS
Transfer Credit: CSU: UC (CAN BUS 6)
UC credit limits may apply.

(1st 6 Week Classes)

0115 8:00-10:15 AM MTWT +1.5 HRS LAB in LA 3 Mellas SS139
0116 10:15-12:30 PM MTWT +1.5 HRS LAB in LA 3 Mellas SS139
2115 5:30-10:00 PM MW +3.0 HRS ARR (HYBRID) Hohly BE 12
2116 5:30-10:00 PM MW +1.5 HRS LAB in LA 3 Lazor SS139
2117 5:30-10:00 PM TTH +1.5 HRS LAB in LA 3 Hohly BE 12

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.

2119 5:15-7:30 PM MW +1.5 HRS LAB in LA 3 Nguyen SS138
5:15-7:30 PM TTH (1st 6 Week Class) LA 3

CIS 105 - 1.5 UNITS—USING MICROSOFT WINDOWS
Transfer Credit: CSU
Recommendation: CIS 102 or equivalent with a grade of Credit or "C" or higher.

2120 4:30-6:45 PM TTH (1st 6 Week Class) Lou LA 4
+ 1.5 HRS ARR

CIS 171 is being taught using VB.NET. For more information, contact Wes Nance at (562) 860-2451, ext. 2719 or by e-mail at: nance@cerritos.edu

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.

2121 7:30-10:30 PM MTWT (HYBRID) Nguyen LA 3
(1st 6 Week Class)

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.

2122 6:00-8:00 PM MTWT (MITP Program) Wilson LC213
8:00-10:00 PM MTWT (1st 6 Week Class) LC201

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.

2123 6:00-8:00 PM TTH (1st 6 Week Class) Lazor SS139
8:00-10:00 PM TTH LA 6

CIS 207A - 3.0 UNITS—INTRODUCTORY COSMETOLOGY
This introductory course is designed to develop basic skills and related theory necessary to perform in the cosmetology field.

0508 8:30-4:30 PM MTWT (8 Week Class) Novinski HS205

COS 70B - 8.0 UNITS—INTERMEDIATE COSMETOLOGY
Prerequisite: COS 50 or equivalent with a grade of Credit or "C" or higher.
This intermediate course provides opportunity for the student to continue developing manipulative skills. Emphasis is placed on hair color, related theory and interpersonal relations.

0509 8:30-4:30 PM MTWT (8 Week Class) Chavez HS204

COS 70C - 8.0 UNITS—ADVANCED COSMETOLOGY
Prerequisite: COS 51 or equivalent with a grade of Credit or "C" or higher.

0510 8:30-4:30 PM MTWT (8 Week Class) Staff HS203

COS 71B - 4.0 UNITS—INTERMEDIATE COSMETOLOGY
Prerequisite: COS 60B or equivalent with a grade of Credit or "C" or higher.
This intermediate course provides opportunity for the student to continue developing manipulative skills. Emphasis is placed on hair coloring, related theory and interpersonal relations.

2511 5:30-10:00 PM MTWT (8 Week Class) Motruk HS203

COS 71C - 4.0 UNITS—ADVANCED COSMETOLOGY
Prerequisite: COS 61B or equivalent with a grade of Credit or "C" or higher.

2512 5:30-10:00 PM MTWT (8 Week Class) Perea HS204

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

0513 6.8 HRS ARR (8 Week Class) Chavez HS V

COS 99 - 2.0 UNIT—DIRECTED STUDIES
Prerequisite: A previous college course in the discipline.

0514 13.5 HRS ARR (8 Week Class) Chavez HS V

COSMETOLOGY

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.

COUNSELING & GUIDANCE

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

CG 1 - 1.0 UNIT—CAREER PLANNING
0100 10:15-11:45 AM MW (Credit/No Credit) Ukita AC 61
(1st 6 Week Class)

NOTE: a material fee of $12 is required for all CG 200 classes.

CG 200 - 3.0 UNITS—SUCCESS COLLEGE & CAREER
Transfer Credit: CSU
0101 11:00-2:00 PM MTW (1st 6 Week Class) Romero AC 62

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.
DENTAL ASSISTING

DA 75 - 5.0 UNITS—CLIN II COOP OFFICE TRAINING
Prerequisite: DA 65 or equivalent with a grade of Credit or “C” or higher. Practicum course working as a member of the dental team in selected private offices.

2124 5:30-9:00 PM M (1st 6 Week Class) Failor HS307
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

NOTE: a material fee of $10 is required for DA 75 Labs.

DA 75 - 0.0 UNITS—LAB, CLIN II COOP OFFICE TRAINING
0124 32.0 HRS ARR (1st 6 Week Class) Failor HS307

ECONOMICS

ECON 201 - 3.0 UNITS—PRINCIPLES OF MACROECON
Transfer Credit: CSU; 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.

0125 10:15-12:30 PM MTWTH (1st 6 Week Class) Namala SS306
2125 5:45-8:00 PM MTWTH (1st 6 Week Class) Pehlivan SS306

ECON 202 - 3.0 UNITS—PRINCIPLES OF MICROECON
Transfer Credit: CSU; 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.

0126 12:30-2:45 PM MTWTH (1st 6 Week Class) Namala SS306
2126 8:00-10:15 PM MTWTH (1st 6 Week Class) Pehlivan SS306

EDUCATIONAL TECHNOLOGY

EDT 6T - 0.0 UNITS—INDIV TECHNOLOGY ASSIST
0127 9.0 HRS ARR (Open Entry/Exit) Staff LC166
(1st 6 Week Class)

EDT 7T - 0.0 UNITS—EDUCATION TECHNOLOGY SKILL
Prerequisite: EDT 6T.
0128 9.0 HRS ARR (Open Entry/Exit) Staff LC166
(1st 6 Week Class)

EDT 50 - 1.0 UNIT—PREP FOR ONLINE LEARNING
0129 3.0 HRS ARR (1st 6 Week Class) Morgan LC135

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.

0130 6.0 HRS ARR (1st 6 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.

0131 6.0 HRS ARR (1st 6 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.

0132 6.0 HRS ARR (1st 6 Week Class) Alexander LC135

ELECTRONICS

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.

0515 9:00-12:00 NOON MWF (8 Week Class) Hanson TE 3
2515 6:00-10:30 PM MW (8 Week Class) Austin TE 3

ENGINEERING DESIGN TECHNOLOGY
(FORMERLY DRAFTING)

ENGT 131 - 3.0 UNITS—FUND OF DRAFTING/AUTOCAD
Transfer Credit: CSU

2517 5:30-10:00 PM MTHH (8 Week Class) Hiranandani TE 6

ENGT 138 - 4.0 UNITS—FUND COMPUTER AIDED DRAFT
Transfer Credit: CSU; UC
Prerequisite: ENGT 131 or ARCH 111 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.

2518 5:30-10:00 PM MTHH (8 Week Class) Wissa TE 7

ENGLISH

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.

0133 8:00-10:15 AM MTWTH (1st 6 Week Class) Serwin LA 31
0134 10:15-12:30 PM MTWTH (1st 6 Week Class) Serwin LA 31
2133 5:00-7:15 PM MTWTH (1st 6 Week Class) Burns LA 23
2134 7:15-9:30 PM MTWTH (1st 6 Week Class) Burns LA 23
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

ENGL 20 - 0.0 UNITS—LAB, BASIC WRITING
0135 3.0 HRS ARR (1st 6 Week Class) Rose LC206

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>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0137</td>
<td>9:00-12:45 PM</td>
<td>MTWTH</td>
<td>Curler</td>
<td>LA 28</td>
</tr>
<tr>
<td>2159</td>
<td>5:45-9:30 PM</td>
<td>MTWTH</td>
<td>Sugihara-Cheeth</td>
<td>LA 24</td>
</tr>
</tbody>
</table>

**ENGL 52 - 3.0 UNITS—INTRO COLLEGE COMPOSITION**
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

**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.

**ENGL 102 - 3.0 UNITS—FRESHMAN COMPOSITION & LIT**
Transfer Credit: CSU; UC
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher. This course is a continuation of the development of composition skills and an introduction to the study of literature.

**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.

**ENGL 107 - 3.0 UNITS—VOCABULARY BUILDING**
Transfer Credit: CSU

**ESL 1 - 5.0 UNITS—ESL INTRODUCTION**
Prerequisite: Satisfactory completion of the English As A Second Language Placement Process or ESL 1 or equivalent with a grade of Credit or "C" or higher.

**ESL 2 - 5.0 UNITS—INTERMEDIATE SKILLS-ESL**
Prerequisite: Satisfactory completion of the English As A Second Language Placement Process or ESL 1 or equivalent with a grade of Credit or "C" or higher.

**FREN 101 - 5.0 UNITS—ELEMENTARY FRENCH**
Transfer Credit: CSU; UC (CAN FREN 21) (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.
### GEOGRAPHY

**GEOG 101 - 3.0 UNITS—PHYSICAL GEOGRAPHY**
Transfer Credit: CSU; UC (CAN GEOG 2)

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0171</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Kreger</td>
<td>CB105</td>
</tr>
<tr>
<td>2171</td>
<td>5:30-10:00 PM</td>
<td>(1st 6 Week Class)</td>
<td>Johnpeer</td>
<td>CB105</td>
</tr>
</tbody>
</table>

**GEOG 105 - 3.0 UNITS—WORLD REGIONAL GEOGRAPHY**
Transfer Credit: CSU; UC

<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>0172</td>
<td>10:30-12:45 PM</td>
<td>MTWTH</td>
<td>Kreger</td>
<td>CB105</td>
</tr>
</tbody>
</table>

### 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>0173</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Mcpherson</td>
<td>AC 75</td>
</tr>
<tr>
<td>0174</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Mcpherson</td>
<td>AC 75</td>
</tr>
<tr>
<td>0176</td>
<td>2:45-5:00 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>CB105</td>
</tr>
<tr>
<td>2173</td>
<td>5:30-7:45 PM</td>
<td>MTWTH</td>
<td>Murray</td>
<td>AC 75</td>
</tr>
<tr>
<td>2174</td>
<td>7:45-10:00 PM</td>
<td>MTWTH</td>
<td>Murray</td>
<td>AC 75</td>
</tr>
<tr>
<td>2175</td>
<td>9:00 HRS ARR</td>
<td>(1st 6 Week Class)</td>
<td>Yonce</td>
<td></td>
</tr>
</tbody>
</table>

MANDATORY ORIENTATION: 9:00 - 11:00 am SAT - May 22 in BE 4. (No Exceptions)
For additional ONLINE (OL) information see pages 24-27.

### HEALTH OCCUPATIONS

**HO 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.

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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0186</td>
<td>8:00-10:30 AM</td>
<td>SAT</td>
<td>Staff</td>
<td>HS305</td>
</tr>
</tbody>
</table>

(Bilingual) (1st 6 Week Class) (Note: Lab must be taken with lecture)

### 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.
UC credit limits may apply.
A survey of U.S. history from the Colonial Period to the present emphasizing major political, social, economic, and cultural developments.

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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>0176</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Haas</td>
<td>SS307</td>
</tr>
<tr>
<td>0179</td>
<td>12:30-2:45 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>SS307</td>
</tr>
<tr>
<td>2178</td>
<td>5:45-8:00 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>SS307</td>
</tr>
</tbody>
</table>

**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.
A study of the social, economic, diplomatic and political history of the U.S. from the Pre-Revolutionary Period through the Civil War Era.

<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>0183</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Haas</td>
<td>SS307</td>
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</tbody>
</table>

**HIST 202 - 3.0 UNITS—POLITICAL & SOCIAL HIST-US**
Transfer Credit: CSU; UC (CAN HIST 10) (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.
A survey of the cultural, diplomatic, economic, ethnic, political, and social trends in U.S. history from 1877 to the present.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
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<tr>
<td>0184</td>
<td>12:30-2:45 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>SS307</td>
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</tbody>
</table>

**HIST 241 - 3.0 UNITS—WESTERN CIVILIZATION**
Transfer Credit: CSU; UC (CAN SEQ A)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 with a grade of Credit or "C" or higher.
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Credit or "C" or higher.
A survey of the development of Western Civilization from the pre-historic era to 1650, focusing on the contributions of Sumerians, Egyptians, Greeks, Romans, Arabs, and Europeans.

<table>
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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0185</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>SS307</td>
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</tbody>
</table>

**HO 236 - 1.0 UNIT—LIFE SPAN/HEALTH ISSUES 1**
Transfer Credit: CSU
This course addresses developmental concepts and common health issues related to providing health care from infancy through school age.

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<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>0190</td>
<td>1:30-4:30 PM</td>
<td>M</td>
<td>Arfwedson</td>
<td>HS101</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.
JOURNALISM

JOUR 100 - 3.0 UNITS—MASS COMMUN AND SOCIETY
Transfer Credit: CSU; UC (CAN JOUR 4)
For more information: www.cerritos.edu/Journalism
0192 10:15-12:30 PM MTWTH (1st 6 Week Class) Cameron AC 42
2192 6.0 HRS ARR (OL) Cameron AC 65
Orientation: 7:00 – 9:00 pm M – May 24 in AC 65. Must attend orientation.
Not self-paced class.
For additional OL information see pages 28-30.
(9 Week Class begins May 24 and ends July 23)

JOUR 106 - 1.0 UNIT—TALONMARKS.COM
Transfer Credit: CSU
Recommendation: JOUR 101 and ENGL 52 or equivalent with grades of Credit or "C" or higher, or concurrent enrollment. JOUR 103 or equivalent with grades of “Credit” or “C” or higher, or concurrent enrollment.
Course focuses on media article writing and digital story telling using the online school newspaper, talonmarks.com as a practical laboratory.
0193 1:30- 2:30 PM MTWTH (1st 6 Week Class) Cameron AC 42
+ 6.5 HRS ARR

JOUR 296 - 1.0 UNIT—DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
0194 9.0 HRS ARR (1st 6 Week Class) Cameron AC 42

JOUR 299 - 2.0 UNITS—DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
0195 18.0 HRS ARR (1st 6 Week Class) Cameron AC 42

MACHINE TOOL TECHNOLOGY

NOTE: a material fee of $10 is required for the following courses: MTT 1L, 2L, 3L, and 52.

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.
2520 6:30-10:00 PM MW (8 Week Class) Real ME 2J

MTT 2L 1.0 UNIT—MASTERCAM LAB
Prerequisite: MTT 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
Lab course intended to complement MasterCam classes. Designed to give practical experience in working with the current release of the software program.
2523 6:30-10:00 PM MW (8 Week Class) Real ME 2J

MTT 3L 1.0 UNIT—VIRTUAL GIBBS LAB
Prerequisite: MTT 76 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
Lab course intended to complement Virtual Gibbs classes. Designed to give practical experience in working with the current release of the software program.
2521 5:30-9:00 PM TTH (8 Week Class) Real ME 2J

MTT 52 - 2.5 UNITS—SETUP & OP OF MACHINERY
Setup and operate Haas, Fadal, Harding, and Fanuc machinery and controllers.
2522 5:30-10:00 PM TTH (8 Week Class) Real ME 2J

MATHEMATICS

SEMI-INDEPENDENT SECTION MATH CLASSES (See * )
All mathematics classes in LC111 are SEMI-INDEPENDENT CLASSES. These classes cover the same content as other mathematics courses, but use an entirely different method of instruction. Instead of attending regular lectures, students read and learn the material on their own. Tutorial assistance is provided Monday through Thursday from 4:00 pm – 8:00 pm during 1st 6 week.
Students take exams according to a schedule given out the first day of class. There may also be mandatory sessions. These classes are recommended ONLY for students with a strong background in mathematics who are independent learners.
For students who experience math anxiety or whose background in mathematics is not strong, we recommend enrolling in a traditional lecture class.

MATH 9T - 0.0 UNITS—MATHEMATICS-TUTORIAL
Co-requisite: Enrollment in any mathematics course.
0196 6.0 HRS ARR (Open Entry/Exit) Hughes LC168
(1st 6 Week Class)

MATH 20 - 3.0 UNITS—BASIC MATHEMATICS
0197 8:00-10:15 AM MTWTH (1st 6 Week Class) Sarell PS 14
0198 12:30- 2:45 PM MTWTH (1st 6 Week Class) Staff CB103
2197 5:00- 7:15 PM MTWTH "SEMI-INDEP SECT” (1st 6 Week Class) Lopez LC111
2198 7:15- 9:30 PM MTWTH (1st 6 Week Class) Cordova PS 12

MATH 40 - 4.0 UNITS—PRE-ALGEBRA
Prerequisite: MATH 20 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.
0200 7:30-10:30 AM MTWTH (1st 6 Week Class) Jordan PS 13
0201 10:30- 1:30 PM MTWTH (1st 6 Week Class) Mata LC134
2200 4:30- 7:30 PM MTWTH (1st 6 Week Class) Wright LC133
2201 5:00- 8:00 PM MTWTH "SEMI-INDEP SECT” (1st 6 Week Class) Lopez LC111
2202 7:30-10:30 PM MTWTH (1st 6 Week Class) Feldstein PS 14

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.
### MATH 60 - 4.0 UNITS—ELEMENTARY ALGEBRA
Prerequisite: MATH 40 or MATH 42 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
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<tbody>
<tr>
<td>0204</td>
<td>7:30-10:30 AM</td>
<td>MTWTH</td>
<td>Mata</td>
<td>LC134</td>
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<tr>
<td>0205</td>
<td>10:30-1:30 PM</td>
<td>MTWTH</td>
<td>Jordan</td>
<td>CB101</td>
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<tr>
<td>0206</td>
<td>1:30-4:30 PM</td>
<td>MTWTH</td>
<td>Nguyen</td>
<td>LC133</td>
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<tr>
<td>2204</td>
<td>4:30-7:30 PM</td>
<td>MTWTH</td>
<td>Feldstein</td>
<td>PS 14</td>
</tr>
<tr>
<td>2205</td>
<td>5:00-8:00 PM</td>
<td>MTWTH</td>
<td>* (SEMI-INDEP SECT) Lopez</td>
<td>LC111</td>
</tr>
<tr>
<td>2206</td>
<td>7:30-10:30 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>PS 13</td>
</tr>
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</table>

### MATH 70 - 4.0 UNITS—PLANE GEOMETRY
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.

### MATH 80 - 4.0 UNITS—INTERMEDIATE ALGEBRA
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.

### 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0208</td>
<td>1:30-4:30 PM</td>
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<td>PS 14</td>
</tr>
<tr>
<td>0209</td>
<td>7:30-10:30 AM</td>
<td>MTWTH</td>
<td>Huegen</td>
<td>PS 12</td>
</tr>
<tr>
<td>2209</td>
<td>5:00-8:00 PM</td>
<td>MTWTH</td>
<td>* (SEMI-INDEP SECT) Lopez</td>
<td>LC111</td>
</tr>
<tr>
<td>2210</td>
<td>7:30-10:30 PM</td>
<td>MTWTH</td>
<td>Staff</td>
<td>PS 11</td>
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</table>

### MATH 80B - 3.0 UNITS—INTERMEDIATE ALGEBRA II
Prerequisite: MATH 60 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0215</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Sarell</td>
<td>PS 14</td>
</tr>
<tr>
<td>2215</td>
<td>5:00-7:15 PM</td>
<td>MTWTH</td>
<td>* (SEMI-INDEP SECT) Lopez</td>
<td>LC111</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. A graphing calculator (TI 83 or 83Plus) is required for MATH 105.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0216</td>
<td>7:30-10:30 AM</td>
<td>MTWTH</td>
<td>Ninkiel</td>
<td>PS 20</td>
</tr>
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</table>

### MATH 110A - 3.0 UNITS—MATH FOR ELEM TEACHERS
Transfer Credit: CSU; UC
Prerequisite: MATH 80 or MATH 80B and MATH 70 or equivalent with grades of Credit or "C" or higher. 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>0217</td>
<td>10:30-1:30 PM</td>
<td>MTWTH</td>
<td>Ninkiel</td>
<td>PS 13</td>
</tr>
</tbody>
</table>

### MATH 110B - 3.0 UNITS—MATH FOR ELEM TEACHERS
Transfer Credit: CSU; UC
Prerequisite: MATH 110A or equivalent with a grade of Credit or "C" or higher. 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>0218</td>
<td>1:30-4:30 PM</td>
<td>MTWTH</td>
<td>Mariani</td>
<td>PS 20</td>
</tr>
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</table>

### MATH 110A - 3.0 UNITS—MATH FOR ELEM TEACHERS
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 the Math Placement Process. UC credit limits may apply. A Texas Instruments calculator (TI 83 or 83Plus) is required for ALL Elementary Statistics classes.

<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>2218</td>
<td>7:30-10:30 AM</td>
<td>MTWTH</td>
<td>Wright</td>
<td>LC133</td>
</tr>
</tbody>
</table>

### MATH 114 - 4.0 UNITS—COLLEGE ALGEBRA
Transfer Credit: CSU; UC
Prerequisite: MATH 80 (or MATH 80B) or equivalent with a grade of Credit or "C" or higher. UC credit limits may apply. A graphing calculator will be required for this course. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.

### MATH 116 - 4.0 UNITS—CALC FOR MANAG-BIOL-SOC SC
Transfer Credit: CSU; UC (CAN MATH 34)
Prerequisite: MATH 114 or equivalent with a grade of Credit or "C" or higher. UC credit limits may apply. A graphing calculator is required for this course. A Texas Instruments calculator (TI 83, 83Plus, or 86) is preferred.

### MATH 140 - 3.0 UNITS—TRIGONOMETRY
Transfer Credit: CSU
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalents with grades of Credit or "C" or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test. A graphing calculator is required for ALL Trig classes. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.

### MATH 145 - 4.0 UNITS—PRECALCULUS MATH
Transfer Credit: CSU; UC (CAN MATH 16)
Prerequisite: MATH 140 or equivalent with a grade of Credit or "C" or higher. A graphing calculator is required for ALL Pre-Calculus classes. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.

### MATH 170 - 4.0 UNITS—ANALYTIC GEOM & CALC I
Transfer Credit: CSU; UC (CAN MATH 18) (CAN MATH SEQ B)
Prerequisite: MATH 150 or equivalent with a grade of Credit or "C" or higher. UC credit limits may apply. A graphing calculator is required for ALL Calculus classes. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.

### MATH 190 - 4.0 UNITS—ANALYTIC GEOM & CALC II
Transfer Credit: CSU; UC (CAN MATH SEQ B)
Prerequisite: MATH 170 or equivalent with a grade of Credit or "C" or higher. A graphing calculator is required for ALL Calculus classes. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.
### MUSIC

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 100</td>
<td>3.0 UNITS—MUSIC APPRECIATION</td>
<td>10:15-12:30 PM</td>
<td>Pritchard Jr</td>
<td>BC 53</td>
</tr>
<tr>
<td>MUS 104B</td>
<td>3.0 UNITS—HISTORY OF ROCK MUSIC</td>
<td>2:00-4:15 PM</td>
<td>Pritchard Jr</td>
<td>BC 53</td>
</tr>
<tr>
<td>MUS 105</td>
<td>3.0 UNITS—MUSIC FUNDAMENTALS</td>
<td>1:00-3:15 PM</td>
<td>Lopez</td>
<td>BC 68</td>
</tr>
<tr>
<td>MUS 112</td>
<td>2.0 UNITS—ELEMENTARY PIANO I</td>
<td>10:15-12:30 PM</td>
<td>Lopez</td>
<td>BC 68</td>
</tr>
<tr>
<td>MUS 113</td>
<td>2.0 UNITS—ELEMENTARY PIANO II</td>
<td>10:15-12:30 PM</td>
<td>Lopez</td>
<td>BC 68</td>
</tr>
<tr>
<td>MUS 125A</td>
<td>2.5 UNITS—COMMUNITY BAND</td>
<td>6:00-10:00 PM</td>
<td>Betancourt</td>
<td>BC 53</td>
</tr>
<tr>
<td>MUS 163</td>
<td>2.5 UNITS—DRUM&amp;BUGLE CORP</td>
<td>10:00-3:00 PM</td>
<td>Hassing</td>
<td>BC 53</td>
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### NURSING

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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 200</td>
<td>2.0 UNITS—PHARMACOLOGY FOR NURSES</td>
<td>1:30-4:30 PM</td>
<td>Baily</td>
<td>HS305</td>
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### PHARMACY TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Time</th>
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<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR 60</td>
<td>2.0 UNITS—PHARMACY INTRO/SKILLS</td>
<td>9:00-12:NOON</td>
<td>Malkin</td>
<td>HS302</td>
</tr>
<tr>
<td>PHAR 90</td>
<td>3.0 UNITS—CLINICAL EXPERIENCE I</td>
<td>11:15-12:45 PM</td>
<td>Casas</td>
<td>HS101</td>
</tr>
<tr>
<td>PHAR 95</td>
<td>5.0 UNITS—CLINICAL EXPERIENCE II</td>
<td>8:00-9:30 AM</td>
<td>Casas</td>
<td>HS101</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.
PHILOSOPHY

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.
0263 8:00-10:15 AM MTWTH (1st 6 Week Class) Staff SS136
0264 10:15-12:30 PM MTWTH (1st 6 Week Class) Staff SS136
0265 12:30-2:45 PM MTWTH (1st 6 Week Class) Staff SS136
0266 5:45-8:00 PM MTWTH (1st 6 Week Class) Van de Mortel SS136
0267 8:00-10:15 AM MTWTH (1st 6 Week Class) Van de Mortel SS136

PHIL 104 - 3.0 UNITS — CULTURAL DIVERSITY: CHALLENGE
generals
Transfer Credit: CSU; UC
Recommendation: ENGL 52 or equivalent with a grade of Credit or "C" or higher is 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.
0267 12:30-2:45 PM MTWTH (1st 6 Week Class) 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.
0268 10:15-12:30 PM MTWTH (1st 6 Week Class) Staff 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.
0269 8:00-10:15 PM MTWTH (1st 6 Week Class) Van de Mortel SS136

PHOTOGRAPHY

PHOT 100 - 3.0 UNITS — INTRODUCTORY PHOTOGRAPHY
Transfer Credit: CSU; UC (CAN ART 18)
35 mm camera required.
0270 8:00-10:15 AM MTWTH (1st 6 Week Class) Emmett AC 41

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.

DESIGNED FOR STUDENTS WITH DISABILITIES
PE 120 - PE 124
Prior to enrolling in PE 120-124 class(es), students must contact Disabled Student Programs and Services (DSPS) in the Santa Barbara Building to complete a "Request for Certification of Physical Condition/Limitations". For additional information contact DSPS at (562) 860-2451 x 2333.

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, intake interview assessment procedures.
UC credit limit may apply.
This course is designed for the student who is not able to participate in virtually any physical activity course due to a disability.
0525 3:30-5:45 PM TTH (8 Week Class) Nakao WT

PE 121 - 1.0 UNIT — ADAPTED CARDIO EXERCISE
Transfer Credit: CSU; UC
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedure.
UC credit limits may apply.
This course is designed to develop the general fitness level for the disabled students who may not be placed in a regular activity course.
0526 3:30-5:45 PM TTH (8 Week Class) Nakao WT

PE 122 - 1.0 UNIT — ADAPTED STRENGTH TRAINING
Transfer Credit: CSU; UC
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.
UC credit limits may apply.
An individualized weight training program will be tailored to the physical abilities and disabilities of the student.
0527 3:30-5:45 PM TTH (8 Week Class) Nakao WT

PE 123 - 1.0 UNIT — ADAPTED SWIMMING
Transfer Credit: CSU; UC
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.
UC credit limits may apply.
Improvement in basic swimming and water safety skills along with other pool activities such as hydroexercises and mobility activities will be included.
0528 3:30-5:45 PM TTH (8 Week Class) Nakao WT

PE 124 - 1.0 UNIT — WHEELCHAIR ACTIVITIES
Transfer Credit: CSU; UC
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.
UC credit limits may apply.
This course is designed to develop the general fitness level for the wheelchair bound student through a variety of modified sport activities.
0529 3:30-5:45 PM TTH (8 Week Class) Nakao WT

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>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 132A</td>
<td>1.5 UNITS—LOW IMPACT AEROBICS</td>
<td>Transfer Credit: CSU; UC</td>
<td>UC credit limits may apply. The course will consist of various basic aerobic activities and stretching movements set to music. (Activity attire: leotards or equivalent)</td>
<td>2239</td>
<td>5:30-7:45 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class) Staff</td>
<td>GYM</td>
<td></td>
</tr>
<tr>
<td>PE 133</td>
<td>1.5 UNITS—STEP AEROBICS</td>
<td>This course is designed as a contemporary workout to improve each participant's strength and cardiovascular fitness level through rhythmic stepping movements.</td>
<td>0240</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class) Gleckner</td>
<td>GYM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 135A</td>
<td>1.0 UNIT—CIRCUIT WEIGHT TRAIN BEG</td>
<td>Transfer Credit: CSU; UC</td>
<td>UC credit limits may apply. An emphasis will be placed on the fundamentals and techniques of circuit weight training with the use of weight machines, barbells, and dumbbells. (Activity attire)</td>
<td>0241</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class) Caines</td>
<td>WT</td>
<td></td>
</tr>
<tr>
<td>PE 135B</td>
<td>2.0 UNITS—CIRCUIT WEIGHT TRN INT/ADV</td>
<td>Transfer Credit: CSU; UC</td>
<td>UC credit limits may apply. Individual instruction will be given along with the discussion of strengths, weaknesses, and nutritional needs of each individual. (Activity attire)</td>
<td>0242</td>
<td>7:00-10:00 AM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class) Smith</td>
<td>WT</td>
<td></td>
</tr>
<tr>
<td>PE 147</td>
<td>1.0 UNIT—TRIATHLON BASICS</td>
<td>Transfer Credit: CSU</td>
<td>Recommendation: Clearance from medical professional. Students will learn the basics of swimming skills, bicycling techniques, running drills, and muscular endurance training.</td>
<td>0251</td>
<td>1:00-2:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class) Staff</td>
<td>POOL + 3.0 HRS ARR</td>
<td></td>
</tr>
<tr>
<td>PE 148</td>
<td>1.0 UNIT—BODY SCULPTING</td>
<td>Transfer Credit: CSU</td>
<td>Students will participate in body sculpting exercises using various resistance techniques and equipment.</td>
<td>0252</td>
<td>8:00-10:00 AM</td>
<td>MTW</td>
<td>(1st 6 Week Class) Sanderson</td>
<td>AC 55</td>
<td></td>
</tr>
<tr>
<td>PE 150A</td>
<td>1.0 UNIT—SWIMMING BEGINNING</td>
<td>Transfer Credit: CSU; UC</td>
<td>Fundamental swimming strokes, elementary diving and water safety. (Swim suits required)</td>
<td>2542</td>
<td>5:00-6:15 PM</td>
<td>MTWTH</td>
<td>(8 Week Class) Abing</td>
<td>POOL</td>
<td></td>
</tr>
<tr>
<td>PE 150B</td>
<td>2.0 UNITS—SWIMMING, INTERM/ADVANCED</td>
<td>Transfer Credit: CSU; UC</td>
<td>UC credit limits may apply. Intensive drill in backstroke, sidestroke, breaststroke, crawl and fundamentals of diving and water polo. (Swim suits required)</td>
<td>2543</td>
<td>5:00-7:15 PM</td>
<td>MTWTH</td>
<td>(8 Week Class) Abing</td>
<td>POOL</td>
<td></td>
</tr>
<tr>
<td>PE 159A</td>
<td>1.0 UNIT—TENNIS BEGINNING</td>
<td>Transfer Credit: CSU; UC</td>
<td>UC credit limits may apply. Fundamental stroke and court technique for singles and doubles. (1 can of balls required. Own racquet optional)</td>
<td>2253</td>
<td>5:00-6:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class) Staff</td>
<td>CTS</td>
<td></td>
</tr>
</tbody>
</table>

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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 5 - 1.5 UNITS—SURVEY OF COMPOSITES
This course provides an overview of manufacturing procedures, processing and materials used within the composites industry.

2552 6:00-9:30 PM W (8 Week Class) Price ME 1

PMT 57 - 1.5 UNITS—SURVEY OF PLASTICS
This introductory class covers basic plastic materials, processes and applications found in industry. Career and employment opportunities as well as guest speakers, plant tours and demonstrations are included.

0553 9:00-12:30 PM SAT (8 Week Class) Price ME 1

PMT 63L - 0.5 UNIT—SPECIALITY 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.

0554 9:00-12:30 PM SAT (8 Week Class) Price ME 1

**POLITICAL SCIENCE**

POL 101 - 3.0 UNITS—AMERICAN POLITICAL INST
Transfer Credit: CSU; UC (CAN GOVT 2)
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or “C” or higher.
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.

0278 8:00-10:15 AM MTWTH (1st 6 Week Class) Falcon SS314
0279 10:15-12:30 PM MTWTH (1st 6 Week Class) Obasohan SS311
0280 10:15-12:30 PM MTWTH (1st 6 Week Class) Duff SS214
0281 12:30-2:45 PM MTWTH (1st 6 Week Class) Duff SS214
0282 8:00-10:15 PM MTWTH (1st 6 Week Class) Beck SS214
0283 8:00-10:15 AM MTWTH (1st 6 Week Class) Beale SS315

POL 201 - 3.0 UNITS—INTRO POL SCI-AMER GOVT
Transfer Credit: CSU; UC
Recommendation: Satisfactory score on the English Placement Process or ENGL 52 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.
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.

0276 10:15-12:30 PM MTWTH (1st 6 Week Class) Falcon SS314
0277 18.0 HRS ARR (1st 6 Week Class) Reece SS 14

POL 299 - 2.0 UNITS—DIRECTED STUDIES
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.

0278 10:15-12:30 PM MTWTH (1st 6 Week Class) Falcon SS314
0279 5:45-8:00 PM MTWTH (1st 6 Week Class) Staff SS314

**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.

0278 8:00-10:15 AM MTWTH (1st 6 Week Class) Dunroe SS213
0279 10:15-12:30 PM MTWTH (1st 6 Week Class) Dunroe SS213
0280 10:15-12:30 PM MTWTH (1st 6 Week Class) Duff SS214
0281 12:30-2:45 PM MTWTH (1st 6 Week Class) Duff SS214
0282 5:45-8:00 PM MTWTH (1st 6 Week Class) Beck SS214
0283 8:00-10:15 PM MTWTH (1st 6 Week Class) Beck 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.

0283 8:00-10:15 AM MTWTH (1st 6 Week Class) Beale SS215
(Note: LAB MUST BE TAKEN WITH LECTURE)

PSYC 210 - 0.0 UNITS—LAB, ELEMENTARY STATISTICS
0284 10:15-12:30 PM MTWTH (1st 6 Week Class) Beale SS215

**READING**

READ 41T - 0.0 UNITS—INDIVIDUALIZED READING
Open entry/exit flexible course providing instruction and practice in one or many reading skills either according to student’s choice or diagnostic tests. (OPEN ENTRY/OPEN EXIT)

0285 8.5 HRS ARR (1st 6 Week Class) Helberg LC217

READ 42 - 3.0 UNITS—READ ACCESS COLLEGE STUDNT
Recommendation: Completion of the Reading Placement Process.

0286 8:00-10:15 AM MTWTH (1st 6 Week Class) Duran LA 21
0287 10:15-12:30 PM MTWTH (1st 6 Week Class) Codd LC213
0288 5:45-8:00 PM MTWTH (1st 6 Week Class) Staff LC217

READ 43 - 3.0 UNITS—BASIC READING SKILLS
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)

0289 8:00-10:15 AM MTWTH (1st 6 Week Class) Renteria LC218
0290 10:15-12:30 PM MTWTH (1st 6 Week Class) Renteria LC218
0291 5:45-8:00 PM MTWTH (1st 6 Week Class) Staff LC218

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.

0292 8:00-10:15 AM MTWTH (1st 6 Week Class) Staff LC213

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.
### 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0293</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Codd</td>
<td>LC133</td>
</tr>
<tr>
<td>0294</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Helberg</td>
<td>LC217</td>
</tr>
<tr>
<td>0295</td>
<td>9.0 HRS ARR</td>
<td>(OL) (1st 6 Week Class)</td>
<td>Duran</td>
<td>LC209</td>
</tr>
</tbody>
</table>

MANDATORY ORIENTATION: 10:15 - 11:30 am M - May 24 in LC 209. (No exceptions)

For additional ONLINE (OL) information see pages 28-30.

### 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0297</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Helberg</td>
<td>LC217</td>
</tr>
</tbody>
</table>

### SOCIOLOGY

#### 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.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0298</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Troup</td>
<td>SS316</td>
</tr>
<tr>
<td>0299</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Troup</td>
<td>SS316</td>
</tr>
<tr>
<td>2298</td>
<td>5:45-8:00 PM</td>
<td>MTWTH</td>
<td>Miele</td>
<td>SS316</td>
</tr>
</tbody>
</table>

#### 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, psycho-sexual development, social standards and issues, and morality.

<table>
<thead>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0301</td>
<td>8:00-10:15 AM</td>
<td>MTWTH</td>
<td>Pirtle</td>
<td>SS214</td>
</tr>
<tr>
<td>0302</td>
<td>10:15-12:30 PM</td>
<td>MTWTH</td>
<td>Pirtle</td>
<td>SS138</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0303</td>
<td>8:30-12:15 PM</td>
<td>MTWTH</td>
<td>Arce</td>
<td>LA 35</td>
</tr>
<tr>
<td>2303</td>
<td>6:00-9:45 PM</td>
<td>MTWTH</td>
<td>Cabuto</td>
<td>LA 33</td>
</tr>
</tbody>
</table>

#### SPAN 111 - 5.0 UNITS—ELEM SPAN FOR SPAN SPEAKER
Transfer Credit: CSU; UC
Equivalent to Spanish 101, but especially designed for those who already speak some Spanish. A better course for your level of proficiency.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2304</td>
<td>6:00-9:45 PM</td>
<td>MTWTH</td>
<td>Jaime</td>
<td>LA 35</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.

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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.
0320 8:00-10:15 AM MTWTH (1st 6 Week Class) Hoggard BC 47
0321 10:15-12:30 PM MTWTH (1st 6 Week Class) Hoggard BC 47

AUDITIONS ARE REQUIRED FOR THE FOLLOWING CLASSES:
TH 130, 131, and TH 132.
Please phone Theatre Production Office to receive an audition flier and complete information (562) 467-5058.

TH 130 - 1.0 UNIT—R & P FOR MINOR ROLES
Transfer Credit: By audition.
2322 6:00- 8:00 PM MTWTH (1st 6 Week Class) Well BC 31
+ 1.0 HR ARR

TH 131 - 2.0 UNITS—R & P FOR SUPPORTING ROLES
Transfer Credit: By audition.
2323 6:00- 9:00 PM MTWTH (1st 6 Week Class) Well BC 31
+ 3.0 HRS ARR

TH 132 - 3.0 UNITS—R & P FOR LEAD ROLES
Transfer Credit: By audition.
2324 6:00-10:00 PM MTWTH (1st 6 Week Class) Well BC 31
+ 8.0 HRS ARR

TH 133 - 1.0 UNIT—STAGE CREW ACTIVITY
Transfer Credit: CSU; UC
0325 3:00- 6:00 PM MTW (1st 6 Week Class) Watanabe BC 20

TH 134 - 2.0 UNITS—TECHNICAL PRODUCTION
Transfer Credit: CSU; UC
0326 3:00- 6:00 PM MTW (1st 6 Week Class) Watanabe BC 20
+ 9.0 HRS ARR

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.
2327 7:00-10:00 PM MTW (1st 6 Week Class) Breit BC 47

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.
### 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.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0564</td>
<td>8:00-12:30 PM</td>
<td>TTH</td>
<td>Gray Jr</td>
<td>EL 15</td>
</tr>
<tr>
<td>0565</td>
<td>8:00-12:00 PM</td>
<td>SAT</td>
<td>Jones</td>
<td>EL 15</td>
</tr>
<tr>
<td>2564</td>
<td>6:00-10:30 PM</td>
<td>MW</td>
<td>Atherton</td>
<td>EL 14</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0568</td>
<td>10:15-12:00 PM</td>
<td>F</td>
<td>Hogan</td>
<td>EL 13</td>
</tr>
<tr>
<td>0569</td>
<td>12:30-5:30 PM</td>
<td>SAT</td>
<td>Jones</td>
<td>EL 15</td>
</tr>
<tr>
<td>0571</td>
<td>12:30-5:30 PM</td>
<td>SUN</td>
<td>Nash</td>
<td>EL 12</td>
</tr>
<tr>
<td>2568</td>
<td>7:00-10:30 PM</td>
<td>MW</td>
<td>Atherton</td>
<td>EL 14</td>
</tr>
</tbody>
</table>

#### 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 woodturning. Each student will use his or her own bench-top lathe to create turned projects.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0573</td>
<td>8:00-12:00 PM</td>
<td>F</td>
<td>Hogan</td>
<td>EL 13</td>
</tr>
<tr>
<td>0574</td>
<td>12:30-5:30 PM</td>
<td>F</td>
<td>Nash</td>
<td>EL 12</td>
</tr>
</tbody>
</table>

#### WMT 137 - 2.5 UNITS — OUTDOOR FURNITURE
Transfer Credit: CSU
Prerequisite: WMT 101 and WMT 102 or WMT 103 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>
</tr>
</thead>
<tbody>
<tr>
<td>2575</td>
<td>6:00-10:30 PM</td>
<td>TTH</td>
<td>Fortner</td>
<td>EL 14</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Tk#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0576</td>
<td>8:00-12:00 PM</td>
<td>TWTH</td>
<td>Colgan</td>
<td>EL 14</td>
</tr>
<tr>
<td>0577</td>
<td>12:30-2:30 PM</td>
<td>TWTH</td>
<td>Hubbard</td>
<td>EL 15</td>
</tr>
<tr>
<td>0574</td>
<td>4:00-7:30 PM</td>
<td>TWTH</td>
<td>Hubbard</td>
<td>EL 15</td>
</tr>
<tr>
<td></td>
<td>8:00-10:30 PM</td>
<td>TWTH</td>
<td></td>
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</tbody>
</table>

#### WMT 181 - 2.5 UNITS — INTRO COMPUTER CAB OPER
Transfer Credit: CSU

<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>2578</td>
<td>6:00-10:30 PM</td>
<td>TTH</td>
<td>Mortensen</td>
<td>EL 1</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.
# 8 WEEK INTRASESSION
June 21 - August 13, 2004

## MATHEMATICS

**MATH 112 - 4.0 UNITS—ELEMENTARY STATISTICS**
- **Transfer Credit:** CSU; UC (CAN STAT 2)
- **Prerequisite:** MATH 8O (or MATH 80B) or equivalent with a grade of Credit or “C” or higher or satisfactory completion of the Math Placement Process.
- **UC credit limits may apply.**
- A Texas Instruments calculator (TI 83 or 83Plus) is required for ALL Elementary Statistics classes.

<table>
<thead>
<tr>
<th><strong>Tkt#</strong></th>
<th><strong>Time</strong></th>
<th><strong>Day</strong></th>
<th><strong>Instructor</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2519</td>
<td>7:15-9:30 PM</td>
<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Sajjadham</td>
</tr>
</tbody>
</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 130 - 1.0 UNIT—STRETCHING AND RELAXATION**
- **Transfer Credit:** CSU
- **This course develops flexibility to prevent injury and improve posture and utilizes relaxation techniques to improve quality of life.**

<table>
<thead>
<tr>
<th><strong>Tkt#</strong></th>
<th><strong>Time</strong></th>
<th><strong>Day</strong></th>
<th><strong>Instructor</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2530</td>
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<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Staff</td>
</tr>
<tr>
<td>2531</td>
<td>7:30-8:45 PM</td>
<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Mazzotta</td>
</tr>
</tbody>
</table>

**PE 135A - 1.0 UNIT—CIRCUIT WEIGHT TRAIN BEG**
- **Transfer Credit:** CSU; UC
- **UC credit limits may apply.**
- An emphasis will be placed on the fundamentals and techniques of circuit weight training with the use of weight machines, barbells, and dumbbells. **(Activity attire)**

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<thead>
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<th><strong>Tkt#</strong></th>
<th><strong>Time</strong></th>
<th><strong>Day</strong></th>
<th><strong>Instructor</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0534</td>
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<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Staff</td>
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<tr>
<td>2535</td>
<td>6:15-7:30 PM</td>
<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Staff</td>
</tr>
</tbody>
</table>

**PE 135B - 2.0 UNITS—CIRCUIT WEIGHT TRN INT/ADV**
- **Transfer Credit:** CSU; UC
- **UC credit limits may apply.**
- Individual instruction will be given along with the discussion of strengths, weaknesses, and nutritional needs of each individual. **(Activity attire)**

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<thead>
<tr>
<th><strong>Tkt#</strong></th>
<th><strong>Time</strong></th>
<th><strong>Day</strong></th>
<th><strong>Instructor</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0538</td>
<td>4:00-6:15 PM</td>
<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Mazzotta</td>
</tr>
<tr>
<td>2538</td>
<td>6:15-8:30 PM</td>
<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Gaines</td>
</tr>
</tbody>
</table>

**PE 143 - 1.0 UNIT—PERSONAL FITNESS PROGRAM**
- **Transfer Credit:** CSU; UC
- **UC credit limits may apply.**
- An individualized exercise program consisting of cardiorespiratory stretching, weight training activities.

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<thead>
<tr>
<th><strong>Tkt#</strong></th>
<th><strong>Time</strong></th>
<th><strong>Day</strong></th>
<th><strong>Instructor</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0541</td>
<td>3:45-5:00 PM</td>
<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Staff</td>
</tr>
<tr>
<td>2541</td>
<td>5:00-6:15 PM</td>
<td>MTWTH</td>
<td>(8Wk Intrasession)</td>
<td>Staff</td>
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</tbody>
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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.
2ND 6 WEEK SESSION
July 6 - August 13, 2004

ADMINISTRATION OF JUSTICE

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.

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.

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.

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.

ART AND DESIGN

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.

ART 106 - 3.0 UNITS—MEXICAN ART
Transfer Credit: CSU; UC
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit or “C” or higher.
A survey of Mexican art history, from Pre-Colombian to Chicano art. Includes an examination of the cultural, socio-political and religious influences that have shaped the art of Mexico.

ART 110 - 3.0 UNITS—FREEHAND DRAWING
Transfer Credit: CSU; UC (CAN ART 8)
Basic course in drawing that includes perspective, shading, modeling, and composition.

ART 111 - 3.0 UNITS—INTER FREEHAND DRAWING
Transfer Credit: CSU; UC
Prerequisite: ART 110 or equivalent with a grade of Credit or “C” or higher.
Continuation of basic freehand drawing with emphasis on acquiring greater artistic and graphic experience.

ART 299 - 2.0 UNITS—DIRECTED STUDIES
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.

ASTRONOMY

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.

AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY (AUTO)

NOTE: a material/lab fee of $15 is required for the following courses: AUTO 51, & 141.

AUTO 51 - 4.0 UNITS—AUTOMOTIVE AIR CONDITION
Prerequisite: AUTO 231 or equivalent with a grade of Credit or “C” or higher.
This theory and shop course is designed to teach basic automotive air conditioning. Course is designed to accompany work experience in this trade.

AUTO 73 - 3.0 UNITS—AUTO OCCUPATIONAL WORK EXP
Co-require: 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.

AUTO 141 - 4.0 UNITS—AUTOMOTIVE ENGINES
Transfer Credit: CSU
Prerequisite: AUTO 100 and AUTO 121 or equivalent with grades of Credit or “C” or higher.
Co-require: AUTO 73/74.
This is a study of the principles and procedures for overhauling and rebuilding internal combustion engines. Course is designed to accompany work experience in this trade.

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.
BIOLOGY

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.
1025 8:00-10:15 AM MTWTH (2nd 6 Week Class) Leipzig NS 11
3025 5:30-7:45 PM MTWTH (2nd 6 Week Class) Harris NS 11
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

BIOL 120 - 0.0 UNITS—LAB, INTRO TO BIOLOGICAL SCI
1026 10:15-12:30 PM MTWTH (2nd 6 Week Class) Leipzig NS 11
3026 7:45-10:00 PM MTWTH (2nd 6 Week Class) Harris NS 11

BUSINESS ACCOUNTING

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.
1028 6:00-8:15 AM MTWTH (2nd 6 Week Class) Farina BE 6
(Lab time available: 3:30-5:30 PM MTW)

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.
1029 8:00-10:15 AM MTWTH (2nd 6 Week Class) Moloney SS140
1030 10:15-12:30 PM MTWTH (2nd 6 Week Class) Moloney SS140
3029 5:30-10:00 PM MW (2nd 6 Week Class) Farina BE 6

BUSINESS FINANCE

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.
3040 5:30-10:00 PM T (2nd 6 Week Class) Farina BE 10

BUSINESS ADMINISTRATION

BA 100 - 3.0 UNITS—FUNDAMENTALS OF BUSINESS
Transfer Credit: CSU; UC
3020 5:30-10:00 PM MW (2nd 6 Week Class) Blackmun SS312

BA 111 - 3.0 UNITS—BUSINESS LAW
Transfer Credit: CSU; UC (CAN BUS 8 )
UC credit limits may apply.
3021 5:30-10:00 PM TTH (2nd 6 Week Class) Blackmun SS312

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 COURT REPORTING
COMPUTERIZED SHORTHAND

BUSC 2T - 0.0 UNITS—COMPUTER-AIDED TRANS LAB
Co-requisite: Enrollment in any Business Court Reporting course.
1032 3.0 HRS ARR (2nd 6 Week Class) Nelson AC 71
3032 3.0 HRS ARR (2nd 6 Week Class) Grafton AC 71

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, 153, 154, 155, 156, 157, 158, 159, 180, 181, or 192.
1033 6.0 HRS ARR (2nd 6 Week Class) Nelson AC 73
3033 6.0 HRS ARR (2nd 6 Week Class) Grafton AC 73

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, 153, 154, 155, 156, 157, 158, 159, 180, 181, or 192.
1034 6.0 HRS ARR (2nd 6 Week Class) Nelson AC 51
3034 6.0 HRS ARR (2nd 6 Week Class) Grafton AC 51

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.
Co-requisite: BUSC 129, BUSC 149, or BUSC 159.
1035 3.0 HRS ARR (2nd 6 Week Class) Nelson AC 73

BUSC 152 - 3.0 UNITS—INTRO JURY CHARGE
Transfer Credit: CSU
Prerequisite: BUSC 140 and BUSC 141 or equivalent with grades of Credit or "C" or higher.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 40 wpm.
3036 5:00-9:30 PM MTWTH (2nd 6 Week Class) Grafton AC 52

BUSC 153 - 3.0 UNITS—MULTIPLE-VOICE COLLOQUY I
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 70 wpm.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 43 wpm.
3037 5:00-9:30 PM MTWTH (2nd 6 Week Class) Grafton AC 52

BUSC 154 - 3.0 UNITS—INTR CONGRESSIONAL RECORD
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 90 wpm.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 47 wpm.
3038 5:00-9:30 PM MTWTH (2nd 6 Week Class) Grafton AC 52

BUSC 155 - 3.0 UNITS—MULTIPLE-VOICE COLLOQUY II
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 110 wpm.
Co-requisite: BUSC 2T and BUSC 4T.
Recommendation: Minimum typing speed of 50 wpm.
3039 5:00-9:30 PM MTWTH (2nd 6 Week Class) Grafton AC 52

BUSC 156 - 3.0 UNITS—JRY VR DIR CS 140-170
Transfer Credit: CSU
Prerequisite: Minimum stenotype speed of 130 wpm.
Co-requisite: BUSC 2T, BUSC 3T, and BUSC 4T.
Recommendation: Minimum typing speed of 55 wpm.
1036 8:00-12:30 PM MTWTH (2nd 6 Week Class) Staff AC 52

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.
1043 3:00-6:00 PM TWTH (2nd 6 Week Class) Silva HS101

CD 63 - 2.0 UNITS—ECE IN LANG/AR TS & 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.
3044 7:00-10:00 PM TWTH (2nd 6 Week Class) Silva HS101

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 Services Classification Indicator DS 3.
1045 12:00-3:00 PM TWTH (2nd 6 Week Class) Marine HS101

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.
COMPUTER & INFORMATION SCIENCES

CIS 101 - 3.0 UNITS—INTRO COMPUTER INFO SYSTMS
Transfer Credit: CSU; UC
UC credit limits may apply.
1046 8:00-10:15 AM MW +1.5HR LAB in LA 3 Nance LC213
1047 10:15-12:30 PM MW +1.5HR LAB in LA 3 Nance LC213
3046 5:30-7:45 PM MW +1.5HR LAB in LA 3 Staff LC213
3047 7:45-10:00 PM MW +1.5HR LAB in LA 3 Staff LC213

CIS 102 - 3.0 UNITS—INTRO MICROCOMP HDWR SFWR
Transfer Credit: CSU; UC
UC credit limits may apply.
This course uses the Microsoft Office 2000 Professional Suite.
1049 10:30-2:15 PM MW (MITP Program) Fuschetto LC201

CIS 125 - 1.5 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.
3050 5:30-9:30 PM MW (HYBRID) Fuschetto LC201

DENTAL HYGIENE

DH 150C - 1.0 UNIT—CLINICAL DENT HYGIENE IIA
Transfer Credit: CSU
1051 9.0 HRS ARR LAB A Stewart OJT * (2nd 6 Week Class)
1052 9.0 HRS ARR LAB B Ninomiya OJT * (2nd 6 Week Class)
1053 9.0 HRS ARR LAB C Krayer OJT * (2nd 6 Week Class)
1054 9.0 HRS ARR LAB D Carroll OJT * (2nd 6 Week Class)

EARTH SCIENCE

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.
1094 12:30-2:45 PM MTWTH (2nd 6 Week Class) Newman CB105

ESCI 110 - 4.0 UNITS—INTRO TO EARTH SCIENCE
Transfer Credit: CSU; UC
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with grades of Credit or "C" or higher.
UC credit limits may apply.
1095 10:15-2:45 PM MTWTH (2nd 6 Week Class) Hallinger PS 2

EDUCATIONAL TECHNOLOGY

EDT 6T - 0.0 UNITS—INDIV TECHNOLOGY ASSIST
Prerequisite: EDT 6T.
1057 9.0 HRS ARR (Open Entry/Exit) Staff LC166
1058 9.0 HRS ARR (Open Entry/Exit) Staff LC166

EDT 7T - 0.0 UNITS—EDUCATION TECHNOLOGY SKILL
Prerequisite: EDT 6T.
1060 3.0 HRS ARR (2nd 6 Week Class) Staff LC135
1061 3.0 HRS ARR (2nd 6 Week Class) Morago LC135

ENGLISH

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.
1062 8:00-10:15 AM MTWTH (2nd 6 Week Class) Clemans LA 23
1063 8:00-10:15 AM MTWTH (EOPS Bridge) Gaik LA 29
1064 8:00-10:15 AM MTWTH (EOPS Bridge) Rose LA 22
1065 10:15-12:30 PM MTWTH (2nd 6 Week Class) Kosuth LA 23
1066 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff LA 22
1067 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff LA 29
3062 5:00-7:15 PM MTWTH (2nd 6 Week Class) Staff LA 28
3063 7:15-9:30 PM MTWTH (2nd 6 Week Class) Staff LA 28

NOTE: LAB MUST BE TAKEN WITH LECTURE

ENGL 20 - 0.0 UNITS—LAB, BASIC WRITING
1068 3.0 HRS ARR (2nd 6 Week Class) Rose LC206

ECONOMICS

ECON 201 - 3.0 UNITS—PRINCIPLES OF MACROECON
Transfer Credit: CSU; UC
Prerequisite: MATH 40 or equivalent with a grade of Credit or "C" or higher.
1056 10:15-12:30 PM MTWTH (HYBRID) Keenan SS306
3056 9.0 HRS ARR (OL (2nd 6 Week Class) Keenan

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.

53
<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<td>8:00-10:15 AM</td>
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<td>Mixson Jr</td>
<td>LA 20</td>
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<td>LA 27</td>
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**ENGLISH AS A SECOND LANGUAGE**

**ESL 2 - 5.0 UNITS—INTERMEDIATE SKILLS-ESL**
Prerequisite: Satisfactory completion of the English As A Second Language Placement Process or ESL 1 or equivalent with a grade of Credit or “C” or higher.

- 1096 9:00-12:45 PM  MTWTH +3 HrsLab in LC205 | Nakamura | LA 24
- 3096 5:45- 9:30 PM  MTWTH +3 HrsLab in LC205 | Staff | LA 23

**ESL 3 - 5.0 UNITS—ADV INT SKILLS-ESL STUDENT**
Prerequisite: Satisfactory completion of the English As A Second Language Placement Process or ESL 2 or equivalent with a grade of Credit or “C” or higher.

- 1097 9:00-12:45 PM  MTWTH +3 HrsLab in LC205 | Nakamura | LA 24
- 3097 5:45- 9:30 PM  MTWTH +3 HrsLab in LC205 | Staff | LA 23

**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.

- 1098 9.0 HRS ARR | (Open Entry/Exit) | Berry | LC205

**GEOGRAPHY**

**GEOG 105 - 3.0 UNITS—WORLD REGIONAL GEOGRAPHY**
Transfer Credit: CSU; UC

- 3099 5:30-10:00 PM MW | Jones | CB105

**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.

- 3100 6:00- 8:45 PM  MTWTH +3 HrsLab in LC205 | Potter | LA 22

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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
Students will identify, analyze, and seek solutions to contemporary health issues.

1101 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff CB105
1102 10:15-12:30 PM MTWTH (2nd 6 Week Class) Gaylord AC 75
1103 12:30-2:45 PM MTWTH (2nd 6 Week Class) Staff AC 75
3101 5:30-7:45 PM MTWTH (2nd 6 Week Class) Staff CB106
3110 9.0 HRS ARR (OL) (2nd 6 Week Class) Oliver

Mandatory Orientation: 7:00 - 9:00 pm T - July 6 in BE 4. (No Exceptions)
For additional ONLINE (OL) information see pages 24-27.

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.

1112 8:00-10:30 AM SAT (Bilingual) Staff HS305
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

NOTE: a material fee of $20 is required for HO 55 Lab classes.

HO 55 - 0.0 UNITS—LAB, PHLEBOTOMY PROCEDURES
1113 11:00-2:30 PM SAT (Bilingual) Staff HS305
(2nd 6 Week Class)

HO 237 - 1.0 UNIT—LIFE SPAN/HEALTH ISSUES 2
Transfer Credit: CSU
This course addresses developmental concepts and common health issues related to providing health care from adolescence through older adulthood.

1114 1:30-4:30 PM M (2nd 6 Week Class) Riedel HS101

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.
A survey of U.S. history from the Colonial Period to the present emphasizing major political, social, economic, and cultural developments.

1104 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff SS310
1105 12:30-2:45 PM MTWTH (2nd 6 Week Class) Staff SS310
3104 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff SS307

HIST 120 - 3.0 UNITS—HISTORY OF CALIFORNIA
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 cultural, political, economic, and military forces which have shaped California from the Spanish and Mexican periods to the Modern Era.

1107 12:30-2:45 PM MTWTH (2nd 6 Week Class) Fernandez SS307

HIST 201 - 3.0 UNITS—POLITICAL & SOCIAL HIST-US
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.
UC credit limits may apply.
A study of the social, economic, diplomatic and political history of the U.S. from the Pre-Revolutionary Period through the Civil War Era.

1108 2:30-4:45 PM MTWTH (HYBRID) Oliver LC201
1109 2:45-5:00 PM MTWTH (2nd 6 Week Class) Fernandez SS307

HIST 202 - 3.0 UNITS—POLITICAL & SOCIAL HIST-US
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.
UC credit limits may apply.
A survey of the cultural, diplomatic, economic, ethnic, political, and social trends in U.S. history from 1877 to the present.

3110 9:00-11:15 AM SAT (Bilingual) Staff HS305
(Mandatory Orientation: 3:30 - 3:45 pm T - July 6 in LC 201)
(No exceptions)
For additional ONLINE (OL) information see pages 28-30.

HIST 242 - 3.0 UNITS—WESTERN CIVILIZATION
Transfer Credit: CSU; UC
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 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.
A survey of the history of Europe and the Western World from 1650 to the present, emphasizing political, economic, and social development.

3111 5:45-8:00 PM MTWTH (2nd 6 Week Class) Staff SS307

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.
### Mathematics

**Semi-independent section math classes (See *)**

All mathematics classes in LC111 are semi-independent classes. These classes cover the same content as other mathematics courses, but use an entirely different method of instruction. Instead of attending regular lectures, students read and learn the material on their own. Tutorial assistance is provided Monday through Thursday from 10:00 am – 2:00 pm during 2nd 6 Weeks. Students take exams according to a schedule given out the first day of class. There may also be mandatory sessions. These classes are recommended only for students with a strong background in mathematics who are independent learners. For students who experience math anxiety or whose background in mathematics is not strong, we recommend enrolling in a traditional lecture class.

<table>
<thead>
<tr>
<th>Syllabus</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>Math 9T - 0.0 Units — Mathematics-Tutorial</td>
<td>Hughes</td>
<td>LC168</td>
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<tr>
<td>Math 20 - 3.0 Units — Basic Mathematics</td>
<td>Staff</td>
<td>PS 12</td>
</tr>
<tr>
<td>Math 40 - 4.0 Units — Pre-Algebra</td>
<td>Staff</td>
<td>PS 13</td>
</tr>
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<td>Math 60 - 4.0 Units — Elementary Algebra</td>
<td>Staff</td>
<td>PS 14</td>
</tr>
<tr>
<td>Math 70 - 4.0 Units — Plane Geometry</td>
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<td>PS 13</td>
</tr>
<tr>
<td>Math 80 - 4.0 Units — Intermediate Algebra</td>
<td>Staff</td>
<td>PS 14</td>
</tr>
</tbody>
</table>

**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.

**Math 80B - 3.0 Units — Intermediate Algebra II**

Prerequisite: MATH 60A 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.

**Math 110A - 3.0 Units — Math for Elem Teachers**

Transfer Credit: CSU; UC

Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Credit or "C" or higher.

UC credit limits may apply.

**Math 110B - 4.0 Units — Elementary Statistics**

Transfer Credit: CSU; UC  (CAN STAT 2)

Prerequisite: MATH 80 (or MATH 80B) or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.

UC credit limits may apply.

**Math 112 - 4.0 Units — College Algebra**

Transfer Credit: CSU; UC  (CAN MATH 12)

Prerequisite: MATH 80 (or MATH 80B) or equivalent with a grade of Credit or "C" or higher.

UC credit limits may apply.

**Math 114 - 4.0 Units — Finite Mathematics**

Transfer Credit: CSU; UC  (CAN MATH 12)

Prerequisite: MATH 80 (or MATH 80B) or equivalent with a grade of Credit or "C" or higher.

Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test.

UC credit limits may apply.

**Math 115 - 4.0 Units — Calculus For Management-Biologic, Social Sciences**

Transfer Credit: CSU; UC  (CAN MATH 34)

Prerequisite: MATH 114 or equivalent with a grade of Credit or "C" or higher.

UC credit limits may apply.

**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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MATH 140 - 3.0 UNITS—TRIGONOMETRY
Transfer Credit: CSU
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalents with grades of Credit or “C” or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test.
A graphing calculator is required for ALL Trig classes. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.

1144 10:30-12:45 PM MTWTH *(SEMI-INDEP SECT) Edson-Perone LC111 (2nd 6 Week Class)
1145 12:30-2:45 PM MTWTH (2nd 6 Week Class) Sestini PS 11
3144 5:00-7:15 PM MTWTH (2nd 6 Week Class) Leon Jr PS 11

MATH 150 - 4.0 UNITS—PRECALCULUS MATH
Transfer Credit: CSU; UC (CAN MATH 16)
Prerequisite: MATH 140 or equivalent with a grade of Credit or “C” or higher.
UC credit limits may apply.
A graphing calculator is required for ALL Pre-Calculus classes. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.

1147 7:30-10:30 AM MTWTH (2nd 6 Week Class) Edson-Perone PS 12
3147 7:30-10:30 PM MTWTH (2nd 6 Week Class) Staff PS 12

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.
3115 6:00-9:00 PM MTTH (2nd 6 Week Class) Marks HS305

MICROBIOLOGY
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.

1148 10:15-12:30 PM MTWTH (2nd 6 Week Class) Walther NS 16
(NOTE: LAB MUST BE TAKEN WITH LECTURE)
3147 12:45-4:30 PM MTWTHF(2nd 6 Week Class) Walther NS 16

MUS 100 - 3.0 UNITS—MUSIC APPRECIATION
Transfer Credit: CSU; UC

1150 10:15-12:30 PM MTWTH + 3.0 HRS ARR (2nd 6 Week Class) Dillon BC 53

MUS 105 - 3.0 UNITS—MUSIC FUNDAMENTALS
Transfer Credit: CSU; UC

1151 8:00-10:15 AM MTWTH + 3.0 HRS ARR (2nd 6 Week Class) Marr BC 68
1152 10:15-12:30 PM MTWTH + 3.0 HRS ARR (2nd 6 Week Class) Da Silva BC 68
1153 1:00-3:15 PM MTWTH + 3.0 HRS ARR (2nd 6 Week Class) Kubiak BC 68

MUS 120 - 2.0 UNITS—ELEMENTARY GUITAR I
Transfer Credit: CSU; UC
1155 8:00-10:15 AM MTWTH (2nd 6 Week Class) Nelson BC 51

MUS 144 - 2.0 UNITS—ELECTRONIC SYNTHESIZER I
Transfer Credit: CSU
1156 10:15-1:15 PM MTWTH (2nd 6 Week Class) Nelson BC 61

NURSING
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/accredited 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.

1157 9:00-12:NOON T (Credit/No Credit) Wilson HS305
1:00-4:00 PM T (2nd 6 Week Class)

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/accredited 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.

1158 9:00-12:NOON T (Credit/No Credit) Wilson HS305
1:00-4:00 PM T (2nd 6 Week Class)

PHARMACY TECHNOLOGY
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.

3185 7:15-9:30 PM MW (2nd 6 Week Class) Breegle HS302

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.

1186 9:00-12:NOON TH (2nd 6 Week Class) Rhee HS302

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PHILOSOPHY

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.

1187 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff SS136
1188 12:30-2:45 PM MTWTH (2nd 6 Week Class) Staff SS136
3187 8:00-10:15 PM MTWTH (2nd 6 Week Class) Sedgwick SS136

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.

3190 5:45-8:00 PM MTWTH (2nd 6 Week Class) Staff SS136

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.

1191 8:00-10:15 AM MTWTH (2nd 6 Week Class) Torres-Bower SS136

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.

1192 10:15-12:30 PM MTWTH (2nd 6 Week Class) Torres-Bower SS136

PHOTOGRAPHY

PHOT 100 - 3.0 UNITS—INTRODUCTORY PHOTOGRAPHY
Transfer Credit: CSU; UC (CAN ART 18)
35 mm camera required.

1193 8:00-12:30 PM MTWTH (2nd 6 Week Class) Fernandez AC 41
3193 5:45-10:15 PM MTWTH (2nd 6 Week Class) Nelson AC 41

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

PHYSICAL EDUCATION

PHOTOGRAPHY

NOTE: a material fee of $12.50 is required for PHOT 100 classes.

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 101A - 1.0 UNIT—SPTS OFFICIATING FOOTBALL
Transfer Credit: CSU; UC
UC credit limits may apply.

1159 10:15-11:15 AM MTWTH (2nd 6 Week Class) Wells AC 53

PE 101B - 1.0 UNIT—SPTS OFFICIATING BASKETBAL
Transfer Credit: CSU; UC
UC credit limits may apply.

1160 11:15-12:15 PM MTWTH (2nd 6 Week Class) Wells AC 53

PE 130 - 1.0 UNIT—STRETCHING AND RELAXATION
Transfer Credit: CSU
This course develops flexibility to prevent injury and improve posture and utilizes relaxation techniques to improve quality of life.

1161 9:30-11:00 AM MTWTH (2nd 6 Week Class) Prindle AC 55

PE 133 - 1.5 UNITS—STEP AEROBICS
This course is designed as a contemporary workout to improve each participant’s strength and cardiovascular fitness level through rhythmic stepping movements.

3162 5:30-7:45 PM MTWTH (2nd 6 Week Class) Staff GYM

PE 135A - 1.0 UNIT—CIRCUIT WEIGHT TRAIN BEG
Transfer Credit: CSU; UC
UC credit limits may apply.
An emphasis will be placed on the fundamentals and techniques of circuit weight training with the use of weight machines, barbells, and dumbbells. (Activity attire)

1163 7:00-8:30 AM MTWTH (2nd 6 Week Class) Wells WT
1164 9:30-11:00 AM MTWTH (2nd 6 Week Class) Staff WT
1165 11:00-12:30 PM MTWTH (2nd 6 Week Class) Jensen WT
1166 12:30-2:00 PM MTWTH (2nd 6 Week Class) Gaylord WT
1167 2:30-4:00 PM MTWTH (2nd 6 Week Class) Caines WT

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.

1169 12:30-2:30 PM MTWTH (2nd 6 Week Class) Staff AC 55
1170 2:30-4:30 PM MTWTH (2nd 6 Week Class) Staff AC 55

PE 143 - 1.0 UNIT—PERSONAL FITNESS PROGRAM
Transfer Credit: CSU; UC
UC credit limits may apply.
An individualized exercise program consisting of cardiorespiratory stretching, weight training activities.

1171 2:15-3:45 PM MTWTH (2nd 6 Week Class) Gaylord PE 2A
1172 5:00-6:30 PM MTWTH (2nd 6 Week Class) Prindle PE 2A
1168 12:30-2:00 PM MTWTH (2nd 6 Week Class) Staff PE 2A

PE 153A - 2.0 UNITS—BACKPACKING BEGINNING
Transfer Credit: CSU; UC
UC credit limits may apply.
This course provides the student with the knowledge and skills necessary for all-season, off-trail backpacking.

1173 12:30-2:30 PM MTW (2nd 6 Week Class) Wells AC 53 + 6.0 HRS ARR
**Physical Science**

**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.

1200 12:30-2:00 PM MTWTH (2nd 6 Week Class) Henriques PE 5
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

**PS 112 - 0.0 Units—Lab, Phy Sci Elem Sch Teachers**
1201 2:00-4:15 PM MTWTH (2nd 6 Week Class) Henriques PE 5

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**Political Science**

**POL 101 - 3.0 Units—American Political Inst**
Transfer Credit: CSU; UC
(2nd 6 Week Class)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.
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.

1194 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff SS314
1195 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff SS314
1196 12:30-2:45 PM MTWTH (HYBRID) Reece SS316
3194 5:45-8:00 PM MTWTH (2nd 6 Week Class) Staff SS314

**POL 201 - 3.0 Units—Intro Pol Sci-Amer Govt**
Transfer Credit: CSU; UC
Prerequisite: Satisfactory score on the English Placement Process or ENGL 52 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.
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.

1198 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff SS314
3198 8:00-10:15 PM MTWTH (2nd 6 Week Class) Staff SS314

**POL 298 - 1.0 Unit—Directed Studies**
Transfer Credit: CSU; UC
Prerequisite: A previous college course in the discipline.

1199 9.0 HRS ARR (2nd 6 Week Class) Reece SS 14

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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.

- **1202** 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff SS213
- **1203** 10:15-12:30 PM MTWTH (2nd 6 Week Class) Gaffaney SS213
- **3202** 5:45- 8:00 PM MTWTH (2nd 6 Week Class) Larson SS213

**PSYC 105 - 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.

- **1205** 12:30- 2:45 PM MTWTH (2nd 6 Week Class) Gaffaney SS213

**READING**

**READ 42 - 3.0 UNITS—READ ACCESS COLLEGE STUDNT**
Recommendation: Completion of the Reading Placement Process.

- **1206** 12:30-2:45 PM MTWTH (2nd 6 Week Class) Miller LC217
- **3206** 5:45- 8:00 PM MTWTH (2nd 6 Week Class) Staff LC217

**READ 43 - 3.0 UNITS—BASIC READING SKILLS**
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.

- **1207** 8:00-10:15 AM MTWTH (2nd 6 Week Class) Paige LC218
- **1208** 12:30- 2:45 PM MTWTH (2nd 6 Week Class) Staff LC218
- **3207** 5:45- 8:00 PM MTWTH (2nd 6 Week Class) Staff LC213

**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.

- **1210** 10:15-12:30 PM MTWTH (2nd 6 Week Class) Miller LC217

**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.

- **1211** 10:15-12:30 PM MTWTH (2nd 6 Week Class) Paige LC218
- **3211** 5:45- 8:00 PM MTWTH (2nd 6 Week Class) Staff LC218

**SOCIOLOGY**

**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.

- **1212** 8:00-10:15 AM MTWTH (2nd 6 Week Class) Holzgang SS316

**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.

- **1213** 10:15-12:30 PM MTWTH (2nd 6 Week Class) Holzgang SS316

**SPANISH**

**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.
UC credit limits may apply.
This proficiency-based course continues developing the four basic skills, while placing more emphasis on reading comprehension and writing skills. It aims at a deeper understanding of Hispanic culture.

- **1214** 8:30-12:15 PM MTWTH +3 HrsLab in LC205 Staff LA 35

(2nd 6 Week Class)

**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.

- **1216** 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff SS207
- **1217** 10:15-12:30 PM MTWTH (2nd 6 Week Class) Havice SS211
- **1218** 12:30- 2:45 PM MTWTH (2nd 6 Week Class) Havice SS211
- **3215** 5:45- 8:00 PM MTWTH (2nd 6 Week Class) Miller SS211
- **3216** 8:00-10:15 PM MTWTH (2nd 6 Week Class) Miller SS211

**SPCH 235 - 3.0 UNITS—FUND ARGUMENTATION & PERS**
Transfer Credit: CSU
Prerequisite: Completion of ENGL 100 with a grade of Credit or “C” or higher.

- **1220** 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff SS224

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.
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.
1221 8:00-10:15 AM MTWTH (HYBRID) Huber BC 47
(2nd 6 Week Class)
ORIENTATION: 8:00 - 10:15 AM T - July 6 in BC 47.
1222 10:15-12:30 PM MTWTH (2nd 6 Week Class) Huber BC 47

TH 110 - 3.5 UNITS—FUNDAMENTALS OF ACTING
Transfer Credit: CSU; UC (CAN DRAM 8)
An introduction to acting methods and exercises.
3223 6:00-10:00 PM MTW + 3.0 HRS ARR Staff BC 31
(2nd 6 Week Class)

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.
3224 7:00-10:00 PM MTW (2nd 6 Week Class) Breit BC 47

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 profesional. Las clases de no-crédito no se aplican para título o certificado. Se ofrecen clases de Inglés 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 discapacitados 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-CRÉDITO

1. Escoja la clase o clases que gusta tomar.
2. Llene la solicitud de registración para el programa de adultos y entregue la solicitud a la oficina del programa para adultos.
3. Registacion en persona
   Al llenar la solicitud de registración, venga a la oficina de Programas para Adultos localizada en el edificio de CE 11.
   Registracon para los cursos de Inglés Como Segundo Idioma requieren una prueba de evaluación. Llame a la oficina para 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**
Prepares para el examen de ciudadania y la entrevista con inmigración, aprendiendo al mismo tiempo Ingles.

<table>
<thead>
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### 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.

<table>
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### AED 42.01 - 0.0 UNITS—ENGLISH AS SECOND LANGUAGE

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### 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 basicos en el idioma Ingles. Este curso complementa los programas vocacionales con credito como farmacia, auatomotriz, mecanica, plasticos, soldadura y maquinaria industrial.

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### AED 49.02 - 0.0 UNITS—VOCATIONAL ESL

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### 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.

<table>
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### 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.

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<td>Miller</td>
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<tr>
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<tr>
<td>7009</td>
<td>2:45-4:15 PM</td>
<td>TH</td>
<td>Davis</td>
<td>NTER*</td>
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### AED 10.06 - 0.0 UNITS—MUSIC EXP FOR SENIORS

Learn about music, old and new through listening, discussion, and activities.

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<td>2:45-4:15 PM</td>
<td>TH</td>
<td>Davis</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.
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.
7011 8:30- 9:30 AM  T (12 Week Class)  Pile  NSC *
7012 10:00-11:30 AM W (12 Week Class)  Yoakum  BWG *
7013 10:00-11:00 AM W (12 Week Class)  Pile  LMGM*

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.
5000 2:00- 4:00 PM  M (11 Week Class)  Dejong  CHAR*
5001 2:00- 3:00 PM  M (11 Week Class)  Lozano  FOUN*
5002 1:00- 3:00 PM  F (11 Week Class)  Lozano  DCC *
7015 3:30- 5:00 PM  M (12 Week Class)  Lozano  CRSC*
7016 1:00- 3:00 PM  T (12 Week Class)  Dejong  NBRC*
7017 2:00- 4:00 PM  T (12 Week Class)  Lozano  DCC *
7018 1:00- 3:00 PM  TH (12 Week Class)  Pile  CID *
7019 1:00- 3:00 PM  TH (12 Week Class)  Dejong  NBRC*

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.
7021 9:00-11:00 AM  W (12 Week Class)  Miller  LMAC*
7022 9:30-11:30 AM  W (12 Week Class)  Savoy  RHCC*

AED 14.11 - 0.0 UNITS—QUILTING FOR SENIORS
This course develops the skill of hand quilting and quilt restoration.
5504 6:00- 9:30 PM  M (11 Week Class)  Ellert  LMAC*

AED 16.10 - 0.0 UNITS—SENIOR CHORUS
Fundamentals of vocal techniques for larger groups.
7023 10:00-12:NOON  W (12 Week Class)  Kubiak  CSRC*

AED 16.13 - 0.0 UNITS—VOCAL ARTS WORKSHOP
Fundamentals of vocal techniques for solo and small ensemble.
7024 12:00- 3:00 PM  T (12 Week Class)  Kubiak  LMAC*

AED 16.14 - 0.0 UNITS—ADULT FOUR-PART 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.
7025 9:30-12:30 PM  TH (12 Week Class)  Kubiak  SIMS*

AED 22.09 - 0.0 UNITS—TOPICS OF INTEREST SENIORS
Courses designed to cover topics of special interest to senior citizens and their special needs and concerns.
5005 10:00-12:NOON M (11 Week Class)  Fiske  COCC*
5006 10:30-12:30 PM TH (11 Week Class)  Martin  COCC*
5007 1:30- 3:30 PM  F (1st 6 Week Class)  Miller  MPRL*
5008 9:00-11:00 AM SAT (11 Week Class)  Fiske  COCC*
5009 11:00- 1:00 PM SAT (11 Week Class)  Fiske  COCC*
7026 2:30- 4:30 PM  T (12 Week Class)  Levy  FOUN*
7027 1:30- 3:30 PM  W (12 Week Class)  Levy  ACC *
7028 9:00-11:00 AM TH (12 Week Class)  Levy  NSC *
7029 9:00-11:00 AM TH (12 Week Class)  Levy  NSC *
7030 9:00-11:30 AM F (12 Week Class)  Miller  SOLU*
7031 9:30-11:30 AM F (12 Week Class)  Miller  SOLU*
7526 3:00- 5:00 PM  W (12 Week Class)  Levy  NSC *

AED 24.04 - 0.0 UNITS—COOKING FOR SENIOR CITIZEN
Learn to plan well-balanced meals from purchasing to preparation for entertaining.
7033 2:00- 4:00 PM  T (12 Week Class)  Wyckhouse  LMAC*

AED 48.03 - 0.0 UNITS—CREATIVE WRTNG FOR SENIORS
This course is designed to introduce the mature adult to techniques for creative writing in the areas of drama, poetry, fiction, and non-fiction. Techniques for complete autobiography will be taught.
7040 2:45- 4:45 PM  W (12 Week Class)  Mansell  LMAC*
7041 1:00- 3:00 PM  TH (12 Week Class)  Mansell  NSC *

AED 48.04 - 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.
7042 1:00- 2:30 PM  TH (12 Week Class)  Davis  VECH*

APPRENTICESHIP PROGRAMS
Learn a trade while you work $. Apprenticeship is a well-organized and supervised method of training individuals who have little or no knowledge of the craft.
Cerritos College has 5 apprenticeship programs:
- Field Ironworkers
- SC/PDCA Painters & Decorators of California
- Independent Roofers
- MITA - Masonry
For further information call (562) 860-2451, ext. 2497

DISABLED STUDENT PROGRAMS AND SERVICES
Classes designed for individuals with disabilities are available through Adult Education both on campus and at Rancho Los Amigos Medical Center. For additional information please refer to the DSPS Program found on page 141 or visit our website at www.cerritos.edu/dspss
### Site Locations and Phone Numbers

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ALBR</td>
<td>Albertson's Market</td>
<td>1421 W. Manhattan Ave., Fullerton</td>
<td>714-300-6000</td>
</tr>
<tr>
<td>2. APPK</td>
<td>Apollo Park</td>
<td>12458 Rives Ave., Downey</td>
<td>562-904-7238</td>
</tr>
<tr>
<td>3. CHAR</td>
<td>Artesia Christian Home</td>
<td>11614 E. 183rd St., Downey</td>
<td>562-865-5218</td>
</tr>
<tr>
<td>4. AHS</td>
<td>Artesia High School</td>
<td>12108 E. Del Amo Blvd., Lakewood</td>
<td>562-926-5566</td>
</tr>
<tr>
<td>5. BTHL</td>
<td>Bethel Church</td>
<td>10012 Ramona, Bellflower</td>
<td>562-866-0791</td>
</tr>
<tr>
<td>6. BWC</td>
<td>Betty Wilson Center</td>
<td>11641 Florence Ave., Santa Fe Springs</td>
<td>562-929-7431</td>
</tr>
<tr>
<td>7. BOCO</td>
<td>Boeing Company</td>
<td>3251 E. Spring Street, Long Beach</td>
<td>562-860-2451</td>
</tr>
<tr>
<td>8. CERR</td>
<td>Cerritos High School</td>
<td>13600 E. 183rd St., Cerritos</td>
<td>562-926-5566</td>
</tr>
<tr>
<td>9. CSRC</td>
<td>Cerritos Senior Center</td>
<td>12340 South St., Cerritos</td>
<td>562-916-8550</td>
</tr>
<tr>
<td>10. CRLU</td>
<td>Christ Lutheran Church</td>
<td>7707 Florence Ave., Downey</td>
<td>562-927-4421</td>
</tr>
<tr>
<td>11. CID</td>
<td>Country Inn Downey</td>
<td>11111 Myrtle St., Downey</td>
<td>562-869-2401</td>
</tr>
<tr>
<td>12. DCC</td>
<td>Downey Comm. Senior Center</td>
<td>7810 Quill Dr., Downey</td>
<td>562-904-7223</td>
</tr>
<tr>
<td>13. DOWN</td>
<td>Downey High School</td>
<td>11040 Brookshire Ave., Downey</td>
<td>562-869-7301</td>
</tr>
<tr>
<td>14. FOUN</td>
<td>Founders</td>
<td>18025 Pioneer, Artesia</td>
<td>562-860-3351</td>
</tr>
<tr>
<td>15. GAHR</td>
<td>Gahr High School</td>
<td>11111 E. Artesia Blvd., Lakewood</td>
<td>562-926-5566</td>
</tr>
<tr>
<td>16. GARF</td>
<td>Garfield Elementary</td>
<td>7425 Garfield Ave., Bell Gardens</td>
<td>562-927-1915</td>
</tr>
<tr>
<td>17. MPRL</td>
<td>Imperial Conv. Home</td>
<td>12926 La Mirada Blvd., La Mirada</td>
<td>562-943-7156</td>
</tr>
<tr>
<td>18. LMAC</td>
<td>La Mirada Activity Center</td>
<td>13810 La Mirada Blvd., La Mirada</td>
<td>562-943-0131</td>
</tr>
<tr>
<td>19. LMHS</td>
<td>La Mirada High School</td>
<td>13529 Adeja Rd., La Mirada</td>
<td>562-968-0431</td>
</tr>
<tr>
<td>20. LMRC</td>
<td>La Mirada Resource Center</td>
<td>13710 La Mirada Blvd., La Mirada</td>
<td>562-943-0131</td>
</tr>
<tr>
<td>21. LMGM</td>
<td>La Mirada Gymnasium</td>
<td>15105 Alcante Rd., La Mirada</td>
<td>562-943-0131</td>
</tr>
<tr>
<td>22. LSFL</td>
<td>Las Flores Elementary School</td>
<td>10039 E. Palm St., Bellflower</td>
<td>562-804-6656</td>
</tr>
<tr>
<td>23. MAYF</td>
<td>Mayfair High School</td>
<td>6000 N. Woodruff Ave., Lakewood</td>
<td>562-925-9981</td>
</tr>
<tr>
<td>24. MIRH</td>
<td>Mirada Hills</td>
<td>12200 La Mirada Blvd., La Mirada</td>
<td>562-947-8691</td>
</tr>
<tr>
<td>25. MOCR</td>
<td>Morrison Elementary School</td>
<td>13510 S. Madstone Ave.</td>
<td>562-868-9878</td>
</tr>
<tr>
<td>26. NBRC</td>
<td>Neighborhood Center</td>
<td>9255 Pioneer Blvd., Santa Fe Springs</td>
<td>562-692-9351</td>
</tr>
<tr>
<td>27. NORC</td>
<td>Norwalk Senior Center</td>
<td>14040 San Antonio Dr., Norwalk</td>
<td>562-929-5580</td>
</tr>
<tr>
<td>28. NTER</td>
<td>Norwalk Terrace</td>
<td>15802 Belshire Ave., Norwalk</td>
<td>562-921-3357</td>
</tr>
<tr>
<td>29. NOCC</td>
<td>Norwalk Urban Village</td>
<td>One-Stop Career Center Plus</td>
<td>562-864-3960</td>
</tr>
<tr>
<td>30. COCC</td>
<td>One-Stop Career Center Plus</td>
<td>12440 E. Firestone Blvd., Suite 100, Norwalk</td>
<td>562-402-9350</td>
</tr>
<tr>
<td>31. PADL</td>
<td>Padelford Park</td>
<td>18747 Clarkdale Ave., Artesia</td>
<td>562-407-1723</td>
</tr>
<tr>
<td>32. RALP</td>
<td>Ralph's Market</td>
<td>1100 W. Artesia Blvd., Compton</td>
<td>310-884-9000</td>
</tr>
<tr>
<td>33. RLA</td>
<td>Rancho Los Amigos</td>
<td>7601 E. Imperial Hwy., Downey</td>
<td>562-401-7111</td>
</tr>
<tr>
<td>34. SJBH</td>
<td>St. John Bosco High School</td>
<td>13640 S. Bellflower Blvd., Bellflower</td>
<td>562-929-1736</td>
</tr>
<tr>
<td>35. SJHS</td>
<td>St. Joseph High School</td>
<td>5825 Woodruff, Lakewood</td>
<td>562-925-5073</td>
</tr>
<tr>
<td>36. STMT</td>
<td>St. Matthias High School</td>
<td>7851 Gardendale St., Downey</td>
<td>562-861-2271</td>
</tr>
<tr>
<td>37. SIMS</td>
<td>Simms Park</td>
<td>16614 Clark Ave., Bellflower</td>
<td>562-866-7510</td>
</tr>
<tr>
<td>38. SOLU</td>
<td>Southland Lutheran</td>
<td>11701 Studebaker Rd., Norwalk</td>
<td>562-868-9761</td>
</tr>
<tr>
<td>40. VECCH</td>
<td>Villa Elena</td>
<td>13226 Studebaker Rd., Norwalk</td>
<td>562-868-0591</td>
</tr>
<tr>
<td>41. WARR</td>
<td>Warren High School</td>
<td>8141 De Palma St., Downey</td>
<td>562-869-7306</td>
</tr>
<tr>
<td>42. WHS</td>
<td>Whitney High School</td>
<td>16800 Shoemaker, Cerritos</td>
<td>562-926-5566</td>
</tr>
</tbody>
</table>
It is the policy of the Cerritos Community College District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests or offers for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by federal and state statutes.

The President-Superintendent 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 locations:

1. Library
2. Human Resources
3. Student Activities Office
4. Career Services Center
5. Student Health Center

**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 Center, ext. 2321
3. Adult Re-Entry, ext. 2362.
An Associate in Arts (A.A) 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 A.A. 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
   Completion of ENGL 52, 100, 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).

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:
         Architecture 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 AA Degree 03-04
General Education Certification Requirements for the Bachelor's Degree at the California State University

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. A letter grade of “C” or better is required in Oral Communications, Written Communication, Critical Thinking, and Mathematical Concepts.

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

A. COMMUNICATIONS: 9 units minimum

Must choose one course from 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
   - 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
   - Japanese 101, 102, 201, 202
   - Philosophy 100, 102, 204, 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. Closed on Fridays from June 11 through August 6. 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. Summer hours are: 8:00 a.m. – 4:00 p.m., Monday through Thursday; closed on Friday, 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. The campus will be closed on Fridays from June 11 through August 6.

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. The campus will be closed on Fridays from June 11 through August 6.

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, notetaking assistance; alternative media, 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/dspss.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS) EXT. 2398/2399
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. The campus will be closed on Fridays from June 11 through August 6.

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/finaid. The Cerritos College Financial Aid Code for this application is 00161. 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. The campus will be closed on Fridays from June 11 through August 6.

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. Summer office hours are: Monday through Thursday, 8:00 a.m. – 5:30 p.m. 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 Citizensip 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/isps 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. The campus will be closed on Fridays from June 11 through August 6. 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 May 24-28, 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. The campus will be closed on Fridays from June 11 through August 6.

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 ATTCIC 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 2004 Spring 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 points</td>
</tr>
<tr>
<td>3.5 – 6 units</td>
<td>2 points</td>
</tr>
<tr>
<td>6.5 – 9 units</td>
<td>4 points</td>
</tr>
<tr>
<td>9.5 – 15 units</td>
<td>6 points</td>
</tr>
<tr>
<td>15.5 or more units</td>
<td>10 points</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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F, W</td>
<td>0</td>
</tr>
</tbody>
</table>

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 TUTORIAL SERVICES**

**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 reasonable 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.
(b) 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 the 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 provided the President is not a party to the grievance. If the President is a party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted directly to the Board of Trustees.

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

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

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 college if the suspension is an immediate suspension.
   c. 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.
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 Mark Fisher 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.
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.

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.
# Campus Phone Extensions

**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

## QUESTION

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<td>Student Grievance Information</td>
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## DIVISIONS

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<td>Health/Physical Education/Athletics Division</td>
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<td>Humanities and Social Sciences Division</td>
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<td>Technology Division</td>
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</table>

**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.**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Description</th>
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<tbody>
<tr>
<td>Administration Building</td>
<td>Staff Lounge, Admissions and Records Vault</td>
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<tr>
<td>Arts and Crafts Building</td>
<td>South East Wing, South West Wing, Dance Hall</td>
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<tr>
<td>Business Education Building</td>
<td>North Wing, South Wing</td>
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<tr>
<td>Health Science Building</td>
<td>1st Floor, 2nd Floor, 3rd Floor, East Elevator, West Elevator</td>
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<tr>
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<td>Community Education Building</td>
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<td>Burnight Center Building</td>
<td>Lobby/Elevator, North Music Wing, Elevator/South Music Wing</td>
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<td>Gym</td>
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<td>Natural Science Building</td>
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<td>Lobby/Women's Locker Room</td>
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<td>Physical Science Building</td>
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<td>Library</td>
<td>Elevator East Wing</td>
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<tr>
<td>Liberal Arts Building</td>
<td>Elevator, 1st Floor/Near Men's Restroom/2nd Floor</td>
</tr>
</tbody>
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The emergency phones can be used for any of the following: *Escorts, *Medical Aid, *Reports of a crime, *Keys locked in car
Student Information Desk located in the Student Services Center
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GERALDINE CODD’S MISSION: PRODUCE A LASTING AND POSITIVE EFFECT

Education and excellence are two things at the heart of Geraldine Codd. Codd has served for the past seven years as the Teacher TRAC Service Learning coordinator/reading professor at Cerritos College.

Codd’s effect on Cerritos College took off from day one, as her enthusiasm for students and learning infused her work. By her second year at the college, the vice president asked her to play an active role in launching the Service Learning component of the Teacher TRAC program because of her extensive background in program development.

With Codd’s experience and the collective talents of a dynamic leadership team, the Teacher TRAC program continues to serve as a model for teacher education nationwide. In 2001, the Teacher TRAC team was awarded the Outstanding Leadership Award by the Chair Academy.

Today, Codd continues to oversee Teacher TRAC’s Service Learning, which is a cornerstone of the program. In 2003, Codd was recognized for her Service Learning work by the ABC Unified School District as a leading partner among community and school partners. The same year, she received the Cerritos College Outstanding Faculty Award for 2002-03.

As a recipient of the Outstanding Faculty Award, Codd was commended for making a difference through her professional life and her commitment to excellence.

“This is all about the students,” explains Codd in reference to her award.

During her time at Cerritos College, Codd has also helped launch, develop, and organize Cerritos College’s first Family Literacy Program with the help of a Verizon grant received by the Cerritos College Foundation. As testament to the program’s success, every applicant spot within the program was filled by the time it opened, and other community members eager to join the family-centered program lined a waiting list.

Codd earned her bachelor’s degree in English at Rider College. She had intended to secure a job as a junior copy editor in New York, but decided she needed to be in a profession where she could be around people. For Codd, the world of education was a perfect match.

Later, Codd earned a master’s degree from Seton Hall University, providing her with an enriched background that she shares in expanding opportunities not only for students in the Teacher TRAC program, but also for all of her students at Cerritos College.

“As a teacher, you are the model for your students,” she says. “If I’m going to do something, it needs to be exemplary — something that has a lasting and positive effect.”

Codd is a strong believer in second chances. “Everyone deserves an opportunity to realize their full potential,” she emphasizes.

Under Codd’s leadership, students’ service learning opportunities (student placement in real-life classrooms) have increased significantly. Elementary school partnerships that began with 12 teachers at two schools have expanded to include more than 200 teachers in 25 schools. Codd has personally worked with each elementary school’s principal to hand-pick master teachers to work with student teachers in the program, enabling Teacher TRAC students to receive ‘cream of the crop’ mentor teachers to observe, model, and trust in their Service Learning experience.

As a result of Codd’s diligence, her students’ academic experiences are shaped by excellence. Geraldine Codd truly embodies the idea that ‘Excellence is the Standard.’