"I started working on cars when I was nine or ten years old." Steve Berklite had passion for cars even as a pre-teen. A little car enthusiast turned into a passionate automotive teaching professional whose selfless dedication and passion in teaching set a standard of excellence for the Automotive Technology Department.
Centers of Excellence

I chose Cerritos College because...

“During the first few weeks, I found that Cerritos College had its own unique characteristics. I knew that I had chosen the right college because of the outstanding faculty and academic programs.”

-Peter Choi, Radio & Television

“Thanks to Cerritos College’s Project H.O.P.E., I was able to focus on my study. I am determined to study hard, and I plan to earn both medical and research doctorates so that I can continue to pursue research.”

-Brenda Velis, former Chemistry major

“Professor Falcon here at Cerritos College made the subject interesting...he had a lot of activities to get students involved and help them know what’s going on in government. There was no boring reading—it was more fun, hands-on activities.”

-Rhianna Lemos-Girton, Political Science Major

“I was very prepared by my classes at Cerritos College. I am proud to say that I came from a community college. The Cerritos College faculty is as phenomenal as at Berkeley.”

-Paulo Amaral, former Business Major, currently attends UC Berkeley
Greetings and welcome to the summer semester at Cerritos College! We're glad that you've chosen to take advantage of the summer session to further your education and achieve your goals.

We trust that you'll find what you need as you browse this schedule of classes. If you have questions or need assistance we invite you to stop by at the Information Center in the Admission and Records Office in the Administration Building. Students, staff and counselors are ready to assist you.

It is our hope that as you explore your interests and passions through experience and learning, that you'll discover the greatness of your potential. Our mission is to serve the community by building futures through learning. We are committed to helping you plan your academic career so that your future is as fulfilling as you would like.

On behalf of our Board of Trustees, faculty and staff, I wish you all the best during the session. We invite you to make the most of all that we offer.

Sincerely,

Dr. Noelia Vela
President/Superintendent
“I started working on cars when I was nine or ten years old.” Steve Berklite had passion for cars even as a pre-teen. A little car enthusiast turned into a passionate automotive teaching professional, whose selfless dedication and passion in teaching set a standard of excellence for the Automotive Technology Department.

With a 22-year history at Cerritos College, Berklite has spent the majority of his time in the classroom. He joined Cerritos as Assistant Dean of the Technology Division after teaching for 12 years at La Mirada High School. Three years later, he became Interim Dean of the Technology Division for an additional three years. Having realized that the managerial positions were missing one critical aspect that he cherished – interaction with students – he moved into a faculty position to find the missing piece of his career passion. Berklite is currently the Chair of the Automotive Technology Department.

“This is home,” said the Cerritos College alumnus in a spirited voice. “I’ve got my education here, I got my experiences here and I got everything here.”

A teacher at heart, Berklite always knew he wanted to teach. After attending two years at Cerritos College, he received his bachelor’s degree from Cal State Long Beach while he worked fulltime as an automotive technician, received a vocational credential from UCLA, and master’s degree from Pepperdine University. He regrets not having pursued doctoral work, for which he was already preapproved when he entered the master’s program. At the same time, he knows that he wouldn’t have continued teaching, which he loves the most, if he had a doctoral degree. “So it all worked out.”

In his time here at the college, Berklite has revolutionized the Automotive Technology department and is responsible for many of the new partnership opportunities available to Cerritos College students. He was instrumental in bringing corporate partners such as Ford and Chrysler. Berklite humbly stresses that the Automotive Technology Department’s second-to-none corporate and community partnerships are the achievements of all faculty and staff of the department with the support of the college management team. Berklite points out that such partnerships are crucial to an educational institution, especially in technical education.

“Without the tools and the cars, which the corporate partners provide, Cerritos College’s nationally acclaimed automotive technology program does not exist.”

His goal as the automotive technology educator is to provide the students with the “tools” to be productive. “When they leave my class, they have to be productive and be able to perform the tasks effectively the very next day,” says Berklite. “We are preparing them for a lifelong career path.” He spares no effort to keep himself up to date with the trends in students’ learning styles and preferences, and applies the best teaching methodology to engage the students.

Unlike typical instructors, he keeps frequent contact with his former students; even those who graduated 20 years ago. He gets a sense of accomplishment when he sees his former students succeeding in their careers; working as productive technicians at the corporate level and the dealerships he visits, or becoming automotive technology instructors just like himself. “It’s very rewarding. It’s nice to know that they are successful.”

Not only is he passionate about training the industry professionals, but he is also active in mentoring them for life. He often teaches students the importance of preparing for their future through education. “Learn from yesterday, live for today, but plan for tomorrow.”

Berklite receives many phone calls and emails from colleagues nationwide, in addition to his current and former students, all asking for input and direction. His solid experience, knowledge, passion and selfless dedication make him a great mentor and leader in automotive technology education.

“Steve Berklite is one of the really GREAT TEACHERS here at Cerritos College. He has vision, focus and a passion for student achievement and success,” commends Randy Peebles, Dean of Technology Division. “Berklite demonstrates part of this dedication by the countless hours he attends GM technical training on an ongoing basis to keep up with the technology and new products. Steve is part of the less than 1% of the nation’s technicians and instructors that have attained “World Class” status for technical training.”

His passion in education and dedication to students are strong examples of excellence as the standard at Cerritos College.
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<td>• Disabled Student Programs &amp; Services</td>
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If you have questions or need information in Spanish about Cerritos College, please call the Office of Admissions at (562) 860-2451, extension 2211, Monday through Thursday between the hours of 8:00 a.m. – 7:00 p.m. and Friday between the hours of 8:00 a.m. – 4:00 p.m. Additional information is available in Spanish on pages 6-10, 13 and 78. The campus will be closed on Fridays from June 6 through August 8.

Si usted tiene preguntas u necesita información en español acerca del Colegio de Cerritos, llame por favor a la Oficina de Admisiones al numero (562) 860-2451, extensión 2211, Lunes a Jueves entre las horas de 8:00 de la mañana – 7:00 de la noche y el Viernes entre las horas de 8:00 de la mañana – 4:00 de la tarde. Información adicional está disponible en español en las páginas 6-10, 13 y 78. El colegio estará cerrado el viernes 6 de junio hasta el 8 de agosto.
**FALCON PHONE, MYCERRITOS, AND ON-CAMPUS ENROLLMENT FOR DSPS AND EOPS STUDENTS**

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<tr>
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<td>June 2 – August 7</td>
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Please note that the campus will be closed on Fridays from June 6 through August 8 in addition to Monday, May 26, and Friday, July 4.

**CERRITOS COLLEGE OFFERS APPLICATION AND ENROLLMENT VIA THE WEB.**

For Online submission of Admissions applications:  
my.cerritos.edu  
“Student Application - Online”

For Online Enrollment:  
www.cerritos.edu  
“MyCerritos” *

*An application must be submitted for new, returning, and transfer students prior to enrollment. For continuing students, a user ID number (7-digit student ID-example 0123456) and Password (6-digit date of birth-mmddyy) are required.

**ANNUAL SECURITY REPORT**

Cerritos College publishes an Annual Security Report in accordance with the Clery Act. This report includes statistics for the previous five years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Cerritos College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department in person or at (562) 860-2451, extension 3202. This report is also available on the Web at www.cerritos.edu/police.
If your class dates and deadlines are not listed, please call the Admissions and Records Office at (562) 860-2451, x2211, for assistance.

**FIRST 6-WEEK SESSION:**

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<tr>
<td>Last day to elect P/NP grading option</td>
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<tr>
<td>Last day to drop with a “W”</td>
<td>June 10</td>
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**FIRST 8-WEEK SESSION:**

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<td>Last day to drop without a “W”</td>
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<tr>
<td>Last day to elect P/NP grading option</td>
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<tr>
<td>Last day to drop with a “W”</td>
<td>June 25</td>
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<td>Last day to drop with a “W”</td>
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*Deadlines do not reflect in-person, office availability. Adds/drops available through MyCerritos (web) and Falcon Phone.*

**IMPORTANT DATES:**

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*During the week of May 19-23, parking is free in all white-lined stalls.*
*Tune in to 1700 AM, Cerritos College Radio, for updated information on enrollment and registration.*
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/counseling/cg/cg-matric.html.

THE COLLEGE AGREES TO PROVIDE:

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

THE STUDENT AGREES TO:

- Express at least a broad educational intent upon admission.
- Declare an educational goal before or during the term after which the student completed 15 units.
- Attend class.
- Work diligently to complete course assignments.
- Demonstrate an effort to attain an educational goal.

ADMISSION
Who May Apply for Admission?
- Anyone who is a high school graduate or at least 18 years of age who may benefit from instruction.
- High school students in their junior or senior year with appropriate Special Admit approval forms.
- International Students in valid non-immigrant, F-1 visa status.

How to Apply for Admission
- Students who are enrolling for the first time or who are returning after an absence of one or more semesters, must complete an admissions application as early as possible prior to the start of enrollment. (Proof of residence may be required). The admission application is available on the college website at my.cerritos.edu, “Student Application – Online.”
- Continuing students who were active in the previous session will be mailed enrollment material and are ENCOURAGED TO ENROLL USING FALCON PHONE OR MY CERRITOS.
- International students are in F-1 student visa status. International students must submit an international student application, meet specific admission requirements, and pay a $40 processing fee. Students with other visa status (e.g., B-2, F-2, H-4, etc.) are given the provisions to change to F-1 status. Contact the International Student Center at (562) 860-2451, ext. 2133, to have an application sent directly to your mailing address or download an application by visiting our website at www.cerritos.edu/isp.

¿Quién puede solicitar admisión?
- Cualquier persona que sea graduada de secundaria o por lo menos de 18 años de edad.
- Estudiantes en su penúltimo año con una forma aprobada de admisión especial (Special Admit).
- Estudiantes internacionales con visas válidas F-1 de no inmigrante.

Cómo solicitar admisión
- Estudiantes que se matricularan por primera vez o que regresen después de una ausencia de uno o más semesters, deben completar una solicitud de admisión tan pronto como sea posible antes de el comienzo de inscripción. (Prueba de residencia podría ser necesaria). La solicitud de admisión se encuentra disponible en el sitio web de Cerritos College, my.cerritos.edu “Student Application – Online.”
- Estudiantes que estuvieron activos en la sesión anterior recibiran el material de inscripción por correo y son EXORTADOS A INSCRIBIRSE POR MEDIO DE EL TELEFONO O POR EL SITIO WEB my.cerritos.edu.
- Estudiantes internacionales con visa F-1 de estudiante. Estudiantes internacionales deben presentar una solicitud internacional de estudiante, reunir los requisitos de admisión específicos, y pagar una cuota de $40 por el procesamiento. Los estudiantes con otro estatus (por ejemplo, B-2, F-2, H-4, etc) se les puede proveer la oportunidad de cambiar su estatus migratorio por medio de la visa de estudiante (F-1). Contacte el Centro Internacional de Estudiantes si desea que se le envíe una aplicación a su dirección o también puede obtenerla directamente visitando el sitio web www.cerritos.edu/isp.
ORIENTATION

• The new student orientation workshops are designed to acquaint you with Cerritos College and its programs and services. Attendance will make your enrollment process easier. Orientation workshops are held at a variety of times prior to the start of each semester and online at www.cerritos.edu/counseling.

• Both day and evening workshops are available prior to enrollment. 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 enroll. 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.

ORIENTACION

• Las conferencias de orientación para los nuevos estudiantes han sido diseñadas para familiarizarlo con Cerritos College y sus programas y servicios. Asistencia a estas conferencias le harán más fácil su proceso de inscripción. Estas conferencias se realizan varias veces antes de el comienzo de cada semestre y a travez de el servicio de internet en www.cerritos.edu/counseling.

• Las conferencias están disponibles tanto en el día como en la noche antes de la inscripción. Estas conferencias incluyen información acerca de el colegio, consejería, y un recorrido por el colegio. Para hacer una cita para una conferencia, vaya a la Oficina de Consejería (Counseling Office) o llame al (562) 860-2451 ext. 2231.

• Se recomienda que los estudiantes asistan a una conferencia de orientación antes de inscribirse. Estudiantes que están siendo transferidos de otro colegio son también exortados a asistir a una de estas conferencias. Estudiantes que estuvieron activos en la sesion anterior y estudiantes que son readmitidos están exentos.

• Clases de orientación y planeamiento de educación se ofrecen durante todo el semestre. Estas clases se encuentran en el calendario de clases bajo Asesoramiento y Orientación 50 (Counseling and Guidance 50 – CG50), Planeamiento de Orientación y Educación.

Open Courses

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

All announcements herein are subject to revision. Changes may be made subsequent to the date of publication.

Prerequisites are strictly enforced by Falcon Phone and MyCerritos Enrollment.

• Complete placement tests and enroll into the recommended courses.

• Complete the prerequisite course with a “C” grade or higher.

• Bring transcripts to the Counseling Department of a prerequisite course completed at another college.

STUDENT ACTIVITY CARD

It is imperative that all students be in possession of their Student Activity Card at all times while on the Cerritos College campus. This card is necessary for “buy-backs” in the College Bookstore and it is important to present when using the College Library and Student Health Center.

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

REGULAR HOURS
During fall and spring semesters: 9 a.m.- 1 p.m. and 2-6 p.m. MTWTh
First Saturday of each month 10 a.m.- 1 p.m.
During summer sessions: Hours vary - check Student Activities website or call the I.D. Center.

EXTENDED HOURS
During the first two weeks of classes during Fall and Spring semesters, the I.D. Center will be open on Fridays, 9 a.m. - 3 p.m.

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

¿QUE ES LA “EVALUACION?”

“Evaluación” es el proceso de recopilación de información acerca de un estudiante para facilitar su éxito. En Cerritos College, este examen incluye pero no está limitado a la recopilación de información en relación a las aptitudes de el estudiante, el dominio de el idioma inglés, conocimientos de computación, revisión de educación transferida de la secundaria o de otro colegio, evidencia de título A.A. o superior que haya sido obtenido en una institución acreditada, capacidad de aprendizaje, rendimiento escolar, y la necesidad de servicios especiales. Además, la evaluación es la oportunidad de estudiar aspiraciones, metas, habilidades, intereses, aptitudes y valores con respecto a la carrera.

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 enrollment. A student number and photo ID are required to take the test.

Please note: The exceptions listed are assessment options for the required reading, math, and english proficiency tests. To meet the required reading, math, and English proficiencies necessary to qualify for the associate in arts degree, check your catalog or ask a counselor.

¿ES NECESARIO TENER UNA APRECIACION DE PRUEBA?

Todos los nuevos estudiantes necesitan ser evaluados. Si usted planea inscribirse en clases de matemáticas, ingles, o lectura o si planea obtener un título A.A., es recomendable que tome el examen de evaluación antes de inscribirse. Para tomar el examen deberá presentar su número de estudiante y una identificación con fotografía.

Tenga en cuenta: Las excepciones mencionadas son opciones de la evaluación para determinar elegibilidad para tomar ciertos cursos. Para cumplir con los requisitos de lectura, matemáticas, y dominio de el idioma ingles, necesarios para calificar para el título A.A. (Associate in Arts degree), revise su catálogo o pregunte a un consejero.

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.

RENUNCIA A SERVICIOS DE MATRICULACION

Cerritos College ofrece servicios de matriculacion a todos los nuevos estudiantes antes de inscribirse en clases. Estos servicios incluyen: admisión a el colegio, orientación, evaluación y asesoramiento. Estudiantes pueden optar por renunciar a cualquier o todos los servicios de matriculacion. En caso de que usted decida, en una fecha posterior, participar o utilizar un servicio al cual habia renunciado previamente, puede hacerlo solicitando el servicio a través de la Oficina de Consejería (Counseling Office). Si tiene necesidades especiales para completar la evaluación, orientación o asesoramiento, contacte la Oficina de Consejería.

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 enrollment.

EXCEPCIONES PARA EL EXAMEN DE EVALUACION

Los estudiantes que ya poseen un título A.A. o superior no están obligados a tomar el examen de evaluación, pero tendrán que verificar su título presentando documentos oficiales en la Oficina de Admisiones por lo menos una semana antes de inscribirse.

INDIVIDUAL ASSESSMENT TEST

Exceptions for Course Placement

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

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 enrolling in a course.
EXAMENES INDIVIDUALES DE EVALUACION

*Todos los exámenes son computarizados.

¿PUEDO REPETIR UN EXAMEN?
Se permite a los estudiantes retomar las pruebas usando el siguiente calendario:

- Matemáticas Básicas
- Algebra Intermedia
- Matemáticas Avanzada
- Cálculo
- Lectura
- Inglés
- ESL CELSA

May be repeated one time after one semester waiting period.

*All tests are computerized.

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

CALENDARIO DE EVALUACIONES
Copias de el calendario de los exámenes están disponibles en la página web de Cerritos College Career Services (www.cerritos.edu/career-services/assessment-testing), o en la Oficina de Admisiones, Consejería, y el Centro de Servicios de Carrera, o llame al (562) 860-2451, ext. 2355 para fechas y horarios.

Acomodación para estudiantes con discapacidades
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. A current Cerritos College application must be on file and advance request for DSPS assistance is necessary. Alternative administration may include extended time, large print, readers, writers, or the use of assistive technology.

ADAPTACIONES PARA ESTUDIANTES CON DISCAPACIDADES
Cualquier estudiante con una discapacidad comprobada puede hacer una cita para alternativas sobre la administración de exámenes de evaluación de Inglés, lectura, ESL y matemáticas, contactando el Programa de Estudiantes con Discapacidad (DSPS) al (562) 860-2451, ext. 2333. Deberá primero tener ya una aplicación con Cerritos College y haber solicitado asistencia antes de el día de el examen. Estas alternativas pueden incluir extensión de tiempo, el tipo de imprenta mas grande, personas que le asistan con la lectura o escritura, o el uso de asistencia tecnológica.
COUNSELING AND FOLLOW-UP

COUNSELING

• All new students should attend an orientation workshop to receive counselor assistance for course selection prior to enrollment. Returning 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 enrollment.
• Counselors are available on an appointment basis prior to enrollment.
• During enrollment, counselors are available on a limited walk-in basis.
• Counselors are available online at http://www.cerritos.edu/counseling.
• Once the semester begins, new, readmit, and transfer students are highly encouraged to make a counseling appointment to discuss educational goals and to make an educational plan.

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

CONSEJERIA

• Todos los nuevos estudiantes deben asistir a un taller de orientación para recibir asistencia de un consejero que los pueda ayudar a seleccionar los cursos adecuados antes de inscribirse. Estudiantes que están transferiendo de otra institución o que regresan después de una ausencia deberán ver a un consejero.
• Complete los requisitos de la evaluación antes de ver a un consejero.
• Los estudiantes que están en académico o progreso condicional deberán recibir aprobación de un consejero para tomar cursos antes de inscribirse.
• Consejeros están disponibles por medio de citas antes de el periodo de inscripción.
• Durante el periodo de inscripción consejeros están disponibles sin cita, pero estas citas son limitadas.
• Los consejeros están disponibles en línea en http://www.cerritos.edu/counseling.
• Ona vez que el semestre comienza, estudiantes que son nuevos, readmitidos, o transferidos de otra institución, son exortados a hacer una cita con un consejero para discutir metas educativas y hacer un plan de educación.

Estudiantes exortados a reunirse con un consejero cada semestre para garantizar que su plan de educación refleje con exactitud su meta educativa. Pida una cita en el mostrador de consejería o llame al (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.

SEGUIMIENTO

Consejería y profesores proporcionan una serie de servicios de seguimiento a los estudiantes. Estos servicios están diseñados para proporcionar información con respecto al progreso académico de los estudiantes. Se prestan servicios especiales a estudiantes que están en académico y/o progreso condicional, alumnos en cursos de habilidades básicas, y a los estudiantes que son indecisos sobre su meta educativa. Cuando es necesario los estudiantes son referidos a servicios fuera de esta institución.

BASIC SKILLS COURSE LIMITATIONS

No more than a total of thirty (30) units from the pre-collegiate basic skills courses listed below are allowed:
- BCOM 46
- ENGL 15, 20, 32, 22
- MATH 20, 40, 42
- READ 41T, 42, 43, 46, 54

“Basic skills course work” refers to pre-collegiate basic skills courses (i.e. courses in reading, writing, computation, learning skills, study skills) that 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 basic skills course work shall be barred from enrolling 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 MYCERRITOS ENROLLMENT

INSTRUCTIONS

FALCON PHONE AND MYCERRITOS ENROLLMENT DATES

April 17 - July 30, 2008
Monday - Saturday 2:00 a.m. - midnight
Sunday 8:00 a.m. - midnight

All eligible continuing students have the opportunity to enroll for classes on or after their scheduled appointment, by calling on a touchtone phone or by logging on to the Cerritos College home page at www.cerritos.edu and selecting MyCerritos. Students are encouraged to use one of these TWO, fast, easy, and convenient methods to enroll. Please verify your appointment via MyCerritos, "Enrollment", "View Enrollment", "Appointment."

WHO MAY ENROLL USING FALCON PHONE AND MYCERRITOS

All continuing students (students who attended Spring 2008) and new, returning, 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 enrollment holds (NSF checks, library and athletic obligations, administrative holds, etc.).

WHEN/WHERE

On your appointment date and time, call from a TOUCHTONE TELEPHONE (no cellular phones) OR log on to www.cerritos.edu and select MyCerritos, then "Enrollment."

REQUIREMENTS BEFORE ENROLLMENT

Academic Advisement:
Students who need advisement assistance are encouraged to see a counselor prior to their Falcon Phone or MyCerritos enrollment appointment date.

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

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

PLAN YOUR CLASS SCHEDULE

• Check student data on enrollment appointment. If there are corrections, please contact Admissions and Records, in person, as soon as possible. Address, phone number and email corrections can be made by using MyCerritos.
• Check “Holds and To Do’s” on MyCerritos prior to enrolling.
• Use the worksheet on page 16.
• List classes in priority order; 18 units maximum per semester.
• List alternative classes in case your class choices are not available. Pick alternatives with the same time offerings.
• Verify your placement scores and completion of prerequisites. Identify required LABS and possible CLASS TIME CONFLICTS.
• Students can make PROGRAM CHANGES (class adds and drops) by Falcon Phone or MyCerritos after initial enrollment.

NOTE:
• Prerequisites ARE CHECKED WHEN YOU ARE PLACED ON A WAIT LIST. They are also checked at enrollment. YOU MAY LOSE A SEAT if prerequisites are not met when the instructor adds you to a class, or "auto-enroll" is activated. “Auto-enroll” will automatically enroll students from the wait list to the official roster when space becomes available.
• Cerritos College uses an “auto-enroll” process from wait list to roster. You are responsible for all drops. If you do not want your wait-listed classes, please drop to avoid a substandard grade and forfeiture of enrollment fees. For more information on wait lists, see "Wait List" on page 15.
• If you are enrolled in a class AND are on a wait list for the same course (i.e., enrolled in SOC 101 and #1 on the wait list for SOC 101 at another time) you will lose a seat when “auto-enroll” tries to move you from the wait list to the official roster due to “Multiple Enrollment”.

TO ENROLL

• For Falcon Phone use only a touchtone phone. Touchtone phones make a tone sound when each button is pressed. Please no cellular phones.
• For MyCerritos, please log on to www.cerritos.edu, select MyCerritos, and follow the directions.
• If you call Falcon Phone or log on to MyCerritos before your appointment date and time, the system will not allow you to enroll. However you may call or log on anytime on or after your scheduled appointment date and time during published enrollment hours.
• If Falcon Phone does not answer, all lines are busy. Please continue to call or log on to www.cerritos.edu and select MyCerritos, to complete your enrollment.
• Falcon Phone and MyCerritos will lead you through step-by-step instructions. Do not get ahead of the instructions as this may result in incomplete enrollment and loss of classes.

FEES ARE DUE AND PAYABLE

IMPORTANT: Each enrollment in a class or add to a wait list for a class results in a fee amount due. Students may have several amounts due based on the number of enrollments or wait list adds. The amounts due will appear on the student account.

PAY CLOSE ATTENTION TO ALL DEBTS LISTED FOR EACH TRANSACTION.

All fees must be paid within 5 business days. Failure to do so will result in a delinquent debt to the institution and a restrictive hold to your student account (transcripts, graduation and future enrollments will be stopped). If you drop a class after the refund date and have not paid the fees, you are still responsible for the debt on your account.

CERRITOS COLLEGE WILL BE CLOSED ON FRIDAYS FROM JUNE 2 THROUGH AUGUST 8.
1. Call (562) 865-3276 on your appointment date and time.

**PLEASE DO NOT USE A CELLULAR PHONE. CELLULAR TOUCHTONES ARE UNRECOGNIZABLE. SIMILAR RESULTS MAY OCCUR WITH A CORDLESS PHONE.**

2. Listen to the introduction.

3. Enter your 7-digit Cerritos College Student ID number. If your student ID number is 6-digits, please add a zero (0) to the front of the number. Ex. 0123456. If your student ID number is 5-digits or starts with a letter and not a number, please call the Office of Admissions and Records at (562) 860-2451 ext. 2211.

4. Enter your Personal Identification Number (PIN) listed on your enrollment appointment; it is your 6-digit date of birth.

5. If you enter the wrong PIN, Falcon Phone will ask that you enter the PIN again, if it is correct you may begin your enrollment. If the second entry is not correct, you will be required to contact the Office of Admissions and Records before you can continue your enrollment on Falcon Phone.

6. Enter your first 5-digit class number. We recommend that you use the worksheet provided on your page 16. Please wait for confirmation. Continue entering your next class number; as done previously. To add your name to a wait list please use the instructions for “ADD” class, and follow instructions for addition to wait list.

**DO NOT HANG UP! HANGING UP WILL RESULT IN ENROLLMENT IN THE CLASS NUMBERS YOU HAVE ENTERED.**

7. When you have entered all of your classes, press the asterisk button for the following options:

**OPTIONS (MAIN MENU):**

To ADD .............................................. Press 1
To DROP ............................................. Press 2
To hear your class schedule ............................. Press 3
To hear a list of open classes ............................. Press 4
To hear an account balance, pay by credit card
or select parking ..................................... Press 5
To return to the main menu ............................ Press *1
To repeat the last prompt ............................... Press *8
To end the call ........................................ Press *9

Students adding their names to wait lists will be charged the applicable enrollment fees and tuition. Students are limited to 18 units per semester. Students must pay promptly to avoid incurring a delinquent debt to the institution and a restrictive hold to your student account (transcripts, graduation and future enrollments will be stopped). All fees are due and payable within 5 business days. Please refer to “FEES ARE DUE AND PAYABLE” on page 11.

**FEES**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee*</td>
<td>$20 per unit</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$4</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$11</td>
</tr>
<tr>
<td>Parking Fee (optional)**</td>
<td>$10</td>
</tr>
<tr>
<td>Non-Resident Tuition Fee</td>
<td>$181 per unit</td>
</tr>
<tr>
<td>International Student Tuition Fee</td>
<td>$190 per unit</td>
</tr>
<tr>
<td>($181 per unit non-resident tuition fee plus $9 per unit capital outlay fee)</td>
<td></td>
</tr>
</tbody>
</table>

* Subject to legislative change.

** Parking permits will be mailed to students who enroll by Falcon Phone or MyCerritos and pay fees prior to the start of the term.
1. Llame al (562) 865-3276 en la fecha y hora que se le ha indicado en su cita.

**POR FAVOR NO UTILICE UN TELEFONO CELULAR. CELULARES SON IRRECONOCIBLES. RESULTADOS SIMILARES PUEden PRODUCIrSE CON UN TELEFONO INALAMBRICO.**

2. Escucha la introducción.

3. Marque su número de identificación de estudiante de Cerritos College de 7 dígitos. Si su número de identificación de estudiante es de 6 dígitos, por favor, agregue un cero (0) en la parte delantera del número. Ejemplo 0123456. Si su número de identificación de estudiante es de 5 dígitos comienza con una letra y no un número, por favor llame a la Oficina de Admisiones y Registro al (562) 860-2451 ext. 2211.

4. Marque su Número de Identificación Personal (PIN) indicado en su cita de inscripción; es los 6 dígitos de su fecha de nacimiento.

5. Si marca el PIN equivocado, el sistema telefónico le pedirá que lo vuelva a marcar de nuevo, si es correcto usted puede comenzar su inscripción. Si la segunda vez que lo marca no es correcta, será necesario que contacte a la Oficina de Admisiones y Registro antes de que pueda continuar con su inscripción por teléfono.

6. Marque su primer número de clase de 5 dígitos. Le recomendamos que utilice la hoja de trabajo proporcionada en la página 16. Por favor espere a que su transacción sea confirmada. Continúe con su siguiente número de clase; como lo hizo anteriormente. Para añadir su nombre a una lista de espera, por favor utilice las instrucciones de “ADD” clase, y siga las instrucciones para la adición a la lista de espera.

**NO CUELGUE! COLGAR HARA QUE USTED SEA INSCRITO EN LAS CLASES QUE HA ELEGIDO**

7. Cuando haya elegido todas sus clases, presione el botón asterisco para las siguientes opciones:

**OPCIONES (MENU PRINCIPAL):**

- Para añadir: Presione 1
- Para cancelar: Presione 2
- Para escuchar su horario de clases: Presione 3
- Para escuchar la lista de clases abiertas: Presione 4
- Para escuchar el saldo de su cuenta, pagar con tarjeta de crédito, o seleccionar estacionamiento: Presione 5
- Para regresar al menú principal: Presione *1
- Para repetir la última pregunta: Presione *8
- Para finalizar la llamada: Presione *9

A los estudiantes que añaden sus nombres a las listas de espera se les cargará las tasas aplicables de inscripción y matrícula. Los estudiantes están limitados a 18 unidades por semestre. Los estudiantes deberán pagar de inmediato para evitar incurrir en una deuda pendiente a la institución y evitar restricciones a su cuenta de estudiante (transcripciones, graduación y futura inscripción serán detenidos). El monto de su cuenta deberá ser pagado dentro de 5 días hábiles. Por favor consulte la sección de Fecha de Vencimiento de Deudas (“FEES ARE DUE AND PAYABLE”) en la página 11.

**TASAS**

| Cuota de Inscripción* | $20 por unidad |
| Cuota de Actividades Estudiantiles | $4 |
| Cuota de Servicios de Salud | $11 |
| Cuota de Estacionamiento (opcional)** | $10 |
| Cuota de Inscripción a no residents | $181 por unidad |
| Cuota de Inscripción a Estudiantes Internacionales | $190 por unidad |

($181 por unidad por no residencia mas $9 por unidad de pago capital)

*Sujeto a cambios legislativos.

**Permiso de estacionamiento serán enviados a los estudiantes que se inscriban por teléfono o por MyCerritos y paguen sus cuentas antes de el comienzo de semestre.
We are proud to unveil a new MyCerritos Enrollment process with a new look and new features.

“Student Center” has everything you need to know at the click of a button. What appears on the front page of “Student Center”?

- Appointment information
- Holds and “To Dos”
- Outstanding debt or current fees owed
- Drop down menus and quick links to important information

Great Enrollment capabilities

- Enrollment now occurs in three easy steps
- Shopping Cart features
- Prerequisites, holds, and time conflicts checked at all times
- Class search easier than ever

Payments

- Click of a button to make a payment
- Financial Aid information available

Changes to Personal Information

View unofficial Transcripts

View semester grades

Look for step by step instructions online when logging into MyCerritos. Brochures with step-by-step instructions and tutorials are available at the Academic Support Center, located in lower level of the library.

For more information on MyCerritos, please stop by the Admissions, Records and Services department located in the One-Stop Center in the Administration Building.

Pay your Fees

ON THE WEB VIA MYCERRITOS

- After logging in, select the “Student Center” tab on the MyCerritos home page.
- Under Finances, select “Make a Payment and follow the directions for credit card payments.”
- Fees must be paid by credit card (MasterCard, VISA, Discover or American Express).

BY FALCON PHONE:

- Call Falcon Phone at (562) 865-3276.
- Press 1 for billing; press 2 to hear your account balance and pay by credit card.
- Enter your 7-digit Cerritos College Student ID number and PIN.
- Follow the instructions for entering your payment information.

BY MAIL:

- The Falcon Phone/MyCerritos system will tell you your total fees and the date your payment is due.
- Enclose registration payment coupon with Student I.D. # and name.
- Enclose your check or money order. Please make exact amount payment and print your Student I.D. # in "memo" portion of check or money order.
- Please send your check to: Admissions and Records, Cerritos College, 11110 Alondra Boulevard, Norwalk, CA 90650
- All fees must be paid within 5 business days. Failure to do so will result in a delinquent debt to the institution and a restrictive hold to your student account (transcripts, graduation and future enrollments will be stopped). Please refer to “FEES ARE DUE AND PAYABLE” on page 11.
- You will receive your enrollment print-out and receipt.
- Parking permits will be mailed to students who enroll by Falcon Phone/MyCerritos and pay fees prior to the start of term.

ON CAMPUS:

- Pay your fees on campus in the Admissions and Records office. Fee windows open: 8:00 a.m. to 6:30 p.m., Monday through Thursday; 8:00 a.m. to 3:30 pm on Friday. You may also drop your fee payment in the box provided in the Admissions Office by 3:00 p.m., Monday through Thursday, or Friday before 11:00 a.m., for same day processing. The campus will be closed on Fridays from June 6 through August 8.
- All fees must be paid within 5 business days. Failure to do so will result in a delinquent debt to the institution and a restrictive hold to your student account (transcripts, graduation and future enrollments will be stopped). Please refer to “FEES ARE DUE AND PAYABLE” on page 11.
- You will receive your enrollment print-out and receipt.

If you require further assistance contact Admissions and Records at (562) 860-2451, extension 2211, Monday through Thursday, 8 a.m.–7 p.m., and Friday 8 a.m.–4 p.m.

The campus will be closed on Fridays from June 6 through August 8.
As you enroll in classes, you may find that some are “closed.” This means that these classes have reached maximum enrollment. In this event you may choose to add your name to the wait list. The number of additions to wait lists is limited to 10 units. Please listen to the instructions on Falcon Phone or follow the instructions on MyCerritos.

Cerritos College has implemented a “paid” wait list. What this means is that once you have added your name to the wait list, you must pay all applicable fees for that class. Additionally, “auto-enroll” will be in operation. Auto-enroll will automatically enroll students from the wait list to the official roster when space becomes available. Auto-enroll from a wait list will not occur if:

1. Student has a hold (service indicator) on their account. Please check MyCerritos under “Holds and ToDos”.
2. The class prerequisite has not been met.
3. Illegal course repetition has occurred. (See Admission and Records for Academic Records and Standards petition.)
4. There is a class time conflict. Students may not be enrolled in two classes that meet at the same time.
5. If you are enrolled in a class AND are on a wait list for the same course (i.e., enrolled in SOC 101 and #1 on the wait list for SOC 101 at another time) you will lose a seat when “auto-enroll” tries to move you from the wait list to the official roster due to “Multiple Enrollment”.

Auto-enrollment will continue through the first week of the 18-week semester and the first day of class for shorter sessions. View your enrollment status on MyCerritos (http://my.cerritos.edu).

**Prompt attendance on the first day is recommended for all wait listed students. Failure to attend may jeopardize your enrollment status.**
## ENROLLMENT WORKSHEET

<table>
<thead>
<tr>
<th>Class # (5 digits)</th>
<th>Subject</th>
<th>Catalog #</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>
<tbody>
<tr>
<td>21066</td>
<td>Math</td>
<td>60</td>
<td>4</td>
<td>9-11</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jones</td>
</tr>
</tbody>
</table>

## WAIT LIST TABLE

No more than 10 units can be wait listed. **Prompt attendance on the first day is recommended for all wait-listed classes. Failure to attend may jeopardize your enrollment status.**

<table>
<thead>
<tr>
<th>Class # (5 digits)</th>
<th>Subject</th>
<th>Catalog #</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>
<tbody>
<tr>
<td>21066</td>
<td>Math</td>
<td>60</td>
<td>4</td>
<td>9-11</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jones</td>
</tr>
</tbody>
</table>
EXPENSES
1. *Enrollment Fee: $20 per unit.
2. Non-Resident Tuition: Students who are non-residents of California will also be subject to a non-resident tuition fee of $181 per unit; international students will also be subject to the non-resident tuition fee and a $9 per unit capital outlay fee, payable at time of enrollment.
3. Student Activity Fee: $4 per semester.
4. Student Health Fee: $11 per semester. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.
5. Parking: $10 per semester for automobiles. Students must present their original receipt when picking up the parking permit. Mopeds and motorcycles may use designated areas at no charge.
6. Materials Fees: as listed with courses in this class schedule.

All fees must be paid within 5 business days. Failure to do so will result in a delinquent debt to the institution and a restrictive hold to your student account (transcripts, graduation and future enrollments will be stopped). If you drop a class after the refund date and have not paid the fees, you are still responsible for the debt on your account. Please refer to "FEES ARE DUE AND PAYABLE” on page 11.

Subject to legislative change*

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

REFUND POLICIES AND PROCEDURES
It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken by the district to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders. The above listed eligible students may file a petition with the district requesting refund of their enrollment 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 Admissions and Records Office in the Administration Building beginning on the refund start date and sign a claim statement. Approved refunds will then be mailed in approximately two to four weeks. The student's correct address is required on the claim statement when filing.

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

FEEs/REFUNDS
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. Student Activity Fee and Parking Fee will be refunded if a student has successfully dropped classes within the “drop by” dates (see chart below). Student Activity 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 due to apply for a refund. Beyond the one-year limit, students will no longer be eligible for a refund.

<table>
<thead>
<tr>
<th>DROP DATES FOR REFUNDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST 6-WEEK SESSION</td>
</tr>
<tr>
<td>BEGINS WEEK OF</td>
</tr>
<tr>
<td>5/19/08</td>
</tr>
<tr>
<td>DROP BY</td>
</tr>
<tr>
<td>5/21/08</td>
</tr>
<tr>
<td>1ST 8-WEEK SESSION</td>
</tr>
<tr>
<td>BEGINS WEEK OF</td>
</tr>
<tr>
<td>5/19/08</td>
</tr>
<tr>
<td>DROP BY</td>
</tr>
<tr>
<td>5/22/08</td>
</tr>
<tr>
<td>8-WEEK INTRASESSION</td>
</tr>
<tr>
<td>BEGINS WEEK OF</td>
</tr>
<tr>
<td>6/16/08</td>
</tr>
<tr>
<td>DROP BY</td>
</tr>
<tr>
<td>6/19/08</td>
</tr>
<tr>
<td>2ND 6-WEEK SESSION</td>
</tr>
<tr>
<td>BEGINS WEEK OF</td>
</tr>
<tr>
<td>6/30/08</td>
</tr>
<tr>
<td>DROP BY</td>
</tr>
<tr>
<td>7/2/08</td>
</tr>
</tbody>
</table>

STATED DEADLINES ARE NOT ADJUSTED DUE TO LATE ENROLLMENT.

FALCON PHONE AND MYCERRITOS ACCEPT PAYMENT BY MASTERCARD, VISA, DISCOVER OR AMERICAN EXPRESS CREDIT CARD. This method of payment is encouraged for immediate confirmation of your enrollment.
REPEATING A COURSE
A student may repeat the same course TWICE for purposes of improving a substandard grade (“D,” “I,” “NP,” or “NC”). The previous grade and grade points will be disregarded in computation of Cerritos College grade point average. For any course repetition in what is otherwise a non-repeatable course, credit and grade points will be counted only once. 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.

PASS/NO PASS CLASSES
Classes offered on a Non-Optional pass/no pass basis only will be indicated on the students permanent record as a “P” grade (with unit credit) or an “NP” 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 pass/no pass 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.

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.

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

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

THE COLLEGE CATALOG IS AVAILABLE IN THE BOOKSTORE FOR $4.25 PLUS TAX ($8.50 MAILED).
WITHDRAWALS [TITLE V, SECTION 58004 (C) (3)]

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

THE ULTIMATE RESPONSIBILITY OF WITHDRAWAL FALLS TO THE STUDENT.

Deadlines dates for students and instructor-initiated final withdrawals are:

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 6-week</td>
<td>June 10, 2008</td>
</tr>
<tr>
<td>1st 8-week</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>8-week intrasession</td>
<td>July 25, 2008</td>
</tr>
<tr>
<td>2nd 6-week</td>
<td>July 30, 2008</td>
</tr>
</tbody>
</table>

How to officially withdraw after enrollment ends:

Complete an Add/Drop card (available in the Admissions and Records Office) or for a faster response, use MyCerritos (http://my.cerritos.edu) or Falcon Phone. Retain an updated printout for your records.

ALL WITHDRAWALS MUST BE COMPLETED BY THE LISTED DEADLINES.

FAILURE TO OFFICIALLY WITHDRAW FROM CLASS(ES) MAY RESULT IN AN “F/FW” GRADE FOR EACH CLASS.

DIRECTORY INFORMATION IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

ADD/DROP PROCEDURES

If you wish to change your class schedule, please follow the steps below:

• To add a class, complete an Add/Drop card (available in the Admissions and Records Office) or for a faster response, add via MyCerritos (http://my.cerritos.edu) or Falcon Phone.

If the class is closed, you must go to class on the first day and time that it meets; be on time. Respectfully request of the instructor(s) to be added to the class(es); if the instructor approves, an electronic enrollment will be submitted on your behalf to Admissions and Records. Please note that prerequisites, holds (service indicators), conflicts, and illegal course repetition will be checked. All fees must be paid within 5 business days. Please refer to “FEES ARE DUE AND PAYABLE” on page 11. Please check your student account via MyCerritos (http://my.cerritos.edu), Falcon Phone or in the Admissions and Records Office. All enrollments must be completed by the listed add deadlines.

• To drop a class, complete an Add/Drop card (available in the Admissions and Records Office) or for a faster response, drop via MyCerritos (http://my.cerritos.edu) or Falcon Phone. Be mindful of deadline dates for refunds and posting of “W’s” to transcripts.

LEVEL/SECTION CHANGES

Level/section changes must be processed in person.

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. With the exception of the Math Learning Center, 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 will not transfer from one term to another if drop is processed outside of refund date.

WHAT CERRITOS COLLEGE OFFERS

• Freshman and sophomore level course work transferable to four-year colleges and universities.

• Vocational/Technical courses designed to prepare for immediate employment.

• General education course work designed for academic, cultural, and educational enrichment.

DEADLINES

Throughout the enrollment 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 enrolled and will not receive credit for or be allowed to attend classes. Stated deadlines are not adjusted due to late enrollment.

RETURNED CHECK POLICY

A $10 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 will result in the withholding of grades, transcripts, diplomas or enrollment privileges or any combination thereof.

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

C. 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 or courses for no credit or notation on the official transcript. Auditing may be available, pending instructor’s signed permission, for any student who wishes to attend a course for information, review purposes or skill building. Students wishing to audit should be aware that audited courses will NOT appear on the official transcript.

1. Students may not audit a course unless he/she has exhausted all possibilities to take the course for credit.

2. Permission to audit a course is granted at the discretion of the instructor and with the instructor’s signed permission.

3. With the instructor’s signed permission a student may enroll for audit status anytime during the semester after the first day of the course. (The first day of the course refers to the actual first class meeting.)

4. An auditor may be allowed to elect credit in lieu of audit prior to the end of the 5th week of school for a semester length course or prior to 30% of a course for a short-term course, with the instructor’s written permission. No refund of audit fees will be available and all credit fees must be paid in full at the time of credit election.

5. A credit student may be allowed to elect audit status in lieu of credit prior to end of the 5th week of school for a semester length course or prior to 30% of a course for a short-term course, with the instructor’s written permission. No refund of credit fees will be available after the refund deadline and all audit fees must be paid in full at the time of audit election.

6. Credit students have priority over auditing students.

7. The fee to audit a class is $15.00 per unit (in addition to the student fees). Students enrolled in 10 or more units can audit 3 units free (may be 3 one unit classes). The $15.00 per unit audit fee will automatically be charged if the student drops below 10 units.

For additional information regarding auditing, students may make inquiries at the Counseling Office, Office of Academic Affairs, Division Office, or the Office of Admissions and Records. Audit forms may be obtained in the Office of Admissions and Records.
The option to enroll in a pass/no pass class is designed to encourage students to explore courses in areas they may feel they have an interest. Only these courses listed specifically for pass/no pass 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 pass/no pass will be indicated on the student’s permanent records as “P” with units earned and no grade points; or “NP” with no units earned and no grade points. Units attempted for which “NP” 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 Pass/No-Pass Classes**

The student shall petition for an optional pass/no pass course through the Admissions and Records Office. The request for such a class must be completed no later than the end of the first 30% of the term. A student may be allowed to elect a letter grade in lieu of the pass/no pass option prior to completion of 30% of the course.

**BUSINESS** (all courses)

**COUNSELING** 200, 210, 220, 298, 299

**FINE ARTS AND COMMUNICATIONS**


Journalism 50L, 100, 101, 103, 105, 106, 111, 120, 171

Music 100, 101, 102, 103, 104, 104B, 112, 125A, 126, 128, 138, 139, 143, 152, 153, 160, 161, 162, 163, 164, 171, 244

Photography 100, 120, 171

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

**HEP/ATHLETICS**

Physical Education (all activity courses)

**HEALTH OCCUPATIONS**

Child Development Parent Education 10

Health Occupations 150

**HUMANITIES/SOCIAL SCIENCES**

Administration of Justice 101, 102, 103, 105

Anthropology 100, 101, 115, 170, 200, 203, 204

Economics 101, 204

History 120, 230, 245, 250, 255, 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, 150, 151, 200, 201

Astronomy 101

Biological 100, 105, 110, 115, 120, 200, 201, 202

Botany 120

Chemistry 100, 110

Computer and Information Sciences (all courses)

Energy 110

Earth Science 101, 101L, 104, 106, 110

Geography 101, 102, 105, 106

Geology 100, 101, 110, 201, 204, 207, 209

Mathematics 40, 42, 46, 70, 80, 80A, 80B, 90A, 90B, 110A, 110B, 140, 150A, 170A, 190A

Microbiology 200

Physical Science 100

Physics 100

Zoology 120

**TECHNOLOGY**

Architecture (all courses)


Automotive Mechanical Repair 8, 9, 10, 11, 12, 13, 14, 34, 35, 36, 37, 50, 51, 53, 54, 55, 73/74, 80, 81, 100, 120, 121, 130, 131, 140, 141, 150, 160, 161, 170, 180, 190, 192, 193, 194, 195, 222, 224, 226, 231, 233, 243, 245L, 280


Engineering Design Technology 16, 117, 131, 133, 138, 151, 153, 237, 255, 258

Machine Tool Technology 1L, 2L, 3L, 50, 51, 52, 53L, 54, 55, 56, 57, 60, 62, 76, 80, 100, 154, 170

Manufacturing Technology 43/44, 50, 51, 52, 53, 54, 60, 100

Metallurgy 50, 50A, 51, 61, 73/74, 100A, 120, 130A

Plastics/Composites 1, 2, 3, 4, 5, 43/44, 53, 57, 58, 59, 60, 61, 62, 63L, 64, 65, 66, 67, 68, 70, 71, 72, 75, 100, 221

Technical Mathematics 50, 54

Welding 43/44, 50, 52, 53, 54L, 55, 100, 120, 130, 200, 210L, 220, 240, 250L


**TECHNOLOGY TRAINING & DISTANCE EDUCATION**

Educational Technology 101

**Non-Optional Pass/No Pass Classes**

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

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

**HEALTH OCCUPATIONS**

Culinary Arts 15

Dental Assisting 7

Health Occupations 7

Nursing 25, 26, 48T, 80, 251

Physical Therapist Assistant 126, 236, 246

**LIBRARY** 100

**LIBERAL ARTS**

English 15, 22, 30, 31

Reading 6, 43

Speech 30, 31

**SCIENCE, ENGINEERING AND MATH**

Math 5

**TECHNOLOGY**

Plastics Composites/Manufacturing Technology 55

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**Disclaimer**

Cerritos College has made every reasonable effort to determine that everything stated in the class schedule is accurate. Class sections offered together with other matters contained herein, are subject to change without notice by the administration of Cerritos College for reasons related to student enrollment, level of financial support or for any reason, at the discretion of the College. The college further reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws. With some programs, portions of some classes may be assigned to instructors other than those identified in this schedule. Fees are subject to change by the Board of Trustees or the State of California.
ATTENDANCE

It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to their instructor to explain the absence. For summer school, a student is considered excessively absent and subject to exclusion from class when the hours of absence exceed ten percent (10%) of the total class hours. Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

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

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

DISMISSAL FROM CLASS OR COLLEGE

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

GRADING

Accomplishment in course work is indicated by the following symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failing, due to lack of participation and failure to withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory, the equivalent of a &quot;C&quot; units awarded not counted in GPA)</td>
<td>0</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (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>MW</td>
<td>Military Withdrawal (without penalty)</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 Policy 4231).

GRADING DEADLINES

Last day to elect for P/NP grading option and
Last day to drop without a “W”

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 6-week</td>
<td>May 29, 2008</td>
</tr>
<tr>
<td>1st 8-week</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>8-week intrasession</td>
<td>June 30, 2008</td>
</tr>
<tr>
<td>2nd 6-week</td>
<td>July 11, 2008</td>
</tr>
</tbody>
</table>

Last day to drop with a “W”

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 6-week</td>
<td>June 10, 2008</td>
</tr>
<tr>
<td>1st 8-week</td>
<td>June 25, 2008</td>
</tr>
<tr>
<td>8-week intrasession</td>
<td>July 25, 2008</td>
</tr>
<tr>
<td>2nd 6-week</td>
<td>July 30, 2008</td>
</tr>
</tbody>
</table>

INCOMPLETE

Students are not to re-enroll for a course in which a grade of “I” has been recorded. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions and Records Office until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. A student may petition for a time extension due to unusual circumstances by completing a petition form from the Admissions and Records Office.
You are eligible for a Board of Governors’ Fee Waiver if . . .

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

♦ You or your family are receiving public assistance from the Temporary Assistance For Needy Families (TANF/AFDC) or Supplemental Security Income (SSI) or General Assistance /General Relief or have certification from the California Department of Veterans Affairs or a recipient or child of a recipient of the Congressional Medal of Honor, or a dependent of a victim of the September 11, 2001 terrorist attack, and/or if you are a dependent of deceased law enforcement/fire suppression personnel killed in the line of duty.

OR

♦ You meet the following income standards:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Family Income Last Year (adjusted gross income and/or untaxed income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$14,700 or less</td>
</tr>
<tr>
<td>2</td>
<td>$19,800 or less</td>
</tr>
<tr>
<td>3</td>
<td>$24,900 or less</td>
</tr>
<tr>
<td>4</td>
<td>$30,000 or less</td>
</tr>
</tbody>
</table>

Add $5,100 for each additional dependent

OR

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

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

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

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

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

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

Contact Information:

♦ To obtain general information, to download financial aid office forms, to apply for loans, or to view your financial aid status, please visit: www.cerritos.edu/finaid
♦ To speak to a Financial Aid representative: 562-860-2451, ext. 2397
♦ To email the Financial Aid office: finaid-staff-list@cerritos.edu
♦ To avoid lines, check the financial aid drop box instructions to see if your documents can be dropped off.

Note: All veterans interested in receiving VA benefits for their education must contact the Veterans Affairs Office within the Admissions area, located in the Administration Building. Students requesting information on enrollment fee waivers must check with Financial Aid.
Special Admit Minors are students enrolled in grades K-12 without high school diplomas, who can benefit from “advanced scholastic or career/technical work.”

HIGH SCHOOL JUNIORS AND SENIORS (COLLEGE BRIDGE PROGRAM)

1. High school principal or designee must recommend and verify with consent and signature on the Special Admit Minor Form student would benefit from college instruction.
2. Parent/guardian must approve student’s participation with consent and signature on the Special Admit Minor Form. Signature of parent/guardian also acknowledges that the student will conform to all College policies and procedures.

Academic Eligibility

• Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better shown on their most recent school transcript.
• For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
• Students with a disability will be referred to Disabled Student Programs and Services for assessment, verification, and recommendations. For more information, please call (562) 860-2451, ext. 2335.

Limitations on Enrollment

• A high school junior or senior student may be permitted to enroll in up to 8.0 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records and Services.
• Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
• Students may not enroll in a College course to alleviate a high school deficiency.
• If previously enrolled and dropped courses and/or have not made satisfactory progress, will not be allowed to continue in the Special Admit Program.
• Students will not receive priority enrollment status and will be charged all applicable fees, except California Community College in-state per unit enrollment fees.

LIMITATIONS ON ENROLLMENT

• Students will be allowed to enroll in up to 4 units each term; enrollment in courses is based on space availability; and College instructor signature required prior to enrollment, and
  • may not enroll in pre-collegiate courses (1-99) or physical education courses.
  • may not enroll in a College course to alleviate a high school deficiency.
  • if previously enrolled and dropped courses and/or have not made satisfactory progress, will not be allowed to continue in the Special Admit Program.
  • will not receive priority enrollment status and will be charged all applicable fees, except California Community College in-state per unit enrollment fees.

SUMMER ENROLLMENT OF K-12 STUDENTS

In addition to the above, minor students wishing to attend summer session must meet the additional criteria:

• The student demonstrates adequate preparation in the discipline to be studied.
• Pre-collegiate courses in English and mathematics may be taken if the student has exhausted all opportunities to enroll in an equivalent course at their school of attendance.

TO ATTEND CERRITOS COLLEGE AS A COLLEGE BRIDGE OR SPECIAL ADMIT STUDENT, PLEASE FOLLOW STEPS BELOW:

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

It is recommended that College Bridge students (11-12 graders) meet with a Cerritos College academic counselor and participate in New Student Orientation.

For more information, please call (562) 860-2451, ext. 2211.
The International Student Center welcomes international students to Cerritos College. The ISC will assist you in achieving your academic goal, whether it is transferring to a University or seeking your Associate in Arts Degree. Visit the International Student Center, located outside the Admissions Building, for the following services:

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

International Student Advisement: Assist international students in their relations with the United States Citizenship and Immigration Services (USCIS) 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: Assists students in getting involved in campus organizations, meeting fellow students and becoming leaders on campus and in the community.

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

INTERNATIONAL STUDENT APPLICATION REQUIREMENTS

The following documents are required for admission into Cerritos College:

- International Student 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 $22,000 available to the student or equivalent.)
- TB exam results
- Transcripts (proof of high school graduation)/High School Diploma
- STEP, TOEFL and/or equivalent Cerritos College Placement Test
- Copies of Passport, Visa, and I-94
- Copies of ALL I-20’s (both SEVIS and Non-SEVIS I-20’s)
- Transfer Authorization (if transferring from U.S. college or language school)
- Proof of Medical Insurance Coverage (available in the International Student Center) Cerritos College International Student Medical Insurance is provided through Student Insurance Company. Their website is www.studentinsuranceagency.com and their telephone number is (800) 367-5830.
- Students with other visa status (e.g., B-2, F-2, H-4, etc.) are given the provisions to change to F-1 status.
- Dependents: Write the name, date of birth, country of birth, and relationship to the F-1 student for each dependent on a separate sheet of paper. All dependents must have health insurance. Add $2,500 per dependent to Bank Certification.
- SEVIS I-20 fee of $100 (preferred payment by credit card on the Internet at www.fmjfee.com). For other payment options contact the International Student Center.

INTERNATIONAL STUDENT GUIDELINES/REGULATIONS

• **Before** you decide to drop a class or stop attending a class, notify and seek advice from the ISC.
• Do **not** drop below 12 units without authorization from the ISC.
• Maintain a GPA of at least 2.0.
• Seek advice from the ISC counselor regarding education plan, adding or dropping classes, or problems with a class.
• **Before** transferring to another institution in the U.S., contact the ISC for information on transfer.
• Do **not** work on or off campus without approval from the ISC.
• Have your current passport, a valid I-20, and all immigration documents available at all times.
• Contact the ISC to update your file with new address, phone number, email address, change of major and other information.
• Have International Student Medical Insurance for yourself and your dependents at all times.
• **Before** leaving the U.S., come to the ISC with your I-20, I-94, and passport.
• Become a leader and meet fellow students. It is highly recommended that you get involved on campus with student organizations and activities.
Continuing in the Summer 2008 semester, Cerritos College will offer a Weekend College Program. The purpose of this program is to make earning an Associate in Arts degree or transferring to a university more accessible to adults who have family, work and other responsibilities. Classes are taught in an accelerated educational format so working adults can achieve their academic goals while meeting the demands of their busy schedules. Classes will meet one evening per week, (Fridays) and all day on Saturdays.

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

Program enrollment begins each Summer semester. Orientation information is available at http://e-courses.cerritos.edu/weekendcollege. For more information about the Weekend College Program, please contact Yvette Juarez at (562) 860-2451, extension 2405.

**HIGHLIGHTS**
- College courses for busy adults
- Courses meet on Friday evenings and all day Saturday
- Enhance your career skills
- Earn your Associate Degree or prepare to transfer in only six semesters and two summer sessions
- Complete the program in a supportive environment
- Distance learning is a component of the program
- Envision your personal and professional success
- Make earning your B.A. degree a reality
- Tutoring and other support services available

**REQUIREMENTS**
- Attend a Weekend College orientation. See webpage for more information on dates and times.
- Complete a Cerritos College application and a Weekend College application
- Take the free English and math placement tests
- Obtain unofficial transcripts of all previous college coursework completed at all institutions of higher learning
- Consult with a Weekend College counselor

**Cerritos Community College Weekend College**

11110 Alondra Boulevard, Norwalk, California 90650

Phone: (562) 860-2451, ext. 2405
Email: yjuarez@cerritos.edu

**SUMMER 2008**
- ECON 101 1ST SUMMER SESSION
- HIST 101 2ND SUMMER SESSION
- POL 101 1ST SUMMER SESSION
- HED 100 2ND SUMMER SESSION

**FALL 2008**
- MATH 112 18 WEEKS
- SPCH 100 1ST 9 WEEKS
- ENGL 103 2ND 9 WEEKS
- HIST 103 1ST 9 WEEKS

**SPRING 2009**
- MUS 101 1ST 9 WEEKS
- AJ 101 2ND 9 WEEKS
- ANTH 105 2ND 9 WEEKS

**SUMMER 2009**
- SPAN 101 1ST SUMMER SESSION
- HED 100 2ND SUMMER SESSION

**FALL 2009**
- POL 101 1ST 9 WEEKS
- SOC 110 1ST 9 WEEKS
- HIST 120 2ND 9 WEEKS

**SPRING 2010**
- ESCI 101 1ST 9 WEEKS
- PSYC 101 2ND 9 WEEKS

**GRADUATION !!!**
(Sample Schedule – Classes are subject to change)

**SATURDAY/SUNDAY SESSION DATES**

6-week SAT/SUN classes begin May 27 – end July 13
8-week SAT/SUN classes begin May 27 – end July 27

**HOLIDAY OBSERVANCES**

MEMORIAL DAY
May 23 - 26
(FRI/SAT/SUN/MON)

INDEPENDENCE DAY
July 4
(FRI)
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, especially to the UC and CSU systems. It introduces you to a community of faculty and staff who are committed to helping you succeed and it provides you with a supportive environment of fellow-students with similar goals and interests.

WHAT DOES HONORS OFFER ME?
• Small-enrollment classes giving you direct access to the instructors
• One-on-one contact with professors to learn research skills through completing 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
• Opportunities to travel to academic conferences to present research papers

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
• Readiness for English 100 (Freshman Composition)

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

HOW DO I JOIN?
Go on line to the SHP web page, http://www.cerritos.edu/shp where you can find more information and an on-line application. You can also pick up a paper application at the SHP Office (next to the counseling appointments desk in the One Stop Center), or request one by phone: (562) 860-2451, ext. 2728, or by e-mail: shp-info@cerritos.edu.

HONORS COURSES, SUMMER SESSION, 2008
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.
TYPES OF COURSES OFFERED

Online  Most work and communications occur online. Access to email and the internet is required. (See online course listings)

Hybrid  Hybrid courses meet both on campus and online. See your instructor’s website for class meeting details. (See hybrid course listings)

MANDATORY ORIENTATION

•  There is an online general orientation for all online courses. Go to www.cerritos.edu/de.

•  Some instructors give on campus orientations. Check course listings for information. **You must attend the orientation and/or contact your instructor prior to the 1st week of class or you will be dropped.

It is recommended that Cerritos College students be computer literate before taking an online class.

We offer many opportunities on campus for computer literacy:

•  Credit Courses: CIS 101, EDT 50, BCOT 114.
•  No fee tutorial workshops in the Academic Support Center.

These are the areas of proficiency:

•  Word Processing
•  Email
•  File Management
•  Copy, cut, and paste
•  Internet searching

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

FOR INFORMATION CONTACT
THE ACADEMIC SUPPORT CENTER
ACADEMIC-SUPPORT@CERRITOS.EDU
(562) 860-2451 X2404
OR COME IN TO THE ASC WHICH IS LOCATED IN THE LEARNING RESOURCE CENTER (LC-166), LOWER LEVEL.
### ART

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Introduction to World Art</td>
<td>3</td>
<td>This course is an overview of world art from prehistoric times to the present.</td>
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<thead>
<tr>
<th>Orientation</th>
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<tbody>
<tr>
<td></td>
<td>Students must check website for directions and information</td>
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<tr>
<td></td>
<td><a href="http://www.macdevitt.com">http://www.macdevitt.com</a>, email at <a href="mailto:james@macdevitt.com">james@macdevitt.com</a></td>
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### BUSINESS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BA 50</td>
<td>Business Math</td>
<td>3</td>
<td>This course is a study of basic math as it relates to specific area of business. Topics covered include percent, interest markup, discounting, stocks, annuities, consumer credit, loans, and bank reconciliations.</td>
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<tr>
<th>Orientation</th>
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<tr>
<td></td>
<td>Livingston 2nd 6-week class</td>
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<td></td>
<td>All class information will be available at</td>
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<td><a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a></td>
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<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>BA 62</td>
<td>Business on the Internet</td>
<td>1.5</td>
<td>This course explores the current status of business and marketing practices on the Internet.</td>
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<th>Orientation</th>
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<td>Baber 1st 6-week class</td>
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<td><a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a></td>
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<tbody>
<tr>
<td>BA 63</td>
<td>How to Start a Home-Based Business</td>
<td>1.5</td>
<td>This course explores the factors that determine the possibility of starting a home-based business.</td>
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<tbody>
<tr>
<td>BA 100</td>
<td>Fundamentals of Business</td>
<td>3</td>
<td>This course, designed for the beginning business principles, problems, practices, and procedures as they pertain to the societal challenges facing business and the economic challenges facing America.</td>
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<th>Orientation</th>
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<td></td>
<td>Finkelstein 1st 6-week class</td>
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<tbody>
<tr>
<td>BA 106</td>
<td>Human Resources Management</td>
<td>3</td>
<td>This course is designed to acquaint the student with principles and methods related to the effective utilization of personnel in the business organization.</td>
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<th>Orientation</th>
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<tbody>
<tr>
<td></td>
<td>Staff 12-week class</td>
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<td>All class information will be available at</td>
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<td><a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a></td>
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</thead>
<tbody>
<tr>
<td>BA 114</td>
<td>Marketing</td>
<td>3</td>
<td>This course covers problems and organizations of systems of distributing goods and services in our business world.</td>
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### BA 132

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>Computer Applications for Managers</td>
<td>3</td>
<td>This course focuses on the business management processes and the software products that are available to assist managers, entrepreneurism, and other business professionals in the successful accomplishment of their demanding jobs in a dynamic, global, and technology driven business environment.</td>
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<th>Orientation</th>
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<td>Moriarty 12-week class</td>
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<td><a href="http://www.cerritos.edu/baonline">www.cerritos.edu/baonline</a></td>
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### BA 153

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business Management</td>
<td>3</td>
<td>This course is designed to acquaint the student with the knowledge of principles, procedures, and opportunities in small business management.</td>
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<tr>
<th>Orientation</th>
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### BCOM 46

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Business Communications</td>
<td>3</td>
<td>This course reviews the fundamentals of grammar, sentence structure, punctuation, capitalization, spelling, and business vocabulary building.</td>
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<td>Sharp 1st 6-week class</td>
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### BCOM 60

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<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service/ Telephone Techniques</td>
<td>1</td>
<td>This course teaches the importance of effective telephone techniques in the business office and the correct manner of identifying customer wants and needs.</td>
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<tr>
<th>Orientation</th>
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<tr>
<td></td>
<td>Elizondo 1st 6-week class</td>
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<td>All class information will be available at</td>
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<td></td>
<td><a href="http://www.cerritos.edu/selizondo">www.cerritos.edu/selizondo</a></td>
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### BCOM 152

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<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Job Search in the Business Field</td>
<td>1.5</td>
<td>This course prepares business students for the job search process.</td>
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<tr>
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<td><a href="http://www.cerritos.edu/selizondo">www.cerritos.edu/selizondo</a></td>
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### BCOT 52

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Data Entry</td>
<td>2</td>
<td>This course is designed to enable students to develop skill as data entry operators.</td>
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<tr>
<th>Orientation</th>
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<tbody>
<tr>
<td></td>
<td>Davis 1st 6-week class</td>
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<td></td>
<td><a href="http://www.cerritos.edu/rdavis">www.cerritos.edu/rdavis</a></td>
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### BCOT 53

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<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Data Entry</td>
<td>2</td>
<td>This course is designed for additional training and skills for advanced keyboarding and data entry problems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orientation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Davis 1st 6-week class</td>
</tr>
<tr>
<td></td>
<td>All class information will be available at</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.cerritos.edu/rdavis">www.cerritos.edu/rdavis</a></td>
</tr>
</tbody>
</table>

### BCOT 62

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Keyboarding</td>
<td>1</td>
<td>This course is designed for data processing and accounting students who do not know how to touch type.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orientation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sharp 1st 6-week class</td>
</tr>
<tr>
<td></td>
<td>All class information will be available at</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.cerritos.edu/msharp">www.cerritos.edu/msharp</a></td>
</tr>
</tbody>
</table>
BCOT 63 (1 unit)  Keyboarding Speed/Control Building
This course is designed to provide intensive training and practice in typewriting speed and control.

27352  Elizondo  1st 6-week class
Orientation:  T  5-20-08  6:30 pm  BE 14
http://www.cerritos.edu/selizondo

BCOT 112 (3.5 units)  Microsoft Word for Windows
This course introduces the student to beginning word processing functions on IBM compatible personal computers using Microsoft Word for Windows software.

27020  Soden  1st 6-week class
Orientation:  M  5-19-08  9:00 am  BE 17
http://www.cerritos.edu/bread

BCOT 113 (3.5 units)  Microsoft Excel
This course introduces the student to beginning spreadsheet functions and emphasizes advanced spreadsheet functions on IBM PC using Microsoft Excel for Windows software.

27792  Soden  1st 6-week class
Orientation:  M  5-19-08  10:00 am  BE 17
http://www.cerritos.edu/bread

BCOT 131 (3 units)  Beginning Typewriting
This is a basic course in typing designed to teach control of the keyboard by touch.

27021  Sharp  1st 6-week class
Orientation:  M  5-19-08  10:00 am  BE 14
http://www.cerritos.edu/msharp

BCOT 132 (2 units)  College Keyboarding and Document Processing Review
This course provides a review for those students who have had previous keyboarding and document processing experience.

27663  Sharp  1st 6-week class
Orientation:  M  5-19-08  10:00 am  BE 14
http://www.cerritos.edu/msharp

BCOT 161 (1 unit)  Principles of Filing
This is a computerized filing course that covers the principles of information processing, storage and retrieval.

28612  Elizondo  1st 6-week class
Orientation:  T  5-20-08  5:30 pm  BE 17
http://www.cerritos.edu/selizondo

BCOT 162 (3 units)  Business Spelling and Proofreading Skills
This course is designed to teach and reinforce accurate spelling, vocabulary, word usage, and proofreading skills with a distinct business orientation.

27022  Soden  1st 6-week class
Orientation:  M  5-19-08  11:00 am  BE 17
http://www.cerritos.edu/bread

BL 111 (3 units)  Business Law
This is a course designed to introduce the student to the legal concepts of everyday business transactions.

28232  Pribble  1st 6-week class
Orientation:  M  5-19-08  6:00-7:00 pm  BE 16

28233  Pribble  1st 6-week class
Orientation:  M  5-19-08  7:00-8:00 pm  BE 16
http://www.cerritos.edu/mpribble

BUSR 101 (3 units)  Real Estate Principles
This is a beginning course in real estate, which introduces the student to real estate fundamentals and principles.

28345  Nguyen  2nd 6-week class
Orientation:  M  6-30-08  5:30-10:00 pm  LA 5
http://www.cerritos.edu/pnguyen or email pnguyen@cerritos.edu

CIS 101 (3 units)  Intro Computer Info Systems
This course provides the student with the essential knowledge required for a well-rounded understanding of the use of the computer as a tool to produce useful information in small and large work environments.

27054  Mellas  1st 6-week class
Orientation:  M  5-19-08  8:00-10:15 am  LA 6
http://www.cerritos.edu/dmellas or email dmellas@cerritos.edu

CIS 103 (3.5 units)  Computer Programming Logic
This is an introductory course in computer programming logic.

28345  Nguyen  2nd 6-week class
Orientation:  M  6-30-08  5:30-10:00 pm  SS 139
http://www.cerritos.edu/pnguyen or email pnguyen@cerritos.edu

CIS 205 (1.5 units)  Programming in HTML for Web
This course covers the fundamentals of the HTML (Hypertext markup language) language used to construct pages and documents on the World Wide Web.

28337  Lazor  1st 6-week class
Orientation:  M  5-19-08  4:45-7:00 pm  SS 138
T  5-20-08  4:45-6:15 pm  LA 6
http://www.cerritos.edu/glazor or email glazor@cerritos.edu
EARTH SCIENCE

ESCI 104 (3 units) Oceanography
This course consists of an introduction to the geography of the oceans, geology of the ocean basins, and the chemistry and physics of sea water.

28347 DeKraker 2nd 6-week class
Orientation: http://www.cerritos.edu/ddekraker for course information and instructions. Email at ddekraker@cerritos.edu

ECONOMICS

ECON 201 (3 units) Principles of Macroeconomics
This one-semester course emphasizes the study of the macroeconomy, business cycles of prosperity and recession, unemployment and inflation, Keynesian and classical theories, aggregate spending and the level of economic activity, banking and interest rates and the Federal Reserve, international trade and finance.

28597 Keenan 2nd 6-week class
Orientation: http://www.cerritos.edu/dkeenan or email DianeKeenan@verizon.net

EDUCATIONAL TECHNOLOGY

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

EDT 50 (1 unit) Prep For Online Learning
This course teaches students the skills necessary to successfully complete a class on the internet.

27057 Staff 1st 6-week class

EDT 103 (2 units) Spreadsheets for Educators
This course trains educators and prospective educators to use efficiently technology to perform administrative, instructional, and other classroom tasks using electronic spreadsheet software.

28320 Staff 1st 6-week class

EDT 104 (2 units) Wordprocess for Educators
This course trains educators and prospective educators who wish to learn how to work with word processing documents as they prepare curriculum.

27058 Staff 1st 6-week class

EDT 105 (2 units) PowerPoint for Educators
This course trains educators and prospective educators who wish to learn how to work with Microsoft PowerPoint as a mode of teaching and as they prepare curriculum.

28321 Staff 1st 6-week class

ENGLISH

ENGL 100 (4 units) Freshman Composition
This course guides the student through the writing process to develop expository prose with an emphasis on effective organization and on correctness.

27065 Carney 1st 6-week class
Orientation: T 5-20-08 8:00-10:00 am BE 2

27062 Carney 1st 6-week class
Orientation: T 5-20-08 10:00-12:00 pm BE 2
Email dcarnrey@cerritos.edu

28128 Swanson 1st 6-week class
Orientation: M 5-19-08 3:00-5:00 pm BE 2

28129 Swanson 1st 6-week class
Orientation: M 5-19-08 5:00-7:00 pm BE 2
Email jsawason@cerritos.edu

28201 Quaas-Berryman 2nd 6-week class
Orientation: M 5-30-08 6:00-8:00 pm BE 4
Email quaas@cerritos.edu

27798 Staff 1st 6-week class
Orientation: M 5-19-08 6:00-8:00 pm BE 4

ENGL 103 (3 units) Critical/Argumentative Writing
This course develops critical thinking, reading and writing beyond the level achieved in English 100 (Freshman Composition). The course focuses on the development of logical reasoning and analytical argumentative writing skills.

28131 Clifford 1st 6-week class
Orientation: M 5-19-08 6:00-8:00 pm LC 208

27709 Clifford 1st 6-week class
Orientation: T 5-20-08 6:00-8:00 pm LC 208
Email sciford@cerritos.edu

28544 Serwin 1st 6-week class
Orientation: M 5-19-08 2:00-4:00 pm ASC
Email isewin@cerritos.edu

28543 Ashe 1st 6-week class
Orientation: M 5-19-08 6:00-8:00 pm BE 3
Email sashe@cerritos.edu

HEALTH

HED 100 (3 units) Contemporary Health Problems
Students will identify, analyze, and seek solutions to contemporary health issues.

27693 Edwards 1st 6-week class
Orientation: M 5-19-08 6:00-8:00 pm SS 310
http://e-courses.cerritos.edu/cedwards

27681 Bueno 1st 6-week class
Orientation: Th 5-22-08 6:00-8:00 pm SS 310
http://e-courses.cerritos.edu/nbueno

27683 Goldman 2nd 6-week class
Orientation: M 6-30-08 6:00-8:00 pm SS 310
http://e-courses.cerritos.edu/jgoldman

HISTORY

HIST 101 (3 units) American History and Constitution
This is a survey of the history of the United States from pre-colonial times to the present.

27649 Oliver 2nd 6-week class
Orientation: See instructor web page at http://cerritos.edu/soliver or email soliver@cerritos.edu
HIST 103 (3 units) Political and Social History of the United States: 1877 to Present
A survey of cultural, diplomatic, economic, ethnic, political and social trends in recent United States from 1877 to the present, focusing on the roles played by the diverse peoples and cultures who shared in the development of the United States.
27437 Oliver 2nd 6-week class
Orientation: See instructor web page at http://cerritos.edu/soliver or email soliver@cerritos.edu

JOURNALISM
JOUR 100 (3 units) Mass Communications and Society
This course examines the political, economic, cultural and behavioral impacts of mass media in national and international contexts.
27373 Cameron 1st 8-week class
Orientation: M 5-19-08 7:00-9:00 pm FA 42
or T 5-20-08 7:00-9:00 pm FA 42
This is not a self-paced class – assignments due twice a week.
Test dates on homepage: http://www.cerritosjournalism.com or Email rcameron@cerritos.edu

JOUR 101 (3 units) Beginning Newswriting and Reporting
This course focuses on the principles of newsgathering and newswriting, with emphasis on journalistic writing.
28566 Aguilar 12-week class
Orientation: T 5-20-08 8:00-10:00 am FA 42
or T 5-20-08 5:00-7:00 pm FA 42
See http://www.cerritosjournalism.com for more information.

JOUR 157 (3 units) Principles of Public Relations
This class explores the basic theories and principles of communication information and concepts.
28567 Staff 12-week class
In lieu of orientation see “Getting Started with JOUR 157” at www.cerritosjournalism.com by Tuesday, May 20, 2008.

LIBRARY
LIBR 100 (1 unit) Introduction to Library Resources
This course is an open-entry, open-exit, self-paced course which emphasizes the use for library methods and materials that will enable students the locate information for course-related study and research.
27811 Sampson 12-week class
Orientation: Orientation and ALL course work done online. Check course website for instructions at: http://www.cerritos.edu/lsampson.

PHYSICAL EDUCATION
PE 141 (3 units) Fitness and Wellness
This course is designed to cover topics related to health and wellness including principles of fitness, nutrition, coronary heart disease, and stress management.
27739 Staff 2nd 6-week class
Orientation: M 6-30-08 8:00-10:00 pm SS 310 http://www.cerritos.edu/kroper or email kroper@cerritos.edu

POLITICAL SCIENCE
POL 101 (3 units) American Political Institutions
A study of national, state, and local government, national and state constitutions, the rights and responsibilities of citizens, and political processes and issues, and policies of those governments.
27142 Falcon 1st 6-week class
See instructor web page at http://www.cerritos.edu/dfalcon or email dfalcon@cerritos.edu
28042 Obazuaye 1st 6-week class
28043 Obazuaye 2nd 6-week class
See instructor web page at http://www.cerritos.edu/sobazuaye or email sobazuaye@cerritos.edu

PSYCHOLOGY
PSYC 101 (3 units) General Introductory Psychology
This course presents a general survey of psychology including development of the individual, learning, thinking, motivation, emotion and perception. Some study is also given to the understanding and measurement of individual differences, group processes, and the biology of behavior.
28215 Duff 1st 6-week class
See instructor web page at http://www.cerritos.edu/kduff for specific course instructions or email at kduff@cerritos.edu.

SPEECH
SPCH 110 (3 units) Intercultural Communication
This course presents theories and principles of communication with an emphasis on application of concepts relevant to intercultural communication.
28155 Hoppe-Nagao 1st 6-week class
Orientation: M 5-19-08 6:00-8:00 pm SS 137 http://www.cerritos.edu/anagao

THEATRE
TH 101 (3 units) Intro to Theatre
A glimpse into the exciting world of theatre, from the point of view of the audience, the actor, the director, and the man (or woman) behind the scenes.
27347 Huber 2nd 6-week class
Orientation: S 6-28-08 10:00-11:00 am BC 47
Not a self-paced class, assignments due twice a week. Class meets only once on campus for orientation. Email: Dr.RHuber@aol.com http://homepage.mac.com/roberthuber/school/index.html


**HYBRID COURSES**

Classes meet both on campus and online.

1ST 6-WEEK SESSION – MAY 19-JUNE 27, 2008

2ND 6-WEEK SESSION – JUNE 30-AUGUST 8, 2008

**ART**

**ART 186** (3 units) Computer Graphics in Art and Design
This course covers the basic concepts and techniques of computer graphics. The principles of art and design are taught in a studio setting emphasizing hands-on experience.

27829 Miller 1st 6-week class
MTWTh 9:00-1:30 pm LC 174
Orientation: M 5-19-08 9:00 am LC 174
http://www.cerritos.edu/kmiller, kmilleronline.com or email kmiller@cerritos.edu

**ART 192** (3 units) Photoshop/Digital Imaging
Topics include scanning basics, image conversion, painting and editing tools, manipulation, selections, photographic composting, masks and layers, color corrections and making color separations.

27015 Wilson 1st 6-week class
MTWTh 9:00-1:30 pm LC 173
Orientation: M 5-19-08 9:00 am LC 173
http://www.cerritos.edu/cwilson, ART 192.com or email at chriswilson@teacher.com

**ART 192B** (3 units) Advanced Photoshop
This course covers advanced image editing of photographic media for commercial art direction using Adobe Photoshop. Emphasis is on more advanced Photoshop techniques as well as more involved design projects that will further enhance the student's portfolio.

28302 Wilson 1st 6-week class
MTWTh 9:00-1:30 pm LC 173
Orientation: M 5-19-08 9:00 am LC 173
http://www.cerritos.edu/cwilson, ART 192.com or email at chriswilson@teacher.com

**BUSINESS EDUCATION**

**BL 56** (3 units) Introduction to Computerized Legal Software
This is an introductory course in the utilization of legal software.

27353 Mullin 1st 6-week class
Th 5:00-9:30 pm LC 22
Orientation: Th 5-22-08 5:00 pm LC 22
http://www.cerritos.edu/mmullin or email mmullin@cerritos.edu

**ECONOMICS**

**ECON 201** (3 units) Principles of Macroeconomics
This one-semester course emphasizes the study of the macro-economy, business cycles of prosperity and recession, unemployment and inflation, Keynesian and classical theories, aggregate spending and the level of economic activity, banking and interest rates and the Federal Reserve, international trade and finance.

28645 Pakula 1st 6-week class
Orientation: FS 5-23 & 24-08 8:00-12:30 pm SS 138
See instructor's webpage for orientation:
http://www.cerritos.edu/jatherton or email jatherton@cerritos.edu

**ENGLISH**

**ENGL 103LC** (3 units) Critical/Argumentative Writing
This course develops critical thinking, reading and writing beyond the level achieved in English 100 (Freshman Composition). The course focuses on the development of logical reasoning and analytical argumentative writing skills.

28366 Slies/Whitson 1st 6-week class
Orientation: MTWTh 10:15-12:30 pm LA 22
http://www.cerritos.edu/lstiles or email at lstiles@cerritos.edu

**ENGL 235LC** (3 units) Readings in the Drama
This course studies the drama from its ancient Greek origins to its present-day expressions. It emphasizes both content and form and highlights the literary techniques specific to this genre of literature.

28365 Whitson/Slies 1st 6-week class
Orientation: MTWTh 8:00-10:15 am LA 22
http://www.cerritos.edu/bwhitson or email at bwhitson@cerritos.edu

**READING**

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

27158 Codd 1st 6-week class
Orientation: MTWTh 10:15-12:30 pm LA 33
http://www.cerritos.edu/gcodd

27655 Codd 1st 6-week class
Orientation: MTWTh 12:30-2:45 pm LA 33
http://www.cerritos.edu/gcodd

27156 Belroy 1st 6-week class
Orientation: MTWTh 5:00-7:15 pm LC 217
http://www.cerritos.edu/bbelroy

**SPEECH**

**SPCH 100** (3 units) Fundamentals of Oral Communication
This survey course is an overview of the diversity of human communications.

27684 Hoppe-Nagao 1st 6-week class
Orientation: MTWTh 8:00-10:15 pm SS 211
Email at anagao@cerritos.edu

28364 Rosenfeld 2nd 6-week class
Orientation: MTWTh 12:30-2:45 pm SS 211
Email at rosenfeld@cerritos.edu

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

28358 Rosenfeld 2nd 6-week class
Orientation: MTWTh 10:15-12:30 pm SS 211
Email at rosenfeld@cerritos.edu
Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>28302</td>
<td>9:00-10:30 AM</td>
<td>MTWTh</td>
<td>Wilson,C (HYBRID)</td>
<td>LC173</td>
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<td>28302</td>
<td>10:30-1:30 PM</td>
<td>MTWTh</td>
<td>Wilson,C</td>
<td>LC173</td>
</tr>
</tbody>
</table>

**ART 192B - 3.0 UNITS ADVANCED PHOTOSHOP**
Transferable to CSU
NOTE: a material fee of $10.00 is required for ART 192B
Class#28302 meets 05/19/2008-06/27/2008

**ART 252 - 3.0 UNITS CERAMICS-FORM & TECHNIQUE**
Transferable to UC, CSU
NOTE: a material fee of $10.00 is required for ART 252
Class#28300 meets 05/19/2008-06/27/2008

**ART 298 - 1.0 UNIT DIRECTED STUDIES**
Transferable to CSU
Class#27711 9.0 HRS ARR STAFF
Must have instructor's permission before enrolling.
Class#27711 meets 05/19/2008-06/27/2008

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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<tr>
<td>28349</td>
<td>1:00-4:00 PM</td>
<td>MTWTh</td>
<td>STAFF</td>
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<td>27206</td>
<td>7:30-10:30 PM</td>
<td>MTWTh</td>
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<td>PS 5</td>
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**ASTRONOMY**

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<tr>
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<tr>
<td>27727</td>
<td>9:00-12:00 PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>S 104</td>
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<tr>
<td>27726</td>
<td>4:00-7:00 PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>S 104</td>
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<tr>
<td>28349</td>
<td>1:00-4:00 PM</td>
<td>MTWTh</td>
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<td>PS 5</td>
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<tr>
<td>27206</td>
<td>7:30-10:30 PM</td>
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<td>PS 5</td>
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</table>

**AUTOMOTIVE COLLISION REPAIR & REFINISHING/AUTOBODY**

<table>
<thead>
<tr>
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<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<tr>
<td>27175</td>
<td>8:00-9:45 AM</td>
<td>MTWTh</td>
<td>Hagenbach,D</td>
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<td>5:30-7:15 PM</td>
<td>MTWTh</td>
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<tr>
<td>28556</td>
<td>12:30-2:15 PM</td>
<td>MTWTh</td>
<td>Asperen,R</td>
<td>AT 63</td>
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<tr>
<th>Class#</th>
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<th>Instructor</th>
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<th>Class#</th>
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<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
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<td>Asperen,R</td>
<td>AT 63</td>
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<td>7:00-10:00PM</td>
<td>T</td>
<td>Taylor.K</td>
<td>AT 46</td>
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<td></td>
<td>7:15-10:00PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>AT 50</td>
<td>27427</td>
<td>7:00-10:00PM</td>
<td>M</td>
<td>Bender,W</td>
<td>AT 46</td>
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<td>W</td>
<td>Glick,L</td>
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<td>Taylor,K</td>
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<td>27686</td>
<td>7:00-9:30AM</td>
<td>MTWTh</td>
<td>Aragon,R</td>
<td>AT 26</td>
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<td></td>
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<td></td>
<td>27666</td>
<td>7:00-9:30AM</td>
<td>MTWTh</td>
<td>Bender,W</td>
<td>AT 14</td>
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<tr>
<td></td>
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<td></td>
<td>27690</td>
<td>7:00-9:30AM</td>
<td>MTWTh</td>
<td>Berkite,S</td>
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**AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY**

**AB 58 - 4.5 UNITS**  **COLLISION REPAIR UPDATE**
Transferable to CSU
Prerequisite: AB 51, AB 52, and AB 53 or equivalent courses with grades of Credit or "C" or higher, or appropriate work experience. AB 54 may be substituted for AB 53.

**NOTE:** A material fee of $20.00 is required for AB 58.

**AB 61 - 4.5 UNITS**  **PREPARATION AND SPOT REFINISHING**
Not Transferable
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher or prior completion.

**NOTE:** A material fee of $20.00 is required for AB 61.

**AB 68 - 4.5 UNITS**  **REFINISHING UPDATE**
Not Transferable
Prerequisite: AB 61, AB 62, and AB 63 or equivalent with grades of Credit or "C" or higher, or appropriate work experience.

**NOTE:** A material fee of $20.00 is required for AB 68.

**AB 75 - 4.5 UNITS**  **BODY PANEL MODIFICATION**
Not Transferable
Prerequisite: AB 51 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.

**NOTE:** A material fee of $20.00 is required for AB 75.

**AB 79 - 4.5 UNITS**  **AUTOMOTIVE FAB PROJECTS**
Not Transferable
Prerequisite: AB 51 or AB 75 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.

**NOTE:** A material fee of $20.00 is required for AB 79.

**AB 80 - 2.0 UNITS**  **AB CUSTOMER SERVICE**
Not Transferable

**AB 183 - 1.5 UNITS**  **COMPUTERIZED ESTIMATING**
Transferable to CSU

**NOTE:** A material fee of $5.00 is required for AB 183.

**BIOLOGY**

**BIO 105 - 3.0 UNITS**  **MAN AND ENVIRONMENT**
Transferable to UC, CSU

**BIO 120 - 4.0 UNITS**  **INTRO TO BIOLOGICAL SCI**
Transferable to UC, CSU (CAN BIOL 2)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

**NOTE:** A material fee of $15.00 is required for AUTO 100.

**AUTO 100 - 4.0 UNITS**  **AUTO MAINT AND OPERATION**
Transferable to CSU
Recommendation: AUTO 100 or equivalent with a grade of Credit or "C" or higher.

**AUTO 111 - 4.0 UNITS**  **AUTOMOTIVE ENGINES**
Transferable to CSU
Recommendation: AUTO 100 or equivalent with a grade of Credit or "C" or higher.

**AUTO 179 - 4.0 UNITS**  **AUTOMOTIVE AIR CONDITION**
Not Transferable
Recommendation: AUTO 161 or equivalent with a grade of Credit or "C" or higher.

**BIOL 105 - 3.0 UNITS**  **MAN AND ENVIRONMENT**
Transferable to UC, CSU

**BIOL 120 - 4.0 UNITS**  **INTRO TO BIOLOGICAL SCI**
Transferable to UC, CSU (CAN BIOL 2)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
### BUSINESS ACCOUNTING

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### BUSINESS COMMUNICATIONS

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### BUSINESS COMPUTERIZED OFFICE TECHNOLOGIES

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**BCOT 3T - 0.5 UNIT BUSINESS COMMUNICATIONS, WORD PROCESSING, OR KEYBOARDING TUT**

- Not Transferable
- NOTE: a material fee of $1.00 is required for BCOT 3T

**BCOT 52 - 2.0 UNITS DATA ENTRY**

- Not Transferable
- NOTE: a material fee of $2.00 is required for BCOT 52

**BCOT 53 - 2.0 UNITS ADVANCED DATA ENTRY**

- Not Transferable
- Prerequisite: BCOT 52 or equivalent with a grade of credit or “C” or higher.
- Recommendation: Ability to type 30 wpm and familiarity with the microcomputer, email, and email attachments, and to be able to complete assignments in a timely manner.

**BCOT 62 - 1.0 UNIT COMPUTER KEYBOARDING**

- Not Transferable
- Recommendation: Concurrent enrollment in BCOT 3T.

**BCOT 63 - 1.0 UNIT KEYBOARDING SPEED/CONTROL BUILDING**

- Transferable to CSU
- Recommendation: Knowledge of keyboard and key strokes.
- NOTE: a material fee of $1.00 is required for BCOT 63

**BCOT 112 - 3.5 UNITS MICROSOFT WORD WINDOWS**

- Transferable to CSU
- Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.
- NOTE: a material fee of $4.00 is required for BCOT 112

**BCOT 113 - 3.5 UNITS MICROSOFT EXCEL**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.
- NOTE: a material fee of $4.00 is required for BCOT 113

**BCOT 131 - 3.5 UNITS BEGINNING COLLEGE KEYBOARDING & DOCUMENT PROCESSING**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.
- NOTE: a material fee of $4.00 is required for BCOT 131

### 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.

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

The Cerritos College Court Reporting Program is accredited by the National Court Reporters Association (NCRA) National Court Reporters Association, 8224 Old Courthouse Road Vienna, VA 22182-3808, www.NCRAonline.org

All court reporting students should be prepared to purchase or rent a stenotype machine at the second class meeting. Students who have questions regarding costs of the program and/or new employment opportunities should contact the Court Reporting Department at (562) 860-2451, Ext.2746.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27329</td>
<td>8:00-9:00AM</td>
<td>TWTh</td>
<td>Shopfner, J</td>
<td>BE 14</td>
</tr>
<tr>
<td>28612</td>
<td>5:30-8:30PM</td>
<td>W</td>
<td>Cooper, J</td>
<td>BE 16</td>
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</table>

### BUSC 140 - 4.5 UNITS COMPUTERIZED SHHD THEORY

- Transferable to CSU
- Corequisite: BUSC 141
- Recommendation: BUSC 46 or equivalent with a grade of Credit or “C” or higher.

**BUSC 141 - 4.5 UNITS COMP SHHD THEORY REVW/SKIL**

- Transferable to CSU
- Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.

**BUSC 161 - 1.0 UNIT PRINCIPLES OF FILING**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 162 - 3.0 UNITS BUS SPELL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 163 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 164 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 165 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 166 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 167 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 168 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 169 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 170 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 171 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 172 - 1.0 UNIT BUS SPEEL & PROOFREAD SKLS**

- Transferable to CSU
- Recommendation: Concurrent enrollment in BCOT 3T.

**BUSC 173 - 3.0 UNITS WORK EXP/BUS ADMIN SUP SYS**

- Transferable to CSU
- Note: 6.0 hrs. arranged of lab time per week.

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
BUSC 157  -  4.5 UNITS INTRO JURY CHARGE
Transferable to CSU
Recommendation: BUSC 140 and BUSC 141 or equivalent with grades of Credit or "C" or higher.
27451 5:00-6:30PM TTh STAFF FA 52
6:30-9:30PM TTh STAFF FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.
27031 8:00-9:30AM MW Morgan,V FA 51
9:30-12:30PM MW Morgan,V FA 51
Note: Plus 6.0 hrs. arranged of lab time per week.

BUSC 153  -  4.5 UNITS MULTIPLE-VOICE COLLOQUY I
Transferable to CSU
Recommendation: Minimum stenotype speed of 70 wpm and a minimum typing speed of 43 wpm.
27452 5:00-6:30PM TTh STAFF FA 52
6:30-9:30PM TTh STAFF FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.
27033 8:00-9:30AM MW Morgan,V FA 51
9:30-12:30PM MW Morgan,V FA 51
Note: Plus 6.0 hrs. arranged of lab time per week.

BUSC 154  -  4.5 UNITS INTR CONGRESSIONAL RECORD
Transferable to CSU
Recommendation: Minimum stenotype speed of 90 wpm and minimum typing speed of 47 wpm.
27453 5:00-6:30PM TTh STAFF FA 52
6:30-9:30PM TTh STAFF FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.
27034 8:00-9:30AM MW Morgan,V FA 51
9:30-12:30PM MW Morgan,V FA 51
Note: Plus 6.0 hrs. arranged of lab time per week.

BUSC 155  -  4.5 UNITS MULTIPLE-VOICE COLLOQUY II
Transferable to CSU
Recommendation: Minimum stenotype speed of 110 wpm and minimum typing speed of 50 wpm.
27454 5:00-6:30PM TTh STAFF FA 52
6:30-9:30PM TTh STAFF FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.

BUSC 156  -  4.5 UNITS JRY VR DIR CS 140-170
Transferable to CSU
Recommendation: Minimum stenotype speed of 130 wpm and minimum typing speed of 55 wpm.
27035 8:00-9:30AM TTh Balmages,M FA 52
9:30-12:30PM TTh Balmages,M FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.
27455 5:00-6:30PM MW Grafton,C FA 52
6:30-9:30PM MW Grafton,C FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.

BUSC 157  -  4.5 UNITS CONGR TSTMY CS 160-190
Transferable to CSU
Recommendation: Minimum stenotype speed of 150 wpm and minimum typing speed of 60 wpm.
27036 8:00-9:30AM TTh Balmages,M FA 52
9:30-12:30PM TTh Balmages,M FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.
27997 5:00-6:30PM MW Grafton,C FA 52
6:30-9:30PM MW Grafton,C FA 52
Note: Plus 6.0 hrs. arranged of lab time per week.

BUSC 158  -  5.0 UNITS PROF PRACS CS 180-210
Transferable to CSU
Recommendation: Minimum stenotype speed of 170 wpm and minimum typing speed of 60 wpm.
27037 8:00-9:30AM TTh Balmages,M FA 52
9:30-12:30PM TTh Balmages,M FA 52
Note: Plus 9.0 hrs. arranged of lab time per week.
27221 5:00-6:30PM MW Grafton,C FA 52
6:30-9:30PM MW Grafton,C FA 52
Note: Plus 9.0 hrs. arranged of lab time per week.

BUSC 159  -  5.0 UNITS CURIA CMRA CS 190-225
Transferable to CSU
Recommendation: Minimum stenotype speed of 180 wpm, minimum typing speed of 60 wpm and completion of 60 hours of apprenticeship training.
27038 8:00-9:30AM TTh Balmages,M FA 52
9:30-12:30PM TTh Balmages,M FA 52
Note: Plus 9.0 hrs. arranged of lab time per week.
27222 5:00-6:30PM MW Grafton,C FA 52
6:30-9:30PM MW Grafton,C FA 52
Note: Plus 9.0 hrs. arranged of lab time per week.

BUSINESS FINANCE

BUSF 51  -  1.5 UNITS RETIREMENT PLAN/INVESTING
Not Transferable
NOTE: a material fee of $2.00 is required for BUSF 51
27429 5:30-10:00PM T Farina,M BE 10
Class#27429 meets 06/30/2008-08/08/2008

BUSF 125  -  3.0 UNITS PERSONAL FINANCE
Transferable to CSU
NOTE: a material fee of $3.00 is required for BUSF 125
27356 5:30-7:45PM MTWTh Farina,M BE 10
Class#27356 meets 05/19/2008-06/27/2008

BUSINESS LEGAL

BL 1T  -  0.5 UNIT LEGAL-COMPUTER TUTORIAL
Not Transferable
Recommendation: BL 56 with a grade of Credit or "C" or higher.
NOTE: a material fee of $1.00 is required for BL 1T
27710 3.0 HRS ARR STAFF BE 16
Class#27710 meets 05/19/2008-06/27/2008

BL 56  -  3.0 UNITS INTRO COMP LEGAL SOFTWARE
Not Transferable
NOTE: a material fee of $3.00 is required for BL 56
27353 5:00-9:30PM Th Mullin,M (HYBRID) LC 22
Mandatory Orientation: 5:00 pm, Thursday - May 22 in LC 22. Plus 4.5 hr. arr. online.
Class#27353 meets 05/19/2008-06/27/2008

BL 101  -  3.0 UNITS INTRODUCTION TO LAW
Transferable to CSU
28614 5:30-10:00PM MW STAFF LC 22
Class#28614 meets 05/19/2008-06/27/2008

BL 111  -  3.0 UNITS BUSINESS LAW
Transferable to UC, CSU (CAN BUS 8)
28621 8:00-12:30PM TTh Mullin,M LC 22
Class#28621 meets 05/19/2008-06/27/2008

BL 125  -  3.0 UNITS PERSONAL FINANCE
Transferable to CSU
NOTE: a material fee of $3.00 is required for BL 125
28631 8:00-12:30PM TTh Mullin,M ONLINE
Mandatory Orientation: 5:00 pm, Thursday - May 22 in LC 22. Plus 4.5 hr. arr. online.
Class#28631 meets 05/19/2008-06/27/2008

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
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Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
Learn the basics of microcomputer hardware and the Microsoft Office software. COS 102 presents the fundamentals of buying, building, and upgrading PCs.

### COS 102 - 3.0 UNITS INTRO MICROCOMP HDWR SFWR
Transferable to UC, CSU

<table>
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<tr>
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<th>Time</th>
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<th>Instructor</th>
<th>Room</th>
</tr>
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<tr>
<td>27362</td>
<td>7:00-9:15PM</td>
<td>MTWTh</td>
<td>Lazor, C</td>
<td>SS138</td>
</tr>
<tr>
<td>27720</td>
<td>7:00-10:00PM</td>
<td>TWTh</td>
<td>Nguyen, P</td>
<td>LA  4</td>
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<tr>
<td>28345</td>
<td>15.0 HRS ARR</td>
<td>(OL)</td>
<td>Nguyen, P</td>
<td>ONLINE</td>
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This course introduces you to HTML and XHTML, including a brief introduction to CSS. For more information contact: Gene LaZor, e-mail: glazor@cerritos.edu

### COS 103 - 3.5 UNITS COMPUTER PROGRAMMING LOGIC
Transferable to UC, CSU

Recomendation: Concurrent enrollment in or completion of COS 101 or COS 102 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>27720</td>
<td>7:00-10:00PM</td>
<td>TTh</td>
<td>Nguyen, P</td>
<td>SS138</td>
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<tr>
<td>28345</td>
<td>15.0 HRS ARR</td>
<td>(OL)</td>
<td>Nguyen, P</td>
<td>ONLINE</td>
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### COS 205 - 1.5 UNITS PROGRAMMING HTML FOR WEB
Transferable to CSU

Recomendation: COS 103 or COS 121 or equivalent with a grade of Credit or "C" or higher.

<table>
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<th>Time</th>
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<tr>
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<td>MW</td>
<td>Lazor, C</td>
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<td>28337</td>
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<td>(OL)</td>
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### COS 298 - 1.0 UNIT DIRECTED STUDIES
Transferable to CSU

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<tbody>
<tr>
<td>28476</td>
<td>9.0 HRS ARR</td>
<td>STAFF</td>
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</table>

### COSMETOLOGY

All Cosmetology students should be prepared to purchase the approved equipment kit (Cosmetology approx $1050/Esthetician approx $600) at the second class meeting. These kits are MANDATORY. Contact the program office for more information at ext. 2950.

### COS 70A - 8.0 UNITS INTRODUCTORY COSMETOLOGY
Not Transferable

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 with a grade of Credit or "C" or higher, and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
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<tr>
<td>27178</td>
<td>8:30-10:30AM</td>
<td>MTWTh</td>
<td>Smith, F</td>
<td>HS205</td>
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<tr>
<td>27178</td>
<td>10:30-12:30PM</td>
<td>MTWTh</td>
<td>Smith, F</td>
<td>HS205</td>
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### COUNSELING AND GUIDANCE

### CG 1 - 1.0 UNIT CAREER PLANNING
Not Transferable

Note: a material fee of $20.00 is required for CG 1

<table>
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<th>Time</th>
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<tbody>
<tr>
<td>28615</td>
<td>8:30-9:30AM</td>
<td>MTWTh</td>
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<td>LC213</td>
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### CG 50 - 0.5 UNIT ORIENTATION/EDU PLANNING
Not Transferable

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<tr>
<td>28642</td>
<td>4:00-6:15PM</td>
<td>MTWTh</td>
<td>Bello-Gardner, S</td>
<td>FA 65</td>
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</tbody>
</table>

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
<table>
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<tr>
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<th>Instructor</th>
<th>Room</th>
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<tr>
<td>28643</td>
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<td>Bello-Gardner,S</td>
<td>FA 65</td>
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<tr>
<td>27728</td>
<td>12:30-2:45PM</td>
<td>MTWTh</td>
<td>Lacy,T</td>
<td>FA 65</td>
</tr>
<tr>
<td>27228</td>
<td>5:00-7:30PM</td>
<td>M</td>
<td>Failor,J</td>
<td>HS307</td>
</tr>
<tr>
<td>27242</td>
<td>9:00-11:15AM</td>
<td>MTWTh</td>
<td>Barcelo,M</td>
<td>FA 65</td>
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<tr>
<td>28644</td>
<td>9:00-11:15AM</td>
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<td>Johnpeer,G</td>
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<tr>
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<td>MTWTh</td>
<td>Namala,S</td>
<td>SS306</td>
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<td>28595</td>
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<td>MTWTh</td>
<td>Keenan,D</td>
<td>SS306</td>
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<td>27057</td>
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<td>M</td>
<td>Pakula,J</td>
<td>SS138</td>
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<td>Failor,J</td>
<td>HS307</td>
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<td>28320</td>
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<td>Pakula,J</td>
<td>SS138</td>
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<td>(OL) STAFF</td>
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<tr>
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<td>(OL) DeKraker,D</td>
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<td>27388</td>
<td>12.0 HRS ARR</td>
<td>(OL) Carberry,M</td>
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<td>5:30-7:45PM</td>
<td>MTWTh</td>
<td>Johnpeer,G</td>
<td>PS 2</td>
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<td>MTWTh</td>
<td>Johnpeer,G</td>
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<tr>
<td>27369</td>
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<td>MTWTh</td>
<td>Johnpeer,G</td>
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<td>(OL) DeKraker,D</td>
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## ECONOMICS

**ECON 201** - 3.0 UNITS  **PRINCIPLES OF MACROECONOMICS**
Transferable to UC, CSU (CAN ECON 2)
Prerequisite: ECON 100 or equivalent with a grade of Credit or “C” or higher.
Recommendation: ECON 100 or equivalent with a grade of Credit or “C” or higher.

**ECON 202** - 3.0 UNITS  **PRINCIPLES OF MICROECONOMICS**
Transferable to UC, CSU (CAN ECON 4)
Prerequisite: ECON 100 or equivalent with a grade of Credit or “C” or higher.
Recommendation: ECON 100 or equivalent with a grade of Credit or “C” or higher.

## DENTAL HYGIENE

**DA 75** - 5.0 UNITS  **CLIN II COOP OFFICE TRAIN**
Not Transferable
Prerequisite: DA 65 or equivalent with a grade of Credit or “C” or higher.
NOTE: A material fee of $55.00 is required for DA 75

**DH 150C** - 1.0 UNIT  **CLINICAL DENT HYGIENE IIA**
Transferable to CSU
Prerequisite: DH 125C & DH 128 or equivalent with a grade of Credit or “C” or higher.

## EARTH SCIENCE

**ESCI 104** - 3.0 UNITS  **OCEANOGRAPHY**
Transferable to UC, CSU
Recommendation: Satisfactory completion of the English Placement Process or ENGL 50 or equivalent with a grade of Credit or “C” or higher.

**ESCI 110** - 4.0 UNITS  **INTRO TO EARTH SCIENCE**
Transferable to UC, CSU
Recommendation: ENGL 100 or equivalent with a grade of Credit or “C” or higher.

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.

43
ENGINEERING DESIGN TECHNOLOGY

ENGT 131 - 3.0 UNITS FUND OF DESIGN/AUTOCAD
Transferable to CSU
NOTE: a material fee of $6.00 is required for ENGT 131
28359 5:30-7:00PM MTWTh STAFF TE 5
7:00-8:00PM MTWTh STAFF TE 5
Class#28359 meets 05/19/2008-07/11/2008
ENGT 138 - 4.0 UNITS DESIGN WITH AUTOCAD
Transferable to UC, CSU
Prerequisite: ENGT 131 or ARCH 111 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
NOTE: a material fee of $6.00 is required for ENGT 138
27402 5:30-7:45PM MTTh Wissa,F TE 7
7:45-9:15PM MTTh Wissa,F TE 7
Class#27402 meets 05/19/2008-07/11/2008
ENGT 265 - 4.0 UNITS CATIA I
Transferable to CSU
Prerequisite: ENGT 138 or ARCH 123 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.
28259 5:30-7:45PM MTW Th STAFF LA 26
7:45-9:15PM MTW Th STAFF LA 26
Class#28259 meets 05/19/2008-07/11/2008

ENGLISH

ENGL 20 - 3.0 UNITS BASIC WRITING
Not Transferable
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 15 or ESL 200 or equivalent with a grade of Credit or "C" or higher.
27059 8:00-10:15AM MTWTh Gonzalez,J LA 20
10:15-11:00AM MTWTh Gonzalez,J LA 20
Class#27059 meets 05/19/2008-06/27/2008
28083 11:00-1:15PM MTWTh Gonzalez,J LA 20
1:15-2:00PM MTWTh Gonzalez,J LA 20
Class#28083 meets 05/19/2008-06/27/2008
28085 10:00-12:15PM MTWTh Serwin,L LA 29
12:15-1:00PM MTWTh Serwin,L LA 29
Class#28085 meets 05/19/2008-06/27/2008
28087 2:00-4:15PM MTWTh STAFF LA 2
4:15-5:00PM MTWTh STAFF LA 2
Class#28087 meets 05/19/2008-06/27/2008
28089 4:00-6:15PM MTWTh STAFF LA 21
6:15-7:00PM MTWTh STAFF LA 21
Class#28089 meets 05/19/2008-06/27/2008
28091 7:00-9:15PM MTWTh STAFF LA 26
9:15-10:00PM MTWTh STAFF LA 26
Class#28091 meets 05/19/2008-06/27/2008
28093 8:00-10:15AM MTWTh STAFF SS313
10:15-11:00AM MTWTh STAFF SS313
Class#28093 meets 05/19/2008-06/27/2008
28123 4:00-6:15PM MTWTh STAFF LA 28
6:15-7:00PM MTWTh STAFF LA 28
Class#28123 meets 05/19/2008-06/27/2008
28125 7:00-9:15PM MTWTh STAFF LA 20
9:15-10:00PM MTWTh STAFF LA 20
Class#28125 meets 05/19/2008-06/27/2008
28156 8:00-10:15AM MTWTh STAFF LA 2
10:15-11:00AM MTWTh STAFF LA 2
Class#28156 meets 06/30/2008-08/08/2008
28158 8:00-10:15AM MTWTh STAFF LA 22
10:15-11:00AM MTWTh STAFF LA 22
Class#28158 meets 06/30/2008-08/08/2008
28160 11:00-1:15PM MTWTh STAFF LA 22
1:15-2:00PM MTWTh STAFF LA 22
Class#28160 meets 06/30/2008-08/08/2008

ENGL 33 - 0.5 UNIT INDIVIDUALIZED WRITING
Not Transferable
28134 2.3 HRS MTWTh Swanson,J LC206
Class#28134 meets 05/19/2008-08/08/2008
ENGL 52 - 3.0 UNITS INTRO COLLEGE COMPOSITION
Not Transferable
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Credit or "C" or higher.
27600 7:00-9:15AM MTWTh Chester,R LA 23
9:15-10:00AM MTWTh Chester,R LA 23
Class#27600 meets 05/19/2008-06/27/2008
28096 8:00-10:15AM MTWTh STAFF SS308
10:15-11:00AM MTWTh STAFF SS308
Class#28096 meets 05/19/2008-06/27/2008
28098 9:30-11:45AM MTWTh STAFF SS312
11:45-12:30PM MTWTh STAFF SS312
Class#28098 meets 05/19/2008-06/27/2008
28100 11:00-1:15PM MTWTh STAFF SS313
1:15-2:00PM MTWTh STAFF SS313
Class#28100 meets 05/19/2008-06/27/2008
28102 12:30-2:45PM MTWTh Hu,P LA 22
2:45-3:30PM MTWTh Hu,P LA 22
Class#28102 meets 05/19/2008-06/27/2008
28104 10:00-12:15PM MTWTh Chester,R LA 23
12:15-2:00PM MTWTh Chester,R LA 23
Class#28104 meets 05/19/2008-06/27/2008
28106 10:00-12:15PM MTWTh Mixson Jr.,F FA 62
12:15-2:00PM MTWTh Mixson Jr.,F FA 62
Class#28106 meets 05/19/2008-06/27/2008
28108 12:00-2:15PM MTWTh STAFF SS137
2:15-3:00PM MTWTh STAFF SS137
Class#28108 meets 05/19/2008-06/27/2008
28110 4:00-6:15PM MTWTh STAFF LA 26
6:15-7:00PM MTWTh STAFF LA 26
Class#28110 meets 05/19/2008-06/27/2008
28112 2:00-4:15PM MTWTh STAFF LA 20
4:15-5:00PM MTWTh STAFF LA 20
Class#28112 meets 05/19/2008-06/27/2008
28114 7:00-9:15PM MTWTh STAFF LA 25
9:15-10:00PM MTWTh STAFF LA 25
Class#28114 meets 05/19/2008-06/27/2008
28116 2:00-4:15PM MTWTh STAFF LA 24
4:15-5:00PM MTWTh STAFF LA 24
Class#28116 meets 05/19/2008-06/27/2008
28118 7:00-9:15PM MTWTh STAFF LA 28
9:15-10:00PM MTWTh STAFF LA 28
Class#28118 meets 05/19/2008-06/27/2008
28120 4:00-6:15PM MTWTh STAFF LA 25
6:15-7:00PM MTWTh STAFF LA 25
Class#28120 meets 05/19/2008-06/27/2008
28174 8:00-10:15AM MTWTh STAFF SS215
10:15-11:00AM MTWTh STAFF SS215
Class#28174 meets 06/30/2008-08/08/2008
28176 8:00-10:15AM MTWTh STAFF SS310
10:15-11:00AM MTWTh STAFF SS310
Class#28176 meets 06/30/2008-08/08/2008
28178 10:15-12:30PM MTWTh STAFF LA 31
12:30-1:15PM MTWTh STAFF LA 31
Class#28178 meets 06/30/2008-08/08/2008
**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

- **Class# 27061** 8:00-11:00AM MTWTh Juntilla,T LC208
- **Class# 27062** 12:00-1:00PM MTWTh Carney,D ONLINE
  Mandatory Orientation: 12:00 - 1:00 pm, Tuesday - May 20 in BE 2.
- **Class# 27253** 9:15-10:00AM MTWTh Fabish,D LA 30
- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
  Mandatory Orientation: 6:00 - 8:00 pm, Monday - May 20 in LC 208.

**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

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- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
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**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

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  Mandatory Orientation: 12:00 - 1:00 pm, Tuesday - May 20 in BE 2.
- **Class# 27253** 9:15-10:00AM MTWTh Fabish,D LA 30
- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
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**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

- **Class# 27061** 8:00-11:00AM MTWTh Juntilla,T LC208
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  Mandatory Orientation: 12:00 - 1:00 pm, Tuesday - May 20 in BE 2.
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- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
  Mandatory Orientation: 6:00 - 8:00 pm, Monday - May 20 in LC 208.

**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

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- **Class# 27062** 12:00-1:00PM MTWTh Carney,D ONLINE
  Mandatory Orientation: 12:00 - 1:00 pm, Tuesday - May 20 in BE 2.
- **Class# 27253** 9:15-10:00AM MTWTh Fabish,D LA 30
- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
  Mandatory Orientation: 6:00 - 8:00 pm, Monday - May 20 in LC 208.

**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

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- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
  Mandatory Orientation: 6:00 - 8:00 pm, Monday - May 20 in LC 208.

**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

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- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
  Mandatory Orientation: 6:00 - 8:00 pm, Monday - May 20 in LC 208.

**ENGL 100 - 4.0 UNITS FRESHMAN COMPOSITION**
Transferable to UC, CSU [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.

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- **Class# 27062** 12:00-1:00PM MTWTh Carney,D ONLINE
  Mandatory Orientation: 12:00 - 1:00 pm, Tuesday - May 20 in BE 2.
- **Class# 27253** 9:15-10:00AM MTWTh Fabish,D LA 30
- **Class# 27067** 10:15-12:30PM MTWTh STAFF LA 25
  Mandatory Orientation: 6:00 - 8:00 pm, Monday - May 20 in LC 208.
ENGLISH AS A SECOND LANGUAGE

ESL Courses Require Lab Participation.

ESL 1 - 5.0 UNITS ENGLISH AS A SECOND LANGUAGE: INTRODUCTION
Not Transferable
27800 9:00-12:45PM MTWTh Coulter,L LA 28
+ 3.0 HRS ARR LC205
Class#27800 meets 05/19/2008-06/27/2008
27802 6:00-9:45PM MTWTh STAFF LA 2
+ 3.0 HRS ARR LC205
Class#27802 meets 05/19/2008-06/27/2008

ESL 2 - 5.0 UNITS INTERMEDIATE SKILLS-ESL
Not Transferable
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.
27072 9:00-12:45PM MTWTh Coulter,L LA 28
+ 3.0 HRS ARR LC205
Class#27072 meets 05/19/2008-06/27/2008
27367 6:00-9:45PM MTWTh STAFF LA 2
+ 3.0 HRS ARR LC205
Class#27367 meets 05/19/2008-06/27/2008
27259 9:00-12:45PM MTWTh Nakamura,D LA 24
+ 3.0 HRS ARR LC205
Class#27259 meets 06/30/2008-08/08/2008
27807 6:00-9:45PM MTWTh STAFF LA 25
+ 3.0 HRS ARR LC205
Class#27807 meets 06/30/2008-08/08/2008

ESL 3 - 5.0 UNITS ADV INT SKILLS-ESL STUDENT
Not Transferable
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.
27368 6:00-9:45PM MTWTh STAFF LA 23
+ 3.0 HRS ARR LC205
Class#27368 meets 05/19/2008-06/27/2008
28135 9:00-12:45PM MTWTh Sugihara-Cheetham,J LA 25
+ 3.0 HRS ARR LC205
Class#28135 meets 05/19/2008-06/27/2008
27260 9:00-12:45PM MTWTh Nakamura,D LA 24
+ 3.0 HRS ARR LC205
Class#27260 meets 06/30/2008-08/08/2008
27809 6:00-9:45PM MTWTh STAFF LA 25
+ 3.0 HRS ARR LC205
Class#27809 meets 06/30/2008-08/08/2008

ESL 10 - 3.0 UNITS ESL SPEAKING & LISTENING
Not Transferable
27073 8:00-10:15AM MTWTh Berry,P LA 24
+ 3.0 HRS ARR LC205
Class#27073 meets 05/19/2008-06/27/2008
27074 8:00-10:15AM MTWTh Berry,P LA 24
+ 3.0 HRS ARR LC205
Class#27074 meets 05/19/2008-06/27/2008

ESL 20 - 3.0 UNITS ESL SPEAKING & LISTENING
Not Transferable
Recommendation: ESL 10 or equivalent with a grade of Credit or "C" or higher.
27075 10:15-12:30PM MTWTh Yeager,M LA 35
Class#27075 meets 05/19/2008-06/27/2008
27369 6:00-8:15PM MTWTh STAFF LA 35
Class#27369 meets 05/19/2008-06/27/2008

ENGLISH AS A SECOND LANGUAGE

FRENCH

FREN 101 - 5.0 UNITS ELEMENTARY FRENCH
Transferable to UC, CSU (CAN FREN 2)(CAN FREN SEQ A)
27079 8:00-11:45AM MTWTh Florescu,M LA 29
+ 3.0 HRS ARR LC205
Class#27079 meets 03/30/2008-08/08/2008

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
Class# Time Day Instructor Room

GEOGRAPHY

GEO 101 - 3.0 UNITS PHYSICAL GEOGRAPHY
Transferable to UC, CSU (CAN GEOG 2)
27261 10:30-12:45PM MTWTh Kreger,R S 101
Class#27261 meets 05/19/2008-06/27/2008

GEO 101L - 1.0 UNIT PHYSICAL GEOGRAPHY LABORATORY
Transferable to UC, CSU
Prerequisite: GEOG 101 or equivalent with a grade of Credit or "C" or higher, or concurrent enrollment.
28348 1:00-4:00PM TWTh Lo Vetere,C PS 1

GERMAN

GERM 101 - 5.0 UNITS ELEMENTARY GERMAN
Transferable to UC, CSU (CAN GERM 2)(CAN GERM SEQ A)
27436 6:00-9:45PM MTWTh Potter,I LA 22
Class#27436 meets 06/30/2008-08/08/2008

HEALTH EDUCATION

HED 100 - 3.0 UNITS CONTEMP HEALTH PROBLEMS
Transferable to UC, CSU
27080 8:00-10:15AM MTWTh McPherson,M FA 75
Class#27080 meets 05/19/2008-06/27/2008

HIST 101 - 3.0 UNITS AMERICAN HISTORY AND CONSTITUTION
Transferable to UC, CSU (CAN HIST 8)(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.
27084 8:00-10:15AM MTWTh Haas,J LC155
Class#27084 meets 05/19/2008-06/27/2008

HIST 102 - 3.0 UNITS POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1500s TO
Transferable to UC, CSU (CAN HIST 8)(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.
27087 10:15-12:30PM MTWTh Haas,J LC155
Class#27087 meets 05/19/2008-06/27/2008

HEALTH OCCUPATIONS

HO 56 - 1.0 UNIT MEDICATION CALCULATIONS
Not Transferable
Prerequisite: MATH 40 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.
27372 5:00-8:00PM M Cooke,M SL107
Class#27372 meets 05/19/2008-06/27/2008

HO 152 - 3.0 UNITS NORM-THERAPEUTIC NUTRITION
Transferable to UC, CSU (CAN FCS 2)
Recommendation: A&P 150 and A&P 151 or equivalent with grades of Credit or "C" or higher.
27089 9:00-12:00PM TWTh Arfwedson,C SL109
Class#27089 meets 05/19/2008-06/27/2008

HO 236 - 1.0 UNIT LIFE SPAN/HEALTH ISSUES 1
Transferable to CSU
28325 1:30-4:30PM M Arfwedson,C SL109
Class#28325 meets 05/19/2008-06/27/2008

HO 237 - 1.0 UNIT LIFE SPAN/HEALTH ISSUES 2
Transferable to CSU
28330 1:30-4:30PM M Simmons,M SL109
Class#28330 meets 06/30/2008-08/08/2008

HISTORY

HIST 202 - 3.0 UNITS POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1500s TO
Transferable to UC, CSU (CAN HIST 8)(CAN HIST SEQ B)
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or "C" or higher.
27087 10:15-12:30PM MTWTh Haas,J LC155
Class#27087 meets 05/19/2008-06/27/2008

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
HIST 103 - 3.0 UNITS  POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1877 TO PRESENT
Transferable to UC, CSU  (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.
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Credit or “C” or higher.

Class# 27268  12:30-2:45PM MTWTh  Fernandez,W  SS311
Class# 27437  9.0 HRS ARR  (OL)  Oliver,S  ONLINE
Class# 28213  5:45-8:00PM MTWTh
Class# 28601  10:15-12:30PM MTWTh  STAFF  SS309
Class# 27371  12:30-2:45PM MTWTh  STAFF  SS309
Class# 27811  3.0 HRS ARR  (OL)  Sampson,L  ONLINE

JOURNALISM

JOUR 100 - 3.0 UNITS  MASS COMMUN AND SOCIETY
Transferable to UC, CSU  (CAN JOUR 4)

Class# 27090  10:15-12:30PM MTWTh  Cameron,R  FA 42
Class# 27373  6.8 HRS ARR  (OL)  Cameron,R  ONLINE

Test dates on homepage: www.cerritosjournalism.com
Mandatory orientation: 7:00-9:00 pm Monday – May 19 or 7:00-9:00pm Tuesday - May 20 in FA 42.
Class# 27373 meets 05/19/2008-07/11/2008

JOUR 101 - 3.0 UNITS  BEG NEWSWRITNG & REPORTING
Transferable to UC, CSU  (CAN JOUR 2)

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or “C” or higher.

Class# 28566  4.5 HRS ARR  (OL)  Aguilar,A  ONLINE

Twelve-week class. See www.cerritosjournalism.com for more info.
Mandatory Orientation: 8:00 -10:00 am, Tuesday - May 20 or 5:00 - 7:00 pm, Tuesday - May 20 in FA 42.

JOUR 157 - 3.0 UNITS  PRINS PUBLIC RELATIONS
Transferable to CSU

Class# 28567  4.5 HRS ARR  (OL)  STAFF  ONLINE

Twelve-week class. In lieu of orientation see “Getting Started with JOUR 157” at www.cerritosjournalism.com by Tuesday, May 20, 2008.

LIBRARY

Introduction to Library Resources emphasizes use of library methods that enable students to locate information for course-related study and research.

LIBR 100 - 1.0 UNIT  INTRODUCTION TO LIBRARY RESOURCES
Transferable to UC, CSU

Class# 27811  3.0 HRS ARR  (OL)  Sampson,L  ONLINE

Students MUST complete the MANDATORY ONLINE ORIENTATION after enrolling in the course. Go to the instructor’s web site at http://www.cerritos.edu/sampson for complete details.
Class# 27811 meets 05/19/2008-08/08/2008

MACHINE TOOL TECHNOLOGY

MTT 1L - 1.0 UNIT  CNC MACHINING LAB
Not Transferable
Prerequisite: MTT 51 or MTT 76 and MTT 52 and MTT 100 or equivalent with grades of Credit or “C” or higher.
NOTE: a material fee of $10.00 is required for MTT 1L

Class# 27769  5:30-8:53PM TW  Real,Y  ME 3H
Class# 28426  5:30-8:53PM MTh  Jackson,L  ME 3H

MTT 2L - 1.0 UNIT  MASTERCAM LABORATORY
Not Transferable
Prerequisite: MTT 52 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
NOTE: a material fee of $10.00 is required for MTT 2L

Class# 27770  5:30-8:53PM TW  Real,Y  ME 3H
Class# 28427  5:30-8:53PM MTh  Jackson,L  ME 3H

MTT 3L - 1.0 UNIT  VIRTUAL GIBBS LABORATORY
Not Transferable
Prerequisite: MTT 76 or equivalent with a grade of Credit or “C” or higher, or appropriate work experience.
NOTE: a material fee of $10.00 is required for MTT 3L

Class# 27771  5:30-8:53PM TW  Real,Y  ME 3H

MACHINE TOOL INTRODUCTION
Transferable to CSU

NOTE: a material fee of $10.00 is required for MTT 100

Class# 28560  5:30-7:45PM MTh  Jackson,L  ME 3H
Class# 28560 meets 05/19/2008-07/11/2008

NOTICE OF DUE DATES:
Test dates on homepage: www.cerritosjournalism.com
Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.

MANUFACTURING TECHNOLOGY

MFGT 58 - 1.5 UNITS  BENCHMARKING
Not Transferable

Class# 28564  9:00-12:23PM Sat  Gurrola,C  ME 1
Class# 28564 meets 05/27/2008-07/27/2008
### 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 4:00 p.m. – 8:00 p.m. during the first 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.

### MATHEMATICS PREREQUISITE POLICY

All students taking Mathematics courses at Cerritos College for the first time should take all the necessary placement tests, obtain transcripts of prior coursework, and see their counselors PRIOR to the first day of classes. All students should expect to bring copies of the appropriate documentation with them to class the first day of school to show to the instructor who will verify that a student has met the prerequisites listed in the Cerritos College catalog prior to enrollment in a Mathematics course.

Need Math Tutoring for your Mathematics course???

Register in AED 90.91, Class # 28040.

Walk-in Math Tutoring in the Academic Support Center (LC-166)

by Math Department Faculty.

A student MUST be concurrently enrolled in a Mathematics course at Cerritos College in order to register for AED 90.91.

MTWTh 4:00 p.m. – 8:00 p.m. – 1st 6 Weeks

MTWTh 10:00 a.m. – 2:00 p.m. – 2nd 6 Weeks in LC 166

(Hours may be subject to change.)

**MANDATORY ORIENTATION AND ATTENDANCE FOR ALL SEMI-INDEPENDENT SECTIONS FIRST DAY.**

### MATH 20 - 3.0 UNITS BASIC MATHEMATICS

Not Transferable

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>27091</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>McFadden,W</td>
<td>PS 20</td>
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<tr>
<td>27092</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB103</td>
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<tr>
<td>27093</td>
<td>12:30- 2:45PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>PS 14</td>
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<tr>
<td>27094</td>
<td>5:00- 7:15PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB102</td>
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<td>27633</td>
<td>5:00- 7:15PM</td>
<td>MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
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*(SEMI-INDEP SECT - LC111)

Class#27633 meets 05/19/2008-06/27/2008

Class#27634 7:15-9:30PM MTWTh STAFF CB102

Class#27634 meets 05/19/2008-06/27/2008

Class#27670 meets 06/30/2008-08/08/2008

*MANDATORY ORIENTATION AND ATTENDANCE FOR ALL SEMI-INDEPENDENT SECTIONS FIRST DAY.

### MATH 40 - 4.0 UNITS PRE-ALGEBRA

Not Transferable

Prerequisite: MATH 20 or equivalent with a grade of Credit or “C” or higher or satisfactory completion of the Math Placement Process.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>27095</td>
<td>7:00-10:00AM</td>
<td>MTWTh</td>
<td>Mata,P</td>
<td>LC134</td>
</tr>
<tr>
<td>27096</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>Mata,P</td>
<td>LC134</td>
</tr>
<tr>
<td>27374</td>
<td>7:00-10:00PM</td>
<td>MTWTh</td>
<td>Feldstein,T</td>
<td>PS 11</td>
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<tr>
<td>27223</td>
<td>4:00- 7:00PM</td>
<td>MTWTh</td>
<td>Feldstein,T</td>
<td>PS 14</td>
</tr>
<tr>
<td>27224</td>
<td>4:30- 7:30PM</td>
<td>MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
</tr>
</tbody>
</table>

*(SEMI-INDEP SECT - LC111)

Class#27224 meets 05/19/2008-06/27/2008

Class#27669 1:00- 4:00PM MTWTh Worrel,D CB101

Class#27669 meets 05/19/2008-08/08/2008

Class#27273 10:00-1:00PM MTWTh STAFF CB104

Class#27273 meets 05/19/2008-08/08/2008

Class#27274 7:00-10:00PM MTWTh Edson-Perone,L LC111

*(SEMI-INDEP SECT - LC111)

Class#27274 meets 05/19/2008-08/08/2008

Class#27275 1:00- 4:00PM MTWTh STAFF CB104

Class#27275 meets 05/19/2008-08/08/2008

Class#27661 4:00- 7:00PM MTWTh STAFF CB105

Class#27661 meets 05/19/2008-08/08/2008

Class#27270 7:00-10:00PM MTWTh STAFF CB105

Class#27270 meets 06/30/2008-08/08/2008

Class#27670 7:00-10:00AM MTWTh STAFF CB105

Class#27670 meets 06/30/2008-08/08/2008

*MANDATORY ORIENTATION AND ATTENDANCE FOR ALL SEMI-INDEPENDENT SECTIONS FIRST DAY.

### MATH 60 - 4.0 UNITS ELEMENTARY ALGEBRA

Not Transferable

Prerequisite: MATH 40 or equivalent with a grade of Credit or “C” or higher or satisfactory completion of the Math Placement Process.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27097</td>
<td>7:00-10:00AM</td>
<td>MTWTh</td>
<td>Hugen,M</td>
<td>LC133</td>
</tr>
<tr>
<td>27098</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>Nikdel,M</td>
<td>PS 12</td>
</tr>
<tr>
<td>27665</td>
<td>1:00- 4:00PM</td>
<td>MTWTh</td>
<td>Carson,L</td>
<td>PS 12</td>
</tr>
<tr>
<td>27666</td>
<td>4:30- 7:30PM</td>
<td>MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
</tr>
</tbody>
</table>

*(SEMI-INDEP SECT - LC111)

Class#27665 meets 05/19/2008-06/27/2008

Class#27666 meets 05/19/2008-06/27/2008

*MANDATORY ORIENTATION AND ATTENDANCE FOR ALL SEMI-INDEPENDENT SECTIONS FIRST DAY.

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Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27667</td>
<td>7:00-10:00PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>PS 12</td>
</tr>
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<tr>
<td>27642</td>
<td>8:00-11:00AM</td>
<td>MTWTh</td>
<td>CB101</td>
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<tr>
<td>27276</td>
<td>7:00-10:00AM</td>
<td>MTWTh</td>
<td>CB104</td>
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</tr>
<tr>
<td>27277</td>
<td>10:30-1:30PM</td>
<td>MTWTh</td>
<td>Edson-Perone,L</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>27672</td>
<td>1:00-4:00PM</td>
<td>MTWTh</td>
<td>O'Neil,S</td>
<td>PS 14</td>
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<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>27662</td>
<td>4:00-7:00PM</td>
<td>MTWTh</td>
<td>O'Neil,S</td>
<td>PS 14</td>
</tr>
<tr>
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<td></td>
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</tr>
<tr>
<td>27641</td>
<td>7:00-10:00PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>CB101</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27254</td>
<td>5:00-7:15PM</td>
<td>MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>27654</td>
<td>5:00-7:15PM</td>
<td>MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
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<tr>
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<td></td>
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</tr>
<tr>
<td>27376</td>
<td>5:00-7:15PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LC213</td>
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</tr>
<tr>
<td>27278</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LC213</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>27283</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>LC213</td>
</tr>
</tbody>
</table>

**MANDATORY ORIENTATION AND ATTENDANCE FOR ALL SEMI-INDEPENDENT SECTIONS FIRST DAY.**

**MATH 70 - 4.0 UNITS PLANE GEOMETRY**
Not Transferable
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27669</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>Lopez,M</td>
<td>CB102</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27279</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>PS 13</td>
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<tr>
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</tbody>
</table>

**MATH 80 - 4.0 UNITS INTERMEDIATE ALGEBRA**
Not Transferable
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher, or satisfactory completion of the Math Placement Process

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27100</td>
<td>7:00-10:00AM</td>
<td>MTWTh</td>
<td>Jordan,W</td>
<td>PS 13</td>
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<tr>
<td>Class#27100 meets 05/19/2008-06/27/2008</td>
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</tr>
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<td>27101</td>
<td>10:00-1:00PM</td>
<td>MTWTh</td>
<td>Jordan,W</td>
<td>PS 13</td>
</tr>
<tr>
<td>Class#27101 meets 05/19/2008-06/27/2008</td>
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<tr>
<td>27375</td>
<td>1:00-4:00PM</td>
<td>MTWTh</td>
<td>Demian,K</td>
<td>PS 11</td>
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<tr>
<td>Class#27375 meets 05/19/2008-06/27/2008</td>
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</table>

**MATH 80B - 3.0 UNITS INTERMEDIATE ALGEBRA II**
Not Transferable
Prerequisite: MATH 80A or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27644</td>
<td>5:00-7:15PM</td>
<td>MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
</tr>
<tr>
<td>Class#27644 meets 05/19/2008-06/27/2008</td>
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</table>

**MATH 80C - 3.0 UNITS INTERMEDIATE ALGEBRA I**
Not Transferable
Prerequisite: MATH 60 or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27102</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Mchadwen,W</td>
<td>PS 20</td>
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<tr>
<td>Class#27102 meets 05/19/2008-06/27/2008</td>
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</tr>
<tr>
<td>27376</td>
<td>5:00-7:15PM</td>
<td>MTWTh</td>
<td>LC213</td>
<td></td>
</tr>
<tr>
<td>Class#27376 meets 05/19/2008-06/27/2008</td>
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<tr>
<td>27254</td>
<td>5:00-7:15PM</td>
<td>MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
</tr>
<tr>
<td>Class#27254 meets 05/19/2008-06/27/2008</td>
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<tr>
<td>27283</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>PS 14</td>
</tr>
<tr>
<td>Class#27283 meets 06/30/2008-08/08/2008</td>
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</table>

**MATH 110B - 3.0 UNITS MATHEMATICS FOR ELEMENTARY TEACHERS**
Transferable to UC, CSU
Prerequisite: MATH 110A or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27377</td>
<td>7:00-10:00AM</td>
<td>MTWTh</td>
<td>Nikdel,M</td>
<td>PS 12</td>
</tr>
<tr>
<td>Class#27377 meets 05/19/2008-06/27/2008</td>
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</table>

**MATH 112 - 4.0 UNITS ELEMENTARY STATISTICS**
Transferable to UC, CSU (CAN STAT 2)
Prerequisite: MATH 80B or equivalent with a grade of Credit or "C" or higher or satisfactory completion of the Math Placement Process.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27647</td>
<td>1:00-4:00PM</td>
<td>MTWTh</td>
<td>Lopez,M</td>
<td>CB102</td>
</tr>
<tr>
<td>Class#27647 meets 05/19/2008-06/27/2008</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
### MATH 115 - 4.0 UNITS FINITE MATHEMATICS
Transferable to UC, CSU (CAN MATH 12)
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Credit or "C" or higher or must attain a satisfactory score on the Advanced Math Readiness Test.

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Lewandowski,P</td>
<td>LC133</td>
</tr>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>George,P</td>
<td>PS 14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-10:00AM MTWTh</td>
<td>Hugen,M</td>
<td>LC133</td>
</tr>
<tr>
<td>7:00-10:00PM MTWTh</td>
<td>Demian,K</td>
<td>PS 11</td>
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### MATH 116 - 4.0 UNITS CALCULUS FOR MANAGERIAL, BIOLOGICAL AND SOCIAL SCIENCES
Transferable to UC, CSU (CAN MATH 34)
Prerequisite: MATH 114 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Da Silva,P</td>
<td>BC 68</td>
</tr>
<tr>
<td>5:00-7:15PM MTWTh</td>
<td>Worrel,D</td>
<td>LC111</td>
</tr>
<tr>
<td>5:00-7:15PM MTWTh</td>
<td>Marks,S</td>
<td>SL109</td>
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</tbody>
</table>

### MATH 140 - 3.0 UNITS TRIGONOMETRY
Transferable to CSU (CAN MATH B)
Prerequisite: MATH 80 or MATH 80B and MATH 70 or equivalent with grades of Credit or "C" or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test.

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:15-12:30PM MTWTh</td>
<td>Kubiak,P</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:15-12:30PM MTWTh</td>
<td>Dillon,R</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:15-12:30PM MTWTh</td>
<td>Tsai,S</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:15-12:30PM MTWTh</td>
<td>Lopez,C</td>
<td>BC 53</td>
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</table>

### MATH 150 - 4.0 UNITS PRECALCULUS MATH
Transferable to UC, CSU (CAN MATH 16)
Prerequisite: MATH 140 or equivalent with a grade of Credit or "C" or higher. Entering students must attain a satisfactory score on the Calculus Readiness Test.

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-10:00PM MTWTh</td>
<td>STAFF</td>
<td>S 102</td>
</tr>
<tr>
<td>7:00-10:00AM MTWTh</td>
<td>Lee,S</td>
<td>BC 68</td>
</tr>
<tr>
<td>7:00-10:00AM MTWTh</td>
<td>Nelson,D</td>
<td>BC 68</td>
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</table>

### MATH 156 - 4.0 UNITS ANALYTIC GEOMETRY AND CALCULUS I
Transferable to UC, CSU (CAN MATH 18)(CAN MATH SEQ B)
Prerequisite: MATH 150 or equivalent with a grade of Credit or "C" or higher or must attain a satisfactory score on the Calculus Readiness Test.

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00-7:00PM MTWTh</td>
<td>Demian,K</td>
<td>PS 12</td>
</tr>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Hugen,M</td>
<td>LC133</td>
</tr>
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</table>

### MATH 190 - 4.0 UNITS ANALYTIC GEOMETRY AND CALCULUS II
Transferable to UC, CSU (CAN MATH 20)(CAN MATH SEQ B)
Prerequisite: MATH 170 or equivalent with a grade of Credit or "C" or higher.

<table>
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<tr>
<th>Time</th>
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<th>Room</th>
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</thead>
<tbody>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Leon Jr.,R</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Leon Jr.,R</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Pritchard Jr.,G</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Pritchard Jr.,G</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Pritchard Jr.,G</td>
<td>BC 53</td>
</tr>
<tr>
<td>10:00-1:00PM MTWTh</td>
<td>Pritchard Jr.,G</td>
<td>BC 53</td>
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**Medical Assisting**

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00-9:00PM MTWTh</td>
<td>Marks,S</td>
<td>SL109</td>
</tr>
<tr>
<td>6:00-9:00PM MTWTh</td>
<td>Marks,S</td>
<td>SL109</td>
</tr>
</tbody>
</table>

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
MUS 116 - 2.0 UNITS VOICE I
Transferable to UC, CSU
27110 12:30-2:00PM MTWTh DeMichele,A BC 51
2:00-2:45PM MTWTh DeMichele,A BC 51
Class#27110 meets 05/19/2008-06/27/2008

MUS 117 - 2.0 UNITS VOICE II
Transferable to UC, CSU
Prerequisite: MUS 116 or equivalent with a grade of Credit or "C" or higher.
27111 12:30-2:00PM MTWTh DeMichele,A BC 51
2:00-2:45PM MTWTh DeMichele,A BC 51
Class#27111 meets 05/19/2008-06/27/2008

MUS 118 - 2.0 UNITS VOICE III
Transferable to UC, CSU
Prerequisite: MUS 117 or equivalent with a grade of Credit or "C" or higher.
27112 12:30-2:00PM MTWTh DeMichele,A BC 51
2:00-2:45PM MTWTh DeMichele,A BC 51
Class#27112 meets 05/19/2008-06/27/2008

MUS 119 - 2.0 UNITS VOICE IV
Transferable to UC, CSU
Prerequisite: MUS 118 or equivalent with a grade of Credit or "C" or higher.
27113 12:30-2:00PM MTWTh DeMichele,A BC 51
2:00-2:45PM MTWTh DeMichele,A BC 51
Class#27113 meets 05/19/2008-06/27/2008

MUS 120 - 2.0 UNITS ELEMENTARY GUITAR I
Transferable to UC, CSU
27114 10:15-11:45AM MTWTh Nelson,D BC 51
11:45-12:30PM MTWTh Nelson,D BC 51
Class#27114 meets 05/19/2008-06/27/2008

Instrumental Ensemble Auditions for MUS 124a, 125a, 127, and 128, please contact Mr. David Betancourt at (562)860-2451, Ext. 2631 for more information.

MUS 124A - 2.5 UNITS BEGINNING BAND
Transferable to CSU
28629 6:00-10:30PM M Betancourt,D BC 53
6:00-10:30PM T Betancourt,D BC 53
Class#28629 meets 05/19/2008-07/11/2008

MUS 125A - 2.5 UNITS COMMUNITY BAND
Transferable to CSU
28631 6:00-10:30PM M Betancourt,D BC 53
6:00-10:30PM T Betancourt,D BC 53
Class#28631 meets 05/19/2008-07/11/2008

MUS 127 - 2.5 UNITS ORCHESTRA
Transferable to UC, CSU
28633 6:00-10:30PM M Hallback,A BC 51
6:00-10:30PM T Hallback,A BC 51
Class#28633 meets 05/19/2008-07/11/2008

MUS 128 - 2.5 UNITS COMMUNITY ORCHESTRA
Transferable to UC, CSU
28635 6:00-10:30PM M Hallback,A BC 51
6:00-10:30PM T Hallback,A BC 51
Class#28635 meets 05/19/2008-07/11/2008

MUS 144 - 2.0 UNITS ELECTRONIC SYNTHESIZER I
Transferable to CSU
28313 2:00-5:30PM MTWTh Simmons,J BC61A
3:30-5:00PM MTWTh Simmons,J BC61A
Class#28313 meets 06/30/2008-08/08/2008

MUS 145 - 1.0 UNIT ELECTRONIC SYNTHESIZER II
Transferable to CSU
Prerequisite: MUS 144 or equivalent with a grade of Credit or "C" or higher.
28315 2:00-2:45PM MTWTh Simmons,J BC61A
2:45-5:00PM MTWTh Simmons,J BC61A
Note: Plus 2.25 hrs. arr. per week.
Class#28315 meets 06/30/2008-08/08/2008

MUS 146 - 2.0 UNITS RECORDING TECHNIQUES
Transferable to CSU
Recommendation: MUS 105 or equivalent with a grade of Credit or "C" or higher.
28317 2:00-2:45PM MTWTh Gutierrez,C BC61A
2:45-5:00PM MTWTh Gutierrez,C BC61A
Class#28317 meets 05/19/2008-06/27/2008

MUS 298 - 1.0 UNIT DIRECTED STUDIES
Transferable to CSU
28056 9.0 HRS ARR STAFF
Must have instructor's permission before enrolling.
Class#28056 meets 05/19/2008-06/27/2008

NURSING

NRSG 5 - 2.0 UNITS REMOVING BARRIERS TO SUCCESS IN NURSING
Not Transferable
Recommendation: Achievement of a score below benchmark on the diagnostic assessment test.
28574 9:00-12:00PM TTh Hughes,C HS102
Class#28574 meets 05/19/2008-06/27/2008

NRSG 25 - 0.5 UNIT CLINICAL WORKSHOP 1
Not Transferable
NOTE: A material fee of $33.00 is required for NRSG 25
27298 9:00-9:45AM T Natividad,R SL106
9:45-3:00PM T Natividad,R SL122
Class#27298 meets 06/30/2008-08/08/2008

NRSG 26 - 0.5 UNIT CLINICAL WORKSHOP 2
Not Transferable
NOTE: A material fee of $55.50 is required for NRSG 26
27299 9:00-9:45AM T Natividad,R SL106
9:45-3:00PM T Natividad,R SL122
Class#27299 meets 06/30/2008-08/08/2008

NRSG 48T - 0.5 UNIT ELECTIVE NURSING - TUTORIAL
Not Transferable
NOTE: A material fee of $20.00 is required for NRSG 48T
28472 9:00-3:00PM T Brooks,K SL121
Class#28472 meets 05/19/2008-06/27/2008
28363 9:00-3:00PM W Brooks,K SL121
Class#28363 meets 06/30/2008-08/08/2008

NRSG 80 - 1.0 UNIT NURSING PROCESS DOCUMENTATION
Not Transferable
Prerequisite: NRSG 210 or equivalent with a grade of credit or "C" or higher or admission to the Nursing Program.
28361 11:00-2:00PM M Orozco,R SL107
2:00-3:30PM M Orozco,R SL107
Class#28361 meets 05/19/2008-06/27/2008
28473 10:00-1:00PM M Orozco,R SL107
1:00-2:30PM M Orozco,R SL107
Class#28473 meets 06/30/2008-08/08/2008

NRSG 200 - 2.0 UNITS PHARMACOLOGY FOR NURSES
Transferable to CSU
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Credit or "C" or higher.
27115 3:00-6:00PM TTh Knowlton,M SL108
Class#27115 meets 06/30/2008-08/08/2008

NRSG 215 - 1.0 UNIT ADVANCED PLACEMENT BRIDGE
Transferable to CSU
Recommendation: Completion of READ 54, ENGL 52, and MATH 60 or equivalent with grades of Credit or "C" or higher or successful completion of the college placement process.
28326 4:00-7:00PM T STAFF SL108
Class#28326 meets 05/19/2008-06/27/2008

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
PHARMACY TECHNICIAN

PHAR 47 - 2.0 UNITS PHARMACY CLERK CLINICAL EXPERIENCE
Not Transferable
Prerequisite: PHAR 45, PHAR 60, and PHAR 60L or equivalent with grades of Credit or "C" or higher.
28450  8:00- 9:00AM W  Malkin,H  SL101  +20.5 HRS ARR  Malkin,H  OJT *
Class#28450 meets 06/30/2008-08/08/2008

PHAR 50 - 15.0 UNITS PHARMACEUTICS
Not Transferable
Prerequisite: HO 56 or equivalent with a grade of credit or “C” or higher.
28333  6:00- 8:25PM TTh  Bowman,D  SL101
Class#28333 meets 06/30/2008-08/08/2008

PHAR 60 - 2.0 UNITS PHARMACY INTRODUCTION
Not Transferable
Corequisite: PHAR 60L
27448  6:00- 9:00PM M  Bowman,D  SL101

PHAR 60L - 1.0 UNIT PHARMACY SKILLS LAB INTRODUCTION
Not Transferable
Corequisite: PHAR 60
NOTE: a material fee of $5.50 is required for PHAR 60L
27785  6:00- 7:00PM W  Bowman,D  SL101
7:00- 9:00PM W  Bowman,D  SL101

PHAR 62 - 0.5 UNIT PHARMACY OPERATIONS I
Not Transferable
Prerequisite: PHAR 60 or equivalent with a grade of Credit of "C" or higher.
28334  9:00-11:00AM W  Malkin,H  SL101
11:00-12:00PM W  Malkin,H  SL101
Class#28334 meets 06/30/2008-08/08/2008

PHAR 90 - 3.0 UNITS CLINICAL EXPERIENCE I
Not Transferable
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.
27449  10:00-11:30AM T  Malkin,H  SL101
+10.0 HRS ARR  Malkin,H  OJT *

PHAR 95 - 5.0 UNITS CLINICAL EXPERIENCE II
Not Transferable
Prerequisite: PHAR 64, PHAR 83, and PHAR 85 or equivalent with grades of Credit or "C" or higher,
27450  8:00-9:30AM T  Malkin,H  SL101
+16.7 HRS ARR  Malkin,H  OJT *

PHILOSOPHY

PHIL 102 - 3.0 UNITS INTRODUCTION TO ETHICS
Transferable to UC, CSU  (CAN PHIL 4)
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher.
28208  10:15-12:30PM MTWTh  STAFF
Class#28208 meets 05/19/2008-06/27/2008

PHIL 103 - 3.0 UNITS CRITICAL THINKING IN PHILOSOPHY
Transferable to UC, CSU
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.
27328  8:00-10:15PM MTWTh  STAFF
Class#27328 meets 06/30/2008-08/08/2008

PHIL 104 - 3.0 UNITS PHILOSOPHY OF CULTURAL DIVERSITY: CHALLENGE AND CHANGE
Transferable to UC, CSU
Recommendation: ENGL 52 or equivalent with a grade of Credit or "C" or higher is strongly recommended.
28591  10:15-12:30PM MTWTh  STAFF
Class#28591 meets 05/19/2008-06/27/2008

PHIL 106 - 3.0 UNITS INTRODUCTION TO LOGIC
Transferable to UC, CSU  (CAN PHIL 6)
Prerequisite: ENGL 100 or equivalent with a grade of Credit or "C" or higher.
27137  5:45- 8:00PM MTWTh  STAFF
Class#27137 meets 05/19/2008-06/27/2008

PHIL 200 - 3.0 UNITS WORLD RELIGIONS
Transferable to UC, CSU
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.
27389  8:00-10:15AM MTWTh  Van De Mortel,J
Class#27389 meets 05/19/2008-06/27/2008

PHOTOGRAPHY

PHOT 100 - 3.0 UNITS INTRODUCTORY PHOTOGRAPHY
Transferable to UC, CSU  (CAN ART 18)
NOTE: a material fee of $15.00 is required for PHOT 100
27138  9:00-10:30AM MTWTh  Fernandez,C
10:30- 1:30PM MTWTh  Fernandez,C
FA 40
FA 41
Manually operable 35 mm camera or digital SLR required. Exceptions to be considered.
Class#27138 meets 05/19/2008-06/27/2008

PHOT 110 - 3.0 UNITS INTRO TO DIGITAL PHOTO
Transferable to CSU
Recommendation: None.
NOTE: a material fee of $12.50 is required for PHOT 110
28304  5:45- 7:15PM MTWTh  Skaar,S
FA 40
FA 41
Manually operable 35 mm camera or digital SLR required. Exceptions to be considered.
Class#28304 meets 06/30/2008-08/08/2008
<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>PE 101A - 1.0 UNIT</td>
<td>SPORT OFFICIATING FOR FOOTBALL</td>
<td>1:30-2:30PM</td>
<td>MTW Wells,D</td>
<td>FA 53</td>
</tr>
<tr>
<td>PE 101B - 1.0 UNIT</td>
<td>SPORTS OFFICIATING FOR MEN'S AND WOMEN'S BASKETBALL</td>
<td>1:30-2:30PM</td>
<td>MTW Wells,D</td>
<td>FA 53</td>
</tr>
<tr>
<td>PE 105 - 2.0 UNITS</td>
<td>STUDENT ATHLETES IN SOCIETY</td>
<td>10:30-12:00PM</td>
<td>MTWTh STAFF</td>
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</tr>
<tr>
<td>PE 106 - 3.0 UNITS</td>
<td>WOMEN IN SPORTS</td>
<td>11:00-1:15PM</td>
<td>MTWTh Jensen,D</td>
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**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 Activities for Student's With Disabilities
Transferable to UC, CSU
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

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<tr>
<td>27181</td>
<td>3:30-4:00PM</td>
<td>TTh</td>
<td>Nakao,G</td>
<td>WT</td>
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<tr>
<td></td>
<td>4:00-5:45PM</td>
<td>TTh</td>
<td>Nakao,G</td>
<td>WT</td>
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</table>

**PE 121 - 1.0 UNIT**

Adapted Cardiovascular Exercise
Transferable to UC, CSU

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<th>Room</th>
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<td>TTh</td>
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<td>WT</td>
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<td>4:00-5:45PM</td>
<td>TTh</td>
<td>Nakao,G</td>
<td>WT</td>
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**PE 122 - 1.0 UNIT**

Adapted Strength Training
Transferable to UC, CSU
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

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<th>Room</th>
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<td>4:00-5:45PM</td>
<td>TTh</td>
<td>Nakao,G</td>
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**PE 123 - 1.0 UNIT**

Adapted Swimming
Transferable to UC, CSU
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

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<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>27184</td>
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<td>TTh</td>
<td>Nakao,G</td>
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<td>4:00-5:45PM</td>
<td>TTh</td>
<td>Nakao,G</td>
<td>WT</td>
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**PE 124 - 1.0 UNIT**

Wheelchair Activities
Transferable to UC, CSU
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

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<th>Time</th>
<th>Day</th>
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<th>Room</th>
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<tr>
<td>27748</td>
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<td>Nakao,G</td>
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<td>TTh</td>
<td>Nakao,G</td>
<td>WT</td>
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</table>

**PE 130 - 1.0 UNIT**

Stretching and Relaxation
Transferable to UC, CSU
Recommendation: None.

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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>27812</td>
<td>12:30-1:00PM</td>
<td>MTW</td>
<td>Prindle,J</td>
<td>PE 2A</td>
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<tr>
<td></td>
<td>1:00-2:30PM</td>
<td>MTW</td>
<td>Prindle,J</td>
<td>PE 2A</td>
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</table>

**PE 131 - 1.0 UNIT**

Walking for Fitness
Transferable to UC, CSU

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<th>Class#</th>
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<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>27302</td>
<td>9:30-10:00AM</td>
<td>MTW</td>
<td>Wells,D</td>
<td>PE</td>
</tr>
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<td></td>
<td>10:00-11:30AM</td>
<td>MTW</td>
<td>Wells,D</td>
<td>PE</td>
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</table>

**PE 132A - 1.5 UNITS**

Low Impact Aerobics
Transferable to UC, CSU

<table>
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<tr>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>27382</td>
<td>5:30-6:15PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>GYM</td>
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<td>6:15-7:45PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>GYM</td>
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</table>

**PE 133 - 1.5 UNITS**

Step Aerobics
Transferable to UC, CSU

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<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>27116</td>
<td>8:00-8:45AM</td>
<td>MTWTh</td>
<td>Edwards,C</td>
<td>GYM</td>
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<tr>
<td></td>
<td>8:45-10:15AM</td>
<td>MTWTh</td>
<td>Edwards,C</td>
<td>GYM</td>
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<tr>
<td>27117</td>
<td>10:15-11:00AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>GYM</td>
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<td></td>
<td>11:00-12:30PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>GYM</td>
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<tr>
<td>27303</td>
<td>8:00-8:45AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>GYM</td>
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<td></td>
<td>8:45-10:15AM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>GYM</td>
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</table>

**PE 134 - 1.0 UNIT**

Water Aerobics
Transferable to UC, CSU

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<thead>
<tr>
<th>Class#</th>
<th>Time</th>
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<tbody>
<tr>
<td>28145</td>
<td>12:30-12:52PM</td>
<td>MTWTh</td>
<td>STAFF</td>
<td>POOL</td>
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<td>12:52-2:00PM</td>
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<td>STAFF</td>
<td>POOL</td>
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**PE 135A - 1.0 UNIT**

Circuit Weight Training Beginning
Transferable to UC, CSU

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<thead>
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<th>Time</th>
<th>Day</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>27118</td>
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<td>MTWTh</td>
<td>Smith,J</td>
<td>WT</td>
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<td>7:22-8:34AM</td>
<td>MTWTh</td>
<td>Smith,J</td>
<td>WT</td>
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<td>27119</td>
<td>8:30-9:30AM</td>
<td>MTWTh</td>
<td>Smith,J</td>
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<td>9:30-10:30AM</td>
<td>MTWTh</td>
<td>Smith,J</td>
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<tr>
<td>27120</td>
<td>10:15-10:37AM</td>
<td>MTWTh</td>
<td>Smith,J</td>
<td>WT</td>
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<td>10:37-11:45AM</td>
<td>MTWTh</td>
<td>Smith,J</td>
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<td>27121</td>
<td>11:45-12:17PM</td>
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<td>Smith,J</td>
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<td>12:17-1:15PM</td>
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<td>Smith,J</td>
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<td>27122</td>
<td>1:00-1:22PM</td>
<td>MTWTh</td>
<td>STAFF</td>
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<td>1:22-2:30PM</td>
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<tr>
<td>27304</td>
<td>8:00-8:22AM</td>
<td>MTWTh</td>
<td>STAFF</td>
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<td>8:22-9:30AM</td>
<td>MTWTh</td>
<td>STAFF</td>
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<tbody>
<tr>
<td>28143</td>
<td>9:00-9:30AM</td>
<td>TWTh</td>
<td>Aartiaga,B</td>
<td>WT</td>
<td>27311</td>
<td>2:15-2:37PM</td>
<td>MTWth</td>
<td>Gaylord,K</td>
<td>PE 2A</td>
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<td></td>
<td>9:30-10:00AM</td>
<td>TWTh</td>
<td>Aartiaga,B</td>
<td>WT</td>
<td>27312</td>
<td>2:37-3:45PM</td>
<td>MTWth</td>
<td>Gaylord,K</td>
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<td>27313</td>
<td>10:15-10:37AM</td>
<td>MTWth</td>
<td>STAFF</td>
<td>PE 2A</td>
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<tr>
<td>27185</td>
<td>4:5 HRS ARR</td>
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<td>27186</td>
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<td>MTWth</td>
<td>STAFF</td>
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<td>27404</td>
<td>4:5 HRS ARR</td>
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<td>5:30-6:15PM</td>
<td>MTWth</td>
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<td>PE 2A</td>
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<tbody>
<tr>
<td>PE 153A</td>
<td>2.0 UNITS</td>
<td>BACKPACKING BEGINNING</td>
<td>Transferable to UC, CSU</td>
<td>27313</td>
<td>11:30-12:30PM</td>
<td>MTW</td>
<td>Wells,D</td>
<td>FH</td>
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<td>+ 9.0 HRS ARR</td>
<td>MTW</td>
<td>Wells,D</td>
<td>FH</td>
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<td>28530</td>
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Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
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### POLITICAL SCIENCE

**POL 101 - 3.0 UNITS** AMERICAN POLITICAL INSTITUTIONS
Transferable to UC, CSU (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.

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### PSYCHOLOGY

**PSYC 101 - 3.0 UNITS** GENERAL INTRODUCTORY PSYCHOLOGY
Transferable to UC, CSU (CAN PSY 2)
Recommendation: Satisfactory score on the English Placement Process or ENGL 52 or equivalent with a grade of Credit or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Credit or "C" or higher.

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### READING

**READ 42 - 3.0 UNITS** READ ACCESS COLLEGE STUDENT
Not Transferable
Recommendation: Completion of the Reading Placement Process.

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**READ 43 - 3.0 UNITS** INTRO TO COLLEGE READING
Not Transferable
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 42 or equivalent with a grade of Credit or "C" or higher.

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### RECOMMENDATION

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
### SOCIETY

#### SL 101 - 3.0 UNITS BEGINNING AMERICAN SIGN LANGUAGE
Transferable to UC, CSU

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#### SL 102 - 3.0 UNITS INTERMEDIATE AMERICAN SIGN LANGUAGE
Prerequisite: SL 101 or equivalent with a grade of "C" or higher.

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#### SOC 101 - 3.0 UNITS INTRODUCTORY SOCIOLOGY PRINCIPLES
Transferable to UC, CSU (CAN SOC 2)

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<td>MTWTh</td>
<td>Holzgang,A</td>
<td>CB104</td>
</tr>
</tbody>
</table>

#### SOC 110 - 3.0 UNITS MARRIAGE AND THE FAMILY
Transferable to UC, CSU

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>28216</td>
<td>12:30-2:45PM</td>
<td>MTWTh</td>
<td>Holzgang,A</td>
<td>SS316</td>
</tr>
</tbody>
</table>

#### SOC 120 - 3.0 UNITS INTRODUCTION TO HUMAN SEXUALITY
Transferable to UC, CSU

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27161</td>
<td>8:00-10:15AM</td>
<td>MTWTh</td>
<td>Pirtle,D</td>
<td>SS316</td>
</tr>
</tbody>
</table>

#### SOC 225 - 3.0 UNITS CONTEMPORARY SOCIAL ISSUES
Transferable to UC, CSU determined after admission

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>28599</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Troup,J</td>
<td>SS307</td>
</tr>
</tbody>
</table>

### SPANISH

#### SPAN 101 - 5.0 UNITS ELEMENTARY SPANISH
Transferable to UC, CSU (CAN SPAN 2)

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27163</td>
<td>8:30-12:15PM</td>
<td>MTWTh</td>
<td>Arce,C</td>
<td>LC31</td>
</tr>
</tbody>
</table>

#### SPAN 102 - 5.0 UNITS ELEMENTARY SPANISH
Prerequisites: SPAN 101 or SPAN 103B or equivalent with a grade of "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27164</td>
<td>8:30-12:15PM</td>
<td>MTWTh</td>
<td>Blake,M</td>
<td>LC33</td>
</tr>
</tbody>
</table>

#### SPAN 111 - 5.0 UNITS ELEMENTARY SPANISH FOR SPANISH SPEAKERS
Transferable to UC, CSU

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27165</td>
<td>8:30-12:15PM</td>
<td>MTWTh</td>
<td>Lanier,A</td>
<td>LC34</td>
</tr>
</tbody>
</table>

#### SPCH 30 - 1.0 UNIT COMMUNICATION DISORDERS
Not Transferable

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27164</td>
<td>9:00-10:15AM</td>
<td>MTWTh</td>
<td>Horvath,E</td>
<td>SS225</td>
</tr>
</tbody>
</table>

#### SPCH 31 - 1.0 UNIT COMMUNICATION DISORDERS
Not Transferable

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27165</td>
<td>9:00-10:15AM</td>
<td>MTWTh</td>
<td>Horvath,E</td>
<td>SS225</td>
</tr>
</tbody>
</table>

#### SPCH 100 - 3.0 UNITS FUNDAMENTALS OF ORAL COMMUNICATION
Transferable to UC, CSU (CAN SPCH 2)

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27167</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Lavariere,C</td>
<td>SS224</td>
</tr>
</tbody>
</table>

### SPEECH

#### SPEECH 100 - 3.0 UNITS FUNDAMENTALS OF ORAL COMMUNICATION
Transferable to UC, CSU (CAN SPCH 2)

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27167</td>
<td>10:15-12:30PM</td>
<td>MTWTh</td>
<td>Lavariere,C</td>
<td>SS224</td>
</tr>
</tbody>
</table>
**THEATRE ARTS**

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

**TH 101 - 3.0 UNITS INTRODUCTION TO THE THEATRE**
Transferable to UC, CSU (CAN DRAM 18)

- **27171** 8:00-10:15AM MTWTh Hoggard,K
  - Class#27171 meets 05/19/2008-06/27/2008
  - Class#27171 meets 05/19/2008-06/27/2008
  - Class#27172 meets 05/19/2008-06/27/2008
  - Class#27172 meets 05/19/2008-06/27/2008
  - Class#27347 meets 06/30/2008-08/08/2008
  - Class#27348 meets 06/30/2008-08/08/2008
  - Class#27437 meets 06/30/2008-08/08/2008

**TH 110 - 3.5 UNITS FUNDAMENTALS OF ACTING**
Transferable to UC, CSU (CAN DRAM 8)

- **27446** 8:00-9:00PM MTW Zamora,J
  - Class#27446 meets 05/19/2008-06/27/2008
  - Class#27446 meets 05/19/2008-06/27/2008
  - Class#27446 meets 05/19/2008-06/27/2008

Auditions are mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
## Welding

### WELD 52 - 4.0 UNITS PIPE WELDING FUNDAMENTALS

- **Prerequisite:** WELD 210L or equivalent with a grade of Credit or "C" or higher.
- **Recommendation:** Current Los Angeles City or AWS certification for structural steel.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27706</td>
<td>7:00-8:12AM</td>
<td>MTWThF</td>
<td>Pacheco,R</td>
<td>ME 13</td>
</tr>
<tr>
<td>27706</td>
<td>8:12-11:48AM</td>
<td>MTWThF</td>
<td>Pacheco,R</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Class# 27706 meets 05/19/2008-06/27/2008

### WELD 54L - 2.0 UNITS ADVANCED PIPE WELDING

- **Prerequisite:** WELD 52 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27416</td>
<td>6:30-10:06PM</td>
<td>MTWThF</td>
<td>Henry,F</td>
<td>ME 13</td>
</tr>
<tr>
<td></td>
<td>10:06-2:18PM</td>
<td></td>
<td>Henry,F</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Class# 27416 meets 05/19/2008-06/27/2008

### WELD 120 - 4.0 UNITS BEGINNING ARC WELDING

- **Prerequisite:** WELD 100 with a grade of Credit or "C" or higher, or concurrent enrollment, or appropriate work experience.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27192</td>
<td>7:00-8:12AM</td>
<td>MTWThF</td>
<td>Tait,M</td>
<td>ME 13</td>
</tr>
<tr>
<td>27192</td>
<td>8:12-11:48AM</td>
<td>MTWThF</td>
<td>Tait,M</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Class# 27192 meets 05/19/2008-06/27/2008

### WELD 200 - 4.0 UNITS INTERMEDIATE ARC WELDING

- **Prerequisite:** WELD 120 or equivalent with a grade of Credit or "C" or higher, or appropriate work experience.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27193</td>
<td>7:00-8:12AM</td>
<td>MTWThF</td>
<td>Pacheco,R</td>
<td>ME 13</td>
</tr>
<tr>
<td>27193</td>
<td>8:12-11:48AM</td>
<td>MTWThF</td>
<td>Pacheco,R</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Class# 27193 meets 05/19/2008-06/27/2008

### WELD 210L - 2.0 UNITS ARC WELDING APPLICATIONS

- **Prerequisite:** WELD 200 or equivalent with a grade of Credit or "C" or higher.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27194</td>
<td>8:00-11:36AM</td>
<td>MTWThF</td>
<td>Tait,M</td>
<td>ME 13</td>
</tr>
</tbody>
</table>

Class# 27194 meets 05/19/2008-06/27/2008

## Woodworking Manufacturing Technology

### WMT 108 - 2.5 UNITS WOOD CARVING FURNITURE

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>28271</td>
<td>8:00-12:30PM</td>
<td>Sat</td>
<td>Trimble,W</td>
<td>WD 13</td>
</tr>
<tr>
<td></td>
<td>1:00-4:30PM</td>
<td>Sat</td>
<td>Trimble,W</td>
<td>WD 13</td>
</tr>
</tbody>
</table>

Note: +1.0 hrs. arr. per week.
Class# 28271 meets 05/27/2008-07/27/2008

### WMT 111L - 1.0 UNIT INTRODUCTION TO WOODWORKING LAB

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27199</td>
<td>1:00-4:23PM</td>
<td>MW</td>
<td>Stammerjohn,C</td>
<td>WD 14</td>
</tr>
</tbody>
</table>

### WMT 118 - 2.0 UNITS INTRODUCTION TO WOODTURNING

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27201</td>
<td>8:00-10:07AM</td>
<td>MW</td>
<td>Hernandez,B</td>
<td>WD 12</td>
</tr>
<tr>
<td></td>
<td>10:07-12:30PM</td>
<td>MW</td>
<td>Hernandez,B</td>
<td>WD 12</td>
</tr>
</tbody>
</table>

Class# 27201 meets 05/19/2008-07/11/2008

### WMT 137 - 2.5 UNITS OUTDOOR FURNITURE

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27420</td>
<td>5:30-7:45PM</td>
<td>TTh</td>
<td>Mortensen,E</td>
<td>WD 14</td>
</tr>
<tr>
<td></td>
<td>7:45-10:00PM</td>
<td>TTh</td>
<td>Mortensen,E</td>
<td>WD 14</td>
</tr>
</tbody>
</table>

Class# 27420 meets 05/19/2008-07/11/2008

### WMT 228L - 1.0 UNIT PROJECT COMPLETION LAB

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27527</td>
<td>5:00-9:50PM</td>
<td>MW</td>
<td>Krause,P</td>
<td>WD 13</td>
</tr>
</tbody>
</table>

Class# 27527 meets 05/19/2008-07/11/2008

### WMT 101 - 3.0 UNITS INTRODUCTION TO WOODWORKING

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27197</td>
<td>5:00-7:45PM</td>
<td>MW</td>
<td>Stammerjohn,C</td>
<td>WD 14</td>
</tr>
<tr>
<td></td>
<td>7:45-10:03PM</td>
<td>MW</td>
<td>Stammerjohn,C</td>
<td>WD 14</td>
</tr>
</tbody>
</table>

Class# 27197 meets 05/19/2008-07/11/2008

### WMT 111 - 1.0 UNIT INTRODUCTION TO WOODWORKING LAB

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27199</td>
<td>1:00-4:23PM</td>
<td>MW</td>
<td>Stammerjohn,C</td>
<td>WD 14</td>
</tr>
</tbody>
</table>

### WMT 228L - 1.0 UNIT PROJECT COMPLETION LAB

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27527</td>
<td>5:00-9:50PM</td>
<td>MW</td>
<td>Krause,P</td>
<td>WD 13</td>
</tr>
</tbody>
</table>

Class# 27527 meets 05/19/2008-07/11/2008

### WMT 101 - 3.0 UNITS INTRODUCTION TO WOODWORKING

- **Transferable to CSU**

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27197</td>
<td>5:00-7:45PM</td>
<td>MW</td>
<td>Stammerjohn,C</td>
<td>WD 14</td>
</tr>
<tr>
<td></td>
<td>7:45-10:03PM</td>
<td>MW</td>
<td>Stammerjohn,C</td>
<td>WD 14</td>
</tr>
</tbody>
</table>

Class# 27197 meets 05/19/2008-07/11/2008

Note: +1.0 hrs. arr. per week.
Class# 28279 meets 05/27/2008-07/27/2008

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official 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

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 a Cerritos College application 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 an ESL or Vocational ESL class, an assessment test will need to be taken.
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 Ingles como Segundo Idioma, Ciudadanía, y otras clases de habilidades académicas. La mayoría de las clases de no-crédito se ofrecen en sitios distintos de la comunidad. Clases para estudiantes con discapacidades requieren de una matriculación aparte.

Para información en español, llame a las oficinas de:
Educacion de Adultos  ____________________________ 562-467-5098

COMO MATRICULARSE EN CLASES DE NO-CRÉDITO

1. Escoja las clases o clase que le gustaría tomar.
2. Llene la aplicación de registración para Cerritos College y entregue la aplicación a la oficina del programa para adultos.
3. Registre a persona.
   Al llenar la aplicación de registración, venga a la oficina de Educación para Adultos localizada en el edificio de CE 11.
   Registra para los cursos de Ingles Como Segundo Idioma requieren una prueba de evaluación. Llame la oficina para más información (562) 467-5098.
4. Consulte con un consejero.
   Consejeros que hablan español están disponibles. Para hacer una cita, llame al 562-467-5098.

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
ESL/CITIZENSHIP

This course prepares adults for the citizenship process, the INS examination, and interview. The course will also emphasize oral communication and strengthen English language skills for those limited in English.

CUIDADANIA

Preparese para el examen de ciudadania y la entrevista con inmigracion, aprendiendo al mismo tiempo Ingles.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27945</td>
<td>9:00-12:00PM</td>
<td>Sat</td>
<td>Sanchez,S</td>
<td>BE 3</td>
</tr>
<tr>
<td>28517</td>
<td>9:00-12:00PM</td>
<td>Sat</td>
<td>Sanchez,S</td>
<td>BE 2</td>
</tr>
<tr>
<td>28518</td>
<td>9:00-12:00PM</td>
<td>Sat</td>
<td>Cardona,R</td>
<td>BE 1</td>
</tr>
<tr>
<td>27944</td>
<td>9:00-12:00PM</td>
<td>Sat</td>
<td>Cardona,R</td>
<td>BE 3</td>
</tr>
</tbody>
</table>

AED 60.01- 0.0 UNIT CITIZENSHIP I

Not Transferable

Class#27944 meets 07/05/2008-08/02/2008

ENGLISH AS A SECOND LANGUAGE

Four levels are offered to assist you in your language development. Emphasis is placed on oral communication and conversational language.

INGLES COMO SEGUNDO IDIOMA

Cuatro niveles de Ingles se ofrecen para ayudarle a desarrollar sus conocimientos del idioma Ingles. Esta clase esta enfocada en comunicacion oral y conversacion del idioma Ingles.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>27927</td>
<td>3:30-6:30PM</td>
<td>TTh</td>
<td>Tucker,J</td>
<td>GARF*</td>
</tr>
<tr>
<td>27928</td>
<td>8:30-3:00PM</td>
<td>Sat</td>
<td>Nunez,M</td>
<td>BE 15</td>
</tr>
<tr>
<td>27929</td>
<td>8:30-3:00PM</td>
<td>Sat</td>
<td>Chen,L</td>
<td>BE 13</td>
</tr>
<tr>
<td>B27932</td>
<td>6:00-9:00PM</td>
<td>MW</td>
<td>San Nicolas,K</td>
<td>CE 2</td>
</tr>
<tr>
<td>B27933</td>
<td>6:00-9:00PM</td>
<td>MW</td>
<td>Sanchez,S</td>
<td>BE 15</td>
</tr>
</tbody>
</table>

AED 42.00- 0.0 UNIT ENGLISH AS SECOND LANGUAGE

Not Transferable

AED 42.01- 0.0 UNIT ENGLISH AS SECOND LANGUAGE

Not Transferable

GENERAL EDUCATION DEVELOPMENT (GED)

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

PREPARASE PARA TOMAR EL EXAMEN EQUIVALENTE A LA PREPARATORIA

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

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>28073</td>
<td>9:00-12:00PM</td>
<td>MW</td>
<td>Kim,S</td>
<td>SAD *</td>
</tr>
<tr>
<td>B27938</td>
<td>6:00-9:00PM</td>
<td>TTh</td>
<td>Barrera De Contreras</td>
<td>SAD *</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Class#</th>
<th>Time</th>
<th>Day</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>28074</td>
<td>9:00-12:00PM</td>
<td>TTh</td>
<td>Km,S</td>
<td>SAD *</td>
</tr>
</tbody>
</table>
### VOCATIONAL ESL CAREER TRAINING

Vocational English is a Second Language (VESL) provides English learners with an introduction to career training skills. These courses supplement credit vocational programs in Pharmacy, Automotive, Welding, Machine Tools, Computers, Electrocardiography, Medical Terminology, Medical Assistant and Phlebotomy.

Trabajos Vocacionales
Este curso proporciona a los estudiantes de Ingles como Segundo Idioma una introduccion en los conocimientos vocacionales basicos en las areas de credito como Farmacia, Mecanica, Soldadura, Manejo de Maquinaria Industrial, Computadores, Electrocardiografia, Terminologia Medica, Como sacar muestras de sangre y Asistente Medico.

#### AED 49.02- 0.0 UNIT VOCATIONAL ENGLISH AS A SECOND LANGUAGE
Not Transferable
27946 8:00-12:30PM Sat Robles,M CE 2

#### OLDER WISER LEARNER (FORMERLY EMERITUS COLLEGE)

The Older Wiser Learner program offers special interest, noncredit classes for adults. These courses are designed to support lifelong learning. Register in the class. Classes are open enrollment.

#### AED 10.06- 0.0 UNIT MUSIC EXPERIENCE FOR SENIORS
Not Transferable
27861 9:30-10:30AM T Miller,M SUNC*
10:30-11:30AM T Miller,M SUNC*
27863 9:45-10:45AM W Miller,M MIRH*
10:45-11:45AM W Miller,M MIRH*
27865 2:00-3:00PM Th Blair,R MPRL*
3:00-4:00PM Th Blair,R MPRL*
27867 9:00-10:00AM Th Davis,B MPRL*
10:00-11:00AM Th Davis,B MPRL*
27869 11:00-12:00PM Th Davis,B MIRH*
12:00-1:00PM Th Davis,B MIRH*
27871 9:00-10:00AM T Davis,B MPRL*
10:00-11:00AM T Davis,B MPRL*
27873 11:00-12:00PM T Davis,B MIRH*
12:00-1:00PM T Davis,B MIRH*
28015 9:30-10:30AM T Blair,R MIRH*
10:30-11:30AM T Blair,R MIRH*
28371 10:00-11:00AM Th Kubiai,P NSC*
11:00-12:00PM Th Kubiai,P NSC*
28617 11:00-12:00PM M Martin,L DRC*
11:00-12:00PM M Martin,L DRC*

#### AED 10.07- 0.0 UNIT FITNESS FOR OLDER ADULTS
Not Transferable
27875 8:00-8:30AM T Pile,L NSC*
8:30-9:00AM T Pile,L NSC*
27879 8:00-8:30AM W Pile,L BWC*
8:30-9:30AM W Pile,L BWC*
27881 8:00-8:30AM M Pile,L BWC*
8:30-9:30AM M Pile,L BWC*
27883 3:00-3:30PM Th Pile,L ACC*
3:30-4:00PM Th Pile,L ACC*
27885 1:00-1:30PM M Layne,J NSC*
1:30-2:30PM M Layne,J NSC*
28037 10:00-10:30AM W Pile,L
10:30-11:00AM W Pile,L

#### AED 10.10- 0.0 UNIT MOVEMENT INTO FITNESS
Not Transferable
27831 9:30-10:00AM TTh Savoy,S LMGM*
27833 2:00-2:30PM T Haque,S DRC*
27835 2:00-2:30PM M Dejong,H CHAR*
27837 1:00-1:30PM T STAFF NBRC*
1:30-2:30PM T STAFF NBRC*
27839 12:45-1:15PM Th Pile,L CID*
1:15-2:45PM Th Pile,L CID*
27841 1:00-1:30PM Th Dejong,H NBRC*
1:30-2:30PM Th Dejong,H NBRC*
27843 1:00-1:30PM F Lozano,J DCC*
1:30-2:30PM F Lozano,J DCC*
27845 2:00-2:30PM T Lozano,J DCC*
2:30-3:00PM T Lozano,J DCC*
27847 1:00-1:30PM M Lozano,J FOUN*
1:30-2:30PM M Lozano,J FOUN*
27849 3:30-4:00PM M Lozano,J CSR*
4:00-5:00PM M Lozano,J CSR*
27851 2:45-3:15PM Th Lozano,J CSR*
3:15-4:45PM Th Lozano,J CSR*
B27853 4:30-5:00PM W Lozano,J LMAC*
B 5:00-6:00PM W Lozano,J LMAC*
27855 4:00-4:30PM F Lozano,J LMAC*
B 4:30-6:00PM F Lozano,J LMAC*
27857 10:15-10:45AM F Pile,L CID*
10:45-12:15PM F Pile,L CID*
27859 1:30-2:00PM M Savoy,S RHCC*
2:00-3:30PM M Savoy,S RHCC*
28004 9:30-10:00AM M Haque,S NSC*
10:00-11:30AM M Haque,S NSC*
28006 9:00-9:30AM Sat Pile,L ACC*
9:30-11:00AM Sat Pile,L ACC*
28008 9:30-10:00AM M Savoy,S VEC*
10:00-11:30AM M Savoy,S VEC*
28010 2:00-2:30PM W Savoy,S PMC*
2:30-4:00PM W Savoy,S PMC*
278012 1:00-1:30PM W Pile,L NSC*
1:30-3:00PM W Pile,L NSC*
28063 9:30-10:00AM W Haque,S NSC*
10:00-11:30AM W Haque,S NSC*
28065 11:10-12:00PM Sat Lane,E LMAC*
12:00-1:30PM Sat Lane,E LMAC*
B28067 5:00-5:30PM W Lane,E CSR*
B 5:30-7:00PM W Lane,E CSR*
28637 8:00-8:30AM F Pile,L BWC*
8:30-10:00AM F Pile,L BWC*

#### AED 14.09- 0.0 UNIT ARTS & CRAFTS FOR ADULTS
Not Transferable
27887 9:30-10:00AM W Miller,S LMAC*
27889 2:00-4:00PM T Miller,S ACC*
27890 1:30-3:30PM T Savoy,S SUNC*
27891 9:30-11:30AM F Miller,S PMC*
27892 12:30-2:30PM Sat Savoy,S VEC*
28000 1:00-3:00PM Th Savoy,S VEC*
28001 2:00-4:00PM W Martin,L NSC*
28048 10:00-12:00PM T Martin,L PMC*
28069 1:00-3:00PM M Miller,S DRC*
28070 2:00-4:00PM M Martin,L NSC*
28373 9:30-11:30AM W Savoy,S RHCC*
28374 9:30-11:30AM T Miller,S ADA*
28375 2:00-4:00PM F Miller,S ACC*
28377 2:00-4:00PM Th Martin,L NSC*
28453 9:30-11:30AM W Savoy,S PMC*

#### AED 16.10- 0.0 UNIT SENIOR CHORUS
Not Transferable
27893 10:00-10:45AM W Kubiai,P CSR*
10:45-12:00PM W Kubiai,P CSR*

#### AED 16.13- 0.0 UNIT VOCAL ARTS WORKSHOP
Not Transferable
27896 12:00-1:30PM T Kubiai,P CSR*
1:30-3:00PM T Kubiai,P CSR*

Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
### 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 3 apprenticeship programs:  
- Field Ironworkers  
- SC/PDCA Painters & Decorators of California  
- ABC – Associated Builders and Contractors

For further information call (562) 860-2451, ext. 2497

### DISABLED STUDENT PROGRAMS AND SERVICES

Classes designed for individuals with disabilities are available through Adult Education both on campus and at Rancho Los Amigos Medical Center. For additional information please refer to the DSPS Program found on page 141 or visit our website at www.cerritos.edu/dsp

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Attendance is mandatory (including wait listed students). Failure to appear will jeopardize your official enrollment.
<table>
<thead>
<tr>
<th>Site</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ALBR</td>
<td>Albertson’s Market</td>
<td>1421 W. Manhattan Ave., Fullerton</td>
</tr>
<tr>
<td>2. APPK</td>
<td>Apollo Park</td>
<td>12458 Rives Ave., Downey</td>
</tr>
<tr>
<td>3. CHAR</td>
<td>Artesia Christian Home</td>
<td>11614 E. 183rd St., Cerritos</td>
</tr>
<tr>
<td>4. AHS</td>
<td>Artesia High School</td>
<td>12108 E. Del Amo Blvd., Lakewood</td>
</tr>
<tr>
<td>5. BTHL</td>
<td>Bethel Church</td>
<td>10012 Ramona, Bellflower</td>
</tr>
<tr>
<td>6. BWC</td>
<td>Betty Wilson Center</td>
<td>11641 Florence Ave., Santa Fe Springs</td>
</tr>
<tr>
<td>7. BOCO</td>
<td>Boeing Company</td>
<td>3251 E. Spring Street, Long Beach</td>
</tr>
<tr>
<td>8. CERR</td>
<td>Cerritos High School</td>
<td>13600 E. 183rd St., Cerritos</td>
</tr>
<tr>
<td>9. CSRC</td>
<td>Cerritos Senior Center</td>
<td>12340 South St., Cerritos</td>
</tr>
<tr>
<td>10. CRLU</td>
<td>Christ Lutheran Church</td>
<td>7707 Florence Ave., Downey</td>
</tr>
<tr>
<td>11. CID</td>
<td>Country Inn Downey</td>
<td>11111 Myrtle St., Downey</td>
</tr>
<tr>
<td>12. DCC</td>
<td>Downey Comm. Senior Ctr.</td>
<td>7810 Quill Dr., Downey</td>
</tr>
<tr>
<td>13. DOWN</td>
<td>Downey High School</td>
<td>11040 Brookshire Ave., Downey</td>
</tr>
<tr>
<td>14. FOUN</td>
<td>Founders</td>
<td>18025 Pioneer, Artesia</td>
</tr>
<tr>
<td>15. GAHR</td>
<td>Gahr High School</td>
<td>11111 E. Artesia Blvd., Cerritos</td>
</tr>
<tr>
<td>16. GARF</td>
<td>Garfield Elementary</td>
<td>7425 Garfield Ave., Bell Gardens</td>
</tr>
<tr>
<td>17. MPRL</td>
<td>Imperial Conv. Home</td>
<td>12935 La Mirada Blvd., La Mirada</td>
</tr>
<tr>
<td>18. LMAC</td>
<td>La Mirada Activity Center</td>
<td>13810 La Mirada Blvd., La Mirada</td>
</tr>
<tr>
<td>19. LMHS</td>
<td>La Mirada High School</td>
<td>13505 Adella Rd., La Mirada</td>
</tr>
<tr>
<td>20. LMRC</td>
<td>La Mirada Resource Center</td>
<td>13710 La Mirada Blvd., La Mirada</td>
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<tr>
<td>21. LMGM</td>
<td>La Mirada Gymnasium</td>
<td>15105 Alice Rd., La Mirada</td>
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<tr>
<td>22. LSFL</td>
<td>Las Flores Elem. School</td>
<td>10009 E. Palm St., Bellflower</td>
</tr>
<tr>
<td>23. MAYF</td>
<td>Mayfair High School</td>
<td>6000 N. Woodruff Ave., Lakewood</td>
</tr>
<tr>
<td>24. MI/H</td>
<td>Mirada Hills</td>
<td>12000 La Mirada Blvd., La Mirada</td>
</tr>
<tr>
<td>25. MORR</td>
<td>Morrison Elementary School</td>
<td>13510 S. Maidstone Ave., Downey</td>
</tr>
<tr>
<td>26. NBERC</td>
<td>Neighborhood Center</td>
<td>9255 Pioneer Blvd., Santa Fe Springs</td>
</tr>
<tr>
<td>27. NSC</td>
<td>Norwalk Senior Center</td>
<td>14040 San Antonio Dr., Norwalk</td>
</tr>
<tr>
<td>28. NTER</td>
<td>Norwalk Terrace</td>
<td>15602 Belshire Ave., Norwalk</td>
</tr>
<tr>
<td>29. NOCC</td>
<td>Norwalk Urban Village</td>
<td>One-Stop Career Center Plus</td>
</tr>
<tr>
<td>30. COCC</td>
<td>One-Stop Career Ctr. Plus</td>
<td>12440 E. Firestone Blvd., Suite 100, Norwalk</td>
</tr>
<tr>
<td>31. PADL</td>
<td>Padelford Park</td>
<td>18747 Clarkdale Ave., Artesia</td>
</tr>
<tr>
<td>32. RALP</td>
<td>Ralph’s Market</td>
<td>1100 W. Artesia Blvd., Compton</td>
</tr>
<tr>
<td>33. RLA</td>
<td>Rancho Los Amigos</td>
<td>7601 E. Imperial Hwy., Downey</td>
</tr>
<tr>
<td>34. SJBH</td>
<td>St. John Bosco High School</td>
<td>13640 S. Bellflower Blvd., Bellflower</td>
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<tr>
<td>35. SJS</td>
<td>St. Joseph High School</td>
<td>5825 Woodruff, Lakewood</td>
</tr>
<tr>
<td>36. STMH</td>
<td>St. Matthias High School</td>
<td>7851 Gardendale St., Downey</td>
</tr>
<tr>
<td>37. SIMS</td>
<td>Simms Park</td>
<td>16614 Clark Ave., Bellflower</td>
</tr>
<tr>
<td>38. SOLL</td>
<td>Southland Lutheran</td>
<td>11701 Studtbaier Rd., Norwalk</td>
</tr>
<tr>
<td>40. VECH</td>
<td>Villa Elena</td>
<td>13226 Studtbaier Rd., Norwalk</td>
</tr>
<tr>
<td>41. WARR</td>
<td>Warren High School</td>
<td>8141 De Palma St., Downey</td>
</tr>
<tr>
<td>42. WHS</td>
<td>Whitney High School</td>
<td>16800 Shoemaker, Cerritos</td>
</tr>
</tbody>
</table>
It is the policy of the Cerritos Community College District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests or offers for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by federal and state statues.

The Board of Trustees and the President-Superintendent have provided regulations and procedures to implement this policy and the regulations and procedures are included as a part of the District’s 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.

Informal and formal complaints under this policy shall be processed through the District’s Investigation and Resolution of Complaints of Unlawful Discrimination procedure through the Faculty and Staff Diversity Officer. The College’s policies are available on the website and are also published in the college catalog.

POLICY ON SEXUAL AND OTHER ASSAULTS

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. The board policy on sexual and other assaults on campus 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.

(See Board Policy 3540)

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.

(Board Policy 3550)

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

1. Library
2. Human Resources
3. Student Activities Office
4. Career Services Center
5. Student Health 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
Requirements for the Associate in Arts (A.A.) Degree at Cerritos College can be met in one of three different ways: Plan A, B or C.

**PLAN A** is designed primarily for those students interested in preparing for a vocational career upon graduation. Plan A may also be used by university transfer students and for students in vocational majors who may possibly wish to transfer in the future. However, there are courses listed under Plan A that are not transferable for general education credit to the four-year universities. Therefore, students wishing to use this option should see a Cerritos College counselor for advice in selecting the A.A. General Education plan that in combination with a major will best match their educational and career goals. Please see the Plan A degree description page for further details.

**PLAN B** is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan to combine completion of both the Associate in Arts general education requirements, and the California State University (CSU) General Education Certification pattern. Students should see a counselor for advice on selecting the A.A. General Education plan that in combination with a major will best match their educational and career goals. Please see the Plan B degree description page for further details.

**PLAN C** is designed primarily for students who intend to transfer to the University of California (UC), or who are undecided between transferring to the University of California or the California State University. Students may use this plan to combine completion of both the A.A. degree general education requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Plan C may not be recommended for some majors at certain CSU or UC campuses. Please see the Plan C description page for further details.

**The significant differences between Plan A, Plan B and Plan C are:**

**Plan A** requires the completion of a minimum of 18 units of identified general education courses and requirements and a minimum of 18 units of specified “major” courses, proficiency requirements and electives, if necessary, to total a minimum of 60 degree applicable units.

**Plan B** requires a minimum of 39 units of identified CSU general education courses and requirements plus specified major courses, the health and wellness proficiency requirement, and elective courses, if necessary, for a minimum of 60 degree applicable units.

If a student only wishes to transfer at an upper division level and is not seeking an A.A. degree, a minimum of 60 UC transferable units is required. (See IGETC, UC transfer requirements, and your counselor.)

There are important differences among the three plans. In order to select the plan that best meets each individual’s AA and transfer goals, students should see a Cerritos College counselor.
ASSOCIATE IN ARTS DEGREE
GENERAL EDUCATION
2007-08
PLAN A
DEGREE AND/OR CAREER OPTION

A total of 60 degree applicable units including the following requirements must be completed to qualify for the A.A. degree:

1. MAJOR PROGRAM REQUIREMENTS:
   Complete all requirements for the chosen major program under “Major Requirements” in the Cerritos College Catalog.

2. MATHEMATICS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Earn a score on the Intermediate Algebra Readiness test sufficient for placement in a course above the level of MATH 60 or
   b. Completion of MATH 60, CIS 52 or TM 50 with a grade of Credit or “C” or higher, or
   c. For other options, see your counselor

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

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

5. HEALTH AND WELLNESS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Completion of at least one unit of a Physical Education activity course from the approved department list below:
   b. Completion of HED 100, 101, 103, or 200; TH 140-143; MUS 160-164; HO 100, 151 or 152; CDEC 161; PE 100 or WS 103.
   c. Enrollment and completion of Allied Health program (DA, DH, RN, PTA, Pharm Tech, MA)
   d. For other options, see your counselor

6. GENERAL EDUCATION REQUIREMENTS: PLAN A 18 UNITS
   a. NATURAL SCIENCES: 3 UNITS MINIMUM FROM EITHER PHYSICAL SCIENCE OR BIOLOGICAL SCIENCES
      (1) Physical Sciences
         Astronomy 101, 102, 103, 104, 105L (lab), 106
         Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)
         Earth Science 101, 102 (lab), 104, 106, 110 (lab)
         Energy 110
         Geography 101, 101L (lab)
         Geology 101 (LAB), 110, 201 (lab), 204, 207 (lab), 209
         Physical Science 100, 112 (lab)
         Physics **50 (lab), 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)
      (2) Biological Sciences
         Anatomy and Physiology 120 (lab), 130 (lab), 150 (lab), 151 (lab), 200 (lab), 201 (lab)
         Anthropology **110, 115, 115L (lab)
         Biology 105, 110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab)
         Botany 120 (lab)
         Microbiology 200 (lab)
         Psychology 241
         Zoology 120 (lab)
   b. SOCIAL AND BEHAVIORAL SCIENCES: 3 UNITS MINIMUM
      Examination Option: The History or Political Science requirement may be satisfied by proficiency examinations. If both exams are passed, the student is still required to select three units from below.
      NOTE: Completion of a U.S. history or government course which fulfills the California State University requirement taken at any accredited institution may be used in lieu of the course requirement.
      One course from Section B1 or B2 is required.
      (1) History 101, 101LC, 102, 103
         (This requirement can be met by successfully passing the departmentally administered and evaluated proficiency examination for American History, or receiving a score of 3 or better on the College Board's Advanced Placement Exam, American History, or the College Board's College Placement Test, American History and Social Studies. Unit credit is awarded for passing the AP exam option with a score of 3 or better. Unit credit is not awarded for the departmental exam and only applies to the A.A. degree).
      (2) Political Science 101 or 201
         (This requirement can be met by successfully passing the departmentally administered and evaluated proficiency examination for American Government or the College Board's Advanced Placement exam. Unit credit is awarded for passing the Advanced Placement exam option with a score of 3 or better. Unit credit is not awarded for passing the department exam and only applies to the AA degree).
c. FINE ARTS AND HUMANITIES: 3 UNITS MINIMUM FROM EITHER FINE ARTS OR HUMANITIES

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 **110, 112
- Art 100, 101, 102, 103, 104, 106, 107, *108, *109, 110, 116, 120, 130A, 144, 150, **186, **192, 193
- Music 100, 101, 102, 103, 104, 104B, 105
- Photography 100, 160
- Physical Education 191
- Theatre 101, 102, 103, 104, **110, 150, RTV/TH 151, RTV 152, TH 159

(2) HUMANITIES
- Art *108, *109
- French 101, 102, 201, 202, 203
- German 101, 102, 201, 202
- Japanese 101, 102, 201, 202
- Philosophy 100, 100LC, 102, 104, 200, 201, 204, 206
- Sign Language 101, 102, 201
- Spanish 101, 102, 111, 112, 201, 202, 206, 210, 245
- Speech 140, **145
- Women's Studies 102

d. LANGUAGE AND RATIONALITY: 6 UNITS MINIMUM
Select at least three units from Section D1 and three units from Section D2:

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

(2) COMMUNICATION AND ANALYTICAL THINKING
- Business Communication **148
- Computer and Information Sciences **52, **101, **102, **103, **178
- Engineering Design Technology **131
- English 101, 103, 103LC
- Mathematics **60, **70, **80, **80A, 100, 110A, 110B, 112, 114, 115, 116, 140, 150, 170, 190, 220, 240
- Philosophy 103, 106
- Psychology 103, 210
- Reading **200
- Speech **60, 100, 100LC, 120, 130, 132, 150, 235, **271
- Technical Mathematics **50

e. Select an additional course from general education courses from those listed above or a course from Plan B or Plan C so that the earned general education units total at least 18.

* These courses appear in more than one category, but may only be counted once.

** These courses do not meet the General Education Requirements for CSU or IGETC.

NOTE: The preceding graduation requirements apply to students who were in attendance during the 2007-08 school year and thereafter. Students who enrolled prior to Fall 2007 and who have maintained continuous attendance at Cerritos College have the option of meeting the current requirements or those in effect at the time continuous attendance began.
Associate in Arts Degree
General Education
2007-08
Plan B and/or
The General Education Certification
Requirements For The Bachelor's Degree
At The California State University

Plan B is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan to combine completion of both the Associate in Arts general education requirements and the CSU General Education Certification pattern. Students should see a counselor for advice on selecting the AA General Education plan that in combination with a major will best match their educational and career goals.

To earn an Associate in Arts Degree using Plan B, students must complete a minimum of 60 degree applicable units with an overall grade point average of “C” (2.0) or better which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (See description in Plan A).

If a student wishes only to transfer and is not seeking an A.A. degree, they can follow the requirements below. However, there are no proficiencies required for CSUGE certification.

It should be noted that completion of the CSU General Education Certification is not required for admission to the CSU nor is it the only way to fulfill the lower division general education requirements. Depending upon the student's major, it may be advantageous to complete the requirements of the specific campus the student plans to attend.

STATE UNIVERSITY
GENERAL EDUCATION
CERTIFICATION REQUIREMENTS

A maximum of 39 units is required to fulfill the CSU lower division general education requirements, with the units to be distributed as follows:

Nine (9) units in Area A; nine (9) units in Areas B, C and D, with no more than 30 units total in areas B through D combined; and three (3) units in Area E.

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

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

A) Communications: 9 units minimum.
Must take one course from category 1, 2, and 3

1. Oral Communication
   Speech 100, 100LC, 120, 130, 132, 150
2. Written Communication
   English 100, 100LC
3. Critical Thinking
   English 101, 103, 103LC; Philosophy 103, 106; Psychology 103; Speech 235

B) Natural Science and Mathematics: 9 units minimum.
   Take a course from category 1, 2 and 3. AT LEAST ONE LABORATORY (LAB) MUST BE INCLUDED IN CATEGORY 1 or CATEGORY 2.
   1. Physical Sciences
      Astronomy 101, 102, 103, 104, 105L (lab), 106
      Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)
      Earth Science 101, 102 (lab), 104, 106, 110 (lab)
      Energy 110
      Geography 101, 101L (lab)
      Geology 101 (lab), 110, 201 (lab), 204, 207 (lab), 209
      Physical Science 100, 112 (not considered a LAB science for CSU GE)
   Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)

   2. Biological Sciences
      Anatomy and Physiology 120 (lab), 130 (lab), 150 (lab), 151 (lab), 200 (lab), 201 (lab)
      Anthropology 115, 115L (lab)
      Biology 105, 110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab), 202 Botany 120 (lab)
      Microbiology 200 (lab)
      Psychology 241
      Zoology 120 (lab)

   3. Mathematical Concepts
      Psychology 210

C) Fine Arts and Humanities: 9 units minimum.
   Take one course in category 1 and 2. The third course may be taken in either category.

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, 160
   Physical Education 191
   Theatre 101, 102, 103, 104, 150, RTV/TH 151, RTV 152, TH159
2. Humanities
   Art *108, *109
   French 101, 102, 201, 202, 203
   German 101, 102, 201, 202
   Humanities 100, *108, *109
   Japanese 101, 102, 201, 202
   Philosophy 100, 100LC, 102, 104, 200, 201, 204, 206
   Sign Language 101, 102, 201
   Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245
   Speech 140
   Women's Studies 102

D) Social Sciences: 9 units minimum.
   Take one course in category 1, 2 and 3.
1. American History
   History *101, *101LC, *102, *103
   (Any one of these courses meet the requirement in U.S. History)
2. American Government
   Political Science 101, 201
   (Either of these courses meet the requirement for Constitution and American Ideals)
3. Social, Political, Historical and Economic Institutions
   Administration of Justice 101
   Anthropology 100, 120, 170, 200, 202, 203, *205
   Child Development *110
   Economics 101, 102, 201, 202, 204
   Geography 102, 105
   Journalism 100
   Political Science 110, 210, 220, 230
   Psychology 101, *150, 251, 261, 271
   Sociology 101, *110, *120, 201, 210, 215, 230, 250
   Speech 110
   Women's Studies 101, 204, *205, 206

E) Self-Development: 3 units minimum.
   Take one course from the following:
   Anthropology *205
   Business Finance 125
   Child Development *110
   Counseling and Guidance 200, 200LC
   Health Education 100, 101
   Health Occupations 152

   Physical Education 141
   Psychology *150
   Sociology *110, *120
   Women's Studies *205

* These courses appear in more than one category, but may be used only to satisfy one category.

NOTE: Changes in the above General Education requirements may occur from time to time. If courses are added to or deleted from the pattern, this may affect a student's selection of courses. Students do not have catalog rights to a certification pattern, regardless of their continual attendance status.

CSU Transfer credit is noted in individual catalog course descriptions. A complete list of CSU transferable courses offered by Cerritos College can be found on ASSIST website at www.assist.org.
Associate in Arts Degree
General Education
2007-08
Plan C and/or
The Intersegmental General Education Transfer Curriculum (IGETC)
For Transfer To UC And CSU

Plan C is designed primarily for students who intend to transfer to the University of California (UC) or are undecided between transferring to the UC or the California State University (CSU). Students may use this plan to combine completion of both the AA Degree general education requirements and the IGETC General Education requirements.

The purpose of IGETC is to provide an option for students to fulfill lower division general education requirements prior to transferring to a UC or CSU campus.

Depending upon the student’s major and campus choice, it may be advantageous to complete the requirements of the specific campus the student plans to attend. In general, it is not advisable for transfer students preparing for majors at any UC campus requiring a high number of units, such as engineering and science, to use IGETC.

Plan C can be fulfilled by completing the IGETC requirements specified for either the UC or CSU.

A letter grade of “C” or better is required in all Plan C courses.

To earn an Associate in Arts degree using Plan C, students must complete a minimum of 60 degree applicable units with a grade point average of “C” (2.0) or better which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (See description in Plan A).

If a student wishes only to transfer and is not seeking an A.A. degree, they can follow the requirements below. However, there are no proficiencies required for IGETC certification.

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

Further information and other regulations pertaining to IGETC and the Associate in Arts Degree are found in the catalog.

AREA 1 ENGLISH COMMUNICATION
CSU: Courses from A, B, and C required.
UC: Courses from A and B required.

A) English Composition
   (1 course, 3 semester/4-5 quarter units)
   English 100, 100LC

B) Critical Thinking-English Composition
   (1 course, 3 semester/4-5 quarter units)
   English 101, 103, 103 LC
   Philosophy 103
   Psychology 103
   Speech 235

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

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

A) Arts
   Architecture 112+
   Humanities *108, *109
   Music 100, 101, 103, 104, 104B, 105
   Photography 160
   Physical Education 191
   Theatre 101, 102, 103, 104, 150, 159

B) Humanities
   Art *108, *109
   English 102, 106, 221A, 221B, 222, 222LC, 223, 224, 225, 226, 227,
   228, 228LC, 230A, 230B, 232, 233, 234, 235, 235LC, 236, 237, 245,
   246A, 246B, 248A, 248B
   French 201, 202
   German 102, 201, 202
   *265
   Humanities 100, *108, *109
   Japanese 102
   Philosophy 100, 100LC, 102, 104, 200, 201, 204, 206
   Sign Language 201
   Spanish 102+, 112+, 201, 202, 205, 210, 245
   Women's Studies 102

AREA 4 SOCIAL AND BEHAVIORAL SCIENCES
(3 courses from at least two disciplines or an interdisciplinary sequence: 9 semester/12-15 quarter units)
Anthropology 100, 120, 170, 200, 202, 203, 205
Child Development 110
Economics 101+, 102, 201, 202
Geography 102, 105
Political Science 101+, 201+, 210, 220, 230
Psychology 100+, 101+, 102, 103, 104, 105+ (lab), 106
Sociology 101, 110, 120, 201, 210, 215, 250
Speech 110
Women's Studies 101, 204, 205, 206

AREA 5  PHYSICAL AND BIOLOGICAL SCIENCES
(2 courses, one from A and one from B below; at least one course must include laboratory (lab); 7-9 semester/9-12 quarter units)
A) Physical Sciences
   Astronomy 101, 102+, 103+, 104, 105L (lab) 106
   Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)
   Earth Science 101, 102 (lab), 104, 106, 110+ (lab)
   Geography 101, 101L (lab)
   Geology 101+ (lab), 110+, 201 (lab), 207 (lab), 209
   Physical Science 100+
   Physics 100+ (lab), 101+ (lab), 102+ (lab), 201+ (lab), 202+ (lab), 203+ (lab)
B) Biological/Life Sciences
   Anatomy and Physiology 120+ (lab), 130+ (lab), 150+ (lab), 151+ (lab), 200+ (lab), 201+ (lab)
   Anthropology 115, 115L (lab)
   Biology 115 (lab), 120+ (lab), 200 (lab), 201 (lab), 202
   Botany 120 (lab)
   Microbiology 200 (lab)
   Psychology 241
   Zoology 120 (lab)

* These courses appear in more than one category, but may be used only to satisfy one category.

ADDITIONAL REQUIREMENTS
A) UC ONLY: Language other than English
   There are several ways to satisfy this requirement. They include:
   a. Complete two years of the same foreign language in high school with a grade of “C” or better.
   b. Complete first college course in any foreign language or SL 101.
   c. Earn a minimum score of 500 on an appropriate College Board Achievement Test in a foreign language.
   d. For other options, see your counselor.
B) CSU ONLY: The CSU has a specific American Institutions requirement that is separate from the general education requirements. Courses used to meet the American Institutions requirement may 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+, 101LC+, 102+, 103+
   Group 2:  Political Science 101+, 201+
+ Credit limitation. UC credit limitations may apply for certain courses in IGTC, as well as other UC transferable courses which are not in IGETC. An explanation for each course which has credit limitations appears in the college catalog course description. For details, see your counselor.

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.
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 (ASC) 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 ASC has a centralized location where students develop learning skills that will improve their efficiency and effectiveness in the classroom. The ASC offers tutorial services in almost all subjects, individualized instruction from Cerritos College faculty, study skills workshops, stress management workshops, support for online students, computer proficiency certification and much more. All services are free to Cerritos College students. The ASC is located in the lower level of the LRC in LC166.

ACCIDENT INSURANCE EXT. 2321
Accident insurance is provided by Cerritos College to all enrolled students in the event of an accident or injury during college sponsored and supervised activities. It may assist in covering medical bills incurred by students and athletes. There are benefit limitations and some exclusions in the policy, so it is important to work with the Student Health Services staff to insure optimum coverage. Students enrolled at Cerritos College, whose children are injured while using the officially designated childcare facility on campus, are covered by Accident Insurance.

ADMISSIONS AND RECORDS 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 enrollment procedure. Concerns should be directed to the Dean of Admissions, Records, and Services. Except during enrollment, the Admissions Office hours are 8 a.m. – 7 p.m., Monday-Thursday; 8 a.m. – 4 p.m., Friday. The campus will be closed on Fridays from June 6 through August 8. For additional information visit our website at www.cerritos.edu/admissions.

ASSESSMENT TESTING EXT. 2599
Assessment testing is administered in the Career Services Center. Results are used for advisement in selecting classes. Tests for reading, math, English writing, and ESL placement are administered in the Career Services Center.

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

BOOKSTORE EXT. 2462
The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts and clothing. MasterCard, Visa, American Express, and Discover are accepted. Summer hours are: 8 a.m. – 4 p.m., Monday through Thursday; closed on Friday, Saturday and Sunday.

CALWORKS EXT. 2356
The Cerritos College CalWORKs Program assists students who are receiving Temporary Assistance to Needy Families (TANF) and are enrolled in a county-approved program of study at Cerritos College. The program provides eligible students with counseling/case management services, educational and career planning, job search assistance, referrals to campus and community-based organizations, up-to-date information regarding welfare reform, advocacy with Department of Public Social Services, work-study opportunities and assistance with payment for childcare. For more information about the CalWORKs Program, please call (562) 860-2451, ext. 2356, to make an appointment with a CalWORKs Counselor.

CAMPUS NEWS SERVICES EXT. 2618
To keep you abreast of news and interesting aspects of campus life, student publications are available to you free of charge. Produced by students in the Journalism Department is the award-winning weekly newspaper Talon Marks. The paper provides timely coverage of campus news and highlights, sports, and current events. Campus news is also available online at the Talon Marks website at www.talonmarks.com and on the campus radio station WPMD, located at 1700 on the AM dial or www.cerritos.edu/wpmd. In addition, the Falcon Flyer, published by the ASCC, lists scheduled campus events and can be obtained at various locations on campus.

CAREER PLANNING EXT. 2356
Career planning is available to individuals who are currently enrolled, who have graduated, or who hold certificates from Cerritos College. Career planning provides opportunities to explore career options as well as the use of highly sophisticated computerized search programs which include the Internet. Students are encouraged to take advantage of the skills, interests, and values inventories that are available to them in the Career Services Center. A career counselor will assist you to understand the assessment results and help you in choosing a career or major.

CAREER SERVICES CENTER (located in the Administration Building) EXT. 2356
The Career Services Center offers the following services to assist students in exploring and planning their academic and vocational futures: (1) Assessment Testing, ext. 2599; (2) Career Planning, ext. 2356; (3) Student Employment –Job Placement, ext. 2366; (4) Reentry Programs, ext. 2362; and (5) Transfer Center, ext. 2154. You may visit our website at www.cerritos.edu/career-services. The Career Services Center is open Monday through Thursday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – 4 p.m. The campus will be closed on Fridays from June 6 through August 8.

CHILD DEVELOPMENT CENTER EXT. 2583
The Cerritos College Child Development Center is a Nationally Accredited Program that services students, college employees and the community. The Center is also a laboratory school for future teachers in the field of Early Childhood Education. Our purpose is to provide a safe, nurturing, exceptional early childhood education program for children from 2½ – 5 years old. Inspired by the schools of Reggio Emilia, Italy, we use a constructivist approach to learning. Cerritos College Child Development Center is open from 7:30 a.m. – 5:00 p.m., Monday through Friday. We offer an emergent curriculum, one that arises out of the children's interests and responses to the prepared indoor and outdoor classroom environment and their experiences. We offer three types of programs:

The Preschool Program serves children from ages 2½ – 5 years old and is available for full-time care anytime from 7:30 a.m. – 5:00 p.m. and part-time care from 8:00 – 12:00, 8:30 – 12:30, or 9:00 – 1:00, Monday through Friday.
The LAUP Program: The Los Angeles Universal Preschool program serves children turning 4 years old by December 2 and provides a school readiness program. We offer two sessions: a morning session that meets from 8:30 a.m. – 12:00 p.m., Monday through Thursday, and an afternoon session from 1:00 p.m. – 4:30 p.m., Monday through Thursday.

Pre-Kindergarten Family Literacy Program: This program serves children who will turn 4 years of age by December 2, and offers a language-rich and print-rich environment in which to develop language and school readiness skills. This new program is funded by the State Department of Education and families must meet the income and need eligibility requirements for no fee or reduced fees. PKFLP is available Monday through Friday from 7:30 a.m. – 5:00 p.m.

Students interested in these services must contact the Child Development Center and fill out a Request for Child Care Application or call (562) 860-2451, ext. 2583, or (562) 461-5051.

COUNSELING (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 a.m. – 7 p.m., Monday – Thursday; 8 a.m. – 4 p.m., Friday. The campus will be closed on Fridays 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, mobility aides, assistance with registration, speech assistance, and more. For more information call (562) 860-2451, ext. 2333; (562) 467-5043/TTY or visit our website at http://www.cerritos.edu/dspss.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS) (EXT. 2398)
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 enrollment assistance, grants, university application waivers and EOP nominations, and participation in Supplemental Instruction (SI) workshops and Achievement in Mathematics (AIM) Program. The EOPS office is 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 p.m., Friday. The campus will be closed on Fridays from June 6 through August 8.

FINANCIAL AID OFFICE (located in the Administration Building) (EXT. 2397)
The Financial Aid Office offers grants, work-study opportunities, loans, and scholarships provided by federal and state governments and local agencies. The Free Application for Federal Student Aid (FAFSA) can be filed on the web at http://www.fafsa.ed.gov. The federal school code for Cerritos College is 001161. Financial Aid Office hours are: 10 a.m. – 2 p.m., Monday and Tuesday; 10 a.m. – 6:30 p.m., Wednesday and Thursday; 9 a.m. – 12 p.m. on Friday. The campus will be closed on Fridays from June 6 through August 8. For additional information visit our website at www.cerritos.edu/finaid.

HEALTH INSURANCE (EXT. 2321)
Supplemental insurance is available on a voluntary basis for health and hospitalization coverage. Students must contact the Student Health Center for insurance information and application.

HEALTH SERVICES (EXT. 2321)
Health services are available to all students currently enrolled at Cerritos College upon proof of enrollment. First aid and referrals are available to all faculty, staff and visitors at no cost. The Student Health Services is staffed by a group of professionals which include physicians, nurse practitioners, registered nurses, medical assistants, and clerical support. They are all dedicated to your health and wellness. The SHS is able to provide basic outpatient services for the diagnosis and treatment of acute and sub-acute illnesses and injuries. A brief overview of services includes urgent care, preventive care, women’s and men’s health care, as well as, psychological, chiropractic, and optometric services, traditional oriental medicine, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, International student, and supplemental insurances are also available through the SHS. Office hours are currently: Monday – Thursday, 8 a.m. – 4 p.m.; closed on Friday. We invite you to visit our website at www.cerritos.edu/health or call (562) 860-2451, extension 2321. We are located on the southeast corner of campus and would like to extend an invitation for you to stop in and visit us anytime.

INTERNATIONAL STUDENT CENTER (EXT. 2133)
The International Student Center welcomes F-1 international students to attend Cerritos College, a SEVIS- approved institution. The Center provides international students assistance with admissions, counseling, immigration advisement, cultural adjustment and educational support while they pursue their academic goals. We assist international students in their relations with the United States Citizenship and Immigration Services (USCIS) and other U.S. and foreign governmental agencies while they maintain proper immigration status at Cerritos College. Students with other visa status (e.g., B-2, F-2, H-4, etc.) are given the provisions to change to F-1 status. Mandatory medical insurance is required for all F-1 students attending Cerritos College. Visit our website at www.cerritos.edu/isp or call us at (562) 860-2451, ext. 2133, for further information or for an international student application package.

JOB PLACEMENT (EXT. 2366)
Cerritos students and alumni who are looking for employment may review job listings in the Job Placement center, located in the Career Services Center. Additional listings may be viewed through the Internet at www.monstertrak.com. Internship opportunity assistance is also offered. Handouts on job search tips, websites, resume writing, interviewing skills, and dress for professionals are available on request. Job Placement coordinates the International Business Panel, Disney College Internship Program, job fairs, major-related field trips and/or job shadowing. Job Placement is open Monday through Thursday, 8 a.m.-7 p.m., and Friday, 8 a.m.-4 p.m. The campus will be closed on Fridays from June 6 through August 8. For more information, call (562) 860-2451, ext. 2366, email job-placement-info@cerritos.edu, or visit our at www.cerritos.edu/career-services/job-placement.

Registered nurses, medical assistants, and clerical support. They are all dedicated to your health and wellness. The SHS is able to provide basic outpatient services for the diagnosis and treatment of acute and sub-acute illnesses and injuries. A brief overview of services includes urgent care, preventive care, women’s and men’s health care, as well as, psychological, chiropractic, and optometric services, traditional oriental medicine, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, International student, and supplemental insurances are also available through the SHS. Office hours are currently: Monday – Thursday, 8 a.m. – 4 p.m.; closed on Friday. 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.

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SERVICES FOR STUDENTS

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 110,000 books and reference materials and 250 print magazine and newspaper subscriptions. The library provides access to the integrated library catalog; the Internet; hundreds of magazine, journal, and newspaper titles in various online subscription databases. Copy machines are also available in the library for student use. Librarians are available for reference assistance.

The LRC houses the following services: Library (Ext. 2430), Independent Study Center (Ext. 2442), Instructional Media Services (Ext. 2438), Computer Assisted Instruction (CAI) (Ext. 2185), Innovation Center (Ext. 2797), Academic Support Center (ASC) (Ext. 2404), Math Learning Center (Ext. 2659), Reading Center (Ext. 2856), and Writing Center (Ext. 2855). Please call for the operating hours within each service area.

PARKING
All parking at Cerritos College is by permit only. A one-semester parking permit may be purchased at enrollment, or anytime during the semester in the Admission and Records Office 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 (meters do not dispense change/no refunds). Students may not park in staff parking lots or stalls unless they are disabled and have a valid “DP” plate or placard and a current student parking permit displayed. Disabled visitors are not required to purchase a parking permit if they display a valid “DP” plate or placard and park in “Blue Curb” zones. During the week of May 19-23, 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
Psychological services and crisis intervention are available to students experiencing emotional problems or concerns. These services are a benefit of your student health fee and are provided by specially trained mental health professionals. Please contact Student Health Services at extension 2321 for assistance or visit our website at www.cerritos.edu/health.

RE-ENTRY RESOURCE PROGRAM
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. Office hours are Monday, 10:30 a.m. – 7:00 p.m.; Tuesday – Friday, 8 a.m. – 4:30 p.m. The campus will be closed on Fridays from June 6 through August 8.

TRANSCRIPTS/VERIFICATION OF ENROLLMENT
A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. If ordered on campus, the first two transcripts (whether official or unofficial) and verifications of enrollment are free. For subsequent copies, a fee of $2 is charged for each regular transcript; a $5 fee is charged for each rush transcript (copy needed sooner than three days). The fee for verification of enrollment is $2 for three to five working days processing time or $7 for 24-hour service. Please contact the Admission and Records Office by phone or check the website at www.cerritos.edu/ “MyCerritos”, “Transcripts”, for information on ordering transcripts via the web.

TRANSFER CENTER
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 Career Services Center. Office hours are: 8 a.m.-7 p.m., Monday–Thursday; 8 a.m.- 4 p.m. on Friday. The campus will be closed on Fridays from June 6 through August 8.

VETERAN’S AFFAIRS OFFICE
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 Admissions and Records in the Administration building.
ADMISIONES Y REGISTRO  EXT. 2211
La oficina de Admisiones tiene muchas funciones. Es responsable por: solicitud de admisión, registros permanentes, peticiones de transcripción, peticiones académicas, verificación de matriculación de estudiantes para las instituciones pertinentes, y un segment de el procedimiento de matriculación. Preguntas y comentarios pueden ser dirigidos al Decano de Admisiones y Servicios de Registro. Salvo en el tiempo de inscripción, el horario de la Oficina de Admisiones is the 8 am a 7 pm, de lunes a jueves; 8 am a 4 pm, Viernes. El colegio estará cerrado el viernes 6 de junio hasta el 8 de agosto. Para obtener información adicional, visite nuestro sitio de web en www.cerritos.edu/admissions.

EXÁMENES DE EVALUACIÓN  EXT. 2599
Exámenes de evaluación se administran en el Centro de Recursos Profesionales (Career Service Center). Los resultados se utilizan para la asesoría en la selección de clases. Las pruebas de lectura, matemáticas, inglés escrito, y la colocación de ESL, son administrados en el Centro de Recursos Profesionales.

LIBRERÍA  EXT. 2462
La librería de Cerritos College es operada por el Grupo Follet Higher Education, en asociación con la ASCC. La tienda brinda materiales necesarios, libros nuevos y usados, materiales de referencia, útiles escolares, bocadillos, regalos y ropa impresa. Mastercard, Visa, American Express y Discover son aceptados. Las horas del verano son: 7:30 am a 7:00 pm, de lunes a jueves; cerrado viernes, sábados y domingos.

CONSEJERÍA  EXT. 2231
Los consejeros están disponibles en el Centro de Asesoramiento para ayudarle con asesoría académica, el establecimiento de metas realistas y la elaboración de un sólido plan de educación para alcanzar esos objetivos. Consejeros pueden mantenerle al corriente de las necesidades actuales de su carrera. Los consejeros están disponibles por medio de citas de media hora o limitadamente sin cita para breves consultas. Consejería en línea está disponible en www.cerritos.edu/counseling. El horario del Centro de Asesoramiento es: 8 am a 7 pm, lunes a jueves; 8 am a 4 pm, viernes. El colegio estará cerrado el viernes 6 de junio hasta el 8 de agosto.

PROGRAMAS Y SERVICIOS PARA DISCAPACITADOS  EXT. 2333
Programas y Servicios para Estudiantes Discapacitados (DSPS) fue creado para brindar apoyo a fin de que los estudiantes con discapacidades puedan participar, en general, en los programas y actividades de la institución en la mayor medida posible. Los recursos disponibles para estudiantes con discapacidades calificados son: clases especializadas de orientación y asesoramiento, educación física de adaptación, intérpretes para sordos, ayudantes para mobiliarse, asistencia con el proceso de registración, asistencia con el hable, y más. Para obtener más información, llame al (562) 860-2451 ext. 2333; (562) 467-5043/TTY o visite nuestro sitio web en http://www.cerritos.edu/dsps.

AYUDA FINANCIERA  (Ubicada en el Edificio de la Administración)  EXT. 2397
La Oficina de Ayuda Financiera ofrece becas, trabajo y oportunidades de estudio, préstamos y becas otorgadas por los gobiernos federales y estatales y agencias locales. La Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA) puede llenarse en la web en http://www.fafsa.ed.gov. El código de Cerritos College es 001161. El horario de la Oficina de Ayuda Financiera es: 10 am a 2 pm, lunes y martes; 10 am a 6:30 pm, miércoles y jueves; 9 am a 12 pm los viernes. El colegio estará cerrado el viernes 6 de junio hasta el 8 de agosto. Para obtener información adicional, visite nuestro sitio web en www.cerritos.edu/finaid.

ESTACIONAMIENTO  EXT. 2325
Estacionamientos en Cerritos College es permitido sólo con permiso de estacionamiento. Permisos por semestre pueden comprarse durante el proceso de inscripción o en cualquier otro momento durante el semestre en la Oficina de Admisión y Registros por $20 para semestres de otoño o primavera y $10 para la session de verano. Permiso para un sólo día puede obtenerse por $1 en los sistemas amarillos Park-Ur-Self situados en los estacionamientos para estudiantes. Los marcadores aceptan cuatro monedas de $.25 o billetes de $1 (Los marcadores no proven cambio o devoluciones). Los estudiantes no deberán estacionarse en estacionamientos asignados a el personal a menos que sean discapacitados y tengan una placa o cartel “DP” y muestren un permiso estacionamiento de estudiante vigente. Los visitantes discapacitados no están obligados a adquirir un permiso de estacionamiento siempre y cuando muestren una placa o cartel “DP” válida y se estacionen en los espacios marcados de azul (Blue Curb zones). Durante la semana de Mayo 19 - 23, estacionamiento es gratis en todos los espacios delineados en blanco. VEHICULOS SIN UN PERMISO O INCORRECTAMENTE ESTACIONADOS RECIBIRAN UNA INFRACCION DE ESTACIONAMIENTO. Por favor consulte el catálogo general para obtener una explicación complete de las pólizas de estacionamiento.
Individuals with limitations due to a disability may receive support services and instruction from one or more of six programs at Cerritos. Those with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. All students are provided with an initial interview, counseling and referral as needed through **Central Intake and Services (CIS)**. Additional non-classroom related assistance for all students includes: registration assistance, campus orientation, placement tests, elevator access, parking, matriculation and support with initial disability management issues. Special instruction and services which are classroom related and ongoing disability management are provided through the Centers described below. For further information or an initial appointment contact DSPS at (562) 860-2451, ext. 2333/(562) 467-5043 TTY, or visit our website at [http://www.cerritos.edu/dspsl/](http://www.cerritos.edu/dspsl/).

**The Alice Collins Resource Center for Students with Disabilities (ACRCSD)** is located in the Santa Barbara Building. This center assists students with mobility, vision, psychological, or other health limitations. The services available to qualified students include: disability management, in-class aides, note takers, reading assistance, test taking assistance, referral to textbooks on tape, liaison with instructors and access to a variety of on and off campus agencies such as the Department of Rehabilitation. All classroom-based support services that involve either testing accommodations or the use of hourly DSP&S student personnel (other than interpreters) are also provided by the Service Facilitator housed in the ACRCSD.

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

**Adaptive Physical Education (APE)** The Health and Physical Education Division offer PE 120 through PE 124 designed to offer sedentary or aerobic activities, circuit weight training, or swimming for students with disabilities. Classes are held twice a week.

**The Instructional Support Center (ISC)** is located in the Student Center Complex next to the cafeteria. There are three distinct yet inter-related programs. First, the **Independent Mediation Lab** offers specialized instruction that emphasizes approaches to develop techniques that reduce the impact of a disability. Students go through a brief computerized assessment process then meet with the ISC specialist to assist them in developing and implementing a study skills/compensatory strategies plan. The **Assistive Technology Training and Information Center** trains students so they will be able to use the access technology equipment such as screen readers, visual amplification devices and reading machines placed around the campus. Students will be referred to the ISC by the DSPS Specialists once there has been a discussion of alternate media options that may or may not include training in assistive technology. Finally, **Short Term Alternate Media Production** has been established to meet immediate needs for alternate media such as brailled, digitized or large print tests and syllabi. Large projects such as complete textbooks will be completed through Information Technology by our Alternate Media Specialist.

**Rancho Los Amigos Medical Center,** in Downey, affords the opportunity for patients to attend Cerritos College courses at that facility. In addition to assistance in the basic skills of reading, writing and computation, instruction in clerical areas is available. The satellite campus at Rancho is designed for students who are affiliated with specific hospital services, either on an inpatient or outpatient basis.

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In accordance with Section 508 of the Rehabilitation Act, this information is available in alternate formats by calling 562/860-2451, extension 2333.
CONTINUING STUDENT APPOINTMENT ASSIGNMENT

A continuing student is defined as one who has completed a course during the 2008 Spring semester with any grade or notation. This formula does not apply to College Bridge or Special Admit students.

ALLOCATION OF ENROLLMENT APPOINTMENTS 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 enrollment appointment 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 enrollment time slots, a student point total (in this category only) will be reset to “zero” when the units at Cerritos College exceed 90.

2. In addition, points will be awarded for the following conditions:
   A. One point for each unit enrolled in after the last day to drop.
   B. Bonus points are awarded based on current load (after last day to drop).

<table>
<thead>
<tr>
<th>Units</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 3</td>
<td>0</td>
</tr>
<tr>
<td>3.5 – 6</td>
<td>2</td>
</tr>
<tr>
<td>6.5 – 9</td>
<td>4</td>
</tr>
<tr>
<td>9.5 – 15</td>
<td>6</td>
</tr>
<tr>
<td>15.5 or more</td>
<td>10</td>
</tr>
</tbody>
</table>

   C. A ten point bonus is given to students with a 2.0 or higher grade point average. Grade points are awarded in this manner. Note: GPA is computed by adding grade points (as shown below) and dividing by units attempted.

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

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

3. College Bridge and Special Admit students are not eligible for priority enrollment appointments.

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.

ACADEMIC SUPPORT CENTER

Do you need tutoring in any of your Cerritos College courses? Do you need help managing your time efficiently? Do you need to learn how to take good lecture notes or learn how to better study from your textbook? Do you need help dealing with the stress of going to college? The Academic Support Center can provide the answers and the help that you’re looking for. All Cerritos College students may attend any of the free services listed below. Visit the ASC Information Desk in LC 166 for more information!

**Individualized Instruction from Faculty**
Faculty members are available at various times for assistance in math, English, speech, etc.

**Technology Training & Computer Proficiency**
Training sessions offered in word processing, spreadsheets, multimedia presentations, and the internet.
Earn a Computer Proficiency Certificate in all areas.

**Support for Online Students**
Walk-In support for online students
Online FAQ’s
Technical Support Hotline
OWL—Online Writing Lab

**Tutorial Services**
Walk-In math & English tutoring
Tutoring by appointment in other subjects

**Workshops in the ASC**
Workshops in various topics such as, How to Read Your Textbook, How to Take Great Notes, Stress Management, Student Success, and many more!

**Support for Weekend College Students**
Specialized tutoring groups
Extended weekend and evening hours
ASSOCIATED STUDENTS
The Associated Students of Cerritos College (ASCC) provides the governing body that finances, organizes, and directs many programs for the student population. It “cosponsors” with the district such activities as touchtone registration, athletics, choir, band, forensics, drama, and student newspaper. Students are encouraged to participate in campus clubs and organizations. The club program is an ever-growing phase of campus life, with new clubs forming every year. With more than 60 clubs, students are provided the opportunity to become involved in curricular, special interest, and social programs. The Inter-Club Council meets regularly to give all clubs and organizations the chance to share their activities collectively. For additional information about the ASCC and campus clubs, please stop by the Student Activities Office, or call (562) 860-2451, ext. 2473.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES
PREAMBLE
The community college exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility so as not to endanger the rights, goals and beliefs of other students.

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

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

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

ON THE CAMPUS RIGHTS AND RESPONSIBILITIES
Students should be free to examine and discuss all questions of interest to them, and express opinions publicly and privately. They should be free to organize and join associations to promote their common interests. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in that college organization. Campus advisors shall advise organizations in the exercise of their rights and responsibilities.

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

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

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

IN THE LARGER COMMUNITY
College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy. As citizens, they should be subject to civil law as others and may incur penalties prescribed by civil authorities when violating these laws. Only where the college’s interest as an academic community are distinct and clearly involved should the special authority of the college be asserted.

STUDENT PUBLICATIONS
Student publications and the student press perform the traditional roles of informing, entertaining and influencing. They are both instructional and informational, and as such should meet the highest academic and professional standards in serving the broad college community and should set forth as the primary goal of the student newspaper the coverage of news events, happenings and experiences on the college campus.

Associated Student Body, administrative and academic authorities, in consultation with students and advisors have the responsibility to define and clarify the role of student publications, and the standards to be used in their evaluation.

They must also assure that both academic freedom and editorial freedom are protected and exercised so that the integrity of the student publications program and the free press will not be compromised.

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.

Safeguards to assure freedom of the student press with responsibility should include freedom from censorship or arbitrary control of the press, and protection of editors and managers from arbitrary attack, suspension, or removal because of disapproval of editorial policy or content by any external influence.
STUDENT GRIEVANCE POLICY

In accordance with the Statement of Student Rights and Responsibilities, this policy describes the procedures by which a student(s) of Cerritos College may air his or her grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any academic 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 matter 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.

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) instructional days after the grievant has become aware of the act or condition on which the complaint is based. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days 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 management or administration concerned with the problem and should be completed within ten (10) instructional days. 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 Justice, or designee, and two (2) Court Justices or designees, Vice President of Academic Affairs or administrative designee, Faculty Senate President or Senate designee, and one (1) Faculty Senate member, chosen by the Faculty Senate.

2. The Chief Justice or designee shall serve as the Hearing Committee Chair, but shall have no vote in committee decisions. The five voting members of the Hearing Committee 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 an academic year.

3. The Vice President of Academic Affairs or Administrative designee shall serve as Hearing Committee Executive Secretary. The Executive Secretary, a voting member of the committee, shall be responsible for keeping necessary records of committee hearings and assist the ASCC Chief Justice in the conduct of the hearing.

4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing or otherwise required by law.

5. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Hearing Committee Chair. The Chair shall determine whether cause for disqualification has been shown. If the Hearing Committee Chair determines that sufficient grounds for removal of a member of the committee have been presented, the Hearing Committee Chair shall remove the challenged member or members and request a substitute from the original appointing constituent group.

B. Formal Hearing

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

1. The Hearing Committee must meet within fifteen (15) instructional days after informal action has been completed and grievant has requested formal hearing.

2. The Chair must notify the parties involved within five (5) instructional days before the hearing of the date, time, and location of the hearing and must include a copy of the written complaint, a copy of the Statement of Student Rights and Responsibilities, and copy of the Grievance Procedure.

3. Four (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 their 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 District 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 provided herein, the grievance is considered terminated and no further action will be taken.
12. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.
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) instructional days after the grieved party 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, an appeal must be submitted within ten (10) instructional days to the College President/Superintendent provided the President is not a direct 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 a Vice President, provided the Vice President is not a direct party to the grievance.
2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the President or alternate may accept or reject the Hearing Committee's decision.
3. If the President or alternate rejects the Hearing Committee's decision, he or she shall submit his/her decision with the stated reasons for objections to the Hearing Committee within ten (10) instructional days. The Hearing Committee shall within ten (10) instructional days reconsider its decision(s) and resubmit them to the President for a final decision.
4. The President shall transmit his final decision to both parties and the Faculty Senate vice chairman or designee within ten (10) instructional days.
5. An appeal of the President's decision may be submitted to the Board of Trustees by either party within five (5) instructional days of the President's decision. The Board may review an appeal for two (2) consecutive regular Board meetings before making a final determination of the matter at the District level.
6. The President or Board of Trustees may change a Hearing 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 a final 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 a grade grievance form from the Office of Judicial Affairs.
2. The student must return the grade grievance form to the Office of Judicial Affairs within thirty (30) instructional days after the completion of the course for which the grievance was filed. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days and college holidays are excluded.
3. The 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 grade grievance form to the Division Dean. The Division Dean may schedule a meeting of all concerned if appropriate. The Division Dean should schedule a meeting only if the form has the signature of the Coordinator of Judicial Affairs and is dated. The Division Dean shall make a recommendation to the parties within ten (10) instructional days.

STEP III
If either party is dissatisfied with the recommendation of the Division Dean, he/she may appeal the matter to the Vice President of Academic Affairs or designee within ten (10) instructional days of each recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, Division Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall make a recommendation to the parties within ten (10) instructional 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) instructional 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 and if needed, request persons involved in the grievance to meet.

The President shall make a recommendation within ten (10) instructional 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) instructional days after the President’s recommendation. The Board may review an appeal for two (2) consecutive regular Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level.

**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. Assault, battery, or any threat of force or violence, or causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object or chemical, including but not limited to any facsimile firearm, knife, or explosive on District-owned or controlled property or at District-sponsored or supervised functions without the prior authorization of the President/ Superintendent or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code, Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Theft, attempted theft of, or willful damage to District property or property in the possession of, or owned by, a member of the college community or knowingly receiving stolen property or private property on District premises.
6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
7. Committing sexual harassment as defined by law or by District policies and procedures.
8. Engaging in harassing or discriminatory behavior based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or any other status protected by law.
9. Willful misconduct that results in injury or death to a student or to District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
10. Disruptive behavior, continual or willful disobedience and/or persistent defiance of the authority, habitual profanity or vulgarity, or abuse of District personnel or where the presence of the student causes a continuing danger to the physical safety of students or others.
11. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
12. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.
13. Unauthorized entry upon or use of District facilities.
14. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression that is obscene; libelous or slanderous; or that so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board policy or administrative procedure.
18. Unauthorized use of audio, video or other listening, recording or transmitting device in any classroom, service area or District activity without prior consent of the instructor, service area manager, or activity advisor except as necessary for reasonable accommodation.
19. Sexual assault and/or battery; rape, including acquaintance rape; or physical abuse of another person.
20. Misrepresentation of oneself or of an organization to be an agent of the District.
21. Continued disruption on or off District property of the District's educational or student services activities, administrative functions and procedures, public service functions, authorized curricular or co-curricular activities, other functions, or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Abuse of any person or any possession of any person, on District-owned or controlled property.
23. Violation of state or local laws, Board policies, or administrative procedures concerning the registration of student organizations, the use of District facilities, or the time, place, and manner of public expression.
24. Abusive behavior directed toward coercion of, or hazing of a member of the college community.
25. Violation of Board policies or administrative procedures governing the use of student user accounts, computers, and telecommunication resources, including but not limited to the unauthorized entry, opening, or viewing of a file, the unauthorized use of another individual's identification and password, sending obscene or abusive messages or files, and/or use of computing facilities to interfere with the work of another student or employee of District.
26. Engaging in physical or verbal disruption, intimidation, or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
27. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, alarm, or harass another person, and which causes the person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.
28. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
29. Any other cause not listed above which is identified as “Good Cause” by the Education Code or that disrupts the college, its mission, or campus life.

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, but is not limited to, exclusion of the individual from designated co-curricular activities of the college community.
   a. Shall be initiated by the Office of Judicial Affairs.
   b. The nature of the misconduct, dates, time and place, and length of probation shall be placed in writing. Written copies shall be sent to the student, and copies filed with the Office of Judicial Affairs.

3. **Instructor Removal:** Instructor may remove a student from his or her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.
   a. The instructor or instructional Dean shall immediately report the removal to the Office of Judicial Affairs for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

4. **Suspension:** is an action defined as exclusion from college for a specified period of time.
   a. Suspensions shall be initiated by the President or designee.
   b. The duration of the suspension from one or more classes shall be for a period of up to ten (10) instructional days of instruction, for the remainder of the academic term, or from all classes and activities of the community college for one or more terms.
   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) instructional days.

5. **Expulsion:** is defined as the removal of a student from any and all classes of the college.
   a. Only the Board of Trustees may expel students for “Good Cause” or when other means of correction fail to bring about proper conduct of a student.
   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 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 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) instructional 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 days and college holidays are excluded.
   b. Notice shall include date and place of hearing, a statement of all charges, a copy of applicable policies and procedures 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 designee will make the final decision on the suspension.
   f. The decision of the President to suspend shall be given to the student in writing. The decision of the 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. The coordinator is available to meet with you to explain the “System” and your rights with regard to student grievances, student conduct and academic-related student grievances. This office also serves as a source of information and/or referral for all student problems and concerns. The Office of Judicial Affairs is located in the Student Activities Office. Inquiries should be directed to the Coordinator of Judicial Affairs in the Office of Student Activities or by calling (562) 860-2451, ext. 2471.
**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.

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.

**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 Faculty and Staff Diversity Officer at (562) 860-2451, ext. 2284.

**Section 504/508/Americans with Disabilities Act Policy**

Under Section 504/508/ADA of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Cerritos College will take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of auxiliary aids or academic accommodations. The decision to authorize such aids or accommodations is the responsibility of the Disabled Student Programs and Services (DSPS) dean, disability specialist, or DSPS counselor after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student with a verified disability and resultant educational limitation to apply for DSPS assistance in the 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 Dean, or designee, will intervene with the appropriate academic staff and attempt to resolve the matter. In the event of continued denial of an accommodation request or request for course substitution or waiver DSPS will provide the student with the policy, procedures and form entitled “Academic Accommodation Request Form”. The DSPS Dean or designee, will concurrently inform the student that he/she has the right to file a grievance under the college’s discrimination grievance procedure and/or the Office for Civil Rights and will provide the student with the information necessary to do so.

Inquiries regarding DSPS or the district’s non-discrimination policy relative to students, employees, or applicants with disabilities should contact the 504/508/ADA Coordinator or Human Resources at ext. 2284.

**Complaint Procedure**

The complaining party should first discuss the complaint regarding discrimination due to a disability with the individual(s) involved or with the Cerritos College Section 504/508/ADA Coordinator at ext. 2333 or the Faculty and Staff Diversity Officer at ext. 2284. The 504/508/ADA Coordinator will contact all parties concerned and attempt to reach some resolution of the problem. If the complaint cannot be formally resolved within ten working days, the complaining party may then proceed to file a formal complaint. The informal complaint procedure is optional.

**Academic Honesty/Dishonesty Policy**

Your instructors are eager to help you succeed in your studies at Cerritos College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job, or to continue on with your education in advanced classes.

Your success depends on a combination of the skill and knowledge of your instructors, and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you, only if it is gained through your own personal efforts. Receiving a grade in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

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

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

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

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

- Copying, either in part or in whole, from another’s text 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.

Cerritos College promotes a smoke-free environment. In compliance with AB846 and Education Codes 19994.30 and 19994.33, smoking is prohibited inside a public building and within 20 feet of a main exit, entrance, or operable window of a public building.
# 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  
The campus will be closed on Fridays from June 6 through August 8.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>CALL CAMPUS BUILDING OR OFFICE PHONE (562) 860-2451 EXT. #</th>
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<tr>
<td>Address change</td>
<td>Admissions/Records Call (562) 860-2451 (4 digit extension: 2211)</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>Administration Building 2211</td>
</tr>
<tr>
<td>Assessment Testing</td>
<td>Career Services Center 2599</td>
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<tr>
<td>Bookstore</td>
<td>Bookstore 2450</td>
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<tr>
<td>Career Services Center</td>
<td>Administration Building 2356</td>
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<tr>
<td>Child Care Center</td>
<td>Technology Room 2 2583</td>
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<tr>
<td>Continuing Education</td>
<td>Community Education (CE Building) 2521</td>
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<tr>
<td>Counseling</td>
<td>Administration Building 2231</td>
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<tr>
<td>Disabled Student Programs and Services</td>
<td>Santa Barbara Building 2333</td>
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<tr>
<td>Distance Education Courses</td>
<td>Distance Education Program/LRC 2405</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Campus Police Use emergency phone or dial 911</td>
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<tr>
<td>Extended Opportunities Programs and Services</td>
<td>EOPS Office/Administration Building 2398</td>
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<td>Financial Aid</td>
<td>Administration Building 2397</td>
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<td>Foreign Student Advisement</td>
<td>International Students Program 2133</td>
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<td>Job Placement</td>
<td>Career Services Center 2366</td>
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<tr>
<td>Library</td>
<td>Library 2411</td>
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<tr>
<td>Lost and Found</td>
<td>Campus Police 2325</td>
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<tr>
<td>Parking Information</td>
<td>Campus Police 2325</td>
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<tr>
<td>Personal Counseling</td>
<td>Student Health Services 2321</td>
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<tr>
<td>Police Department</td>
<td>Campus Police 2325</td>
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<td>Reentry Program</td>
<td>Career Services Center 2362</td>
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<tr>
<td>Refunds</td>
<td>Admissions/Records 2211</td>
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<tr>
<td>Registration</td>
<td>Admissions/Records 2211</td>
</tr>
<tr>
<td>Student Body Activities</td>
<td>Student Activities Office (Bookstore Building) 2473</td>
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<tr>
<td>Student Grievance Information</td>
<td>Student Activities Office (Bookstore Building) 2471</td>
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<tr>
<td>Student Health and Wellness</td>
<td>Student Health Services 2321</td>
</tr>
<tr>
<td>Student ID Center</td>
<td>Student Activities Lounge 2480</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>Career Services/Administration Building 2154</td>
</tr>
<tr>
<td>Tutorial Center</td>
<td>LRC-East 2404</td>
</tr>
<tr>
<td>Veteran's Affairs</td>
<td>Admissions/Records 2120</td>
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<tr>
<td>Withdrawing from College</td>
<td>Admissions/Records 2211</td>
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<tr>
<th>DIVISIONS</th>
<th>OFFICE PHONE</th>
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<tbody>
<tr>
<td>Business Division</td>
<td>Business Education Building 2715</td>
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<tr>
<td>Counseling and Guidance Division</td>
<td>Administration Building 2231</td>
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<tr>
<td>Fine Arts and Communications Division</td>
<td>Fine Arts Building 2600</td>
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<tr>
<td>Health Occupations Division</td>
<td>Health Science Building 2550</td>
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<tr>
<td>Health/Physical Education/Athletics Division</td>
<td>Physical Education Building 2859</td>
</tr>
<tr>
<td>Humanities and Social Sciences Division</td>
<td>Social Science Building 2752</td>
</tr>
<tr>
<td>Liberal Arts Division</td>
<td>Liberal Arts Building 2858</td>
</tr>
<tr>
<td>Science, Engineering and Mathematics Division</td>
<td>Physical Science Building 2660</td>
</tr>
<tr>
<td>Technology Division</td>
<td>Technology Building 2900</td>
</tr>
</tbody>
</table>

**EMERGENCY PHONES ARE FOUND IN THE FOLLOWING LOCATIONS AND ARE TO BE USED FOR EMERGENCY PURPOSES ONLY. THESE PHONES ARE A DIRECT LINE TO THE CAMPUS POLICE DEPARTMENT; THEREFORE, WHEN USING THEM PLEASE BE SURE TO: IDENTIFY YOURSELF WHEN PLACING THE CALL — IDENTIFY THE NATURE AND LOCATION OF THE EMERGENCY.**

<table>
<thead>
<tr>
<th>Office</th>
<th>Locations</th>
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<tbody>
<tr>
<td>Administration Building</td>
<td>Staff Lounge, Admissions and Records Vault</td>
</tr>
<tr>
<td>Fine Arts Building</td>
<td>South East Wing, South West Wing, Dance Hall</td>
</tr>
<tr>
<td>Burnight Center Building</td>
<td>Lobby/Elevator, North Music Wing, Elevator/South Music Wing</td>
</tr>
<tr>
<td>Business Education Building</td>
<td>North Wing, South Wing</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Student Center</td>
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<tr>
<td>Classroom Building</td>
<td>Hallway</td>
</tr>
<tr>
<td>Community Education Building</td>
<td>Lobby</td>
</tr>
<tr>
<td>Gym</td>
<td>South East Corner</td>
</tr>
<tr>
<td>Health Science Building</td>
<td>1st Floor, 2nd Floor, 3rd Floor, East Elevator, West Elevator</td>
</tr>
<tr>
<td>Liberal Arts Building</td>
<td>Elevator, 1st Floor (Near Men's Restroom) 2nd Floor</td>
</tr>
<tr>
<td>Library</td>
<td>Elevator East Wing</td>
</tr>
<tr>
<td>Physical Education Building</td>
<td>Lobby/Women's Locker Room</td>
</tr>
<tr>
<td>Physical Science Building</td>
<td>North Wing/South Wing</td>
</tr>
<tr>
<td>Science Building</td>
<td>1st Floor, 2nd Floor</td>
</tr>
<tr>
<td>Skills Lab</td>
<td>West End/East End</td>
</tr>
<tr>
<td>Social Science Building</td>
<td>1st Floor, 2nd Floor, 3rd Floor, Elevator</td>
</tr>
<tr>
<td>Weight Training Room</td>
<td>Near Room 3</td>
</tr>
</tbody>
</table>

The emergency phones can be used for any of the following: *Escorts*, *Medical Aid*, *Reports of a crime*, *Keys locked in car*
Kimberley Duff, chair of Cerritos College’s psychology department, believes it’s never too early for students to do research that matters. While most students presenting their research findings at national conferences are graduate students, Duff has encouraged her community college students and alumni to jump in and give their seniors a run for their money—with impressive results.

Duff’s research methods class provides students with a launching pad to start in on their research. Two of her former students, Patty Singim and Fabiola Castro, began research on gender interpretations of sexist jokes while taking this class. They were able to continue their research on the topic after transferring to California State University, Long Beach, and presented their findings at conferences of the Western Psychological Association (WPA) in both 2006 and 2007.

“A lot of professors came up and talked to us about our research,” said Singim. “They were impressed with what we found.”

Maria Cosio, another of Duff’s former students who recently graduated from Cal State Long Beach and now is one of her teaching assistants, accompanied Duff to the 2007 WPA conference in Vancouver, Canada last spring. The two presented the results of a project undertaken by Duff during a recent sabbatical.

“Students were surprised that we were able to do research like this at a community college,” said Cosio. “The feedback we received was overwhelmingly positive.”

The presentation, entitled “Development of a Multi-Media Website for Mentoring Students in Research,” explained a Web site Duff developed and now uses for her psychology students, in which they can connect over the Internet with former Cerritos College psychology students as well as access valuable information related to their major. The positive results Duff and Cosio presented were so compelling that “other faculty were interested in doing similar Web sites for their students and alumni,” said Cosio.

Another presentation made at the conference by Duff and Cosio, along with former student and now part-time Cerritos College psychology instructor April Thames, detailed the success the college has had in offering tutorials to its psychology students.

“We’ve been offering a tutorial to our psychology students for several years,” said Duff. “The tutorial is a great chance for students to come and work on projects together, making learning a more collegial process.”

The benefits were numerous, according to the group’s findings; students who attended tutorial sessions tended to perform better on exams, were more motivated to transfer and pursue careers in psychology, and were more likely to present their research at conferences.

“At the tutorials, students receive aid as they prepare for presentations, participating in and presenting at conferences,” says Cosio, who in addition to serving as a teaching assistant also helps facilitate the tutorials. A case in point of the tutorials’ success is Cosio herself, who says they were a key part of her time as a student at Cerritos College and played a large role in preparing her for the presentations she’s made at WPA.

“Before the tutorials, we only had one or two students per year presenting research at conferences,” said Duff. “After we began offering the sessions, the numbers have increased dramatically—recently, we had 17 students present at a conference.”

Duff says the more students that take advantage of the opportunity, the better. “When students attend professional conferences, they get the chance to experience psychology as a career. They also have an amazing opportunity to network with faculty at four-year institutions, which may lead to future jobs in the labs of faculty members when students transfer. By presenting at conferences, students are able to apply what they learn in the classroom and hone their communication skills by sharing their findings with psychologists.”

As a teacher, few things are more gratifying to Duff than to watch her students have such success. “Seeing our students have their work accepted through the review process is a testament to all of their hard work, and it reflects the quality of education that our students receive at Cerritos,” she says.
Lieutenant Governor and Chair of the Economic Development Commission of California John Garamendi visited Cerritos College in January to discuss issues around future workforce training.

The afternoon began with a warm welcome by Cerritos College President/Superintendent Dr. Noelia Vela, followed by tours of the career technical education programs including the Nursing and Pharmacy programs, led by Nursing Department Chair Dr. Charlene Fobi; Automotive Technology programs, Woodworking and Metal/Welding programs led by Dean of the Business and Technology Divisions Dr. Randy Peebles; and Child Development Center. The tour was also accompanied by Construction Trades Council’s Southern California Regional Director Eddie Barnes, South County Labor Committee Chair Ray Cordova, and a business owner Kelli Johnson. As Garamendi actively interacted with students in each classroom, he emphasized that their skills are demanded in future workforce.

A panel discussion following the tour was joined by specialists in each area. Cerritos College and its partners were represented by Director of Economic Development Jose Anaya, Associate Professor of Mathematics and Director of Teacher TRAC Sue Parsons, Dr. Fobi, Dr. Peebles, Southeast Regional ROP Superintendent Gil Montano and Southland Motor Car Dealers Association Executive Director Todd Leutheuser. Commissioners of Economic Development Commission Hector Barreto and Demos Vardiabasis also joined the panel.

The panel acknowledged Cerritos College’s critical role in career technical education such as automotive technology, health occupations and teacher training and the unique partnerships the college has with businesses, regional occupational programs and high schools. The discussion included the challenges in career technical education and the need for an integrated educational system across different levels of education.

Garamendi was very impressed by the college’s unyielding efforts to directly involve business community and regional occupation programs and outreach high schools. “I haven’t seen (a regional occupation center involved in community college education) before. We must try to replicate this model.”

At the end of the visit, Garamendi was presented with a plaque, a souvenir jacket and a gift bag by Dr. Vela, Cerritos College Board Trustees Dr. Bob Hughlett and Mr. Tom Jackson.

“I’m most impressed. I’ve been to several campuses in the last few months,” Garamendi commended, “and this is one of the most impressive colleges that I have seen thus far.”

“We are delighted that you have chosen to come and learn more about Cerritos College,” stated Dr. Vela. “Cerritos College has had for a long time a great history and image of having strong academic and career technical education programs. We are delighted that you had an opportunity to tour the programs and have seen first-hand the quality of work we do.”
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June 1 - June 30, 2008
CSU application priority filing period for Winter quarter 2009 applicants.

Mid July - Mid August, 2008
UC application priority filing period for Winter quarter 2009 applicants, if open.

August 1 - 31, 2008
UC application priority filing period for Winter quarter 2009 applicants, if open.
CSU application priority filing period for Spring semester/quarter 2009 applicants.

September 2008
Begin scholarship research and applications (highly recommended for AB 540 students).

October 1 - November 30, 2008
CSU application priority filing period for Fall 2009 semester/quarter applicants.
Attend CSU application workshops.
www.csumentor.edu

November 1 - November 30, 2008
UC application priority filing period for Fall 2009 semester/quarter applicants.
Attend CSU and/or UC application workshops.
www.universityofcalifornia.edu/apply

Cerritos College Transfer Center
Located in the Career Services (CS)
Office in the Administration Building (AD)
Office Hours: M-Th 8:00 a.m. – 7:00 p.m. and
Friday 8:00 a.m. – 4:00 p.m.
(562) 860-2451 ext. 2154
www.cerritos.edu/transfer