Welcome to the Summer 2003 semester!

We are excited that you have decided to spend your summer here with us at Cerritos College.

Throughout the past year we have taken many steps forward and only a few steps back. Although the State budget cuts presented many obstacles to be overcome, we have risen above the challenge and have been able to continue to facilitate and produce successful students here at Cerritos College.

Recently the college was selected as one of the few schools in Southern California to be a Microsoft IT training site. This shows great strides in our efforts to maintain our reputation as the most technologically advanced community college in the state.

The Department of Education recently awarded us more than $2.1 million over a five-year period to launch Project HOPE (Health Opportunities and Pipeline to Education), a program aimed at providing opportunities for the under-represented Latino population in the health professions.

So whether you are just picking up a class for the summer, or you are continuing in your education at Cerritos College, I would like to encourage you to continue to aspire to greatness and to believe that no goal is unattainable.

Enjoy your summer here with us.

John Grindel
Interim President,
Cerritos College
FOUNDATION PROVIDES SCHOLARSHIPS TO RETURN TO SCHOOL

Each year, the Cerritos College Foundation partners with local donors to facilitate scholarships to students who are in need. Many of these scholarships are geared toward re-entry students (students who have taken a break from their education and returned after a significant period of time) in order to aid them in continuing their education.

Oftentimes these students have overcome huge hurdles, and have sometimes even beat incredible odds, in order to resume (or sometimes even start) their educations. So as you enroll in summer courses to further your own education take a moment and read about the inspiring stories of 3 Cerritos College students who would not accept no as an answer when it came to being educated.

RAY PERRIS

When the Cerritos College Foundation handed out this year’s Carmen Solis-Pratt scholarship there was something different about the recipient – he was a male. Raymond Perris, a Paramount resident, smiled as he made Cerritos College history when he received the $1,000 scholarship in November.

Being dyslexic, Perris grew up attending Special Education classes at school but they “just didn’t stick,” he said. As he got older he realized his life was not what he wanted it to be and he headed back to school at the age of 40.

“Going to Cerritos College has changed my view of life itself by allowing me to see that I can overcome dyslexia. The more time I put into it, the better I get and the better I feel about myself. I know I can do all things through Christ who strengthens me.”

Perris plans to join a friend of his as an assistant pastor once he is through with school. He also hopes to open a drug rehabilitation house and to work there as a counselor. Perris has been working with a similar program in Long Beach for the past six years. “I want to help other people, I want to give to other people,” he said.

He also offered encouragement to others who may be facing obstacles similar to his. “Pursue your dreams and goals at all costs because it is worth fighting all of the insecurities that come from having no education,” he said. “Those insecurities will leave as you get your education.”

TERRI CINTRON

Terri Cintron, another recipient of an Artesia-Cerritos Women’s Club scholarship, is the proud mother of three children and has been attending Cerritos College since 1999. She plans to earn an A.A. degree in Computer Information Systems, and hopes to be employed by the County of Los Angeles.

Cintron is committed to her educational goals and to making a better life for herself and her children.

SAMANTHA BROWN

Samantha Brown, a single mother of two who works and goes to school full-time, is another proud recipient of an Artesia-Cerritos Women’s Club Scholarship. She hopes to transfer to a four-year university or to a private business school to obtain a B.A. in Business Economics.

Brown credits her children with motivating her to go back to school so she can provide a better life for them. She acknowledges that life isn’t easy right now, but believes it will all pay off in the end.

Cerritos College, and the Cerritos College Foundation are proud of this year’s scholarship recipients, and commend them for their hard work. For information on how to apply to Foundation Scholarships, please logon to www.cerritoscollege.edu/ccf.
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 2003 REGISTRATION CALENDAR**

**FALCON PHONE, FALCON WEB, AND ON-CAMPUS REGISTRATION FOR DSPS AND EOPS STUDENTS**

**BY PRIOR ARRANGEMENT ONLY:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falcon Phone and Falcon Web Registration for Disabled and EOPS Students</td>
<td>April 24</td>
<td>7:00 am – 9:00 pm</td>
</tr>
<tr>
<td>On-Campus Registration for Disabled Students</td>
<td>April 24</td>
<td>11:00 am – 1:00 pm and 5:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>On-Campus Registration for EOPS Students</td>
<td>April 24</td>
<td>1:00 pm – 2:00 pm and 6:00 pm – 7:00 pm</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 24 - May 31</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 6 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 2 - July 10</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 24 - May 30</td>
<td>Monday - Thursday</td>
<td>8:00 am - 7:30 pm</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>8:00 am - 4:00 pm</td>
</tr>
<tr>
<td>June 2 - August 7</td>
<td>Monday - Thursday</td>
<td>8:00 am - 7:30 pm</td>
</tr>
</tbody>
</table>

**PLEASE NOTE THAT THE COLLEGE WILL BE CLOSED MAY 26 AND JULY 4, 2003.**

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 IS PLEASED TO ANNOUNCE WEB ADMISSIONS APPLICATIONS AND WEB REGISTRATION.**

**For Online submission of Admissions applications**

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

“Student Application”

**For Online Registration**

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

“Online Registration” *

*An application must be submitted for new students prior to registration. For continuing students, a student ID number and PIN are required.*
**SUMMER 2003 REGISTRATION CALENDAR**

### FIRST 6-WEEK SESSION: MAY 27 - JULY 3, 2003
- **Falcon registration dates**: April 24 - May 22
- **Late Falcon registration with Availability/Add card**: May 27 - May 30
- **Last day to drop with a refund**: May 30
- **Last day to add**: May 30
- **Last day to drop without a “W”**: June 5
- **Last day to elect CR/NC grading option**: June 5
- **Last day to drop with a “W”**: June 26

### FIRST 8-WEEK SESSION: MAY 27 - JULY 18, 2003
- **Falcon registration dates**: April 24 - May 22
- **Late Falcon registration with Availability/Add card**: May 27 - May 30
- **Last day to drop with a refund**: May 30
- **Last day to add**: May 30
- **Last day to drop without a “W”**: June 5
- **Last day to elect CR/NC grading option**: June 5
- **Last day to drop with a “W”**: July 3

### 8-WEEK INTRASESSION: JUNE 23 - AUGUST 15, 2003
- **Falcon registration dates**: April 24 - June 18
- **Late Falcon registration with Availability/Add card**: June 23 - June 26
- **Last day to drop with a refund**: June 26
- **Last day to add**: June 26
- **Last day to drop without a “W”**: July 3
- **Last day to elect CR/NC grading option**: July 3
- **Last day to drop with a “W”**: July 31

### SECOND 6-WEEK SESSION: JULY 7 - AUGUST 15, 2003
- **Falcon registration dates**: April 24 - July 2
- **Late Falcon registration with Availability/Add card**: July 7 - July 10
- **Last day to drop with a refund**: July 10
- **Last day to add**: July 10
- **Last day to drop without a “W”**: July 17
- **Last day to elect CR/NC grading option**: July 17
- **Last day to drop with a “W”**: August 7

### IMPORTANT DATES:
- **First day to file petition for A.A. Degree and Certificate for Summer**: May 27
- **Memorial Day Holiday**: May 26
- **Final grade reports for Spring 2003 available in Admissions with I.D.**: July 2
- **Independence Day Holiday**: July 4
- **Last day to file petition for A.A. Degree and Certificate for Summer**: July 10
- **Summer Session Ends**: August 15

During the week of May 27-30, 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 AGREESTO 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 AGREESTO:**
- Express at least a broad educational intent upon admission.
- Declare an educational goal before or during the term after which the student completed 15 units.
- Attend class.
- Work diligently to complete course assignments.
- Demonstrate an effort to attain an educational goal.

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

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

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

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

How to Apply for Admission
- Students who are enrolling for the first time or who are returning after an absence of one or more semesters, must complete an admissions application as early as possible prior to the start of registration. (Proof of residence may be required). 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.

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

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

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

DO I NEED TO TAKE AN ASSESSMENT TEST?

All new students need to be assessed. If you plan to enroll in a math, English, or reading class or if you plan to earn an A.A. degree, it is strongly recommended that you take assessment tests prior to registration. A student number and photo ID are required to take the test.

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

MATRICULATION SERVICES WAIVER

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

ASSESSMENT TEST EXEMPTIONS

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

INDIVIDUAL ASSESSMENT TEST

Exceptions for Course Placement

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

Basic Math- If you have completed Algebra 1 or higher with a “B” grade or higher at a high school or an accredited college, you are exempt from the Basic Math Assessment. Please submit official proof (grade reports or transcripts) to a counselor.

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

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

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

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

ACCOMMODATIONS FOR ENGLISH AS A SECOND LANGUAGE

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

MAY I RETAKE A TEST?

Students are allowed to retake tests using the following schedule:

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

*Computerized Tests

ASSESSMENT TESTING SCHEDULE

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

ACCOMMODATION FOR STUDENTS WITH DISABILITIES

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

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

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

FOLLOW-UP

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

BASIC SKILLS COURSE LIMITATIONS

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

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

“Remedial course work” refers to pre-collegiate basic skills courses (i.e. courses in reading, writing, computation, learning skills, study skills) which are designated as non-degree applicable courses, the purpose of which is to prepare students for successful completion of an Associate in Arts degree, transfer, or certification courses.

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

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

April 24 - May 31, 2003  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 2 - July 10, 2003  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 6 and ending August 8.

WHO MAY REGISTER USING FALCON PHONE REGISTRATION

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

Exceptions:

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

WHEN/WHERE

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

REQUIREMENTS BEFORE REGISTRATION

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

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

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

PLAN YOUR CLASS SCHEDULE

• Check student data on permit. If there are corrections, please contact Admissions and Records, in person, as soon as possible.
• Use the worksheet on the Falcon Phone Registration Permit.
• List classes in priority order; 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 “payment due date” for that transaction. If an earlier phone call or web contact has occurred, the due date for that transaction still applies. Students may have several due dates and amounts due based on the number of calls to Falcon Phone or number of logins to Falcon Web.

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

**TO REGISTER**

- **For Falcon Phone** use only a touchtone phone. Touchtone phones make a tone sound when each button is pressed. Please no mobile 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 2003 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 6:30 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 FRIDAY FROM JUNE 6 TO AUGUST 8.**

Co-Sponsored by Associated Students of Cerritos College
FALCON PHONE REGISTRATION PROCEDURES

1. Call (562) 865-3276 on your appointment date and time.
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.
   \[\text{Do not hang up! You must complete your registration!}\]
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 you if you need a parking permit; press [1] for yes, press [2] for NO.

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

   \[(\text{LISTEN CAREFULLY TO FALCON PHONE FEE INSTRUCTIONS})\]

FEES

- Enrollment Fee* ........................................ $11 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 ............... $158 per unit

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

2. Click on 'Online Registration'.

3. Read the introduction.

   ***USE THE 'TAB' KEY TO MOVE FROM FIELD TO FIELD.***

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

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

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

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

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

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

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

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

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

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

**WAIT LIST FORM**

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

<table>
<thead>
<tr>
<th>Tkt.#</th>
<th>Class Name &amp; Number</th>
</tr>
</thead>
<tbody>
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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 the summer session in which they are enrolled.

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 noon on Friday. You may also drop your fee payment in the box provided in the Admissions Office by 3:00 p.m., Monday through Friday, for same day processing. (Office will be closed on May 26 and July 4.)
• 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 Friday from June 6 through August 8.

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 select “Search for Classes,” then select “Search the Class Schedule,” and lastly select “Listing by Academic Department.” Once you have located the department for your class, select the class of your choice and each ticket number should give the status of “open” or “closed” at the very end of the line. 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.

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.
EXPENSES

The mandatory fees as noted below must be paid at the time of registration:

1. *Enrollment Fee*: $11 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 a non-resident tuition fee of $158 per unit, payable at time of registration.
3. **College Services ID Fee**: $4 per semester.
4. **Student Health Fee**: $9 per semester.
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.

If the above fees are not paid within 5 days of registration, your complete program will be dropped and you will have to re-register.

RESIDENT REQUIREMENTS

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

REFUND POLICIES AND PROCEDURES

It is the students responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken by the district to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders. The above listed eligible students may file a petition with the district requesting refund of their registration fee(s). A refund will not be processed if academic credit has been awarded for the class. Refunds are not automatically processed. Students must come to the Payroll/Fee Station in the Administration Building beginning on the refund start date and sign a claim statement. Refunds will then be mailed in approximately two to four weeks. Be sure your address is correct on the claim statement when filing.

FEES

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

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

CERRITOS COLLEGE WILL BE CLOSED ON FRIDAY
FROM JUNE 6 THROUGH AUGUST 8

<table>
<thead>
<tr>
<th>DROP DATES FOR REFUNDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>1ST 6-WEEK SESSION</td>
</tr>
<tr>
<td>BEGINS WEEK OF 5/27/03</td>
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<tr>
<td>1ST 8-WEEK SESSION</td>
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<tr>
<td>BEGINS WEEK OF 5/27/03</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>8-WEEK INTRASESSION</td>
</tr>
<tr>
<td>BEGINS WEEK OF 6/23/03</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2ND 6-WEEK SESSION</td>
</tr>
<tr>
<td>BEGINS WEEK OF 7/7/03</td>
</tr>
</tbody>
</table>

Refunds will be processed for all sessions beginning on May 27, 2003.

STATED DEADLINES ARE NOT ADJUSTED DUE TO LATE REGISTRATION.

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

FALCON PHONE REGISTRATION ACCEPTS PAYMENT BY CREDIT CARD!!
This method of payment is encouraged for immediate confirmation of your enrollment.
READING THE CLASS SCHEDULE

After you have given some thought to the number and types of classes you need to take, you are ready to schedule your semester's program. Refer to the example below when reading the schedule of classes.

Then, refer to the example below when filling out the official program.

**Engl 20 — 3.0 Units — Basic Writing**

Prerequisite: A satisfactory score on English placement test or completion of ESL 200 with a grade of "C" or better.

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

- **0757** 8:00-9:30 am MW Staff LA 27
- **0758** 9:30-11:00 am MW Koehler LA 21
- **0759** 9:30-11:00 am MW Cotton LA 33
- **0760** 11:00-12:30 pm MW Koehler LA 21
- **0761** 11:00-12:30 pm MW Gregg LA 29
- **0762** 12:30-2:00 pm MW Ashe LA 20
- **0763** 8:00-9:30 am TTH Beilke LA 25
- **0764** 9:30-11:00 am TTH Peralta LA 23
- **0766** 11:00-12:30 pm TTh Mejia SS 314
- **0767** 12:00-1:30 pm TTh (Computer Assisted) Ashe LA 25
- **2768** 7:00-10:00 pm T Gaik LA 23
- **0768** 9:00-12:00 pm Sat Fischer LA 20

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

Ticket number needed for registration

Designed for students with a particular interest

<table>
<thead>
<tr>
<th>Days the class meets</th>
<th>Building and room number</th>
<th>Instructor's name</th>
<th>Course number</th>
<th>Course name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW</td>
<td>Staff LA 27</td>
<td></td>
<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
</tr>
<tr>
<td>MW</td>
<td>Koehler LA 21</td>
<td></td>
<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
</tr>
<tr>
<td>MW</td>
<td>Cotton LA 33</td>
<td></td>
<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
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<td>MW</td>
<td>Koehler LA 21</td>
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<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
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<td>MW</td>
<td>Gregg LA 29</td>
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<td>Engl 20</td>
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<td>MW</td>
<td>Ashe LA 20</td>
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<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
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<td>TTH</td>
<td>Peralta LA 23</td>
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<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
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<td>TTh</td>
<td>Mejia SS 314</td>
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<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
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<td>TTh</td>
<td>Ashe LA 25</td>
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<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
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<td>T</td>
<td>Gaik LA 23</td>
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<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
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<td>Sat</td>
<td>Fischer LA 20</td>
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<td>Engl 20</td>
<td>3.0 Units — Basic Writing</td>
</tr>
</tbody>
</table>

Student's signature

**CERRITOS COLLEGE OFFICIAL PROGRAM**

Today's date 8 - 14 - 03

<table>
<thead>
<tr>
<th>Ticket Number</th>
<th>Course name and number / Instructor</th>
<th>Units</th>
<th>Time</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
<td>0757</td>
<td>English 20</td>
<td>3</td>
<td>8-9:30</td>
<td>X</td>
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<td>0772</td>
<td>English 20 lab</td>
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Total Units

16

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

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

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

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

See page 21 for guidelines and a list of approved courses in each department.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>TICKET #</th>
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<tr>
<td>2747</td>
<td>English 100</td>
<td>2930</td>
<td>History 101</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>
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</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.
Pursuant to Title 5, section 58004 and Cerritos College Board Policy 4104, it is the student's responsibility to participate fully in class (es), once enrollment is complete. However, should it become necessary to withdraw from class, it is the student's responsibility to present a signed drop card to the Admissions and Records office. It is the responsibility of the instructor to withdraw student(s) based on "no show" or lack of participation. (For further explanation of withdrawal process, procedure and policy, please see the College catalog).

The ultimate responsibility of withdrawal falls to the student. Deadlines dates for student and instructor-initiated withdrawals are:

- 1st 6-week: June 26, 2003
- 1st 8-week: July 3, 2003
- 8-week intrasession: July 31, 2003
- 2nd 6-week: August 7, 2003

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

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

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

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

Add/Drop Procedures
If changes to enrolled class schedule become necessary please follow the steps below:
1. Complete an ADD/DROP card, which is available in the Admissions and Records office, located in the Administration Building.
2. Submit the completed ADD/DROP card to Admissions and Records Assistants for OFFICIAL entry. You will receive an updated receipt with validation.
3. If the class is closed, an availability card must be obtained from the instructor within the first week of class.

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

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

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

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

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

Returned Check Policy
A $10 return fee will be charged on all returned and stop payment checks. All fees are subject to change without notice in accordance with action taken by the Board of Trustees. Under Assembly Bill 1226, any person who writes a check which is dishonored for lack of funds is civilly liable, and under the law is liable for three times the amount of the check plus the face value of the check.
FAILURE TO PAY FINANCIAL OBLIGATIONS

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

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

C. The decision to withhold any of the above may be appealed to the President-Superintendent or his designee.

D. The item or items being withheld shall be released when the student pays the financial obligation.

ACCESS TO STUDENT RECORDS

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

AUDITING OF COURSES

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

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

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

Students auditing are prohibited from changing their enrollment to credit status and the attendance of auditors is not included for purposes of state apportionment.

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.

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.
A continuing student is defined as one who has completed a course during the 2003 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).
      
      | Units       | Points  |
      |-------------|---------|
      | 0 – 3 units | 0 points|
      | 3.5 – 6 units | 2 points |
      | 6.5 – 9 units | 4 points |
      | 9.5 – 15 units | 6 points |
      | 15.5 or more units | 10 points |

   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.
      
      | Grade | Grade Points |
      |-------|-------------|
      | A     | 4 grade points |
      | B     | 3 grade points |
      | C     | 2 grade points |
      | D     | 1 grade points |
      | F, W  | 0 grade points |

D. Student numbers are used to separate students with the same total points.

**Note to Students:** If you wish to receive a grade in the mail you should supply your instructor with a self addressed, stamped postcard. You also have the option of picking up your grades from the Admissions and Records Office.

**Grades Are Not Mailed to Students.**

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**Academic Support Center**

Do you need 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 listed below!

**Discipline Specific Tutorial Services**
**Supplemental Instruction: Personalized Programs**
**Educational Technology Instruction**
**Survey of Reading and Study Efficiency**
**Instructor-Led Learning Skills Workshops**

The Academic Support Center 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.
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 &quot;C&quot;; 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 5, 2003
- 1st 8-week .......................... June 5, 2003
- 8-week intrasession ............ July 3, 2003
- 2nd 6-week .......................... July 17, 2003

Last day to drop with a “W”
- 1st 6-week .......................... June 26, 2003
- 1st 8-week .......................... July 3, 2003
- 8-week intrasession ............ July 31, 2003
- 2nd 6-week .......................... August 7, 2003

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.
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 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
Journalism 50L, 100, 101, 103, 105, 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

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

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

HUMANITIES/SOCIAL SCIENCES
Administration of Justice 101, 102, 103, 105
Anthropology 100, 101, 115, 200, 203
Economics 101, 204
History 120, 230, 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 Information Systems (all courses)
Energy 110
Earth Science 101, 101L, 104, 106, 110
Geography 101, 102, 105, 106, 257
Geology 100, 101, 110, 201, 204, 207, 209
Mathematics 42, 60, 70, 80, 80A, 80B, 90A, 90B, 110A, 110B, 140, 150A, 170A, 190A
Microbiology 200
Ornamental Horticulture 2, 3, 4A, 4B, 5B, 58, 59, 60, 61A, 61B, 62B, 62C, 63, 64, 100, 110, 120, 130, 140, 160
Physical Science 100
Physics 100
Zoology 120

TECHNOLOGY (all courses)

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
EDUCATIONAL TECHNOLOGY 4, 5

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

LIBRARY 100

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

SCIENCE, ENGINEERING AND MATH
Ornamental Horticulture 1
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:

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<th>Number in Household</th>
<th>Total Family Income Last Year (adjusted gross income and/or untaxed income)</th>
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<td>$12,885 or less</td>
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<td>$17,415 or less</td>
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<td>$21,945 or less</td>
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<td>4</td>
<td>$26,475 or less</td>
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</table>

Add $4,530 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. 2397

- 2002-2003 Board of Governors Enrollment Fee Waiver Applications are available at the Financial Aid Office.
- 2002-2003 Free Application for Federal Student Aid (FAFSA) is still available at the Financial Aid Office. The last day to apply for 2002-2003 at Cerritos College is March 21, 2003.

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.

THE FALCON PHONE SYSTEM WILL PROVIDE YOUR GRADES

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

NOTE: Spring 2003 grades will be available after July 2, 2003.
COLLEGE COURSES FOR HIGH SCHOOL STUDENTS

The Veysey program represents a cooperative venture between Cerritos College and its neighboring high schools. Under the terms of this program, juniors and seniors at least 16 years of age may take college courses to supplement their high school education.

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

To participate in the Veysey program, a high school student must be at least 16 years of age and have completed his/her sophomore year by the first day of class offered at Cerritos College. You may enroll in courses and receive college credit, but you also must attend a minimum day at your high school. If the high school and postsecondary institution agree, the credit may be counted for both. Students enrolled as part of the Veysey Program pay no enrollment fee (with the exception of health and student I.D. fees). Veysey students are not eligible for continuing student enrollment dates.

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

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

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

ADMISSION OF MINORS
(Non-Veysey Eligible)

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

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

1. Submit an application for admission to Cerritos College, and;
2. Submit a completed special minors application form;
3. Enroll in 12 units or fewer, and;
4. Demonstrate the ability to benefit from more advanced scholastic or vocational work than is available in the K-10 setting as determined by the Dean of Academic Affairs and designated faculty and staff, and;
5. Be authorized to attend Cerritos College by the Public School District if the student attends public school;
6. Undertake courses of instruction of a scope and duration sufficient to satisfy the requirement of law.
7. Minor student must submit a completed Permission Letter for Special Minor Students (application only) each term or semester they wish to attend Cerritos College.

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

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

International Student Advisement: Assist international students in their relations with the U.S. Immigration and Naturalization Service 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.

Intensive English Program: Specifically designed for students who do not meet the English proficiency requirement for the degree program. There is no TOEFL requirement for this program. Students admitted into the Intensive English Program share the same academic calendar and costs on a yearly basis as all other international students and will be issued an I-20 specifically for the Intensive English Program. International students enrolled in the Intensive English Program must maintain a full-time course schedule each semester (at least 12 units) and must also show proof of medical insurance while attending Cerritos College. Certificates may be awarded on request to participants who successfully complete the Intensive English Program.

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

INTERNATIONAL STUDENT APPLICATION REQUIREMENTS

The following documents are required for admission into Cerritos College:

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

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

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

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

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

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

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

HONORS COURSES, SUMMER SESSION, 2003
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.
LEARNING COMMUNITIES CLASSES

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

What is a Learning Community?

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

What are the benefits of joining a Learning Community?

• Complete recommended basic skills courses.
• Complete most of the transfer courses requirements.
• Build a convenient class schedule.
• Get to know people in multiple classes.
• Enjoy and benefit from small group interaction.
• Hear different points of view and course content links from more than one instructor.
• Reinforce learning in one class while working on projects in the other.
• Earn better grades.

Learning Communities Program Withdrawal Policy

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

For more information contact the Learning Communities Program Coordinator at (562) 860-2451, extension 2600, or visit our web site at www.cerritos.edu/lcp/.
Distance education courses at Cerritos College give you the opportunity to complete most of your work outside the traditional classroom. You set your own hours! These distance education courses offer the same quality of instruction and content that you will find in on campus courses. The very latest technologies are used in course delivery and interaction: telephone, fax, email, Internet World Wide Web. Keep in mind, though, that if you are going to succeed in a distance education course, you have to be self-motivated! Will you keep up with your work when you don’t have regular weekly hours in a classroom?

Each distance education course has an on campus orientation during the first week of class, unless listed otherwise. Be sure you attend. Any student who misses this orientation MUST contact the instructor prior to the first week of class or be dropped from the course! All classes will be 6 weeks and begin the week of May 27, 2003 (unless otherwise listed). Do you need to know the very basics about computers and learning online? Take some of our courses such as

### General Orientation for First 6-Week classes
will be on Friday, May 23, 2003, in LC-155 from 9:00 am - 12:00 pm, every hour on the hour. Students are welcome to come any of these hours.

### Second 6-Week classes orientation
will be held on Tuesday, July 8, 2003, in LC-155 from 9:00 am - 10:00 am and 3:00 pm - 4:00 p.m. NOTE: orientations vary; refer to Online Course Listings for detailed information regarding orientation times.

If you have any questions about the Distance Education Program, please contact Yvette Juarez.

Phone: (562) 860-2451, x2837
Email: yjuarez@cerritos.edu
Office: LC-130
Website: http://www.cerritos.edu/de

### TYPES OF DISTANCE EDUCATION COURSES OFFERED

**OL** - Online
Access to email and the Internet is required. Access is available on campus in the computer commons and labs in the LRC. All work and communications occur online, but there will be an on campus orientation and possibly on campus exams.

**Hybrid (TOL)**
Hybrid courses meet both on campus and online. In a hybrid course, you will attend meetings on campus during the dates and times listed on your instructor’s website.

### 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

### YOUR DISTANCE EDUCATION INSTRUCTORS

<table>
<thead>
<tr>
<th>PHONE (562) 860-2451</th>
<th>EXT</th>
<th>EMAIL</th>
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<tr>
<td>Alexander, Cynthia</td>
<td>2794</td>
<td><a href="mailto:calexander@cerritos.edu">calexander@cerritos.edu</a></td>
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<tr>
<td>Moriarty, Cindy</td>
<td>2707</td>
<td><a href="mailto:cmoriarty@cerritos.edu">cmoriarty@cerritos.edu</a></td>
</tr>
<tr>
<td>Mueller, Barbara</td>
<td>2943</td>
<td><a href="mailto:bmueller@cerritos.edu">bmueller@cerritos.edu</a></td>
</tr>
<tr>
<td>Negrete, Bernie</td>
<td>2984</td>
<td><a href="mailto:bnegrete@cerritos.edu">bnegrete@cerritos.edu</a></td>
</tr>
<tr>
<td>Nguyen, Phuong</td>
<td>2723</td>
<td><a href="mailto:pnguyen@cerritos.edu">pnguyen@cerritos.edu</a></td>
</tr>
<tr>
<td>Oliver, Susan</td>
<td>2770</td>
<td><a href="mailto:soliver@cerritos.edu">soliver@cerritos.edu</a></td>
</tr>
<tr>
<td>Ouaas-Berryman, Francie</td>
<td>2822</td>
<td><a href="mailto:frs@cerritos.edu">frs@cerritos.edu</a></td>
</tr>
<tr>
<td>Renteria, Bob</td>
<td>2941</td>
<td><a href="mailto:rrenteria@cerritos.edu">rrenteria@cerritos.edu</a></td>
</tr>
<tr>
<td>Reece, Bryan</td>
<td>2740</td>
<td><a href="mailto:breece@cerritos.edu">breece@cerritos.edu</a></td>
</tr>
<tr>
<td>Robertson, Charles</td>
<td>2942</td>
<td><a href="mailto:crobertson@cerritos.edu">crobertson@cerritos.edu</a></td>
</tr>
<tr>
<td>Sampson, Lynda</td>
<td>2417</td>
<td><a href="mailto:jsampson@cerritos.edu">jsampson@cerritos.edu</a></td>
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<tr>
<td>Serwin, Lynn</td>
<td>2819</td>
<td><a href="mailto:jservin@cerritos.edu">jservin@cerritos.edu</a></td>
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<tr>
<td>Sharp, Mageya</td>
<td>2737</td>
<td><a href="mailto:mgsharp@cerritos.edu">mgsharp@cerritos.edu</a></td>
</tr>
<tr>
<td>Soden, Barbara Ann Read</td>
<td>2702</td>
<td><a href="mailto:bread@cerritos.edu">bread@cerritos.edu</a></td>
</tr>
<tr>
<td>Stiles, Lynn</td>
<td>2807</td>
<td><a href="mailto:jstiles@cerritos.edu">jstiles@cerritos.edu</a></td>
</tr>
<tr>
<td>Swanson, Jack</td>
<td>2823</td>
<td><a href="mailto:jswanson@cerritos.edu">jswanson@cerritos.edu</a></td>
</tr>
<tr>
<td>Whitson, Beverly</td>
<td>2816</td>
<td><a href="mailto:bwhitson@cerritos.edu">bwhitson@cerritos.edu</a></td>
</tr>
<tr>
<td>Wilson, Jack</td>
<td>2722</td>
<td><a href="mailto:jwilson@cerritos.edu">jwilson@cerritos.edu</a></td>
</tr>
<tr>
<td>Yonce, Colette</td>
<td>4158</td>
<td><a href="mailto:cyonce@cerritos.edu">cyonce@cerritos.edu</a></td>
</tr>
</tbody>
</table>

28
ANTHROPOLOGY

ANTH 115 (3 units) - Physical Anthropology (OL)
2017 Bellas 1st 6-Week Class LC-155
http://www.cerritos.edu/mbellas

AUTOMOTIVE COLLISION REPAIR (AUTOBODY)

AB 83M (1.5 units) - Comptr Damage Est-Mitchell (Hybrid)
2504 Robertson 8-Week Class
W 6-18-03 6:30-10:30 pm AT-54

BUSINESS

BA 50 (3 units) - Business Math (OL)
1020 Livingston 2nd 6-Week Class
http://www.cerritos.edu/blivingston
Orientation: M 7-7-03 9:30-10:30 am Albertsons
Address: 1421 S. Manhattan Blvd., Fullerton, CA 22831

BA 111 (3 units) - Business Law (OL)
0046 Pribble 1st 6-Week Class
http://www.cerritos.edu/mpribble
Orientation: S 5-24-03 10:00-11:30 am BE-6

BCOM 46 (3 units) - Business Communications (OL)
0048 Sharp 1st 6-Week Class
http://www.cerritos.edu/msharp
Orientation: W 5-28-03 10:00-11:00 am BE-17

BCOT 61 (2 units) - Type/Keyboard Review (OL)
0053 Sharp 1st 6-Week Class
http://www.cerritos.edu/msharp
Orientation: W 5-28-03 10:00-11:00 am BE-17

BCOT 62 (1 unit) - Computer Keyboarding (OL)
0055 Sharp 1st 6-Week Class
http://www.cerritos.edu/msharp
Orientation: W 5-28-03 10:00-11:00 am BE-17

BCOT 112 (3.5 units) - Microsoft WORD Windows (OL)
0057 Soden 1st 6-Week Class
http://www.cerritos.edu/bread
Orientation: W 5-28-03 8:30-10:00 am BE-17

BCOT 114 (3.5 units) - Introduction to Microsoft Office (OL)
0059 Moriarty 1st 6-Week Class
http://www.cerritos.edu/cmoriarty
Orientation: T 5-27-03 9:30-10:30 am BE-16

BCOT 131 (3.5 units) - Beginning Typewriting (OL)
0061 Sharp 1st 6-Week Class
http://www.cerritos.edu/msharp
Orientation: W 5-28-03 10:00-11:00 am BE-17

BCOT 162 (3 units) - Bus Spell & Proofread Skls (OL)
0064 Soden 1st 6-Week Class
http://www.cerritos.edu/bread
Orientation: T 5-27-03 8:30-10:00 am BE-17

BL 101 (3 units) - Introduction to Law (OL)
0070 Pribble 1st 6-Week Class
http://www.cerritos.edu/mpribble
Orientation: W 5-24-03 12:30-2:00 pm BE-6

BUSF 125 (3 units) - Personal Finance (OL)
2097 Fronke 1st 6-Week Class
http://www.cerritos.edu/mfronke
Orientation and all classwork done online. E-mail Instructor for directions: mfronke@cerritos.edu

COMPUTER INFORMATION SYSTEMS

CIS 101 (3 units) - Intro Computer Info Systms (Hybrid)
2121 Hohly 1st 6-Week Class
http://www.cerritos.edu/hohly
Orientation: M/W 5:30-10:00 pm LA-5

CIS 125 (3 units) - JavaScript Programming (Hybrid)
3060 Fuschetto 2nd 6-Week Class
http://www.cerritos.edu/sfuschetto
Orientation: M/W 5:30-7:30 pm LC-213
T/Th 5:30-7:30 pm (Lab) LC-201

CIS 180 (3 units) - Programming IN C/C++ (Hybrid)
2126 Nguyen 1st 6-Week Class
http://www.cerritos.edu/pnguyen
Orientation: M/W 7:45-10:45 pm (Lab) LC-201
T/Th 7:45-10:45 pm LC-213

ECONOMICS

ECON 201 (3 units) - Principles of Macroecon (OL)
0129 Keenan 1st 6-Week Class
http://www.cerritos.edu/dkeenan
Orientation: F 5-23-03 9:00-12:00 pm LC-155

EDUCATIONAL TECHNOLOGY

EDT 50 (1 unit) - Prep For Online Learning (OL)
0135 Staff 1st 6-Week Class
2135 Staff 1st 6-Week Class
1068 Morago 2nd 6-Week Class
http://www.cerritos.edu/fmorago
3069 Staff 2nd 6-Week Class

EDT 100 (2 units) - Internet In Curriculum (OL)
1069 Morago 2nd 6-Week Class
http://www.cerritos.edu/mmorago
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Instructor(s)</th>
<th>Start/End Date</th>
<th>Location/URL</th>
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<tbody>
<tr>
<td>EDT 103</td>
<td>Spreadsheets For Educators (OL)</td>
<td>2</td>
<td></td>
<td>Alexander</td>
<td>1st 6-Week Class</td>
<td><a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
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<tr>
<td>EDT 104</td>
<td>Wordprocess for Educators (OL)</td>
<td>2</td>
<td></td>
<td>Alexander</td>
<td>1st 6-Week Class</td>
<td><a href="http://www.cerritos.edu/calexander">http://www.cerritos.edu/calexander</a></td>
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<tr>
<td>EDT 105</td>
<td>PowerPoint for Educators (OL)</td>
<td>2</td>
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<td>Alexander</td>
<td>1st 6-Week Class</td>
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<tr>
<td>ENGL 20</td>
<td>Basic Writing (OL)</td>
<td>3</td>
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<td>1st 6-Week Class</td>
<td>LC-155</td>
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<tr>
<td>ENGL 100</td>
<td>Freshman Composition (Hybrid)</td>
<td>4</td>
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<td>Belroy</td>
<td>1st 6-Week Class</td>
<td><a href="http://www.cerritos.edu/abelroy">http://www.cerritos.edu/abelroy</a> MTWTh 10:15-1:15 pm LA-27</td>
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<tr>
<td>ENGL 102</td>
<td>Freshman Composition &amp; Lit (OL)</td>
<td>3</td>
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<td>Jaeger</td>
<td>1st 6-Week Class</td>
<td><a href="http://www.cerritos.edu/jaeger">http://www.cerritos.edu/jaeger</a> Orientation: T 5-27-03 6:00-8:30 pm LH-6</td>
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<tr>
<td>ENGL 103</td>
<td>Critical/Argumentative Writing (OL)</td>
<td>3</td>
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<td>Jaeger</td>
<td>1st 6-Week Class</td>
<td><a href="http://www.cerritos.edu/jaeger">http://www.cerritos.edu/jaeger</a> Orientation: T 5-27-03 6:00-8:30 pm LH-6</td>
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<tr>
<td>HED 100</td>
<td>Contemporary Health Problems (OL)</td>
<td>3</td>
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<td>Yonce</td>
<td>1st 6-Week Class</td>
<td><a href="http://www.cerritos.edu/cyonce">http://www.cerritos.edu/cyonce</a> Orientation: S 5-31-03 9:00-11:00 am LH-1 Mandatory Orientation - students who do not attend will be dropped from the class. No exceptions.</td>
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<td>HED 100</td>
<td>Contemporary Health Problems (OL)</td>
<td>3</td>
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<td>2nd 6-Week Class</td>
<td>LC-155</td>
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<td>HIST 201</td>
<td>Political &amp; Social Hist US (OL)</td>
<td>3</td>
<td></td>
<td>Oliver</td>
<td>2nd 6-Week Class</td>
<td><a href="http://www.cerritos.edu/solver">http://www.cerritos.edu/solver</a></td>
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<td>HIST 202</td>
<td>Political &amp; Social Hist US (OL)</td>
<td>3</td>
<td></td>
<td>Oliver</td>
<td>2nd 6-Week Class</td>
<td><a href="http://www.cerritos.edu/solver">http://www.cerritos.edu/solver</a></td>
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<tr>
<td>JOUR 100</td>
<td>Intro Mass Communications (OL)</td>
<td>3</td>
<td></td>
<td>Cameron</td>
<td>9-Week Class (5-27-03 to 7-25-03)</td>
<td><a href="http://www.cerritos.edu/rcameron">http://www.cerritos.edu/rcameron</a> Orientation: T 5-27-03 7:00 pm AC-42</td>
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<tr>
<td>POL 101</td>
<td>American Political Institutions (OL)</td>
<td>3</td>
<td></td>
<td>Reece</td>
<td>1st 6-Week Class</td>
<td><a href="http://www.cerritos.edu/breece">http://www.cerritos.edu/breece</a></td>
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<tr>
<td>READ 42</td>
<td>Read Access College Student (OL)</td>
<td>3</td>
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<td>Staff</td>
<td>1st 6-Week Class</td>
<td>LC-155</td>
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<tr>
<td>READ 43</td>
<td>Basic Reading Skills (OL)</td>
<td>3</td>
<td></td>
<td>Staff</td>
<td>1st 6-Week Class</td>
<td>LC-155</td>
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<tr>
<td>READ 43</td>
<td>Basic Reading Skills (Hybrid)</td>
<td>3</td>
<td></td>
<td>Belroy</td>
<td>2nd 6-Week Class</td>
<td><a href="http://www.cerritos.edu/abelroy">http://www.cerritos.edu/abelroy</a> MTWTH 12:30-2:45 pm LC-209</td>
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<tr>
<td>READ 54</td>
<td>Advanced Reading (OL)</td>
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<td>Broderick</td>
<td>2nd 6-Week Class</td>
<td><a href="http://www.cerritos.edu/broderick">http://www.cerritos.edu/broderick</a> MTWTH 5:45-8:00 pm LC-209</td>
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<tr>
<td>READ 54</td>
<td>Advanced Reading (Hybrid)</td>
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<td>Belroy</td>
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<td><a href="http://www.cerritos.edu/broderick">http://www.cerritos.edu/broderick</a> MTWTH 5:45-8:00 pm LC-209</td>
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<tr>
<td>SPECH 150</td>
<td>Organization Communication (Hybrid)</td>
<td>3</td>
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<td>Hubbert</td>
<td>2nd 6-Week Class</td>
<td><a href="http://www.cerritos.edu/khubbert">http://www.cerritos.edu/khubbert</a> MTWTH 8:00-10:15 am LA-35</td>
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<tr>
<td>THEATRE</td>
<td>Intro to Theatre (Hybrid)</td>
<td>3</td>
<td></td>
<td>Huber</td>
<td>2nd 6-Week Class</td>
<td><a href="http://www.cerritos.edu/rhuber/index/html">http://www.cerritos.edu/rhuber/index/html</a> MTWTH 8:00-10:15 am BC-47</td>
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</table>
1ST 6 WEEK & 8 WEEK SESSIONS
MAY 27 - JULY 3 & JULY 18, 2003

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 MTWTH (1st 6 Week Class) Haynes BC53

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 LC133

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) Cast 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) Cast 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 AC 50
2016 5:45-8:00 PM MTWTH (1st 6 Week Class) Bellas AC 50

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.
2019 7:15-10:15 PM MTW (1st 6 Week Class) Medina AC 43

ART 101 - 3.0 UNITS--APPRECIATION & HISTORY
Transfer Credit: CSU; UC (CAN ART 2)
An overview of art from prehistoric times to the late middle ages.
0020 10:15-12:30 PM MTWTH (1st 6 Week Class) Guest-Griffith AC 43
0021 12:30-2:45 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.
0022 8:30-1:00 PM MTWTH (1st 6 Week Class) Staff 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.
0023 10:00-2:30 PM MTWTH (1st 6 Week Class) Staff 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
<th>Transfer Credit</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>ART 130B</td>
<td>3.0</td>
<td>Fundamentals of Painting</td>
<td>CSU; UC</td>
<td>ART 130A or equivalent with a grade of Credit or &quot;C&quot; or higher. A continuation of ART 130A. The student works more deliberately with the expressive properties of color, value, and the pictorial space.</td>
</tr>
<tr>
<td>ART 136</td>
<td>3.0</td>
<td>Painting for Art Majors</td>
<td>CSU; UC</td>
<td>ART 110 or equivalent with a grade of Credit or &quot;C&quot; or higher. Recommendation: ART 120 or equivalent with a grade of Credit or &quot;C&quot; or higher.</td>
</tr>
<tr>
<td>ART 150</td>
<td>3.0</td>
<td>Introduction to Ceramics</td>
<td>CSU; UC</td>
<td>ART 150 or equivalent with a grade of Credit or &quot;C&quot; or higher. An introduction to the art of ceramics.</td>
</tr>
<tr>
<td>ART 151</td>
<td>3.0</td>
<td>Ceramics Wheel Throwing</td>
<td>CSU</td>
<td>ART 150 or equivalent with a grade of Credit or &quot;C&quot; or higher. Throwing on the potter's wheel and glaze formulation.</td>
</tr>
<tr>
<td>ART 186</td>
<td>3.0</td>
<td>Computer Graphics-Art/DSGN</td>
<td>CSU; UC</td>
<td>Software used: Illustrator.</td>
</tr>
<tr>
<td>ART 191</td>
<td>3.0</td>
<td>3D Computer Animation</td>
<td>CSU</td>
<td>An introduction to 3D computer animation by taking animation principles developed in classical animation and applying those techniques using computer animation software.</td>
</tr>
<tr>
<td>ART 252</td>
<td>3.0</td>
<td>Ceramics-Form &amp; Technique</td>
<td>CSU; UC</td>
<td>ART 151 or ART 152 or equivalent with a grade of Credit or &quot;C&quot; or higher. This course will expand upon concepts and techniques learned in ART 151 and/or ART 152.</td>
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### ASTRONOMY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
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<tr>
<td>ASTR 103</td>
<td>3.0</td>
<td>Intro ASTRON SOLAR SYSTEM</td>
<td>CSU; UC</td>
</tr>
<tr>
<td>ASTR 105L</td>
<td>1.0</td>
<td>Observational Astronomy</td>
<td>CSU; UC</td>
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</tbody>
</table>

### AUTOMOTIVE COLLISION REPAIR AND REFINISHING (AUTO BODY)

Students are responsible for providing any additional supplies not provided by the Department (i.e. primer, paint and parts).
Tkt# Time Day Instructor Room Tkt# Time Day Instructor Room

2504 6:00-10:30 PM  T  (TOL) (8 Week Class)    Robertson      AT 54
2503 5:30- 8:00 PM  MTWTH (8 Week Class)   Asperen        AT 70
2501 5:30- 8:00 PM  TTH   (8 Week Class)   Staff       AT 70
2507 6:00-10:30 PM  TWTH  (8 Week Class)   Patron         AT 11
2041 3.0 HRS ARR         (1st 6 Week Class) Aragon         AT46A
2040 3.0 HRS ARR         (1st 6 Week Class) Keegan         AT  A
0038 7:00-12:NOON   MTWTH (1st 6 Week Class) Berklite       AT 21

AB 68 - 4.5 UNITS--REFINISHING UPDATE
Prerequisite: AB 61, AB 62, and AB 63 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
This course is designed to increase skill and knowledge as well as update students in automotive refinishing areas of their choice including automotive refinishing and plastic repair techniques, panel and spot painting, sanding and preparation techniques, and overall and multi-coat painting.
2503 5:30- 8:00 PM  MTWTH (8 Week Class)   Asperen        AT 70
8:00-10:00 PM  MTWTH
2504 6:00-10:30 PM  T (TOL) (8 Week Class)    Robertson      AT 54
For TRADITIONAL ONLINE (TOL) information see pages 28-30.

NOTE: a student service/lab fee of $15 will be required for each of the following courses: AUTO 51, 100, & 141.

AUTO 51 - 4.0 UNITS--AUTOMOTIVE 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.
0038 7:00-12:NOON   MTWTH (1st 6 Week Class) Berklite       AT 21

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.
2040 3.0 HRS ARR         (1st 6 Week Class) Keegan AT A
2041 3.0 HRS ARR         (1st 6 Week Class) Aragon AT46A

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.
2507 6:00-10:30 PM  TWTH (8 Week Class)   Patron      AT 11

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-requisite: 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.
0043 7:00-12:NOON   MTWTH (1st 6 Week Class)   Baron         AT 14
0044 7:00-12:NOON   MTWTH (1st 6 Week Class)   Taylor       AT 10

2074 7:45-10:00 PM  MTWTH (1st 6 Week Class) Fronke         BE 10
0073 6.0 HRS ARR         (1st 6 Week Class) Alenikov       BE  6
0072 6.0 HRS ARR         (1st 6 Week Class) Fronke         BE 10
0068 10:15-12:30 PM  MTWTH (1st 6 Week Class) Johnson        NS 11
0067 8:00-10:15 AM  MTWTH (1st 6 Week Class) Johnson        NS 11
0066 8:00-10:15 AM  MTWTH (1st 6 Week Class) Leipzig        LH  4
2067 7:45-10:00 AM  MTWTH (1st 6 Week Class) Suryamani      NS 11
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

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.
0066 8:00-10:15 AM  MTWTH (1st 6 Week Class) Leipzig LH 4

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.
0067 8:00-10:15 AM  MTWTH (1st 6 Week Class) Suryamani NS 11
2067 5:30- 7:45 PM  MTWTH (1st 6 Week Class) Suryamani NS 11
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

BIOLOGY

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.
0072 6.0 HRS ARR         (1st 6 Week Class) Fronke BE 10
(Lab time available: 4:00-5:30 pm MTWR)

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.
0073 6.0 HRS ARR         (1st 6 Week Class) Alenikov BE 6
(Lab time available: 12:15-1:45 pm MTWR)

BUSA 60 - 1.5 UNITS--QUICKBOOKS ACCOUNTING
Co-requisite: BUSA 1T.
This course introduces the Quickbooks software program for small businesses.
2074 7:45-10:00 PM  MTWTH (1st 3 Week Class) Fronke BE 10
(3 Week Class begins May 27 - ends June 12)

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>Course</th>
<th>Units</th>
<th>Description</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 100</td>
<td>3.0</td>
<td>An introduction to accounting and emphasizes the preparation and understanding of basic financial statements.</td>
<td>Schmidt</td>
<td>BE 6</td>
</tr>
<tr>
<td>BUSA 101</td>
<td>4.0</td>
<td>Covers basic concepts used by businesses for financial accounting.</td>
<td>Kieffer</td>
<td>BE 6</td>
</tr>
<tr>
<td>BUSA 133</td>
<td>3.0</td>
<td>Integrates the topics covered in BUSA 100 with the Excel spreadsheet software program.</td>
<td>Schmidt</td>
<td>BE 10</td>
</tr>
<tr>
<td>BUSF 125</td>
<td>3.0</td>
<td>Covers basic financial planning, investments, consumerism, and other personal financial matters incorporating the Internet and Quicken software.</td>
<td>Fronke</td>
<td>BE 10</td>
</tr>
<tr>
<td>BA 100</td>
<td>3.0</td>
<td>Fundamentals of Business</td>
<td>Blackmun</td>
<td>BE 3</td>
</tr>
<tr>
<td>BA 111</td>
<td>3.0</td>
<td>Business Law</td>
<td>Finkelstein</td>
<td>LA 2</td>
</tr>
</tbody>
</table>

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

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0053</td>
<td>9.0 HRS ARR (OL)</td>
<td>(1st 6 Week Class)</td>
<td>Sharp</td>
<td>BE 17</td>
</tr>
<tr>
<td></td>
<td>ORIENTATION: 10:00-11:00 am W - May 28 in BE 17. For additional ONLINE (OL) information see pages 28-30.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0065</td>
<td>8:30-1:00 PM</td>
<td>MTWTH (1st 6 Week Class)</td>
<td>Moriarty</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0064</td>
<td>9.0 HRS ARR (OL)</td>
<td>(1st 6 Week Class)</td>
<td>Soden</td>
<td>BE 17</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0059</td>
<td>15.0 HRS ARR (OL)</td>
<td>(1st 6 Week Class)</td>
<td>Moriarty</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0057</td>
<td>8:30-12:15 PM</td>
<td>(1st 6 Week Class)</td>
<td>Moriarty</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

**BCOT 131 - 3.5 UNITS--BEGINNING TYPEWRITING**  
Transfer Credit: CSU  
Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0061</td>
<td>15.0 HRS ARR (OL)</td>
<td>(1st 6 Week Class)</td>
<td>Sharp</td>
<td>BE 17</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0064</td>
<td>9.0 HRS ARR (OL)</td>
<td>(1st 6 Week Class)</td>
<td>Soden</td>
<td>BE 17</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0065</td>
<td>8:30-1:00 PM</td>
<td>(1st 6 Week Class)</td>
<td>Moriarty</td>
<td>BE 16</td>
</tr>
</tbody>
</table>

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

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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.

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**Recommendation:** Concurrent enrollment in BCOT 3T.

**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.

**Co-requisite:** BUSC 2T and BUSC 4T.

**Transfer Credit:** CSU

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0080</td>
<td>3.0 HRS ARR (1st 6 Week Class)</td>
<td>Drant</td>
<td>AC 71</td>
<td></td>
</tr>
</tbody>
</table>

**BUSC 3T - 0.0 UNITS--BUSC TYPING LAB**  
Co-requisite: One or more of the following courses: BUSC 114,115,116,57A,57B,118,140,141,142,143,144,145,146,147,148,149,152,153,154,155,156,157,158,159,180,181, or 192.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0081</td>
<td>6.0 HRS ARR (1st 6 Week Class)</td>
<td>Drant</td>
<td>AC 73</td>
<td></td>
</tr>
</tbody>
</table>

**BUSC 4T - 0.0 UNITS--BUSC TAPE LAB**  
Co-requisite: One or more of the following courses: BUSC 114, 115, 116, 118, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 152, 153, 154, 155, 158, 160, 181, or 192.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0082</td>
<td>3.6 HRS ARR (10 Week Class)</td>
<td>Drant</td>
<td>AC 73</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0083</td>
<td>3.0 HRS ARR (1st 6 Week Class)</td>
<td>Drant</td>
<td>AC 73</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0084</td>
<td>8:00-12:30 PM</td>
<td>MTWTH (1st 6 Week Class)</td>
<td>Perkins</td>
<td>AC 52</td>
</tr>
</tbody>
</table>

**BUSC 153 - 3.0 UNITS--MULTIPLE-VOICE COLLOQUIY I**  
Transfer Credit: CSU  
Prerequisite: Minimum stenotype speed of 70 wpm.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0085</td>
<td>8:00-12:30 PM</td>
<td>MTWTH (1st 6 Week Class)</td>
<td>Perkins</td>
<td>AC 52</td>
</tr>
</tbody>
</table>

**BUSC 154 - 3.0 UNITS--INTR CONGRESSIONAL RECORD**  
Transfer Credit: CSU  
Prerequisite: Minimum stenotype speed of 90 wpm.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0086</td>
<td>8:00-12:30 PM</td>
<td>MTWTH (1st 6 Week Class)</td>
<td>Morgan</td>
<td>AC 51</td>
</tr>
</tbody>
</table>

**BUSC 155 - 3.0 UNITS--MULTIPLE-VOICE COLLOQUIY II**  
Transfer Credit: CSU  
Prerequisite: Minimum stenotype speed of 110 wpm.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0087</td>
<td>8:00-12:30 PM</td>
<td>MTWTH (1st 6 Week Class)</td>
<td>Morgan</td>
<td>AC 51</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.
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>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEC 112</td>
<td>3.0 UNITS--ECE CURRICULUM</td>
<td>Transfer Credit: CSU</td>
<td>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.</td>
<td>Silva</td>
<td>HS101</td>
</tr>
<tr>
<td>CDEC 113</td>
<td>3.0 UNITS--CHILD IN FAMILY &amp; COMMUN</td>
<td>Transfer Credit: CSU</td>
<td>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.</td>
<td>Medina</td>
<td>HS101</td>
</tr>
<tr>
<td>CDSE 50</td>
<td>3.0 UNITS--SURVEY OF SPECIAL EDUC</td>
<td>Transfer Credit: CSU</td>
<td>This class introduces terminology and classification of children with special needs for 0 to 18 years.</td>
<td>Murrin</td>
<td>HS101</td>
</tr>
<tr>
<td>CIS 58</td>
<td>1.5 UNITS--WINDOWS FOR A+ CERTIFICATE</td>
<td></td>
<td>Recommendation: Student should be familiar with any Windows environment, version 3.0 or higher. The student preparing for this exam should also enroll in CIS 56.</td>
<td>Lou</td>
<td>LA 4</td>
</tr>
<tr>
<td>COS 70A</td>
<td>8.0 UNITS--INTRODUCTORY COSMETOLOGY</td>
<td>Transfer Credit: CSU</td>
<td>This introductory course is designed to develop basic skills and related theory necessary to perform in the cosmetology field.</td>
<td>Novinski</td>
<td>HS205</td>
</tr>
<tr>
<td>COS 70B</td>
<td>8.0 UNITS--INTERMEDIATE COSMETOLOGY</td>
<td>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.</td>
<td>Chavez</td>
<td>HS203</td>
<td></td>
</tr>
</tbody>
</table>

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
COS 70C - 8.0 UNITS--ADV COSMET MANIPULATION
Prerequisite: COS 51 or equivalent with a grade of Credit or "C" or higher.
0511  8:30- 4:30 PM MTWTHF (8 Week Class) White HS204

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 student to continue to develop manipulative skills. Emphasis is placed on hair coloring, related theory and interpersonal relations.
2513  5:30-10:00 PM MTWTH (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.
2514  5:30-10:00 PM MTWTH (8 Week Class) Leon HS204

COS 98 - 1.0 UNIT---DIRECTED STUDIES
Prerequisite: A previous college course in the discipline.
0515  6.8 HRS ARR (8 Week Class) Chavez HS U

COS 99 - 2.0 UNIT---DIRECTED STUDIES
Prerequisite: A previous college course in the discipline.
0516  13.5 HRS ARR (8 Week Class) Chavez HS U

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

CG 1 - 1.0 UNIT---CAREER PLANNING
Transfer Credit: CSU
0108 10:15-11:45 AM MW (Credit/No Credit) Ukita AC 32
(1st 6 Week Class)

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

CG 200 - 3.0 UNITS--SUCCESS COLLEGE & CAREER
Transfer Credit: CSU
0109 11:00- 2:00 PM MTW (1st 6 Week Class) Romero AC 75
0113 4:00- 7:00 PM MTW (1st 6 Week Class) Romero AC 62

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

DA 75 - 0.0 UNITS--LAB, CLIN II COOP OFFICE TRAINING
0128  32.0 HRS ARR (1st 6 Week Class) Failor HS307

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

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.
0129  9.0 HRS ARR (OL) (1st 6 Week Class) Keenan LC155
ORIENTATION: 9:00-12:Noon FRI - May 23 in LC155.
For additional ONLINE (OL) information see pages 28-30.
0130  10:15-12:30 PM MTWTH (1st 6 Week Class) Keenan AC 61
0131  12:30- 2:45 PM MTWTH (1st 6 Week Class) Namala LH 6

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.
0133  10:15-12:30 PM MTWTH (1st 6 Week Class) Namala HS102

EDT 50 - 1.0 UNIT---PREP FOR ONLINE LEARNING
0135  3.0 HRS ARR (OL) Staff LC155

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.
0136  6.0 HRS ARR (OL) Alexander LC155

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.
0137  6.0 HRS ARR (OL) Alexander LC155

EDUCATIONAL TECHNOLOGY

GENERAL DISTANCE EDUCATION ORIENTATIONS will be held in LC155
FIRST 6 WEEKS SESSION - May 23 FRI 9 am - 12 Noon
ORIENTATIONS ARE HELD EVERY HOUR ON THE HOUR
For additional ONLINE (OL) information see pages 28-30.

EDT 50 - 1.0 UNIT---PREP FOR ONLINE LEARNING
0135  3.0 HRS ARR (OL) Staff LC155

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.
0136  6.0 HRS ARR (OL) Alexander LC155

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.
0137  6.0 HRS ARR (OL) Alexander LC155

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.
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.

0138 6.0 HRS ARR (OL) Alexander LC155

TRANSFER CREDIT: CSU

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.

0517 9:00-12:00 NOON MTW (8 Week Class) Hanson ME 2
2517 6:00-10:30 PM MW (8 Week Class) Austin ME 2

ENGINEERING DESIGN TECHNOLOGY (FORMERLY DRAFTING)

NOTE: a student material fee of $6 will be required for all Engineering Design Technology Lab classes.

ENGT 131 - 3.0 UNITS -- FUND OF DRAFTING/AUTOCAD
Transfer Credit: CSU
2519 5:30-10:00 PM MTTH (8 Week Class) Frankley TE 5

ENGT 138 - 4.0 UNITS -- FUND COMPUTER AIDED DRAFT
Transfer Credit: CSU
Prerequisite: ENGT 131 or ARCH 111 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
2520 5:30-10:00 PM MWTH (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.
0140 8:00-10:15 AM MTWTH (1st 6 Week Class) Staff LC133
0141 12:30-2:45 PM MTWTH (1st 6 Week Class) Staff LA 28
2140 5:00-7:15 PM MTWTH (1st 6 Week Class) Burns LA 20
2141 7:15-9:30 PM MTWTH (1st 6 Week Class) Burns LA 20
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

ENGL 20 - 0.0 UNITS -- LAB, BASIC WRITING
0143 3.0 HRS ARR (1st 6 Week LAB) Clegg LC206

ENGL 52 - 3.0 UNITS -- INTRO COLLEGE COMPOSITION
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher.
0145 8:00-10:15 AM MTWTH (1st 6 Week Class) Chester LA 23
0146 8:00-10:15 AM MTWTH (Team Taught) Whitson LA 20
0147 9:00-11:15 AM MTWTH (1st 6 Week Class) Juntilla LC208
0149 11:15-1:30 PM MTWTH (1st 6 Week Class) Mueller LA 26
0150 12:30-2:45 PM MTWTH (1st 6 Week Class) Ernest LA 23
2145 5:00-7:15 PM MTWTH (1st 6 Week Class) Staff LA 26
2146 7:15-9:30 PM MTWTH (1st 6 Week Class) Quaas-Berryman LA 23
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

ENGL 52 - 0.0 UNITS -- LAB, INTRO COLLEGE COMPOSITION
0151 3.0 HRS ARR (1st 6 Week LAB) Clegg LC206

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.
0154 8:00-11:00 AM MTWTH (1st 6 Week Class) Mueller LA 26
0156 10:15-1:15 PM MTWTH (TOL) Belroy LC27
0157 10:30-1:30 PM MTWTH (1st 6 Week Class) Fabish LA 29
0159 12:30-3:30 PM MTWTH (1st 6 Week Class) Staff LA 35
0160 4:00-7:00 PM MTWTH (1st 6 Week Class) Quaas-Berryman LA 23
2156 6:00-9:00 PM MTWTH (1st 6 Week Class) Staff LA 21

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.
0163 9.0 HRS ARR (OL) (1st 6 Week Class) Jaeger LC208
ORIENTATION: 6:00-8:30 pm T - May 27 in LH 6.
For additional ONLINE (OL) information see pages 28-30.
0164 8:00-10:15 AM MTWTH (1st 6 Week Class) Belroy LA 27

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.
0166 9.0 HRS ARR (OL) (1st 6 Week Class) Jaeger LC208
ORIENTATION: 6:00-8:30 pm T - May 27 in LH 6.
For additional ONLINE (OL) information see pages 28-30.
0167 8:00-10:15 AM MTWTH (1st 6 Week Class) Fabish LA 29
0168 10:15-12:30 PM MTWTH (1st 6 Week Class) Staff LA 35
0169 12:30-2:45 PM MTWTH (1st 6 Week Class) Juntilla LC208
2166 7:15-9:30 PM MTWTH (1st 6 Week Class) Peralta LA 27

ENGL 107 - 3.0 UNITS -- VOCABULARY BUILDING
Transfer Credit: CSU
0171 10:15-12:30 PM MTWTH (Team Taught) Stiles LA 20

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.
**ENGLISH AS A SECOND LANGUAGE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>ESL 1</td>
<td>5.0 UNITS--ESL: INTRODUCTION</td>
<td>0.0</td>
<td>9:00-12:45 PM MTWTH</td>
<td>Coulter</td>
<td>LA 24</td>
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<td>ESL 2</td>
<td>5.0 UNITS--INTERMEDIATE SKILLS-ESL</td>
<td>0.0</td>
<td>9:00-12:45 PM MTWTH</td>
<td>Coulter</td>
<td>LA 24</td>
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<tr>
<td>ESL 3</td>
<td>5.0 UNITS--ADV INT SKILLS-ESL STUDENT</td>
<td>0.0</td>
<td>9:00-12:45 PM MTWTH</td>
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<td>LA 24</td>
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<td>ESL 10</td>
<td>3.0 UNITS--ESL SPEAKING &amp; LISTENING</td>
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<td>8:00-10:15 AM MTWTH</td>
<td>Berry</td>
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<td>ESL 20</td>
<td>3.0 UNITS--ESL SPEAKING &amp; LISTENING</td>
<td>0.0</td>
<td>10:15-12:30 PM MTWTH</td>
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<tr>
<td>ESL 47T</td>
<td>0.0 UNITS--ESL TUTOR</td>
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<td>Berry</td>
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<tr>
<td>ESL 100</td>
<td>3.0 UNITS--ESL WRITING &amp; STRUCTURE</td>
<td>0.0</td>
<td>3.0 HRS ARR</td>
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**FRENCH**

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<th>Room</th>
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<tr>
<td>FREN 101</td>
<td>5.0 UNITS--ELEMENTARY FRENCH</td>
<td>0.0</td>
<td>8:00-11:45 AM MTWTH</td>
<td>Florescu</td>
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**GEOGRAPHY**

<table>
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<tr>
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<th>Room</th>
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<tr>
<td>GEOG 101</td>
<td>3.0 UNITS--PHYSICAL GEOGRAPHY</td>
<td>0.0</td>
<td>8:00-10:15 AM MTWTH</td>
<td>Kreger</td>
<td>LH 5</td>
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<td>GEOG 105</td>
<td>3.0 UNITS--WORLD REGIONAL GEOGRAPHY</td>
<td>0.0</td>
<td>10:30-12:45 PM MTWTH</td>
<td>Kreger</td>
<td>LH 5</td>
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</table>

**GERMAN IN HEIDELBERG, GERMANY**

Where can you learn a language faster and more easily than in the country it is spoken? All German classes listed below will be offered through Cerritos College at the Collegium Palatinum in Heidelberg, Germany, May 27-June 28, 2003. It is an intensive study program. Earn up to five units. A MANDATORY MEETING WILL BE HELD ON SATURDAY, APRIL 26, 2003, 12:00 NOON-2:00 PM IN LA 22. For more information contact Inge Potter in LA-J or call (562) 860-2451, ext. 2818.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Room</th>
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<td>EON 200</td>
<td>3.0 UNITS--ESL WRITING &amp; STRUCTURE</td>
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<td>Berry</td>
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<td>EON 200</td>
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<td>0.0</td>
<td>8:00-10:15 PM MTWTH</td>
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**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
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<th>Instructor</th>
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<tr>
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<tr>
<td>0193</td>
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<td>Potter</td>
<td>HIDLB</td>
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<tr>
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<td>0199</td>
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<td>Potter</td>
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<td>0200</td>
<td>54.0 IRREG SEMESTER HRS</td>
<td>Potter</td>
<td>HIDLB</td>
<td></td>
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</table>

**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.

**GERM 102** - 5.0 UNITS--ELEMENTARY GERMAN
Transfer Credit: CSU; UC  (CAN GERM 4 )  (CAN GERM SEQ A)
Prerequisite: GERM 101 or equivalent with a grade of Credit or "C" or higher.

**GERM 201** - 4.0 UNITS--INTERMEDIATE GERMAN
Transfer Credit: CSU; UC  (CAN GERM 8 )  (CAN GERM SEQ B)
Prerequisite: GERM 102 or equivalent with a grade of Credit or "C" or higher.

**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.

**HEALTH OCCUPATIONS**

**HO 56** - 1.0 UNIT--MEDICATION CALCULATIONS
Prerequisite: MATH 40 or equivalent with a grade of Credit or "C" or higher or successful completion of the Math Placement Process.
Nine-week course presents skills and concepts utilized to calculate drug usage.

**HO 152** - 3.0 UNITS--NORM-THERAPEUTIC NUTRITION
Transfer Credit: CSU  (CAN FCS 2)
Recommendation: A&P 130 or equivalent with a grade of Credit or "C" or higher.
Covers basic principles of nutrition, including applications of therapeutic regime. Meets requirements for dental hygiene and nursing.

**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.

**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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## JOUR 104 - 1.0 UNIT—SUMMER NEWSPAPER WRITING
Transfer Credit: CSU
Recommendation: JOUR 101 and ENGL 52 or equivalent with grades of Credit or "C" or higher, or concurrent enrollment.
```
0220 1:30- 2:30 PM  MTWTH (1st 6 Week Class)  Cameron  AC 42  
+2.0 HRS ARR
```

## JOUR 298 - 1.0 UNIT—DIRECTED STUDIES
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.
```
0221 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.
```
0222 18.0 HRS ARR  (1st 6 Week Class)  Cameron  AC 42
```

## MACHINIST TECHNOLOGY

### 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.
```
2521 5:30- 9:00 PM  MW  (8 Week Class)  Real  ME 2J
2522 5:30- 9:00 PM  TTH  (8 Week Class)  Real  ME 3H
```

### MTT 76 - 2.5 UNITS—CAD/CAM VIRTUAL GIBBS
Prerequisite: MTT 170 or equivalent with a grade of Credit or "C" or higher or appropriate work experience.
An introduction to CAD/CAM programming using Virtual Gibbs software.
```
2523 5:30-10:00 PM  MW  (8 Week Class)  Real  ME 2J
```

### MTT 170 - 2.5 UNITS—CNC PROGRAMMING
Transfer Credit: CSU
Prerequisite: MTT 100 and MTT 50 or equivalent courses with grades of Credit or "C" or higher or concurrent enrollment, or appropriate work experience.
Learn how to program Fanuc and other CNC controllers using computer based simulation software.
```
2525 5:30-10:00 PM  TTH  (8 Week Class)  Real  ME 3H
```

## 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 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>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2240</td>
<td>5:00-8:00 PM</td>
<td>MTWTH</td>
<td>*(SEMI-INDEP SECT)</td>
<td>Lopez</td>
</tr>
<tr>
<td>2239</td>
<td>4:30-7:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>O'Neil</td>
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<tr>
<td>0241</td>
<td>1:30-4:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Nguyen</td>
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<tr>
<td>0239</td>
<td>7:30-10:30 AM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Lewandowski</td>
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<tr>
<td>0238</td>
<td>1:30-4:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Lopez</td>
</tr>
<tr>
<td>2236</td>
<td>7:30-10:30 PM</td>
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<td>(1st 6 Week Class)</td>
<td>Mofid</td>
</tr>
<tr>
<td>0226</td>
<td>7:15-9:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Lopez</td>
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<tr>
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<td>(1st 6 Week Class)</td>
<td>Nabulsi</td>
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<tr>
<td>0234</td>
<td>7:30-10:30 AM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Ysais</td>
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<tr>
<td>2230</td>
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<td>MTWTH</td>
<td>*(SEMI-INDEP SECT)</td>
<td>Lopez</td>
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<tr>
<td>2231</td>
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<td>(1st 6 Week Class)</td>
<td>Estephan</td>
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<tr>
<td>2232</td>
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<td>(1st 6 Week Class)</td>
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</tr>
<tr>
<td>0239</td>
<td>7:30-10:30 AM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Ysais</td>
</tr>
<tr>
<td>0238</td>
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<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Jordan</td>
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<td>0237</td>
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<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
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</tr>
<tr>
<td>2236</td>
<td>7:30-10:30 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>O'Neil</td>
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<tr>
<td>2240</td>
<td>7:30-10:30 AM</td>
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<td>(1st 6 Week Class)</td>
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<tr>
<td>2240</td>
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<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
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<tr>
<td>2244</td>
<td>5:00-7:15 PM</td>
<td>MTWTH</td>
<td>(1st 6 Week Class)</td>
<td>Zhou</td>
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**Waiting List Students Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
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 or 86) is strongly recommended.

0254 10:15-12:30 PM MTWTH (1st 6 Week Class) Sarell PS 1
2254 5:00- 7:15 PM MTWTH *(SEMI-INDEP SECT) Lopez LC111 (1st 6 Week Class)
2255 5:00- 7:15 PM MTWTH (1st 6 Week Class) Johnson PS 12

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.

0257 7:30-10:30 AM MTWTH (1st 6 Week Class) Hugen PS 8

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.

0258 10:30- 1:30 PM MTWTH (1st 6 Week Class) Hugen PS 11

MATH 190 - 4.0 UNITS--ANALYTIC GEOM & CALC II
Transfer Credit: CSU; UC (CAN MATH 20) (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.

0259 1:30- 4:30 PM MTWTH (1st 6 Week Class) Demian PS 14

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

0261 10:15-12:30 PM MTWTH (1st 6 Week Class) Pritchard Jr BC 53
+ 3.0 HRS ARR

MUS 104B - 3.0 UNITS--HISTORY OF ROCK MUSIC
Transfer Credit: CSU; UC

0262 1:00- 3:15 PM MTWTH (1st 6 Week Class) Pritchard Jr BC 53

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

0263 10:15-12:30 PM MTWTH (1st 6 Week Class) Lopez BC 68
+ 3.0 HRS ARR
0264 3:15- 5:30 PM MTWTH (1st 6 Week Class) Betancourt BC 68
+ 3.0 HRS ARR

MUS 112 - 2.0 UNITS--ELEMENTARY PIANO I
Transfer Credit: CSU; UC (CAN MUS 22)

0265 8:00-10:15 AM MTWTH (1st 6 Week Class) Lopez BC 68

NURSG 200 - 2.0 UNITS--PHARMACOLOGY FOR NURSES
Transfer Credit: CSU
Prerequisite: A&P 130 or equivalent with a grade of Credit or "C" or higher.
This course introduces pharmacology fundamentals related to nursing management of drug therapy by integrating core drug knowledge and core patient variables.

0266 1:30- 4:30 PM TTH (1st 6 Week Class) Baily HS102

NURSG 215 - 1.0 UNIT---ADVANCED PLACEMENT BRIDGE
Transfer Credit: CSU
Prerequisite: An active LVN license or current enrollment in a vocational or registered Nursing Program or completion of one or more Associate Degree Nursing or Bachelor of Science in Nursing courses with a grade of Credit or "C" or higher.
Nine-week course introduces Licensed Vocational nurses and students transferring from other nursing programs to theoretical framework used in the Cerritos College Nursing Program.

2269 5:00- 8:00 PM W (1st 6 Week Class) Baramki LH 3

NOTE: a fee of $5 is required for NURSG 251 classes.

NURSG 251 - 1.0 UNIT---BAS AD PHYSICAL ASSESSMENT
Transfer Credit: CSU
Prerequisite: Current or prior enrollment in an accredited Nursing Program or licensure as a health care provider.
Nine-week course open to licensed health care providers and students currently or previously enrolled in an accredited nursing program. Focuses on physical examination of healthy adults. Offered on credit/no credit basis.

0270 10:00- 4:00 PM SAT (Credit/No Credit) Robinson HS305 (1st 6 Week Class)

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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PHARMACY TECHNOLOGY

PHAR 60 - 1.0 UNIT--INTRO TO PHARMACY
Co-requisite: PHAR 40L.
Covers an overview of the pharmacy profession and specifically the role and function of the pharmacist, pharmacy technician and pharmacy clerk.
2295 6:00-9:00 PM T (1st 6 Week Class) Casas HS302

PHAR 61 - 1.0 UNIT--PHARM SKILLS DEVELOPMENT
Co-requisite: PHAR 40L.
The student will develop necessary skills for working in a pharmacy.
2296 6:00-9:00 PM W (1st 6 Week Class) Malkin HS302

PHAR 90 - 3.0 UNITS--CLINICAL EXPERIENCE I
Prerequisite: PHAR 50, PHAR 63 and PHAR 81 or equivalent with grades of Credit or "C" or higher. Verification of negative chest x-ray or non-reactive T.B. skin test within the last year.
On-the-job training in selected out-patient community pharmacy settings.
0553 10:30-12:45 PM M (8 Week Class) Casas HS302 +15.0 HRS ARR

PHAR 95 - 5.0 UNITS--CLINICAL EXPERIENCE II
Prerequisite: PHAR 64, PHAR 83 and PHAR 85 or equivalent with grades of Credit or "C" or higher. Verification of negative chest x-ray or non-reactive T.B. skin test.
On-the-job training in selected pharmacy settings to gain proficiency working with sterile products and intravenous admixtures.
0554 8:00-10:15 AM M (8 Week Class) Casas HS302 +25.0 HRS ARR

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 ENGL 155 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.
0297 8:00-10:15 AM MTWTH (1st 6 Week Class) Staff AC 65
0299 10:15-12:30 PM MTWTH (1st 6 Week Class) Bloomfield AC 65
0300 12:30-2:45 PM MTWTH (1st 6 Week Class) Staff LA 20
2297 5:45-8:00 PM MTWTH (1st 6 Week Class) Van de Mortel AC 65
2298 8:00-10:15 PM MTWTH (1st 6 Week Class) Staff AC 53

PHIL 104 - 3.0 UNITS--CULTURAL DIVERSITY: CHAL/CHG
Transfer Credit: CSU; UC
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.
0302 12:30-2:45 PM MTWTH (1st 6 Week Class) Bloomfield AC 65

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.
0303 12:30-2:45 PM MTWTH (1st 6 Week Class) Staff LA 2

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.
2304 8:00-10:15 PM MTWTH (1st 6 Week Class) Van de Mortel AC 65

PHOTOGRAPHY

PHOT 100 - 3.0 UNITS--INTRODUCTORY PHOTOGRAPHY
Transfer Credit: CSU; UC (CAN ART 18)
35 mm camera required.
0305 8:00-12:30 PM MTWTH (1st 6 Week Class) Coppenger AC 41
2305 5:45-10:15 PM MTWTH (1st 6 Week Class) Skaar 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.

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 limits 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.
0527 3:30-5:45 PM TTH (8 Week Class) Staff 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.
0528 3:30-5:45 PM TTH (8 Week Class) Staff 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.

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

PHOT 100 classes.
<table>
<thead>
<tr>
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<td>Staff</td>
<td>WT</td>
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</table>

**PE 122 - 1.0 UNIT--ADAPTED STRENGTH TRAINING**
Transfer Credit: CSU; UC
Recommenation: 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.

**PE 123 - 1.0 UNIT--ADAPTED SWIMMING**
Transfer Credit: CSU; UC
Recommenation: 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.

**PE 124 - 1.0 UNIT--WHEELCHAIR ACTIVITIES**
Transfer Credit: CSU; UC
Recommenation: 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 wheelchair bound student through a variety of modified sport activities.

**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.

**PE 132A - 1.5 UNIT--LOW IMPACT AEROBICS**
Transfer Credit: CSU; UC
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)

**PE 133 - 1.5 UNIT--STEP AEROBICS**
This course is designed as a contemporary workout to improve each participant's strength and cardiovascular fitness level through steady-stair stepping movements that will improve health.

**PE 134 - 1.0 UNIT--WATER AEROBICS**
Transfer Credit: CSU; UC
UC credit limits may apply.
Emphasizes development of cardiorespiratory endurance, flexibility and muscle tone thru water exercise. No swimming skills required.
(Activity attire)

**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)

**PE 159A - 1.0 UNIT--TENNIS BEGINNING**
Transfer Credit: CSU; UC
UC credit limits may apply.
Fundamental stroke and court technique for singles and doubles. (1 can of balls required. Own racquet optional)

**PE 172A - 1.0 UNIT--VOLLEYBALL BEGINNING**
Transfer Credit: CSU; UC
UC credit limits may apply.
This course is designed to develop the basic fundamentals of volleyball by instruction and practice in setting, passing, spiking and team play. (Activity attire)

**PE 176A - 1.0 UNIT--BEGINNING BASKETBALL**
Transfer Credit: CSU; UC
UC credit limits may apply.
Instruction and practice in shooting, passing, and offensive play, rebounding, individual and team defense. (Activity attire)

**PE 176B - 2.0 UNIT--BASKETBALL, ADVANCED**
Transfer Credit: CSU; UC
UC credit limits may apply.
Team competitive play situations will be provided in order to increase students' skills, knowledge, and strategy. (Activity attire)

**PE 180 - 3.0 UNIT--INTRO TO DANCE MOVEMENT**
Transfer Credit: CSU; UC
This class provides opportunities to explore dance movement in three basic styles: ballet, modern and jazz. (Activity Attire & soft shoes)

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

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46
<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<td>PE 298</td>
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**PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY**

**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.

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<th>Time</th>
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<th>Room</th>
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<tr>
<td>9:00-12:30 PM</td>
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**ORIENTATION and ALL classwork done ONLINE**
E-mail instructor for directions: breece@cerritos.edu
For additional ONLINE (OL) information see pages 28-30.

**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.

<table>
<thead>
<tr>
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<th>Day</th>
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**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.

<table>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<td>Schaumburg</td>
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**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.

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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.
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<tr>
<th>Tkt#</th>
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**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>
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<td>5:45-8:00 PM</td>
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**SPANISH**

**SPAN 101 - 5.0 UNITS--ELEMENTARY SPANISH**
Transfer Credit: CSU; UC (CAN SPAN 2)
UC credit limits may apply.
A beginning course designed to develop proficiency in listening, speaking, reading and writing, and to promote a basic understanding of Hispanic cultural patterns.

<table>
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**SPEECH**

**SPCH 30 - 1.0 UNIT--COMMUNICATION DISORDERS**
Transfer Credit: CSU; UC
Equivalent to SPCH 30, but especially designed for those who already speak some Spanish.
A better course for your level of proficiency.

<table>
<thead>
<tr>
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</table>

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

Waiting List Students **Note:** You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
SPCH 31 - 1.0 UNIT--COMMUNICATION DISORDERS
Prerequisite: 4 units of SPCH 30 or equivalent with a grade of Credit or "C" or higher.
0342 9.0 HRS ARR (Credit/No Credit) Horvath LC 40 (1st 6 Week Class)

SPCH 32 - 0.0 UNITS--COMMUNICATION DISORDERS
0343 8.5 HRS ARR (Open Entry/Exit) Horvath LC 40 (1st 6 Week Class)

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.
0344 8:00-10:15 AM MTWTH (1st 6 Week Class) Havice LA 22
0345 10:15-12:30 PM MTWTH (1st 6 Week Class) Havice LA 22
2346 8:00-10:15 PM MTWTH (1st 6 Week Class) Hanks LA 22

SPCH 130 - 3.0 UNITS--FUND/PUBLIC SPEAKING
Transfer Credit: CSU; UC (CAN SPCH 4 )
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.
2349 5:45- 8:00 PM MTWTH (1st 6 Week Class) Sparks jr LA 29

SPCH 140 - 3.0 UNITS--ORAL INTERPRETATION OF LIT
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.
2350 5:45- 8:00 PM MTWTH (1st 6 Week Class) Hanks LA 22

SPCH 235 - 3.0 UNITS--FUND ARGUMENTATION & PERS
Transfer Credit: CSU; UC
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of C credit or "C" or higher.
0351 8:00-10:15 AM MTWTH (1st 6 Week Class) Lavariere LA 35
0352 10:15-12:30 PM MTWTH (1st 6 Week Class) Lavariere LA 35
2351 8:00-10:15 PM MTWTH (1st 6 Week Class) Sparks Jr LA 29

THEATRE ARTS

FIELD TRIPS TO LOCAL PRODUCTIONS MAY BE REQUIRED
If so, students will provide their own theatre tickets.
Check with your individual instructor.

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.
0355 10:15-12:30 PM MTWTH (1st 6 Week Class) Staff BC 47

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

THEATRE ARTS

WELDING

WELD 54L - 2.0 UNITS--ADVANCED PIPE WELDING
Prerequisite: WELD 52 or equivalent with a grade of Credit or "C" or higher.
This advanced pipe course further develops welding skills in preparation for pipe welding certification.
0562 8:30-12:NOON MTWTH (8 Week Class) Johnson ME 13
2562 6:30-10:00 PM MTWTH (8 Week Class) Henry ME 13

WELD 100 - 2.0 UNITS--WELDING FUNDAMENTALS
Transfer Credit: CSU
An introductory course offering technical and practical instruction on the oxyacetylene, arc and inert gas welding processes.
2563 5:30-10:00 PM MW (8 Week Class) Perkins ME 13

WELD 120 - 4.0 UNITS--BEGINNING ARC WELDING
Transfer Credit: CSU
Recommendation: Weld 100 or WELD 110 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment, or appropriate work experience.
An introductory course welding in the flat, horizontal, vertical and overhead positions using a variety of welding electrodes and processes.
0565 7:30-12:NOON MTWTH (8 Week Class) Tait ME 13
2565 5:30-10:00 PM MTWTH (8 Week Class) Pacheco ME 13
WELD 200 - 4.0 UNITS--INTERMEDIATE ARC WELDING
Transfer Credit: CSU
Prerequisite: WELD 120 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
A course to advance beginning welding skills with emphasis on vertical and overhead positions.

<table>
<thead>
<tr>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<td>MTWTH (8 Week Class)</td>
<td>Henry</td>
<td>ME 13</td>
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WELD 210L - 2.0 UNITS--ARC WELDING APPLICATIONS
Transfer Credit: CSU
Prerequisite: WELD 200 or equivalent with a grade of Credit or "C" or higher.
An advanced course designed to prepare students to pass structural steel certifications in vertical and overhead positions.

<table>
<thead>
<tr>
<th>Tkt#</th>
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<td>MTWTH (8 Week Class)</td>
<td>Tait</td>
<td>ME 13</td>
</tr>
<tr>
<td>2568</td>
<td>6:30-10:00 PM</td>
<td>MTWTH (8 Week Class)</td>
<td>Pacheco</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

WELD 240 - 2.0 UNITS--ADV TUNGSTEN ARC WELDING
Transfer Credit: CSU
Prerequisite: WELD 130 or equivalent with a grade of Credit or "C" or higher.
An advanced course designed to enhance practical welding skills using the GTAW process.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0570</td>
<td>8:30-12:00 NOON</td>
<td>MTWTH (8 Week Class)</td>
<td>Tait</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

WELD 250L - 2.0 UNITS--GAS TUNGSTEN ARC WELDING
Transfer Credit: CSU
Prerequisite: WELD 240 or equivalent with a grade of Credit or "C" or higher.
An advanced welding course designed to enhance GTAW skills in preparation for certification.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0571</td>
<td>8:00-12:00 NOON</td>
<td>SUN (8 Week Class)</td>
<td>Thornbury</td>
<td>EL 14</td>
</tr>
<tr>
<td>0572</td>
<td>8:00-12:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Gray Jr</td>
<td>EL 15</td>
</tr>
<tr>
<td>2572</td>
<td>6:00-10:30 PM</td>
<td>MW (8 Week Class)</td>
<td>Atherton</td>
<td>EL 14</td>
</tr>
</tbody>
</table>

WOODWORKING MANUFACTURING TECHNOLOGY

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>Tkt#</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 NOON</td>
<td>SAT (8 Week Class)</td>
<td>Jones</td>
<td>EL 15</td>
</tr>
<tr>
<td>2573</td>
<td>8:00-12:00 NOON</td>
<td>SAT (8 Week Class)</td>
<td>Jones</td>
<td>EL 15</td>
</tr>
<tr>
<td>0574</td>
<td>12:30- 5:30 PM</td>
<td>SAT (8 Week Class)</td>
<td>Thornbury</td>
<td>EL 14</td>
</tr>
<tr>
<td>12:30- 5:30 PM</td>
<td>SAT (8 Week Class)</td>
<td>Thornbury</td>
<td>EL 14</td>
<td></td>
</tr>
<tr>
<td>2572</td>
<td>6:00-10:30 PM</td>
<td>MW (8 Week Class)</td>
<td>Atherton</td>
<td>EL 14</td>
</tr>
</tbody>
</table>

WMT 107 - 3.0 UNITS--WOOD FINISHING
Transfer Credit: CSU
In this course a student learns the basic chemistry of lacquers, enamels, stains and glazes. Instruction and practice include the use of brushes and the spray gun.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2576</td>
<td>6:00-10:30 PM</td>
<td>MW (8 Week Class)</td>
<td>Miller</td>
<td>EL 3</td>
</tr>
</tbody>
</table>

WMT 111 - 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>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0577</td>
<td>10:15-12:00 NOON</td>
<td>F (8 Week Class)</td>
<td>Hogan</td>
<td>EL 13</td>
</tr>
<tr>
<td>0578</td>
<td>10:15-12:00 NOON</td>
<td>SAT (8 Week Class)</td>
<td>Jones</td>
<td>EL 15</td>
</tr>
<tr>
<td>0579</td>
<td>10:15-12:00 NOON</td>
<td>SUN (8 Week Class)</td>
<td>Thornbury</td>
<td>EL 14</td>
</tr>
<tr>
<td>2577</td>
<td>7:00-10:30 PM</td>
<td>MW (8 Week Class)</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>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0582</td>
<td>8:00-12:00 NOON</td>
<td>F (8 Week Class)</td>
<td>Hogan</td>
<td>EL 13</td>
</tr>
<tr>
<td>2584</td>
<td>6:00-10:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Fortner</td>
<td>EL 14</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.
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>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0585</td>
<td>8:00-12:00 NOON</td>
<td>TTH (8 Week Class)</td>
<td>Colgan</td>
<td>EL 14</td>
</tr>
<tr>
<td>2586</td>
<td>4:00-7:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Daniels</td>
<td>EL 15</td>
</tr>
<tr>
<td>2588</td>
<td>8:00-10:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Daniels</td>
<td>EL 15</td>
</tr>
</tbody>
</table>

WMT 181 - 2.5 UNITS--INTRO COMPUTER CAB OPER
Transfer Credit: CSU
Introduction to computerized cabinetmaking. Use of machinery and safety are emphasized.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2587</td>
<td>6:00-10:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Lacey</td>
<td>TE 6</td>
</tr>
</tbody>
</table>

WMT 228L - 2.0 UNITS--PROJECT COMPLETION LAB
Transfer Credit: CSU
Prerequisite: WMT 101 or WMT 151 and WMT 102 or WMT 103 or equivalent with grades 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>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0589</td>
<td>8:00-12:00 NOON</td>
<td>SAT (8 Week Class)</td>
<td>Brehm</td>
<td>EL 13</td>
</tr>
<tr>
<td>2588</td>
<td>6:00-10:30 PM</td>
<td>MW (8 Week Class)</td>
<td>Stammerjohn</td>
<td>EL 13</td>
</tr>
<tr>
<td>2590</td>
<td>6:00-10:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Fortner</td>
<td>EL 14</td>
</tr>
</tbody>
</table>

WMT 269L - 2.5 UNITS--CABINET MFGT SECIALTY
Prerequisite: WMT 153 or WMT 155 or equivalent with grades of Credit or "C" or higher.
Students will learn the principles, methods and skills used in cabinetmaking. Use of machinery and safety are emphasized.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>0592</td>
<td>8:00-12:00 NOON</td>
<td>TTH (8 Week Class)</td>
<td>Colgan</td>
<td>EL 14</td>
</tr>
<tr>
<td>0593</td>
<td>8:00-12:00 NOON</td>
<td>TTH (8 Week Class)</td>
<td>Colgan</td>
<td>EL 14</td>
</tr>
<tr>
<td>2593</td>
<td>4:00-7:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Daniels</td>
<td>EL 15</td>
</tr>
<tr>
<td>2595</td>
<td>8:00-10:30 PM</td>
<td>TTH (8 Week Class)</td>
<td>Daniels</td>
<td>EL 15</td>
</tr>
</tbody>
</table>

WMT 107 - 3.0 UNITS--WOOD FINISHING
Transfer Credit: CSU
In this course a student learns the basic chemistry of lacquers, enamels, stains and glazes. Instruction and practice include the use of brushes and the spray gun.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2576</td>
<td>6:00-10:30 PM</td>
<td>MW (8 Week Class)</td>
<td>Miller</td>
<td>EL 3</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.

50
### ENGINEERING DESIGN TECHNOLOGY (FORMERLY DRAFTING)

**NOTE:** a student material fee of $6 will be required for all Engineering Design Technology Lab classes.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 131</td>
<td>3.0</td>
<td>FUND OF DRAFTING/AUTOCAD</td>
<td>Hiranandani</td>
<td>TE 3</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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 130</td>
<td>1.0</td>
<td>STRETCHING AND RELAXATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 131</td>
<td>1.0</td>
<td>WALKING FOR FITNESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 135A</td>
<td>1.0</td>
<td>CIRCUIT WEIGHT TRAIN BEG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 135B</td>
<td>2.0</td>
<td>CIRCUIT WEIGHT TRAIN INT/ADV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 143</td>
<td>1.0</td>
<td>PERSONAL FITNESS PROGRAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 150A</td>
<td>1.0</td>
<td>SWIMMING BEGINNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 150B</td>
<td>2.0</td>
<td>SWIMMING, INTERM/ADVANCED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 151</td>
<td>1.0</td>
<td>WRESTLING, BEGINNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 170</td>
<td>2.0</td>
<td>WATER POLO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE 177</td>
<td>1.0</td>
<td>FLAG FOOTBALL</td>
<td></td>
<td></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.
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.
3000 8:00-10:15 PM MTWTH (2nd 6 Week Class) Satterfield LC155

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.
3001 5:45-8:00 PM MTWTH (2nd 6 Week Class) Satterfield LC155

ANTHROPLOGY

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.
1002 10:15-12:30 PM MTWTH (2nd 6 Week Class) Womack HS102

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.
3003 5:45-8:00 PM MTWTH (2nd 6 Week Class) Womack AC 50

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.
1004 10:15-12:30 PM MTWTH (2nd 6 Week Class) Lagier AC 43
1005 12:30-2:45 PM MTWTH (2nd 6 Week Class) Lagier AC 43

ART 106 - 3.0 UNITS--MEXICAN ART
Transfer Credit: CSU; UC
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.
3006 7:15-10:15 PM MTWTH (2nd 6 Week Class) Medina AC 43

ART 110 - 3.0 UNITS--FREEHAND DRAWING
Transfer Credit: CSU (CAN ART 8)
Basic course in drawing that includes perspective, shading, modeling, and composition.
1008 10:00-2:30 PM MTWTH (2nd 6 Week Class) Kastan AC 32
3007 5:45-10:15 PM MTWTH (2nd 6 Week Class) Staff AC 70

NOTE: a fee of $10 is required for ART 188.

ASTRONOMY

ASTR 105L - 1.0 UNIT--OBSERVATIONAL ASTRONOMY
Transfer Credit: CSU; UC
Prerequisite: ASTR 101, 102, 103, or 106 or equivalent with a grade of Credit or "C" or higher or concurrent enrollment.
3014 7:30-10:30 PM MTWTH (2nd 6 Week Class) Smith PS 5

NOTE: a student service/lab fee of $15 will be required for each of the following courses: AUTO 51, 100, & 141.

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.
1015 7:00-12:00 NOON MTWTH (2nd 6 Week Class) Bender AT 14

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

<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>3017</td>
<td>3.0 HRS ARR</td>
<td></td>
<td>Baron</td>
<td>AT46A</td>
<td>3018</td>
<td>3.0 HRS ARR</td>
<td></td>
<td>Aragon</td>
<td>AT46B</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2508</td>
<td>6:00-10:30 PM TWTH</td>
<td>(Spanish Speaking)</td>
<td>Gonzalez</td>
<td>AT 10</td>
</tr>
</tbody>
</table>

### 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-requisite: 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1019</td>
<td>7:00-12:NOON MTWTH</td>
<td>(2nd 6 Week Class)</td>
<td>Keegan</td>
<td>AT 21</td>
</tr>
</tbody>
</table>

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### BIOSCIENCE

#### 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1026</td>
<td>8:00-10:15 AM MTWTH</td>
<td>(2nd 6 Week Class)</td>
<td>Staff</td>
<td>NS 11</td>
</tr>
<tr>
<td>3026</td>
<td>5:30-7:45 PM MTWTH</td>
<td>(2nd 6 Week Class)</td>
<td>Harris</td>
<td>NS 11</td>
</tr>
</tbody>
</table>

(Note: LAB MUST BE TAKEN WITH LECTURE)

#### BIOL 120 - 0.0 UNITS--LAB, INTRO TO BIOLOGICAL SCI

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1027</td>
<td>10:15-12:30 PM MTWTH</td>
<td>(2nd 6 Week Class)</td>
<td>Staff</td>
<td>NS 11</td>
</tr>
<tr>
<td>3027</td>
<td>7:45-10:00 PM MTWTH</td>
<td>(2nd 6 Week Class)</td>
<td>Harris</td>
<td>NS 11</td>
</tr>
</tbody>
</table>

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### 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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1029</td>
<td>6.0 HRS ARR</td>
<td></td>
<td>Farina</td>
<td>BE 6</td>
</tr>
</tbody>
</table>

(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.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030</td>
<td>8:00-10:15 AM MTWTH</td>
<td>(2nd 6 Week Class)</td>
<td>Moloney</td>
<td>BE 6</td>
</tr>
<tr>
<td>3031</td>
<td>10:15-12:30 PM MTWTH</td>
<td>(2nd 6 Week Class)</td>
<td>Moloney</td>
<td>BE 6</td>
</tr>
<tr>
<td>3030</td>
<td>5:30-10:00 PM MW</td>
<td>(2nd 6 Week Class)</td>
<td>Farina</td>
<td>BE 6</td>
</tr>
</tbody>
</table>

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### BUSINESS ADMINISTRATION

#### BA 50 - 3.0 UNITS--BUSINESS MATH
Transfer Credit: CSU; UC
Prerequisite: BUSA 100, BUSA 101, or BUSA 102.
This course provides individual tutorial instruction (as needed) with assigned problems and practice sets on introductory-level accounting courses.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1020</td>
<td>9.0 HRS ARR</td>
<td></td>
<td>Livingston</td>
<td>ALBR*</td>
</tr>
<tr>
<td>1021</td>
<td>9.0 HRS ARR</td>
<td></td>
<td>Livingston</td>
<td>RALP*</td>
</tr>
</tbody>
</table>

ORIENTATION: 9:30-10:30 am M - july 7 @ Albertsons
For additional ONLINE (OL) information see pages 28-30.

#### BA 100 - 3.0 UNITS--FUNDAMENTALS OF BUSINESS
Transfer Credit: CSU; UC
Prerequisite: BUSA 100, BUSA 101, or BUSA 102.
This course provides individual tutorial instruction (as needed) with assigned problems and practice sets on introductory-level accounting courses.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3022</td>
<td>5:30-10:00 PM MW</td>
<td>(2nd 6 Week Class)</td>
<td>Blackmun</td>
<td>BE 3</td>
</tr>
<tr>
<td>3023</td>
<td>5:30-10:00 PM TTH</td>
<td>(2nd 6 Week Class)</td>
<td>Blackmun</td>
<td>BE 3</td>
</tr>
</tbody>
</table>

#### BA 111 - 3.0 UNITS--BUSINESS LAW
Transfer Credit: CSU; UC
Prerequisite: BUSA 100, BUSA 101, or BUSA 102.
This course provides individual tutorial instruction (as needed) with assigned problems and practice sets on introductory-level accounting courses.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3024</td>
<td>5:30-10:00 PM TTH</td>
<td>(2nd 6 Week Class)</td>
<td>Rooks</td>
<td>BE 1</td>
</tr>
</tbody>
</table>

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### BUSINESS REAL ESTATE

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

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3042</td>
<td>5:45-10:15 PM TTH</td>
<td>(2nd 6 Week Class)</td>
<td>Rooks</td>
<td>BE 1</td>
</tr>
</tbody>
</table>

#### BUSR 101 - 3.0 UNITS--REAL ESTATE PRINCIPLES
Transfer Credit: CSU
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.
Co-requisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.
Four units of Business Real Estate Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3043</td>
<td>5:45-10:15 PM MW</td>
<td>(2nd 6 Week Class)</td>
<td>Rooks</td>
<td>BE 1</td>
</tr>
</tbody>
</table>

#### BUSR 174 - 4.0 UNITS--WORK EXPER/REAL ESTATE
Transfer Credit: CSU
Prerequisite: BUSR 101 or equivalent with a grade of Credit or “C” or higher.
Co-requisite: Enrollment in 7 or more units, including Business Real Estate Occupational Work Experience, in a declared business major.
Four units of Business Real Estate Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.

<table>
<thead>
<tr>
<th>Tkt#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3044</td>
<td>3.0 HRS ARR</td>
<td></td>
<td>Parker</td>
<td>BE 1</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.
### BUSINESS COMMUNICATIONS

**BUSC 152 - 1.5 UNITS--JOB SEARCH/BUSINESS FIELD**  
Transfer Credit: CSU  
Recommendation: Completion of or near completion of any certificate or AA degree in the Business Division.  
3024 5:00-9:30 PM TWTH (3rd 2 Week Class) Staff BE 15  
(2 Week Class meets August 5 & 14)

**BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES**

**BCOT 60 - 1.0 UNIT--TELEPHONE TECH/CUST SERV**  
3025 5:00-8:00 PM TWTH (2nd 2 Week Class) Staff BE 15  
(2 Week Class meets July 22 & 31)

### BUSINESS COURT REPORTING COMPUTERIZED SHORTHAND

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

**BUSC 2T - 0.0 UNITS--COMPUTER-AIDED TRANS LAB**  
Co-requisite: Enrollment in any Business Court Reporting course.  
1033 3.0 HRS ARR (2nd 6 Week Class) Balmages AC 71

**BUSC 3T - 0.0 UNITS--BUSC TYPING LAB**  
Co-requisite: One or more of the following courses: BUSC 114,115, 116,117,118,140,141,142,143,144,145,146,147,148,149,156,157,158, 159,180,181, or 192.  
1034 6.0 HRS ARR (2nd 6 Week Class) Balmages 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, 180, 181, or 192.  
1035 6.0 HRS ARR (2nd 6 Week Class) Balmages 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.  
1036 3.0 HRS ARR (2nd 6 Week Class) Balmages AC 73

### CHEMISTRY

**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).  
1051 10:15-12:30 PM MTWTH (2nd 6 Week Class) Chamras LH 4  
(NOTE: LAB MUST BE TAKEN WITH LECTURE)

**CHEM 110 - 0.0 UNITS--LAB, ELEMENTARY CHEMISTRY**  
1052 8:00-8:45 AM MTWTH (2nd 6 Week Class) Staff NS 12  
1053 8:45-10:15 AM MTWTH NS 2  
1054 12:30-1:15 PM MTWTH (2nd 6 Week Class) Chamras NS 2  
1055 1:15-2:45 PM MTWTH NS 2

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

**CD 110 - 3.0 UNITS--CHIL 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.
1056 8:00-10:15 AM MTWTH +1HR LAB in LA 3
1057 10:15-12:30 PM MTWTH +1HR LAB in LA 3
3056 5:30-7:45 PM MTWTH +1HR LAB in LA 3
3057 7:45-10:00 PM MTWTH +1HR LAB in LA 3

**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.
1059 10:30-2:15 PM MW (2nd 6 Week Class)
3056 5:30-7:30 PM TTH

CHILD DEVELOPMENT/EARLY CHILDHOOD

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

COMPUTER & INFORMATION SCIENCES

Prepare for the Cisco CCNA and CCNP Certifications:
For more information contact:
Kenny Lou, e-mail: klou@cerritos.edu
Gene Lazor, e-mail: glazor@cerritos.edu
Wes Nance e-mail: nance@cerritos.edu

**CIS 70A - 3.5 UNITS--NETWORKING FUNDAMENTALS**
Recommendation: CIS 101 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.
1055 8:00-11:45 AM MTWTH (2nd 6 Week Class)

DENTAL HYGIENE

**DH 150C - 1.0 UNIT---CLINICAL DENT HYGIENE IIA**
Transfer Credit: CSU

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.
1114 12:30-2:45 PM MTWTH (2nd 6 Week Class)

**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.
1124 10:15-2:45 PM MTWTH (2nd 6 Week Class)

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.
**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.

1066 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff LH 3

**ECON 202 - 3.0 UNITS--PRINCIPLES OF MICROECON**
Transfer Credit: CSU; UC (CAN ECON 4 )
Prerequisite: ECON 201 and MATH 60 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.

3067 5:45- 8:00 PM MTWTH (2nd 6 Week Class) Staff LH 1

**EDUCATIONAL TECHNOLOGY**

GENERAL DISTANCE EDUCATION ORIENTATIONS will be held in LC155
SECOND 6 WEEKS SESSION - July 8 (TUE) 9-10 am & 3-4 pm
ORIENTATIONS ARE HELD EVERY HOUR ON THE HOUR
For additional ONLINE (OL) information see pages 28-30.

**EDT 50 - 1.0 UNIT---PREP FOR ONLINE LEARNING**

1068 3.0 HRS ARR (OL) Morago LC155

**EDT 100 - 2.0 UNITS---INTERNET IN CURRICULUM**
Transfer Credit: CSU
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Credit or "C" or higher.

1069 6.0 HRS ARR (OL) Morago LC155

**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.

1070 8:00-10:15 AM MTWTH (2nd 6 Week Class) Clemans LA 20
1071 10:15-12:30 PM MTWTH (EOPS Bridge) Clegg LA 25
1072 10:15-12:30 PM MTWTH (EOPS Bridge) Gaik LA 29

**ENGL 234 - 3.0 UNITS--READINGS IN SHORT FICTION**
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.

3111 7:15- 9:30 PM MTWTH (2nd 6 Week Class) Asiddao LA 23

**ENGL 236 - 3.0 UNITS--HUMANITIES & SOCIAL SCIENCES**
Prerequisite: ENGL 20 or equivalent with a grade of Credit or "C" or higher.

1082 10:15-12:30 PM MTWTH (2nd 6 Week Class) Palumbo LA 31
1084 11:15- 1:30 PM MTWTH (2nd 6 Week Class) Mootz LA 27
1086 12:30- 2:45 PM MTWTH (2nd 6 Week Class) Palumbo LA 31
1087 3:00- 5:15 PM MTWTH (2nd 6 Week Class) Carney LA 20

**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.

1091 8:00-11:00 AM MTWTH (2nd 6 Week Class) Mixson Jr LA 27
1092 8:00-11:00 AM MTWTH (2nd 6 Week Class) Mootz LA 27
1094 9:00-12:00 NOON MTWTH (2nd 6 Week Class) Staff LC134
1095 9:00-12:00 NOON MTWTH (2nd 6 Week Class) Staff AC 54
1096 10:30- 1:30 PM MTWTH (2nd 6 Week Class) Staff NS 12
1098 10:30- 1:30 PM MTWTH (2nd 6 Week Class) Staff PS 6
1101 11:00- 2:00 PM MTWTH (2nd 6 Week Class) Staff BE 2
1090 5:15- 8:15 PM MTWTH (2nd 6 Week Class) Staff LA 26
1092 6:00- 9:00 PM MTWTH (2nd 6 Week Class) Staff LA 27

**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.

1104 8:00-10:15 AM MTWTH (2nd 6 Week Class) Hu LA 21
1105 8:00-12:30 PM MTWTH (2nd 6 Week Class) Mixson Jr LA 23
3104 5:00- 7:15 PM MTWTH (2nd 6 Week Class) Asiddao LA 23

**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.

1107 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff LA 2
1109 12:30- 2:45 PM MTWTH (2nd 6 Week Class) Staff LA 21
3107 5:00- 7:15 PM MTWTH (2nd 6 Week Class) Staff AC 52
3108 7:15- 9:30 PM MTWTH (2nd 6 Week Class) Staff AC 52

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.
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.
1115 9:00-12:45 PM MTWTH +3 HrsLab in LC205 Yeager LA 24
3115 5:45-9:30 PM MTWTH +3 HrsLab in LC205 Staff LA 31

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.
1116 9:00-12:45 PM MTWTH +3 HrsLab in LC205 Yeager LA 24
3116 5:45-9:30 PM MTWTH +3 HrsLab in LC205 Staff LA 31

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.
1119 9.0 HRS ARR (Open Entry/Exit) Berry LC205

GEOGRAPHY

GEOG 105 - 3.0 UNITS--WORLD REGIONAL GEOGRAPHY
Transfer Credit: CSU; UC
3124 5:30-10:00 PM MW (2nd 6 Week Class) Jones LH 5

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.
3125 6:00-9:45 PM MTWTH +3 HrsLab in LC205 Staff LA 35

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.
1126 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff LH 2
1127 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff LH 2
3126 5:30-7:45 PM MTWTH (2nd 6 Week Class) Staff LH 2

HEALTH OCCUPATIONS

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.
1140 1:30-4:30 PM M (2nd 6 Week Class) Wilson HS305

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.
1129 8:00-10:15 AM MTWTH (2nd 6 Week Class) Staff HS101
1131 12:30-2:45 PM MTWTH (2nd 6 Week Class) Staff LH 2
3129 5:45-8:00 PM MTWTH (2nd 6 Week Class) Staff HS104

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.
1134 12:30-2:45 PM MTWTH (2nd 6 Week Class) Fernandez AC 50

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.
1135 2:45-5:00 PM MTWTH (2nd 6 Week Class) Fernandez AC 50
3135 9.0 HRS ARR (OL) (2nd 6 Week Class) Oliver LC155

Waiting List Students Note: You must be in attendance at the beginning of the first class meeting in order to be considered for enrollment.
HIST 202 - 3.0 UNITS--POLITICAL & SOCIAL HIST-US
Transfer Credit: CSU; UC (CAN HIST 10) (CAN HIST SEQ B)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher.
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.

HIST 242 - 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 history of Europe and the Western World from 1650 to the present, emphasizing political, economic, and social development.

MATH 9T - 0.0 UNITS--MATHEMATICS-TUTORIAL
Co-require: Enrollment in any mathematics course.
1142 6.0 HRS ARR (Open Entry/Exit) Hughes LC168

MATH 20 - 3.0 UNITS--BASIC MATHEMATICS
1143 10:15-12:30 PM MTWTH (2nd 6 Week Class) Anand AC 75
1144 10:30-12:45 PM MTWTH *SEMI-INDEP SECT) Edson-Perone LC111
1145 2:45- 5:00 PM MTWTH (2nd 6 Week Class) Hughes PS 14
3143 5:00- 7:15 PM MTWTH (2nd 6 Week Class) Henrique PS 11

MATH 40 - 4.0 UNITS--SURVEY OF MATHEMATICS
Prerequisite: MATH 20 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.
1147 10:30- 1:30 PM MTWTH *SEMI-INDEP SECT) Edson-Perone LC111
1148 1:30- 4:30 PM MTWTH (2nd 6 Week Class) Phan AC 75
3147 4:30- 7:30 PM MTWTH (2nd 6 Week Class) Buschauer PS 13
3148 7:30-10:30 PM MTWTH (2nd 6 Week Class) Mata PS 11

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.
1150 7:30-10:30 AM MTWTH (2nd 6 Week Class) Baharvand PS 11
1151 10:30- 1:30 PM MTWTH *SEMI-INDEP SECT) Edson-Perone LC111
1152 1:30- 4:30 PM MTWTH (2nd 6 Week Class) McFadden PS 11
3150 4:30- 7:30 PM MTWTH (2nd 6 Week Class) Mata PS 12
3151 7:00-10:00 PM MTWTH (2nd 6 Week Class) Estephan LC133

MATH 70 - 4.0 UNITS--PLANE GEOMETRY
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher or a satisfactory score on the Intermediate Algebra Readiness Test. May be taken concurrently with MATH 80, MATH 80A or MATH 80B.
1154 10:30- 1:30 PM MTWTH (2nd 6 Week Class) Baharvand PS 14

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. Students with a grade of Credit or "C" in MATH 60 are strongly encouraged to take the MATH 80A/MATH 80B sequence of Intermediate Algebra.
1155 10:30- 1:30 PM MTWTH (2nd 6 Week Class) McFadden PS 11
1156 10:30- 1:30 PM MTWTH *SEMI-INDEP SECT) Edson-Perone LC111
3155 7:30-10:30 PM MTWTH (2nd 6 Week Class) Buschauer PS 13

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.
MAY NOT ENROLL IN MATH 80B SEMI-INDEPENDENT SECTION.
1159 10:15-12:30 PM MTWTH (2nd 6 Week Class) Baley PS 13
1160 10:30-12:45 PM MTWTH *SEMI-INDEP SECT) Edson-Perone LC111

MATH 80B - 3.0 UNITS--INTERMEDIATE ALGEBRA II
Prerequisite: MATH 80A or equivalent with a grade of Credit or "C" or higher. Students who have not taken a Semi-Independent section of MATH 80A.
MAY NOT ENROLL IN MATH 80B SEMI-INDEPENDENT SECTION.
NOTE: OPEN ONLY TO THOSE WHO HAVE COMPLETED MATH 80A.
1161 8:00-10:15 AM MTWTH (2nd 6 Week Class) Sestini PS 13
1162 10:30-12:45 PM MTWTH *SEMI-INDEP SECT) Edson-Perone LC111
3161 5:00- 7:15 PM MTWTH (2nd 6 Week Class) Leon Jr PS 14

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.
1165 1:30- 4:30 PM MTWTH (2nd 6 Week Class) George PS 20

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.
1166 10:30- 1:30 PM MTWTH (2nd 6 Week Class) Sestini PS 20

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 112 - 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.
A Texas Instruments calculator (TI 83 or 83Plus) is required for ALL Elementary Statistics classes.

3167 4:30-7:30 PM MTWTH (2nd 6 Week Class) Igolnikov AC 75

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 is required for this course. A Texas Instruments calculator (TI 83, 83Plus, or 86) is strongly recommended.

3168 4:30-7:30 PM MTWTH (2nd 6 Week Class) Dammena LA 2

MATH 115 - 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.
A graphing calculator with statistical and matrix capabilities is required for ALL Finite Mathematics classes. A Texas Instruments calculator (TI 83 or 86) is preferred.

1169 10:30-1:30 PM MTWTH (2nd 6 Week Class) George PS 12

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, or 86) is preferred.

3170 7:30-10:30 PM MTWTH (2nd 6 Week Class) Igolnikov AC 75

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 or 86) is strongly recommended.

1171 10:30-12:45 PM MTWTH *SEMI-INDEP SECT) Edson-Perone LC111
1172 12:30-2:45 PM MTWTH (2nd 6 Week Class) Bailey PS 13
1371 7:15-9:30 PM MTWTH (2nd 6 Week Class) Leon J r PS 14

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.

1174 7:30-10:30 AM MTWTH (2nd 6 Week Class) Edson-Perone PS 12
3174 7:30-10:30 AM MTWTH (2nd 6 Week Class) Dammena LA 2

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

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

NOTE: a fee of $37 is required for NRSG 25 class.

NRSG 25 - 0.5 UNIT—CLINICAL WORKSHOP 1
Prerequisite: Current license as a Licensed Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/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.
1186 9:00-12:NOON  T  (Credit/No Credit)  Wilson  HS305
1:00- 4:00 PM  T

NOTE: a fee of $53.50 is required for NRSG 26 classes.

NRSG 26 - 0.5 UNIT—CLINICAL WORKSHOP 2
Prerequisite: Current license as a Licensed Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/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.
1187 9:00-12:NOON  T  (Credit/No Credit)  Wilson  HS305
1:00- 4:00 PM  T

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.
3216 7:15- 9:30 PM  MW  (2nd 6 Week Class)  Breegle  LH 6

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.
1218 12:30- 2:45 PM  MTWTH  (2nd 6 Week Class)  Staff  AC 65
3217 5:45- 8:00 PM  MTWTH  (2nd 6 Week Class)  Staff  AC 65
3218 8:00-10:15 PM  MTWTH  (2nd 6 Week Class)  Staff  AC 65

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.
3221 8:00-10:15 PM  MTWTH  (2nd 6 Week Class)  Staff  LA 29

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.
1222 8:00-10:15 AM  MTWTH  (2nd 6 Week Class)  Torres-Bower  AC 65

PHIL 202 - 3.0 UNITS—CRITIC THKG/ARGMNT WRTNG
Transfer Credit: CSU; UC  (CAN PHIL 4 )
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.
1223 10:15-12:30 PM  MTWTH  (2nd 6 Week Class)  Torres-Bower  AC 65

PHOT 100 - 3.0 UNITS—INTRODUCTORY PHOTOGRAPHY
Transfer Credit: CSU; UC  (CAN ART 18)
35 mm camera required.
1224 8:00-12:30 PM  MTWTH  (2nd 6 Week Class)  Fernandez  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.

PE 101A - 1.0 UNIT—SPORTS OFFICIATING FOOTBALL
Transfer Credit: CSU; UC
UC credit limits may apply.
1188 10:15-11:15 AM  MTW  (2nd 6 Week Class)  Wells  AC 53

PE 101B - 1.0 UNIT—SPORTS OFFICIATING BASKETBALL
Transfer Credit: CSU; UC
UC credit limits may apply.
1189 11:15-12:15 PM  MTW  (2nd 6 Week Class)  Wells  AC 53

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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<td>1191</td>
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**PE 130 - 1.0 UNIT---STRETCHING AND RELAXATION**
Transfer Credit: CSU; UC
This course develops flexibility to prevent injury and improve posture and utilizes relaxation techniques to improve quality of life.

| 1190 | 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 steady-state stepping movements that will improve health.

| 1191 | 8:00-10:15 AM | MTWTH | (2nd 6 Week Class) | Staff | GYM |
| 3191 | 5:30-7:45 PM  | MTWTH | (2nd 6 Week Class) | Staff | GYM |

**PE 134 - 1.0 UNIT---WATER AEROBICS**
Transfer Credit: CSU; UC
UC credit limits may apply.
Emphasizes development of cardiorespiratory endurance, flexibility and muscle tone thru water exercise. No swimming skills required. (Activity attire)

| 3192 | 5:00-6:30 PM  | MTWTH | (2nd 6 Week Class) | Staff | POOL |

**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)

| 1193 | 7:00-8:30 AM  | MTWTH | (2nd 6 Week Class) | Wells | WT |
| 1194 | 9:30-11:00 AM | MTWTH | (2nd 6 Week Class) | Jensen| WT |
| 1195 | 11:00-12:30 PM| MTWTH | (2nd 6 Week Class) | Jensen| WT |
| 1196 | 12:30-2:00 PM | MTWTH | (2nd 6 Week Class) | Gaylord| WT |
| 1197 | 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. (Activity attire)

| 1199 | 12:30-2:30 PM | MTTH | (2nd 6 Week Class) | Prindle | AC 55 |
| 1200 | 2:30-4:30 PM  | MTTH | (2nd 6 Week Class) | Prindle | 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.

| 1201 | 2:15-3:45 PM  | MTWTH | (2nd 6 Week Class) | Gaylord | PE 2A |
| 1202 | 5:00-6:30 PM  | MTWTH | (2nd 6 Week Class) | Prindle | 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.

| 1203 | 12:30-2:30 PM | MTW | (2nd 6 Week Class) | Wells | AC 53 |

**PE 159A - 1.0 UNIT---TENNIS BEGINNING**
Transfer Credit: CSU; UC
UC credit limits may apply.
Fundamental stroke and court technique for singles and doubles. (1 can of balls required. Own racquet optional)

| 1204 | 7:00-8:30 AM  | MTWTH | (2nd 6 Week Class) | Staff | CTS |

**PE 172A - 1.0 UNIT---VOLLEYBALL BEGINNING**
Transfer Credit: CSU; UC
UC credit limits may apply.
This course is designed to develop the basic fundamentals of volleyball by instruction and practice in setting, passing, spiking and team play. (Activity attire)

| 1206 | 11:00-12:30 PM| MTWTH | (2nd 6 Week Class) | Prindle | GYM |

**PE 179A - 1.0 UNIT---SOCCER BEGINNING**
Transfer Credit: CSU; UC
UC credit limits may apply.
This course is designed to introduce theory and practice in the fundamental skills and techniques of soccer. (Activity attire)

| 1209 | 8:00-9:30 AM  | MTWTH | (2nd 6 Week Class) | Jensen | PE |

**PE 179B - 2.0 UNITS---SOCCER INTERMED/ADVANCED**
Transfer Credit: CSU; UC
UC credit limits may apply.
This course is designed to deal with advanced techniques, skills and tactics for soccer players and it is recommended for those interested in varsity competition. (Activity attire)

| 1210 | 8:00-11:00 AM | MTWTH | (2nd 6 Week Class) | Jensen | PE |
| 1211 | 3:30-6:30 PM  | MTWTH | (2nd 6 Week Class) | Staff | PE |

**PE 182A - 2.0 UNITS--DANCE MODERN BEGINNING**
Transfer Credit: CSU; UC
The emphasis will be on developing dance skills and techniques as well as conditioning the body by improving posture, flexibility, strength and coordination. (Activity attire; leotards or equivalent)

| 3211 | 6:00-9:00 AM  | MTWTH | (2nd 6 Week Class) | Staff | AC 55 |

**PE 207 - 1.0 UNIT---CROSS COUNTRY CONDITIONING**
Transfer Credit: CSU; UC
UC credit limits may apply.
Covers techniques for cross country preseason conditioning and training. (Activity attire)

| 1212 | 8:30-10:00 AM | MTWTH | (2nd 6 Week Class) | Staff | WT |

**PE 236 - 1.0 UNIT---VOLLEYBALL PRESEASON CONDIT**
Transfer Credit: CSU; UC
UC credit limits may apply.
This course is designed to cover the analysis and training of volleyball skills of various team offensive and defensive systems, and physical conditioning. (Activity Attire)

| 1213 | 9:00-10:30 AM | MTWTH | (2nd 6 Week Class) | Staff | GYM |

**PE 298 - 1.0 UNIT---DIRECTED STUDIES**
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.

| 1214 | 9.0 HRS ARR | (2nd 6 Week Class) | Staff | PE A |

**PE 299 - 2.0 UNITS--DIRECTED STUDIES**
Transfer Credit: CSU
Prerequisite: A previous college course in the discipline.

| 1215 | 18.0 HRS ARR | (2nd 6 Week Class) | Staff | PE A |

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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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### PHYSICAL SCIENCE

**PS 112 - 3.0 UNITS--PHY SCI ELEM SCH TEACHERS**  
Transfer Credit: CSU  
Prerequisite: MATH 105 or MATH 110A equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.  
1230 12:30-2:00 PM MTWTH (2nd 6 Week Class) Henriques PS 5  
(Note: LAB MUST BE TAKEN WITH LECTURE)

**PS 112 - 0.0 UNITS--LAB, PHY SCI ELEM SCH TEACHERS**  
1231 2:00-4:15 PM MTWTH (2nd 6 Week Class) Henriques PS 5

### 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.  
1225 12:30-2:45 PM MTWTH (2nd 6 Week Class) Staff HS101  
1226 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff BC 31  
1227 (9.0 HRS ARR) (2nd 6 Week Class) Reece LC155  
  ORIENTATION and ALL classwork done ONLINE  
  E-mail instructor for directions: breece@cerritos.edu  
  For additional ONLINE (OL) information see pages 28-30.

**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.  
1229 10:15-12:30 PM MTWTH (2nd 6 Week Class) Staff LH 1  
3229 8:00-10:15 PM MTWTH (2nd 6 Week Class) Staff LH 1

### 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.  
1233 10:15-12:30 PM MTWTH (2nd 6 Week Class) Duff BK111  
1234 10:15-12:30 PM MTWTH (2nd 6 Week Class) Gaffaney LC155  
1235 12:30-2:45 PM MTWTH (2nd 6 Week Class) Duff LH 1

**PSYC 150 - 3.0 UNITS--PERS & SOC ADJUSTMENT**  
Transfer Credit: CSU; UC  
Recommendation: PSYC 101 and ENGL 52 or equivalent with grades of Credit or "C" or higher. A survey of the three psychological theories of human personality which are used to explain normal personality adjustment, the behavioral, psychoanalytic, and humanistic.  
1237 12:30-2:45 PM MTWTH (2nd 6 Week Class) Gaffaney LC155

### READING

**READ 42 - 3.0 UNITS--READ ACCESS COLLEGE STUDNT**  
Recommendation: Completion of the Reading Placement Process.  
1238 12:30-2:45 PM MTWTH (2nd 6 Week Class) Miller LA 22  
3238 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. (All READ 43 courses are offered on a CREDIT/NO CREDIT basis only)  
1239 8:00-10:15 AM MTWTH (Credit/No Credit)(TOL) Paige LC218  
1241 12:30-2:45 PM MTWTH (Credit/No Credit)(TOL) Broderick LC209  
  For TRADITIONAL ONLINE (TOL) information see pages 28-30.  
3239 5:45-8:00 PM MTWTH (Credit/No Credit) Broderick LC209  
  For TRADITIONAL ONLINE (TOL) information see pages 28-30.  
3240 5:45-8:00 PM MTWTH (Credit/No Credit) 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.  
1243 10:15-12:30 PM MTWTH (2nd 6 Week Class) Miller LA 21

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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.
**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.

**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.

**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.

**THEATRE ARTS**

FIELD TRIPS TO LOCAL PRODUCTIONS MAY BE REQUIRED
If so, students will provide their own theatre tickets.
Check with your individual instructor.

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 descapacitados 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 educación 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. Registracion en persona
   Al llenar la solicitud de registración, venga a la oficina de Programas para Adultos localizada en el edificio de CE 11.
   Registración 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.

**CUIDANIA**

Prepare para el examen de ciudadanía y la entrevista con inmigración, aprendiendo al mismo tiempo Inglés.

### 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 inglés se ofrecen para ayudarle a desarrollar sus conocimientos del idioma inglés. Esta clase esta enfocada en comunicación oral y conversacion del idioma Inglés.

### 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, welding and machine tool.

**INGLES COMO SEGUNDO IDIOMA VOCACIONAL**

Este curso proporciona a los estudiantes de inglés una introducción en los conocimientos vocacionales básicos en el idioma Inglés. Este curso complementa los programas vocacionales con credito como farmacia, automotriz, mecanica, plasticos, soldadura y maquinaria industrial.

### General Education Development (GED)

This GED course consists of five examinations in the areas of writing skills, social studies, science, literature, the arts and mathematics. This course will prepare students to take the battery of GED tests.

**PREPARSE PARA TOMAR EL EXAMEN EQUIVALENTE A LA PREPARATORIA**

Este curso consiste en cinco materias que son escritura, ciencias sociales, literatura, arte y matematicas. Estas clases lo capacitan para pasar el examen y obtener su certificado de preparatoria.

### Occupational Preparation

Learn basic skills about conducting a job search, attitudes at the workplace, interviewing, work habits, time management, and stress reduction.

**PREPARACION OCUPACIONAL**

Aprenda tecnicas fundamentales sobre como dirigir o buscar trabajo, actitud en el sitio de trabajo, como dirigir una entrevista, habitos de trabajo, como organizar su tiempo, y como reducir el estres.

### Emeritus College

The Emeritus College program offers special interest, noncredit classes for adults. These courses are designed to support

**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.

### 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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</table>

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

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

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**AED 10.06 - 0.0 UNITS--MUSIC EXP FOR SENIORS**
Learn about music, old and new through listening, discussion, and activities.

**AED 10.07 - 0.0 UNITS--FITNESS FOR OLDER ADULTS**
This fitness program is designed for mature adults to increase flexibility and strengthen major muscle groups.

**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.

**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.

**AED 14.11 - 0.0 UNITS--QUILTING FOR SENIORS**
This course develops the skill of hand quilting and quilt restoration.

**AED 16.10 - 0.0 UNITS--SENIOR CHORUS**
Fundamentals of vocal techniques for larger groups.

**AED 16.13 - 0.0 UNITS--VOCAL ARTS WORKSHOP**
Fundamentals of vocal techniques for solo and small ensemble.

**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.

**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. (Computer Assisted)

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**AED 24.04 - 0.0 UNITS--COOKING FOR SENIOR CITIZEN**
Learn to plan well-balanced meals from purchasing to preparation for entertaining.

**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

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**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/dsp
It is the policy of the Cerritos Community College District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests or offers for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by federal and state statues.

The President-Superintendent has provided regulations and procedures for implementation of this policy and such regulations and procedures are included as a part of the District’s Affirmative Action/Staff Diversity Plan.

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

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

1. Is made explicitly or implicitly a term or condition of an individual’s educational status or employment; or
2. Is used as a basis for educational or employment decisions affecting such individual; or
3. Has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive educational or working environment; or
4. Is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the District.

Informed and formal complaints under this policy shall be processed through the District's Investigation and Resolution of Complaints of Unlawful Discrimination procedure, through the Director of Human Resources and the President-Superintendent.

SEXUAL ASSAULT AND ACQUAINTANCE RAPE POLICY

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. Board Policy No. 4901, Sexual Assault and Acquaintance Rape Policy, conforms with relevant State and Federal Laws. Sexual assault and acquaintance rape are crimes and will be treated as such. Any student or employee who becomes a victim of sexual assault or acquaintance rape is encouraged to report the crime immediately to Campus Police. The District is dedicated to providing prompt and compassionate services to all crime victims. In the event of an incidence of sexual assault or acquaintance rape, Student Health Services will provide support services and direction. The phone number for Student Health Services is (562) 860-2451, ext. 2321. The Chief of Campus Police will notify the President-Superintendent of all reports of sexual assault and/or acquaintance rape.

CERRITOS COLLEGE ALCOHOL AND DRUG POLICY

CERRITOS COLLEGE’S POLICY

It is the policy of Cerritos College to implement and maintain the provisions of the Drug-Free Schools and Communities Act amendments of 1989. The college’s policy clearly prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on campus or as part of any of its activities.

INFORMATION REGARDING LEGAL SANCTIONS UNDER FEDERAL, STATE, AND LOCAL LAWS IS AVAILABLE IN THE FOLLOWING ACTIONS:

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

ALCOHOL/DRUG ABUSE COUNSELING, TREATMENT, REHABILITATION INFORMATION:

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

1. Counseling Center, ext. 2231
2. Student Health Services, ext. 2321
3. Adult Re-Entry, ext. 2362.
ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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, 155 or BCOM 147 with a grade of “C” or better or completion of ENGL 100.

5. 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, 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)
         Physics 100, 112 (LAB)
         Physics 50(LAB), 100(LAB), 101(LAB), 201(LAB)
      2) BIOLOGICAL SCIENCES
         Anatomy and Physiology 120(LAB), 130(LAB), 201(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
   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
         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, 104, 200, 201, 204, 206
         Sign Language 101, 102, 201
         Spanish 101, 102, 111, 112, 201, 202, 206, 210, 245
         Speech 140, 145
      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
         Drafting 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 2002-03 school year. Students who enrolled prior to Fall 2002 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 2002
REVISED: 8/02
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.

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, 105 (LAB), 106
   Chemistry 100 (LAB), 110 (LAB), 111 (LAB)
   Earth Science 101, 101L (LAB), 104, 106, 110 (LAB)
   Energy 110
   Geography 101
   Geology 101 (LAB), 102, 103, 110, 201 (LAB), 204, 207 (LAB), 209 (LAB)
   Physics 100 (LAB), 101 (LAB), 201 (LAB)
2. Biological Sciences
   Anatomy and Physiology 120 (LAB), 130 (LAB), 200 (LAB)
   Anthropology 115
   Biology 105, 110 (LAB), 115 (LAB), 120 (LAB), 200 (LAB)
   Botany 120 (LAB)
   Microbiology 200 (LAB)
   Psychology 241
   Zoology 120 (LAB)
3. Mathematical Concepts
   Mathematics 100, 110A, 110B, 112, 114, 115, 116, 140, 150, 170
   Psychology 210

C. FINE ARTS AND HUMANITIES: 9 units minimum
   Must choose three courses, with at least one course from category 1 and one course from category 2. Note: Courses appearing in more than one category may be used to satisfy only one category. Such courses are marked with an *
1. Fine Arts
   Architecture 112
   Humanities *108, *109
   Music 100, 101, 102, 103, 104, 104B, 105
   Photography 100
   Physical Education 191
   Theatre 101, 102, 103, 104, 150, 151, 152, 159
2. Humanities
   Art *108, *109
   French 101, 102, 201, 202
   German 101, 102, 201, 202
   Humanities 100, *108, *109
   Japanese 101, 102, 201, 202
   Philosophy 100, 102, 104, 200, 201, 204, 206
   Sign Language 101, 102, 201
   Spanish 101, 102, 111, 112, 201, 202, 206, 210
   Speech 140

D. SOCIAL SCIENCES: 9 units minimum
   Must choose one course from each category (1, 2, 3)
1. American History
   History 101, 201, 202, 220, 221
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
   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

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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
   ART 100, 101, 102, 103, 106, 107
   MUSIC 100, 101, 103, 104, 104B, 105
   PHYSICAL EDUCATION 191
   THEATRE 101, 102, 103, 104, 150, 159
B) Humanities
   ENGLISH 221A, 221B, 223, 224, 225, 226, 227, 228, 230A, 230B, 232,
   FRENCH 201, 202
   GERMAN 102, 201, 202
   +241, +242, +245, +246, +250, +255, +260, +265
   HUMANITIES 100
   JAPANESE 102
   PHILOSOPHY 100, 102, 104, 200, 201, 204, 206
   SIGN LANGUAGE 201
   SPANISH 102+, 112+, 201, 202, 210

AREA 4

SOCIAL AND BEHAVIORAL SCIENCES (3 courses from at least two disciplines or an interdisciplinary sequence; 9 semester/12-15 quarter units)
A) Social Science
   ANTHROPOLOGY 100, 120, 200
   ECONOMICS 101+, 102, 201, 202+
   GEOGRAPHY 102, 105
   HISTORY *101+, *110, *120, *201+, *202+, 210+, +220, +221+,
   +230, +235, +241, +242, +245, +246, +250+, +255, +260, +265
   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, 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 or 102.
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.
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 LC-166.

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 child-care 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 Friday from June 6 through August 8. For additional information visit our website at www.cerritos.edu/admissions.

ASSESSMENT TESTING EXT. 2355
Assessment testing is administered in the Career Services Center. Results are used for advisement in selecting classes. Tests for reading, math, English writing, and ESL placement are administered in the Career Services Center.

ATHLETICS EXT. 2864
Cerritos College is a member of the South Coast Conference. Cerritos men’s teams are represented in: baseball, basketball, cross country, football (mission conference), golf, soccer, swimming, tennis, track and field, water polo and wrestling. Cerritos women’s teams are represented in: basketball, cross country, soccer, softball, swimming, tennis, track and field, volleyball, and water polo.

BOOKSTORE EXT. 2462
The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts and clothing. MasterCard, Visa, American Express, and Discover are accepted. Fall and spring semester regular hours are: 7:30 a.m. – 7:00 p.m., Monday through Thursday; 7:30 a.m. – 2:00 p.m., Friday; closed on Saturday and Sunday. Summer hours are 8:00 a.m. - 5:00 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 PUBLICATIONS 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. 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, values, and aptitude 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. 2355
The Career Services Center offers the following services to assist students in exploring and planning their academic and vocational futures: (1) Assessment Testing, ext. 2355; (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 Friday from June 6 through August 8.

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. – 7:00 p.m., Monday – Thursday; 8:30 a.m. – noon, Friday. The campus will be closed on Friday from June 6 through August 8.
DISABLED STUDENT PROGRAMS AND SERVICES EXT. 2333
Disabled Student Programs and Services (DSPS) was established to provide support so that students with disabilities can participate in general campus programs and activities to the greatest extent feasible. Resources available to qualified disabled students include: specialized counseling and guidance classes, adaptive physical education, interpreters for the deaf, notetakers, mobility aides, assistance with registration, speech assistance, mediation classes for the learning disabled and acquired brain injured and more. Call or visit our website at http://www.cerritos.edu/dsprs.

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 Friday from June 6 through August 8.

FINANCIAL AID OFFICE EXT. 2399/2397
The Financial Aid assistance programs include federal, state and local scholarships. The Free Application for Federal Student Aid (FAFSA) can be filed on the web at http://www.fafsa.ed.gov or through the Financial Aid website at http://www.cerritos.edu/financialaid. The Cerritos College Financial Aid Code for this application is 001161. The processing time for a completed application is 6 - 8 weeks or 3 - 4 months. The Financial Aid Office is part of the Student Affairs Office located in the Administration Building. Financial Aid Office hours are: 10 a.m. - 2:00 p.m., Monday and Tuesday; 10:00 a.m. - 6:30 p.m., Wednesday and Thursday; 9:00 a.m. - 12:00 p.m. on Friday. The campus will be closed on Friday from June 6 through August 8.

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, 8:30 am - 5:00 pm. We invite you to visit our website at www.cerritos.edu/health or call (562) 860-2451, extension 2321. We are located on the southeast corner of campus and would like to extend an invitation for you to stop in and visit us anytime.

INTERNATIONAL STUDENT CENTER EXT. 2133
The International Student Center welcomes F-1 international students to attend Cerritos College. 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 U.S. Immigration and Naturalization Service and other U.S. and foreign governmental agencies while they maintain proper immigration status at Cerritos College. An Intensive English Program (IEP) is available for F-1 students whose English proficiency is not strong enough for regular college courses. 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. 2333, 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 workshops, 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 Friday from June 6 through August 8. 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), Learning Assistance Program (LAP) (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.
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 27 - 30, 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 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.

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.

A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. The first two transcripts (whether official or unofficial) are free. For subsequent copies, a fee of $2 is charged for each regular transcript; a $5 fee is charged for each rush transcript (copy needed sooner than three 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.

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.-7:00 p.m., Monday–Thursday; 8:30 a.m.-noon on Friday. The campus will be closed on Friday from June 6 through August 8.

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.  

**ALICE COLLINS RESOURCE CENTER FOR STUDENTS WITH DISABILITIES EXT. 2336**

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

**INSTRUCTIONAL SUPPORT CENTER EXT. 2346**

The Instructional Support Center serves students who are learning disabled, developmentally delayed and those with acquired brain injuries. Services available include: Learning disability eligibility assessment, pre-registration, disability management, textbooks on tape, liaison with instructors and other campus offices, community agency resource information, referral for speech therapy and adaptive physical education, tape recorder and calculator loan, liaison with Regional Center and other agencies. Classes are offered four days per week and are open-entry/open-exit. Instruction is designed to prepare for credit enrollment in the college. A lab is available for students to receive support in other credit courses.

**SPEECH, LANGUAGE AND HEARING CENTER EXT. 2351, (562) 467-5043 (TTY)**

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

**HIGH TECH MICROCOMPUTER CENTER EXT. 2349**

All visually impaired and those other disabled students who would benefit from microcomputers specifically adapted to accommodate various disabilities are also encouraged to consider the High Tech Microcomputer Center located in the Instructional Support Center. Specialized programs for the learning disabled, large screen software and screen readers for the visually impaired, keyboard modifications and Dragon Dictate are some of the possibilities. Assistive technology is widely available on campus.

**RANCHO LOS AMIGOS MEDICAL CENTER EXT. 2334 OR (562) 940-7728**

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

"In accordance with the Americans with Disabilities Act, this information is available in an alternate format by calling 562/860-2451, extension 2333."
Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities to examine and discuss all questions of interest and condition 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.

The professor in the classroom and in conference should permit free discussion, inquiry and expression of thought by the student. Student performance should be evaluated solely on an academic basis, not on opinions or willingness to accept professors' personal beliefs, or conduct unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled. The student has the right to have the course taught in a systematic, meaningful manner and of knowing at the beginning of the course those academic standards required of the student in the course.

Administrative staff and faculty members should respect confidential information about students such as student views, beliefs and political associations, which is acquired in the course of their work. Transcripts of information about students such as student views, beliefs and political associations, which is acquired in the course of their work. Transcripts of 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.

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

Student and student organizations shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the college. Student organizations shall have the right to recommend, invite and to hear any person of their own choosing as long as such speakers and topics are in accordance with federal, state and local laws, and guarantee the safety of students and protection of public property. Guest speakers invited by students or student organizations should be subjected only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations and guest speakers speak only for themselves.

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

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 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) Vice President of Academic Affairs or administrative designee;
   (c) 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. The Hearing Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing.

B. Formal Hearing
The Hearing Committee shall conduct its proceedings according to the following procedures:
1. The Hearing Committee must meet within ten (10) school days after informal action has been completed and grievant has requested formal hearing.
2. The Chairman must notify both parties involved within five (5) school days before the hearing along with the written complaint, a copy of Statement of Student Rights and Responsibilities, and copy of the Grievance Policy.
3. Four (4) members shall constitute a quorum by which business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.
4. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Each party shall have the right to be present, to be accompanied by the person of his choice, and to question witnesses who are present.
5. The Hearing Committee shall discuss the charge, hear the testimony, examine the witnesses, and receive all available evidence to the charge.
6. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.
7. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the College President. The Hearing Committee’s decision shall be final unless appealed.
8. A recording of the proceedings shall be kept in a confidential file in the Office of Judicial Affairs and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.
9. Reprisals of any kind will not be taken by the Board of Trustees or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.
10. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.
11. If the grieved party does not respond within the time limits defined herein, the grievance is considered terminated and no further action will be taken.

12. The number of working days indicated at each step here in should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.

13. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.

14. If in the course of the proceedings, a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within thirty (30) school days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

**STEP III – APPEALS PROCESS**

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

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

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

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

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

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

**STUDENT GRADES OR GRADING GRIEVANCE POLICY**

In accordance with the Statement of Student rights and Responsibilities, Section: “Classroom Rights and Responsibilities,” this policy describes the procedure by which a student of Cerritos College may present his/her grievance on grades or grading practices.

The California Education Code, Section 76224, quoted below, states clearly the conditions upon which grades or grading can be questioned. When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

**GRIEVANCE PROCEDURE**

**STEP I**

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

**STEP II**

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

2. The student must return the grade grievance form to the Office of Judicial Affairs within thirty (30) school days after the completion of the course for which the grievance was filed. A school day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend and college holidays are excluded.

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

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

**STEP III**

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

**STEP IV**

If either party is dissatisfied with the recommendation of the Vice President of Academic Affairs, he/she may appeal the matter to the President of the College within ten (10) school days of such recommendation. If a faculty member is dissatisfied with a recommendation and neither acts on it, nor appeals it, the Vice President of Academic Affairs will forward the matter to the President. The President will review the Recommendation Report and if needed, request persons involved in the grievance to meet.

The President shall make a recommendation within five (5) school days. If either party is dissatisfied with the recommendation of the President, an appeal of the President's recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten (10) school days after the President's recommendation. The Board may review an appeal for two consecutive Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the college level.
STUDENT 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.
   a. The instructor or instructional Dean shall immediately report the removal to the Office of Judicial Affairs for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

4. Suspension: is an action defined as exclusion from college for a specified period of time.
   a. Suspensions shall be initiated by the President or designee.
   b. The duration of the suspension from one or more classes shall be for a period of up to ten (10) school days of instruction, for the remainder of the school term, or from all classes and activities of the community college for one or more terms.
   c. There may be an immediate suspension when necessary to protect lives or property and to insure the maintenance of order pending a hearing within ten (10) school days.

5. Expulsion: is defined as the removal of a student from any and all classes of the college.
   a. Only the Governing Board of the college may expel students for “Good Cause” or when other means of correction fail to bring about proper conduct of a student.
   b. The duration of the expulsion may be indefinitely.
   c. The expulsion is noted in the permanent file of the student.
   d. Readmittance after expulsion requires Governing Board action.

HEARING PROCEDURES

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

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

2. Membership of the Hearing Board shall include the following:
   a. A Hearing Board: Two members of the instructional staff appointed by the Faculty Senate.
   b. Students: Two Court Justices appointed by the ASCC Chief Court Justice.
   c. Management: The Coordinator of Judicial Affairs or a member of the management staff of the college appointed by the President. The manager shall serve as the Chairperson of the Hearing Board, but will not vote except to break a tie.

3. Procedures For a Hearing:
   a. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten (10) school days of the suspension if the suspension is an immediate suspension. A school day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend and college holidays are excluded.
   b. Notice shall include date and place of hearing, a statement of all charges, a copy of Governing Board policies pertaining to suspension and expulsion, opportunity of student to appear in
person, or to employ and be accompanied by counsel, at their own expense, and the opportunity to present evidence, oral and documentary.

c. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the college, which seems to the Hearing Board most conducive to the determination of the truth.
d. All hearings shall be tape recorded. Transcriptions and a transcript shall be available at all times to parties directly involved, at their own expense.
e. Immediately following the hearing, the Hearing Board shall submit the recommendation to the President. The President and/or Governing Board will make the final decision.
f. The decision of the President to suspend shall be given to the student in writing within a five (5) school day period: the decision of the Governing Board to impose expulsion shall be given to the student in writing within two regular Board meetings.

JUDICIAL AFFAIRS
Information regarding student rights and responsibilities is available from the Coordinator of Judicial Affairs. He is available to meet with you to explain the “System” and your rights with regard to student grievances. 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/AMERICANS WITH DISABILITIES ACT POLICY
Under Section 504 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 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 with the individual(s) involved or with the Cerritos College Section 504/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/ADA Coordinator will contact all parties concerned and attempt to reach some resolution of the problem. If the complaint cannot be formally resolved within ten working days, the complaining party may then proceed to file a formal complaint. The informal complaint procedure is optional.

ACADEMIC HONESTY/DISHONESTY POLICY
Your instructors are eager to help you succeed in your studies at Cerritos College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job, or to continue on with your education in advanced classes.
Your success depends on a combination of the skill and knowledge of your instructors, and your own hard work. You will reach your future...
goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you, only if it is gained through your own personal efforts. Receiving a grade in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

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

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

Academic Dishonesty is normally to be dealt with as an academic action by the instructor, reflected in the student's grade in the particular course, rather than through college disciplinary procedures. No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.

Academic Dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include, but not be limited to the following:

• Copying, either in part or in whole, from another's test or examination;
• Discussion of answers or ideas relating to the answers, on examination or test when such discussion is prohibited by the instructor;
• Obtaining copies of an exam without the permission of the instructor;
• Using notes, "Cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
• Altering a grade or interfering with the grading procedures in any course;
• Allowing someone other than the officially enrolled student to represent the same;
• Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

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

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.
### 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

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**DIVISIONS**

- **Business Division**
- **Counseling and Guidance Division**
- **Fine Arts and Communications Division**
- **Health Occupations Division**
- **Health/Physical Education/Athletics Division**
- **Humanities and Social Sciences Division**
- **Liberal Arts Division**
- **Science, Engineering and Mathematics Division**
- **Technology Division**

**Emergency Phones**

- Administration Building: Staff Lounge, Admissions and Records Vault
- Arts and Crafts Building: South East Wing, South West Wing, Dance Hall
- Business Education Building: North Wing, South Wing
- Health Science Building: 1st Floor, 2nd Floor, 3rd Floor, East Elevator, West Elevator
- Cafeteria: Student Center
- Community Education Building: Lobby
- Burnight Center Building: Lobby/Elevator, North Music Wing, Elevator/South Music Wing
- Gym: South East Corner
- Natural Science Building: East Wing, West Wing
- Physical Education Building: Lobby/Women's Locker Room
- Physical Science Building: Near Room 10, South Wing
- Social Science Building: 1st Floor, 2nd Floor, 3rd Floor, Elevator
- Weight Training Room: Near Room 3
- Library: Elevator East Wing
- Liberal Arts Building: Elevator, 1st Floor/Near Men's Restroom/2nd Floor

The emergency phones can be used for any of the following: *Escorts, Medical Aid, Reports of a crime, Keys locked in car*
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The success of a company is usually marked by the success of its employees, and these days it can be extremely difficult to find top of the line employees – especially in the local sector. But what many local businesses don’t know is that Cerritos College is turning out a plethora of qualified students each year that are specialized in a vast array of vocations.

With the internal focus of equipping students to bring excellence to the external workforce, Cerritos College is producing students that stand head and shoulders above their competition. With extensive study in many fields, businesses of every sort can find just what (or who) they need at Cerritos College. Whether they are looking to further educate employees they already possess, or they are looking to add new faces to their staff, the vocational programs offered at Cerritos will help them with what they need.

Several of the specialty programs that are readily producing skilled graduates are:

**Culinary Arts**

By far one of the best programs in Southern California, Cerritos College is well known for its Culinary Arts program. Graduates are often “grabbed up” by local hotels and restaurants, resorts, country clubs and cruise lines because of their skills. In 2001, the Cerritos College Culinary Arts program walked away with two silver medals and the “Best of Show” award at the Culinary Arts Symposium and Competition. In 2002, they were awarded one silver medal and two bronze medals at the Orange Empire Chefs Association of the American Culinary Federation.

“We have one of the best kitchen set ups in Southern California,” said Professor Michael Pierini, the head of the Culinary Arts program. “Over the past seven years we have been able to purchase state-of-the-art equipment.” Funding for the equipment comes from the program’s successful banquet and catering business and on-campus cafeteria. “We are able to take out profits and reinvest them into our kitchen, and in turn we are investing in our students,” Pierini said.

The Cerritos College kitchen seems to be proof that the best possible training and the best possible environment make for the best possible chefs. Want to see for yourself? The Cerritos College Cafeteria, located in the Student Center, is open to the public. Lunch is served Monday through Thursday from 11 a.m. to 1 p.m. For close to $5 you can enjoy a meal that will leave your taste buds dancing!

**Health Occupations**

Another program that is ever expanding at Cerritos College is Health Occupations. Construction is now underway for a new 22,400 square foot Health Occupations Skills Lab. The facility will include a retail pharmacy setting; a hospital pharmacy setting; three simulated hospital wards with 24 beds, a medication room, and nursing stations; a clinic environment with 20 exam tables; and a Speech-Language Pathology Assistant lab with nine therapy cubicles. The new building will also house LCD project units, digital monitoring systems for recording presentations and security and computer access throughout. The facility will also house a 42-station computer lab and three classrooms of various sizes.

With a learning environment that mimics industry, the Cerritos College Health Occupations program produces professionals of the highest caliber. Partnerships with various places throughout the community also make learning exciting and applicable to real life. Longs Drug Stores has agreed to sponsor the retail pharmacy environment, and a partnership with Avalon at Cerritos (a senior assisted living facility) will allow students to gain experience working with patients.

“Our students learn concepts and theory in the classroom setting,” said Jenine Nolan, the instructional dean of the Health Occupations department. “Skills are then taught, practiced and mastered in the lab environments prior to interactions with ‘real’ patients,” she said. “The final steps of developing well-trained health care professionals occurs in the community health care agencies where students apply skills in increasingly complex settings.”

Cerritos College Health Occupations students graduate with a quality education and learning experiences that prepare them for work in the medical fields. Health related programs at Cerritos include: Dental Assisting, Dental Hygiene, Emergency Medical Technician, Medical Assisting, Registered Nursing, Pharmacy Clerk and Technician, Physical Therapist Assistant and Speech-Language Pathology Assistant.
Woodworking Manufacturing Technologies

On many occasions, local companies have approached Cerritos College in need of employee training. The Woodworking Manufacturing Technologies (WMT) program has earned national recognition because of industry partnerships and the college’s ability to support the industry’s training needs.

With highly trained instructors Cerritos College offers top expertise in WMT education. Cerritos College is one of the only colleges in the nation that can supply training in Solid Surface Fabrication. Cerritos College WMT students receive not only excellent instruction, but also countless hours of hands on experience. Because of the high quality of training done at Cerritos College, students are usually snatched upon quickly upon graduation.

Currently the program is bursting at the seams. “We are at maximum capacity with the current space,” said Bob Colgan, WMT chair. “We’ll just have to keep packing them in until we can find a way to create more space. We’re committed to the students and we are committed to the programs; we’ll make it work.” With 500 plus students currently being trained, local businesses won’t have to look far for young experts in the WMT field.

Composites Training

Cerritos College is tremendously successful in career and vocational training due to successful partnerships within specialized industries. Industry partners who support the various programs enhance the college’s credibility, as well as the skill level of already existing employees. A recent example of a thriving partnership is the one between the Cerritos College Composites department and Lockheed Martin.

A Pentagon panel recently approved production of the new F-22 stealth fighter jet, and the Lockheed Martin Company won the contract to produce it. In order to train employees prior to production, Lockheed Martin has chosen the Composites Training program at Cerritos College to develop the required skills in already existing employees. Over a period of 18-24 months, Cerritos College will train 16 groups of Lockheed employees at their Palmdale, California facility.

Out of 108 community colleges in California, Cerritos College has the only program that offers a degree and certificates in composites. By housing all basic composite production equipment currently being used in the aerospace industry, the college is able to replicate what is going on in the actual workplace making them the leader in producing qualified workers.

“Cerritos College has been successful in winning contracts with business and industry because they know we can follow through,” said Terry Price, lead coordinator for the college. “A nice benefit of the different contracts is that we learn and grow with the new technology. It keeps us on the cutting edge, and ultimately benefits our students,” he added.

The mentioned programs are just a few of the many offered at Cerritos College. Currently the college is producing a new wave of professionals who will help stabilize and establish businesses in the local sector. With strong partnerships and quality training, success is guaranteed for both students and local businesses.