In accordance with the Americans with Disabilities Act, this information is available in alternate formats (Braille, enlarged type, e-text, etc.) and may be requested by calling (562) 860-2451, Ext. 2333.

Disclaimer: Cerritos College has made reasonable efforts to ensure the accuracy of the information contained in the College Catalog at the time of annual publication. The College reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, or any other content, consistent with applicable regulations and laws. Content is subject to change without notice by the administration for reasons of student enrollment, level of financial support, or for any other reason at the discretion of the College. The College Catalog does not constitute a contract or the terms of a contract. The College Catalog is not intended to promulgate all policies, procedures, rules, and regulations of partner organizations, transfer institutions, the College, or the Cerritos Community College District. Students are advised to consult the online version of this catalog and to contact Counseling Services or the applicable administrative office for additional information.
OPEN COURSES

All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites. Exemptions for state or federal statutes or regulations shall be established and the President/ Superintendent shall establish procedures to establish exemptions for other practical considerations. (Board Policy 5052)

ACADEMIC FREEDOM

Cerritos College serves the common good by expanding the boundaries of knowledge and transmitting it imaginatively, preparing students for occupations and preparing them to live successfully in a free society. The fulfillment of this function necessarily rests on the preservation of academic freedom which protects the rights of teachers to teach and students to learn.

The exercise of academic freedom is necessary if society is to receive the benefits of honest intellectual search and unbiased transmittal of knowledge. Cerritos College scholars must be free from pressures or demands which restrict their intellectual searches. The transmittal of knowledge at Cerritos College shall not be impeded by special interests, conflicting public opinion, or unpopularity. Cerritos College shall avoid a climate of education in which either students or faculty dare not assert their ideas for fear of reprisal. At the same time, Cerritos College faculty and students have a responsibility, under the guidelines of academic freedom, to engage in teaching and learning that honors and respects divergent viewpoints that are grounded in cultures of reason, logic, evidence, responsible scholarship, and creativity. (Board Policy 4030)

TABLE OF CONTENTS

CERRITOS COLLEGE .................................................. 1
Academic Calendar .................................................. 3
Administration ..................................................... 5
Mission, Vision, Values, Educational Philosophy
and Commitment .................................................. 6
ACADEMIC INFORMATION ........................................... 7
Admission to the College .......................................... 8
Expenses ............................................................... 10
Matriculation .......................................................... 12
Enrollment Information ............................................ 14
Scholars’ Honors Program ......................................... 19
Teacher Trac ............................................................. 20
Learning Communities Program .................................. 20
Distance Education Program ....................................... 21
Scholarship Regulations ............................................. 21
Student Services .................................................... 26
Honors and Awards ................................................ 38
Student Financial Aid ............................................... 39
Graduation Requirements .......................................... 42
Transfer Requirements .............................................. 50
Business, Community, Adult & Pathway Programs ......... 56
Cerritos College Foundation ....................................... 57
Información en Español –Information in Spanish ............ 58
CURRICULUM AND REQUIREMENTS FOR MAJORS AND
CERTIFICATES .......................................................... 67
TRANSFER PROGRAMS AND CAREER PATHWAYS ........ 137
VERIFICATIONS OF COMPLETION ............................. 195
COURSE DESCRIPTIONS .............................................. 208
FACULTY/EDUCATIONAL ADMINISTRATORS/ MANAGERS
EMERITI .............................................................. 409
CLASSIFIED EMPLOYEES ........................................... 419
INDEX ................................................................. 422
2013-2014 ACADEMIC CALENDAR*

FALL SEMESTER 2013
Instruction Begins ................................ August 19, 2013
Final Examinations ................................ December 14-20, 2013
Fall Semester Ends ................................ December 20, 2013

SPRING SEMESTER 2014
Instruction Begins ................................ January 13, 2014
Final Examinations ................................ May 17-23, 2014
Commencement ...................................... May 17, 2014
Spring Semester Ends ................................ May 23, 2014

HOLIDAYS (The College will be closed)
Independence Day .................................... July 4, 2013
Labor Day ............................................. September 2, 2013
Veterans Day Observance ......................... November 11, 2013
Thanksgiving Holiday ............................ November 28-December 1, 2013
Winter Holiday .................................... December 24, 2013-January 1, 2014
Dr. Martin Luther King, Jr. Birthday Observance .... January 20, 2014
Abraham Lincoln Birthday Observance ........ February 14, 2014
George Washington Birthday Observance ........ February 17, 2014
Spring Recess Friday ............................... March 21, 2014
Memorial Day ....................................... May 26, 2014

RECESS
Spring Recess ........................................ March 17-23, 2014

*This calendar is subject to change. The college offers many short-term classes starting at various times throughout the year. The Schedule of Classes contains specific dates, times, procedures, and appointment information.

ANNUAL SECURITY REPORT

Cerritos College publishes an Annual Security Report in accordance with the Clery Act. This report includes statistics for the previous three 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, Ext. 3202. This report is also available on the college website at www.cerritos.edu/securityreport.
WHOM TO CONTACT
Telephone: (562) 860-2451 or (562) 467-5000

ADMINISTRATIVE OFFICES

President/Superintendent ........................................... 2204
Academic Affairs ..................................................... 2218
Business Services ................................................... 2241
Human Resources ...................................................... 2284
Student Services ..................................................... 2236

DIVISIONS

Business, Humanities & Social Sciences .............................. 2715
Counseling ..................................................................... 2231
Fine Arts & Communications ........................................ 2600
Health Occupations .................................................... 2550
Health, Physical Education, Dance & Athletics ..................... 2859
Liberal Arts ................................................................... 2858
Library & Learning Resource Center ................................. 2412
Science, Engineering & Mathematics .................................. 2660
Student Success .......................................................... 7888
Technology ................................................................... 2900

AREAS OF INTEREST

Accounting ................................................................. 2261
Admissions, Records & Services ..................................... 2211
Fees (Students) ............................................................ 2211
Refunds (Students) ...................................................... 2211
Academic Probation ..................................................... 2231
Adult Education/Diversity Programs ................................. (562) 467-5098
Advanced Transportation Technology ............................. 2912
Art Gallery .................................................................... 2612
Assessment Testing ....................................................... 2599
Athletic Department ..................................................... 2862/2864
Athletic Training Center ............................................... 2882/2884
Fitness Lab .................................................................... 2883
Weight Training Room .................................................. 2885
Bookstore .................................................................... 2450
Box Office (Burnight Center) ........................................ (562) 467-5058
CalWORKs .................................................................. 2356
Career Center ................................................................ 2365
Career Services ............................................................ 2356
Center for Teaching Excellence ..................................... 7889
Child Development Center ............................................. 2583
Communication Center ............................................... 2200
Community Education .................................................. (562) 467-5050
Community Relations .................................................... 2798
Cosmetology Department .............................................. 2950
Counseling Services .................................................... 2231
Culinary Arts ................................................................ 2456
Disabled Student Programs & Services ............................. 2333
Distance Education ....................................................... 7891
Economic Development ............................................... 2511
EMERGENCY .............................................................. 911
Extended Opportunity Programs & Services (EOPS) .......... 2398
Facilities ..................................................................... 2307/2309

AREAS OF INTEREST

Faculty Senate .............................................................. 2217
Financial Aid .............................................................. 2397
First-Year Experience .................................................. 2782
Fiscal Services ............................................................ 2261
Foster & Kinship Care Education ..................................... 2578
Foundation .................................................................. (562) 467-5053
Information Technology Help Desk ............................... (562) 467-5266 & 2166
International Student Services ........................................ 2133
Job Placement (Students) ............................................... 2366
Language Success Center ............................................. 7891
Learning Communities ................................................ 2782
Library ....................................................................... 2430
Lost & Found .............................................................. 2325
Mail Room .................................................................... 2201
Math Success Center .................................................... 7891
Media Services ............................................................ 7890
Mental Health Worker Program ....................................... 2778
Music Office .................................................................. 2629
Older Wiser Learner (OWL) .......................................... (562) 467-5098
Parking ........................................................................ 2326
Pathway Programs ........................................................ 2484
Payroll ................................................................-------- 2272
Police Department ........................................................ 2325
Project HOPE .............................................................. 7847
Public Affairs .............................................................. 2285
Publications (Copy Services) ......................................... 2290
Purchasing .................................................................... 2243
Radio Station, WPMD 1700AM ...................................... 2626
Reading Center ............................................................. 7891
Re-entry Resource Center .............................................. 2362
Research & Planning ..................................................... 2192
Safety Escort .................................................................. 3076
Scholars' Honors Program ............................................. 2728
School Relations ........................................................... 2130
Sports Information ........................................................ 2896
Staff Development ....................................................... 2796
Student Activities Office .............................................. 2473/2475
Clubs & Organizations ................................................ 2473
Judicial Affairs ............................................................. 2471
Student Activities Center .............................................. 2479
Student Body President ................................................ 2477
Student Body Vice President .......................................... 2478
Student Government ..................................................... 2475
Student I.D. Center ....................................................... 2480
Student Health Services .............................................. 2321
Success Center ............................................................ 7891
Talon Marks (Student Newspaper) .................................. 2618
Teacher TRAC ............................................................... 2212
Theatre Office ............................................................. 2638
Transfer Center ............................................................ 2154
Veterans' Education Office ........................................... 3716
Veterans' Resource Center ........................................... 3716
BOARD OF TRUSTEES
President ...................................................... Ms. Marisa Perez
Vice President .............................................. Ms. Carmen Avalos
Secretary ...................................................... Dr. Sandra Salazar
Member ......................................................... Mr. Bob Arthur
Member ........................................................ Mr. John Paul Drayer
Member ........................................................ Dr. Bob Hughlett
Member ........................................................ Dr. Shin Liu
Student Member ............................................. Mr. Lance Makinano

ADMINISTRATION
President/Superintendent ................................. Dr. Linda L. Lacy
Vice President of Academic Affairs/
Assistant Superintendent ................................. Dr. JoAnna Schilling
Vice President of Business Services/
Assistant Superintendent ................................. Mr. David El Fattal
Vice President of Human Resources/
Assistant Superintendent ................................. Dr. Mary Anne Gularte
Vice President of Student Services/
Assistant Superintendent ................................. Dr. Stephen B. Johnson

ACADEMIC AFFAIRS
Dean of Academic Affairs ................................. Mr. Rick Miranda
Dean of Academic Success &
Institutional Effectiveness ............................... Vacant
Dean of the Library, Special Programs & Services ... Mr. Carl Bengston
Instructional Dean of Business, Humanities &
Social Sciences ............................................. Ms. Rachel Mason
Instructional Dean of Fine Arts &
Communications .......................................... Dr. Gary Pritchard
Instructional Dean of Health Occupations .......... Ms. Sandra Marks
Instructional Dean of HPED/Athletics ................. Dr. Daniel Smith
Instructional Dean of Liberal Arts ....................... Mr. David Fabish
Instructional Dean of Science, Engineering &
Mathematics ................................................. Dr. Carolyn Chambers
Instructional Dean of Technology ..................... Dr. Yannick Real
Director of Adult Education/Diversity Programs ......................... Ms. Graciela Vasquez
Director of Child Development Center ................ Ms. Debra Ward
Director of Community Education ................... Dr. Patricia Robbins Smith
Director of Pathway Programs/Project HOPE .......... Ms. Maggie Cordero
Director of Research & Planning ....................... Vacant
Web Administrator .......................................... Mr. Taylor Bowman

BUSINESS SERVICES
Director of Fiscal Services ............................... Mr. Noorali Delawalla
Director of Information Technology .................. Ms. Lee Krichmar
Director of Physical Plant & Construction Services Mr. David Moore
Director of Purchasing ..................................... Mr. Mark Logan
Accounting Manager ....................................... Vacant
Budget Manager ............................................. Vacant
Facilities Manager .......................................... Mr. Thomas Richey
Manager, Information Technology ................. Mr. Patrick O’Donnell
Operations Manager ........................................ Mr. Arcadio Avila
Payroll Manager ........................................... Ms. Deanna Hart
PeopleSoft Database Administrator ................ Ms. Maria Mendez
PeopleSoft Database Administrator ................ Ms. Michael Salazar

STUDENT SERVICES
Dean of Admissions, Records & Services .............. Ms. Stephanie Murguia
Dean of Counseling Services ............................. Dr. Renée De Long Chomiak
Dean of Disabled Student Programs & Services ........ Dr. Lucinda Aborn
Dean of Student Services .................................. Vacant
Dean of Student Support Services ..................... Ms. Kim Westby
Chief of Campus Police ................................. Mr. Richard Bukowiecki
Captain of Campus Police Services ................... Mr. Thomas Gallivan
Director of Career and Assessment Services .......... Ms. Theresa Lopez
Associate Dean of Student Health, Wellness &
Veterans Services ....................................... Ms. Nancy Montgomery
Director of Student Program Services ................ Ms. Norma Rodriguez
EOPS Assistant Director ................................. Ms. Yvette Tafoya

HUMAN RESOURCES
Director of Human Resources &
Risk Management ........................................ Dr. Adriana Flores-Church
Director of Diversity, Benefits & Compliance .......... Vacant

FOUNDATION
Executive Director of Foundation &
Community Advancement ............................. Mr. Steven Richardson
Director of Advanced Transportation
Technologies Project ................................. Ms. Jannet Malig
Director of Community Advancement .............. Ms. Bellegran Gomez

FACULTY SENATE
Faculty Senate President ............................... Mr. Robert Chester

CERRITOS COLLEGE FACULTY FEDERATION – AFT
CCFF-AFT President ................................. Dr. Solomon Namala

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CSEA President ......................................... Ms. Lynn Laughon
With student learning as the paramount destination, Cerritos College guides students with the map and the means to make their educational aspirations a reality. The college takes pride in offering open access education for associate degrees, transfer, career technical training, basic skills, and lifelong learning. Creating career pathways and opportunities for self-enrichment that benefit the economic vitality of its unique, multicultural community, Cerritos College values diversity and employs learning programs and student services that underscore student success. Faculty, staff, administrators, and students partner to promote relevance in today's global community by nurturing intellectual curiosity and applauding academic excellence.

Driven by the pursuit of unparalleled student success, Cerritos College will provide access to innovative learning opportunities that promote the power of learning.

The District provides a technologically advanced educational community in which students pursue a variety of educational goals: attainment of an associate degree, transfer to a four-year university, career/technical degree or certificate, or job skills. Achievement of these goals is strongly supported with instruction in basic skills as well as with student and instructional support services. Beyond these college credit programs and services, Cerritos College actively enriches the surrounding community through its varied community education programs.

We are guided by our core values of:

- supporting and promoting Student Success;
- achieving Excellence/Quality in teaching, learning, service and in college processes;
- supporting Innovation and Creativity to enhance and enrich learning and services;
- celebrating Diversity in people, philosophies, cultures, beliefs, programs and learning environments;
- promoting respect and trust in all People be they students, community members and employees;
- fostering Integrity as the foundation for all that we do;
- developing, nurturing and supporting Partnerships with our educational, business and industry colleagues;
- planning and supporting Comprehensiveness in our curricular offerings; and supporting Inclusiveness of individual, campus and community viewpoints in collaborative decision-making processes.

Cerritos College embraces community, diversity, innovation, and active learning. We strive for high academic and ethical standards, as well as academic freedom; we believe in the worth and dignity of all of our learners. In educating, we consider the learner's cognitive growth and emotional and physical well-being. The college prepares individuals for full participation in a complex democratic society as citizens and leaders, for the fulfillment of personal needs, and for the future. We believe that the purpose of education is to cultivate critical thinking skills and enhance the quality of life.
ACADEMIC INFORMATION
Admission to the College

Information is also available in Spanish. See "Información en Español" in the Table of Contents.


ADMISSION
Admission to Cerritos College is open to any high school graduate or equivalent. Students who are 18 years and older and do not possess a high school diploma or equivalent, may still attend provided evidence of being able to benefit from instruction can be provided. These students may satisfy the ability to benefit requirement by receiving a passing score on the numerical, reading, and/or writing exam.

Cerritos College does not discriminate in educational and employment opportunities on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

RESIDENCY
Students entering any of the public community colleges of California are subject to the residence requirements as determined by the State of California. A student whose legal residence is within California is eligible to attend Cerritos College. Residents of any other state or foreign country may be subject to non-resident tuition.

The legal residence of any unmarried student under 18 years of age is considered to be that of the parent or guardian. The student should be prepared to present proof of residence.

Further inquiries may be directed to the Admissions and Records Office at (562) 860-2451, Ext. 2211, or the Cerritos College website at www.cerritos.edu/admissions.

APPLICATION
All students requesting admission to Cerritos College must file an application for admission in the Admissions and Records Office. Early submission of admission applications is recommended. It is the responsibility of applicants to submit, under penalty of perjury, honest and true information; any deliberate falsification of information on the application or residence verification may be grounds for dismissal from the College.

Upon receipt of the admission application, the Admissions and Records Office will issue a student identification number and enrollment appointment. A student identification number is necessary to complete the matriculation process: assessment testing, counseling appointment, and enrollment. Additionally, the student identification number is necessary when utilizing MyCerritos as well as other student services.

TRANSCRIPTS
It may be necessary to submit official transcripts from previous schools, colleges and universities for the establishment of prerequisite eligibility. Transcripts verifying units from other institutions may be used to complete CSU General Education requirements, IGETC requirements, Certificates of Achievement and Associate of Arts Degrees.

ADMISSION AND ENROLLMENT OF SPECIAL ADMIT MINORS

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. The high school principal or designee must recommend and give consent with signature on the Special Admit Minor Form that the student would benefit from college instruction.
2. A parent/guardian must approve the student's participation and give consent by signing the Special Admit Minor Form. Signature of the parent/guardian also acknowledges that the student will conform to all College policies and procedures.

Academic Eligibility

• Students planning to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or higher 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 who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Disabled Student Programs and Services (DSP&S) office at Cerritos College. Please call (562) 860-2451, Ext. 2335, for assistance.

Limitations on Enrollment

• A high school junior or senior student may be permitted to enroll in up to 8 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.
• Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the College Bridge Program.
• Students will not receive priority enrollment status and will be charged all applicable fees, with the exception of the California Community College in-state per unit enrollment fee.

Elementary and Secondary Students Through the 10th Grade (Special Admit Program)

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

Cerritos College will admit highly gifted elementary students and secondary students through the 10th grade level for enrollment to the College if they are eligible to participate based on the following criteria:

Academic Eligibility

• Students must have a cumulative school grade point average of 2.5 or higher, as reflected on the most recent school transcript.
• For all courses attempted, the students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
• Students who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Disabled Student Programs and Services (DSP&S) office at Cerritos College. Please call (562) 860-2451, Ext. 2335, for assistance.
Limitations on Enrollment

- Students in grades K-10 may be permitted to enroll in up to 4 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records and Services. Enrollment in courses is based on space availability; and College instructor signature is required prior to enrollment.
- 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.
- Students who have previously enrolled and who have dropped their 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, with the exception of the California Community College in-state per unit enrollment fee.

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 the 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 pre-requisites.
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.

ADMISSION OF INTERNATIONAL STUDENTS

The Office of International Student Services (OISS) welcomes F-1 international students to enroll in the college academic program. The OISS provides assistance to international students with admissions, counseling, educational support and cultural adjustment while pursuing their academic goals. Cerritos College is a Student Exchange Visitor Program (SEVP) approved institution to admit F-1 students. Assistance is also available for international students to submit a Change of Status petition through the United States Citizenship and Immigration Services (USCIS). Interested students with other visa types (e.g., B-2, H-2, F-2, H-4, E-2, etc.) are encouraged to apply and will be provided assistance to change to F-1 status through the Office of International Student Services.

F-2 students attending high school should apply for change to F-1 visa status at least 3-4 months before graduating. Change of status from B-2 or F-2 must be approved to F-1 before a student can enroll at Cerritos College. Mandatory medical insurance is required for all F-1 students attending Cerritos College. For information regarding International Students at Cerritos College, please visit the website at www.cerritos.edu/oiss or call us at (562) 860-2451, Ext. 2133.

Application Deadlines:
**Out of Country applicants:**
- Fall Semester: June 1st
- Spring Semester: October 1st
- Summer Semester: March 1st

**Transfers within United States Schools:**
- Fall Semester: July 1st
- Spring Semester: November 1st
- Summer Semester: April 1st

International Student documentation required for Academic Program:

- International Student Application
- Fee of $50 for new students
- Statement of Support (notarized)
- Bank Certification (verification on bank letterhead signed by a bank official showing at least $22,000 USD available to the student or equivalent.)
- Tuberculin (TB) skin test results
- Transcripts (proof of high school graduation)
- TOEFL (minimum score of 450 or higher on written test; 133 or higher computerized; 45 or higher on internet-based test), ITEP (minimum score of 4 or higher) or IELTS (minimum score of 4.5) or equivalent
- Cerritos College Assessment Test
- Copy of Passport, Visa, and I-94
- Copy of ALL I-20s (if applicable)
- Transfer Authorization (if applicable)
- Proof of Medical Insurance Coverage (available through Student Insurance USA, www.studentinsuranceusa.com)

Intensive English Program

Cerritos College is proud to present an Intensive English Program (IEP). The IEP offers students the opportunity to acquire and improve their English skills, for beginners, intermediate and advanced levels, while providing opportunities for immersion in the diverse cultures found in the United States. Admission, enrollment, and information regarding the Intensive English Program should be directed to the Cerritos College Office of International Student Services. The IEP provides an eight-week session every two months. Please visit our website at cms.cerritos.edu/isc/intensive-english-program.htm or call (562) 860-2451, Ext. 2521.

Cost: Contact the Intensive English Program for complete cost information.

Intensive English Program documentation required:

- International Student Application
- Fee of $50 for new students
- Statement of Support (notarized)
- Bank Certification (verification on bank letterhead signed by a bank official showing $12,900 USD or more available to the student or equivalent.)
- Tuberculin (TB) skin test results
- Transcripts (proof of high school graduation)
- Cerritos College Assessment result (administered upon arrival)
- Copy of Passport, Visa, and I-94
- Copy of ALL I-20s (if applicable)
- Transfer Authorization (if applicable)
- Proof of Medical Insurance Coverage (available through Student Insurance USA, www.studentinsuranceusa.com)
SEVIS Fee (Form I-901): Once a new initial I-20 is issued, a Form I-901 along with a payment of $200 SEVIS fee must be completed before applying for or a re-validation of the F-1 Visa status. For information on paying the SEVIS fee, go to www.FMIFee.com.

For further information contact:
Cerritos College
Office of International Student Services
11110 Alondra Blvd.
Norwalk, CA 90650-6298 U.S.A.
E-mail: international-center@cerritos.edu
www.cerritos.edu/oiss
Phone: (562) 860-2451, Ext. 2133
Fax: (562) 467-5086

Expenses
Information is also available in Spanish. See “Información en Español” in the Table of Contents.

Students are expected to furnish all textbooks, supplies, materials, equipment, and uniforms as needed for instruction. The cost of these items will depend upon the number or types of classes taken. Textbooks, supplies, and materials are sold in the college bookstore. Additional fees noted below must be paid at time of enrollment.

STUDENT FEES
*Fees are subject to legislative or other authorized changes without prior notice.

1. Enrollment fees for the community college student are $46 per unit. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO STATE LEGISLATION.

2. Students who are non-residents of California or International Students, with or without F-1 visas, will be assessed $206 per unit ($184 per unit non-resident tuition and a $22 per unit capital outlay fee) in addition to the $46 per unit enrollment fee above. Active military personnel and their dependents are exempt for one year from this out-of-state tuition charge. Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them, shall be subject to dismissal from college.

3. Student Health Fee is $19 per semester, $16 for summer session. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.

4. Student Activity Fee is $10 per semester, $4 for summer session. This fee is automatically charged and is due and payable at enrollment, but may be waived subsequently by the student. Fee purpose and waiver information is available online at the Admissions and Records and Student Activities Office websites.

5. Parking fees provide security and maintenance of parking lots. On-campus student parking for automobiles is $40 per semester ($30 for BOGFW recipients) and $25 for summer session. Mopeds and motorcycles may use designated areas at no charge. A daily permit may be purchased for $2 from the dispensers located in the student parking lots.

6. Lab/materials fees are listed with courses in the class schedule. Please note that failure to pay these fees may result in withdrawal from courses for lack of payment.

Students are required to pay all fees at the time of enrollment. Students adding their names to wait lists will be charged the applicable enrollment fees, tuition, and applicable lab/materials fees. Students who do not pay fees and drop classes after the refund date are still responsible for all fees. The Board of Governors Fee Waiver (BOGFW) waives students' course enrollment fees; however all other fees, including but not limited to the Student Health fee, Student Activity fee, and applicable lab/materials fees, are due and payable at the time of enrollment. Payments for the parking, student activity, and student health fees may be subject to additional considerations.

The parking fee is required to park a vehicle on campus. The student activities fee is subject to student waiver. Information is available from the Office of Student Activities located in the Student Center. The waiver request form is available online at the Admissions and Records forms website. Revenue from the collection of this fee may be used by ASCC to support or oppose political measures. The student health fee may be waived with documentation from the student's spiritual leader that the student relies on prayer for healing.

REQUIRED INSTRUCTIONAL AND OTHER MATERIALS FEES
Students may be required to purchase instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District. These fees are not covered by the Board of Governors Grant (BOGG) Waiver. (Title 5 Cal. Admin. Code Sec. 59400)

Any questions with respect to the interpretation of this regulation shall be in writing and addressed to the College's Vice President of Academic Affairs.

REFUND POLICIES AND PROCEDURES
It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. Stated deadlines are not adjusted due to late enrollment.

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 college 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.

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.

To request a refund, a student must come to the Admissions and Records Office and submit a refund request form. The refund request form is available online and can be mailed to the Admissions and Records Office. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the college.

A check is the only form of payment that Cerritos College uses to issue refunds. If a payment is made by credit card for any registration transaction, and you drop any or all of your classes within the required refund period, we will NOT credit your credit card account. All refund checks are made payable to the student.

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

Credits

Enrollment Fee, Non-Resident Tuition, and Capital Outlay Fees will be credited if the official drop has occurred within the appropriate deadline* for session or semester. This is in accordance with the Refund of Enrollment Fee regulation, Title 5, 58508. There are no exceptions.

Student Health, Student Activity1 and Parking2 Fees will be credited only if all classes within the semester have been officially dropped within the appropriate deadline* for the semester. There are no exceptions.

* Deadlines for fee credit are defined as the first two weeks of full semester length classes or 10% of the number of class meetings for short term classes.

1 Student Activity sticker for the semester must be surrendered at the time of refund request. No refund will be given if sticker is marked or used.

2 Parking Permit for the semester must be surrendered at the time of refund request.

Refunds

A refund request form must be completed to receive credit funds on account. The Refund Request Form is available online at the Admissions webpage under FORMS or in the Admissions and Records Office.

One Year Limit on Refunds: Classes must be dropped before filing for a refund. Students seeking refunds must meet the requirements listed above to be eligible. Students must have dropped the class(es) and met the appropriate deadlines before filing for a refund. If these conditions have been met, students have one year from the beginning of the semester in which fees were paid to apply for their refund. Beyond the one year limit, students will no longer be eligible.

BAD CHECK REGULATIONS

A $25.00 fee will be charged for all returned and stop payment checks. All fees are subject to change without notice in accordance with any action taken by the Board of Trustees. Under Assembly Bill 1226, any person who writes a check on or after January 1, 1984, which is dishonored for lack of funds is civilly liable, and under the law, is liable for three times the amount of the check, plus the face value of the check.

FAILURE TO PAY COLLEGE FINANCIAL OBLIGATIONS

Failure to pay a financial obligation will result in an administrative withholding of grades, transcripts, diplomas, or enrollment privileges or any combination thereof. The item or items being withheld shall be released when the financial obligation has been met. (California Code of Regulations, Title 5, Section 59410)
Matriculation

Information is also available in Spanish. See “Información en Español” in the Table of Contents.


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

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

The college agrees to provide:

• An admissions application.
• An orientation to the College’s programs and services.
• Assessment in English, math, and reading.
• Counseling and advisement to develop an educational plan.
• Follow-up evaluation of each student’s progress in achieving an educational goal.

The student agrees to:

• Express at least a broad educational intent upon admission.
• Complete new student orientation, if new to college.
• Declare an educational goal before or when 15 units have been completed.
• Attend class.
• Work diligently to complete class assignments.
• Demonstrate an effort to attain an educational goal.

All first-time, new-to-college students are required to participate in matriculation activities; submit an application and complete assessment and orientation. Students who have completed an associate degree or higher at an accredited post-secondary institution are exempt from the process. However, exempt students may choose to participate in any portion of the matriculation process.

Alternate arrangements are available for students with physical, communication or learning disabilities, or who are on financial aid and are determined as EOPS eligible students. Contact the Counseling Office for details. Outlined below are guidelines designed to help you complete the matriculation process.

For additional information, visit the matriculation website at www.cerritos.edu/counseling

Admissions

Complete the Cerritos College admissions application and submit to the Admissions and Records Office, located in the Administration Building. Online applications may be submitted at www.cerritos.edu by selecting “Apply Online”. Transcripts from other institutions will be required to prove prerequisite eligibility which is strictly enforced at enrollment.

Assessment/Placement

The Assessment Testing Center is located in the Administration Building next to the Career Services Center.

“ASSESSMENT/PLACEMENT” means the process of gathering information about an individual student to facilitate his or her success.

At Cerritos College, assessment includes, but is not limited to, the collection of information regarding student’s study skills, English language proficiency, computational skills, high school and/or college transcript review, evidence of A.A. degree or higher from an accredited institution, learning skills, academic performance, and need for special services. In addition, career assessment is the opportunity to explore career aspirations, goals, skills, interests, and values.

DO I NEED TO TAKE AN ASSESSMENT/PLACEMENT TEST?

First-time, new-to-college students are required to complete assessment. Students planning to enroll in a math, English, or reading class, or planning to earn an A.A. degree, must complete assessment tests prior to enrollment. A student number and photo ID are required to take a test. All tests are computerized.

Assessment/Placement Test Exemptions

Students who already possess an A.A. degree or higher are not required to take assessment/placement tests, but will be required to verify the degree by presenting official documents to the Admissions and Records Office at least 10 working days prior to their enrollment appointment. Additionally, submit requisite clearance forms to meet prerequisites.

Individual Assessment 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 proof of completion (grade reports or transcripts) to the Admissions and Records office prior to enrollment.

Math

If you have completed one year of Algebra I or higher with a “B” grade or higher at a high school or an accredited college, please submit proof of completion (grade reports or transcripts) to the Admissions and Records office prior to enrollment. You may be eligible for course placement at Math 80 or below without taking an assessment test. However, if you are seeking course placement at Math 114 or higher, you will be required to take the math assessment test, which consists of multiple components.

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

Advanced Placement Courses

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

Chemistry

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

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

Students planning to take ESL (English as a Second Language) courses need to take the CELSA placement exam. Please call the Assessment Center at (562) 860-2451, Ext. 2599, for test dates and times or to schedule an appointment.

MAY I RETAKE A TEST?

Students may repeat any assessment test one time AFTER an 18-week waiting period from the original test date.

ASSESSMENT/PLACEMENT TESTING SCHEDULE

Copies are available at the Admissions and Records Office, Counseling Office, Career Services Center, and the college website at www.cerritos.edu/assessment-center; or call (562) 860-2451, Ext. 2355, for dates and times.

ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

Any student with a verified disability may arrange an accommodation for alternative test administration of English, reading, mathematics, and ESL placement tests. Prior to requesting an accommodation, a current Cerritos College application must be on file. Advance reservations may be made by contacting Disabled Student Programs and Services, (562) 860-2451, Ext. 2333. Alternative test administration may include extended time, large print, readers and scribes.

ORIENTATION

Orientation-Counseling is required for all first-time, new-to-college students. Transfer students are also highly encouraged but not required to complete orientation. An Orientation-Counseling (ORI) hold will appear in the MyCerritos account of all new-to-college students. Enrollment in classes will not be allowed until the orientation requirement is met. Exemptions: Re-admit and transfer students, and some additional categories of students. Contact the Counseling Office for more information on exceptions and exemptions.

Options for New Student Orientations:
Online: Start, stop, and restart anytime! Go to www.cerritos.edu, log into MyCerritos, and select Orientation Plus.
On-campus: Day and evening orientations are offered prior to the start of each term. Call the Counseling Office at (562) 860-2451, Ext. 2231, or go online to www.cerritos.edu/counseling for more information.

COUNSELING

During the semester, students are highly encouraged to discuss educational goals and to develop an educational plan with a counselor. Counselors are available on an appointment and/or standby basis prior to enrollment. Small group workshops are also offered. During enrollment, counselors are available on a limited standby basis.

Students who are on academic progress probation will be limited in the number of units they may take each semester based upon their GPA and course completion rate. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses, as well as re-admit and transfer students, are highly encouraged to develop an educational plan with a counselor. Counselors are available online at www.cerritos.edu/counseling. Students can schedule a counseling appointment by calling the Counseling Office at (562) 860-2451, Ext. 2231.

FOLLOW-UP

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

WHAT ARE PREREQUISITES, COREQUISITES AND RECOMMENDATIONS?

It is the intent of Cerritos Community College to guide students into courses in which they will have the greatest academic success. Therefore, students will find courses which have prerequisites, corequisites and/or recommendations in the course descriptions. This is the case when a specific body of knowledge and/or skill(s) must be learned or demonstrated before the student can be expected to successfully progress to the next level course. For example, ENGL 52 must be taken before ENGL 100. This is an example of courses that must be taken in sequence. Students are encouraged to consult the course descriptions found in the current college catalog for the identification of the prerequisites for a course.

Students currently enrolled in a prerequisite course at Cerritos College will be allowed to enroll in the next sequenced course. For example, students enrolled in ENGL 52 for fall may enroll in ENGL 100 for spring. However, it is the student’s responsibility to verify they have passed the prerequisite course. If a passing grade is not received, the student will be dropped some time during the semester.

Automated prerequisite checking will stop students from enrolling in a class that has a required prerequisite that has not been met. Prerequisites are checked at the time of enrollment (Auto-enroll and Instructor adds). Prerequisites are not checked when classes are added to shopping cart, but are enforced before completion of enrollment.

To avoid being denied enrollment, students should complete the Cerritos College placement tests or submit transcripts if prerequisite coursework was completed at another institution. Transcripts are accepted in the Admissions and Records Office. Complete the Requisite Clearance Request Form available from Counseling, Admissions and Records, or download the form at cms.cerritos.edu/admissions-and-records/online-forms.

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

1. A prerequisite is any requirement which must be satisfied before a student may enroll in a course. In other words, “prerequisite” means a course that a student is required to complete, a test score, or other requirement that demonstrates current readiness for enrollment in a course or educational program. The prerequisites offered at Cerritos College are listed with course titles in the “Announcement of Courses” section of the catalog and in the current Schedule of Classes.

2. “Corequisite” means a course that a student is required to take at the same time with another course. For example, if a student enrolls in PHA 60, he/she must take PHAR 60L at the same time.

3. “Recommendation” for course preparation means a condition of enrollment that a student is strongly suggested to meet before or along with enrollment in a course or educational program but is not required to do so.

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

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

13
WHAT IS THE PREREQUISITE CHALLENGE PROCEDURE FOR STUDENTS?

A prerequisite may be challenged by students who have presented the appropriate reasons. It is the student’s responsibility to provide information to support the challenge. The prerequisite challenge must be filed and resolved prior to the student’s enrollment into the course. A Requisite Challenge Form can be obtained from the Admissions and Records Office, Counseling Center, or downloaded from cms.cerritos.edu/admissions-and-records/online-forms.

Students may challenge a prerequisite using the following procedure:

1. Complete the Requisite Challenge form.
2. Select one of the four choices listed on the form:
   A. I will be subject to undue delay in attaining my educational goal because the requisite has not been made reasonably available. (must declare educational goal and major)
   B. The requisite or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
   C. Challenging the pre or corequisite on the grounds that it was established in violation of regulation or in violation of the District-approved process. (student documentation required)
   D. After careful consideration and against the recommendation of the college, I am requesting placement into the stated course.
3. Submit the completed form to the Academic Records and Standards Committee for approval or denial of request. Please allow at least ten business days for a response.
4. If the prerequisite challenge is approved, the student will need to enroll in the course in the Admissions and Records Office in person. MyCerritos will not recognize the approved form. Please note: A challenged requisite will not be deemed as a cleared requisite, therefore it will not appear on the transcript nor will it clear a like requisite in the future.
5. If the prerequisite challenge is denied, the student will need to complete the clearance process or course listed as the official requisite. There is no appeal process.

Enrollment Information

Information is also available in Spanish. See “Información en Español” in the Table of Contents.


COUNSELING

Of major importance to every student enrolled at Cerritos College is the comprehensive counseling service that is provided to assist students in achieving their educational goals as fully, smoothly, and as efficiently as possible. The constant change of requirements and prerequisites for institutions and occupations make continuing contact with the Counseling staff a vital part of the student’s successful academic experience.

The counseling service consists of four major functions:

1. assistance in planning academic programs;
2. assistance in exploring career possibilities;
3. consultation and referral regarding personal problems;
4. provision of additional auxiliary services, such as personal development classes, articulation with transfer institutions, referrals to outside agencies, orientation classes, and placement interpretation.

These various services are offered by a professional staff of counselors trained to help students in the appropriate areas of their concerns. The counseling staff works closely with all divisions of the College and keeps abreast of the educational programs both here and at four-year institutions.

Although the use of counseling services is on a voluntary basis, all entering first-time, new-to-college students, F-1 VISA students, and some students on financial aid are required to meet with a counselor for program planning before enrollment. Generally, students should schedule an appointment or attend a workshop. Counseling appointments may be made in person in the Counseling Office located in the Administration Building or by telephoning (562) 860-2451, Ext. 2231. Limited standby counseling is also available. General academic counseling hours and information are available online at www.cerritos.edu/counseling.

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

PROGRAM PLANNING

Students are expected to take courses on a consecutive basis. Students are not to receive credit for courses which are considered lower in degree of advancement than those already taken. Courses are to be taken in accordance with the student’s ultimate objective and major.

ADMISSION TO CLASS

Students must be officially enrolled before attending any class. If students are unable to attend the first class meeting, every effort should be made to contact the instructor(s) or the instructor(s) may drop the student as a “no show”.

Students seeking admission into a “closed” class must attend the first day of class. Instructors may add students depending on seat availability and students’ completion of prerequisites, if applicable.
AUDITING COURSES
Auditing courses is permitted at Cerritos College. An audit student is a student who attends a course or courses for no credit or notation on an official transcript. Auditing may be available, pending 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. If criteria is met, permission to audit a course is granted at the discretion of the instructor. Signature of both the instructor and division dean are required.
3. With the instructor's and division dean's signed permission, a student may submit the audit form to the Admissions and Records Office anytime during the semester after the 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. If a course closes after an auditor has been admitted, the auditor may be asked to withdraw to make room for a credit student. Instructor discretion is strongly recommended.
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 Admissions and Records Office. Audit forms may be obtained in the Admissions and Records Office.

ADD PROCEDURES
If you wish to add to your class schedule, please follow the steps below:

1. Classes may be added via MyCerritos, Student Center (http://my.cerritos.edu).
2. To add a closed class, go to class on the first day and time that it meets; be on time. Respectfully request of the instructor to be added to the class. If the instructor approves, an electronic enrollment will be submitted on your behalf to Admissions and Records. Please note that prerequisites, holds/service indicators (SI), conflicts, and illegal course repetition will be checked. Fee payment deadlines are published in the current schedule of classes. Please refer to MyCerritos (http://my.cerritos.edu) or the current schedule of classes for information regarding being dropped from all classes and holds (SI) for lack of payment. Please check your student account via MyCerritos or in the Admissions and Records Office. All enrollments must be completed by the published add deadlines.

3. Adding a class may be prevented due to holds or unauthorized course repetition (see Repetition of Courses).

Level/Section Changes
Level/section changes must be processed in person. Program changes which involve level changes in skill and performance classes may be made by the add deadline. Students may also make level changes in Work Experience classes by the add deadline, but only a reduction of hours may be made after the add deadline.

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 the drop is processed outside of the refund date.

DROP PROCEDURES
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 drop a class, it is the student's responsibility to withdraw themselves.

It is strongly advised that students take the initiative to officially drop themselves. Failure to officially drop from class(es) may result in an “F” grade for each class and a delinquent debt and restrictive hold to the student's account.

Classes may be dropped via MyCerritos, Student Center (http://my.cerritos.edu). Be mindful of deadline dates for refunds and posting of “W’s” to transcripts. See the “Calendar of Important Dates” in the schedule of classes for specific deadlines. Be sure to verify the drop with a printed receipt.

Deadlines: Dropping a class or classes shall be authorized through the last day of the 14th week of an 18-week term or 75% of a shorter than 18-week term, whichever is less. The academic records of a student who remains in a class beyond the date allowed for drop must reflect an authorized symbol, other than a “W”.

“W’s” are considered “honorable withdrawals” and shall not be used in calculating grade point averages. However, excessive “W’s” shall be used as factors for probation and dismissal procedures. Additionally, a student who has a “W” in the same class two or more times, loses the privilege of priority enrollment for that class. Students may submit a Petition for Course Repetition, which is subject to approval or denial, to the Academic Records and Standards Committee for exceptions to the excessive “W” policy for course repetition.

Dropping a Class After the Drop Deadline
A student must have documented circumstances beyond his/her control to initiate a drop after the listed deadline. Examples of circumstances beyond the control of the student include, but are not limited to, the following: accident, illness, change in work schedule, or other documented circumstances. A “W” will be posted to the official transcript. Contact the Dean of Admissions, Records and Services for further information.
WAIT LIST
Cerritos College utilizes 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 in order from the wait list to the official roster when space becomes available. Each student is limited to a maximum of 10 wait-listed units. Auto-enroll from a wait list will not occur if:
1. Student has a hold (service indicator) on their account.
2. The class requisite has not been met.
3. Unauthorized course repetition would occur.
4. There is a class time conflict. Students may not be enrolled in two classes that meet at the same time.
5. If student is enrolled in a class AND 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) he/she will lose a seat when “auto-enroll” tries to move from the wait list to the official roster due to “Multiple Enrollment”.

Auto-enrollment will continue through the Friday before classes begin. Attendance at the first class meeting is required in order to enroll or remain on the wait list. Failure to attend class DOES NOT create an automatic drop or refund. If you do not want your wait-listed classes, please drop them to avoid a substandard grade and forfeiture of fees.

STUDY LOAD
In order to meet graduation requirements in four semesters, students must carry an average of 16 units of degree applicable credit each semester. Students desiring to enroll in more than 18 units must have the approval of a counselor. Other unit limitations are:

- Foreign Visa Students not less than 12 units.
- Intercollegiate athletes not less than 12 approved units, throughout season of sport; not less than 24 approved units between seasons of sport.
- Special Admit K-10th grade students may enroll in a maximum of 4 units.
- College Bridge 11th-12th grade students may enroll in a maximum of 8 units.

REPETITION OF COURSES
At Cerritos College, previous course enrollment is reviewed electronically for prior enrollment attempts. All courses have repeatability limitations.

Students may repeat a course in which a substandard grade (D, F, NP, FW) or “W” in any combination has been received one time. Students receiving any combination of substandard grades may petition the Academic Records and Standards Committee for an exception to the two attempts rule. All petitions are subject to approval or denial. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages, but shall not be deleted from the student's permanent record. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate annotation. Annotating the permanent academic record shall be done in a manner so that all work remains legible, insuring a true and complete academic history.

Students may use an equivalent course from an accredited college or university to replace a Cerritos College course in which a substandard grade was recorded, if earned subsequent to the substandard grade at Cerritos College. The student must petition the Academic Records and Standards Committee to record the change. The College may honor the prior course repetition actions of other accredited colleges and universities in determining acceptance of credits, subject to student petition to, and approval by, the Academic Records and Standards Committee.

Examples of Exceptions for Consideration of Course Repetition Limitations
An Academic Records and Standards petition must be filed for official consideration of course repetition. All petitions are subject to approval or denial. Contact the Admissions and Records Office for specific directions.

1. Student received an “MW” (Military Withdrawal).
2. Student's previous grades are a result of documented circumstances beyond his/her control.
3. Cooperative work experience courses, subject to stated maximums, as provided in the College Administrative Procedures.
4. Certain activity or skill building courses, subject to stated maximums, as provided in College Administrative Procedures.
5. Certain classes for students with disabilities, subject to stated qualifications, as provided in College Administrative Procedures.
6. Repetition necessary for legally mandated training. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.
7. After a significant lapse of time, a student may repeat a course in which a grade of “C” or better was received.

COURSE REPEATABILITY
Effective Fall 2013, repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses have been changed. Intercollegiate Athletics and some Music and Theater courses that are required for transfer programs are the only courses in these disciplines that will remain repeatable; all other courses previously offered as repeatable will be offered as single enrollment courses. There will be a notation after the course description if the course is allowed to be repeated.

The college has developed Families of Courses. The Families of Courses include old and new courses related in content (see below for Families of Courses listed by Department). A family of courses may consist of more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including “W”s, will count toward the four-course enrollment limitation. Students can repeat ART, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a grade of “NP”, “D”, or “F” was earned or a “W” was assigned; however, all enrollments count toward the four-enrollment maximum for each family of courses.
FAMILIES OF COURSES

Art and Design
3D Animation
Art 191A, 191B, 195
Calligraphy
Art 180, 181, 183A, 183B, 287A, 287B
Ceramics
Art 150, 151, 152, 153, 154, 252, 253
Computer Graphics
Art 184, 186, 189L, 284
Digital Painting
Art 196
Drawing
Art 111, 114, 183, 185, 285
Foundation Design Principles
Art 110, 120, 121
Graphic Design
Art 184, 284
Jewelry
Art 144, 145, 246, 248
Lettering and Typography
Art 182A, 182B
Life Drawing
Art 112, 213, 214, 232
Life Painting
Art 237, 238, 239
Motion Graphics
Art 198
Motion Picture Editing
Art 192, 192B
Multimedia Design
Art 194
Painting
Art 130A, 130B, 136, 231
Print Making
Art 116, 117, 218, 219
Water Coloring
Art 133A, 133B, 134, 135

Counseling
Educational Planning
Counseling 101A, 101B, 101C

Dance
Ballet
Dance 106A, 106B, 107
Commercial Dance
Dance 110, 124
Dance Composition
Dance 130A, 130B, 135, 136
Dance Documentation
Dance 131, 132
Dance Theory
Dance 100, 101, 105
Formal Dance Performance
Dance 133, 134, 136, 150, 151
Informal Dance Performance
Dance 50, 135, 151

Introductory Dance
Dance 105
Jazz Dance
Dance 140, 141
Theatre 140, 141
Modern Dance
Partnering
Dance 120, 125
Tap Dance
Dance 142, 143
Theatre 142, 143
Theater Dance
Dance 140, 141, 142, 143, 144
Theatre 140, 141, 142, 143, 144
World Dance
Dance 109, 121, 122, 123

Film
Motion Picture
Film 101, 104, 107, 293
Television
Film 102, 103

JOURNALISM
College Newspaper
Journalism 107, 107A, 107B, 107C, 107D

Library
Library Research
Library 100, 101

Music
Guitar Studies
Music 120, 121, 122, 123
Piano
Music 112, 113, 115, 144
Vocal Studies
Music 116, 117, 118, 119, 143

Physical Education
Adapted PE
PE 120, PEX 100
Aerobics
Badminton
PE 154, PEX 156, 261
Baseball
PE 175, 175A, PEX 163, 261
Basketball
PE 176A, 176C, 176D, PEX 165, 166, 255, 265
Bowling
PE 155A, 155B, PEX 167, 267
Cardiovascular Fitness
PE 145, 147, PEX 118, 119
Cheer
PE 137, 245, PEX 169, 170
Football
PE 177, 178, 211, 212, 272, PEX 172, 273, 274
General Fitness
PE 140A, 143, 146, PEX 124, 126, 136
Golf
PE 155, 245, PEX 170, 176
Indoor Fitness
PE 130, 132, 136, 148, PEX 134, 136
Muscular Conditioning
PE 131, 149A, 149B, 162, 240, PEX 138, 140, 141
Pilates
PE 129, 139, PEX 156, 157
Self Defense
PE 160, 161A, 161B, PEX 147, 149, 249
Soccer
PE 173, 179A, 179B, PEX 178, 179, 278
Softball
PE 171A, 171C, 179B, PEX 181, 282
Swimming
PE 150A, 150B, 150C, 150D, 170, PEX 184, 185, 186, 284, 285
Tennis
PE 159A, 159B, 159C, 159D, PEX 184, 189, 288, 289
Volleyball
PE 172A, 172B, 172C, 172D, PEX 191, 192, 291, 292
Walking, Jogging and Running
PE 131, 149A, 149B, 162, PEX 138, 140, 141, 240
Wrestling
PE 151, PEX 194
Yoga
PE 128, 138, PEX 128, 151

Speech
Forensic Activity
Speech 236A, 236B, 236C, 236D

Theater
Acting
Theatre 107, 110, 111, 212, 213, 216
Costuming
Theatre 144, 221, 221A
Crew
Theatre 109, 133, 134
Improvisation
Theatre 108, 117, 208
Make-Up
Theatre 123, 123A
Musical Theater
Theatre 105, 146, 147
Portable Entertainment
Theatre 223, 224, 225
Rehearsal and Performance
Theatre 130, 131, 132
Theater Dance
Theatre 140, 141, 142, 143, 144
Theatre 140, 141, 142, 143, 144
Touring Theater
Theatre 136, 157
CHANGE OF ADDRESS
Changes in address must be reported immediately to the Admissions and Records Office. Failure to do so may result in a delay of enrollment appointment or other important notifications. Address changes may be made online at www.cerritos.edu, “My Cerritos”, “Student Center”, “Personal Information.”

COLLEGE UNITS
Each college course is worth a certain number of “units”. This number is determined by the type of class it is and the number of hours per week it meets. For example, a three (3) unit lecture class (English or health) meets three hours per week during a regular eighteen week semester, but a one (1) unit laboratory course meets three hours per week.

DEFINITION OF A CLASS HOUR
A class hour is defined as 50 minutes. Classes scheduled for more than an hour follow formulas to stay close to this definition. For example, a class scheduled from 6:00 to 7:30 p.m. (90 minutes) actually meets for 80 minutes, allowing for a 10 minute passing period. Longer class meeting patterns have required breaks. Cerritos College follows these time patterns.

UNIT CREDIT FOR MILITARY SERVICE
Veterans who have served on active duty a period of one year or longer and who have received other than a dishonorable discharge may be granted four (4) units credit. The units will be designated as “Military Credit” on the transcript. To apply for these units the veteran must present the D.D. Form 214 to the Admissions and Records Office. Credits are elective credits for the A.A. degree only and do not apply to certificate programs.

MILITARY WITHDRAWAL
Pursuant to Education Code 66023, the Board of Trustees of Cerritos College makes provisions for non-punitive withdrawals from class of students who are members of an active or reserve United States military service unit who receive orders compelling withdrawal from courses. Upon verification of such orders, a military withdrawal (MW) symbol may be assigned at any time after the period during which no notation is made for withdrawals. There will be no penalty for military withdrawals. Military withdrawal shall not be counted in progress probation and dismissal calculations.

CLASSIFICATION OF STUDENTS

<table>
<thead>
<tr>
<th>Freshman</th>
<th>One who has earned fewer than 30 units.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>One who has earned 30 or more units but fewer than 60 units, or has completed 60 units but does not hold a degree.</td>
</tr>
<tr>
<td>Graduate</td>
<td>One who has been awarded the Associate in Arts degree or higher degree.</td>
</tr>
<tr>
<td>Full-time</td>
<td>One who is enrolled in 12 or more units.</td>
</tr>
<tr>
<td>Part-time</td>
<td>One who is enrolled in less than 12 units.</td>
</tr>
<tr>
<td>College Bridge</td>
<td>One currently enrolled in the 11th or 12th grade in high school who desires to enroll for college credit.</td>
</tr>
<tr>
<td>Special Admit</td>
<td>One currently enrolled in K-10th grade who desires to enroll for college credit.</td>
</tr>
</tbody>
</table>

PARKING REGULATIONS
Parking on campus is by permit only. Term and daily permits are available. Please refer to the Expenses section of the catalog for more information. Metered parking is also available.

Any motorized vehicle (except mopeds and motorcycles) requiring registration with the California Department of Motor Vehicles must have a current parking permit each semester. On vehicles, PERMITS MUST BE AFFIXED TO THE INSIDE LOWER LEFT OF THE FRONT WINDSHIELD. IT IS YOUR RESPONSIBILITY TO ENSURE THE PERMIT IS VISIBLE IN ITS ENTIRETY AT ALL TIMES. Vehicles not properly displaying a permit or having no permit will be cited. Vehicles must be parked only in spaces or areas designed for vehicle parking. All vehicles must be parked with the front of the vehicle heading into the parking stall. Persons displaying a “DP” plate or placard may not park in spaces reserved for “carpool” or Board Members. Students may not park in stalls designated for staff parking unless they have a qualified disability and a valid “DP” plate or placard AND a current student parking permit displayed.

Parking is free in student stalls during the first week of each semester and the first week of the first summer session. VEHICLES NOT DISPLAYING A VALID PERMIT OR INCORRECTLY PARKED IN STAFF, METERED, OR HANDICAPPED STALLS, ETC., WILL BE ISSUED A PARKING CITATION.

PARKING AREAS
Vehicles authorized to park on the Cerritos College campus shall be parked head in only in areas that have been painted with lines indicating parking stalls. Park only in the area designated by your permit except for students with a valid “DP” plate or placard and a current parking permit.

Designated Parking Areas are Color Coded:

- WHITE .................... Student parking, current term or daily student parking permit required.
- YELLOW ................... Faculty and staff, permit required.
- GREEN ..................... Timed coin-operated meters
- BLUE ..................... Valid “DP” plate or placard and a current Cerritos College parking permit.
- WHITE GRID MARKED .... Motorcycle parking only.
- PINK ...................... Cosmetology patron parking-located in Lot C-11. Pink cosmetology patron parking permit required.
- DARK BLUE ................ Student Health Services

Bicycles must park in designated areas only. All designated student and staff parking areas will be enforced Monday, 7 a.m., through Friday, 11 p.m.

PARKING ON THE INTERIOR CAMPUS
Bicycles are to park in District-provided racks. Violators will be cited. Only those vehicles with approval from the Campus Police Department are permitted to drive and park on the interior and sidewalks of the campus. Violators will be cited and/or the vehicle taken and put into storage.

OFF-CAMPUS PARKING
Off-campus parking is extremely restricted. Parking in surrounding residential areas is by city-issued permit only. Student vehicles parking in the surrounding neighborhoods will be cited, towed away and impounded by the city at the student’s expense.

The property owners also prohibit student parking in the shopping centers adjacent to campus. Student vehicles in these shopping centers are also towed away by property managers, at the student’s expense.
RESPONSIBILITIES FOR PENALTIES
The registered owner of any vehicle on campus may be held responsible for liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicles on the Cerritos College campus.

LOST, STOLEN, OR DAMAGED PERMITS
Replacements for lost, stolen, or damaged permits can be purchased at the Campus Police Department in accordance with the fees indicated.

REFUNDS
Parking permit refunds are requested through the Admissions and Records Office. Fees will be credited if the official drop has occurred within the appropriate deadline for session or semester.

LIABILITY
Cerritos College assumes no liability and is not responsible for damage or theft of any vehicle or its contents.

Scholars’ Honors Program
The Scholars’ Honors Program (SHP) at Cerritos College provides transfer-bound students with the opportunity to enrich themselves through participation in unique, challenging and interactive educational experiences. The SHP promotes this goal by providing an office that supports and assists students, by offering special Honors course sections taught by outstanding professors, and by offering opportunities for students to work one-on-one and in class with these faculty members through honors research contracts.

Honors courses build skills in speaking, writing, analytical thinking, problem solving and task management. They fulfill basic general education requirements for graduation and transfer to a four-year college or university.

ADVANTAGES OF HONORS
Honors programs in the community college are the least expensive and one of the most efficient ways to get a good education and prepare for admission to the 4-year university or college of choice. Major universities that reject most of those who apply as freshmen will often accept most of the community college honors program students who apply for junior year transfer.

The Scholars’ Honors Program at Cerritos is an effective way to develop your reading, writing, critical thinking and research skills and to learn to work directly with faculty members. This helps you to get good letters of recommendation that can be used for transferring to a four-year college or university, or applying for a job, internship or special program.

BENEFITS FOR SHP STUDENTS
- Working one-on-one with professors
- Small SHP course sizes
- Private honors graduation ceremony
- Travel to national and regional conferences
- Free library privileges at UCLA and UC Irvine
- Priority admission into several CSU honors programs
- Guaranteed admission or priority consideration for admission at:
  - UC Irvine
  - UCLA
  - Pomona College
  - Loyola Marymount University
  - Chapman University

REQUIREMENTS OF THE PROGRAM
SHP students must maintain a cumulative GPA of at least 3.0 in all their transferable courses and complete a total of five honors courses from the two options below:

1. **SHP Courses** — Many typical general education courses have honors sections. These have smaller enrollments than other courses. They offer different teaching approaches, more opportunity for hands-on experience and direct communication with the professors.

2. **SHP Contracts** — Students undertaking a contract work closely with the instructor to design and complete a special honors project connected with the regular course. On completion of the project, the student earns honors credit for the course.
CRITERIA FOR ADMISSION TO THE SHP

- All students must demonstrate (through placement tests or other means) readiness to start English 100: Freshman Composition
- All students must demonstrate (through placement tests or other means) readiness to start MATH 80: Intermediate Algebra
- High School students must have a cumulative GPA of 3.0 or above.
- Current college students must have a cumulative GPA of 3.0 on at least 12 transferable units.
- Complete Honors Writing Requirement.

For applications or further information, contact:
Timothy Juntilla
Director, Scholars’ Honors Program
(562) 860-2451, Ext. 2828; tjuntilla@cerritos.edu
OR
Cerritos College
The Scholars’ Honors Program
(562) 860-2451, Ext. 2782; shp-info@cerritos.edu
On the Web: www.cerritos.edu/shp

Teacher TRAC

The Teacher TRAC program offers many services and pathways for students interested in teaching K-12. Teacher TRAC focuses on preparing future elementary school teachers, special education teachers, secondary teachers, and future Career Technical Education Industrial Technology teachers at the secondary and community college level in woodworking, welding, and automotive.

For students interested in becoming an elementary school teacher, Teacher TRAC’s flagship program is a partnership with California State University, Long Beach. As a student in the integrated, standards-based Teacher TRAC / CSULB program, you can earn your bachelor’s degree and multiple-subject teaching credential, and complete your student teaching. Official Teacher TRAC students receive admission to CSULB (upon completion of the lower division general education and pre-major requirements).

Excellent opportunities are offered through the Teacher TRAC Program. These opportunities include work experience in schools, access to Teacher TRAC counselors, training on how to integrate technology into the classroom, participation in conferences for teachers, and access to Teacher TRAC Scholarships.

Change a life, shape a future, and give back to your community. Become a teacher!! California schools need new teachers each year. One of them can be you!

HOW DO I REGISTER?

Applications for the program are accepted each semester. Visit our website at www.teachertrac.com for an application and more information, or call (562) 860-2451, Ext. 2212.

Learning Communities Program

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

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

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

Research indicates learning communities promote student achievement, retention, and progress toward degree completion. Faculty benefit from professional development and training, fresh approaches to teaching, and collaboration with colleagues.

FIRST-YEAR EXPERIENCE PROGRAM (FYE)

The First-Year Experience Program is a special part of the Learning Community Program. Students are enrolled in a full semester’s work at one time. These courses are designed to provide students with a positive, strong start in college. Students who are interested in this program should call (562) 860-2541, Ext. 2782 for more information.

WHAT ARE THE BENEFITS OF JOINING A LEARNING COMMUNITY?

- Smooth your transition into college
- Meet other students and form lasting friendships
- Reinforce learning in one class while working on projects in the other
- Learn how to choose your major and reach your academic goals sooner
- Graduate or transfer to a four-year college or university sooner
- Increase your learning and earn better grades

Are Learning Community courses transferable?

Many of the courses are transferable to the CSU’s and UC’s. See the Schedule of Classes or the Cerritos College Catalog to check specific courses.

What are the requirements to enroll?

The only requirement is that you must enroll in all the courses listed for that Learning Community. The prerequisites are listed in the Cerritos College Catalog and must be met prior to enrollment.

Are Learning Community courses more difficult?

No, you will not be required to do more work than if you took the two classes separately. In fact, by taking the courses in a learning community, you may find that material is easier to understand.

How will Learning Community courses be listed on my transcript?

Your transcript will reflect the classes as separate courses.
Distance Education Program

Distance education takes place whenever teacher and student interactions are separated by physical distance and facilitated by the use of technology. Voice, video, data, and print may be used in place of traditional classroom delivery to bridge the instructional gap. Many courses listed in this catalog are delivered via distance education either fully online or in a hybrid mode. In online courses students and teachers do not meet regularly on campus as a class, although some instructors may require on-campus attendance for orientation, test taking, or to satisfy other course requirements. Hybrid courses include the combination of traditional in-class meetings with computer-based learning and other instructional technologies.

Distance education classes are identified in the published class schedule with the designation “online” or “hybrid.” All online and hybrid courses carry full academic credit, and the content is equivalent to what you would receive via a more traditional mode of delivery. Students enroll in distance education classes in the same manner as regular classes. Consult the general enrollment procedures in this catalog or in the class schedule for more information.

What do Distance Education students need to be successful?

- Internet access and basic computer skills (send and receive e-mail messages and attachments, download and manage files, search and navigate the Internet using a browser)
- Awareness of available online library resources and learning support services
- Time management and organizational skills
- Motivation and focus
- Completion of an online orientation program or equivalent preparation, such as previous online coursework.

Before registering for an online course, you should make sure that your skills are proficient in basic computing, web browsing, e-mail, and word processing. Your instructor will not teach these skills as part of the content of the course.

Scholarship Regulations

FINAL EXAMINATIONS

Instructors at Cerritos College have established their course requirements within the framework of the College’s philosophy and requirements.

Final examinations are required in all courses. A schedule for final examinations is available in the class schedule and online at www.cerritos.edu/finalexam. Students are expected to take examinations when scheduled; but in the event of an emergency or severe illness, the instructor should be notified.

GRADING

Accomplishment in course work is indicated by the following symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Points</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>Less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing (earned)</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failing, due to lack of participation and failure to withdraw</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory, the equivalent of a “C”; units awarded not counted in GPA)</td>
<td>-</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory or failing; units not counted in GPA)</td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal (without penalty)</td>
<td>-</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>-</td>
</tr>
<tr>
<td>*RD</td>
<td>Report Delayed</td>
<td>-</td>
</tr>
</tbody>
</table>

*RD - The RD symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

GRADE CHANGES

The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. The correction of a grade given shall only be allowed for a request initiated within one year following the end of the term in which it was assigned.

Exceptions to the one-year limit on grade changes may be requested by petition of the student in extenuating circumstances. A formal petition must be submitted to the Academic Records and Standards Committee. Extenuating circumstances are verified cases of accident, illnesses, or other circumstances beyond the control of the student. (Title 5, Section 55760).

INCOMPLETE

Students are not to re-enroll for a course in which a grade of “I” has been recorded. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” shall be stated by instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions and Records Office until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the
work has passed. The “I” must be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted or for grade points.

TRANSCRIPTS OF RECORD
A transcript of all college work completed at Cerritos College may be obtained by submitting a written request in the Admissions and Records Office. Students requiring an official transcript that bears the college seal must file a written request. Students may obtain an unofficial copy of their transcript for their own personal reference via MyCerritos at www.cerritos.edu. Students who attended prior to 2000 and have not attended since, are not able to use MyCerritos. Official transcripts are still available online at www.cerritos.edu, “Students”, “Transcripts”.

The first two (2) transcripts (whether official or unofficial) are free. For subsequent copies, a fee of $3 is charged for each regular transcript; a $10 fee is charged for each rush transcript (2-hour turnaround). Failure by a student to pay proper financial obligations due to the college or district may result in the withholding of grades, transcripts, diplomas, or registration privileges or any combination thereof. (California Code of Regulations, Title 5, Section 59410).

VERIFICATION OF STUDENT STATUS FEES
The following are the fees for verification of enrollment:
$2.00 per verification of status.
$5.00 additional rush fee per verification to be completed within the same business day.

Exemptions for these fees are for verification of enrollment and grade point average for the California Student Aid Commission for financial aid purposes.

GOOD STANDING
Students are considered to be in good academic standing with a cumulative grade point average of 2.0 or higher for all course work completed, and the percentage of all units attempted and for which entries of “W”, “I”, and “NP” are recorded does not reach or exceed 50 percent.

PROBATION
A. Academic Probation
Students who have completed at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the students have earned a grade point average below 2.0 in all units undertaken at Cerritos College.

B. Progress Probation
Students who have attempted a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units at Cerritos College which the students have attempted and for which entries of “W”, “I”, and “NP” are recorded reaches or exceeds 50 percent.

Probation is entered on the student’s permanent records and transcripts of record. Students placed on academic or progress probation will be notified by mail at the address listed on the official college record.

PROBATION CLEARANCE
A. Academic Probation Clearance
Students may clear academic probation by earning sufficient grade points to raise the cumulative grade point average to 2.0 or higher in the next semester of attendance. Probation status is not cleared by one semester of 2.0 GPA if it does not raise the cumulative GPA to 2.0 or higher.

B. Progress Probation Clearance
Students may clear progress probation by decreasing the percentage of “W”, “I”, or “NP” entries to less than 50 percent of all units in which the students have attempted.

STANDARDS FOR DISMISSAL
A. Academic Dismissal
Students are subject to academic dismissal when their GPA is less than 2.0 in 12 units or more for two consecutive semesters on academic probation. Students subject to academic dismissal shall be placed on continued probation when their latest semester’s GPA is 2.0 or higher.

B. Progress Dismissal
Students who have been placed on progress probation shall be subject to dismissal if the percentage of units in which the students have been enrolled and for which entries of “W”, “I”, or “NP” are recorded in at least two (2) consecutive semesters reaches or exceeds 50 percent. Students subject to progress dismissal shall be placed on continued probation when for their latest semester no “W”, “I”, or “NP” entries are recorded.

Students are notified they have been placed on probation shortly after the beginning of the subsequent semester. Dismissal notices are issued before the start of the fall semester. Dismissed students may attend summer session to improve academic deficiencies.

REINSTATEMENT AFTER DISMISSAL
A. Academic Reinstatement
Students may re-enter the semester following academic dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the accumulated GPA is 2.0 or higher.

B. Progress Reinstatement
Students may re-enter the semester following progress dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the percentage of “W”, “I”, or “NP” entries is less than 50 percent of all units in which the students have enrolled.

Petitions must be filed prior to the deadline indicated on the readmission petition.

REMOVAL FROM CLASS
A student may be involuntarily removed from a course due to excessive absences, failure to meet prerequisite(s), or as a result of official disciplinary action. (California Code of Regulations, Title 5, Section 55003).

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. Students not in attendance or late for the first class meeting are subject to drop. Students who are absent in excess of 10% of the total class hours are subject to drop. Students who are absent during the course add period are subject to drop. Certain academic and career technical education areas may have stricter attendance requirements.
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 to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

**WITHDRAWAL**

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 drop in person in the Admissions and Records Office or through MyCerritos.

**THE ULTIMATE RESPONSIBILITY OF WITHDRAWAL FALLS TO THE STUDENT.**

**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). 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. SEE THE “Calendar of Important Dates” in the schedule of classes for specific deadlines.

**BASIC SKILLS COURSE LIMITATIONS**

No more than a total of thirty (30) units from the pre-collegiate basic skills courses listed below are allowed:

- **ENGL 20**
- **MATH 20, 40**
- **READ 41, 42, 43, 46**

“Basic Skills course work” refers to pre-collegiate basic skills courses (i.e., courses in reading, writing, computation, learning skills, study skills) which are designated as non-degree applicable courses, the purpose of which is to prepare students for successful completion of associate in arts degrees, transfer, or certificate courses.

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 registering in pre-collegiate basic skills classes and referred to other appropriate agencies to develop the skills necessary to enter college-level course work.

**ACADEMIC RENEWAL REGULATIONS**

An Academic Renewal procedure permits alleviation of previously recorded sub-standard (“D”, “F”, and “NP”) academic performance which is not reflective of a student’s present demonstrated ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

1. A student may request that up to 30 units substandard course work attempted be annotated and disregarded in the computation of the student’s grade point average or requirements for a degree. Only those requested courses with substandard grades will be disregarded.

2. At least twenty-four (24) units of college work from an accredited institution with a grade point average of 2.0 must be completed after the 30 units of course work to be alleviated.

3. A student may be granted academic renewal only once.

4. No alleviated course work shall apply toward degree requirements.

5. In the petition, the student must specify the course(s) to be considered under the academic renewal policy as well as the term in which the course work was attempted.

6. Some senior-level institutions and, possibly, certain out-of-state community colleges do not honor academic renewal. It is the student's responsibility to ensure that his/her transfer institution will approve of academic renewal from Cerritos College.

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

**CREDIT BY EXAMINATION**

“Credit by Examination” may be granted for proficiency previously accomplished in other than an accredited institution, for experience, study, travel, or for formal service-connected courses essentially equivalent to a course for which credit is being requested. Credit attempted by this method shall be so marked on the student's permanent record on an A-F grading system.

Units and grade points earned shall be counted toward the Associate in Arts degree.

Units earned by “Credit by Examination” are not considered as part of the student's official program and will not be used for reports to Social Security, Veterans Administration, or similar agencies. Non-resident students will not be required to pay a tuition fee.

Students shall petition for “Credit by Examination” through a counselor. Petitioner is to take signed petition to his/her counselor for approval. If counselor approves, the petition must be submitted to the appropriate Instructional Dean for approval. It is the student's responsibility to obtain such approval by the designated deadline. (Deadline dates may vary from department to department. Student should see the department for deadline dates). Results are forwarded to the Instructional Dean and to the Office of Academic Affairs for approval, then to the Admissions and Records Office for recording.

**ELIGIBILITY GOVERNING “CREDIT BY EXAMINATION”**

1. The student is currently enrolled at Cerritos College.

2. The course is approved for “Credit by Examination.” (See Schedule of Classes for list of approved courses.)

3. Student has met prerequisite(s) for the course.

4. The student has not already received credit for a more advanced course which follows this course in sequence.

5. The student has not previously challenged this course.
6. The course is one for which high school or college credit has not been previously granted, unless there is a course articulation agreement between Cerritos College and an educational institution or agency. A student may earn up to a maximum of 15 units through “Credit by Examination.” Those students planning to transfer should be advised that credit by exam grades may not be accepted.

PASS/NO PASS COURSES

Title 5, California Administrative Code 55022, permits the granting of credit toward a degree or certificate for courses completed on a Pass/No Pass basis. All sections of the course must be offered in the same manner. Courses may be offered for Pass/No Pass in either of the following categories and will be specified in the catalog:

Pass/No Pass Only Grading Basis

• Courses wherein all students are evaluated on a Pass/No Pass basis only. Please refer to current Class Schedule for the list of courses offered as Pass/No Pass only.

Optional Pass/No Pass Grading Basis

• Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Please refer to the current Class Schedule for the list of courses offered with the Pass/No Pass option.

No more than fifteen (15) units of pass/no pass courses may be completed at Cerritos College, nor may more than fifteen (15) units earned on a pass/no pass basis be applied toward the Associate in Arts degree. Some courses are graded entirely on a pass/no pass basis. Units earned in such courses shall not be considered as a part of the 15 unit limit in the optional pass/no pass policy.

The decision to elect Pass/No Pass grading must be made by the end of the fifth week of a full semester course or by the first 30% of a short-term course, after which no other evaluative grade may be given. Pass/No Pass forms are available online or in the Admissions and Records Office in the Administration Building. Forms must be received and processed by the Admissions and Records Office in order to receive the Pass/No Pass notation.

A grade of “P” is earned for coursework equal to a grade of “C” or better. A grade of “NP” is earned for coursework equal to a grade of “D” or “F”. Neither “P” nor “NP” grades are used in computation of grade point average; however, P/NP units will appear on the transcript of record.

A student may reverse P/NP selection to a letter grade, provided the reversal is completed prior to the end of the fifth week of a full semester course or by the first 30% of a short-term course.

Units attempted for which a grade of "NP" is recorded shall be considered in probation and dismissal procedures. Students may not repeat a course using the P/NP grading basis for a course previously taken for a letter grade.

Students are advised that four-year institutions may limit the number of units acceptable for transfer completed with a P/NP notation.

ACCEPTANCE OF TRANSFER COLLEGE CREDIT

A student who presents an official transcript of previous college or university work (other than non-degree applicable course work) in courses comparable to those of Cerritos College may receive credit towards the Associate in Arts degree from Cerritos College. Before credit can be granted, the course work must have been completed at a college or university that is a member of one of the six regional accrediting associations. Official transcripts must be on file with the Admissions and Records Office. Hand-delivered copies of transcripts are accepted provided they are received in a sealed envelope.

Transfer credit from institutions using the quarter system shall be evaluated as follows:

The number of quarter units shall be multiplied by two and divided by three to arrive at the approximate number of semester units. (i.e., 4 quarter units equal approximately 3 semester units.)

Cerritos College is authorized to enroll international F-1 status students and welcomes applications from such persons. All records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted as original documents. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included.

Prior to the application of credit towards the Associate in Arts degree (A.A.), the international transcript must be submitted to evaluation agencies acceptable to Cerritos College. The college may then choose to accept or not accept the agency's recommendations to award credit towards the Associate in Arts degree.

Since the four-year universities maintain their own individual evaluation staffs, credit from foreign institutions towards the baccalaureate degree is subject to the universities' review.

International students also refer to Admission of International Students in this catalog and contact the Office of International Student Services (OISS) at (562) 860-2451, Ext. 2133; Fax (562) 467-5086; or visit the website at www.cerritos.edu/oiss.

ADVANCED PLACEMENT EXAM CREDIT

Cerritos College will grant credit for College Board Advanced Placement examinations. A score of 3, 4, or 5 is required in order to receive units toward the A.A. degree. The number of units earned through Advanced Placement exams will be noted on the student's transcript. Credit granted can be used to satisfy Cerritos College General Education requirements for the A.A. degree (Plan A) as follows:

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>Cerritos College A.A. GE Area</th>
<th>Units Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>Fine Arts-6 c. (1)</td>
<td>3</td>
</tr>
<tr>
<td>Art: Studio</td>
<td>Elective credit only</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Biological Sciences-6 a. (2)</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Physical Sciences-6 a. (1)</td>
<td>5</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>Communication and Analytical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Thinking-6 d. (2)</td>
<td></td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Communication and Analytical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Thinking-6 d. (2)</td>
<td></td>
</tr>
<tr>
<td>Economics: Macroeconomics</td>
<td>Social and Behavioral Sciences-6 b. (3)</td>
<td>3</td>
</tr>
<tr>
<td>Economics: Microeconomics</td>
<td>Social and Behavioral Sciences-6 b. (3)</td>
<td>3</td>
</tr>
<tr>
<td>*English: English Language &amp; Composition</td>
<td>English Composition-6 d. (1)</td>
<td>3</td>
</tr>
<tr>
<td>*English: English Literature &amp; Composition</td>
<td>English Composition and Humanities-6 d. (1) and 6 c. (2)</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Biological Sciences-6 a. (2)</td>
<td>3</td>
</tr>
<tr>
<td>French: French Language</td>
<td>Humanities-6 c. (2)</td>
<td>5</td>
</tr>
<tr>
<td>French: French Literature</td>
<td>Humanities-6 c. (2)</td>
<td>5</td>
</tr>
<tr>
<td>German Language</td>
<td>Humanities-6 c. (2)</td>
<td>5</td>
</tr>
<tr>
<td>Government and Politics:</td>
<td>American Government-6 b. (2)</td>
<td>3</td>
</tr>
</tbody>
</table>

Cerritos College is authorized to enroll international F-1 status students and welcomes applications from such persons. All records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted as original documents. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included.

Prior to the application of credit towards the Associate in Arts degree (A.A.), the international transcript must be submitted to evaluation agencies acceptable to Cerritos College. The college may then choose to accept or not accept the agency's recommendations to award credit towards the Associate in Arts degree.

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ADVANCED PLACEMENT EXAM CREDIT

Cerritos College will grant credit for College Board Advanced Placement examinations. A score of 3, 4, or 5 is required in order to receive units toward the A.A. degree. The number of units earned through Advanced Placement exams will be noted on the student's transcript. Credit granted can be used to satisfy Cerritos College General Education requirements for the A.A. degree (Plan A) as follows:

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>Cerritos College A.A. GE Area</th>
<th>Units Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>Fine Arts-6 c. (1)</td>
<td>3</td>
</tr>
<tr>
<td>Art: Studio</td>
<td>Elective credit only</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Biological Sciences-6 a. (2)</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Physical Sciences-6 a. (1)</td>
<td>5</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>Communication and Analytical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Thinking-6 d. (2)</td>
<td></td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Communication and Analytical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Thinking-6 d. (2)</td>
<td></td>
</tr>
<tr>
<td>Economics: Macroeconomics</td>
<td>Social and Behavioral Sciences-6 b. (3)</td>
<td>3</td>
</tr>
<tr>
<td>Economics: Microeconomics</td>
<td>Social and Behavioral Sciences-6 b. (3)</td>
<td>3</td>
</tr>
<tr>
<td>*English: English Language &amp; Composition</td>
<td>English Composition-6 d. (1)</td>
<td>3</td>
</tr>
<tr>
<td>*English: English Literature &amp; Composition</td>
<td>English Composition and Humanities-6 d. (1) and 6 c. (2)</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Biological Sciences-6 a. (2)</td>
<td>3</td>
</tr>
<tr>
<td>French: French Language</td>
<td>Humanities-6 c. (2)</td>
<td>5</td>
</tr>
<tr>
<td>French: French Literature</td>
<td>Humanities-6 c. (2)</td>
<td>5</td>
</tr>
<tr>
<td>German Language</td>
<td>Humanities-6 c. (2)</td>
<td>5</td>
</tr>
<tr>
<td>Government and Politics:</td>
<td>American Government-6 b. (2)</td>
<td>3</td>
</tr>
</tbody>
</table>
**College Level Examination Program (CLEP)**

The College-Level Examination Program (CLEP) gives college students the opportunity to receive college credit by earning qualifying scores on standardized examinations.

A student must be currently enrolled at Cerritos College at the time they request credit for CLEP exams. Credit will not be granted for courses in which equivalent or more advanced course work has been completed. All official transcripts from CLEP must be submitted directly to the Admissions and Records Office to receive credit. The number of units earned through CLEP will be noted on the student's transcript.

Departmental approval is required to determine whether test scores will satisfy requirements for the major.

Credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university. Currently, the University of California does not accept CLEP Examinations. Please see a counselor for applicability to transfer requirements.

Credit for the American Government exam does not meet the CSU American Institutions requirement. In addition, the English composition requirement currently cannot be met by a CLEP exam.

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Passing Score</th>
<th>Cerritos College A.A. GE Area</th>
<th>Units Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>American Government -6 b. (2)</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>Humanities-6 c. (2)</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>Biological Sciences-6 a. (2)</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>Communication and Analytical Thinking-6 d. (2) and satisfaction of math proficiency requirement</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>Communication and Analytical Thinking-6 d. (2) and satisfaction of math proficiency requirement</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>Physical Sciences-6 a. (1)</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>Communication and Analytical Thinking-6 d. (2) and satisfaction of math proficiency requirement</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra- Trigonometry</td>
<td>50</td>
<td>Analytical Thinking-6 d. (2) and satisfaction of math proficiency requirement</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>Humanities-6 c. (2)</td>
<td>3</td>
</tr>
<tr>
<td>French Level II</td>
<td>59</td>
<td>Humanities-6 c. (2)</td>
<td>3</td>
</tr>
<tr>
<td>German Level II</td>
<td>60</td>
<td>Humanities-6 c. (2)</td>
<td>3</td>
</tr>
<tr>
<td>History, United States I</td>
<td>50</td>
<td>American History-6 b. (1)</td>
<td>3</td>
</tr>
<tr>
<td>History, United States II</td>
<td>50</td>
<td>American History-6 b. (1)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development Humanities</td>
<td>50</td>
<td>Social and Behavioral Sciences-6 b. (3)</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>Social and Behavioral Sciences-6 b. (3)</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>Social and Behavioral Sciences-6 b. (3)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>Physical Sciences or Biological Sciences -6 a. (1) or 6 a. (2)</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>Communication and Analytical Thinking -6 d. (2) and satisfaction of math proficiency requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

Students wishing to apply AP credits towards transfer general education and unit requirements should consult the table on the Transfer Center website at www.cerritos.edu/transfer.

Students wishing to apply AP credits towards transfer major requirements should consult the receiving institution's policy which can be found in the receiving institution's university catalog. A Cerritos College counselor may help you with your inquiries.
**Student Services**

**ASSOCIATED STUDENTS**

The Associated Students of Cerritos College (ASCC) provides the governing body that finances, organizes, and directs many programs for the student population. It co-sponsors with the district such activities as athletics, choir, band, forensics, drama, and the student newspaper.

The ASCC student government includes legislative, executive, and judicial branches. Participation in these programs and other campus activities has been a significant part of many students' college experience.

**STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

**PREAMBLE**

The community college exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility so as not to endanger the rights, goals, and beliefs of other students.

Cerritos College is open to all qualified students regardless of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

**CLASSROOM RIGHTS AND RESPONSIBILITIES**

The professor in the classroom and in conference should permit free discussion, inquiry, and expression of thought by the student. Student performance should be evaluated solely on an academic basis, not on opinions or willingness to accept professors' personal beliefs, or conduct unrelated to academic standards. Student should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled. The student has the right to have the course taught in a systematic, meaningful manner and to know 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, that is acquired in the course of their work. Transcripts of academic records should contain only information about academic status.

**ON 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.

Students 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 hear any person of their own choosing as long as such speakers and topics are in accordance with federal, state and local laws, and guarantee the safety of students and protection of public property. Guest speakers invited by students or student organizations should be subjected only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations and guest speakers speak only for themselves.

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

**IN THE LARGER COMMUNITY**

College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As citizens they should be subject to civil law as others and may incur penalties prescribed by civil authorities when violating these laws. Only where the college's interests as an academic community are distinct and clearly involved should the special authority of the college be asserted.

**STUDENT PUBLICATIONS**

Student publications and the student press perform the traditional roles of informing, entertaining, and influencing. They are both instructional and informational, and as such should meet the highest academic and professional standards in serving the broad college community and should set forth as the primary goal of the student newspaper the coverage of news events, happenings, and experiences on the college campus.

Associated Student Body, administrative and academic authorities, in consultation with students and advisors have the responsibility to define and clarify the role of student publications, and the standards to be used in their evaluation.

They must also assure that both academic freedom and editorial freedom are protected and exercised so that the integrity of the student publications program and the free press will not be compromised.

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo, and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.
Safeguards to assure freedom of the student press with responsibility should include freedom from censorship or arbitrary control of the press, and protection of editors and managers from arbitrary attack, suspension, or removal because of disapproval of editorial policy or content by any external influence.

STUDENT GRIEVANCE PROCEDURES

A student of the College may address 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 the District.

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 addressed within this administrative procedure. Student should refer to “Student Grade Grievance Procedure.”

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

• The statement contains facts which, if true, would constitute a grievance under these procedures;
• The grievant is a student, which includes applicants and former students;
• The grievant is personally and directly affected by the alleged grievance;
• The grievance was filed in a timely manner;
• The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Office of Judicial Affairs or ASCC Chief Justice or designee shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal.

GRIEVANCE PROCEDURE (Except Grades and Grading, Sexual Harassment, and Other Illegal Discrimination):

STEP I - INFORMAL ACTION

A. The student with a grievance shall first attempt to resolve the matter by informal discussion with the employee(s) involved.
B. If the problem is not resolved in step I-A, the student shall then attempt to resolve the matter by informal discussion with the person at the lowest level of supervisory authority for the person with whom there is a complaint.
C. If the grievant still believes the issue has not been resolved satisfactorily after Step I-B, a student Statement of Grievance Form may be obtained from the Office of Judicial Affairs. After completion of the Form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Student Judicial Affairs who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs. This statement must be submitted within 30 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 administrative offices. All weekend days and college holidays are excluded.
D. The ASCC 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 is intended to include the levels of management or administration concerned with the problem and should be completed within ten instructional days, as such days are defined herein. In the event the informal procedure fails, the formal procedure may be implemented.

STEP II - FORMAL ACTION

A. PRELIMINARY STEPS
1. If the grievant does not believe the grievance has been resolved, the grievant may request Step II-Formal Action through the ASCC Chief Justice. 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:
   • ASCC Chief Justice or designee and two Court Justices or designees,
   • the Vice President of Academic Affairs or administrative designee,
   • the Faculty Senate President or Senate designee, and
   • one Faculty Senate member, chosen by the Faculty Senate. If replaced per section II.A.5. herein, the ASCC Chief Justice or designee or Court Justices or designees substitute(s) shall be appointed by the ASCC Court.
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 may be selected within the first six weeks of the academic year. Names selected by the Faculty Senate are to be submitted to the Chief Justice. Members of the Committee are to 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. No person shall serve as a member of a Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. 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, who 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 15 instructional days after informal action has been completed and the grievant has requested a formal hearing.
2. The Chair must notify the parties involved within five 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 members shall constitute a quorum by which Hearing Committee business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.

4. The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

5. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)’ evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true.

6. Each party shall have the right to be present, to be accompanied by the person of his or her choice (who may not participate in the hearing), and to question witnesses who are present. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

7. The hearing shall be recorded by the Coordinator of Judicial Affairs, either by audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The audio or stenographic recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any recognized party to the grievance may request a copy of the recording.

8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.

9. The Hearing Committee shall discuss the stated grievance(s), hear testimony, examine witnesses, and receive all available evidence to the charge.

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

11. 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 appropriate Vice President. The Hearing Committee's decision(s) shall be final unless appealed.

12. A recording of the proceedings shall be kept in a confidential file in the Office of Student 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.

13. 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.

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

15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.

16. 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.

17. 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.

18. 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 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

**APPEALS PROCESS**

1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice President provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted to a Vice President/Assistant Superintendent 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 appropriate Vice President or alternate may accept or reject the Hearing Committee's decision.

3. If the appropriate Vice 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 instructional days. The Hearing Committee shall within ten instructional days reconsider its decision(s) and submit its decisions to the appropriate Vice President for a final decision.

4. The appropriate Vice President shall transmit his or her final decision to the parties within ten instructional days.

5. An appeal of the appropriate Vice President's decision may be submitted to the President/Superintendent by either party within five instructional days of the appropriate Vice President's decision. The President/Superintendent shall transmit his or her final decision to the parties within ten instructional days.

6. An appeal of the President/Superintendent's decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent's decision. The Board of Trustees may review an appeal for a final decision. The Board of Trustees may reject a Hearing Committee decision only after reviewing a transcription of the involved hearing.
STUDENT GRADE GRIEVANCE PROCEDURE

A student of the College may present a grade grievance. The California Education Code, Section 76224, quoted, 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.” “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

STEP I – INDIVIDUAL ACTION

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

STEP II – MANAGEMENT ACTION

1. The student will obtain a Grade Grievance Form from the Office of Student Judicial Affairs.
2. The student must return the Grade Grievance Form to the Office of Student Judicial Affairs within 30 instructional days after the completion of the course about which the grade grievance is 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 Student Judicial Affairs will meet with the student and review the completed Grade Grievance Form. If the student wishes to pursue the grievance, the Coordinator of Student Judicial Affairs will sign and date the Form.
4. The Coordinator of Student Judicial Affairs will present a copy of the Grade Grievance Form to the applicable 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 Student Judicial Affairs and is dated. The Division Dean shall make a recommendation to the parties within ten instructional days.

STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the recommendation of the Division Dean, he or she may appeal the matter to the Vice President of Academic Affairs or designee within ten instructional days of the Division Dean's recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, the Division Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall transmit his or her decision to the parties within ten instructional days.

STEP IV – PRESIDENT/SUPERINTENDENT ACTION

If either party chooses to appeal the decision of the Vice President of Academic Affairs, he or she may appeal the matter to the President/ Superintendent of the College within ten instructional days of such decision. 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/Superintendent. The President/ Superintendent will review the recommendation and if needed, request persons involved in the grievance to meet.

The President/Superintendent shall make a recommendation within ten instructional days. If either party is dissatisfied with the recommendation of the President/Superintendent, an appeal of the President/Superintendent's recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten instructional days after the President/Superintendent's recommendation. The Board may review an appeal for two 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.

ADDITIONAL INFORMATION

Most complaints, grievances, and disciplinary matters should be resolved at the college level. If a complaint does not fall into one of the college's established procedures, it may be addressed in writing to the College President. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

Matters that are not resolved at the college level may be submitted to one or more of the following agencies for consideration:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at www.accjc.org/complaint-process, if the complaint is associated with the institution's compliance with academic program quality and accrediting standards. The ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- If the complaint does not concern the college's compliance with academic program quality and accrediting standards, it may be directed to the California Community College Chancellor’s Office by completing the web form found at www.californiacommunitycolleges.cccco.edu.

STANDARDS OF CONDUCT

The President/Superintendent shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

Due process requires that in all significant disciplinary situations a student is informed of charges against him/her, is given an opportunity to refute them, and has the opportunity to appeal a decision.

The Board of Trustees shall consider any recommendation from the President/ Superintendent for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

Students enrolling in Cerritos College assume an obligation to abide by all District regulations on District-owned or controlled property or at District-sponsored or supervised functions.

Students who fail to adhere to District regulations are subject to disciplinary actions.

In all disciplinary actions, the student shall be informed of the nature of the charges against him/her and given a fair opportunity to refute them. The District shall not be arbitrary in its actions.
The following conduct while on District-owned or controlled property or at District-sponsored or supervised functions shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Assault, battery, or any threat of force or violence, or causing, attempting to cause, or threatening to cause physical injury to another person, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

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 in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

8. Engaging in harassing or discriminatory behavior based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

10. Willful misconduct that results in injury or death to a student, client, patient, visitor, guest, 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.

11. Endangering a student, client, patient, visitor, guest, or District employee or contributing to or causing harm to the health, safety, and/or well-being of such others.

12. 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.

13. Cheating, or engaging in other academic dishonesty including copying from another's work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.

14. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent himself or herself to be a student generally or to be a particular student either in person or in an online environment, and/or impersonating or otherwise misrepresenting oneself to be another person in person or in an online environment.

15. Plagiarism, in individual or group work or in a student publication, including 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.

16. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.

17. Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.

18. Lewd, indecent or obscene conduct on District-owned or controlled property; or at District-sponsored or supervised functions; or directed at and for the purpose of harming another individual or group associated with the District, whether carried out in person or in an online environment, and whether or not the location is associated with the District.

19. 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.

20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

21. 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.

22. 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.

23. Sexual assault and/or battery; rape, including acquaintance rape; or physical abuse of another person.

24. Misrepresentation of oneself or of an organization to be an agent of the District.

25. 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.

26. Abuse of any person or any possession of any person, on District-owned or controlled property.

27. 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.
28. Abusive behavior directed toward coercion of, or hazing of, or bullying of a member of the college community, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

29. 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; arranging for, allowing, and/or impersonation of one person by another; 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.

30. 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, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

31. 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.

32. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

33. 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.

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. However, plagiarism, cheating, and other forms of academic dishonesty are violations of the college's official Standards of Conduct.

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

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

Options may be exercised 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.

STUDENT DISCIPLINE PROCEDURES

Judicial Programs should contribute to the teaching of appropriate individual and group behavior as well as to protecting the campus community from disruption and harm. The Programs should be conducted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the institution.

The Office of Judicial Affairs is responsible for the student conduct and disciplinary procedures of the college. Inquiries should be directed to the Coordinator of Judicial Affairs in the Office of Student Activities.

DISCIPLINARY PROCEDURES AND SANCTIONS

Disciplinary Sanctions

Official Reprimand – Defined as an admonishment or warning that becomes part of a student's file and is considered in the event of future violations.

1. May be initiated by any faculty or College manager and sent in writing to the Office of Judicial Affairs.

2. The Coordinator of Judicial Affairs (Disciplinary Officer) shall determine if there exists good and sufficient reason to initiate disciplinary action and student should be notified of such actions.

31
Disciplinary Probation – Defined as disciplinary action that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college community.

1. Shall be initiated by the Office of Judicial Affairs.
2. The nature of the misconduct, dates, time and place, and length of probation shall be placed in writing. Written copies shall be sent to the student and copies filed with the Office of Judicial Affairs.

Instructor Removal – Defined as instructor-initiated removal of a student from his or her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.

1. The instructor or Instructional Dean shall immediately report the removal to the Office of Judicial Affairs for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

Immediate Interim Suspension – The President/Superintendent or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply; and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten instructional days.

Suspension – Defined as exclusion from the College for a specified period of time.

1. Suspensions shall be initiated by the Disciplinary Officer or designee with the knowledge of the Vice President of Student Services.
2. The duration of the suspension from one or more classes shall be for a period of up to ten days of instruction, for the remainder of the academic term, or from all classes and activities of the community college for one or more terms.
3. There may be an immediate suspension when necessary to protect lives or property and to insure the maintenance of order pending a hearing within ten instructional days.

Expulsion – Defined as the removal of a student from any and all classes of the College.

1. 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.
2. The duration of the expulsion may be indefinitely.
3. The expulsion is noted in the permanent file of the student.
4. Re-admittance after expulsion requires Board approval.

A Hearing Board shall be responsible to the President/Superintendent for reviewing and making recommendation to the President/Superintendent. Membership of the Hearing Board shall include the following:

1. Two members of the instructional staff appointed by the Faculty Senate.
2. Two student Court Justices appointed by the ASCC Chief Court Justice or by the Associated Students President, if the Chief Court Justice is a party to the matter.
3. The Disciplinary Officer shall serve as the Chairperson of the Hearing Board, but will not vote except to break a tie.

Procedures for a Hearing, Disposition, and Imposition of Sanctions

1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten instructional days of the suspension if the suspension is immediate. 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.
2. Notice shall include date and place of hearing, a statement of all charges, a copy of applicable policies and procedures, the opportunity of the student to appear in person, and the opportunity to present oral and documentary evidence.
3. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the College, and which seems to the Hearing Board to be most conducive to the determination of the truth.
4. All hearings shall be tape recorded. A transcript shall be made available to parties directly involved, at their own expense. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.
5. Promptly following the hearing, the Hearing Board shall submit the recommendation to the President/Superintendent. The President/Superintendent and/or designee shall make the final decision on suspensions. A decision of the President/Superintendent to suspend shall be issued to the student in writing. Expulsion requires action by the Board of Trustees. A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular Board meeting after the Board receives the recommendation from the President/Superintendent. Notification of the Board's decision regarding expulsion shall be issued to the student in writing after the action by the Board.

Time Limits - Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations. Otherwise, the College Catalog, which is updated annually, contains the most recent information regarding student discipline procedures.

THE OFFICE OF JUDICIAL AFFAIRS

The Office of Judicial Affairs is responsible for student conduct and disciplinary procedures of the college. Inquiries should be directed to the Coordinator of Judicial Affairs in the Student Activities Office or by calling (562) 860-2451, Ext. 2471.
TITLE IX POLICY

No person shall, on the basis of sex/gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any...education program or 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/gender, equal rights and opportunities in the educational institutions of the state. (Education Code sections 200-264.)

In compliance with Title IX and Board Policy 3410, the District’s educational programs and activities are offered to the community without regard to sex/gender. Questions regarding Title IX policies affecting the educational program should be directed to the Vice President of Human Resources by calling (562) 860-2451, Ext. 2284.

EQUAL OPPORTUNITY POLICY

Cerritos College does not discriminate in educational and employment opportunities on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

The District is strongly committed to achieving staff diversity and the principles of equal opportunity education and employment. The District encourages a diverse pool of applicants for employment and does not discriminate in any of its policies, procedures, or practices. The District encourages applications from all segments of qualified people and Board Policies 3410 and 3420 prohibit discrimination and promote equal opportunity.

Questions concerning the application of these policies may be addressed to the Human Resources Office by calling (562) 860-2451, Ext. 2284.

SECTION 504/508, AMERICANS WITH DISABILITIES ACT

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 Program 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 at ext. 2284.

Section 504/508 Complaint Procedure

The student 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. The 504/508 ADA Coordinator may contact all parties concerned and attempt to reach some resolution of the problem. If the complaint cannot be resolved within ten working days, the complaining party may then proceed to file a formal complaint. The informal complaint procedure is optional.

STUDENT ORGANIZATIONS

Students are encouraged to participate in campus organizations. Cerritos College offers a variety of campus clubs and organizations for every phase of campus life. They provide opportunities for students in social, service, curricular, and special interest programs.

The club program consists of approximately 60 clubs on campus. Every year new clubs are chartered as they are requested by students. Every club on campus is a part of the Inter-Club Council which meets regularly to discuss activities, projects and problems pertaining to its members.

Students currently enrolled with a 2.0 G.P.A. may join a club. Information concerning clubs may be obtained in the Office of Student Activities.

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

ATHLETICS

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

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

DISABLED STUDENT PROGRAMS AND SERVICES

Cerritos Community College District affirms its programs and activities are available to all qualified persons without regard to disability. The College is also subject to Sections 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The primary objective of the Disabled Student Programs and Services (DSPS) is to provide accommodations for students with a disability in campus programs and activities to the greatest extent feasible. The ability of each student with a disability to function independently in the collegiate environment is the ultimate goal. Inquiries regarding the Disabled Students Programs and Services or the District’s non-discrimination policy relative to Sections 504 and 508 should be directed to the Dean of Disabled Student Programs and Services.
Individuals with a disability may receive support services and instruction from Disabled Student Programs and Services at Cerritos. Students with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. The student with a disability seeking admission to Cerritos College must meet these levels of independence: (1) The ability to negotiate the campus facilities independently or with the assistance of an attendant; (2) The ability to take care of personal needs (feeding, toileting) unassisted or to provide one's own attendant; and, (3) The possession of a stable level of health to benefit from a full semester's work.

All students are provided with an initial interview, counseling and referral. Non-classroom related assistance for qualified students includes registration assistance, campus orientation, accommodated placement tests, elevator access, parking, learning disability eligibility assessment, matriculation and support with disability management issues. For further information or an initial appointment contact DSPS at (562) 860-2451, ext. 2321. W e are located on the southeast corner of campus and would like to extend an invitation for you to stop in and visit us anytime.

**ACCIDENT INSURANCE**

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. If you have any questions, please contact Student Health Services at (562) 860-2451, Ext. 2321.

**HEALTH INSURANCE**

Supplemental insurance coverage programs are available for health and hospitalization coverage. Students interested should contact Student Health Services at (562) 860-2451, Ext. 2450, for insurance information and application.

**HEALTH SERVICES**

Health services are available to all students currently enrolled at Cerritos College upon proof of enrollment. First aid and referrals are available to all faculty, staff and visitors. The Student Health Services is staffed by a group of professionals that include physicians, nurse practitioners, registered nurses, medical assistants, and clerical support. They are all dedicated to your health and wellness. The SHS is able to provide basic outpatient services for the diagnosis and treatment of acute and sub-acute illnesses and injuries. A brief overview of services includes urgent care, preventive care, women's and men's health care, as well as, chiropractic services, referrals to psychological and optometric services, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, international student, and supplemental insurances are also available through the SHS. We invite you to visit our website at www.cerritos.edu/shs or call (562) 860-2451, Ext. 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.

**MENTAL WELLNESS PROGRAM**

Psychological services, crisis intervention, and referrals are available to students experiencing emotional problems or concerns. Please contact Student Health Services at (562) 860-2451, Ext. 2321, for assistance or visit our website at www.cerritos.edu/shs.

**STUDENT ACTIVITY STICKER AND IDENTIFICATION CARD**

A student activity sticker and identification card can be obtained from the Student I.D. Center which is located in the game room between the Food Court and the College Bookstore.

**Regular Hours**

During fall and spring semesters: 9 a.m. to 6 p.m., Monday through Thursday. Hours vary during summer sessions and may be extended or reduced as needed. For more information or current hours, call the Student I.D. Center at (562) 860-2451, Ext. 2480.

**Extended Hours**

During the week before and the first week of classes in fall and spring semesters, the Student I.D. Center will be open on Fridays, 9 a.m.-3 p.m.

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

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

**COLLEGE BOOKSTORE**

The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts and clothing. MasterCard, Visa, American Express, and Discover are accepted. Fall and spring semester regular hours are: 7:30 a.m. – 7 p.m., Monday through Thursday; 7:30 a.m. – 2 p.m., Friday; closed on Saturday and Sunday. Special store hours are in effect during the beginning of classes, graduation, and other special events. Please call the Bookstore at (562) 860-2451, Ext. 2450, for more information.
Textbook Rental

The bookstore is offering select textbooks for rent. The renter must be 18 years of age with a government issued ID and a valid credit card to be eligible to rent. Rented textbooks may be kept for the entire semester in which they are rented and are due back to the bookstore on the last day of finals. Any rented books not returned to the bookstore by the due date will be charged their full price to the renter's credit card plus a processing fee. For more information regarding the textbook rental program, please refer to the rental website at www.rent-a-text.com.

Used Book Buyback At The Bookstore

The bookstore arranges several formal buybacks during the school year, but will buy back a book anytime throughout the year. The Bookstore shall purchase used textbooks adopted for the next academic term in quantities sufficient to meet course requirements at up to 50% of the purchase price. The Bookstore shall purchase used books not adopted for the next academic term or in excess of course requirements at published national market value.

Bookstore Refund Policy

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

Bookstore managers may lengthen refund time periods or allow exceptions to any of the above if circumstances warrant.

FOOD SERVICES

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

CAREER AND ASSESSMENT SERVICES

The Career Services Center, located in the Administration Building, offers the following services to assist students in exploring and planning their academic and vocational futures:

Assessment Testing Center

The Assessment Testing Center administers tests for placement into reading, English, math, and ESL courses. The testing center is located next to the Career Services Center. Please refer to the Matriculation section of this catalog for further information.

Career Planning

As part of our commitment to student success, the Career Center will assist students who are undecided about their majors and/or their vocational goals. Comprehensive career counseling and information resources are available to aid in that process. The Career Center is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Call (562) 860-2451, Ext. 2356, for more information.

Re-entry Resource Program

The Re-entry Resource Program assists adults returning to school make a smooth transition, overcome barriers unique to returning adults, and successfully attain their college goals and objectives.

Services include personal assistance, orientations, workshops based on re-entry student issues, support groups, and information regarding child care, financial aid, career counseling, job placement and community resources. Re-entry students of varied ages find these services relevant to their needs and interests.

The Re-entry Resource Program is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Call (562) 860-2451, Ext. 2362, for more information.

Student Employment-Job Placement Office

Job Placement, located in the Career Services Center, provides job listings from local businesses, private industry and government agencies to Cerritos College students and alumni seeking employment. Full- and part-time listings, as well as internship opportunities, are available for review in the office or can be accessed through the internet at www.monstertrak.com.

Job Placement is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. For more information call (562) 860-2451, Ext. 2356; email jobplacement-info@cerritos.edu; or visit www.cerritos.edu/career-services/job-placement.

CALWORKS

The Cerritos College CalWORKs Program assists students who are receiving temporary Assistance for Needy Families (TANF), are in good standing with the college, and have developed or are in the process of developing a welfare-to-work plan with the local county welfare office. The program provides eligible students with counseling, educational and career planning, job search assistance, referrals to campus and community based organizations, up-to-date information regarding Welfare Reform Rules, and advocacy with the Department of Public Social Services (DPSS). For eligible students, the CalWORKs program also provides work-study opportunities.

The CalWORKs office is located in the Career Services Center in the Administration Building. To make an appointment with a CalWORKs Counselor, please call (562) 860-2451, Ext. 2356. For additional information, please visit our website at www.cerritos.edu/calworks.

TRANSFER CENTER

The Transfer Center is designed to increase the transfer rate of Cerritos College students to four-year colleges and universities. The Transfer Center provides information on transfer programs, general education requirements, advising, and personal contact with representatives from colleges and universities. The Transfer Center is located in the One-Stop area of the Administration Building across from the Counseling Office. Office hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and closed on Friday. Call (562) 860-2451, Ext. 2154, for further information or visit www.cerritos.edu/transfer.
VETERANS’ EDUCATION OFFICE

The Veterans’ Education Office offers information regarding applications and certification for benefits for those eligible for Montgomery G.I. Bill, Selected Reserve, VEAP, Vocational Rehabilitation, or Survivors and Dependents of deceased or disabled veterans. 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.

Staff is available to provide help with processing applications and to do check inquiries to the Veterans’ Administration. Veterans must maintain academic progress as outlined in the college catalog. In order to receive benefits, veterans must declare a major and will only be paid for classes required for that major as designated by the veterans’ academic counselor.

The Veterans’ Education Office is located in the Veterans’ Resource Center. Hours are Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 10 a.m. – 7 p.m.; closed on Friday.

VETERANS’ RESOURCE CENTER

The Veterans’ Resource Center (VRC) is a one-stop center that houses certifying officials, veteran’s counselors, tutors, and other valuable resources. There are computers available for veteran students’ use and assistive technology for improved learning. Tutoring is available Monday through Thursday from 9 a.m. – 7 p.m. The VRC is located in the Technology Building, Room #TE 8. Hours are Monday through Thursday, 8 a.m. – 7 p.m., and Friday, 8 a.m. – noon.

CHILD DEVELOPMENT CENTER

The Cerritos College Child Development Center serves 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 foster 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. Students interested in these services must contact the Child Development Center and fill out a Request for Child Care Services or call (562) 860-2451, Ext. 2583.

FOSTER AND KINSHIP CARE EDUCATION PROGRAMS

Foster and Kinship Care Education programs provide foster parents and relative caregivers with educational workshops to enhance and develop parenting skills related to caring for the children in their care. Emancipated foster youth also have the opportunity to take classes to learn independent living skills.

There are three programs under the Foster and Kinship Care Education umbrella:

1) The Model Approach to Partnership in Parenting (MAPP) is a 33-hour training conducted for prospective foster parents, as is required by the Department of Child and Family Services (DCFS);

2) Foster & Kinship Care Renewal Courses, which give care providers the opportunity to take topical courses, which are required in order to maintain a foster parent license; and

3) Youth Development Services (YDS), is offered to 16-18 year-olds to teach basic living skills. This gives youth the chance to learn the knowledge and skills that they will need in order to live on their own once they leave the foster care system.

All of the classes are free to participants. Classes are mainly held on the Cerritos College Campus. To obtain more information or to register for classes, please contact (562) 860-2451, Ext. 2490.

LIBRARY AND LEARNING RESOURCE CENTER

The Cerritos College Library and Learning Resource Center (LRC), located near the center of the campus, provides a wide range of materials and services. In addition to several classrooms and faculty offices, the facility houses the Library, an open computer lab, the Center for Teaching Excellence, Media Services (technology and multi-media support for faculty and staff), the Teleconference Center, the Math Learning Center (for semi-independent math courses), and the Success Center. Disabled students have easy access throughout the building via ramps and elevators. All areas of the Library and Learning Resource Center are staffed with qualified personnel who are eager to help you.

The Library

Students, faculty, staff, and district residents are invited to use the College Library, where they can enjoy access to more than 100,000 books and over 200 magazine and newspaper subscriptions in an open stack arrangement. Students, faculty, and staff may use their campus photo ID as their library card, and district residents may purchase a library card at the Circulation Desk. Students, faculty, and staff have access from campus computers, as well as remotely, to a wide variety of literature and reference databases, and all library resources are listed in the online catalog. Library materials are integral to Cerritos College instructional programs, and all are selected cooperatively by classroom and library faculty. The Reserve Book Area, at the Circulation Desk, permits students to check out high-demand materials for limited periods of time. A wide range of research guides and materials related to the Cerritos College curriculum are available in print at the Reference Desk and online via the Web. Computers are available for student use near the Reference Desk for research and in an open lab setting where printers and group study rooms are also available. The Library is open Monday through Friday during the regular school year. For hours of operation and special schedules, please call the Library at (562) 860-2451, Ext. 2430, or visit the website at www.cerritos.edu/library.

SUCCESS CENTER

The Success Center, located in the LRC on the upper and lower floors, has been established to serve the needs of faculty and students across the campus. The Success Center has set out to provide learning assistance and academic support for students at all levels. Assistance in virtually any subject is available via workshops, directed learning activities, and computer software programs, as well as individually from qualified tutors and instructors. Faculty and staff in the Success Center involve instructors in developing supplemental instruction in a variety of forms and work with instructors to enhance course offerings. For hours, special schedules, and additional information, please call the Success Center at (562) 860-2451, Ext. 7891, or visit the Center’s website at www.cerritos.edu/sc.

STUDENT RECORDS

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. A student should submit to the registrar or designee a written request that identifies the record(s) the student wishes to inspect. The
Withholding of Student Records

Student records may be withheld pending satisfaction of certain requirements, per Board Policy and Administrative Procedure 5035.

POLICY ON SEXUAL AND OTHER ASSAULTS

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. Board Policy 3540, 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.

Please see Board Policy 3540 and Administrative Procedure 3540, Sexual and Other Assaults on Campus, for more information. This Policy and Procedure are on the Board Policy webpage at: http://cms.cerritos.edu/board/policies.

SEXUAL HARASSMENT

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

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 Equal Employment Opportunity Plan and Board Policy.

It is a violation of Board 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 in Board Policy and as described below.

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

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

For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Making written, verbal, physical and/or visual contact with sexual overtones:
   a. written examples include but are not limited to suggestive or obscene letters, notes, or invitations.
   b. verbal examples include but are not limited to derogatory comments, slurs, jokes, epithets and/or promulgating sexual rumors.

Directory Information

Cerritos College will not release personal data about students without their prior written consent except to persons and agencies authorized by law. The college may make an exception to legitimate inquiries, by providing general directory information to include: name • 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.

Student Records Consent

Cerritos College may permit access to student records to any person for whom the student has executed written consent specifying the records 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) Section 54616.

Reference: Board Policy and Administrative Procedure 5040
c. physical examples include but are not limited to assault, touching, impeding or blocking movement.

d. visual examples include but are not limited to leering, gestures, or display of sexually suggestive objects, pictures, cartoons or posters.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

3. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response. For example:
   a. within the work environment - either implying or actually withholding support for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation will be failed.
   b. within the educational environment - either implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.

4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

It is a violation of Board Policy for any employee to sexually harass another employee.

Informal and formal complaints under Board Policy shall be processed through the District's Administrative Procedure 3435, Discrimination and Harassment Investigations, through the Vice President of Human Resources. The College's policies and procedures are available on the website at cms.cerritos.edu/board/policies.

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### Honors and Awards

#### HONOR GRADUATES

The honor graduates are identified by the silver tassels they wear on their caps. Graduates who achieved a 3.3 to 3.69 grade point average will graduate “With Honors.” Those receiving a 3.70 to 4.0 will graduate “With Highest Honors.”

Only units earned at Cerritos College may be used in computing the grade point average for honor graduates. To be considered for honor status a minimum of 24 units must be earned at Cerritos College. If you are a Spring or Summer graduate, your honors for Commencement are based on your GPA up to and including the previous Fall semester.

#### DEAN’S LIST

Full-time students with 12 units earned or more of college-level courses in a single semester and who achieve a 3.5 grade point average or higher within those units earned will qualify for the Dean's List.

#### PRESIDENT’S LIST

Full-time students with 12 units earned or more of college-level courses in a single semester and who achieve a 4.0 grade point average within those units earned will qualify for the President's List.

#### ACADEMIC EXCELLENCE AWARDS

The Cerritos College Foundation annually sponsors an awards program for those students selected for outstanding academic achievement from the various subject matter areas on campus.

Academic honors are awarded to students who do outstanding work in their major field of study. Students must show promise, possess a current Associated Student Body card, have above average grades, and be recommended by the instructors in their major field.

#### ASSOCIATED STUDENTS AWARDS

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

#### Service and Leadership Awards

The Gold and Silver Falcons are the highest and most prestigious awards that are given to students for service, leadership and scholarship each semester.

Bronze Falcons are awarded to students who excel in leadership and participation in programs sponsored by the Associated Students of Cerritos College.

Service Certificates are awarded in recognition of service and participation in programs sponsored by the Associated Students of Cerritos College.

#### Club/Organization Awards

Clubs and organizations are recognized and honored for their service and participation in various programs. The Associated Students also recognizes and rewards various activity groups on campus, such as Intercollegiate Athletics, Band, Forensics, Talon Marks, Theatre, Choir, Pep Squad, and Honor Society.

#### Athletic Awards

The Associated Students of Cerritos College has an excellent athletic awards system for all intercollegiate athletics. This recognition is in the form of banquets, letters, certificates, key chains, plaques, and lifetime passes.
Student Financial Aid

The Financial Aid Office at Cerritos College is here to provide students and the community with a better understanding of financial aid programs and services available. We value and take pride in the diversity of our students and the support we provide in promoting student success. There are many financial aid programs that can help students with fees, books, supplies, transportation, housing, and other related educational expenses.

BASIC STUDENT ELIGIBILITY REQUIREMENTS FOR FEDERAL STUDENT AID

- Be enrolled as a regular student in an eligible program which includes certificate, associate in arts degree, or transfer programs
- Cannot also be enrolled in elementary or secondary school
- Have a high school diploma or equivalent
- Make satisfactory academic progress
- Meet enrollment status requirements
- Have resolved any drug conviction issue(s)
- Be a U.S. citizen or eligible noncitizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Men aged 18-25 must register with the Selective Service System or meet exemption requirements
- Resolve any conflicting information

There are also program-specific eligibility requirements that may be required.

APPLICATION PROCESS

Step 1 – Apply
- Submit a Free Application for Federal Aid (FAFSA) at www.fafsa.gov
- AB 540 students can submit the California Dream Application at www.caldreamact.org
- List Federal School Code 001161

Step 2 – Submit Forms
- Read Missing Information Letter or view To Do List, which lists required documents to complete your file
- Download required forms from www.cerritos.edu/finaid
- Submit the required forms to the Financial Aid Office in person, by mail, fax, or drop-box

Step 3 – Review Award Letter
- Review award letter or view awards on MyCerritos at http://my.cerritos.edu/
- You must meet Satisfactory Academic Progress (SAP) standards to receive awards

Step 4 – Receive Financial Aid
- Receive and activate your Cerritos Falcon Card at www.cerritosfalconcard.com
- The Financial Aid Office will disburse your grants, scholarships, and/or loans
- View account activity online at MyCerritos for refund status

FEDERAL PROGRAMS

Federal Pell Grants are awarded to eligible undergraduate students. The amount of money awarded is based upon a student’s Expected Family Contribution (EFC), the number of units enrolled, and the cost of attendance.

Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to eligible undergraduate students with exceptional financial need. It is awarded on a “first-come, first-served” basis and is dependent upon funds available. Students must have a zero EFC and be enrolled in at least six units to receive the funds.

Federal Work-Study (FWS) is a program with limited funding which provides employment to help pay for part of a student's educational costs. This program is based on financial need and, if awarded, is part of a student’s award package. Students on FWS may work approximately 15 hours per week on or off campus. Students must submit a separate FWS application in addition to the FAFSA to apply for FWS.

William D. Ford Federal Direct Subsidized and Unsubsidized Loans must be repaid. Students must complete a Free Application for Federal Student Aid (FAFSA) first. Once a student receives a financial aid award letter, the student may apply for a student loan at www.cerritos.edu/finaid/loans.html. Loan amounts will be determined at the time the Financial Aid Office certifies a loan application.

Both entrance and exit counseling are requirements of the William D. Ford Federal Direct Loan Program. Students must be enrolled at least half-time to receive a loan. Once a student receives loan funds, the student must maintain reasonable progress toward a certificate, associate degree, or transfer program.

In reviewing a request for any loan, the Financial Aid Office may use “professional judgment” to deny a student a loan on a case-by-case basis. If denied a loan, a student will receive a letter from the Financial Aid Office indicating the reason(s) for the loan denial.

STATE PROGRAMS

Board of Governors Fee Waiver (BOGW) is a program that provides assistance to cover community college enrollment fees. To be eligible, a student must be a California resident or an AB 540 student and must qualify under one of the following conditions:

1. Student or parent must currently be receiving Temporary Assistance for Needy Families (TANF)/CalWORKs, Supplemental Security Income (SSI)/State Supplemental Program (SSP), or General Assistance (GA). Documentation is required; or
2. Student must meet income standards based on family size. Documentation may be required; or
3. Student must have submitted a FAFSA or California Dream Act application and have the minimum amount of financial need set by the State.

The Cal Grant Program is a state funded educational opportunity program to assist students in paying for a college education. There are entitlement awards as well as competitive awards. Application deadlines are in early March and September for community college students.

IMPORTANT DATES

January – Free Application for Federal Student Aid (FAFSA) becomes available for upcoming award year. Submit financial aid application online at www.fafsa.gov

March 2nd – Cal Grant application deadline – Submit both FAFSA and GPA Verification

March – April – Respond to Missing Information Letter (MIL) or view To Do’s on MyCerritos. Submit all required documentation to the Financial Aid Office.

July – Financial Aid Office begins mailing of Award Notification Letters to students
All basic Cal Grant eligibility requirements are as follows: a) be a California resident or AB 540 student, b) meet U.S. Selective Service requirements, c) attend a qualifying California postsecondary institution, d) be enrolled at least half-time, e) maintain satisfactory academic progress as defined at the school of attendance, f) have family income and assets below the established ceilings, g) not be in default on any student loan, h) not owe any federal or state grant refund, and, i) not have a bachelor’s or professional degree before receiving a Cal Grant (except for extended Cal Grant A or B awards for a teaching credential program).

**Cal Grant B Entitlement Awards** are for every graduating high school senior who meets the minimum GPA determined by the state, meets all the Cal Grant requirements and applies by March 2 within one year of graduating (or receiving their GED). This Entitlement Award provides up to $1,473 for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

**Cal Grant B Competitive Awards** are for students who aren't eligible for the Entitlement awards. Awards are for students who meet the minimum GPA determined by the state, meet all the Cal Grant requirements and apply by either the March 2 or September 2nd deadline. The award provides up to $1,473 for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

**Cal Grant C Awards** are available to assist students with tuition, fee, and training costs for occupational or vocational programs. The $547 Cal Grant C award provides for books, tools, and equipment. To qualify for Cal Grant C awards, students must meet basic eligibility requirements and be enrolled in a vocational program that is at least four months in length. For more information, visit the California Student Aid Commission website at [www.csac.ca.gov](http://www.csac.ca.gov).

**Extended Opportunity Program and Services (EOPS)** is a state funded program to provide educationally and economically disadvantaged students assistance, which includes grants, EOP nomination waivers, admission waivers to UC and CSU, and transfer assistance. Moreover, the EOPS Program provides a number of retention programs such as Supplemental Instruction (SI), learning communities in the Achievement in Mathematics (AIM) program, and Summer Bridge program. All three programs involve social and academic integration activities for students outside of the classroom. Courses in these programs are taught by a faculty member and faculty counselor.

Admission into the EOPS Program requires that a student meet either BOGG A or B standards, complete a FAFSA, enroll in 12 units, meet with an EOPS counselor three times during each semester, and have earned less than 70 degree applicable units from ALL colleges/universities attended.

**CARE Grant** is available to students who are current recipients of TANF, in CalWORKS, single, head of household, have at least one child under the age of 14, enrolled in 12 units or more, and have been admitted into the EOPS Program. Students wishing to enter the program must attend a Mini-Conference/Orientation and workshops and may be eligible for a grant and/or service.

**SCHOLARSHIPS**

Scholarships are like grants; they do not have to be repaid. The Financial Aid Office is the steward of a number of scholarships that may or may not require financial need. Applications are available in the Financial Aid Office. For information on scholarships, visit [www.cerritos.edu/finaid/scholarship.htm](http://www.cerritos.edu/finaid/scholarship.htm)

**AB540**

California’s AB540 law allows qualifying students, including undocumented immigrant students, to pay in-state fees at public colleges including Cerritos College. A student must attend a California high school for 3 years or more; graduate from a California high school or receive the equivalent of a high school diploma (such as a GED); and file an affidavit with the Admissions and Records Office stating that they will file an application to adjust their immigration status as soon as they are eligible. Students should inquire at the Admissions and Records Office about applying for AB540. AB540 students are encouraged to search for scholarships for funding their education. Scholarship information can be found at [www.makdef.org](http://www.makdef.org) and [www.latinocollegedollars.org](http://www.latinocollegedollars.org).

**RETURN OF TITLE IV FUNDS**

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

<table>
<thead>
<tr>
<th>Number of days completed</th>
<th>Total number of days in the semester</th>
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<tr>
<td>70%</td>
<td>180</td>
</tr>
<tr>
<td>50%</td>
<td>120</td>
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<tr>
<td>30%</td>
<td>90</td>
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<td>20%</td>
<td>60</td>
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<tr>
<td>10%</td>
<td>30</td>
</tr>
</tbody>
</table>

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, with a passing grade, 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 class(es) with their instructor(s) or a counselor before making a final decision.

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

**GRANT OVER-AWARDS**

There are occasions when students receive financial aid payments based upon misreported information. This results in a grant over-award. Examples of misreported information include inaccurate or omitted income, prior loan defaults or grant overpayments, having a bachelor's degree, not having a high school diploma or GED, forged signatures, and unsatisfactory academic progress, just to name a few.

Students who receive grant funds due to misinformation as noted above are required to repay THE ENTIRE SUM RECEIVED.

**SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

To be eligible for financial aid, students must make satisfactory academic progress toward their educational goal. The Financial Aid Office monitors progress using both Qualitative and Quantitative standards at the end of each semester.
Grade Point Average (GPA) Requirement (Qualitative)

Students must maintain a 2.0 cumulative Grade Point Average (GPA). The GPA standard is used at all times in the determination of eligibility for financial aid, even when students do not receive financial aid.

Unit Completion Requirement - Pace of Progress (Quantitative)

Students are required to complete 70% of the units they have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in this calculation. Units for which a grade of W, I, NP, NC, and/or F was received are considered as units attempted, but not completed.

Below are some examples:

Student A: Attended Fall and Spring semesters for one year; attempted 24 units, completed 20 units. Pace of progress is calculated as 20 / 24 = 83%; student met the 70% requirement.

Student B: Attended Fall and Spring for one year; attempted 24 units, completed 15 units. Pace of progress is calculated as 15 / 24 = 62%; student did not meet the 70% requirement.

Student C: Attended Fall and Spring semesters for two years; attempted 48 units, completed 36 units. Pace of progress is calculated as 36 / 48 = 75%; student met the 70% requirement.

Student D: Attended Fall and Spring semesters for two years; attempted 48 units, completed 33 units. Pace of progress is calculated as 33 / 48 = 68%; student did not meet the 70% requirement.

Warning

Students will be placed on warning status after a semester if they have not met the unit completion requirement and/or the 2.0 grade point average requirement. If students are placed on financial aid warning status, they may remain eligible for financial aid. Students will receive notification of their status and how to avoid termination.

Students will also be placed on warning status and regain their eligibility if they were previously on termination status and are now meeting the GPA and Unit Completion Requirement. If the student meets SAP requirements after previously being on warning, they will be placed on good standing the following semester.

Termination

Students will be placed on termination status after a semester on warning status, if they still have not met the unit completion requirement and/or the 2.0 grade point average requirement. If a student is placed on termination status, they will no longer be eligible to receive financial aid, with the exception of the Board of Governors Fee Waiver.

Maximum Time Frame Requirement (Quantitative)

Students must complete their educational program within a maximum time frame of 150% of the published program’s required units at Cerritos College. For example, associate in arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be 90 units (60 units x 1.5).

Students will be required to meet with a counselor and create an educational plan based on their educational program once the student attempts the following:

- 60 Units (excluding remedial and ESL units) for associate in arts degree or transfer program
- 30 Units (excluding remedial and ESL units) for a certificate program

Students must submit their educational plan to the Financial Aid Office for review. The Financial Aid Office will notify the student regarding their eligibility for financial aid.

If at any point in time it is determined that the student cannot complete their educational program within the 150% time frame, they may be immediately disqualified from financial aid (with the exception of the Board of Governors Fee Waiver). It is the student’s responsibility to read and understand the Financial Aid Satisfactory Academic Progress (SAP) Standards.

Withdrawals, Incompletes, Repeated Courses, and Transfer Credit

Incompletes, no pass courses, courses noted as excluded, repeated courses, and withdrawals are counted as attempted units in calculating the pace of progress. Courses noted as excluded on the transcripts are not counted for purposes of the cumulative GPA. Grades removed through academic renewal are still counted for pace of progress and GPA requirements. Transfer credits are counted as attempted units and completed units towards the 150% maximum time frame.

Satisfactory Academic Progress (SAP) Appeals

If a student is terminated due to GPA, Unit Completion, and/or Maximum Time Frame and wishes to appeal their status, they can complete an appeal form to explain in detail their situation and reason(s) for not meeting the SAP Standards. They must elaborate on what steps they have taken to ensure their academic success and include any supporting documentation with their appeal. The appeal must be submitted to the Financial Aid Office. They will receive notification of the Financial Aid Advisory Committee decision by mail. The Financial Aid Advisory Committee may request further documentation including an Academic Plan or a Work-in-Progress report of the student's current grades. If the appeal is approved, the student will be placed on probation status for the period approved by the committee and may have to meet specific conditions to be reinstated.

SERVICES

Financial Aid staff provide assistance during office hours or by appointment. Workshops are offered to assist students with the application process. Staff is also available at One Stop lobby area to assist students with submitting online financial aid applications. Students may use the Online Contact Us Form and questions will be addressed by e-mail.

CONTACT INFORMATION

The Financial Aid Office is part of Student Support Services and is located in the Administration Building. Office hours are: Monday and Thursday, 8:00 a.m. to 4:30 p.m.; Tuesday and Wednesday, 10:00 a.m. to 7:00 p.m.; closed on Friday.

For additional information on financial aid, students are encouraged to visit the Financial Aid Office website at: www.cerritos.edu/financialaid or contact the Financial Aid Office by E-mail: financialaid@cerritos.edu or by phone: (562) 860-2451, Ext. 2397, or by fax at: (562) 467-5035. Questions about financial aid can also be answered through Financial Aid TV video clips at: http://cerritos.financialaidtv.com/.

IMPORTANT NOTICE: The information contained in this document is subject to state, federal and/or other legislative and regulatory change and may be changed without notice.
Associate in Arts Degree
Graduation Requirements

The California Community College Board of Governors has authorized the Cerritos College Board of Trustees to confer the Associate in Arts degree. A candidate does not automatically receive the Associate in Arts degree upon completion of unit and course requirements, but is required to file a petition for the degree.

College education is usually thought of as consisting of two parts, specialized education and general education. Specialized education is that which prepares the student for vocational competence or for scholastic attainment in a particular field. This the student accomplishes through the department major.

General education, on the other hand, is that which meets the common goals of all students for personal enrichment and cultural development. Work in this area helps the student increase individual ability as a citizen and improve community, home, and family living.

Although courses may be designed with one or the other of these purposes as the primary gain, all courses are presented with the values of general education in mind. College education then becomes the sum total of all the student’s experience in college, and the student’s education may be completed in both these areas and be granted the degree of Associate in Arts.

STATEMENT OF PHILOSOPHY FOR GENERAL EDUCATION COURSEWORK

Cerritos College offers an array of general education coursework to students so that they may learn concepts and methods of inquiry that have breadth, depth and relevance to their lives. The general education curriculum includes coursework from the liberal arts, humanities, science, mathematics, arts and social sciences disciplines. Possession of knowledge from these disciplines will contribute to personal growth, professional development and citizenship by increasing students’ awareness of the past and present and by developing their creative, adaptive and critical thinking abilities. The general education curriculum will provide students with opportunities to:

- Develop a lifestyle that will enhance physical and mental health and wellness
- Develop logical and cogent arguments, reaching conclusions that are based on comprehensive inquiry
- Adapt and apply technology to facilitate the acquisition and effective use of information
- Communicate clearly and proficiently through both oral and written expression
- Enhance the appreciation of artistic offerings
- Become informed citizens and problem-solvers to deal with current and future societal issues
- Appreciate the contributions of different cultures, eras and traditions to the human experience
- Develop an appreciation for the value of ethics, integrity, honesty, self-management and the welfare of others

REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

Scholarship and Residence

A. A student must complete 60 units of degree applicable work with an overall grade point average of “C” or higher (2.0) in all courses.
B. A student must achieve a grade of Pass, or “C”, or higher in each course to be counted for the major. Courses completed for a Certificate of Achievement that are also to fulfill requirements for the major in an A.A. degree must be completed with a grade of Pass, or “C”, or higher.
C. A minimum of 12 units of degree applicable work must be completed at Cerritos College, to meet the residence requirement.

Petition for Associate in Arts Degree

1. Students desiring an Associate in Arts degree must file a “Petition for Associate in Arts degree” form. The petition may be obtained in the Counseling Center and must be submitted before the deadline posted in the College schedule of classes. The petition must be approved and validated by a counselor and the Admissions and Records Office before the degree will be granted.
2. Students not in continuous attendance at Cerritos College must meet degree requirements for graduation in effect at the time of readmission.
3. A student is considered in continuous attendance if he/she receives a grade (A, B, C, D, F, P, NP, I or W) in any semester, fall or spring, during each academic year. Continuous attendance is not broken at Cerritos College if a student transfers to another accredited institution, maintains his/her continuous attendance at that institution, and returns to Cerritos College to complete his/her degree. (Designated programs may require students to return to Cerritos College in good standing. Please check with the Counseling Center regarding these programs.)
4. Credit toward the Associate in Arts degree is not granted for non-degree applicable units or classes taken as part of the Adult Education Program.

Students with Baccalaureate Degrees

Those students who have been awarded a bachelor’s degree from an accredited college or university in the United States will be exempt from the Cerritos College general education breadth requirements and the proficiency requirements, should they pursue an associate in arts degree at this institution. Please see your counselor if additional information or clarification is desired.

Additional Associate in Arts Degrees

Once an A.A. degree has been obtained, an additional A.A. degree may be obtained by meeting the following conditions:

1. Complete a minimum of seventy-eight (78) units - eighteen (18) degree applicable units beyond the minimum required for the first A.A. degree. The minimum 78 units must meet the requirements in a different major curriculum. All general education requirements in effect at the time continuous attendance began must be met.
2. If some or all of the major curriculum requirements for the second A.A. degree were met in the first A.A. degree and the minimum seventy-eight (78) degree applicable units is not achieved, then additional courses will be planned with a counselor to make-up the difference as described in the procedures. The general education requirements must be met which were in effect at the time continuous attendance began.
3. Upon completion of the required course work, follow the “Petition for Associate in Arts degree” procedures as detailed for the first A.A.
4. Additional A.A. degrees may be granted for each eighteen (18) degree applicable additional units completed. For example a third A.A. degree may be earned upon the completion of a minimum of ninety-six (96) units. The requirements to obtain additional degrees are the same as those stated above for a second A.A. degree.

English/Reading Course Limitations

Students completing both English 52 and Reading 54 will be able to count the units from only one course towards the associate in arts degree. Please see a counselor for further information.
Cerritos College
Associate in Arts Degree

Requirements for the Associate in Arts 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 lower-division major preparation, 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 A.A. and transfer goals, students should see a Cerritos College counselor.
Associate in Arts Degree for General Education 2013-14
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 Advanced Math Readiness test sufficient for placement in a course above the level of MATH 80 or MATH 80B.
   b. Completion of MATH 80 or MATH 80B with a grade of “C”, or higher.
   c. For other options, see your counselor.

3. READING PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Earn a score on the reading proficiency test sufficient for placement in a course above the level of READ 54.
   b. Completion of READ 54 with a grade of Pass, or “C”, or higher.
   c. For other options, see your counselor.

NOTE: Students completing both English 52 and Reading 54 will be able to count the units from only one course towards the associate in arts degree.

4. WRITING PROFICIENCY REQUIREMENT:
   Completion of ENGL 100 with a grade of Pass, or “C”, or higher.

5. HEALTH AND WELLNESS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Completion with a grade of Pass, or “C”, or higher 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; HO 100 or 152; CDEC 161; 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.

   (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

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, 102, 103
   (This requirement can be met by successfully passing the College Board's Advanced Placement Exam, American History. Unit credit is awarded for passing the AP exam option with a score of 3 or higher.)
(2) Political Science 101 or 201
(This requirement can be met by successfully passing the College Board's Advanced Placement Exam, Government and Politics: United States. Unit credit is awarded for passing the Advanced Placement exam option with a score of 3 or higher.)

(3) Social and Behavioral Sciences
Administration of Justice 101
Anthropology 100, 120, 170, 200, 201, 202, 203, 205
Business Administration **208
Child Development 110
Child Development/Early Childhood **113
Counseling **150, 200
Economics 101, 102, 201, 201M, 202, 202M, 204
Environmental Policy 200
Finance 125
Geography 102, 105
History 110, 120, 204, 210, 220, 221, 230, 235, 241, 242, 245, 246, 250, 255, 260, 265, **270, 275
Journalism 100
Physical Education 106
Political Science 110, 210, 220, 230, 240, 260
Psychology 101, 150, 251, 261, 271
Sociology 101, 110, 120, 201, 202, 205, 210, 215, **225, 230, 250
Speech 110
Speech Language Pathology **105
Women's Studies 101, 106, 202, 204, 205, 206, **208

c. FINE ARTS AND HUMANITIES: 3 UNITS MINIMUM FROM EITHER FINE ARTS OR HUMANITIES.

(1) FINE ARTS
Architecture **110, 112
Dance 100, 101
Film 159
Humanities: *108, *109
Music 100, 101, 102, 103, 104, 104B, 105
Photography 100, 160
Theatre 101, 102, 103, 104, **110, 150, RTV 151/TH 151, RTV 152

(2) HUMANITIES
Art *108, *109
Chinese 101, 102
French 101, 102, 201, 202, 203, **281, **282, **283, 285
German 101, 102, 201, 202
Humanities 100, *108, *109
Japanese 101, 102, 201, 202
Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204, 205, 206
Photography 150
Sign Language 101, 102, 201
Spanish 101, 102, 111, 112, 201, 202, 206, 210, 245, 285
Speech 140, **145
Women's Studies 102, 109

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 100

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

e. Select an additional general education course 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 2013-14 school year and thereafter. Students who enrolled prior to Fall 2013 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 for General Education 2013-14

Plan B
CSU General Education Requirements

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 A.A. 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 higher, 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, there are no proficiencies required for CSU GE 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.

**CALIFORNIA 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 higher 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, 120, 130, 132, 150
2. Written Communication
   - English 100
3. Critical Thinking
   - English 101, 103, Philosophy 103, 106, Psychology 103, Reading 200, 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 102, 103, 104, 105L (lab), 106
      - Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)
      - Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)
      - Energy 110
      - Geology 101, 101L (lab), 103
      - Geology 101 (lab), 201 (lab), 204, 207 (lab), 208, 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.

   1. Fine Arts
      - Architecture 112
      - Dance 100, 101
      - Film 159
      - Humanities *108, *109
      - Music 100, 101, 102, 103, 104, 104B, 105
      - Photography 100, 160
      - Theatre 101, 102, 105, 104, 150, RTV 151/TH 151, RTV 152
   2. Humanities
      - Art *108, *109
      - Chinese 101, 102
      - French 101, 102, 201, 202, 203, 285
      - German 101, 102, 201, 202
      - Japanese 101, 102, 201, 202
      - Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204, 205, 206
      - Photography 150
      - Political Science *240
      - Sign Language 101, 102, 201
      - Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245, 285
      - Speech 140
      - Women's Studies 102, 109
D. Social Sciences: 9 units minimum.

Take one course in category 1, 2 and 3.

1. American History
   History *101, *102, *103
   (Any one of these courses meets the requirement in U.S. History.)

2. American Government
   Political Science 101, 201
   (Either of these courses meets the requirement for Constitution and American Ideals.)

3. Social, Political, Historical and Economic Institutions
   Administration of Justice 101
   Anthropology 100, 120, 170, 200, 201, 202, 203, *205
   Child Development *110
   Economics 101, 102, 201, 201M, 202, 202M, 204
   Environmental Policy 200
   Geography 102, 105
   Journalism 100
   Physical Education *106
   Political Science 110, 210, 220, 230, *240, 260
   Psychology 101, *150, 251, 261, 265, 271
   Sociology 101, *110, *120, 201, 202, 205, 210, 215, 230, 250
   Speech 110
   Women’s Studies 101, *106, 202, 204, *205, 206

E. Self-Development: 3 units minimum.

Take one course from the following:

   Anthropology *205
   Child Development *110
   Counseling 200
   Finance 125
   Health Education 100, 101
   Health Occupations 152
   Physical Education *106, 141
   Psychology *150, 245
   Sociology *110, *120
   Women’s Studies *106, *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, it 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 the ASSIST website at www.assist.org.
Associate in Arts Degree for General Education 2013-14

Plan C

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 A.A. 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 higher 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 higher, 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, 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 this 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

B. Critical Thinking, English Composition
(1 course, 3 semester/4.5 quarter units)
English 101, 103
Philosophy 103
Psychology 103
Speech 235

C. ORAL COMMUNICATION (CSU ONLY)
(1 course, 3 semester/4.5 quarter units)
Speech 100+, 120, 130, 132+

AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
(1 course, 3 semester/4.5 quarter units)
Mathematics 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
Dance 100, 101
Film 159
Humanities *108, *109
Music 100, 101, 103, 104, 104B, 105
Photography 160
Theatre 101, 102, 103, 104, 150

B. Humanities
Art *108, *109
Chinese 102
French 201, 202, 285+
German 102, 201, 202
Humanities 100, *108, *109
Japanese 102
Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204, 205, 206
Photography 150
Political Science *240
Sign Language 201
Spanish 102+, 112+, 201, 202, 205, 210, 245, 285+
Women's Studies 102, 109

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, 201, 202, 203, 205
Child Development 110
Economics 101+, 102, 201, 201M, 202, 202M
Environmental Policy 200
Geography 102, 105
Physical Education 106
Political Science 101+, 201+, 210, 220, 230, *240
Psychology 101, 150, 251, 261, 265+, 271
Sociology 101, 110, 120, 201, 202+, 205, 210, 215, 250
Speech 110
Women's Studies 101, 106, 202+, 204, 205, 206
AREAS 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 102+, 103+, 104, 105L (lab) 106
   Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)
   Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110+ (lab)
   Geography 101, 101L (lab), 103
   Geology 101 (lab), 201 (lab), 207 (lab), 208, 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 higher.
   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 be used to satisfy requirements for the IGETC, at the discretion of the receiving CSU campus. 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+, 102+, 103+
   Group 2: Political Science 101+, 201+

C. The UC-bound student should be aware of the American history and institutions requirements at the campus of choice. Requirements may vary. See your counselor for details.

+Credit limitation. UC credit limitations may apply for certain courses in IGETC, as well as other UC transferable courses which are not in IGETC. An explanation for each course which has credit limitations appears in the college catalog course description. For details, see your counselor.
Transfer Requirements

Students planning to transfer to a four-year college or university should bear in mind that admission and subject requirements will vary from school to school. Consequently, students planning to transfer should study carefully the requirements set forth in the catalogs and brochures of the institutions which interest them. Such publications may be obtained directly from the colleges and universities. A large number of websites allow students to access such information via the Internet. Many of these links are available at the Transfer Center website, www.cerritos.edu/transfer. To assure that appropriate transfer course work is being undertaken at Cerritos College, students should plan to communicate regularly with a counselor.

INDEPENDENT AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

TRANSFER REQUIREMENTS

There are many choices for transfer students when deciding to earn a bachelor's degree and beyond. In addition to the California State University and University of California systems, there are many California independent institutions. There are also many colleges, private and public, located throughout the United States to which Cerritos College students can transfer. Each of these institutions has its own unique requirements for admission. In order to determine eligibility, students should refer to the school's catalog or website and consult with a counselor at Cerritos College and/or the university of choice.

GENERAL EDUCATION REQUIREMENTS FOR INDEPENDENT AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

In planning for transfer, students should consider the general education requirements for all institutions of interest. Many in-state independent institutions accept CSU general education and IGETC. Students transferring to independent or out-of-state institutions should refer to the school's catalog or website and meet with a counselor in order to determine appropriate general education requirements. Cerritos College has articulated general education requirements with a number of independent institutions. You can visit the Transfer Center's website at www.cerritos.edu/transfer for a complete list of articulation agreements.

THE CALIFORNIA STATE UNIVERSITY

TRANSFER REQUIREMENTS

Lower Division Transfer Requirements—If you have completed fewer than 60 transferable semester (90 quarter) units, you will qualify for admission if you have a grade point average of 2.0 (C) or higher in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of “C” or higher each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents. NOTE: Not all California State Universities accept lower division transfers. Please go to www.csumentor.edu to find out more.

Upper Division Transfer Requirements—Completion of at least 60 transferable semester (90 quarter) units, a grade point average of 2.0 (C) or higher in all transferable units attempted (nonresidents must have a grade point average of 2.4), and in good standing at the last college or university attended are required. In addition, you must have completed at least 30 semester (45 quarter) units of college courses with a grade of “C” or higher in each course to be selected from courses in English, arts and humanities, social science, science, and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 general education semester (45 quarter) units (Plan B/Plan C) must include ENGL 100, oral communication, critical thinking, and transferable mathematics with a minimum prerequisite of intermediate algebra. The ENGL 100, oral communication, critical thinking, and transferable mathematics courses must be completed with a grade of “C” or higher.

Although 2.0 is the minimum, the California State University is becoming more competitive and students should try to maintain the highest possible grade point average.

Test Scores—Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit must submit scores, unless exempt, from either the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT). If you are applying to an impacted program and are required to submit test scores, you should take the test no later than December if applying for fall admission.

Registration forms and dates for the SAT and ACT are available from school and college counselors or from a campus testing office. Or you may write to:
The College Board (SAT) American College Testing Program (ACT)
Registration Unit, Box 592 Registration Unit, P.O. Box 168
Princeton, New Jersey 08541 Iowa City, Iowa 52240

TOEFL Requirement—All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years where English is the principal language of instruction must present a minimum score of 500 or above on the Test of English as a Foreign Language. Some campuses may require a score higher than 500.

Transcripts—Final official transcripts must be submitted prior to enrollment to verify that all required coursework has been completed successfully. CSU campuses will either delay admission or not permit registration or attendance until receipt of final transcripts.

Freshman—The campus to which you are applying will provide information about when to submit your official high school transcript. Transcripts must be received in sealed envelopes directly from the high school from which you graduated.

Transfers—Request that official transcripts be sent directly from all colleges or universities previously attended even if no coursework was completed. Transcripts must be received in sealed envelopes from each institution attended. You should keep personal copies of all transcripts and test scores to complete the admission application and for academic advising sessions.
GENERAL EDUCATION REQUIREMENTS
FOR THE BACHELOR’S DEGREE AT THE
CALIFORNIA STATE UNIVERSITY

The California Administrative Code, Title 5, relating to the California State University general education-breadth requirements authorizes Cerritos College to present to the students a maximum 39-unit pattern of general education courses which is acceptable for the bachelor degree requirements at the California State University.

Cerritos College is further authorized to certify the partial or complete fulfillment of these requirements. Credits from international transcripts granted at Cerritos College will not be used to certify general education requirements for transfer.

Students may elect to fulfill the general education requirements by following the Cerritos College pattern or the pattern specified by the State University of their choice.

In general, four-year colleges accept at full unit value approved transfer courses completed with satisfactory grades in the public Community Colleges of the state. However, in most instances a maximum of 70 community college semester units (105 quarter units) can be transferred for credit toward a degree at the senior institution.

STATE UNIVERSITY GENERAL EDUCATION
CERTIFICATION REQUIREMENTS

A maximum of 39 units is required to fulfill the CSU lower division general education requirements, with the units to be distributed as follows: Nine (9) units in Area A; nine (9) units in Areas B, C, and D, with no more than 30 units total in areas B through D combined; and three (3) units in Area E.

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

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

A. COMMUNICATIONS: 9 units minimum.

Must choose one course from category 1, take one course in category 2 and choose one course from category 3.

1. ORAL COMMUNICATION
   Speech 100, 120, 130, 132, 150

2. WRITTEN COMMUNICATION
   English 100

3. CRITICAL THINKING
   English 101, 103, Philosophy 103, 106, Psychology 103, Reading 200, Speech 235

B. NATURAL SCIENCE AND MATHEMATICS: 9 units minimum.

Choose one course from category 1, one course from category 2, and one course from category 3. AT LEAST ONE LABORATORY (LAB) MUST BE INCLUDED IN CATEGORY 1 or CATEGORY 2.

1. PHYSICAL SCIENCES
   Astronomy 102, 103, 104, 105L (LAB), 106
   Chemistry 100 (LAB), 110 (LAB), 111 (LAB), 112 (LAB)
   Earth Science 101, 102 (LAB), 104, 104L (LAB) 106, 110 (LAB)
   Energy 110
   Geography 101, 101L (LAB), 103
   Geology 101 (LAB), 201 (LAB), 204, 207 (LAB), 208, 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.

Choose at least one course from category 1 and at least one course from category 2.

1. FINE ARTS
   Architecture 112
   Dance 100, 101
   Film 159
   Humanities *108, *109
   Music 100, 101, 102, 103, 104, 104B, 105
   Photography 100, 160
   Theatre 101, 102, 103, 104, 150, RTV 151/TH 151, RTV 152

2. HUMANITIES
   Art *108, *109
   Chinese 101, 102
   French 101, 102, 201, 202, 203, 285
   German 101, 102, 201, 202
   Humanities 100, *108, *109
   Japanese 101, 102, 201, 202
   Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204, 205, 206
   Photography 150
   Political Science *240
   Sign Language 101, 102, 201
   Spanish 101, 102, 111, 112, 201, 202, 205, 206, 210, 245, 285
   Speech 140
   Women’s Studies 102, 109

Cerritos College Catalog
D. **SOCIAL SCIENCES:** 9 units minimum.  
Choose **one course** from category 1, **one course** from category 2, and **one course** from category 3.

1. **AMERICAN HISTORY**  
   History *101, *102, *103  
   (Any one of these courses meets the requirement in U.S. History)

2. **AMERICAN GOVERNMENT**  
   Political Science 101, 201  
   (Either of these courses meets the requirement for Constitution and American Ideals)

3. **SOCIAL, POLITICAL, HISTORICAL AND ECONOMIC INSTITUTIONS**  
   Administration of Justice 101  
   Anthropology 100, 120, 170, 200, 201, 202, 203, *205  
   Child Development *110  
   Economics 101, 102, 201, 201M, 202, 202M, 204  
   Environmental Policy 200  
   Geography 102, 105  
   Journalism 100  
   Physical Education *106  
   Political Science 110, 210, 220, 230, *240, 260  
   Psychology 101, *150, 251, 261, 265, 271  
   Sociology 101, *110, *120, 201, 202, 205, 210, 215, 230, 250  
   Speech 110  
   Women's Studies 101, *106, 202, 204, *205, 206

E. **SELF-DEVELOPMENT:** 3 units minimum.  
Choose **one course** from the following:  
   Anthropology *205  
   Child Development *110  
   Counseling 200  
   Finance 125  
   Health Education 100, 101  
   Health Occupations 152  
   Physical Education *106, 141  
   Psychology *150, 245  
   Sociology *110, *120  
   Women's Studies *106, *205

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

Please consult a counselor for any changes which may have occurred in the general education pattern, or if you have questions.

CSU Transfer credit is noted in individual catalog course descriptions. A complete list of CSU transferable courses offered by Cerritos College can be found on the ASSIST website at [www.assist.org](http://www.assist.org).
UNIVERSITY OF CALIFORNIA
TRANSFER REQUIREMENTS

The University of California considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You cannot disregard your college record and apply as a freshman.

If you plan to attend a California community college before applying to the university, you should take courses that are transferable, that satisfy university and college requirements, and that fulfill prerequisites in your major. For assistance in planning for transfer to the University of California, see a community college counselor or university advisor. Many of the university admissions advisors are available for appointments through the Transfer Center.

CALIFORNIA RESIDENTS

There are three ways in which you can meet the University’s minimum admission requirements for transfer students. These requirements are described below. Please note that even though options 1 and 2 are possible, the number of University of California campuses actually accepting students with these two options is very limited.

*Residency Status: The requirements for bonafide California residents also apply to dependents of University of California graduates and employees. The manner in which legal residence is defined for tuition purposes is different. If you have questions about your residency status, contact the Admissions or Registrar’s Office at the campus you wish to attend.

1. If you were eligible for admission to the University when you graduated from high school—meaning you satisfied the Subject,* Scholarship, and Examination Requirements—you are eligible to transfer if you have a “C” (2.0) average in your transferable college coursework.

2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement,* you must take transferable courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of “C” or higher in each of these required courses, and an overall “C” (2.0) average in all UC transferable college coursework. If you completed less than 18 quarter or 12 semester units of UC transferable college coursework, you must satisfy the Examination Requirement for freshman applicants.

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, or you did not meet the Scholarship Requirement and did not complete all the required “a-f” subjects,* you must:
   a. Complete 60 semester units or 90 quarter units of UC transferable college credit with a grade point average of at least 2.4, and
   b. Complete a course pattern requirement to include:
      1. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
      2. One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
      3. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Please also refer to the section titled “Intersegmental General Education Transfer Curriculum.”

*If you graduated from high school before June 1986, your “c” and “f” subject requirements are different from those described previously. Please contact the Admissions Officer at any UC campus for more information.

NONRESIDENTS

The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

COURSES TRANSFERABLE TO UNIVERSITY OF CALIFORNIA

Please see your counselor or the Transfer Center Coordinator for all courses that have been accepted by any campus of the University of California as transferable for the 2013-14 school year.
Intersegmental General Education
Transfer Curriculum

The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum (IGETC) which was implemented Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC is intended to facilitate course planning and should appeal to students who want to keep their options open before making a final decision about transferring to a particular segment or campus. The IGETC will provide an option to the California State University general education requirements.

FOR STUDENTS TRANSFERRING TO A UC CAMPUS

In general, it is not advisable for transfers to engineering majors at any UC campus to use the IGETC. The IGETC option may also be inappropriate for transfers entering “high unit” majors such as those in the sciences having substantial lower division science and math prerequisites. It may be more appropriate to take courses that are a part of the general education or breadth requirements for the school or college on the UC campus to which a transfer is planned.

FOR STUDENTS TRANSFERRING TO A CSU CAMPUS

It is important to note that IGETC is an option for CSU bound students. IGETC requirements may be followed by both continuing and new students who plan to transfer to a California State University campus.

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a California community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU’s general education requirements or those of a particular UC campus.

The course requirements for ALL areas must be completed PRIOR to transferring to the CSU or UC in order for the IGETC to be certified. However, beginning Fall 2000 a student may be partially certified if they are missing no more than 2 courses. See your counselor to determine eligibility for partial certification. All courses must be completed with a grade of “C” or higher. A student who has completed IGETC may have an official certification sent to a four-year institution upon written request by the student through the Admissions and Records Office.

NOTE: COURSES APPEARING IN MORE THAN ONE CATEGORY MAY BE USED TO SATISFY ONLY ONE CATEGORY. SUCH COURSES ARE MARKED WITH AN *.

AREA 1 ENGLISH COMMUNICATION

CSU: Courses from A, B, and C required.
UC: Courses from A and B required.

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

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

C. Oral Communication (CSU ONLY)
   (1 course, 3 semester/4-5 quarter units)
   Speech 100+, 120, 130, 132+

AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester/4-5 quarter units)
Mathematics 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
   Dance 100, 101
   Film 159
   Humanities *108, *109
   Music 100, 101, 103, 104, 104B, 105
   Photography 160
   Theatre 101, 102, 103, 104, 150

B. Humanities
   Art *108, *109
   Chinese 102
   French 201, 202, 285+
   German 102, 201, 202
   Humanities 100, *108, *109
   Japanese 102
   Philosophy 100, 102, 104, 105, 107, 108, 109, 200, 201, 203, 204, 205, 206
   Photography 150
   Political Science *240
   Sign Language 201
   Spanish 102+, 112+, 201, 202, 205, 210, 245, 2485+
   Women’s Studies 102, 109

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, 201, 202, 203, 205
Child Development 110
Economics 101+, 102, 201, 201M, 202, 202M
Environmental Policy 200
Geography 102, 105
Physical Education 106
Political Science 101+, 201+, 210, 220, 230, *240
Psychology 101, 150, 251, 261, 265+, 271
Sociology 101, 110, 120, 201, 202+, 205, 210, 215, 250
Speech 110
Women’s Studies 101, 106, 202+, 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 102+, 103+, 104, 105L(lab), 106
Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)
Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110+ (lab)
Geography 101, 101L (lab), 103
Geology 101+ (lab), 201 (lab), 207 (lab), 208, 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)

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 higher.
   b. Complete first college course in any foreign language, or Sign Language 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 be used to satisfy requirements for the IGETC at the discretion of the receiving CSU campus. 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+, 102+, 103+
   Group 2: Political Science 101+, 201+

C. The UC-bound student should be aware of the American history and institutions requirements at the campus of choice. Requirements do vary. See your counselor for details.

+Credit limitation. UC credit limitations may apply for certain courses in IGETC, as well as other UC transferable courses which are not in IGETC. An explanation for each course which has credit limitations appears in the college catalog course description. See a counselor for details.
BUSINESS, COMMUNITY, ADULT & PATHWAY PROGRAMS

ECONOMIC DEVELOPMENT

The Economic Development Department fulfills the specific educational needs of business and industry. The department provides quality controlled, customized training and services that go beyond the traditional academic curriculum. All training and services are developed with input from the corporate client and can be provided at the work-site or on campus at times convenient to the clients.

The department serves companies and industries including aerospace, advanced manufacturing, clean energy, utility and public works, retail chains and others.

Services and training provided by the department include management training, composites and advanced manufacturing, leadership development, language training, as well as seminars, conferences and forums on emerging technologies. For more leadership development, language training, as well as seminars, conferences and forums on emerging technologies. For more information, please visit us on the web at www.CerritosTrainsU.com

COMMUNITY EDUCATION

The Community Education department promotes the concept of lifelong learning for the general population. This department provides fee-based not for credit classes, workshops and programs that can be taken by members of our community of any age (from 18 months to 90+ years).

We have a wide variety of course offerings for adults in the topic areas of professional development, entrepreneurship & career, personal enhancement, healthy living, enrichment & interests and motorcycle training programs. For those under the age of 18, we offer classes in academics, art, music and athletics & movement. Also for this age group, we have a well-established and reputable Summer College for Youth program that runs for eight weeks in the summer where students can choose from over 200 classes.

Community Education offers classes/programs throughout the year – the schedule of classes for our department is published four times a year and mailed out to over 175,000 homes in our community. You can always come by our office to pick up a copy of our latest printed schedule, or visit us on the web at www.cerritoscommunityed.com to see all that we have to offer.

We are located in the Community Education building in the far southwest corner of campus, north of New Falcon Way. Our office hours are Monday through Thursday, 8 a.m. - 7 p.m.; Friday, 8 a.m.-4 p.m.; and Saturday, 8 a.m.-12 p.m. For more information call (562) 467-5050.

ADULT EDUCATION/DIVERSITY PROGRAMS

Adult Education and Diversity Programs provide educational opportunities that address the unique needs of adults in the region. Adult Education courses are noncredit, open entry, open exit, and have No Registration Fees. Bilingual English and Spanish support is provided. Adult Education courses include categories such as:

- Apprenticeship
- Assessment Preparation
- College English Skills
- Courses for Immigrants - Citizenship
- Elementary and Secondary Basic Skills - GED
- English as a Second Language
- Literacy, Primary and Secondary Education – Plaza Comunitaria
- Occupational Preparation
- Older Wiser Learner (OWL)
- Preparatory Math
- Vocational English as a Second Language

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

- Computers
- Memoir Writing
- Music and Chorus
- Nutrition
- Senior Topics
- Stress Management with Exercise

Cerritos College Adult Education programs also provide access and opportunities for Adult Education students to enter credit, orientation, and vocational college programs.

Services include one-stop registration, assessment and counseling. For more information call (562) 467-5098.

To learn about specific classes and programs offered, check the schedule of classes.

PATHWAY PROGRAMS

The Pathway Programs Department's mission is to create educational and career pathways for in and out of school youth and young adults by providing a seamless transition from secondary to post-secondary education and the skilled workforce. Programs include career exploration, articulation agreements, concurrent enrollment, college readiness bridge programs, recruitment, parent presentations, enrichment workshops, and support services. Programs will encourage students to pursue and successfully complete post-secondary degrees and industry valued certification, while increasing student engagement and achievement.

Pathway Programs events, services and programs include:

- Bridge Programs
- Career Days
- Career Speaker Series
- Career Exploration using the Road Trip Nation curriculum
- Project Lead the Way – Pre-engineering credit courses
- Secondary Articulation Agreements
- SolidWorks Workshops
- Architectural Design Workshops
- Robotics
- Middle and High School Career Exploration Fairs and Workshops
- Job Development
- Worker Retraining
- SolidWorks and NIMS Certification

For more information call (562) 860-2451, Ext. 2487.
Cerritos College Foundation

The Cerritos College Foundation was incorporated in the spring of 1979 as a 501 (c) 3 non-profit organization to serve as a charitable vehicle for the community, individuals, and alumni to assist with financial support to the Cerritos College District beyond that which state funding supports. It is the belief of the Foundation that the growth of Cerritos College must be fostered and supported for the institution to keep its rightful place as one of the finest community colleges in California.

The Cerritos College Foundation currently has a 23-member board of directors representing a wide diversity of business, education and community advocacy. The Foundation currently administers 117 scholarships in 25 areas of study and hosts a premier fundraising event annually. In addition, the Foundation has established long-standing relationships with community and business leaders who sponsor specialized vocational training programs and projects. In its ongoing pursuit of excellence, the Cerritos College Foundation emphasizes the importance of cooperative ventures with those served by the College.

The Foundation's commitment is to develop financial resources which will enhance and cultivate every program offered at Cerritos College. The goal is to continue the tradition of producing high caliber professionals, leaders, artisans and crafters. The commitment is to strengthen the pursuit of a quality education, while meeting the diverse needs of the students and community.

Jean Michael (left) with Jean O. Michael Scholarship recipient Regina Jaster.
ADMISIÓN AL COLEGIO

Admisión
La admisión a Cerritos College está abierta a cualquier graduado de preparatoria (o escuela secundaria) o su equivalente. Los estudiantes de 18 años de edad o mayores que no hayan obtenido un diploma de preparatoria o su equivalente, podrán asistir siempre y cuando puedan demostrar capacidad de beneficiarse de la enseñanza. Estos estudiantes deberán cumplir con el criterio de admisión de Cerritos College que consiste en obtener un puntaje satisfactorio en el examen de matemáticas, lectura y/o escritura.

Cerritos College no discrimina en oportunidades de educación ni de empleo por la nacionalidad de origen, la religión, la edad, el género, la identidad de género, la expresión de género, la raza, el color, la condición médica, la información genética, la ascendencia, la orientación sexual, el estado civil, la discapacidad física o mental, que se perciba que él o ella tenga alguna de las características anteriores, que tenga relación con una persona o un grupo con una o más de estas características reales o percibidas, ni cualquier otro estado que proteja la ley en persona o en un ambiente en línea ni si la víctima o víctimas estén relacionadas con el Distrito, ya sea que la ubicación esté o no relacionada con el Distrito.

Residencia
Cualquier estudiante que solicite a cualquier colegio comunitario de California está sujeto a requisitos de residencia que son determinados por el estado de California. Un estudiante cuya residencia legal se encuentra dentro del estado de California, es elegible para asistir a Cerritos College. Los residentes de cualquier otro estado o país extranjero serán sujetos a una colegiatura foránea.

La residencia legal de cualquier estudiante con estado civil soltero menor de 18 años de edad es basada en la residencia del padre o tutor. Todo estudiante deberá estar listo para presentar prueba de residencia en California.

Para preguntas adicionales podrán dirigirse a la Oficina de Admisión y Registro al (562) 860-2451, ext. 2211, o a la siguiente página electrónica www.cerritos.edu/admissions.

Solicitud de admisión
Todos los estudiantes que soliciten la admisión a Cerritos College deben presentar una solicitud de admisión en la Oficina de Admisión y Registro. Se recomienda someter su solicitud lo más temprano posible. Es responsabilidad de los solicitantes enviar, bajo pena de perjurio, información honesta y verdadera; cualquier falsificación deliberada de información en la solicitud o verificación de residencia puede ser motivo de expulsión de la universidad.

Tan pronto como la Oficina de Admisión y Registro reciba su solicitud, la procesará y le proporcionará un número de identificación así como la fecha y hora en que usted deberá inscribirse. Dicho número de identificación será necesario para completar el proceso de matriculación: examen de evaluación y ubicación, cita en el centro de consejería y asesoría académica y de matriculación. Este mismo número de identificación es también necesario para utilizar el servicio electrónico MyCerritos al igual que otros servicios estudiantiles.

Certificado de estudios
Es posible que sea necesario presentar transcripciones oficiales de escuelas, colegios y universidades anteriores para establecer el requisito previo de elegibilidad. Los certificados de estudios que verifiquen los créditos de otras instituciones podrán ser usados para completar los requisitos de educación general de CSU, IGETC, certificados de culminación de cursos, grado de asociado de las artes.

Solicitud e Inscripción de Admisión especial de menores
Admisión especial de menores son estudiantes inscritos en grados K-12 sin diplomas de secundaria quienes pueden a la vez beneficiarse de un avance educativo o una carrera técnica/vocacional.

Estudiantes intermedios y avanzados de preparatoria (Programa Puente Universitario)
1. Los directores de escuelas secundarias o encargados deben respaldar y verificar con firma la Forma de Admisión Especial de Menores, dando su consentimiento de que el estudiante es capacitado para recibir instrucción académica universitaria.
2. El padre o tutor debe aprobar la participación del estudiante con firma y consentimiento en la forma Admisión Especial de Menores. Firma del padre o tutor que certifica que el estudiante seguirá las normas y reglas del Colegio.

Elegibilidad Académica
• Todo estudiante que planea inscribirse en cursos para cualquier carrera, debe tener un promedio de calificación de la preparatoria de 2.0 o más alta en su más reciente certificado de estudios.
• Para inscribirse en cualquier curso, el estudiante deberá completar el proceso de evaluación apropiado y tener los prerequisitos y/o co-requisitos estipulados del curso deseado.
• Los estudiantes que requieran adaptaciones debido a una discapacidad deberán hacer arreglos a través de su distrito escolar K-12, previa consulta con la Oficina de los Servicios y Programas para estudiantes con discapacidad (DSP&S), por sus siglas en inglés) en Cerritos College. Por favor llame al número telefónico (562) 860-2451, ext. 2335, para asistencia.

Restricciones de inscripción
• Estudiantes de preparatoria del último año (sénior) o del nivel intermedio (junior) podrán ser permitidos inscribirse hasta un máximo de 8 unidades. Habrá excepciones y serán sujetas a consideración y aprobación por el Decano de Admisión, Registro y Asistencia.
• Estudiantes de preparatoria no podrán inscribirse en cursos pre-universitarios (1-99) o cursos de educación física.
• Estudiantes de preparatoria no podrán inscribirse en cursos universitarios para compensar una deficiencia de sus cursos preparatorios.
• Todo estudiante que se haya inscrito previamente y que haya dado de baja sus clases y/o no haya hecho un progreso satisfactorio, no le será permitido continuar en el Programa Puente Universitario.
• Ningún estudiante de preparatoria obtendrá estatus de prioridad de inscripción y será responsable por todos los cobros y cuotas aplicables, con la excepción de la cuota de inscripción del estado por unidad de los Colegios comunitarios de California.

Estudiantes de Primaria y Secundaria desde el 10º grado (Programa de Admisión Especial)
1. Los directores de escuelas o encargados deben respaldar y verificar con firma la Forma de Admisión Especial de Menores, dando su consentimiento de que el estudiante es capacitado para recibir instrucción académica universitaria.
2. El padre o tutor debe aprobar la participación del estudiante con firma y consentimiento en la forma Admisión Especial de Menores. Firma del padre o tutor que certifica que el estudiante seguirá las normas y reglas del Colegio.
Cerritos College admitirá a estudiantes de primaria y secundaria con talento extraordinario a partir del 10º grado siempre y cuando reúnan los requisitos estipulados a continuación:

**Elegibilidad académica**
- El estudiante debe tener un promedio de calificación de 2.5, o más alta, en su más reciente certificado de estudios.
- Para inscribirse en cualquier curso, el estudiante deberá completar el proceso de evaluación del colegio y satisfacer los prerrequisitos y/o co-requisitos estipulados del curso deseado.
- Los estudiantes que requieran adaptaciones debido a una discapacidad deberán hacer arreglos a través de su distrito escolar K-12, previa consulta con la Oficina de los Servicios y Programas para estudiantes con discapacidad (DSP&S, por sus siglas en inglés) en Cerritos College. Por favor llame al número telefónico (562) 860-2451, ext. 2335, para asistencia.

**Restricciones de inscripción**
- A los estudiantes de 10º grado se les permitirá inscribirse con un máximo de 4 unidades por semestre; excepciones serán consideradas y aprobadas por el Decano de Admisión, Registro y Asistencia. La admisión a cursos está sujeta a la disponibilidad de cupo; también se requiere la aprobación y firma del instructor antes de atentar inscribirse.
- Estudiantes no podrán inscribirse en cursos pre-universitarios (1-99) o cursos de educación física.
- Estudiantes no podrán inscribirse en cursos universitarios para compensar una deficiencia de sus cursos primarios o secundarios.
- Estudiantes que se hayan inscrito previamente y que hayan dado de baja sus clases y/o no hayan hecho un progreso satisfactorio serán permitidos a continuar en el Programa especial de admisión.
- Estudiantes no obtendrán estatus de prioridad de inscripción y serán responsables por todos los cargos y cuotas aplicables, con la excepción de la cuota de inscripción del estado para unidad de los Colegios comunitarios de California.

**Inscripción de verano de estudiantes del nivel K-12**
Además de lo anterior mencionado, estudiantes menores de edad que desean asistir a cursos de verano deberán de cumplir con las siguientes condiciones:
- El estudiante deberá demostrar preparación adecuada en la materia solicitada.
- Los cursos pre-universitarios de inglés y matemáticas podrán tomarse siempre y cuando el estudiante haya agotado todos los recursos para inscribirse en los cursos equivalentes en su escuela actual.

**Para asistir a Cerritos College a través del Programa Puente Universitario o Programa de Admisión Especial, siga los siguientes pasos a continuación:**
1. Complete la Forma de admisión especial de menor ( marque el casillero Puente Universitario o Admisión Especial) y la solicitud de admisión de Cerritos College.
2. Escoja la(s) clase(s), tome las pruebas de evaluación y ubicación y complete los pre-requisitos.
3. Admisión especial de estudiantes del nivel K-10 deberán obtener la aprobación del Decano de Admisión, Registro y Asistencia antes de inscribirse.

Se recomienda que estudiantes del Programa Puente Universitario (11-12) se entrevisten con un consejero académico y participen en una Orientación Estudiantil de Nuevo Ingreso.

Para más información, comuníquese al (562) 860-2451, ext. 2211.

**GASTOS**
Se espera que los estudiantes proporcionen todos los libros de texto, suministros, materiales, equipo y uniformes según sea necesario para la enseñanza. El costo de estos artículos dependerá del número o tipos de las clases que tomen. Los libros de texto, los suministros y los materiales se venden en la librería de la universidad. Las cuotas adicionales que se indican a continuación se deben pagar en el momento de la inscripción.

**Cuotas del Estudiante**
*Las cuotas están sujetas a los cambios legislativos u otros autorizados sin previo aviso.*
1. Las cuotas de inscripción para los estudiantes de la universidad comunitaria son $46 por unidad. **LAS CUOTAS ESTÁN SUJETAS A CAMBIO SIN PREVIO AVISO DEBIDO A LA LEGISLACIÓN ESTATALES**.
2. A los estudiantes que no son residentes de California o los estudiantes internacionales, con o sin visa F-1 se les cobrará $206 por unidad ($184 por unidad para matrícula de no residente y una cuota de desembolso de capital de $22) además de la cuota de inscripción de $46 por unidad anteriormente indicada. El personal militar en servicio activo y sus dependientes están exentos durante un año de este cargo por matrícula fuera del estado. Los estudiantes no residentes que fueron admitidos a una clase o clases sin el pago de la cuota debido a la falsificación de la información presentada por o para ellos, estarán sujetos a expulsión de la universidad.
3. La cuota médica por estudiante es de $19 por semestre, $16 por sesión de verano. Los estudiantes que confían en la oración para la sanación y pueden entregar a la universidad la documentación de su líder espiritual, están exentos.
4. La cuota de actividad por estudiante es de $10 por semestre, $4 por sesión de verano. Esta cuota se cobrará automáticamente y se debe pagar al momento de la inscripción, pero se puede exonerar posteriormente. La información sobre cuotas y exenciones está disponible en línea en los sitios web de Admisiones y expedientes y de la Oficina de actividades del estudiante.
5. Las cuotas de estacionamiento proporcionan seguridad y mantenimiento para los estacionamientos. El valor del estacionamiento para el estudiante dentro del campus por automóvil es de $40 por semestre ($30 para beneficiarios de BOGFW) y $25 por sesión de verano. Los ciclomotores y las motocicletas pueden usar las áreas designadas sin costo. Se puede comprar un permiso diario de $2 de los dispensadores ubicados en los estacionamientos del estudiante.
6. Las cuotas de laboratorio/materiales se indican junto a los cursos en el programa de clases. Tenga en cuenta que la falta de pago de estas cuotas pueden resultar en su retiro del curso por falta de pago.

Se requiere que los estudiantes paguen todas las cuotas al momento de la inscripción. A los estudiantes que agregan sus nombres a las listas de espera se les cobrarán las cuotas correspondientes por inscripción, matrícula y cuotas correspondientes por laboratorio/materiales. Los estudiantes que no pagan las cuotas y abandonan las clases después de la fecha de reembolso continúan siendo responsables de todas las
créditos. La Exención de cuotas de la Junta de gobernadores (BOGFW, por sus siglas en inglés) exonerar al estudiante de las cuotas de inscripción de cursos; sin embargo, todas las otras cuotas, incluyendo, pero sin limitarse a la cuota médica, cuota de actividad del estudiante y todas las cuotas de laboratorio/materiales vencen y son pagaderas al momento de la inscripción. Los pagos por estacionamiento, actividad del estudiante y las cuotas médicas para el estudiante pueden estar sujetos a consideraciones adicionales.

La cuota de estacionamiento se requiere para estacionar un vehículo en el campus. La cuota de actividades del estudiante está sujeta a la exención del estudiante. La información está disponible en la Oficina de actividades del estudiante que se encuentra en el Centro estudiantil. El formulario de solicitud de exención está disponible en línea en el sitio web de formularios de Admisiones y expedientes. El dinero recaudado a través de esta cuota lo puede usar ASCC para apoyar u oponerse a medidas políticas. La cuota médica del estudiante se puede exonerar con documentación del líder espiritual del estudiante que indique que el estudiante confía en la oración para la sanación.

Cuotas Requeridas de Instrucción y de Otros Materiales

Se puede pedir a los estudiantes que adquieran materiales de instrucción y otros materiales para un curso con créditos o sin créditos. Tales materiales deberán ser de valor continuo para el estudiante fuera del salón de clases y no deben estar sola ni exclusivamente disponibles del Distrito. Estas cuotas no están cubiertas por la Exención de subsidios de la Junta de gobernadores (BOGG). (Título 5 Cal. Código Admin. Sec. 59400)

Cualquier pregunta con relación a la interpretación de esta regulación debe ser por escrito y dirigirse al Vicepresidente de asuntos académicos de la universidad.

Políticas y Procedimientos de Reembolso

Es responsabilidad del estudiante solicitar un reembolso. Un estudiante es elegible para un reembolso después de dejar las clases oficialmente. Para ser elegibles para un reembolso, las clases se deben abandonar en el plazo adecuado para la sesión. Los plazos indicados no se ajustan debido a la inscripción tardía.

Un estudiante es elegible para un reembolso si: a) las clases se abandonan dentro del plazo requerido; b) el cambio del programa es resultado de una acción tomada por la universidad para cancelar o reprogramar una clase; c) el estudiante abandona la clase debido a que no cumplió con un prerequisito o correquisito y/o d) el estudiante es un miembro activo o de reserva de las fuerzas armadas de E.E. U.U. que se retira debido a órdenes militares. Los estudiantes elegibles pueden presentar una petición con el distrito solicitando el reembolso de sus cuotas de inscripción. No se procesará un reembolso si se otorgó un crédito académico por la clase. Los reembolsos no se procesan automáticamente.

Para solicitar un reembolso, el estudiante debe venir a la Oficina de admisiones y expedientes y presentar un formulario de solicitud de reembolso. El formulario de solicitud de reembolso también está disponible en línea y se puede enviar a la Oficina de admisiones y expedientes. Los reembolsos aprobados se enviarán por correo aproximadamente en cuatro a seis semanas. Asegúrese de que su dirección de correo actual está en el expediente de la universidad.

Un cheque es la única forma de pago que Cerritos College utiliza para el reembolso de fondos. Si el pago se hace con una tarjeta de crédito para cualquier transacción de registro y usted abandona una o todas las clases dentro del periodo requerido de reembolso, NO acreditarremos la cuenta de su tarjeta. Todos los cheques de reembolso se hacen a nombre del estudiante.

Los reembolsos se hacen de conformidad con el Título 5, Sección 58501 o 58501.1.
MATRICULACIÓN

La matriculación es un proceso diseñado tanto para ayudar a estudiantes en su planeación de estudios como a escoger y lograr sus metas educativas. El proceso invita al estudiante a incorporarse al colegio en un común acuerdo para lograr las metas docentes establecidas por el colegio. El acuerdo señala responsabilidades tanto del estudiante como del colegio para lograr dichos objetivos. El objetivo primordial de matriculación es el éxito del alumno.

A continuación se listan los componentes básicos del proceso de matriculación de común acuerdo entre el colegio y el estudiante.

El colegio se compromete a proporcionar:

- Una solicitud y un proceso de admisión.
- Una orientación acerca de programas y servicios del Colegio.
- Examen de inglés, matemáticas, y lectura.
- Consejería y asesoramiento para desarrollar un plan de estudios.
- Un seguimiento en el progreso de evaluación del estudiante para lograr una meta educativa.

El estudiante se compromete a:

- Expresar un amplio interés en el campo educativo una vez admitido al Colegio.
- Si es un nuevo estudiante, debe tomar una nueva sesión de orientación y consejería.
- Declarar una meta educativa antes o cuando se completan 15 unidades.
- Asistir a clases.
- Trabajar de manera diligente para completar las asignaciones de clase.
- Demostar un esfuerzo para obtener una meta educativa.

Se solicita a todos los estudiantes nuevos, de primer ingreso en la universidad, que participen en las actividades de matriculación; envíen una solicitud y complete la evaluación y orientación. Los estudiantes que hayan completado un grado de asociado o más alto en una institución de educación superior están exentos de participar en actividades del proceso en conjunto. Sin embargo, todo estudiante exento tendrá que participar en una parte del proceso de matriculación.

Hay acomodamiento especial disponible a estudiantes con discapacidades físicas, de comunicación o aprendizaje, o quienes estén en el programa de ayuda financiera y sean identificados para ser elegibles para recibir EOPS. Contacte la Oficina de Consejería para más detalles. Véase más abajo el perfil y las normas generales diseñadas para ayudarlo a completar el proceso de matriculación. Para más información visite el sitio web para matriculación: www.cerritos.edu/counseling.

Admisión

Complete la solicitud de admisión y sométala a la Oficina de Admisión y Registro de Cerritos College, localizada en el edificio de Administración o en línea: www.cerritos.edu. Puede someter en línea la solicitud a través del sitio web www.cerritos.edu seleccionando la opción para aplicar en línea (“Apply Online”). Certificados de estudios de otras instituciones tendrán que comprobar la elegibilidad de prerrequisitos ya que es estrictamente verificado a la hora de inscribirse.

Examen de evaluación/ubicación

El centro de examen de evaluación y ubicación está localizado en Administración al costado del Centro de Carreras y Servicios.

“Examen de evaluación/ubicación” es el proceso de reunir información individual del estudiante para facilitar su éxito. En Cerritos College, la evaluación incluye, pero no se limita a, la recopilación de información pertinente a las habilidades de estudio del estudiante, competencia en el leguaje de inglés, destrezas de computación, revisión de planes de estudios preparatorios o universitarios, pruebas de certificados de estudios o grado de asociados de educación superior de instituciones acreditadas, destrezas de aprendizaje, rendimiento académico, y la urgencia de servicios especiales. Además, el asesoramiento de carreras le da la oportunidad de explorar y aspirar a carreras, goles, intereses y fomentar valores.

¿Necesito tomar un examen de evaluación/ubicación?

Los estudiantes nuevos para el colegio deben completar la evaluación. Los estudiantes que planean inscribirse en clases de matemáticas, inglés, ó lectura ó que planean obtener un título A.A. deben completar el examen de evaluación antes de inscribirse. Para tomar el examen deberá presentar su número de estudiante y una identificación con fotografía. Todos los exámenes son computarizados.

Excentos de examen de evaluación/ubicación

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 y Registro por lo menos diez días hábiles antes de inscribirse. También pueden someter los formularios de acreditación de requisitos para satisfacer requisitos previos.

Expectativas de evaluación individuales para ubicación de un curso

Inglés

Si Ud. ha completado Inglés 100 o un equivalente a tres o cuatro unidades de un curso de composición de nivel universitario con una calificación de “C” o más alta en un colegio acreditado, Ud. está exento de tomar el examen de inglés de evaluación/ubicación. Por favor someta comprobante (calificaciones o transcripciones) a la Oficina de Admisiones y Registros antes de inscribirse.

Matemática

Si completó un año de Algebra I, o un nivel más alto, con una calificación “B” o superior en la escuela secundaria o en una Universidad acreditada, presente una constancia de haber completado el curso (informe de calificaciones o expediente académico) a la Oficina de Admisiones y expedientes previo a su inscripción. Es posible que usted pueda optar por una equivalencia al curso Matemática 80 o un nivel inferior, sin tomar un examen de ubicación. Sin embargo, si busca una equivalencia al curso Matemática 114 o superior, se le requerirá tomar un examen de ubicación, el cual consiste de varios componentes.

Los estudiantes pueden ser ubicados en cursos avanzados de Matemática si obtuvieron una calificación “B” o superior en cursos recientes de Algebra en dos semestres consecutivos, cursados en una escuela secundaria o en cursos semejantes en una universidad. Se recomienda que estos cursos de Matemática se completen en los últimos tres años. Se requiere una constancia de las calificaciones de una escuela secundaria o universidad.
Cursos avanzados de ubicación
A los estudiantes que hayan participado en los cursos avanzados de ubicación en sus respectivas preparatorias con resultados de 3, 4, o 5 en el examen avanzado de ubicación del consejo universitario, se les otorgarán unidades aplicables para el diploma de grado de asociado.

Química
Favor de leer la sección de prerrequisitos y recomendaciones listados en cada clase de química. Asegúrese que los prerrequisitos sean obtenidos antes de inscribirse en un curso.

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 inglés, necesarios para calificar para el título A.A. (Associate in Arts degree), revise su catálogo o pregunte a un consejero.

Asistencia en inglés como segundo idioma
Los estudiantes que planeen tomar cursos de ESL (inglés como segundo idioma) necesitan tomar el examen de ubicación CELSA. Favor de llamar al Centro de Evaluaciones al (562) 860-2451, ext. 2599 para obtener el horario o para hacer una cita.

¿Puedo volver a tomar un examen?
Los estudiantes pueden repetir cualquier examen de evaluación una vez DESPUÉS de un periodo de espera de 18 semanas de la fecha original de el examen.

Horario de exámenes de evaluación/ubicación
Hay folletos disponibles en la Oficina de Admisión y Registro, de Asesoría y consejería, de Centro de carreras y servicios, y en el sitio web del colegio en www.cerritos.edu/assessment-center o llame al (562) 860-2451, ext. 2335 para fechas y horarios.

Asistencia para individuos con discapacidades
Cualquier estudiante con discapacidades auténticas puede buscar asistencia alternativa para la administración de exámenes de ubicación en las áreas de inglés, lectura, matemáticas y ESL. Antes de pedir cualquier acomode, una solicitud de ingreso a Cerritos College deberá estar vigente. Reservaciones por adelantado podrán ser hechas a través del Programa y servicios para estudiantes con discapacidades, (562) 860-2451, ext. 2333. Métodos alternativos de administración de exámenes incluirán tiempo ilimitado, letras amplificadas, lupa o la ayuda de un lector o un escribidor.

Orientación
La orientación-asesoría es necesaria para estudiantes de primer ingreso, nuevos en la universidad. A los estudiantes de transferencia también se les recomienda mucho pero no se les exige completar la orientación. Una retención de orientación-asesoría (ORI) aparecerá en la cuenta de MyCerritos para todos los nuevos en la universidad. No se permitirá la inscripción en clases hasta que se haya cumplido con el requisito de orientación. Exenciones: los estudiantes transferidos y readmitidos y algunas categorías adicionales de estudiantes. Comuníquese con la Oficina de asesoría para obtener más información sobre excepciones y exenciones.

En el campus: Se ofrece orientación en el día y la noche antes de empezar cada término. Llame a la Oficina de asesoría al (562) 860-2451, extensión 2231 o vaya en línea a www.cerritos.edu/counseling para obtener más información.

Asesoría
Durante el semestre, se recomienda mucho a los estudiantes que discutan sus metas educativas y que desarrollen un plan de educación con un asesor. Los asesores están disponibles con cita o sin previa cita antes de la inscripción. También se ofrecen talleres para grupos pequeños. Durante la inscripción, los asesores están disponibles de forma limitada.

A los estudiantes que están en período de probatoria de progreso o académica se les limitará la cantidad de unidades que pueden tomar cada semestre con base en su porcentaje de cursos completados y su promedio de calificaciones (GPA, por sus siglas en inglés). Los estudiantes que no han declarado una meta educativa y los estudiantes que están inscritos en cursos de habilidades básicas previos a la universidad, así como los estudiantes de reingreso y de transferencia, se les recomienda mucho que desarrollen un plan educativo con un asesor. Los asesores están disponibles en línea en www.cerritos.edu/counseling. Los estudiantes pueden programar una cita llamando a la Oficina de asesoría al (562) 860-2451, extensión 2231.

Seguimiento
El centro de consejería y asesoramiento y la facultad docente proporciona un número de servicios de seguimiento a los estudiantes matriculados. Esos servicios están diseñados para proveer información pertinente al progreso académico del estudiante. Los servicios especiales son proporcionados a los estudiantes que estén en un periodo de prueba académica y de progreso, a estudiantes en cursos básicos, y a estudiantes que estén indicios acerca de sus planes educativos. Se remitirán a estudiantes a servicios fuera o dentro del campus según sean apropiados.

¿Qué son prerrequisitos, co-requisitos y recomendaciones?
Es determinación de Cerritos Community College guiar a los estudiantes en los cursos en los cuales ellos tendrán la mayor probabilidad de un éxito académico. Por lo tanto los estudiantes se encontrarán con cursos que tengan prerrequisitos, co-requisitos y/o recomendaciones. Lo anterior describe una necesidad específica de conocimiento y/o destreza que debe de ser aprendida antes que el estudiante intente con éxito continuar al siguiente nivel del curso. Por ejemplo, Inglés 52 deberá tomarse antes que Inglés 100. Este es el ejemplo de un curso que debe tomarse en secuencia. Se les exhorta a los estudiantes a que consulten las descripciones de los cursos en el catálogo del colegio para identificar los prerrequisitos de un curso.

Los estudiantes actualmente matriculados en un curso con prerrequisitos en Cerritos College serán permitidos inscribirse en el siguiente curso en secuencia. Por ejemplo, los estudiantes inscritos en Inglés 52 durante el semestre de otoño podrán inscribirse en Inglés 100 para el semestre de primavera. Sin embargo es la responsabilidad del estudiante asegurarse que ha pasado el curso de prerrequisito. Si recibe una calificación insatisfactoria, el estudiante será dado de baja durante el curso del semestre.

Los prerrequisitos verificados electrónicamente impedirán al estudiante inscribirse en una clase que tenga prerrequisitos y que no han sido satisfactoriamente terminados. Los prerrequisitos son verificados al momento de inscribirse (ya sea por medio automático o cuando el instructor agrega a un estudiante). Los prerrequisitos no son verificados cuando el estudiante lo selecciona del menú para agregarlo a la “canasta de compra virtual”.

Opciones para orientaciones de nuevos estudiantes:
En línea: ¡Empiece, deténgase y vuelva a empezar en cualquier momento! Vaya a www.cerritos.edu, ingrese en MyCerritos, y seleccione Orientation Plus.
Para evitar ser denegada la inscripción, los estudiantes deben de completar los exámenes de ubicación de Cerritos College y someter los certificados de estudios si los prerrequisitos de los cursos son completados en otra institución. Los certificados de estudios son aceptados en la Oficina de Admisión y Registro, o baje la forma de la siguiente página electrónica cms.cerritos.edu/admissions-and-records/online-forms.

A continuación están las definiciones de los prerrequisitos, co-requisitos y/o recomendaciones de cursos:

1. Un prerrequisito es cualquier requisito que deberá cumplirse antes que un estudiante pueda inscribirse en un curso. En otras palabras, un “prerrequisito” significa un curso que a un estudiante se le requiera completar para probar que está listo para inscribirse en un curso o programa educativo.

2. Un “co-requisito” significa un curso que a un estudiante se le requiera tomar conjuntamente con otro curso. Por ejemplo, si un estudiante se inscribe en Farmacia 60, deberá tomar Farmacia 60L en conjunto.

3. Cuando se hace una “recomendación” para prepararse para un curso es una sugerencia altamente recomendada para antes o durante el trayecto de un curso o un programa educativo pero no es requisito.


5. Una “nota satisfactoria” significa que, para el curso en cuestión, en el historial académico del estudiante se ha anotado con un símbolo de “A”, “B”, “C”, o “P”.

¿Qué significa “desafiar” un prerrequisito?

Un prerrequisito podrá ser desafiado por estudiantes que hayan presentado razones válidas. Es la responsabilidad del estudiante de proveer información que apoye su petición. El prerrequisito a desafiar debe de ser solicitado y resuelto antes que el estudiante se inscriba en el curso. La forma para disputar un prerrequisito puede obtenerse en la Oficina de Admisión y Registro, en el centro de consejería y asesoramiento académico, o bajarla de la página electrónica cms.cerritos.edu/admissions-and-records/online-forms.

Los estudiantes pueden desafiar un requisito usando el siguiente procedimiento:

1. Complete la forma para disputar un prerrequisito.
2. Seleccione una de las cuatro opciones listadas en la forma:
   A. Seré objeto de demora excesiva en la consecución de mi meta educativa porque el requisito no se ha hecho razonablemente disponible (debe declarar la meta educativa y área de concentración).
   B. El requisito o limitación de inscripción es ilegalmente discriminatorio o se está aplicando de manera ilegalmente discriminatoria.
   C. Objetando el pre o corregistro sobre la base de que se estableció en violación del reglamento o en violación del proceso aprobado por el distrito (se requiere la documentación del estudiante).
   D. Después de una cuidadosa consideración y contra la recomendación de la universidad, estoy solicitando la colocación en el curso indicado.
3. Someta la forma completada de su petición a registro académico y comité de regulaciones para su aprobación o negación.
4. Si la solicitud es aprobada, el estudiante tendrá que inscribirse en el curso en la Oficina de Admisión y Registro en persona. Ni el portal MyCerritos procesará dicha solicitud que ha sido aprobada. Nota importante: El requisito desafiado no será considerado como requisito completado, por lo tanto no aparecerá en su historial académico ni suplirá en el futuro otro requisito parecido.
5. Si la solicitud para desafiar un requisito es negada, el estudiante deberá obtener el prerrequisito siguiendo el requisito oficial del curso. No hay ningún proceso de apelación.

INFORMACIÓN DE MATRICULACIÓN

Consejería y asesoría académica

Es de mayor importancia saber que cada estudiante inscrito en Cerritos College cuenta con un centro de servicio detallado y extenso de consejería y asesoría académica proveído para asistir a los estudiantes a que logren sus metas académicas de manera eficiente, completa y sin contratiempos. Los cambios constantes de prerrequisitos y de requisitos por otras instituciones y centros ocupacionales, hace que el contacto continuo del personal de Consejería y asesoría académica sea una parte vital para el éxito y experiencia académica del estudiante.

Los servicios de consejería y asesoría académica consisten en cuatro funciones principalmente:

1. asistencia en planeear programas académicos;
2. asistencia en explorar perspectivas y posibilidades de carreras educativas;
3. consultas y remisiones de problemas personales;
4. suministros adicionales de servicios auxiliares tales como clases de superación personal, asistencia para transferirse a otra institución, remisiones a agencias exteriores, orientación de clases y asistencia en interpretación de idiomas.

Estos servicios diversos son ofrecidos por personal profesional entrenado y acreditado para ayudar a estudiantes en las áreas de interés propio. El personal de Consejería y asesoría académica opera en conjunto con todas las divisiones docentes del colegio y se mantiene al tanto de programas educativos tanto dentro del campus como de otras universidades.

A pesar de que el uso de los servicios de asesoría es voluntario, se solicita a todos los estudiantes nuevos, de primer ingreso en la universidad, estudiantes con visa F-1 y algunos estudiantes con ayuda financiera que se reúnan con un asesor para la planificación de un programa antes de la inscripción. Por lo general, los estudiantes deben programar una cita o asistir a un taller. Las citas para consejería deberán hacerse en persona en la Oficina de Consejería y asesoría académica localizado en el edificio de Administración o por teléfono (562) 860-2451, ext. 2231. La asesoría de apoyo también está disponible de forma limitada. El horario e información de la asesoría académica general está disponible en línea en www.cerritos.edu/counseling.

Debido a la alta demanda de estudiantes que solicitan servicios de consejería y asesoría académica antes de comenzar un nuevo semestre, no hay citas disponibles durante las primeras cuatro semanas antes de comenzar cada semestre. La asesoría de apoyo solo está disponible durante este horario. Comuníquese al Departamento de Asesoría para obtener los horarios programados para la asesoría de apoyo.

Plan de estudios

Los estudiantes deben de tomar los cursos en secuencia. Una vez tomado un curso de cierto nivel, los alumnos no recibirán crédito por cursos que son de un nivel más bajo a los que ya se hayan tomado.
Admisión a clases

Los estudiantes deberán estar oficialmente inscritos antes de asistir a cualquier clase. Si a los alumnos les es imposible asistir al primer día de clases, deberán agotar todos los recursos por contactar al instructor o de lo contrario el instructor podrá darlos de baja por “ausencia”.

Los estudiantes que quieran ingresar a una “clase llena”, deberán estar presentes el primer día de clases. Los instructores podrán agregar a estudiantes a sus clases dependiendo de la disponibilidad de lugares y si los estudiantes han cumplido satisfactoriamente con sus prerrequisitos, si es aplicable.

Oyentes

Es permitido asistir de oyente a Cerritos College. Un estudiante oyente es un estudiante que asiste a un curso o cursos sin recibir créditos en un certificado oficial de estudios. Ingresar de oyente a cualquier curso será posible solamente con la aprobación del instructor para cualquier estudiante que desee tomar un curso ya sea para superación personal o repasar una materia. Los estudiantes que deseen asistir de oyente deben estar conscientes que los cursos que sean tomados como oyente NO aparecerán en el certificado oficial de estudios. Para cursos de oyente no es necesario tener prerrequisitos.

1. Los estudiantes no podrán asistir de oyente a un curso a menos que hayan agotado todas las posibilidades para tomar el curso por crédito.
2. Si se cumple con los criterios se otorga el permiso para auditar un curso a la discreción del instructor. Se requiere tanto la firma del instructor como del decano de división.
3. Una vez firmado el consentimiento, el estudiante debe someter la forma de oyente a la Oficina de Admisión y Registro con anticipación durante el semestre después del primer día de clases. (El primer día de clases es considerado el primer día que empieza la clase.)
4. Un estudiante oyente puede revertir el estatus de oyente a crédito para recibir crédito por sus clases antes de finalizar la 5ª semana de clases del ciclo escolar semestral o antes del 30% del término de una clase si es un curso de un periodo, con la firma autorizada por escrito por el instructor. El pago de clases para oyentes no es reembolsable y los pagos para clases de crédito deberán ser pagados al contado a la hora de elegir la opción para recibir crédito.
5. Un estudiante que optó por crédito puede revertir el estatus de crédito a estudiante oyente antes de finalizar la 5ª semana de clases del ciclo escolar semestral o antes del 30% del término de una clase si es un curso de un periodo, con la firma autorizada por escrito por el instructor. El pago de clases con opción crédito no es reembolsable después de la fecha tope para recibir reembolsos y todos los pagos para clases de estatus oyente deberán ser pagados al contado a la hora de elegir la opción oyente.
6. Los estudiantes con opción crédito tienen prioridad sobre los estudiantes con estatus de oyentes. En caso de que un curso cierre después de que un estudiante oyente haya sido admitido, se le podrá pedir al estudiante oyente que abandone el curso para ceder su lugar a estudiantes que hayan optado por crédito. Se sugiere enérgicamente el criterio de el profesor.
7. La cuota de clases para oyentes es de $15.00 dólares por unidad (además de la inscripción estudiantil). Estudiantes inscritos en 10 o más unidades pueden asistir gratis de oyente hasta 3 unidades (puede ser una clase de 3 unidades). Los $15.00 dólares por unidad por clases para oyentes automáticamente serán cobrados si el estudiante baja de 10 unidades.

Para más información sobre la opción de oyente, estudiantes pueden pedir información en la Oficina de Consejería, la Oficina de Asuntos Académicos, la oficina de el departamento pertinente, o la Oficina de Admisión y Registro. Formas para oyentes pueden ser obtenidas en la Oficina de Admisión y Registro.

Procedimiento para agregar clases

1. Puede inscribirse en clases a través del portal MyCerritos, Centro Estudiantil (http://my.cerritos.edu).
2. Pare inscribirse en una clase que está llena, vaya al salón el primer día cuando comienza la clase; esté a tiempo. Pida amablemente al instructor que lo inscriba en la clase; si el instructor lo aprueba, usted no tendrá que hacer nada, la inscripción se hará electrónicamente directamente a la Oficina de Admisión y Registro. Se revisará su recibo académico para verificar que cumpla con los prerrequisitos, que no tenga que no tenga detenciones estudiantiles (service indicators –SI), conflictos, o cursos que no han sido aprobados para ser repetidos. Las fechas límite de pago de cuotas están publicadas en el horario de clases actual. Por favor visite MyCerritos en el sitio http://my.cerritos.edu o el catálogo de clases para más información acerca de cancelación (dar de baja) de los cursos y detenciones estudiantiles (SI) por falta de pago. Por favor revise su estado de cuenta a través del portail MyCerritos o en la Oficina de Admisión y Registro. Sus matriculaciones deberán ser completadas para las fechas tipes publicadas oficialmente.
3. No podrán agregar un curso si tienen una restricción o intentan repetir un curso sin autorización previa. (Vea Repetición de cursos).

Cambios de nivel/sección

Los cambios de nivel/sección se deben procesar en persona. Los cambios de programa que implican cambios de nivel de las clases de habilidades y rendimiento se pueden hacer antes del plazo para agregar cursos. Los estudiantes también pueden hacer cambios de nivel en clases de experiencia laboral antes del plazo para agregar cursos, pero solo una reducción de horas se puede hacer después de dicho plazo.

Los cambios de secciones no se pueden hacer entre términos o semestres. Un estudiante no puede abandonar un curso de las primeras seis/ocho semanas y luego inscribirse en un curso de las siguientes seis/ocho semanas a través de un cambio de sección. Se requiere que el estudiante abandone oficialmente la primera clase de semana seis/ocho semanas y luego pagar las cuotas adecuadas para inscribirse en la segunda clase de seis/ocho semanas. El dinero no se transferirá de un término a otro si se procesó el abandono fuera de la fecha del reembolso.

Procedimientos para darse de baja

De acuerdo a la ley Title 5, sección 58004 y a las normas de Cerritos College, es la responsabilidad del estudiante de participar enteramente en clases una vez que la inscripción ha sido completada. Sin embargo, si hay la necesidad de dar de baja una clase, es la responsabilidad del estudiante de darse de baja a sí mismo.

Se recomienda que los estudiantes tomen la iniciativa de darse de baja oficialmente ellos mismos. Si fallan en darse oficialmente de baja en un curso, como resultado podrán obtener una nota “F” por cada curso y no tendrán acceso a su cuenta estudiantil.

Puede darse de baja a través del portal MyCerritos, Centro Estudiantil en el sitio http://my.cerritos.edu. Asegúrese de verificar las fechas tipes para recibir reembolsos y grados de “W”. Consulte el “Calendario de fechas importantes” en el horario de clases para obtener las fechas límite específicas. Asegúrese de verificar que se haya dado de baja e imprima una copia del recibo.
Las fechas topes para dar de baja una o más clases deberán llevarse a cabo el último día de la 14ª semana de un semestre de 18-semanas o cuando se complete el 75% de un término de estudios de menos de 18-semanas o lo que suceda primero. Los archivos académicos de un estudiante que continúe en clases después de la fecha permitida para darse de baja, se les marcará con un símbolo que indique curso autorizado, otro símbolo que no sea una “W”.

El símbolo “W” es considerado “dada de baja confirmada” y no se usará para calcular el promedio de calificación. Sin embargo, el exceso de “W” se usará para determinar factores de periodo de prueba o de expulsión. De igual forma un estudiante que tenga una “W” en la misma clase dos o más veces, pierde el privilegio de prioridad para registrarse para esa clase. Los estudiantes pueden someter la solicitud Petición para repetir un curso, la cual puede ser aprobada o rechazada, a registro académico y comité de regulaciones para una excepción al reglamento para repetir curso por exceso de “W”.

**Dar de baja una clase después de la fecha tope**

Los estudiantes deberán de haber documentado las circunstancias que pasaron más allá de su control para haberse dado de baja. Ejemplos de dichas circunstancias incluyen, pero no se limitan, lo siguiente: accidentes, enfermedad, cambio de horario en su sitio laboral u otras circunstancias que se puedan documentar. Una “W” oficialmente será anotada permanentemente en su certificado de estudios. Haga una cita con el director de la Oficina de admisión si necesita más información.

**Lista de espera**

Cerritos College utiliza el sistema lista de espera “pre-pagada”. Esto significa que una vez que usted se haya agregado a una lista de espera de un curso, usted debe hacer todos los pagos pertinentes para ese curso. Consecuentemente la “inscripción automática” entrará en efecto. La “inscripción automática” inscribe oficialmente a estudiantes que están en la lista de espera de un curso siguiendo el orden de prioridad una vez que un espacio se haga disponible. Cada estudiante está limitado a un máximo de 10 unidades en la lista de espera. La “inscripción automática” no procederá si:

1. El estudiante tiene una restricción en su cuenta.
2. El prerequisite de la clase no ha sido completado.
3. Repetición no autorizado del curso.
4. Hay un conflicto en el horario de clases. El estudiante no se podrá inscribir simultáneamente en dos clases que tengan el mismo horario.
5. Si usted está inscrito en una clase Y ESTÁ en una lista de espera de la misma clase (ej., si Ud. está inscrito en Sociologia 101 y también está en el lugar #1 en la lista de espera de otra clase de Sociologia 101) perderá el lugar debido a “inscripción múltiple”.

Inscripción automática estará en efecto hasta el viernes antes de que comience la clase. Asistencia el primer día de clases es requerida para inscribirse o permanecer en la lista de espera. Si no se presenta a clases NO implica que se dará de baja automáticamente o recibirá un reembolso. Si usted no desea entrar en la clase, por favor desee de baja en la lista de espera para evitar una calificación deficiente o la pérdida de su reembolso.

**Unidades de estudios por semestre**

Para graduarse en cuatro semestres, los estudiantes deberán cursar entre un promedio de 16 unidades transferibles y acreditables por cada semestre. Los estudiantes que deseen tomar más de 18 unidades por semestre, dichas unidades deberán ser aprobadas por un asesor académico. Otras limitaciones en unidades son:

- Estudiantes extranjeros con visa no menos de 12 unidades.
- Los atletas intercolegiales no menos de 12 unidades aprobadas, a lo largo de la temporada deportiva, no menos de 24 unidades aprobadas entre temporadas deportivas.
- Los estudiantes de admisión especial de los grados desde Kindergarten hasta décimo pueden inscribirse en un máximo de 4 unidades.
- Los estudiantes de puente a la universidad de onceavo a doceavo grado se pueden inscribir en un máximo de 8 unidades.

**Repetición de cursos**

En el Colegio de Cerritos registro de previos cursos es revisado electrónicamente para averiguar previos atentados. Todos los cursos tienen limitaciones de repetición. Los estudiantes pueden repetir un curso en el que recibieron una vez una calificación deficiente (D, E, NP, PW) o “W” en cualquier combinación. Los estudiantes que reciben cualquier combinación de calificación deficiente pueden pedir al Comité de Normas y expedientes académicos una excepción a la regla de dos intentos. Todas las peticiones son objeto de aprobación o denegación. Al completar un curso repetido, la calificación ganada más recientemente se registrará en el promedio de calificaciones (GPA) acumulativo y se anotará en el registro académico del estudiante.

Cuando un estudiante repite un curso para mejorar deficiencias académicas, la calificación y crédito anterior no se tomarán en cuenta en la computación de el promedio de calificación general, pero permanecerán en su historial académico. Cursos que sean repetidos aparecerán en el historial académico anotados como corresponde. Cuando una repetición de curso ocurra, el historial académico será permanentemente anotado de una manera entendible y verídica.

Los estudiantes pueden transferir cursos equivalentes de cualquier colegio, universidad o institución académica acreditada para remplazar un curso tomado en Cerritos College que haya tenido una deficiencia académica si el curso fue tomado después de haber resultado en deficiencia en Cerritos College. El estudiante deberá someter una petición al Comité de Records y Regulaciones Académicas para que registren el cambio. El colegio puede honorar las acciones de curso previamente repetido de otros colegios o universidades para determinar la aceptación de créditos, sujeta a petición del estudiante y aprobamiento de el Comité de Records y Regulaciones Académicas.

**Ejemplos de excepciones para la consideración de las limitaciones para repetir un curso**

Una petición de Normas y expedientes académicos se debe presentar para consideración oficial de la repetición del curso. Todas las peticiones son objeto de aprobación o denegación. Contacte la Oficina de Admisiones y Registros para instrucciones específicas.

1. Estudiantes que hayan recibido una “MW” (Dado de Baja Militarmente).
2. Estudiantes con deficiencias cuyas calificaciones son resultado de circunstancias fuera de su control.
3. Cursos en cooperación con trabajo de experiencia, sujetos a determinados máximos tal como se definiera en los procedimientos administrativos del colegio.
4. Ciertos tipos de actividades o cursos para ganar habilidades, sujetos a determinados máximos tal como se definiera en los procedimientos administrativos del colegio.
5. Ciertos cursos para estudiantes con incapacidades, sujetos a determinados máximos tal como se definiera en los procedimientos administrativos de el colegio.

6. La repetición necesaria debido a un mandato legal para entrenamiento. *Dichos cursos pueden ser repetidos un sinfín de veces, a pesar de que dicho curso ha sido oficialmente registrado en el plan de estudios o haya tenido una deficiencia en calificación, y la calificación recibida en cada instancia deberá ser incluida en el certificado de estudios como propósito de calcular el promedio de calificación del estudiante (Title 5, Division 6, Ch. 6 Subchapter 9, §55763).

7. Después de un tiempo calificado como significativo tal como se definiera en los procedimientos administrativos de el colegio.

### Repetición de Cursos

A partir del otoño de 2013, cambió la posibilidad de repetición en danza, drama, educación física, artes visuales y la mayoría de cursos de música. Los cursos de deportes intercollegiales y algunos cursos de música y teatro que se requieren para programas de transferencia son los únicos cursos en estas disciplinas que podrán repetirse; todos los otros cursos que anteriormente podían repetirse se ofrecerán ahora como cursos de una sola inscripción. Se hará una anotación después de la descripción del curso que indique si se permite repetirlo. La universidad ha desarrollado familias de cursos. Las familias de cursos incluyen cursos nuevos y anteriores cuyo contenido está relacionado. Una familia de cursos puede consistir en más de cuatro cursos, pero los estudiantes están limitados a un máximo de cuatro cursos en una misma familia. Además, todas las calificaciones incluyendo las “W” contarán hacia la limitación de inscripción de cuatro cursos. Los estudiantes pueden repetir cursos de arte, danza, drama, música y educación física que se incluyen en las familias de cursos, en los que se obtuvo la calificación de “NP”, “D” o “F” que se asignó una “W”, sin embargo, todas las inscripciones cuentan hacia el máximo de inscripción de cuatro cursos para cada familia de cursos.

### Cambio de domicilio

Cambios de domicilios deben de ser inmediatamente reportados a la Oficina de Admisión y Registro. Cualquier negligencia tendrá como resultado el retraso de fechas para inscripción o el retraso de otras notificaciones importantes. Los cambios de domicilio pueden hacerse en línea al sitio web www.cerritos.edu, en el portal My Cerritos.

### Unidades

Cada curso tomado vale cierto número de “unidades”. Este número es determinado dependiendo el tipo de clase y el número de horas que dura por semana. Por ejemplo, una clase de lectura de tres (3) unidades (inglés o salud) equivale a tres horas por semana durante el periodo regular de 18 semanas que dura un semestre, pero una clase de laboratorio de una (1) unidad equivale a tres horas por semana.

### Definición de una hora de clase

Una hora de clase se define como 50 minutos. Las clases programadas para durar más de una hora siguen fórmulas para permanecer cerca a esta definición. Por ejemplo, una clase programada de 6:00 a 7:30 p. m. (90 minutos) realmente tiene 80 minutos, permitiendo un periodo libre de 10 minutos. Las clases más largas requieren descansos. Cerritos College sigue estos patrones de tiempo.

### Crédito de unidades por servicio militar

Soldados que hayan estado al servicio activo por un periodo de un año o más y quienes hayan sido dados de baja honorably sin haber desertado podrán recibir cuatro (4) unidades de crédito. Las unidades serán designadas como “Crédito por servicio militar” en el certificado de estudios. Para solicitar estas unidades el militar deberá presentar la forma D.D. #214 a la Oficina de Admisión y Registro. Los créditos serán aplicables al Diploma A.A. solamente y no serán aplicables a ningún programa de certificados.

### Militares que se dan de baja

De acuerdo al código de educación 66023, el Consejo de administración de fideicomisos de Cerritos College no impugna a estudiantes que se dan de baja de clases y que son miembros activos de la reserva del servicio militar de los Estados Unidos y quienes reciben órdenes para darse de baja de cursos. Después de haberse verificado dichas órdenes, el estudiante será dado de baja por la administración de todos los cursos y un símbolo “MW” que significa dado de baja por asuntos militares será asignado. No habrá sanción por darse de baja por asuntos militares. Darse de baja por asuntos militares no se contará para poner en periodo de prueba académica ni expulsión.

### Clasificación de estudiantes

#### Estudiante de primer año (Freshman): Aquellos que han acumulado menos de 30 unidades.

#### Estudiante de segundo año (Sophomore): Aquellos que han acumulado 30 o más unidades pero menos de 60 unidades, o aquellos que han completado 60 unidades y que no tienen un certificado.

#### Estudiante graduado: Aquellos que han obtenido un grado de asociado de las artes o un grado más alto.

#### Estudiante de tiempo completo: Estudiante inscrito en 12 o más unidades.

#### Estudiante de tiempo parcial: Estudiante inscrito en menos de 12 unidades.

#### Programa puente: Estudiante que en la actualidad asiste al onceavo grado (11º) o doceavo grado (12º) de la secundaria y quien desea inscribirse para obtener crédito universitario.

#### Admisión especial: Estudiante actualmente inscrito en el décimo grado (K-10th) quien desea inscribirse para obtener crédito universitario.
CURRICULUM AND REQUIREMENTS FOR MAJORS AND CERTIFICATES
### ASSOCIATE DEGREE PROGRAMS, SB1440 CERTIFICATES OF ACHIEVEMENT, TRANSFER AND VERIFICATION OF COMPLETION

<table>
<thead>
<tr>
<th>Program/Track</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>73</td>
</tr>
<tr>
<td>Advanced Accounting</td>
<td>73</td>
</tr>
<tr>
<td>Microcomputer Accounting Clerk</td>
<td>73</td>
</tr>
<tr>
<td>Advanced Microcomputer Accounting Clerk</td>
<td>73</td>
</tr>
<tr>
<td>Payroll Administration</td>
<td>74</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>74</td>
</tr>
<tr>
<td>Administration of Justice in Science</td>
<td>75</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>138</td>
</tr>
<tr>
<td>Agriculture Transfer Requirements</td>
<td>138</td>
</tr>
<tr>
<td>Anthropology</td>
<td>75</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>139</td>
</tr>
<tr>
<td>Architectural Technology</td>
<td>75</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>140</td>
</tr>
<tr>
<td>Art and Design</td>
<td>76</td>
</tr>
<tr>
<td>Art and Design A.A.</td>
<td>76</td>
</tr>
<tr>
<td>Ceramics Track</td>
<td>76</td>
</tr>
<tr>
<td>Drawing and Painting Track</td>
<td>76</td>
</tr>
<tr>
<td>Printmaking Track</td>
<td>76</td>
</tr>
<tr>
<td>Sculpture Track</td>
<td>76</td>
</tr>
<tr>
<td>Graphic Design Track</td>
<td>76</td>
</tr>
<tr>
<td>Digital Arts Verification of Completion</td>
<td>196</td>
</tr>
<tr>
<td>Art History Associate in Arts Degree for Transfer</td>
<td>76</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>140</td>
</tr>
<tr>
<td>Computer Animation</td>
<td>77</td>
</tr>
<tr>
<td>Desktop Publishing/Journalism Verification of Completion</td>
<td>202</td>
</tr>
<tr>
<td>Digital Graphics Foundation Verification of Completion</td>
<td>196</td>
</tr>
<tr>
<td>Digital Layout Foundation Verification of Completion</td>
<td>196</td>
</tr>
<tr>
<td>Lettering Arts Verification of Completion</td>
<td>196</td>
</tr>
<tr>
<td>3D Animation Foundation Verification of Completion</td>
<td>196</td>
</tr>
<tr>
<td>Automotive Collision Repair</td>
<td>77</td>
</tr>
<tr>
<td>General Automotive Collision Repair</td>
<td>77</td>
</tr>
<tr>
<td>Structural Damage Specialist Verification of Completion</td>
<td>197</td>
</tr>
<tr>
<td>Automotive Customizing and Fabrication Verification of Completion</td>
<td>197</td>
</tr>
<tr>
<td>Custom Painting Verification of Completion</td>
<td>197</td>
</tr>
<tr>
<td>Automotive Damage Appraisal Verification of Completion</td>
<td>197</td>
</tr>
<tr>
<td>Automotive Mechanical Repair Technology</td>
<td>77</td>
</tr>
<tr>
<td>General Technician</td>
<td>77</td>
</tr>
<tr>
<td>Electrical/Diagnosis Technician</td>
<td>77</td>
</tr>
<tr>
<td>Engine/Machine Technology</td>
<td>78</td>
</tr>
<tr>
<td>Manufacture Specialty</td>
<td>78</td>
</tr>
<tr>
<td>Automotive Management</td>
<td>78</td>
</tr>
<tr>
<td>Alternate Fuels Service Technician</td>
<td>78</td>
</tr>
<tr>
<td>Installer Verification of Completion</td>
<td>197</td>
</tr>
<tr>
<td>Biology Transfer Requirements</td>
<td>143</td>
</tr>
<tr>
<td>Botany Transfer Requirements</td>
<td>145</td>
</tr>
<tr>
<td>Business Administration</td>
<td>78</td>
</tr>
<tr>
<td>Business Administration</td>
<td>78</td>
</tr>
<tr>
<td>Business Management</td>
<td>79</td>
</tr>
<tr>
<td>Business Marketing</td>
<td>79</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>79</td>
</tr>
<tr>
<td>International Business</td>
<td>80</td>
</tr>
<tr>
<td>Retail Management</td>
<td>80</td>
</tr>
<tr>
<td>Small Business Management/Entrepreneurship</td>
<td>81</td>
</tr>
<tr>
<td>Business Administration Minor</td>
<td>197</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>146</td>
</tr>
<tr>
<td>Business Communications Office Technology</td>
<td>81</td>
</tr>
<tr>
<td>General Office</td>
<td>81</td>
</tr>
<tr>
<td>Secretary/Administrative Assistant</td>
<td>82</td>
</tr>
<tr>
<td>Chemistry Transfer Requirements</td>
<td>147</td>
</tr>
<tr>
<td>Chicano Studies Transfer Requirements</td>
<td>148</td>
</tr>
<tr>
<td>Child Development/Early Childhood</td>
<td>82</td>
</tr>
<tr>
<td>Associate Teacher Verification of Completion</td>
<td>82</td>
</tr>
<tr>
<td>Preschool Director Verification of Completion</td>
<td>83</td>
</tr>
<tr>
<td>The Child Development Permit</td>
<td>82</td>
</tr>
<tr>
<td>Assistant – The Child Development Verifications</td>
<td>82</td>
</tr>
<tr>
<td>Child Development/Early Childhood</td>
<td>83</td>
</tr>
<tr>
<td>Child Development/Preschool Director</td>
<td>83</td>
</tr>
<tr>
<td>Computer and Information Science</td>
<td>83</td>
</tr>
<tr>
<td>iSeries 400 Specialist</td>
<td>84</td>
</tr>
<tr>
<td>Microcomputer Specialist</td>
<td>84</td>
</tr>
<tr>
<td>Networking Technicians/Operators</td>
<td>84</td>
</tr>
<tr>
<td>Operator</td>
<td>85</td>
</tr>
<tr>
<td>Programmer</td>
<td>85</td>
</tr>
<tr>
<td>Computer and Information Sciences System Analyst</td>
<td>86</td>
</tr>
<tr>
<td>Systems Analyst Verification of Completion</td>
<td>197</td>
</tr>
<tr>
<td>Cyber Security Verification of Completion</td>
<td>198</td>
</tr>
<tr>
<td>Database Application Development for Microsoft Access Verification of Completion</td>
<td>198</td>
</tr>
<tr>
<td>IBM iSeries 400 Server Operators Verification of Completion</td>
<td>198</td>
</tr>
<tr>
<td>Linux Application Productivity Verification of Completion</td>
<td>198</td>
</tr>
<tr>
<td>Microsoft Systems Administrator Verification of Completion</td>
<td>198</td>
</tr>
<tr>
<td>Network Administrator Verification of Completion</td>
<td>198</td>
</tr>
<tr>
<td>Project Management for Information Technology Verification of Completion</td>
<td>199</td>
</tr>
<tr>
<td>Software Development in C++/Visual C# Verification of Completion</td>
<td>199</td>
</tr>
<tr>
<td>Software Development in Database Application Verification of Completion</td>
<td>199</td>
</tr>
<tr>
<td>Software Development in Java Verification of Completion</td>
<td>199</td>
</tr>
<tr>
<td>Software Development in the Unix/Linux Environment Verification of Completion</td>
<td>199</td>
</tr>
<tr>
<td>Software Development in Visual Basic.Net Verification of Completion</td>
<td>199</td>
</tr>
<tr>
<td>Web Client Development Verification of Completion</td>
<td>200</td>
</tr>
<tr>
<td>Web Server Development Verification of Completion</td>
<td>200</td>
</tr>
<tr>
<td>Computer Science Transfer Requirements</td>
<td>149</td>
</tr>
</tbody>
</table>
Curriculum and Requirements for Majors and Certificates

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>86</td>
</tr>
<tr>
<td>Esthetician</td>
<td>87</td>
</tr>
<tr>
<td>Court Reporting and Captioning Careers</td>
<td>87</td>
</tr>
<tr>
<td>State Requirements</td>
<td>87</td>
</tr>
<tr>
<td>Captioning Post-Production Verification of Completion</td>
<td>200</td>
</tr>
<tr>
<td>Hearing Reporter</td>
<td>88</td>
</tr>
<tr>
<td>Proofreader–Court Reporting Methods</td>
<td>89</td>
</tr>
<tr>
<td>Realtime Captioner Verification of Completion</td>
<td>200</td>
</tr>
<tr>
<td>Realtime Rapid Text Entry</td>
<td>89</td>
</tr>
<tr>
<td>Scopist for Court Reporters</td>
<td>89</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>89</td>
</tr>
<tr>
<td>Chef’s Training</td>
<td>89</td>
</tr>
<tr>
<td>Professional Baking and Pastry</td>
<td>89</td>
</tr>
<tr>
<td>Dance</td>
<td>89</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>150</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>90</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>92</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>151</td>
</tr>
<tr>
<td>Economics Transfer Requirements</td>
<td>152</td>
</tr>
<tr>
<td>Educational Technology</td>
<td>95</td>
</tr>
<tr>
<td>Instructional Multi-Media</td>
<td>95</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>96</td>
</tr>
<tr>
<td>Electrical and Electronic Engineering Technician</td>
<td>96</td>
</tr>
<tr>
<td>Mechanical Engineering Technician</td>
<td>96</td>
</tr>
<tr>
<td>Industrial Engineering Technician</td>
<td>96</td>
</tr>
<tr>
<td>Engineering Transfer Requirements</td>
<td>153</td>
</tr>
<tr>
<td>Engineering Design Technology</td>
<td>96</td>
</tr>
<tr>
<td>Machine Design and Manufacturing</td>
<td>200</td>
</tr>
<tr>
<td>3-D Parametric Modeling Design and Presentations</td>
<td>200</td>
</tr>
<tr>
<td>Design with Autodesk Map 3-D</td>
<td>200</td>
</tr>
<tr>
<td>Solid Modeling</td>
<td>200</td>
</tr>
<tr>
<td>Engineering Design and Production Technology</td>
<td>96</td>
</tr>
<tr>
<td>Engineering Design Technology</td>
<td>200</td>
</tr>
<tr>
<td>Engineering Design and Production Technology</td>
<td>96</td>
</tr>
<tr>
<td>English</td>
<td>97</td>
</tr>
<tr>
<td>Associate in Arts Degree for Transfers</td>
<td>97</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>155</td>
</tr>
<tr>
<td>Creative Writing/Screenwriting Verification of Completion</td>
<td>201</td>
</tr>
<tr>
<td>Family and Consumer Science (Career Pathways)</td>
<td>156</td>
</tr>
<tr>
<td>Child Development &amp; Family Studies</td>
<td>156</td>
</tr>
<tr>
<td>Consumer Affairs</td>
<td>156</td>
</tr>
<tr>
<td>Family and Consumer Sciences Education</td>
<td>157</td>
</tr>
<tr>
<td>Fashion Design, Manufacturing and Merchandising</td>
<td>157</td>
</tr>
<tr>
<td>Concentration</td>
<td>157</td>
</tr>
<tr>
<td>Family Life Education</td>
<td>157</td>
</tr>
<tr>
<td>Textiles and Clothing</td>
<td>157</td>
</tr>
<tr>
<td>Bachelor of Science in Dietetics and Food Administration – Food Science</td>
<td>157</td>
</tr>
<tr>
<td>Hospitality Foodservice and Hotel Management</td>
<td>157</td>
</tr>
<tr>
<td>Nutrition and Dietetics</td>
<td>157</td>
</tr>
<tr>
<td>Film</td>
<td>98</td>
</tr>
<tr>
<td>Forestry Transfer Requirements</td>
<td>158</td>
</tr>
<tr>
<td>French Transfer Requirements</td>
<td>158</td>
</tr>
<tr>
<td>General Education</td>
<td>98</td>
</tr>
<tr>
<td>CSUGE Breadth</td>
<td>98</td>
</tr>
<tr>
<td>IGETC</td>
<td>98</td>
</tr>
<tr>
<td>Geography Transfer Requirements</td>
<td>159</td>
</tr>
<tr>
<td>Geology Transfer Requirements</td>
<td>159</td>
</tr>
<tr>
<td>German Transfer Requirements</td>
<td>161</td>
</tr>
<tr>
<td>History</td>
<td>98</td>
</tr>
<tr>
<td>Associate in Arts Degree for Transfer</td>
<td>98</td>
</tr>
<tr>
<td>Transfer Requirements</td>
<td>161</td>
</tr>
<tr>
<td>International Studies</td>
<td>100</td>
</tr>
<tr>
<td>Global Politics and Diplomacy</td>
<td>100</td>
</tr>
<tr>
<td>Global Resources</td>
<td>100</td>
</tr>
<tr>
<td>World Cultures</td>
<td>101</td>
</tr>
<tr>
<td>Industrial Technology Transfer Requirements</td>
<td>163</td>
</tr>
<tr>
<td>Construction Option Transfer Requirements</td>
<td>163</td>
</tr>
<tr>
<td>Electronics Option Transfer Requirements</td>
<td>164</td>
</tr>
<tr>
<td>Manufacturing Option Transfer Requirements</td>
<td>164</td>
</tr>
<tr>
<td>Quality Assurance Career Pathway</td>
<td>165</td>
</tr>
<tr>
<td>Insurance – Property and Casualty</td>
<td>101</td>
</tr>
<tr>
<td>Law (Paralegal)</td>
<td>101</td>
</tr>
<tr>
<td>Program Approved by American Bar Association</td>
<td>101</td>
</tr>
<tr>
<td>Optional Specialties</td>
<td>102</td>
</tr>
<tr>
<td>Business Law</td>
<td>102</td>
</tr>
<tr>
<td>Commercial</td>
<td>102</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>102</td>
</tr>
<tr>
<td>Family Law</td>
<td>102</td>
</tr>
<tr>
<td>Law Legal Minor</td>
<td>201</td>
</tr>
<tr>
<td>Legal Technology</td>
<td>102</td>
</tr>
<tr>
<td>Litigation</td>
<td>102</td>
</tr>
<tr>
<td>Probate and Estate Planning</td>
<td>102</td>
</tr>
<tr>
<td>Liberal Arts and Sciences</td>
<td>102</td>
</tr>
<tr>
<td>Art and Culture</td>
<td>103</td>
</tr>
<tr>
<td>Communication</td>
<td>103</td>
</tr>
<tr>
<td>Culture and Society</td>
<td>104</td>
</tr>
<tr>
<td>Earth and Space Sciences</td>
<td>105</td>
</tr>
<tr>
<td>Historical Perspective</td>
<td>105</td>
</tr>
<tr>
<td>Literature and Languages</td>
<td>106</td>
</tr>
<tr>
<td>Media Studies</td>
<td>107</td>
</tr>
<tr>
<td>Self-Development And Social Behavior</td>
<td>107</td>
</tr>
<tr>
<td>Social And Behavioral Science</td>
<td>108</td>
</tr>
<tr>
<td>Visual Communication</td>
<td>109</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>109</td>
</tr>
<tr>
<td>Machinist Option</td>
<td>109</td>
</tr>
<tr>
<td>Numerical Control Machine Operator Option</td>
<td>109</td>
</tr>
<tr>
<td>Numerical Control Tool Programmer Option</td>
<td>110</td>
</tr>
<tr>
<td>Tool and Die Maker Option</td>
<td>110</td>
</tr>
<tr>
<td>Machine Tool Technology-Mastercam</td>
<td>201</td>
</tr>
<tr>
<td>Manufacturing Technology (MFGT)</td>
<td>201</td>
</tr>
<tr>
<td>Quality Assurance (QA) Verification of Completion</td>
<td>201</td>
</tr>
<tr>
<td>Quality Control (QC) Verification of Completion</td>
<td>201</td>
</tr>
</tbody>
</table>
Curriculum and Requirements for Majors and Certificates

Table of Contents

- Statistical Process Control (SPC) Verification of Completion ........................................ 201
- Total Quality Management (TQM) Verification of Completion ........................................ 201
- ISO 9001-2008 Verification of Completion ........................................................................... 201
- Advanced Quality Systems (AQS) Verification of Completion ......................................... 202
- Materials and Processes Verification of Completion .............................................................. 202
- Mass Communications ........................................................................................................... 110
- Broadcast Media A.A. ........................................................................................................... 110
- Journalism A.A. ..................................................................................................................... 110
- Journalism Associate in Arts Degree for Transfer ................................................................. 111
- Transfer Requirements .......................................................................................................... 165
- Journalism Certificate ........................................................................................................... 111
- Radio/Television Broadcast Announcing Verification of Completion .................................... 202
- Broadcast Journalism Verification of Completion .................................................................... 202
- Desktop Publishing/Journalism Verification of Completion ................................................ 202
- Online Journalism Verification of Completion ....................................................................... 202
- Photographic Journalism Verification of Completion ........................................................... 203
- Public Relations ..................................................................................................................... 112
- Mathematics Transfer Requirements ..................................................................................... 166
- Mathematics Option ............................................................................................................. 166
- Math Education Option ........................................................................................................ 166
- Computer Science Cognate ................................................................................................... 166
- Economics Cognate .............................................................................................................. 166
- Physics/Engineering Cognate ............................................................................................... 166
- Chemistry Cognate ............................................................................................................... 166
- Mathematics of Computation/B.S. Option ............................................................................ 167
- Mathematics/Applied/Science/B.S. Option ........................................................................... 167
- Mathematics/Economics/B.S. Option ................................................................................... 167
- Computational Math Track/B.S. Option ................................................................................ 167
- Applied Math Track/B.S. Option ............................................................................................ 167
- Medical Assistant ................................................................................................................ 112
- Mental Health Worker ......................................................................................................... 114
- Microbiology Transfer Requirements .................................................................................... 168
- Music ..................................................................................................................................... 114
- Music – General A.A. ............................................................................................................ 114
- Commercial Music A.A. ....................................................................................................... 115
- Transfer Requirements ......................................................................................................... 169
- Piano ...................................................................................................................................... 115
- Natural Sciences .................................................................................................................... 115
- New Product Development ................................................................................................ 116
- Automotive Aftermarket Product Development Option ...................................................... 116
- New Product Development and Fabrication Option .............................................................. 116
- Nursing ................................................................................................................................. 117
- Option A – Associate in Arts Degree .................................................................................... 121
- Option B – LPT-ADN Mobility Major .................................................................................... 121
- Option C – LVN-ADN Mobility Major .................................................................................... 122
- Option D – LVN-30 Unit Option ............................................................................................ 122
- Option E – Transfer and Challenge ....................................................................................... 122
- Option F – Board of Registered Nursing Referral ................................................................. 122
- Transfer Requirements ......................................................................................................... 170
- Pharmacy Technology .......................................................................................................... 123
- Pharmacy Technician .......................................................................................................... 123
- Philosophy Transfer Requirements ....................................................................................... 172
- Photography .......................................................................................................................... 124
- Photography A.A. ................................................................................................................. 124
- Transfer Requirements ......................................................................................................... 172
- Digital Photography Verification of Completion .................................................................... 203
- Fine Art Photography Verification of Completion ................................................................... 203
- Occupational Preparedness in Photography Verification of Completion ............................ 203
- Traditional Black-and-White Photography Verification of Completion .............................. 203
- Physical Education ............................................................................................................... 124
- Aerobic Fitness ...................................................................................................................... 125
- Fitness ................................................................................................................................... 125
- Aquatics ................................................................................................................................. 125
- Team Activities ..................................................................................................................... 125
- Individual Activities ............................................................................................................. 125
- Exercise Science .................................................................................................................... 126
- Physical Education Transfer Requirements ......................................................................... 173
- Kinesiology Associate in Arts Degree for Transfer ............................................................... 126
- Exercise Science: Athletic Trainer ....................................................................................... 127
- Exercise Science: Fitness Specialist ..................................................................................... 126
- Coaching Verification of Completion .................................................................................... 204
- Physical Therapist Assistant ............................................................................................... 127
- Physics .................................................................................................................................. 129
- Associate in Arts Degree for Transfer .................................................................................. 129
- Transfer Requirements ......................................................................................................... 176
- Plastics/Composites Manufacturing Technology (PMT) ....................................................... 129
- Composites Manufacturing Option ....................................................................................... 129
- Composite Inspection Option ............................................................................................... 129
- Plastic/Composite Tool Design Option ................................................................................ 129
- Plastics Manufacturing Option ............................................................................................ 129
- Inspection and Testing Specialty Verification of Completion ............................................... 204
- Injection Molding Specialty Verification of Completion ..................................................... 204
- Moldmaking Specialty Verification of Completion ................................................................ 204
- Fiberglass Specialty Verification of Completion ................................................................... 205
- Composites Specialty Verification of Completion ............................................................... 205
- Fiberglass/Composite Repair Specialty Verification of Completion .................................... 205
- Tooling Specialty Verification of Completion ....................................................................... 205
- Political Science Transfer Requirements .............................................................................. 176
- Pre-Medical Career Pathways .............................................................................................. 177
- Pre-Chiropractic ................................................................................................................... 177
- Pre-Dental ............................................................................................................................. 178
- Pre-Medical .......................................................................................................................... 179
- Pre-Optometry ...................................................................................................................... 180
- Pre-Pharmacy ....................................................................................................................... 181
- Pre-Physical Therapy .......................................................................................................... 183
- Pre-Veterinary ....................................................................................................................... 184
- Psychology Associate in Arts Degree for Transfer ............................................................... 129
- Psychology Transfer Requirements ....................................................................................... 186
Curriculum and Requirements for Majors and Certificates

Real Estate .................................................. 130
Sign Language .............................................. 205
Social Welfare Career Pathways Transfer Requirements ................. 187
Sociology .................................................... 131
  Associate in Arts Degree for Transfer ................................ 131
  Transfer Requirements ..................................... 187
Spanish Transfer Requirements ........................................... 188
Speech .......................................................... 189
  Transfer Requirements ...................................... 189
  Communication Studies ..................................... 132
  Speech Communication ..................................... 132
Speech-Language Pathology Aide ........................................ 132
Speech-Language Pathology Assistant .................................. 133
Teaching Credential Preparation Career Pathways ....................... 190
  Single Subject Teaching Credential ......................... 190
  Multiple-Subject Teaching Credential ....................... 190
  CREST ...................................................... 190
Theatre Arts .................................................. 133
  Theatre Arts A.A. .......................................... 133
  Acting Emphasis ......................................... 133
  Technical Emphasis ..................................... 133
  Transfer Requirements .................................... 192
  Entertainment Technology Occupational Programs ............... 205
Welding ........................................................ 134
  Welding Basic Core Option ................................ 134
  Arc Welding Option ...................................... 134
  Gas Tungsten Arc Welding Option .......................... 134
  Pipe Welding Option ...................................... 134
  Welding Fabrication and Layout ............................ 134
Wildlife Management and Conservation Transfer Requirements ... 194
Women's Studies ............................................. 134
Woodworking Manufacturing Technologies ............................ 135
  WMT Basic Core ......................................... 135
  Cabinetmaking ........................................... 135
  Furniture Making ........................................ 136
  CNC Woodworking ........................................ 205
  Architectural Millwork ................................... 205
  Handtools .................................................. 205
Zoology Transfer Requirements ........................................ 194
Non-Credit Certificate Of Completion .................................. 206
  Building Trade and Construction Industry
    Pre-Apprenticeship ..................................... 206
  GED Test Preparation in English ................................ 207
  Vocational English as a Second Language ...................... 207
  GED Test Preparation in Spanish ............................ 207
  English as a Second Language .............................. 207
CERTIFICATE OF ACHIEVEMENT
Cerritos College is authorized to award a Certificate of Achievement to any student who satisfactorily completes an organized curricula designed for a specific occupational goal. In order to obtain a Certificate, a student must satisfy the following requirements:
1. Complete the course requirements for the chosen program of study as detailed in the “Programs of Study” section of this catalog.
2. Maintain a minimum grade point average of “C” (2.0) in all required courses, including a GPA of 2.0 for all departmental courses specified, as well as a 2.0 for all courses outside the major designated as requirements in the curriculum pattern.
3. A minimum of twelve (12) units of course work within the certificate must be taken at Cerritos College if Certificate of Achievement is to be awarded by this institution.
4. Upon completion of required course work, file a “Petition for Certificate of Achievement” form. The petitions are available in the Counseling Center.
5. Units earned toward the Certificate of Achievement may be applied toward an Associate in Arts Degree.
6. Credit toward the Certificate of Achievement is not granted for classes taken as part of the Adult Education Program.
7. Courses completed for a Certificate of Achievement that are also to fulfill requirements for the major in an A.A. Degree must be completed with a grade of Pass, or “C” or better.

REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)
California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded and AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to CSU program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Currently approved AAT/ASTs include: Administration of Justice, Art History, Communication Studies, English, History, Journalism, Kinesiology, Physics, Psychology and Sociology.
ACCOUNTING

CAREER OPPORTUNITIES:
Accountant
Tax Preparer
Market

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS UNITS
*ACCT 101 Fundamentals of Accounting I 4
ACCT 102 Fundamentals of Accounting II 4
ACCT 131 Computerized Accounting-IBM 3
ACCT 133 Spreadsheet Accounting I 3
ACCT 201 Intermediate Accounting I 4
ACCT 202 Intermediate Accounting II 4
FIN 125 Personal Finance 3
or ACCT 60 QuickBooks Accounting (1.5)
and ACCT 61 Turbo Tax Accounting (1.5)
ACCT 240 Cost Accounting 4
or ACCT 241 Managerial Accounting (4)
ACCT 250 Income Tax Accounting 3
or ACCT 130 Payroll Tax Accounting (3)
FIN 51 Retirement Planning and Investing 1.5

TOTAL CERTIFICATE REQUIREMENTS: 33.5

*Prerequisite for ACCT 101 is ACCT 100

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Accounting and complete General Education requirements to achieve a minimum of 60 units.

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

RECOMMENDED COURSES

BA 100 Fundamentals of Business 3
LAW 111 Business Law 3
BCOT 147 Business Communications 3

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

ADVANCED ACCOUNTING

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS UNITS
Complete the Accounting Certificate Requirements: 33.5

Plus any three of the following four courses:

ACCT 240 Cost Accounting 4
ACCT 241 Managerial Accounting 4
ACCT 270 Fundamentals of Auditing 3
ACCT 280 Advanced Accounting 3

TOTAL CERTIFICATE REQUIREMENTS: 43.5/44.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Advanced Accounting and complete General Education requirements to achieve a minimum of 60 units.

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

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

RECOMMENDED COURSE

LAW 110 Business Law 3

MICROCOMPUTER ACCOUNTING CLERK

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS UNITS
ACCT 100 Introduction to Accounting 3
ACCT 101 Fundamentals of Accounting I 4
ACCT 131 Computerized Accounting-IBM 3
ACCT 133 Spreadsheet Accounting I 3
FIN 125 Personal Finance 3
or ACCT 60 QuickBooks Accounting (1.5)
and ACCT 61 Turbo Tax Accounting (1.5)
FIN 51 Retirement Planning and Investing 1.5
CIS 102 Introduction to Microcomputer Hardware & Applications Software 3

TOTAL CERTIFICATE REQUIREMENTS: 20.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Microcomputer Accounting Clerk and complete General Education requirements to achieve a minimum of 60 units.

RECOMMENDED COURSES

*ACCT 130 Payroll Tax Accounting 3
LAW 111 Business Law 3
BCOT 108 WordPerfect for Windows 3.5
or BCOT 112 Microsoft Word (3.5)
BCOT 147 Business Communications 3
INSR 121 Insurance Principles: Property and Liability 3

*Required for Advanced Microcomputer Accounting Clerk Certificate

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

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

ADVANCED MICROCOMPUTER ACCOUNTING CLERK

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS UNITS
Complete Microcomputer Accounting Clerk Certificate Requirements: 20.5

Plus any three of the following courses

ACCT 130 Payroll Tax Accounting 3
ACCT 250 Income Tax Accounting 3
LAW 111 Business Law 3
or BA 100 Fundamentals of Business (3)

TOTAL CERTIFICATE REQUIREMENTS: 29.5
ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for Certificate of Achievement in Advanced Microcomputer Accounting Clerk and complete General Education requirements to achieve a minimum of 60 units.

RECOMMENDED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 100</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>LAW 111</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 108</td>
<td>WordPerfect for Windows</td>
<td>3.5</td>
</tr>
<tr>
<td>or BCOT 112</td>
<td>Microsoft Word</td>
<td>(3.5)</td>
</tr>
</tbody>
</table>

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

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

PAYROLL ADMINISTRATION

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Division/Department</th>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 60</td>
<td>Quickbooks Accounting</td>
<td>1.5</td>
</tr>
<tr>
<td>ACCT 100</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 130</td>
<td>Payroll Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 133</td>
<td>Spreadsheet Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 230</td>
<td>Advanced Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 250</td>
<td>Income Tax Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 231</td>
<td>Current Topics in Payroll Accounting</td>
<td>1.5</td>
</tr>
<tr>
<td>LAW 105</td>
<td>Intro to Federal and California Employment</td>
<td>3</td>
</tr>
<tr>
<td>BA 106</td>
<td>Human Resource Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL CERTIFICATE REQUIREMENTS:</td>
<td>21</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Payroll Administration and complete General Education requirements to achieve a minimum of 60 units.

RECOMMENDED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 131</td>
<td>Computerized Accounting –IBM</td>
<td>3</td>
</tr>
<tr>
<td>BA 117</td>
<td>Introduction to Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 46</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 114</td>
<td>Introduction to Microsoft Office</td>
<td>3.5</td>
</tr>
<tr>
<td>or CIS 102</td>
<td>Introduction to Microcomputer Hardware</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>and Applications Software</td>
<td></td>
</tr>
</tbody>
</table>

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

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

ADMINISTRATION OF JUSTICE

ASSOCIATE IN ARTS DEGREE

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

Six units of elective, non-transferable Administration of Justice Pass may be granted to employed peace officers that have completed a basic P.O.S.T. academy.

CAREER OPPORTUNITIES:

Police Officer
Deputy Sheriff
Correctional Officer
Investigator

Civil service regulations and state laws govern the appointment of public law enforcement officers. Eligibility depends on performance in competitive exams in addition to education and experience. The positions have rigorous physical, psychological and integrity requirements. Employment is further conditioned on completion of a satisfactory background investigation. Completion of the Baccalaureate transfer Major Requirements provides the educational potential for advancement to supervisory and management positions or entry to graduate studies or law school.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units, including: (1) the Administration of Justice Core and Department requirements, (2) A.A. Degree General Education requirements, and (3) additional elective courses as needed.

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

DEPARTMENT REQUIREMENTS

REQUARED (12 UNITS)

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

ELECTIVE GROUP

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 71</td>
<td>First Aid (AJ)</td>
<td>2</td>
</tr>
<tr>
<td>AJ 107</td>
<td>Introduction to Corrections, Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>AJ 173</td>
<td>Administrative Justice Occupational Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>AJ 208</td>
<td>Special Issues in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>AJ 221</td>
<td>Narcotics and Vice Control</td>
<td>3</td>
</tr>
<tr>
<td>AJ 222</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 298</td>
<td>Directed Studies</td>
<td>1</td>
</tr>
<tr>
<td>AJ 299</td>
<td>Directed Studies</td>
<td>2</td>
</tr>
<tr>
<td>BCOT 131</td>
<td>Beginning College Keyboarding &amp; Document Processing (Recommended)</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 223</td>
<td>Spanish for Careers</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 101</td>
<td>Beginning Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>LAW 100</td>
<td>Introduction to California Civil Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 103</td>
<td>Legal Research</td>
<td>3</td>
</tr>
</tbody>
</table>
ADMINISTRATION OF JUSTICE

ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)

REQUIRED CORE (3)_UNITS
AJ 101 Introduction to Administration of Justice 3
AJ 102 Concepts of Criminal Law 3

List A: Select any two of the following courses (6 units total)
AJ 103 Criminal Procedures 3
AJ 104 Criminal Evidence 3
AJ 105 Community Relations 3
AJ 107 Introduction to Corrections, Probation and Parole 3
AJ 220 Criminal Investigation 3
AJ 222 Juvenile Procedures 3

List B: Select any two of the following courses (6 units total)
SOC 101 Introductory Sociology Principles 3
PSYC 201 Elementary Statistics 4
or MATH 112 Elementary Statistics (4)
PSYC 101 General Introductory Psychology 4
AJ 110 Patrol Procedures and Enforcement Tactics 3
AJ 173 Administration of Justice Occupational Work Experience 3
AJ 202 Substantive Law 3
AJ 208 Special Issues in Law Enforcement 3
AJ 221 Narcotics and Vice Control 3

ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER REQUIREMENTS:

Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Complete a minimum of 18 semester units in the major as detailed in the catalog. Each course in the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis (title 5 55063).

Be certified as having completed the California State University-General Education- Breadth pattern (CSU- GE Breadth); OR the Inter-segmental General Education Transfer Curriculum (IGETC) pattern. Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by Cerritos College. In addition, no developmental or non-collegiate level course work will be counted in the total units for this degree.

ANTHROPOLOGY

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

ANTH 100 Cultural Anthropology 3
ANTH 115 Physical Anthropology 3
ANTH 120 Introduction to Archaeology 3
ANTH 170 Introduction to Language and Culture 3

Select any two additional courses as electives for a total of 18 units.

ANTH 200 Native Peoples of North America 3
ANTH 201 Native Peoples of California 3
ANTH 202 The Maya, Inca & Aztecs: Ancient Civilization of the Americas 3

ANTH 203 The Anthropology of Magic, Witchcraft and Religion 3
ANTH 205 The Anthropology of Sexuality and Gender 3
SOC 205 Introduction to Social Research Methods 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the above courses and units, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: Employment as an Architectural Drafts person or Architectural CAD Drafter.

CERTIFICATE OF ACHIEVEMENT

REQUARED COURSES_UNITS
ARCH 110 Introduction to Architecture and Environmental Design 3
or ARCH 114 Green Architecture and LEED (3)
ARCH 111 Architectural Drafting and Design I 3
ARCH 112 History of Architecture 3
ARCH 113 Building Codes 4
ARCH 121 Architectural Drafting and Design II 3
ARCH 123 Introduction to 2D Computer Aided Drafting 4
ARCH 212 Architectural Design Theory I 3
ARCH 213 Introduction to 3D Computer Aided Drafting 4
ARCH 221 AutoCAD Architecture 4
or ARCH 223 REVIT Architecture (3)
ART 110 Freehand Drawing 3

TOTAL CERTIFICATE UNITS 34

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above course requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

RECOMMENDED ELECTIVES: ART 185, BA 100, ENGT 255, PSYC 101, RE 101.

CAREER OPPORTUNITIES: Employment as an Architectural Drafts person or Architectural CAD Drafter.

RELATED TRANSFER PROGRAMS: See Architecture and Industrial Technology – Construction.

See Counseling for information.
ART AND DESIGN

CAREER OPPORTUNITIES:
- Advertising*
- Antique Dealer
- Architect*
- Art Therapist*
- Cartoonist
- Ceramist/Ceramics Lab Tech
- Curator*
- Computer Game Designer*
- Designer (floral, graphics, interior)*

*Bachelor's degree normally required.

ASSOCIATE IN ARTS DEGREE

REQUIRED FOUNDATIONAL COURSES (15 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>Art History II: Renaissance to Rococo</td>
<td>3</td>
</tr>
<tr>
<td>or ART 103</td>
<td>Art History III: Neoclassical to Present</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 110</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
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</table>

CERAMICS — REQUIRED (6 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ART 150</td>
<td>Introduction to Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 151</td>
<td>Ceramics—Beginning Wheelthrowing</td>
<td>3</td>
</tr>
</tbody>
</table>

DRAWING AND PAINTING — REQUIRED (9 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 130A</td>
<td>Fundamentals of Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 130B</td>
<td>Fundamentals of Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 136</td>
<td>Painting for Art Majors</td>
<td>3</td>
</tr>
</tbody>
</table>

PRINTMAKING — REQUIRED (9 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 116</td>
<td>Beginning Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 117</td>
<td>Intermediate Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 218</td>
<td>Screenprinting</td>
<td>3</td>
</tr>
<tr>
<td>or ART 219</td>
<td>Advanced Etching</td>
<td>(3)</td>
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</table>

SCULPTURE — REQUIRED (11 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 160</td>
<td>Life Sculpture</td>
<td>2</td>
</tr>
<tr>
<td>ART 162</td>
<td>Introduction to Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 163</td>
<td>The Techniques of Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 264</td>
<td>Sculpture-Stonecarving</td>
<td>3</td>
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GRAPHIC DESIGN — REQUIRED (18 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART 182A</td>
<td>Lettering and Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 184</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 186</td>
<td>Computer Graphics with Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>ART 188</td>
<td>Design for Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>ART 192</td>
<td>Photoshop/Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 196</td>
<td>Web Design with Flash &amp; Dreamweaver</td>
<td>3</td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 252</td>
<td>Ceramics—Form and Technique</td>
<td>3</td>
</tr>
<tr>
<td>ART 253</td>
<td>Ceramics—Form and Content</td>
<td>3</td>
</tr>
</tbody>
</table>

DRAWING AND PAINTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 213</td>
<td>Intermediate Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 237</td>
<td>Life Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 238</td>
<td>Special Studies in Painting</td>
<td>3</td>
</tr>
</tbody>
</table>

GRAPHIC DESIGN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 180</td>
<td>Calligraphy I</td>
<td>3</td>
</tr>
<tr>
<td>ART 181</td>
<td>Calligraphy II</td>
<td>3</td>
</tr>
<tr>
<td>ART 182B</td>
<td>Lettering and Typography</td>
<td>3</td>
</tr>
<tr>
<td>ART 185</td>
<td>Rendering I</td>
<td>3</td>
</tr>
<tr>
<td>ART 285</td>
<td>Rendering II</td>
<td>3</td>
</tr>
<tr>
<td>BA 110</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

MULTIMEDIA DESIGN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOTO 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 102</td>
<td>Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 112</td>
<td>Intermediate Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 184</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 103</td>
<td>Computer Programming Logic</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming in HTML for the World Wide Web</td>
<td>1.5</td>
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</table>

PRINTMAKING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 218</td>
<td>Screenprinting</td>
<td>3</td>
</tr>
<tr>
<td>ART 219</td>
<td>Advanced Etching</td>
<td>3</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include: (1) Above art courses and units requirements, (2) A.A. Degree General Education requirements and (3) electives as needed.

ART HISTORY

ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE (12 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History I: Prehistory-Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>Art History II: Renaissance to Rococo</td>
<td>3</td>
</tr>
<tr>
<td>and ART 103</td>
<td>Art History III: Neoclassical to Present</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Freehand Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST A (SELECT ONE): 3 UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 107</td>
<td>Asian Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>African Art</td>
<td>3</td>
</tr>
<tr>
<td>or ART 105A</td>
<td>The Arts of Latin American and the Caribbean:</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Pre-Columbian</td>
<td></td>
</tr>
<tr>
<td>or ART 105B</td>
<td>The Arts of Latin America and the Caribbean:</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>Colonial to the Present</td>
<td></td>
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</tbody>
</table>

LIST B (SELECT ONE): 3 UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 194</td>
<td>Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 150</td>
<td>Introduction to Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 162</td>
<td>Introduction to Sculpture</td>
<td>3</td>
</tr>
</tbody>
</table>
LIST C (SELECT ONE): 3-5 UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 108</td>
<td>Black Images in Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 108</td>
<td>Black Images in Popular Culture</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 109</td>
<td>Gender and Sexuality in Art</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 109</td>
<td>Gender and Sexuality in Art</td>
<td>(3)</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER REQUIREMENTS:

Completion of 60 semester units that are eligible for transfer to the California State University.

The California State University General Education-Breadth (CSUGE-Breadth) Requirements or the Intersegmental General Education Transfer Curriculum (IGETC).

Additional electives, if needed, to reach 60 units.

Obtainment of a minimum grade point average of 2.0.

Students must also earn a C or better in all courses required for the major.

No additional graduation requirements beyond those mentioned above are required for this degree.

COMPUTER ANIMATION

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 Art History I: Prehistory to Gothic</td>
<td>5</td>
</tr>
<tr>
<td>or ART 103 Art History III: Neoclassical to Present</td>
<td>(3)</td>
</tr>
<tr>
<td>ART 110 Freehand Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 114 Storyboard and Animation Principles for Film</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 190 Animation Principles</td>
<td>3</td>
</tr>
<tr>
<td>ART 191A 3D Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 195 3D Modeling for Animation</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 240 Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>MUS 244 Digital Audio Post Production</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 33

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the requirements for a Certificate of Achievement in Computer Animation. For an A.A. Degree, a student must also take 6 units selected from the following courses: ART 192, ART 194, ART 196, FILM 102 and General Education requirements to achieve a minimum of 60 units.

AUTOMOTIVE COLLISION REPAIR

CAREER OPPORTUNITIES:
Automotive Collision Repair Technician
Body and Frame Repair Technician
Assistant Body and Frame Repair Technician
Shop Foreman

GENERAL AUTOMOTIVE COLLISION REPAIR CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 51</td>
<td>Non-Structural Repair</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 52</td>
<td>Structural Damage Repair</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 53</td>
<td>Steering, Suspension and Power Train Damage</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 54</td>
<td>Advanced-Design Panel Repair</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 55</td>
<td>Structural Panel Replacement</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 61</td>
<td>Preparation and Spot Refinishing</td>
<td>3.0</td>
</tr>
<tr>
<td>AB 61L</td>
<td>Automotive Refinishing Lab</td>
<td>1.5</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENT: 27

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for your chosen Certificate (listed above) plus complete such electives and General Education Plan A, B or C requirements to achieve a minimum of 60 units. A minimum of 10 units of non-duplicated courses from the listed certificates and/or from below can be part of your electives.

RECOMMENDED ELECTIVES: AB 56, AB 57, AB 58L, AB 59M, AB 59B, AB 62, AB 63, AB 65, AB 66, AB 68L, AB 73, AB 75, AB 76, AB 77, AB 79L, AB 80, AB 83A, AB 83P, AB 83U, AB 86, AB 88, AB 181, AB 182, AB 183, AB 188, AB 281, AB 282, AB 283, AB 285, AB 286, AB 287, AB 288.

AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY

CAREER OPPORTUNITIES:
General Auto Mechanic
Parts Clerk
Mechanical and Auto Agencies or Commercial Fleets

CERTIFICATES OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>General Technician</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 100 Automotive Maintenance and Operation</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 110 Automotive Engines</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 120 Automatic Transmissions and Transaxles</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 130 Manual Drivetrain and Axles</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 140 Automotive Steering and Suspension</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 150 Automotive Brakes</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 160 Automotive Electricity</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical/Diagnosis Technician</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 100 Automotive Maintenance and Operation</td>
<td>4</td>
</tr>
<tr>
<td>AUTO 110 Automotive Engines</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 160 Automotive Electricity</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 170 Automotive Air Conditioning</td>
<td>4</td>
</tr>
</tbody>
</table>
AUTO 180  Electronic Engine Management Systems 5
AUTO 260  Advanced Electrical Systems 4
AUTO 280  Diagnostic Engine Performance 4
AUTO 281  Emission Control Systems – 1997 Standards 5

ENGINE/MACHINING TECHNOLOGY
AUTO 100  Automotive Maintenance and Operation 4
AUTO 110  Automotive Engines 5
AUTO 210  Automotive Machine Shop 5
AUTO 211  High Performance Engines 5
AUTO 212  Automotive Specialty 2

MANUFACTURE SPECIALTY
AUTO 73  Automotive Mechanical Repair Occupational 15
AUTO 111  Automotive Engines 4
AUTO 121  Drivetrain Transmissions and Axles 6
AUTO 151  Automotive Alignment, Brake and Suspension 6
AUTO 161  Automotive Electricity 7
AUTO 179  Automotive Air Conditioning 4
AUTO 181  Electronic Engine Management Systems – Corporate 6

AUTOMOTIVE MANAGEMENT
AUTO 100  Automotive Maintenance and Operation 4
AUTO 190  Automotive Management 3
AUTO 193  Automotive Service Information Management 3
AUTO 194  Retailing Automotive Service 3
AUTO 195  Automotive Customer Relations 3
BA 114  Marketing 3
BA 115  Management - Business (3)
or BA 117  Introduction to Supervision

* Additional 5 units from any Automotive course(s).

ALTERNATE FUELS SERVICE TECHNICIAN
AUTO 54  Introduction to Electric Vehicles 4
AUTO 55  Advanced Technology Electric Vehicles 4
AUTO 100  Automotive Maintenance and Operation 4
AUTO 108  Energy and Transportation Systems 4
AUTO 109  Automotive Diesel Systems 5
AUTO 160  Automotive Electricity 5
AUTO 182  Introduction to Alternative Fuels 3
AUTO 281  Emission Control Systems – 1997 Standards 5

RECOMMENDED ELECTIVES: AUTO 180 and AUTO 260.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The completion of 60 units to include 1) courses for completion of an Automotive Certificate option, 2) General Education course requirements and 3) electives as needed.

RECOMMENDED ELECTIVES: WELD 100, MTT 100, BCOT 147, BCOT 148, MFGT 100.

BUSINESS ADMINISTRATION

CAREER OPPORTUNITIES:
Business
Industry
Government
Self-Employment

BUSINESS ADMINISTRATION

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 100</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 113</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>or LAW 111</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 114</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BA 115</td>
<td>Management–Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 120</td>
<td>Management–Accounting and Internal Control</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 100</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 132</td>
<td>Computer Applications for Managers</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 18

RECOMMENDED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100</td>
<td>Introduction to Accounting</td>
</tr>
<tr>
<td>BA 113</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>BA 208</td>
<td>Leadership for Women in Business</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>or ECON 201M</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>or ECON 202M</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
</tr>
<tr>
<td>MATH 80</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Fundamentals of Oral Communication</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in Business Administration.

Plan A: To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements, and complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum- IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.
BUSINESS MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

DIVISION DEPARTMENT REQUIREMENTS UNITS
BA 100 Fundamentals of Business 3
BA 101 International Business 3
or BA 117 Introduction to Supervision (3)
or BA 153 Small Business Management (3)
BA 107 Human Relations in Business 3
BA 113 Legal Environment of Business 3
or LAW 111 Business Law (3)
BA 115 Management-Business 3
BA 132 Computer Applications for Managers 3
or BA 156 Motivational Presentation Skills for Managers (3)
BA 204 Project Management 3

TOTAL CERTIFICATE REQUIREMENTS: 21

RECOMMENDED COURSES:

ACCT 100 Introduction to Accounting 3
BA 113 Legal Environment of Business 3
BA 208 Leadership for Women in Business 3
CIS 101 Introduction to Computer Information Systems 3
ECON 201 Principles of Macroeconomics 3
or ECON 201M Principles of Macroeconomics (3)
ECON 202 Principles of Microeconomics 3
or ECON 202M Principles of Microeconomics (3)
ENGL 100 Freshman Composition 4
MATH 80 Intermediate Algebra 4
SPCH 100 Fundamentals of Oral Communication 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in Business Management

Plan A: To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements, and wording complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum - IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is wording nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

BUSINESS MARKETING

CERTIFICATE OF ACHIEVEMENT

DIVISION DEPARTMENT REQUIREMENTS UNITS
BA 100 Fundamentals of Business 3
BA 101 International Business 3
BA 107 Human Relations in Business 3
BA 110 Advertising 3
or BA 114 Marketing 3
or BA 121 Sales 3
or BA 157 Principles of Public Relations 3
or JOUR 157 Principles of Public Relations (3)

TOTAL CERTIFICATE REQUIREMENTS: 21

RECOMMENDED COURSES:

ACCT 100 Introduction to Accounting 3
BA 113 Legal Environment of Business 3
BA 208 Leadership for Women in Business 3
CIS 101 Introduction to Computer Information Systems 3
ECON 201 Principles of Macroeconomics 3
or ECON 201M Principles of Macroeconomics (3)
ECON 202 Principles of Microeconomics 3
or ECON 202M Principles of Microeconomics (3)
ENGL 100 Freshman Composition 4
MATH 80 Intermediate Algebra 4
SPCH 100 Fundamentals of Oral Communication 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in Business Marketing

Plan A: To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements, and complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum - IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is wording nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

HUMAN RESOURCE MANAGEMENT

ASSOCIATE IN ARTS DEGREE

DIVISION DEPARTMENT REQUIREMENTS UNITS
BA 50 Business Math for Managers 3
or MATH 60 Elementary Algebra (4)
BA 104 Managing Cultural Diversity 3
BA 106 Human Resource Management 3
BA 107 Human Relations in Business 3
BA 108 Labor Management Relations 3
BA 109 Human Resource Development 3
BA 113 Legal Environment of Business 3
or LAW 111 Business Law (3)
BA 132 Computer Applications for Managers 3
or BCOT 114 Introduction to Microsoft Office (3)
or CIS 101 Introduction to Computer Information Systems (3)
BA 156 Motivational Presentation Skills for Managers 3
or BCOT 148 Effective Business Presentations (3)
or SPCH 100 Fundamentals of Oral Communication (3)
BA 157  Principles of Public Relations 3
or BCOT 54  Business Writing for Managers (3)
or BCOT 147  Business Communications (3)
or ENGL 52  Introduction to College Composition (3)

TOTAL CERTIFICATE REQUIREMENTS: 30/31

RECOMMENDED COURSES:
ACCT 100  Introduction to Accounting 3
BA 113  Legal Environment of Business 3
BA 208  Leadership for Women in Business 3
CIS 101  Principles of Microeconomics 3
ECON 201  Principles of Macroeconomics 3
or ECON 201M  Principles of Macroeconomics (3)
ECON 202  Principles of Microeconomics 3
or ECON 202M  Principles of Microeconomics (3)
ENGL 100  Freshman Composition 4
MATH 80  Intermediate Algebra 4
SPCH 100  Fundamentals of Oral Communication 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in International Resource Management.

Plan A: To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements, and complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum-IGETC) for transfer to UC and CSU in the Cerritos College Catalog.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable. Please see a business Counselor or the respective department chairperson for additional alternatives.

INTERNATIONAL BUSINESS

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS  UNITS
BA 101  International Business 3
BA 102  International Business Law 3
or BA 113  Legal Environment of Business (3)
or LAW 111  Business Law (3)
BA 104  Managing Cultural Diversity 3
BA 114  Marketing 3
BA 120  Management–Accounting and Internal Control 3
or ACCT 100  Introduction to Accounting (3)
BA 152  Fundamentals of Importing and Exporting 3
or BA 155  Introduction to Global Logistics (3)
ECON 101  Economic Issues and Policy 3
or ECON 201  Principles of Macroeconomics (3)

TOTAL CERTIFICATE REQUIREMENTS: 21

RECOMMENDED COURSES:
ACCT 100  Introduction to Accounting 3
BA 113  Legal Environment of Business 3

RETAIL MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS  UNITS
BA 50  Business Math for Managers 3
or MATH 60  Elementary Algebra (4)
BA 106  Human Resource Management 3
BA 107  Human Relations in Business 3
BA 114  Marketing 3
BA 115  Management – Business 3
or BA 205  Organizational Leadership (3)
or BA 208  Leadership for Women in Business (3)
BA 118  Retail Management 3
BA 120  Management – Accounting and Internal Control 3
or ACCT 100  Introduction to Accounting (3)
BA 132  Computer Applications for Managers 3
or BCOT 114  Introduction to Microsoft Office (3)
or CIS 101  Introduction to Computer Information Systems (3)
BA 156  Motivational Presentation Skills for Managers 3
or BCOT 148  Effective Business Presentations (3)
or SPCH 100  Fundamentals of Oral Communication (3)
BA 157  Principles of Public Relations 3
or BCOT 54  Business Writing for Managers (3)
or JOUR 157  Principles of Public Relations (3)
or BCOT 147  Business Communications (3)
or ENGL 52  Introduction to College Composition (3)

TOTAL CERTIFICATE REQUIREMENTS: 30/31
RECOMMENDED COURSES:

- ACCT 100 Introduction to Accounting 3
- BA 113 Legal Environment of Business 3
- BA 208 Leadership for Women in Business 3
- CIS 101 Introduction to Computer Information Systems 3
- ECON 201 Principles of Macroeconomics 3
- or ECON 201M Principles of Macroeconomics (3)
- ECON 202 Principles of Microeconomics 3
- or ECON 202M Principles of Microeconomics (3)
- ENGL 100 Freshman Composition 4
- MATH 80 Intermediate Algebra 4
- SPCH 100 Fundamentals of Oral Communication 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in Retail Management.

Plan A: To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements, and complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum-IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable. Please see a business counselor or the respective department chairperson for additional alternatives.

SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS UNITS

- BA 113 Legal Environment of Business 3
- or LAW 111 Business Law (3)
- BA 114 Marketing 3
- BA 117 Introduction to Supervision 3
- BA 120 Management—Accounting and Internal Control 3
- or ACCT 100 Introduction to Accounting (3)
- BA 132 Computer Applications for Managers 3
- or BCOT 114 Introduction to Microsoft Office (3)
- BA 153 Small Business Management 3

TOTAL CERTIFICATE REQUIREMENTS: 18

RECOMMENDED COURSES:

- ACCT 100 Introduction to Accounting 3
- BA 113 Legal Environment of Business 3
- BA 208 Leadership for Women in Business 3
- CIS 101 Introduction to Computer Information Systems 3
- ECON 201 Principles of Macroeconomics 3
- or ECON 201M Principles of Macroeconomics (3)
- ECON 202 Principles of Microeconomics 3
- or ECON 202M Principles of Microeconomics (3)
- ENGL 100 Freshman Composition 4
- MATH 80 Intermediate Algebra 4
- SPCH 100 Fundamentals of Oral Communication 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the department requirements for a Certificate of Achievement in Small Business Management/Entrepreneurship.

Plan A: To obtain an A.A. Degree, complete the department requirements, take 12 units from the Recommended Courses, and complete the requirements for Plan A (Degree and/or Career Option) in the Cerritos College Catalog.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements, and complete the requirements for Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements, and complete the requirements for Plan C (Intersegmental General Education Transfer Curriculum-IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable. Please see a business counselor or the respective department chairperson for additional alternatives.

BUSINESS COMMUNICATIONS OFFICE TECHNOLOGY

CAREER OPPORTUNITIES:

- Business
- Industry
- Government
- Self-Employment

GENERAL OFFICE CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS UNITS

- BCOT 46 Business Communications 3
- BCOT 60 Customer Service/Telephone Techniques 1
- BCOT 63 Keyboarding Speed/Control Building 1
- BCOT 112 Microsoft Word 3.5
- BCOT 114 Introduction to Microsoft Office 3.5
- BCOT 131 Beginning College Keyboarding & Document Processing 3.5
- BCOT 147 Business Communications 3
- BCOT 152 Job Search in the Business Field 1.5
- BCOT 161 Principles of Filing 1
- BCOT 162 Business Spelling and Proofreading Skills 3

TOTAL CERTIFICATE REQUIREMENTS: 24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in General Office. Complete General Education requirements and electives to achieve a minimum of 60 units.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable. Please see Business Counselors or the respective department chairperson for additional alternatives.
SECRETARY/ADMINISTRATIVE ASSISTANT

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS  UNITS
BCOT 60  Customer Service/Telephone Techniques  1
BCOT 63  Keyboarding Speed/Control Building  1
BCOT 96  Microsoft PowerPoint  1.5
BCOT 97  Microsoft Outlook  1.5
BCOT 112  Microsoft Word  3.5
BCOT 113  Microsoft Excel  3.5
BCOT 114  Introduction to Microsoft Office  3.5
BCOT 117  Desktop Publishing–Microsoft Publisher  1.5
BCOT 147  Business Communications  3
BCOT 152  Job Search in the Business Field  1.5
BCOT 155  Administrative Secretarial Procedures  4
BCOT 161  Principles of Filing  1
BCOT 162  Business Spelling and Proofreading Skills  3

TOTAL CERTIFICATE REQUIREMENTS 29.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Secretary/Administrative Assistant and complete General Education requirements and electives to achieve a minimum of 60 units.

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

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

CHILD DEVELOPMENT/EARLY CHILDHOOD

This program welcomes students from diverse cultural and ethnic backgrounds. Male students are encouraged to investigate career opportunities in Child Development.

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Arts degree.

The Child development Department offers several different options for the student interested in working with young children. All full-time Child Development Instructors are available to advise students in all of the following areas:

A. Child Development Department Verifications – The verifications are designed to meet the minimum requirements of the Department of Social Services to teach in licensed private preschools and childcare programs. This is an entry-level career choice. The student is encouraged to pursue additional units in Child Development to advance in the field. Applications for the following Verifications of Completion must be made at the Health Occupations Division office any time after the completion of courses.
   • Associate Teacher Verification of Completion
   • Preschool Director Verification of Completion

B. Certificates of Achievement – This is a carefully planned course of classes that will meet requirements of the Department of Social Services and the Child Development Permit as well as when combined with the required general education classes will lead to an A.A. in Child Development. This offers even greater career options. Petitions for the Certificate of Achievement must be made through the Cerritos College office of Admissions and Records. The deadline for submitting petitions is listed in the Schedule of Classes each semester.
   • Child Development/Early Childhood Certificate of Achievement (A.A. Degree)
   • Child Development/Preschool Director Certificate of Achievement (A.A. Degree)

C. A.A. Degree – Child Development – This option requires one of the Certificates of Achievement (Child Development/Early Childhood + 6 unit Optional Specialty OR Child Development/Preschool Director + 6 unit Optional Specialty) and the required general education courses at Cerritos College. Some courses may be transferable; see college catalog and counselor for more information. Petitions for the Certificate of Achievement must be made through the Cerritos College office of Admissions and Records. The deadline for submitting petitions is listed in the Schedule of Classes each semester.

D. The Child Development Permit – The Child Development Permit is granted by the California Commission on Teacher Credentialing and entitles the holder to teach in state and federally funded programs. This is an expanded career choice and has levels of advancement. The Child Development Department recommends that all Child Development students aspire to the Child Development Permit. Application for the permit is made through the California Commission on Teacher Credentialing.
   • Assistant Teacher
   • Associate Teacher
   • Teacher
   • Master Teacher
   • Site Supervisor
   • Program Director

DEPARTMENT VERIFICATIONS

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

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

COURSES  UNITS
CD 110  Child Development  3
CDEC 111  Principles and Practices in Early Childhood Education  3
CDEC 112  Introduction to Curriculum  3
CDEC 113  The Child, Family, and Community  3
A2. PRESCHOOL DIRECTOR VERIFICATION OF COMPLETION: (15 UNITS)

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

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

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 66</td>
<td>3</td>
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<tr>
<td>CDEC 111</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 112</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 113</td>
<td>3</td>
</tr>
</tbody>
</table>

CERTIFICATES OF ACHIEVEMENT

B1. CHILD DEVELOPMENT/EARLY CHILDHOOD

In order to receive the Certificate of Achievement, all courses must be completed with a grade of “C” or higher.

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

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 110</td>
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</tr>
<tr>
<td>CD 124</td>
<td>3</td>
</tr>
<tr>
<td>CD 139</td>
<td>3</td>
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<td>CDEC 111</td>
<td>3</td>
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<td>CDEC 112</td>
<td>3</td>
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<td>CDEC 113</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 161</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 164</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two of the following for a total of 6 units:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEC 62</td>
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<td>CDEC 65</td>
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<tr>
<td>CDEC 133</td>
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<tr>
<td>CDEC 173</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 174</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 230</td>
<td>3</td>
</tr>
<tr>
<td>CDIT 151</td>
<td>3</td>
</tr>
<tr>
<td>CDIT 152</td>
<td>3</td>
</tr>
<tr>
<td>CDSA 155</td>
<td>3</td>
</tr>
<tr>
<td>CDSA 152</td>
<td>3</td>
</tr>
</tbody>
</table>

CDSA 155 School-Age Child Care Activities (offered Fall semester only) 3
CDSE 50 Survey of Special Education 3
CDSE 52 Special Education Inclusion in Early Childhood Programs 3

TOTAL CERTIFICATE REQUIREMENTS 30/31

* CDEC 173 requires that you work or volunteer a minimum of 15 hours per week and CDEC 174 requires that you work or volunteer a minimum of 20 hours per week in a program for young children. Work Experience classes may be taken more than one semester.

B2. CHILD DEVELOPMENT/PRESCHOOL DIRECTOR

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

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

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Achievement in Child Development/Early Childhood</td>
<td>30/31</td>
</tr>
<tr>
<td>CDEC 66 Administration and Supervision of Early Childhood Education Programs (offered in Fall semester only)</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 67 Advanced Administration and Supervision of Early Childhood Education Programs (offered in Spring semester only)</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 230 Adult Supervision in Child Care Programs</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 39/40

All courses not completed at Cerritos College must be comparable in content, units, and granted by a college or university accredited by the Western Association of School and Colleges. Equivalencies must be determined by the Child Development Department Chairperson.

COMPUTER AND INFORMATION SCIENCES

CAREER OPPORTUNITIES:

Programmer/Software Developer
Mobile Applications Development
Cybersecurity Specialist
Security + Certification
Software Development in UNIX/Linux
Systems Analyst
IT Project Management
Web Page Development
Oracle Database Specialist
Computer Operator
IBM iSeries Series Server Operator
Microcomputer Specialist
A + Certification/Computer Repair Technician
Network Administrator
Microsoft Systems Administration/Certification
Cisco Certification
ISERIES 400 SPECIALIST

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS          UNITS
CIS 52*   Data Processing Mathematics       3
CIS 103   Computer Programming Logic        3.5
CIS 140   QUERY/400                          1
CIS 141   iSeries 400 Operations             3
or CIS 142A     AS/400 Operations Part 1  (1.5)
and CIS 142B    AS/400 Operations and Facilities-Part 2 (1.5)
CIS 175   RPG Programming                     3
CIS 207   Database Design and SQL            3
or CIS 223  Visual RPG Programming            3.5
CIS 240   iSeries 400 Control Language Programming 3
BCOT 147**  Business Communications           3
or ENGL 52**  Introduction to College Composition (3)
or ENGL 100**  Freshman Composition           (4)
or ENGL 155**  Technical Writing               (3)

Choose 6 units from the following courses:

CIS 70A  Network Fundamentals                  3.5
CIS 121  Internet for Information System/Information Technology     1.5
CIS 141A Information Operations Navigator  iSeries (AS/400)        1.5
CIS 180  Programming in C/C++                  3
CIS 182  Java Programming                      3.5
CIS 186  Visual Basic.NET Programming          3.5
CIS 205  Programming in HTML for the World Wide Web       1.5
CIS 271/272/273/274  CIS Occupational Work Experience      1/2/3/4
TOTAL CERTIFICATE REQUIREMENTS                 31.5/32

*Meets General Education requirement, may substitute MATH 60.
**Meets A.A. Degree General Education requirement, may substitute ENGL 100.

NOTE: CIS 52 or CIS 103 meet A.A. Degree General Education Communication and Analytic Thinking requirement.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Computer and Information Sciences IBM AS/400 Specialist and complete General Education requirements and electives to achieve a minimum of 60 units.

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

Please see SEM/CIS Counselors or the respective department for additional alternatives.

MICROCOMPUTER SPECIALIST

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS          UNITS
CIS 52*   Data Processing Mathematics       3
BCOT 96   Microsoft PowerPoint              1.5
BCOT 117  Desktop Publishing Microsoft Publisher    1.5
CIS 58A   PC Operating System A+ Certification  3.5
CIS 102   Introduction to Microcomputer Hardware and Applications Software   3
CIS 103   Computer Programming Logic         3.5
CIS 105   Using Microsoft Windows            1.5
CIS 151   Microsoft Excel for Information Systems/Information Technology  3.5
CIS 155   Microsoft Access                   3
CIS 186   Visual Basic.NET Programming       3.5
BCOT 147**  Business Communications          3
or ENGL 52**  Introduction to College Composition (3)
or ENGL 100**  Freshman Composition           (3)
or ENGL 155**  Technical Writing               (3)

Choose 6 units from the following courses:

CIS 70A  Network Fundamentals                  3.5
CIS 121  Internet for Information System/Information Technology     1.5
CIS 180  Programming in C/C++                  3
CIS 182  Java Major Programming                3.5
CIS 201  Systems Analysis and Design           3
CIS 205  Programming HTML for the World Wide Web                  1.5
CIS 206  XML Web Application Development       3.5
CIS 212  Introduction to Microsoft Windows     3.5
CIS 214  Unix                                  3
CIS 271/272/273/274  CIS Occupational Work Experience      1/2/3/4
TOTAL CERTIFICATE REQUIREMENTS                 36.5

*Meets A.A. Degree General Education requirement, may substitute MATH 60.
**Meets A.A. Degree General Education requirement.

NOTE: CIS 52, 102, or 103 meets A.A. Degree General Education Communication and Analytic Thinking requirement.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for Certificate of Achievement in Computer and Information Sciences Microcomputer Specialist and complete General Education requirements and electives to achieve a minimum of 60 units.

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

Please see SEM/CIS Counselors or the respective department for additional alternatives.

NETWORKING TECHNICIANS/OPERATORS

CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES          UNITS
CIS 70A  Networking Fundamentals                  3.5
CIS 70B  Network+ Certification                   3.5
CIS 70D  Introduction to TCP/IP                   1.5
CIS 70E  Router Configurations and Protocol       3.5
CIS 70F  Advanced Switching and Routing           3.5
CIS 70G  Wide Area Networks                      3.5
TOTAL REQUIREMENTS                                         19
Choose 10.5 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 58A</td>
<td>PC Operating System A+ Certification</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 75</td>
<td>SQL Administration and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>iSeries 400 Operations</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Using Microsoft Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming HTML for the World Wide Web</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 212A</td>
<td>Microsoft Windows 2000 Professional</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 212B</td>
<td>Microsoft Windows 2000 Server</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Unix</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 29.5

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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

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

OPERATOR

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS | UNITS
--- | ---
CIS 52* | Data Processing Mathematics 3
CIS 101 | Introduction to Computer Information Systems 3
or CIS 102 | Introduction to Microcomputer Hardware and Applications Software (3)
CIS 103 | Computer Programming Logic 3.5
CIS 141 | iSeries 400 Operations 3
CIS 141A | Operations Navigator iSeries (AS/400) 1.5
CIS 240 | iSeries 400 Control Language 3
BCOT 147** | Business Communications 3
or ENGL 52** | Introduction to College Composition (3)
or ENGL 100** | Freshman Composition (4)
or ENGL 155** | Technical Writing (3)

Choose 15 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOT 52</td>
<td>Data Entry</td>
<td>2</td>
</tr>
<tr>
<td>CIS 58A</td>
<td>PC Operating System A+ Certification</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 75A</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Using Microsoft Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Internet for System/Information Technology</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Query/400</td>
<td>1</td>
</tr>
<tr>
<td>CIS 175</td>
<td>RPG Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 207</td>
<td>Database Design and SQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 212</td>
<td>Introduction to Microsoft Windows Administration</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Unix</td>
<td>3</td>
</tr>
<tr>
<td>CIS 271/272</td>
<td>CIS Occupational Work Experience</td>
<td>1/2/3/4</td>
</tr>
<tr>
<td>273/274</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 36

NOTE: CIS 52, 101, 102, or 103 meet A.A. Degree General Education Communication and Analytic Thinking requirement.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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

See Cerritos College Graduation Requirements.

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

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

PROGRAMMER

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS | UNITS
--- | ---
CIS 101 | Introduction to Computer Information Systems 3
or CIS 102 | Introduction to Microcomputer Hardware and Applications Software (3.5)
CIS 103 | Computer Programming Logic 3.5
CIS 186 | Visual Basic.NET Programming 3.5
or CIS 180 | Programming in C/C++ (3.5)
or CIS 182 | Java Programming (3.5)
or CIS 207 | Database Design and SQL 3.5
or CIS 208A | Oracle SQL and PL/SQL (3.5)
or CIS 208B | Oracle Database Applications (3.5)
or CIS 280 | Object-Oriented Programming in C++ 3
or CIS 282 | Advanced Java Programming (3.5)
CIS 292 | Data Structures 3.5
BCOT 147 | Business Communications 3

Choose 12 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 126</td>
<td>JavaScript for Programmers</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Query/400</td>
<td>1</td>
</tr>
<tr>
<td>CIS 141</td>
<td>iSeries 400 Operations</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Web Page Development</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 186</td>
<td>Visual Basic.NET Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 182</td>
<td>Java Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming HTML for the World Wide Web</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 207</td>
<td>Database Design and SQL</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 208A</td>
<td>Oracle SQL and PL/SQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 208B</td>
<td>Oracle Database Applications</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Unix</td>
<td>3</td>
</tr>
<tr>
<td>CIS 271/272</td>
<td>CIS Occupational Work Experience</td>
<td>1/2/3/4</td>
</tr>
<tr>
<td>273/274</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 280</td>
<td>Object-Oriented Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Advanced Java Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 283A</td>
<td>Java Server Pages (JSP) Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 285A</td>
<td>ASP.NET Programming</td>
<td>3.5</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 35/36

NOTE: CIS 101, 102, and 103 meet A.A. Degree General Education “Communication and Analytic Thinking” requirement and the “A.A. Math Proficiency” requirement.
ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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

See Cerritos College Graduation Requirements.

NOTE: Although many of these courses are transferable, this Certificate/A.A. Degree is nontransferable. Please see S.E.M. counselors or the respective department for additional alternatives.

COMPUTER AND INFORMATION SCIENCES

SYSTEMS ANALYST

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS | UNITS
--- | ---
CIS 70A | Network Fundamentals 3.5
CIS 101 | Introduction to Computer Information Systems 3
or CIS 102 | Introduction to Microcomputer Hardware and Application Software (3)
CIS 103 | Computer Programming Logic 3.5
CIS 151 | Microsoft Excel for IT 3.5
CIS 186 | Visual Basic.NET Programming 3.5
CIS 201 | Systems Analysis and Design 3
CIS 202A | Project Management for IT 3.5
CIS 202B | Microsoft Project 3.5
CIS 207 | Database Design and SQL Programming 3
or CIS 208A | Oracle SQL and PL/SQL (3)
BCOT 147 | Business Communications 3

Choose 7 units from the following courses

CIS 58A | PC Operating System A+ Certification 3.5
CIS 58B | PC Core Hardware A+ Certification 3.5
CIS 141 | AS/400 Operations 3
CIS 152 | Programming in Excel VBA 3.5
CIS 155 | Microsoft Access 3
CIS 160 | Web Page Development 3.5
CIS 163 | Dynamic and Interactive Web Page Scripting 3.5
CIS 180 | Programming in C/C++ 3
CIS 182 | Java Programming 3.5
CIS 205 | HTML for the World Wide Web 1.5
CIS 271/272/273/274 | CIS Occupational Work Experience 1/2/3/4

TOTAL CERTIFICATE REQUIREMENTS: 40

NOTE: CIS 101, 102 OR 103 meet A.A. Degree general education communication and analytical thinking.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for Certificate of Achievement in Computer and Information Sciences - Systems Analyst.

Complete general education requirements and electives to achieve a minimum of 60 units.

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

Please see S.E.M. counselors or the respective department for additional alternatives.

COSMETOLOGY

CAREER OPPORTUNITIES:

Hair Dresser
Esthetician
Day Salon or Spa Owner
Distributors of Specialty Skin Care
Product Educators
Make-up Artist on Movie Sets, Television and Theaters

CERTIFICATE OF ACHIEVEMENT – FULL TIME STUDENT

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 50A</td>
<td>Introductory Cosmetology I 6.5</td>
</tr>
<tr>
<td>COS 50B</td>
<td>Introductory Cosmetology II 6.5</td>
</tr>
<tr>
<td>COS 50C</td>
<td>Introductory Cosmetology III 6.5</td>
</tr>
<tr>
<td>or COS 60A</td>
<td>Introductory Cosmetology I (10.0)</td>
</tr>
<tr>
<td>and COS 60B</td>
<td>Introductory Cosmetology II (10.0)</td>
</tr>
<tr>
<td>or COS 70A</td>
<td>Introductory Cosmetology (8.0)</td>
</tr>
<tr>
<td>and COS 70B</td>
<td>Intermediate Cosmetology II (8.0)</td>
</tr>
<tr>
<td>or COS 61A</td>
<td>Intermediate Cosmetology I (4.0)</td>
</tr>
<tr>
<td>and COS 61B</td>
<td>Intermediate Cosmetology II (4.0)</td>
</tr>
<tr>
<td>or COS 70B</td>
<td>Intermediate Cosmetology (8.0)</td>
</tr>
<tr>
<td>COS 52A</td>
<td>Advanced Cosmetology I 6.5</td>
</tr>
<tr>
<td>COS 52B</td>
<td>Advanced Cosmetology II 6.5</td>
</tr>
<tr>
<td>COS 52C</td>
<td>Advanced Cosmetology III 6.5</td>
</tr>
<tr>
<td>or COS 62A</td>
<td>Advanced Cosmetology I (10.0)</td>
</tr>
<tr>
<td>and COS 62B</td>
<td>Advanced Cosmetology II (10.0)</td>
</tr>
<tr>
<td>or COS 70C</td>
<td>Advanced Cosmetology Manipulation (8.0)</td>
</tr>
</tbody>
</table>

MINIMUM UNITS REQUIRED | 58.5
or MINIMUM HOURS REQUIRED | 1600

COS 53 may be repeated for a maximum of 19.5 units as necessary to complete the 1600 hours required by the Bureau of Barbering and Cosmetology.

CERTIFICATE OF ACHIEVEMENT – PART TIME STUDENTS

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 60A</td>
<td>Introductory Cosmetology I 10.0</td>
</tr>
<tr>
<td>COS 60B</td>
<td>Introductory Cosmetology II 10.0</td>
</tr>
<tr>
<td>or COS 71A</td>
<td>Introductory Cosmetology (4.0)</td>
</tr>
<tr>
<td>and/or COS 71B</td>
<td>Introductory Cosmetology II (4.0)</td>
</tr>
<tr>
<td>COS 61A</td>
<td>Intermediate Cosmetology I 10.0</td>
</tr>
<tr>
<td>COS 61B</td>
<td>Intermediate Cosmetology II 10.0</td>
</tr>
<tr>
<td>or COS 72A</td>
<td>Intermediate Cosmetology I (4.0)</td>
</tr>
<tr>
<td>and/or COS 72B</td>
<td>Intermediate Cosmetology II (4.0)</td>
</tr>
<tr>
<td>COS 62A</td>
<td>Advanced Cosmetology I 10.0</td>
</tr>
<tr>
<td>COS 62B</td>
<td>Advanced Cosmetology II 10.0</td>
</tr>
<tr>
<td>or COS 73A</td>
<td>Advanced Cosmetology I (4.0)</td>
</tr>
<tr>
<td>and/or COS 73A</td>
<td>Advanced Cosmetology II (4.0)</td>
</tr>
</tbody>
</table>

COS 63 may be repeated for a maximum of 10.0 units as necessary to complete the 1600 hours required by the Bureau of Barbering and Cosmetology.
These courses are designed to permit the student to complete 1600 hours necessary to take the State Board of Cosmetology examination.

COS 1  Cosmetology Salon Preparation  1.0
COS 1L Cosmetology Skills Development Lab  0.5

This is an introductory course providing an overview of cosmetology careers as a cosmetologist, esthetician, or manicurist. The emphasis will be understanding the requirements needed to achieve a cosmetology license.

COS 25 Introduction to Cosmetology Careers  2.0

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements of a Certificate of Achievement in Cosmetology.

Additional coursework will be necessary to complete Cerritos College Graduation Requirements and achieve the minimum of 60 units.

The cosmetology curriculum consists of a minimum of 1600 clocked hours of cosmetology class work. The curriculum prepares the student for the State Board of Cosmetology Examination.

Students enrolling in the Cosmetology Programs should contact the Cosmetology Department or a Cosmetology counselor for information regarding the cost of the kit, uniforms, and books.

Students may complete the Cosmetology Programs by enrolling in one of the following plans:

FULL TIME DAYS: Students enrolled in the plan attend class 8:30 to 5:00 p.m. Monday through Friday. The full-time day student may complete the 1600-hour program during two regular semesters and one eight-week summer session over a period of one calendar year, or (2) three regular semesters over a period of one and one-half years.

EVENINGS: Students enrolling in this plan attend class 5:30 p.m. – 10:30 p.m. Monday through Thursday. It requires approximately five or six semesters to complete the 1600-hour program.

ESTHETICIAN
Certificate of Achievement

REQUIREMENT COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 54</td>
<td>Introductory Esthetician</td>
<td>10</td>
</tr>
<tr>
<td>COS 54A</td>
<td>Advanced Esthetician</td>
<td>10</td>
</tr>
<tr>
<td>or COS 61B</td>
<td>Intermediate Cosmetology</td>
<td>11 (10)</td>
</tr>
</tbody>
</table>

Minimum units Required  40.0

The curriculum prepares the student for the State Board of Cosmetology Examination for Esthetician. Students enrolling in the Esthetician Major Requirements should contact the Cosmetology Department for information regarding the cost of the kit, uniforms, and books.

The student may complete the Esthetician program by attending two regular semesters.

DAYS: Students enrolling in this program attend class from 11:30 a.m. – 4:30 p.m. Monday through Thursday.

EVENINGS: Students enrolling in this plan attend class 5:30 p.m. – 10:30 p.m. Monday through Thursday.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The completion of 60 units to include: 1) the above requirements for a Certificate of Achievement, 2) The Associate of Arts Degree General Education course requirements and 3) electives as needed.

RECOMMENDED ELECTIVES: TH 123 - Stage Make-up, BA 153-Small Business Management.

See Cerritos College Graduation Requirements.

COURT REPORTING AND CAPTIONING CAREERS

CAREER OPPORTUNITIES:
Court Reporter in Superior and Municipal Courts and the deposition field.

DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 57B</td>
<td>Advanced Aural Language Skills for Court Reporters</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 113</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 115</td>
<td>Medical Shorthand for Court Reporters</td>
<td>4</td>
</tr>
<tr>
<td>CRCC 116</td>
<td>Introduction to Courtroom Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CRCC 118</td>
<td>Deposition Procedures, Codes &amp; Ethics</td>
<td>4</td>
</tr>
<tr>
<td>CRCC 199AF</td>
<td>CAT Dictionary Build</td>
<td>2.5</td>
</tr>
<tr>
<td>CRCC 199BCD</td>
<td>Computer Aided Transcription</td>
<td>2.5</td>
</tr>
<tr>
<td>CRCC 146</td>
<td>Computer Shorthand Speed Building (140-170 wpm)</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL REQUIREMENTS: 26

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Achieve a minimum of 140 wpm shorthand speed and 50 net wpm typing speed. Meet the requirements for a Certificate of Achievement in Court Reporting and Captioning Careers and complete the General Education requirements and electives to achieve a minimum of 60 degree applicable units.

In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to recognized, contact:

The Court Reporters Board of California
2523 Capitol Oaks Drive, Suite 230
Sacramento, CA 95533
(916) 263-3660

STATE REQUIREMENTS

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English and Vocabulary</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Transcript Procedures</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>
Choose from the following courses to meet the Court Reporters Board minimum required hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 57A</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Aural Language Skills for Court Reporters</td>
<td></td>
</tr>
<tr>
<td>CRCC 57B</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 113</td>
<td>3</td>
</tr>
<tr>
<td>Medical Terminology for Court Reporters</td>
<td></td>
</tr>
<tr>
<td>CRCC 114</td>
<td>3</td>
</tr>
<tr>
<td>Legal Terminology for Machine Shorthand</td>
<td></td>
</tr>
<tr>
<td>CRCC 115</td>
<td>4</td>
</tr>
<tr>
<td>Medical Shorthand for Court Reporters</td>
<td></td>
</tr>
<tr>
<td>CRCC 119AEF</td>
<td>2.5</td>
</tr>
<tr>
<td>CAT Dictionary Build</td>
<td></td>
</tr>
<tr>
<td>CRCC 119B/CD</td>
<td>2.5</td>
</tr>
<tr>
<td>Computer-Aided Transcription</td>
<td></td>
</tr>
<tr>
<td>CRCC 173/174</td>
<td>3/4</td>
</tr>
<tr>
<td>Court Reporting and Captioning Careers Occupational Work Experience</td>
<td></td>
</tr>
<tr>
<td>CRCC 185</td>
<td>1.5</td>
</tr>
<tr>
<td>CSR/RPR Examination Preparation</td>
<td></td>
</tr>
<tr>
<td>CRCC 192</td>
<td>2</td>
</tr>
<tr>
<td>Transcription Procedures</td>
<td></td>
</tr>
</tbody>
</table>

Machine Courses: All machine courses will count toward the 2300 minimum hours required by the Court Reporters Board

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 140</td>
<td>3</td>
</tr>
<tr>
<td>Computerized Shorthand Theory</td>
<td></td>
</tr>
<tr>
<td>CRCC 140A/B</td>
<td>2.5</td>
</tr>
<tr>
<td>Computerized Shorthand Theory A/B</td>
<td></td>
</tr>
<tr>
<td>CRCC 141</td>
<td>3</td>
</tr>
<tr>
<td>Computerized Shorthand Theory Review/Skill Development</td>
<td></td>
</tr>
<tr>
<td>CRCC 141A/B</td>
<td>2.5</td>
</tr>
<tr>
<td>Computerized Shorthand Theory Review/Skill Development A/B</td>
<td></td>
</tr>
<tr>
<td>Machine Courses:</td>
<td></td>
</tr>
<tr>
<td>CRCC 142-144; 152-154;</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 145-146; 155-156;</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 147-149</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 162ABCD-169ABCD</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose from the following courses for a minimum of 132 hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BCOT 46</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td></td>
</tr>
<tr>
<td>BCOT 162</td>
<td>3</td>
</tr>
<tr>
<td>Business Spelling and Proofreading Skills</td>
<td></td>
</tr>
<tr>
<td>ENGL 53</td>
<td>3</td>
</tr>
<tr>
<td>Punctuation, Capitalization, and Spelling</td>
<td></td>
</tr>
<tr>
<td>ENGL 100</td>
<td>4</td>
</tr>
<tr>
<td>Freshman Composition</td>
<td></td>
</tr>
<tr>
<td>ENGL 107</td>
<td>3</td>
</tr>
<tr>
<td>Vocabulary Building</td>
<td></td>
</tr>
<tr>
<td>ENGL 108</td>
<td>2</td>
</tr>
<tr>
<td>Vocabulary Building for Professionals</td>
<td></td>
</tr>
</tbody>
</table>

Choose from the following courses for a minimum of 78 hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 116</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Courtroom Procedures</td>
<td></td>
</tr>
<tr>
<td>CRCC 118</td>
<td>4</td>
</tr>
<tr>
<td>Deposition Procedures, Codes and Ethics</td>
<td></td>
</tr>
</tbody>
</table>

Select from the above listed courses to meet the required hours of the California Court Reporters Board.
PROOFREADER — COURT REPORTING METHODS

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 57A</td>
<td>Beginning Aural Language Skills for Court Reporters</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 57B</td>
<td>Advanced Aural Language Skills for Court Reporters</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 113</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 139</td>
<td>Exploring Career Opportunities in Court Reporting</td>
<td>1</td>
</tr>
<tr>
<td>CRCC 192</td>
<td>Transcription Procedures</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL CERTIFICATE REQUIREMENTS</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

REALTIME RAPID TEXT ENTRY

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 57B</td>
<td>Advanced Aural Language Skill for Court Reporters</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 119BCD</td>
<td>Computer-Aided Transcription</td>
<td>2.5</td>
</tr>
<tr>
<td>CRCC 125</td>
<td>Computer Shorthand Realtime Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 139</td>
<td>Exploring Career Opportunities in Court Reporting</td>
<td>1</td>
</tr>
<tr>
<td>CRCC 146</td>
<td>Computerized Shorthand Speed Building (140-170 wpm)</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL CERTIFICATE REQUIREMENTS</td>
<td></td>
<td>12.5</td>
</tr>
</tbody>
</table>

SCOPIST FOR COURT REPORTERS

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 57B</td>
<td>Advanced Aural Language Skills for Court Reporters</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 113</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CRCC 119BCD</td>
<td>Computer-Aided Transcription</td>
<td>2.5</td>
</tr>
<tr>
<td>CRCC 139</td>
<td>Exploring Career Opportunities in Court Reporting</td>
<td>1</td>
</tr>
<tr>
<td>CRCC 192</td>
<td>Transcription Procedures</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRCC 114</td>
<td>Medical Terminology for Machine Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>or MA 161</td>
<td>Medical Terminology</td>
<td>(3)</td>
</tr>
<tr>
<td>TOTAL CERTIFICATE REQUIREMENTS</td>
<td></td>
<td>15.5</td>
</tr>
</tbody>
</table>

CULINARY ARTS

CHEF’S TRAINING

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 65</td>
<td>Food Costing</td>
<td>2</td>
</tr>
<tr>
<td>CA 101</td>
<td>Introduction to Food Service Safety &amp; Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>CA 152</td>
<td>Introduction to Commercial Food Production</td>
<td>6</td>
</tr>
<tr>
<td>CA 153</td>
<td>Commercial Food Production: Pantry Items</td>
<td>9.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 154</td>
<td>Commercial Food Production: Meats &amp; Poultry</td>
<td>9.5</td>
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<tr>
<td>CA 160</td>
<td>Foods Purchase and Control</td>
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</tr>
<tr>
<td>TOTAL CERTIFICATE REQUIREMENTS</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above requirements for the Certificate of Achievement, (2) the Associate in Arts Degree requirements, and (3) electives as needed.

Additional Expenses: Students will be required to purchase a set of knives and two sets of uniforms.

CAREER OPPORTUNITIES: Employment in foods industry as sous chef or chef steward. Also, short order cook pantry person, garde helper, or roast cook.

PROFESSIONAL BAKING AND PASTRY

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>CA 80</td>
<td>Introduction to Baking Skills</td>
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<tr>
<td>CA 81</td>
<td>Professional Baking &amp; Pastry Production I</td>
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<td>CA 82</td>
<td>Professional Baking &amp; Pastry Production II</td>
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<tr>
<td>CA 101</td>
<td>Introduction to Food Service Safety &amp; Sanitation</td>
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<td>CA 160</td>
<td>Food Purchase and Control</td>
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<td>TOTAL CERTIFICATE REQUIREMENTS</td>
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</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the above requirements for Certificate of Achievement. Plus for an A.A. Degree the student must complete the A.A. Degree General Education requirements and electives to achieve a minimum of 60 units.

CAREER OPPORTUNITIES: Employment as a professional baker, pastry chef, pastry cook, or specialty baker.

DANCE

CAREER OPPORTUNITIES:

Teacher
Performer in Dance Companies
Performer on Television and Films
Choreographer

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>DANC 100</td>
<td>Dance Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>DANC 101</td>
<td>History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 105</td>
<td>Introduction to Dance Movement</td>
<td>3</td>
</tr>
<tr>
<td>DANC 106A</td>
<td>Beginning Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DANC 106B</td>
<td>Intermediate Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DANC 108A</td>
<td>Dance, Modern, Beginning</td>
<td>2</td>
</tr>
<tr>
<td>DANC 108B</td>
<td>Dance, Modern, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>DANC 110</td>
<td>Commercial Dance</td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>
CHOREOGRAPHY OR PERFORMANCE EMPHASIS
Optional: For students wishing additional dance experience in the areas of choreography or performance.

DANC 120 Partnering for Dance 2
DANC 130 Choreography 2
DANC 131 Dance Notation 3
DANC 133 Dance Production 2
DANC 134 Dance Performance 2
DANC 136 Dance Repertory 2

RECOMMENDED ELECTIVE COURSES
DANC 50 Individualized Dance Development 1
DANC 107 Ballet Variations 2
DANC 109 Introduction to Dance Cultures of the World 2
DANC 121 Latin Social 2
DANC 122 Middle Eastern Dance 2
DANC 123 African Dance 2
DANC 124 Hip Hop Dance 2
DANC 125 Introduction to Ballroom Dance 2
DANC 132 Dance of Digital Technology 3
DANC 135 Dance Workshop 2
DANC 140 Beginning Jazz Dance 2
DANC 141 Intermediate Jazz Dance 2
DANC 142 Beginning Tap Dance 2
DANC 143 Intermediate Tap Dance 2
DANC 144 Dance for Musical Theatre 2
PE 138 Yoga 1
PE 139 Pilates Conditioning 1

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Complete the above major requirements and all A.A. Degree education requirements for a total of least 60 units.

DENTAL ASSISTING

Curriculum leads to a Certificate of Achievement and eligibility to write both the California State Board Examination as a Registered Dental Assistant and the National Certifying Board Examination as a Certified Dental Assistant.

PROGRAM MISSION

In addition to the philosophy of the College, the mission of the Dental Assisting Department is to provide the community with Registered Dental Assistants who are capable of working with the dental team to attain the shared goal of providing the best possible care for their patients.

PROGRAM GOALS

1. To prepare the dental assisting student for employment as a dental health care professional.
2. To prepare the dental assisting student to be a safe and competent dental health care professional by being in compliance with both Federal and California State standards and regulations.
3. To provide the dental assisting student with academic knowledge and skill competence to qualify for both California and National Certification examinations.
4. To provide curriculum that will offer opportunities for the student to develop competency in basic business office procedures.
5. To provide the student with opportunities to develop competency in the use of safety techniques, exposing, developing and mounting of radiographs.
6. Upon satisfactory completion of the radiation course, provide the student with California State radiation certification.
7. To provide the student with opportunities to qualify for coronal polishing certification.
8. To provide the student with opportunities to qualify for Pit and Fissure Sealant certification.
9. To encourage the dental assisting student to develop a sense of responsibility and accountability in his/her professional role as a dental assistant.
10. To encourage the commitment by the dental assisting student to continue his/her education which assures professional and personal development throughout his/her career in the profession of dental assisting.

LENGTH AND KIND OF PROGRAM

The program is three terms in length (Fall, Spring, and six-week Summer Session). General Education and Dental Assisting classes are scheduled on the college campus and clinical experiences in patient care are scheduled at selected dental schools and private dental offices.

ADMISSION REQUIREMENTS

1. Academic requirements
   a. High school graduation or satisfactory scores on the General Education Development (GED) examination (given at most adult education centers).
   b. A 2.0 grade point average in all high school and college courses. If high school GPA is less than 2.0, at least 12 units of college course work with a GPA of 2.0 or higher is required.
   c. Completion of ENGL 20 or equivalent with a grade of "C" or higher, or a score on the English Assessment/Placement test sufficient for placement in ENGL 52 or higher.

APPLICATION & ADMISSION PROCEDURES

1. Applicants must submit to the Health Occupations Division the following items no later than May 15, unless noted otherwise:
   a. Completed application signed by the applicant and returned by May 15.
   b. High school (or equivalent) and college transcripts of all work completed. Unofficial transcripts can be submitted with application. Official transcripts must be submitted prior to the completion of the first semester of the program.
   c. Cerritos College English Placement/Assessment test scores or indication by a counselor that English clearance has been met through equivalent courses or activities.
   d. Applicants completing admission requirements during the spring session must submit a final grade to the Health Occupations Division before May 30.
   e. Verification of typing/keyboarding (computer) high school course with a “B” or higher or college course with a “C” or higher. Alternative: applicants may demonstrate competence through testing proficiencies verifying typing skills at a speed of 45 wpm. This may be achieved concurrent with the program.
f. Verification of dental employment work experience (if applicable).
2. Applicants who meet the minimum admission requirements are assigned a number for admission by a randomized computer selection process.
3. Notification of admission to the program will be done by mail after May 30.
4. Admitted students and alternates will be required to attend a mandatory orientation meeting in July. During the orientation, information will be given regarding textbooks, uniforms, registration procedures, and other relevant matters.

HEALTH
1. Physical exam and immunizations records must be completed during the first semester of the program. All costs are the responsibility of the student.
2. A valid Healthcare Provider Cardiopulmonary Resuscitation (CPR) certification must be obtained after acceptance into the program and before the second week of the fall semester. It must be obtained through an American Heart Association Provider. The CPR card must be valid throughout the program.
3. Applicants must present evidence of physical fitness and ability to perform tasks required of a dental assistant. Employment in this field requires good vision, hearing, and the ability to communicate verbally, nonverbally, and through written word. Students must have the ability to comprehend, analyze, and evaluate patients’ charts in order to provide appropriate treatment. Students must be able to record in the patients’ charts and have manual dexterity to use small instruments to provide patient care.
4. The essential requirements of a dental assistant are used in consideration of admission, retention and graduation from the Cerritos College program. Graduates are expected to be fully qualified to enter the profession as an Assistant. It is the responsibility of the student with disabilities to contact the Disabled Student Programs and Services Office and provide verification of the disability and resulting limitations. Students are responsible to make advance request for those accommodations that he or she feel are reasonable and needed to execute the essential requirements described above.

EXPENSES
1. See Cerritos College Catalog for complete list of Cerritos College enrollment fees and out-of-state resident fees.
2. Students may expect to pay approximately $1,500 for dental assisting project fees, uniforms, and books.
3. Students are responsible for their own living accommodations, including uniform laundry and transportation to extended campuses.
4. Physical exam and immunization expenses are the student's responsibility.
5. Upon successful completion of program requirements, the student is eligible to take the State Board Registered Dental Assisting exam and the National Certified Dental Assisting exam (approximately $725 - costs incurred by student).
6. Upon successful completion of all program requirements, the student will be eligible to receive and wear the Dental Assisting pin which is given at a graduation ceremony. The cost of the pin is incurred by the student.

ATTENDANCE, SCHOLARSHIP, PROMOTION
1. Attendance: Due to the nature of the Dental Assisting program all students are expected to observe the attendance requirements set by the Dental Assisting department at Cerritos College (see student handbook).
2. Scholarship and Promotion: Students are required to maintain a “C” or higher in each course in order to progress in the program.

GUIDELINES FOR WITHDRAWAL, DISMISSAL, AND REINSTATEMENT
1. Withdrawal
   a. Withdrawal (“W”) may be initiated by either the student or the instructor. Dates for withdrawal without a grade are indicated in the Cerritos College Schedule of Classes.
   b. When a student is failing clinically, he/she will be encouraged to withdraw from the course. If the clinical failure is related to unsafe clinical practice, and the student does not withdraw when advised to do so, the instructor shall drop the student from the course. A student who has withdrawn or been dropped from a course may not attend after the withdrawal date.
2. Dismissal (Failure) - Criteria for dismissal from course or program may include:
   a. Final grade below “C” in required dental assisting course.
   b. Failure to meet attendance requirements.
   c. Behavior not consistent with Dental Assisting Code of Ethics and the department’s “Code of Ethics and Responsibilities”.
   d. Failure to comply with established Cerritos College or Dental Assisting department regulations and policies.
   e. Failure to meet stated objectives in the coursework.
   f. Placing self or others in physical and/or emotional jeopardy.
   g. In critical cases, such as unsafe clinical performance, dismissal may occur without prior warning or probation. This action requires the concurrence of the Dental Assisting Program Director, Instructional Dean of Health Occupations and/or Vice President of Academic Affairs.
3. Reinstatement
   a. Students applying for readmission to the Dental Assisting Program after withdrawal or dismissal must write a letter requesting readmission, addressed to the Director of the Dental Assisting Program.
   b. Following information must be included in the letter:
      1) Circumstances surrounding the withdrawal or dismissal
      2) Activities pursued in the interim that demonstrate improvement in the problem areas
      3) Reason for requesting readmission
      4) School term for which readmission is requested
   c. Students seeking readmission after one withdrawal/dismissal from the Cerritos College Dental Assisting Program/course will be reinstated contingent upon lab space availability in the priority order of date and time the readmission request is received in the Dental Assisting Department.
   d. Readmission request letters will be accepted only after letters from the program director have been mailed acknowledging student withdrawal or dismissal. These letters are mailed after the end of the school term in
which the withdrawal occurred and are mailed at the same time to all students who did not successfully complete the term. All students requesting readmission will have equal opportunity to apply for space available.

e. No student shall be reinstated after two withdrawals/dismissals from the Cerritos College Dental Assisting Program/course. A student who has acquired two withdrawals/dismissals shall have exceeded the repeat policy of the program and shall have no further chance of reentry.

f. A student who withdraws from the program for personal reasons (e.g. pregnancy, illness, family crisis, financial difficulties, etc.) will be given additional consideration through faculty review, upon the student’s request describing such reasons.

GRADUATION

1. Graduation Requirements:
   a. Completion of all Dental Assisting course work with a grade of “C” or higher.
   b. Verification of typing/computer proficiency.
   c. Completion of ENGL 52, or equivalent, with a grade of a “C” or higher or satisfactory completion of the English Placement Process with eligibility for ENGL 100.

LICENSED

The State of California Board of Dental Auxiliaries requires all applicants for the RDA Exam to:

1. Supply their U.S. Social Security Number
2. Complete a Non-Live Scan Fingerprint record
   a. If the applicant has been convicted or plead guilty to any crime in the USA, its territories, military court or foreign country which includes a plea of no contest or any conviction that has been set aside or deferred pursuant to sections 1000 or 1203.4 of the Penal Code, including infractions, misdemeanors, and felonies must provide detail information regarding the conviction to complete the processing of the application and the State will determine if the individual does qualify to take the RDA exam.

DISCLAIMER

The program has made every reasonable effort to determine that everything stated in the catalog is accurate. Matters contained herein, are subject to change without notice by the administration of the department for reasons related to student enrollment, level of financial support or for any reason, at the discretion of the Program. The Program further reserves the right to add, amend or repeal any of the rules, regulations, policies and procedures, consistent with applicable law.

CERTIFICATE OF ACHIEVEMENT

FIRST SEMESTER

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<td>DA 52 Dental Radiography I</td>
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<td>DA 53 Introduction to Chairside Assisting</td>
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<td>DA 54 Introduction to Operatory Procedures</td>
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SECOND SEMESTER

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<tr>
<td>DA 62 Dental Radiography II</td>
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<td>DA 63 Advanced Chairside Assisting</td>
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<td>DA 64 Dental Office Management</td>
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<td>DA 65 Clinical I Dental Schools</td>
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SUMMER SESSION

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<td>DA 75 Clinical II Cooperative Office Training</td>
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TOTAL CERTIFICATE REQUIREMENTS

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<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
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</table>

CERTIFICATE OF ACHIEVEMENT

To qualify for the Certificate of Achievement students must:

1. Complete all Dental Assisting course work with a grade of “C” or higher.
2. Provide verification of typing/computer proficiency.
3. Complete ENGL 52, or equivalent, with a grade of a “C” or higher or attain a satisfactory score on the English assessment test.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

(May be taken prior to or following Certificate of Achievement)

Meet all the requirements as listed for the Certificate of Achievement in Dental Assisting. For an A.A. Degree, a student must also take electives and General Education to achieve a minimum of 60 units. Students interested in the Dental Hygiene program should consider enrolling in: A&P 200 and A&P 201 (or A&P 150 and A&P 151). CHEM 100, HO 152, and MICR 200.

DENTAL HYGIENE

A registered dental hygienist is a preventive oral health professional licensed in dental hygiene who provides educational, clinical and therapeutic services supporting total health through the promotion of optimal oral health.

The Dental Hygiene Program is a two-year degree program and includes one summer session. Upon completion of the program, graduating students will receive an Associate in Arts Degree in Dental Hygiene and will qualify to take the National and State Board Dental Hygiene Examinations. Successful passage of the examinations qualifies the graduate to practice dental hygiene in the State of California.

A career in dental hygiene offers multiple opportunities in a variety of settings. A registered dental hygienist may work in such practice settings as: private dental offices and dental clinics; federal, state and local health departments or associated institutions; hospitals and nursing homes; school districts or departments of education; educational programs for dental, dental hygiene and dental assisting students; private business/industry; correctional facilities; private and public centers for pediatric, geriatric and other individuals/groups with special needs; or health maintenance organizations.

Applicants desiring employment in this field are required to have good vision and the ability to communicate orally. In addition, they must have the capacity to comprehend, analyze, evaluate and record in patients’ charts, and have the dexterity to use small dental instruments to provide dental hygiene care.
GOALS AND PROGRAM COMPETENCIES
The philosophy of the Associate Degree Dental Hygiene Program was developed to reflect the philosophy of Cerritos College.

The Dental Hygiene Department believes the program should provide opportunities for the student to reach her/his greatest potential in the profession of dental hygiene so she/he may achieve a sense of dignity, value, and personal worth in the community and in the world of work regardless of age, gender, or ethnicity.

The goals of the dental hygiene program are as follows:

I. To graduate an individual who is competent in providing preventive, educational, and therapeutic dental health services.
   A. Graduates must be competent in providing dental hygiene care for the child, adolescent, adult, geriatric, and medically compromised patient.
   B. Graduates must be competent in providing the dental hygiene process of care which includes assessment, planning, implementation, and evaluation.
   C. Graduates must be competent in providing dental hygiene care for all types of periodontal disease including patients who exhibit moderate to severe periodontal disease.
   D. Graduates must be competent in providing appropriate life support measure for medical emergencies that may be encountered in dental hygiene practice.

II. To instill within the student a philosophical appreciation of ethical and moral values suited to the laws of the community as outlined by the American Dental Hygienist's Association and the American Dental Association.
   A. Graduates must be competent in applying ethical, legal, and regulatory concepts to the provision and/or support of oral health care services.

III. To encourage the student to develop professional behavior that is founded in evidence-based decision making, self-directed learning, and self-assessment to enhance professional competence.
   A. Graduates must be competent in the application of self-assessment skills to prepare them for life-long learning.
   B. Graduates must be competent in the evaluation of current scientific literature.
   C. Graduates must be competent in problem solving strategies related to comprehensive patient care and management of patients.

IV. To graduate an individual who is competent in providing health education programs to the community supporting total health through the promotion of optimal oral health.
   A. Graduates must be competent in interpersonal and communication skills to effectively interact with diverse population groups.
   B. Graduates must be competent in assessing, planning, implementing, and evaluating community-based oral health programs including health promotion and disease prevention activities.

V. To promote patient satisfaction of the dental hygiene care provided by the student clinician.

DENTAL HYGIENE PROGRAM REQUIREMENTS
I. PREREQUISITES
   A. CHEM 100, A&P 200, A&P 201, (or A&P 150 and A&P 151), H0 152 and MICRO 200 or equivalent with grades of Pass or “C” or higher.
   B. The acceptance of college work previously completed is at the discretion of Cerritos College and the Dental Hygiene Department. Factors such as elapsed time since the course was completed and grades will be used in determining whether a previously completed course can be accepted towards fulfillment of the graduation requirement. Five years is usually considered maximum elapsed time.
   C. Graduates of foreign dental and dental hygiene programs will not be given priority. Recency of course work still applies.
   D. In an attempt to increase eligibility by repeating a prerequisite course to obtain a higher grade, the Dental Hygiene Department will allow any prerequisite course to be repeated a maximum of ONE time, and will accept the higher of the two grades earned.
   E. A valid CPR certification including health care provider cardiopulmonary resuscitation with an Automated External Defibrillator (AED) is required prior to enrolling in Dental Hygiene program courses and must be kept current. CPR courses approved by the State Board are given through the American Heart Association and the American Red Cross.

II. REQUIRED TESTS AND INFORMATION
   A. Cerritos College Assessment Tests Battery
      Receive satisfactory scores on the Cerritos College Assessment/Placement Tests or achieve clearance by taking the appropriate college courses. A 12th grade reading level is required for admission into the program. Students must have clearance for ENGL 100, MATH 80, and READ 54 or equivalent.
   B. Preliminary Transcript Evaluation
      It is the student’s responsibility to make an appointment with the Counseling Department at Cerritos College to verify equivalent prerequisites and other courses required in the program. The Preliminary Transcript Evaluation must be filled out and signed by a Cerritos College counselor and then submitted to the Health Occupations Division Office along with your Dental Hygiene application. To complete this procedure, the student must have official copies of all transcripts from previously attended colleges and documentation of courses in progress.
   C. Application forms
      If not presently enrolled in courses at Cerritos College, apply for admission to the college at the Admissions and Records Office in the Administration building or apply online at www.cerritos.edu. You will be assigned a student number which you will need to make an appointment with a Dental Hygiene counselor or to attend an application workshop.
   D. Work Experience
      For every related work experience listed, a Verification of Dental Employment form must be completed and mailed to the Health Occupations Division Office or online at www.cerritos.edu (dental hygiene). Letters of recommendation are not considered.
III. SELECTION PROCEDURES
   A. Academic evaluation
      1. All required documents, including Dental Hygiene application, preliminary transcript evaluation, verification of dental employment forms, copy of RDA or RDAEF License, ALL official college transcripts, and work-in-progress must be in our possession in the Health Occupations Division Office, by April 1 (of the year of application). It is the applicants responsibility to verify all information has been received by the deadline.
      2. Points will be earned for the following criteria:
         a. Grade Point Average in prerequisites
         b. Number of units completed up to 60 semester units
         c. Overall Grade Point Average for all college courses
         d. Additional science courses with a grade of “B” or higher
         e. Related dental work experience
      3. Selection will be based upon academic evaluation and data obtained from the application forms. Candidates will be notified of their application status by mail during the month of May.
   B. Health Forms
      Physical examinations, immunization, TB testing and background checks are required prior to patient care and taking the licensure examinations. Health and immunization forms will be issued to those applicants who are accepted in the program. Dental health professionals may be exposed to contagious diseases therefore strict compliance with CDC and OSHA standards are maintained. Policies on bloodborne and infectious diseases are available upon request from the Dental Hygiene Department or can be found on the Dental Hygiene website.

IV. EXPENSES
   A. See Cerritos College catalog for enrollment and out-of-state resident fees.
   B. The student may expect to spend approximately $12,000 for books and instruments, equipment, uniforms, immunizations, and miscellaneous fees. Students are strongly encouraged to join the Student American Dental Hygienists’ Association (SADHA) ($65.00 annually). Fees are subject to change.
   C. Students are responsible for their own living arrangements, uniform, laundry, and transportation to clinical agencies.

V. SCHOLARSHIP, ATTENDANCE, PROMOTION, GRADUATION
   A. Attendance
      All students are required to observe the attendance requirements of the college. Due to the nature of the Dental Hygiene program it is expected that student will attend all classes.
   B. Scholarship and Promotion
      Students are required to maintain a grade of “C” or higher in each dental hygiene and dental education course in order to progress in the program. Courses are designed to prepare the student to successfully complete program competencies. Grade requirements of the college are to be met for all other courses.
   C. Graduation
      Petition for graduation will be permitted if the student meets both the College and the Dental Hygiene program requirements for graduation. Upon completion of the program the graduate will be qualified to take the Dental Hygiene National Board and the California State Board Examinations.

VI. CRIMINAL BACKGROUND CHECKS
   A. Clinical placements are a mandatory component of the curriculum and may require clearance of a criminal background check. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.
   B. Applicants for examination of licensure in the State of California must be fingerprinted and report information related to illegal use of controlled substances, infectious or contagious diseases and any convictions or pleas of no contender even if charges are dismissed. In addition, the application requires specific information related to convictions, misdemeanor or felony, associated with state or federal action. If there is any concern that may prevent licensure after graduation, direct inquiries to the State Board of Dental Examiners, Committee on Auxiliaries, 1428 Howe Avenue, Sacramento, CA 95825, prior to applying to the program.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
   Please note, the Dental Hygiene Program requires the student to take as many as seven courses during any one semester. Consequently, commitment to a rigorous study schedule is imperative.

MAJOR REQUIREMENTS

FIRST YEAR

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</tr>
<tr>
<td>DH 235</td>
</tr>
<tr>
<td>DH 235C</td>
</tr>
</tbody>
</table>
You must complete 11 units in the following area:

EDT 67 Inspiration Presentations 1
EDT 68 Using KidPix 1
EDT 81 Videos for School Use 2
EDT 101 Creating Curriculum Projects Using the Internet 1
EDT 106 Access for Educators 2
EDT 107 Desktop Publishing for Educators 1
EDT 108 Photoshop Elements for Educators 2
EDT 109 Developing Campus Based Portfolios 1
EDT 112 Virtual Curriculum 3
EDT 114 Microsoft Producer for Educators 2
EDT 115 Technology Integration in Education 1
EDT 119 Hardware and Software Considerations for Educators 1
EDT 120 Exploring Assistive Technology in Education 2
EDT 121 Using Handheld Computers in Education 2
EDT 122 Fundraising/Grand Writing for Educators 2
EDT 123 Internet Tools for Educators 2
EDT 132 Using Audio in the Classroom 2
EDT 137 iMovie/Movie Maker in Education 2
EDT 138 Teaching with Clay Animation 2
EDT 150 Podcasting in Education 2
ART 196 Web Design with Flash and Dreamweaver 3
CIS 50 Basic Computer Literacy .5
CIS 121 Internet for Information Systems/Information Technology 1.5
PHOT 112 Intermediate Digital Photography 3

TOTAL CERTIFICATE REQUIREMENTS 18

To be awarded a Certificate of Achievement by the college, a student must complete all major requirements and 9 additional units from the list above to total a minimum of 18 units.
ENGaging Engineering Technology

CAREER OPPORTUNITIES:
Electrical and Electronic Engineering Technician
Mechanical Engineering Technician
Industrial Engineering Technician
Electro-Mechanical Engineering Technician

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS
Engineering Technology Certificates of Achievement are available under three options: Electrical and Electronic Engineering Technician, Mechanical Engineering Technician, and Industrial Engineering Technician. The basic core courses must be taken for all three certificate options:

<table>
<thead>
<tr>
<th>ENGINEERING TECHNOLOGY BASIC CORE COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 93L Process Control Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ET 101 Principles of Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>ET 102 Electronics for Engineering Technologists</td>
<td>3</td>
</tr>
<tr>
<td>ET 103 Industrial Process Control</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>9.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIAN</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 91L Engineering Technology Project Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ET 92L Motor Control Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ET 104 Engineering Technology Project Development</td>
<td>1</td>
</tr>
<tr>
<td>ET 105 Industrial Motor Control</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 103 Introduction to Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>MTT 180 Robotics for Computer Numerically Controlled Machines</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MECHANICAL ENGINEERING TECHNICIAN</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 106 Industrial Equipment Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 103 Introduction to Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>MTT 100 Machine Tool Introduction</td>
<td>2</td>
</tr>
<tr>
<td>MTT 180 Robotics for Computer Numerically Controlled Machines</td>
<td>3</td>
</tr>
<tr>
<td>PMT 50 Survey of Hydraulics and Pneumatics</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

| PMT 100 Plastics Technology | 2.5   |
| WELD 100 Welding Fundamentals | 2.5   |
| WMT 101 Introduction to Woodworking | 3     |
|                                          | 29.5  |

INDUSTRIAL ENGINEERING TECHNICIAN

| ET 91L Engineering Technology Project Laboratory | 1     |
| ET 92L Motor Control Laboratory                  | 1     |
| ET 104 Engineering Technology Project Development | 1     |
| ET 105 Industrial Motor Control                  | 2     |
| ET 106 Industrial Equipment Maintenance          | 3     |
| WELD 60 Safety and the Welding Environment       | 1     |
|                                          | 18    |

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include (1) the above requirements for a Certificate of Achievement; (2) MATH 140; (3) the Associate of Arts Degree General Education requirements; and (4) electives as needed.

See Cerritos College Graduation Requirements.

ENGINEERING DESIGN TECHNOLOGY

CERTIFICATE OF ACHIEVEMENT
RECOMMENDED HIGH SCHOOL PREPARATION:
ONE YEAR ALGEBRA, ONE YEAR OF MECHANICAL DRAFTING

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 103 Introduction to Engineering Design Using Inventor</td>
</tr>
<tr>
<td>ENGT 116 Blueprint Reading</td>
</tr>
<tr>
<td>ENGT 117 Geometrical Dimensioning and Tolerancing</td>
</tr>
<tr>
<td>ENGT 131 Design Fundamentals Including AutoCAD</td>
</tr>
<tr>
<td>ENGT 133 Sheet Metal Layout and Applications Using Solid Modeling</td>
</tr>
<tr>
<td>ENGT 138 AutoCAD</td>
</tr>
<tr>
<td>ENGT 153 Machine Design Applications Using Solid Modeling</td>
</tr>
<tr>
<td>ENGT 237 Statics and Strength of Materials</td>
</tr>
<tr>
<td>PMT 100 Plastics Technology</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

ENGINEERING DESIGN AND PRODUCTION TECHNOLOGY OPTION

Above courses required plus

| ENGT 258 Design and Production Technology Using Solid Modeling | 4     |
| ENGT 265 CATIA I                                              | 4     |
| ENGT 266 CATIA II                                            | 4     |
| or ENGT 259 SolidWorks                                       | (4)   |
| and ENGT 260 Advanced Modeling Using SolidWorks             | (4)   |
| or ENGT 257 Advanced Modeling Using Inventor                 | (4)   |
| and PMT 72 Tooling for Plastics                             | (2.5) |
|                                          | 36.5 (35) |
ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the above requirements as listed for the Certificate of Achievement in Engineering Design and Production. A student must also complete electives and A.A. Degree General Education requirements to achieve a minimum of 60 units.

RECOMMENDED ELECTIVES: MFGT 51, MFGT 100, MTT 100, BA 117, MATH 60.

RELATED TRANSFER PROGRAMS: Industrial (Engineering) Technology—Manufacturing Option.

See Cerritos College Graduation requirements.

ENGLISH

CAREER OPPORTUNITIES:
Publications
Communications
Media, Entertainment
Creative Writing
Government
Business Management
Law
Theology
Psychology
Business Administration

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) ENGL 100 and ENGL 102 or ENGL 103; (2) 12 additional units in English courses selected from ENGL 221A, 221B, 222, 225, 226, 227, 228, 230A, 230B, 232, 233, 234, 235, 246A, 246B, 248A, 248B, and (3) the Associate in Arts Degree General Education requirements.

ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE (6 units—two courses)

ENGL 102 Freshman Composition and Literature 3
ENGL 103 Critical and Argumentative Writing 3

LIST A (6 units—choose any two courses)

ENGL 230A Introduction to American Literature 3
ENGL 230B Introduction to American Literature 3
ENGL 246A Survey of English Literature 3
ENGL 246B Survey of English Literature 3
ENGL 248A Masterpieces of World Literature 3
ENGL 248B Masterpieces of World Literature 3
ENGL 232 Readings in Poetry 3
ENGL 234 Readings in Short Fiction 3
ENGL 235 Readings in the Drama 3

LIST B (3 Units-1 course)

Any course from List A not already used, or any of the following:

ENGL 225 Mexican American Literature in Translation 3
ENGL 228 Shakespeare's Plays 3
ENGL 237 Asian American Literature 3
ENGL 240 Creative Writing 3
ENGL 245 World Mythology in Literature 3

LIST C (3 Units-1 course)

Any course from List A and B not already used, OR any language course other than English which is articulated to fulfill CSU GE Area C, OR any CSU transferable English course:

ENGL 106 Introduction to Linguistics 3
ENGL 221A Literature in the Bible: Hebrew Scriptures 3
ENGL 221B Literature in the Bible: Christian Scriptures 3
ENGL 222 Children's Literature 3
ENGL 223 Chicana/o Literature 3
ENGL 224 Native American Literature 3
ENGL 226 African American Literature 3
ENGL 227 Current Literature 3
ENGL 236 Studies in Women's Literature 3
ENGL 238 Classical Islamic Literature 3
ENGL 241 Screenwriting 3
CHIN 101 Elementary Chinese 5
FREN 101 Elementary French 5
FREN 102 Elementary French 5
FREN 201 Intermediate French 5
FREN 202 Intermediate French 4
FREN 203 Intermediate French Advanced Level 1 4
FREN 285 Romance Linguistics 3
GERM 101 Elementary German 5
GERM 102 Elementary German 5
GERM 201 Intermediate German 4
GERM 202 Intermediate German 4
JAPN 101 Elementary Japanese 5
JAPN 102 Elementary Japanese 5
JAPN 201 Intermediate Japanese 5
JAPN 202 Intermediate Japanese 4
SPAN 101 Elementary Spanish 5
SPAN 102 Elementary Spanish 5
SPAN 111 Elementary Spanish for Speakers of Spanish 5
SPAN 112 Elementary Spanish for Speakers of Spanish 5
SPAN 201 Intermediate Spanish 5
SPAN 202 Intermediate Spanish 4
SPAN 205 Advanced Spanish Composition 3
SPAN 206 Hispanic Literature in the Media 3
SPAN 210 Highlights of Hispanic Culture 3
SPAN 245 Introduction to Chicano/Mexican American Culture 3
SPAN 285 Romance Linguistics 3

or any of the following:

JOUR 100 Mass Communications 3
or JOUR 101 Beginning Newswriting and Reporting (3)
SPCH 140 Oral Interpretation of Literature 3
HUM 100 The Art of Being Human 3
TH 101 Introduction to the Theatre 3

ASSOCIATE IN ART IN ENGLISH FOR TRANSFER REQUIREMENTS:

Students must complete a minimum of 18 units from the courses listed in the English Transfer Model Curriculum, all general education requirements for PLAN B or PLAN C, and any additional units for a total of 60 units transferable to the CSU. Double counting courses in GE and the major is permissible

Students completing this degree will not be held to any additional local graduation requirements.
CAREER OPPORTUNITIES: English graduates are employed in a number of fields that require analytical communication skills: publications, communications, media, entertainment, creative writing, government, and business management. Graduate English majors also find English is excellent preparation for advanced studies as wide-ranging as Law, Theology, Psychology, Pre-Med and Business Administration.

FILM PRODUCTION
ASSOCIATE IN ARTS DEGREE

CAREER OPPORTUNITIES:
Producer
Director
Production Assistant
Location Manager/Scout
Camera Operator
Lighting Director (Gaffer)
Grip
Art Fabrication (making fake props)
Hair & Makeup Artist
Wardrobe Stylist
Food Stylist
Editor
Production Manager
Assistant Director
Storyboard Artist
Casting Director
Assistant Camera Operator
Director of Photography/
Cinematographer
Prop Master
Set Dresser
Script Supervisor
Costumer
Music Composer
Post-Production Supervisor

COMPLETE 12 CORE UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 101</td>
<td>Motion Picture Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 102</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 104</td>
<td>Digital and Motion Picture Cinematography</td>
<td>3</td>
</tr>
<tr>
<td>FILM 107</td>
<td>Motion Picture Editing</td>
<td>3</td>
</tr>
<tr>
<td>or ART 193</td>
<td>Motion Picture Editing</td>
<td>(3)</td>
</tr>
</tbody>
</table>

PLUS A MINIMUM OF 18 UNITS FROM THE FOLLOWING

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 114</td>
<td>Storyboarding &amp; Animation Principles for Film</td>
<td>3</td>
</tr>
<tr>
<td>ART 190</td>
<td>Animation Principles</td>
<td>3</td>
</tr>
<tr>
<td>ART 192</td>
<td>Photoshop/Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>FILM 103</td>
<td>TV Commercial &amp; PSA Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 159</td>
<td>World Film</td>
<td>3</td>
</tr>
<tr>
<td>FILM 160</td>
<td>Great Film Directors</td>
<td>3</td>
</tr>
<tr>
<td>FILM 241</td>
<td>Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 241</td>
<td>Screenwriting</td>
<td>(3)</td>
</tr>
<tr>
<td>FILM 256</td>
<td>Documentary &amp; Reality TV Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 271</td>
<td>Music Video Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 293</td>
<td>Advanced Motion Picture Editing</td>
<td>3</td>
</tr>
<tr>
<td>FILM 294</td>
<td>Advanced Motion Picture Production</td>
<td>3</td>
</tr>
<tr>
<td>FILM 298</td>
<td>Directed Studies</td>
<td>1</td>
</tr>
<tr>
<td>FILM 299</td>
<td>Directed Studies</td>
<td>2</td>
</tr>
<tr>
<td>MUS 100</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 104B</td>
<td>History of Rock Music</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 110</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 160</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>TH 150</td>
<td>Appreciation &amp; History of Motion Pictures</td>
<td>3</td>
</tr>
<tr>
<td>TH 151</td>
<td>Motion Pictures/Radio &amp; TV</td>
<td>3</td>
</tr>
<tr>
<td>or RTV 151</td>
<td>Motion Pictures, Radio, and Television</td>
<td>(3)</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the above courses and units, (2) AA Degree General Education requirements, and (3) electives as needed.

GENERAL EDUCATION

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION-BREADTH (CSUGE-BREADTH)
CERTIFICATE OF ACHIEVEMENT

Students may earn a certificate of achievement in General Education after completing the following transfer General Education requirements below.

California State University General Education-Breadth (CSUGE-B) Students must complete a minimum of 39 units used to satisfy the California State University General Education Breadth (CSUGE-B) requirements (Plan B). Students must complete all the requirements for full certification of the breadth requirements, which includes a grade of “C” or better in Oral Communications, Written Communications, Critical Thinking, and Mathematical Concepts. Consult with a Cerritos College counselor or see the appropriate requirements in the Associate in Arts General Education section of the catalog.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)
CERTIFICATE OF ACHIEVEMENT

Students may earn a certificate of achievement in General Education after completing the following transfer General Education requirements below.

Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement Students must complete a minimum of 34 units used to satisfy the Intersegmental General Education Transfer Curriculum (IGETC) requirements (Plan C). Students must receive full certification of the IGETC pattern which requires a minimum grade of “C” or better in each IGETC course. Consult with a Cerritos College counselor or see the appropriate requirements in the Associate in Arts General Education section of the catalog.

HISTORY

ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE: 6 units

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the United States: 1500’s-1876</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Political and Social History of the United States: 1877-Present</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST A: 6 units

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 241</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 245</td>
<td>World Civilization From Antiquity to 1500</td>
<td>(3)</td>
</tr>
<tr>
<td>HIST 242</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 246</td>
<td>World Civilization From 1500 to Present</td>
<td>(3)</td>
</tr>
</tbody>
</table>
### Curriculum and Requirements for Majors and Certificates

**LIST B (one course from each group): 6 units**

#### Group I:
- **HIST 110** African-American History
- **HIST 204** Women in American History
- **HIST 230** History of Mexico
- **HIST 235** History of Latin America
- **HIST 245** World Civilization from Antiquity to 1500
- **HIST 246** World Civilization from 1500 to Present (3)
- **HIST 260** Survey History of Asia
- **HIST 265** Selected Problems in Contemporary Asian History
- **HIST 275** Global Studies (Post-WWII to the Present)
- **CHIN 101** Elementary Chinese
- **CHIN 102** Intermediate Chinese
- **FREN 101** Elementary French
- **FREN 102** Elementary French
- **FREN 201** Intermediate French
- **FREN 202** Intermediate French
- **FREN 203** Intermediate French Advanced Level I
- **FRN 285** Romance Linguistics
- **GERM 101** Elementary German
- **GERM 102** Elementary German
- **GERM 201** Intermediate German
- **GERM 202** Intermediate German
- **JAPN 101** Elementary Japanese
- **JAPN 102** Elementary Japanese
- **JAPN 201** Intermediate Japanese
- **JAPN 202** Intermediate Japanese
- **SPAN 101** Elementary Spanish
- **SPAN 102** Elementary Spanish
- **SPAN 111** Elementary Spanish for Spanish Speakers
- **SPAN 112** Elementary Spanish for Spanish Speakers
- **SPAN 201** Intermediate Spanish
- **SPAN 202** Intermediate Spanish
- **SPAN 205** Advanced Spanish Composition
- **SPAN 206** Hispanic Literature in Media
- **SPAN 210** Highlights of Hispanic Culture
- **SPAN 285** Romance Linguistics
- **ENGL 224** Native American Literature
- **ENGL 225** Mexican Literature in Translation
- **ENGL 226** African American Literature
- **ENGL 228** Shakespeare’s Plays
- **ENGL 230A** Introduction to American Literature
- **ENGL 230B** Introduction to American Literature
- **ENGL 236** Studies in Women’s Literature
- **ENGL 237** Asian American Literature
- **ENGL 238** Classic Islamic Literature
- **ENGL 246A** Survey of English Literature
- **ENGL 246B** Survey of English Literature
- **ENGL 248A** Masterpieces of World Literature
- **ENGL 248B** Masterpieces of World Literature
- **HUM 100** The Art of Being Human
- **HUM 108** Black Images in Popular Culture
- **HUM 109** Gender and Sexuality in Art
- **PHIL 100** Philosophy of Cultural Diversity:
- **PHIL 102** Introduction to Ethics
- **PHIL 104** Philosophy of Cultural Diversity:
- **PHIL 105** Philosophy of Art and Beauty
- **PHIL 107** Philosophy of Science and Technology
- **PHIL 108** Philosophy of the Americas
- **PHIL 200** World Religions
- **PHIL 201** Contemporary Philosophy
- **PHIL 204** Philosophy of the Bible I: Hebrew Scriptures
- **PHIL 206** Philosophy of the Bible II: Hebrew Scriptures
- **POL 101** American Political Institutions
- **POL 110** California State and Local Government
- **POL 201** Introduction to Political Science and American Government
- **POL 210** International Relations
- **POL 220** Comparative Government
- **POL 230** Contemporary Political Issues: Middle East
- **POL 260** Public Policy and the Supreme Court
- **PSYC 261** Social Psychology
- **SOCI 101** Introductory to Sociology Principles
- **SOCI 201** Social Problems
- **SOCI 202** Gender and Society
- **SOCI 210** American Minority Relations
- **SOCI 215** Sociology of Cultural Diversity:
- **SPAN 245** Introduction to Chicano/Mexican American Culture
- **WS 101** Issues for Women in American Society
- **WS 102** Women and Religion
- **WS 202** Gender and Society
- **WS 204** Women in American History
- **WS 206** Women in Global Economy

#### Group 2:
- **HIST 101** American History and Constitution
- **HIST 120** History of California
- **HIST 210** History of the United States in the Post World War II Era
- **HIST 220** History of the Americas
- **HIST 221** History of the Americas
- **HIST 250** History of England, Great Britain and the Commonwealth
- **HIST 255** History of Russia
- **ANTH 100** Cultural Anthropology
- **ANTH 120** Introduction to Archaeology
- **ANTH 170** Introduction to Language and Culture
- **ANTH 200** Native Peoples of North America
- **ANTH 201** Native Peoples of California
- **ANTH 202** The Maya, Inca and Aztecs: Ancient Civilizations of the Americas
- **ANTH 203** The Anthropology of Magic, Witchcraft and Religion
- **ART 108** Black Images in Popular Culture
- **ART 109** Gender and Sexuality in Art
- **ENGL 221A** Literature in the Bible: Hebrew Scriptures
- **ENGL 221B** Literature in the Bible: Christian Scriptures
- **ENGL 223** Chicano/Chicana Literature
- **ENGL 224** Native American Literature
- **ENGL 225** Mexican Literature in Translation
- **ENGL 226** African American Literature
- **ENGL 228** Shakespeare’s Plays
- **ENGL 230A** Introduction to American Literature
- **ENGL 230B** Introduction to American Literature
- **ENGL 236** Studies in Women’s Literature
- **ENGL 237** Asian American Literature
- **ENGL 238** Classic Islamic Literature
- **ENGL 246A** Survey of English Literature
- **ENGL 246B** Survey of English Literature
- **ENGL 248A** Masterpieces of World Literature
- **ENGL 248B** Masterpieces of World Literature
- **HUM 100** The Art of Being Human
- **HUM 108** Black Images in Popular Culture
- **HUM 109** Gender and Sexuality in Art
- **PHIL 100** Philosophy of Cultural Diversity:
- **PHIL 102** Introduction to Ethics
- **PHIL 104** Philosophy of Cultural Diversity:
- **PHIL 105** Philosophy of Art and Beauty
- **PHIL 107** Philosophy of Science and Technology
- **PHIL 108** Philosophy of the Americas
- **PHIL 200** World Religions
- **PHIL 201** Contemporary Philosophy
- **PHIL 204** Philosophy of the Bible I: Hebrew Scriptures
- **PHIL 206** Philosophy of the Bible II: Hebrew Scriptures
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- **POL 220** Comparative Government
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- **SOCI 101** Introductory to Sociology Principles
- **SOCI 201** Social Problems
- **SOCI 202** Gender and Society
- **SOCI 210** American Minority Relations
- **SOCI 215** Sociology of Cultural Diversity:
- **SPAN 245** Introduction to Chicano/Mexican American Culture
- **WS 101** Issues for Women in American Society
- **WS 102** Women and Religion
- **WS 202** Gender and Society
- **WS 204** Women in American History
- **WS 206** Women in Global Economy

### ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER REQUIREMENTS:
1. Completion of 60 semester units that are eligible for transfer to the California State University.
2. The California State University General Education-Breadth (CSUGE-Breadth) Requirements or the Intersegmental General Education Transfer Curriculum (IGETC).
3. Additional electives, if needed, to reach 60 units.
4. Obtainment of a minimum grade point average of 2.0.
5. Students must also earn a C or better in all courses required for the major.
6. No additional graduation requirements beyond those mentioned above are required for this degree.
INTERNATIONAL STUDIES
GLOBAL POLITICS/DIPLOMACY

CAREER OPPORTUNITIES:
Foreign and Government Service
Tourism
Public Relations
Business
Law

CERTIFICATE OF ACHIEVEMENT
CORE REQUIREMENTS (15 UNITS)
DIVISION OPTION REQUIREMENTS (SELECT 1) 9 UNITS
TOTAL CERTIFICATE UNITS 24 UNITS

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
CORE REQUIREMENTS (15 UNITS) UNITS
ANTH 100 Cultural Anthropology 3
ECO 201 Principles of Macroeconomics 3
GEOG 105 World Regional Geography 3
HIST 275 Global Studies 3
POL 210 International Relations 3

Division Requirements – Choose one option (9 units)

Political-Economic Option – Select three courses
ECO 102 Women in the Global Economy 3
HIST 246 World Civilization from 1500 to Present 3
POL 220 Comparative Government 3
POL 230 Contemporary Political Issues: Middle East 3
BA 101 International Business 3

Socio-Cultural Option: Select three courses
PHIL 200 World Religions 3
HUM 100 The Art of Being Human 3
ANTH 170 Introduction to Language and Culture 3
SOC 215 Sociology of Cultural Diversity: Challenge and Change 3
SPCH 110 Intercultural Communication 3

NOTE: One year of Foreign Language study is recommended.

GLOBAL RESOURCES
CERTIFICATE OF ACHIEVEMENT

CORE REQUIREMENTS (CERTIFICATE OF COMPLETION) UNITS
GEOG 105 World Regional Geography 3
POL 210 International Relations 3
BA 101 International Business 3

AND ONE OF THE FOLLOWING
PHIL 200 World Religions 3
ANTH 100 Cultural Anthropology 3

Division Requirements
ENGL 106 Introduction to Linguistics 3
ESCI 101 Physical Ecology 3

SELECT 6 UNITS FROM THE FOLLOWING:
GEOG 101 Physical Geography 3
GEOG 102 Natural and Cultural Geography 3
GEOG 103 Physical Geography 3
ESCI 102 Physical Ecology Field Laboratory 1
ESCI 104 Oceanography 3

TOTAL CERTIFICATE REQUIREMENTS 24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Meet the requirements for a Certificate of Achievement in Global Resources and complete electives and General Education requirements to achieve a minimum of 60 units.

INTERPRETING/TRANSLATING

CAREER OPPORTUNITIES:
Interpreter
Translator
Teacher
Legal Assistant

CERTIFICATE OF ACHIEVEMENT
CORE REQUIREMENTS (CERTIFICATE OF COMPLETION) UNITS
GEOG 105 World Regional Geography 3
POL 210 International Relations 3
BA 101 International Business 3

AND ONE OF THE FOLLOWING:
PHIL 200 World Religions 3
ANTH 100 Cultural Anthropology 3

Division Requirements
ENGL 106 Introduction to Linguistics 3

AND ONE OF THE FOLLOWING OPTIONS:
SPAN 282 Intermediate Conversational Spanish 3
SPAN 283 Advanced Conversational Spanish 3
FREN 202 Intermediate French 4
FREN 203 Intermediate French Advanced Level I 4
GERM 203 Scientific German 4
GERM 204 Scientific German 4
JAPN 102 Elementary Japanese 5
JAPN 201 Intermediate Japanese 5
SPAN 201 Intermediate Spanish 5
and (or) SPAN 202 Intermediate Spanish 4
or SPAN 112 Elementary Spanish for Spanish Speakers 5
and (or) SPAN 202 Intermediate Spanish 4
or SPAN 213 Living Spanish Grammar and Written Communication 2
SPAN 214 Living Spanish Grammar and Written Communication 2
and (or) SPAN 202 Intermediate Spanish 4

TOTAL CERTIFICATE REQUIREMENTS 24

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Meet the requirements for a Certificate of Achievement in Interpreting/Translating and complete electives and General Education requirements to achieve a minimum of 60 units.
WORLD CULTURES

CERTIFICATE OF ACHIEVEMENT

CORE REQUIREMENTS

GEOG 105  World Regional Geography  3
PHIL 104  Philosophy of Cultural Diversity: Challenge and Change  3
ANTH 100  Cultural Anthropology  3
SPCH 110  Intercultural Communication  3
SOC 215  Sociology of Cultural Diversity: Challenge and Changes  3

ANY ONE OF THE FOLLOWING:

HIST 246  World Civilization from 1500 to Present  3
POL 210  International Relations  3
PHIL 200  World Religions  3

TOTAL CERTIFICATE REQUIREMENTS 18

NOTE: Second Language Coursework is recommended.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in World Cultures and complete electives and General Education requirements to achieve a minimum of 60 units.

INSURANCE – PROPERTY AND CASUALTY

CAREER OPPORTUNITIES:

Auto Insurance Agent
Business Insurance Agent
Health Insurance Agent
Life Insurance Agent
Real Estate Insurance Agent

CERTIFICATE OF ACHIEVEMENT

UNITS

INSR 101  Introduction to Insurance  1
INSR 102  Insurance Code and Ethics  1
INSR 121  Insurance Principles: Property and Liability  3
INSR 122  Personal Insurance  3
INSR 123  Commercial Insurance  3
INSR 171  Insurance Occupational Work Experience  1
BA 100  Fundamentals of Business  3
BA 113  Legal Environment of Business  3
or LAW 111  Business Law  (3)
BA 156  Motivational Presentation Skills for Managers  3
or BCOT 147  Business Communications  (3)
ACCT 100  Introduction to Accounting  3
ACCT 133  Spreadsheet Accounting I  3.5
CIS 101  Introduction to Computer Information Systems  3

TOTAL UNITS 30

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Meet the requirements for a Certificate of Achievement in Insurance -Property and Casualty and complete General Education requirements to achieve a minimum of 60 units.

LAW (PARALEGAL)

CAREER OPPORTUNITIES:

Escrow Secretary
File Clerk
Insurance Clerk
Legal Assistant
Paralegal
Legal Secretary

ASSOCIATE IN ARTS DEGREE

SECTION A - LEGAL PARALEGAL PROGRAM CORE REQUIREMENTS FOR BOTH A.A. AND CERTIFICATE CANDIDATES:

UNITS

LAW 56  Introduction to Computerized Legal Software  3
LAW 100*  Introduction to California Civil Procedures  3
LAW 101  Introduction to Law  3
LAW 102*  Advanced California Civil Procedures  3
or LAW 113*  Fundamentals of Alternate Dispute Resolutions  (3)
LAW 103*  Legal Research  3
LAW 111  Business Law  3
LAW 120*  Legal Ethics  3
LAW 290*  Capstone Course-Paralegal Program  1

TOTAL REQUIREMENTS FOR SECTION A 22

NOTE: Plus 6 units selected from the courses listed below in section “B” with an asterisk (*) for both A.A. and Certificate candidates.

SECTION B

A.A. Degree Candidates must complete 28 units and an additional 5.0 units from these courses below for a total of 33.0 units.

LAW 52  Law Office Management  3
LAW 57  Legal Document Production  3
LAW 65  Advanced Legal Technology  3
LAW 102*  Advanced California Civil Procedures  3
LAW 104*  Advanced Legal Research  3
LAW 105*  Introduction to Federal and California Employment, Labor, and Workers’ Compensation Law  3
LAW 106*  Bankruptcy Law  3
LAW 107*  Probate Procedures  3
LAW 108*  Family Law Procedures  3
LAW 109*  Torts and Personal Injury  3
LAW 110  Business Law  3
LAW 112*  Estate Planning for the Paralegal  3
LAW 113*  Fundamentals of Alternate Dispute Resolutions  3
LAW 114  Law on the Internet  1.5
LAW 115*  Elder Law  3
LAW 116*  Criminal Law  3
LAW 119  Legal Aspects of Mass Communications  1
LAW 171-172, 173, 174*  Legal Occupational Work Experience  (1-4)
LAW 220*  Landlord and Tenant Law  3
LAW 230*  Corporate Law  3
LAW 260*  Immigration Law  3

TOTAL REQUIREMENTS 33

NOTE: * Legal Specialty courses. The ABA requires a minimum of 18 units of legal specialty courses for both the A.A. Degree and Certificate Candidates.
Certificate Candidates: Must complete a total of 22.0 units of Core Requirements and 6.0 units of Legal Specialty courses designated by an (*) in Section “B”. A student may earn a Paralegal Certificate if the student has already completed an A.A. Degree or B.A. Degree prior to taking any courses applied to the Paralegal Certificate. Students must complete a total of 28.0 units. All 28.0 units must be taken at Cerritos College. Students must consult with the LAW or Counseling Department prior to entering the Certificate Program to verify eligibility. Any Law courses which were taken prior to the completion of the student’s requisite A.A. Degree will not be counted as part of the certificate units.

A.A. Degree Candidates: Must complete a total of 22.0 units of Core Requirements, 6.0 units of Legal Specialty courses designated by an (*) in Section “B”, and 5.0 units of any other courses from Section “B”. General Education requirements must also be completed to achieve a minimum of 60.0 degree applicable units for an A.A. Degree in Paralegal. No course may be taken as “Credit by Exam.”

THIS PROGRAM IS APPROVED BY THE AMERICAN BAR ASSOCIATION (ABA).

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

OPTIONAL SPECIALTIES

BUSINESS LAW
LAW 110 Business Law 3
LAW 111 Business Law 3
LAW 113* Fundamentals of Alternate Dispute Resolutions 3

COMMERCIAL (LAW)
LAW 106* Bankruptcy Law 3
LAW 220* Landlord and Tenant Law 3
LAW 230* Corporate Law 3
or LAW 110 Business Law (3)

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

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

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

LITIGATION
LAW 102* Advanced California Civil Procedures 3
LAW 104* Advanced Legal Research 3
LAW 109* Torts and Personal Injury 3

PROBATE & ESTATE PLANNING
LAW 107* Probate Procedures 3
LAW 112* Estate Planning for the Paralegal 3
LAW 115* Elder Law 3

Department Recommendation: It is strongly recommended that all graduates who wish to be assisted with job placement through the Law department complete LAW 171-174 Legal Occupational Work Experience with a letter of recommendation from their employer.

“Paralegal” means a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, government agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Board of California. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law. (Business & Professions Code Section 6450)

The Legal Minor does not prepare students for a career as a Paralegal and is not approved by the American Bar Association.

LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences Degree is designed to give students a foundational degree that may either be used as a basis for transfer to a four-year college or university, or to serve those students who wish to enter the workforce prepared with an associate degree. Students wishing to transfer must select General Education Plan B for transfer to a California State University or Plan C for transfer to either a California State University or a University of California. Students planning this degree as preparation for the work force may select Plan A. See the General Education section of this catalog for details. Meeting with a college counselor is highly recommended to prepare for completion of the degree.

In order to qualify for an A.A. Degree in Liberal Arts and Sciences, the following requirements must be met:

1. Completion of Plan A, B, or C of the General Education requirements and meet required proficiencies. These requirements and proficiencies are specified in the Associate in Arts Degree General Education requirements of the catalog.
2. Completion of a minimum of 60 degree-applicable units.
3. Completion of at least one area of emphasis among the following with a grade of Pass or “C” or higher in each course:
   - Art and Culture (21 units)
   - Communication (18 units)
   - Culture and Society (18 units)
   - Earth and Space Sciences (18 units)
   - Historical Perspectives (18 units)
   - Literature and Language (18 Units)
   - Media Studies (18 units)
   - Self-Development and Social Behavior (18 units)
   - Social and Behavioral Sciences (18 units)
   - Visual Communication (18 units)
4. Courses may be used to satisfy both a General Education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is up to each transfer institution.
5. Repeatable courses may be counted toward an area of emphasis only once.
6. Courses that appear in more than one section of an area of emphasis may be applied only once in meeting the requirements for that area of emphasis.
ART AND CULTURE

Students will begin with an overview of world art history, focusing on patterns within patterns within development of human cultural production. They will take a series of courses designed to introduce them to both Western and Non-Western artistic traditions in the visual, literary, and performing arts. They will complete their studies with advanced courses aimed at developing critical analytical skills as they relate to issues of identity and politics within the arts. Finally, they will choose from electives to broaden their understanding to art and culture today.

This area of emphasis will prepare students for possible baccalaureate degree majors within the fields of art history, arts and humanities, art criticism, theatre, and dance.

Students pursuing these studies may seek careers in museum work, allied arts, art foundations, art criticism, theatre and the entertainment industry.

Section One — Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Introduction to World Art</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100</td>
<td>The Art of Being Human</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Black Images in Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 108</td>
<td>Black Images in Pop Culture</td>
<td>3</td>
</tr>
<tr>
<td>or ART 109</td>
<td>Gender and Sexuality in Art</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 109</td>
<td>Gender and Sexuality in Art</td>
<td>3</td>
</tr>
</tbody>
</table>

Section Two — Western Art History

Choose 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>Art History 1: Prehistory to Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History 2: Renaissance to Rococo</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Art History 3: Neoclassical to Present</td>
<td>3</td>
</tr>
</tbody>
</table>

Section Three — Non-Western Art History

Select 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 104</td>
<td>African Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 105A</td>
<td>The Arts of Latin America and the Caribbean: Pre-Columbian</td>
<td>3</td>
</tr>
<tr>
<td>ART 105B</td>
<td>The Arts of Latin America and the Caribbean: Colonial to Present</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Asian Art History</td>
<td>3</td>
</tr>
</tbody>
</table>

Section Four — Literary and Performing Arts

Select 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 232</td>
<td>Readings in Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Readings in the Drama</td>
<td>3</td>
</tr>
<tr>
<td>MUS 100</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Introduction to World Music</td>
<td>3</td>
</tr>
<tr>
<td>TH 159</td>
<td>World Film</td>
<td>3</td>
</tr>
</tbody>
</table>

Section Five — Art and Culture Electives

Select 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 112</td>
<td>History of Architecture</td>
<td>3†</td>
</tr>
<tr>
<td>DANC 100</td>
<td>Dance Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>DANC 101</td>
<td>History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 140</td>
<td>Oral Interpretation of Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 145</td>
<td>Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 240</td>
<td>Oral Interpretation: Reader’s Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TH 101</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TH 104</td>
<td>History and Appreciation of Musical Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

Section Six — Communication Courses

Select 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100</td>
<td>Fundamentals of Oral Communication</td>
<td>3†</td>
</tr>
<tr>
<td>or SPCH 130</td>
<td>Fundamentals of Speaking</td>
<td>(3)</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 150</td>
<td>Organizational Communication</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Section Two — Critical Thinking Courses

Select 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Critical Thinking Through Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Philosophical Reasoning – Critical Thinking in Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 103</td>
<td>Critical Thinking in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>READ 200</td>
<td>Analysis and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 235</td>
<td>Fundamentals of Argumentation and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>INST 100</td>
<td>Principles and Strategies for Problem Solving</td>
<td>3</td>
</tr>
</tbody>
</table>

Section Three — Additional Courses

Select at least 9 additional units from at least two disciplines from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 150</td>
<td>Dynamics of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>COUN 200</td>
<td>Success in College and Career</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Critical Thinking Through Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>INST 100</td>
<td>Principles and Strategies for Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>LIB 100</td>
<td>Introduction to Library Resources</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Philosophical Reasoning – Critical Thinking in Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 103</td>
<td>Critical Thinking in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Arts and Culture Area of Emphasis | 21

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.

COMMUNICATION

The Communication Area of Emphasis is designed to give the student both foundational and proficient knowledge and skill to communicate effectively in today’s world. Students will apply principles of language for clear, concise expression and logical thought. The emphasis begins with courses in oral communication, reading, and written communication. The next level of courses uses these communication methods to express complex concepts and critical opinions in the education as well as the vocational setting.

This area of emphasis will prepare students for possible baccalaureate degree majors in communication, communication studies, public speaking, philosophy, and education.

Students pursuing these studies may seek careers in politics, public policy, education, law, and business.

Courses that appear in more than one section of an area of emphasis may be applied only once in meeting the requirements for that area of emphasis.
Courses in culture and society are an inter-disciplinary activity, developing a global perspective of how western and non-western societies interconnect and interact, and the dynamics of cultural change. Students will develop a critical framework for a better understanding of diverse cultural and historic identities in societal contexts through the study of history, language, literature, sociology, art and art history, and other humanities and social sciences.

This area of emphasis will prepare students for possible baccalaureate degree majors in history, anthropology, international studies, global studies, political science, and literature.

Students pursuing these studies may seek careers in writing, teaching, business, foreign service, social service, law, museum direction, and travel and tourism.

Select at least 6 units from Section 1, at least 6 units from Section 2, at least 6 units from Section 3, and at least 3 units from Section 4 for a total of 21 units.

Courses that appear in more than one section of an area of emphasis may be applied only once in meeting the requirements for that area of emphasis.

**Section 1 — World Societies**

Select 6 units total from at least two disciplines:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 170</td>
<td>Introduction to Language and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 200</td>
<td>Native Peoples of North America</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 201</td>
<td>Native Peoples of California</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Natural and Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 120</td>
<td>History of California</td>
<td>3</td>
</tr>
<tr>
<td>HIST 204</td>
<td>Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>or WS 204</td>
<td>Women in American History</td>
<td>(3)</td>
</tr>
<tr>
<td>HIST 210</td>
<td>History of the United States in the Post World War II Era</td>
<td>3</td>
</tr>
<tr>
<td>HUM 100</td>
<td>The Art of Being Human</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 104</td>
<td>Philosophy of Cultural Diversity: Challenge and Change</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 200</td>
<td>World Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Contemporary Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

**Section 2 — The Arts**

Select 6 units total from at least two disciplines:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Introduction to World Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art History 1: Prehistory to Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>Art History 2: Renaissance to Rococo</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Art History 3: Neoclassical to Present</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>African Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 105A</td>
<td>The Arts of Latin America and the Caribbean: Pre-Columbian</td>
<td>3</td>
</tr>
<tr>
<td>ART 105B</td>
<td>The Arts of Latin America and the Caribbean: Colonial to Present</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Asian Art History</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 228</td>
<td>Shakespeare's Plays</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Readings in the Drama</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Introduction to World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 102</td>
<td>Latino Music</td>
<td>3</td>
</tr>
<tr>
<td>DANC 101</td>
<td>History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANC 109</td>
<td>Introduction to Dance Cultures of the World</td>
<td>3</td>
</tr>
<tr>
<td>TH 102</td>
<td>History of the Classical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TH 103</td>
<td>History of the Modern Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TH 159</td>
<td>World Film</td>
<td>3</td>
</tr>
</tbody>
</table>

**Section 3 — World History and Political Institutions**

Select 6 units total from at least two disciplines:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>American History and Constitution</td>
<td>3†</td>
</tr>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the U.S.: 1500s to 1876</td>
<td>3†</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Political and Social History of the U.S.: 1877 to Present</td>
<td>3†</td>
</tr>
<tr>
<td>HIST 110</td>
<td>African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 120</td>
<td>History of California</td>
<td>3</td>
</tr>
<tr>
<td>HIST 204</td>
<td>Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>or WS 204</td>
<td>Women in American History</td>
<td>(3)</td>
</tr>
<tr>
<td>HIST 210</td>
<td>History of the United States Post WWII Era</td>
<td>3†</td>
</tr>
<tr>
<td>HIST 220</td>
<td>History of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>HIST 230</td>
<td>History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>HIST 235</td>
<td>History of Latin America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 241</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 242</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 245</td>
<td>World Civilization From Antiquity to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 246</td>
<td>World Civilization From 1500 to the Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 250</td>
<td>History of England, Great Britain and the Commonwealth</td>
<td>3</td>
</tr>
<tr>
<td>HIST 255</td>
<td>History of Russia and the Soviet Union</td>
<td>3</td>
</tr>
<tr>
<td>HIST 260</td>
<td>Survey of the History of Asia</td>
<td>3</td>
</tr>
<tr>
<td>HIST 265</td>
<td>Selected Problems in Contemporary Asian History</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 100</td>
<td>Mass Communications and Society</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Political Institutions</td>
<td>3†</td>
</tr>
<tr>
<td>POL 201</td>
<td>Introduction to Political Science and American Government</td>
<td>3†</td>
</tr>
</tbody>
</table>

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.
EARTH AND SPACE SCIENCES

These courses emphasize the study of our home planet and its place in the universe, both present and past. Students will examine, explore, and synthesize theories relating to the origin and evolution of Earth, our solar system, and the universe in lecture and laboratory environments.

This area of emphasis will prepare students for possible baccalaureate degree majors in astronomy, earth sciences, geology, oceanography, global studies, environmental science and policy, astronomy and natural science.

Students pursuing these studies may seek careers in geology, oceanography, environmental analysis, science education, urban planning, policy administration, and consulting.

Complete at least seven units, including at least one laboratory from Section A; at least eight units, including one laboratory from Section B; at least three units from Section C; and additional units from any of the sections below for a combined total of 18 units.

Section A — Courses in Astronomy

Choose at least 7 units, including one laboratory, from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 102</td>
<td>Introductory Astronomy: Stars and the Universe</td>
<td>3 †</td>
</tr>
<tr>
<td>ASTR 103</td>
<td>Introductory Astronomy: The Solar System</td>
<td>3 †</td>
</tr>
<tr>
<td>ASTR 105L</td>
<td>Observational Astronomy (lab)</td>
<td>1</td>
</tr>
<tr>
<td>ASTR 106</td>
<td>History of Astronomy</td>
<td>3</td>
</tr>
</tbody>
</table>

† UC credit limits may apply. ASTR 102 and ASTR 103 are combined: maximum credit, one course.

No credit for ASTR 102 or ASTR 103 if taken after ASTR 101.

Section B — Courses in Earth Sciences

Choose at least 8 units, including one laboratory, from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCI 101</td>
<td>Physical Ecology</td>
<td>3</td>
</tr>
<tr>
<td>ESCI 102</td>
<td>Physical Ecology Field Laboratory (lab)</td>
<td>1</td>
</tr>
<tr>
<td>ESCI 104</td>
<td>Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>ESCI 104L</td>
<td>Oceanography Laboratory (lab)</td>
<td>1</td>
</tr>
<tr>
<td>ESCI 106</td>
<td>Weather and Climate</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101L</td>
<td>Physical Geography Laboratory (lab)</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 103</td>
<td>Environmental Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 101</td>
<td>Physical Geology (includes lab)</td>
<td>4 †</td>
</tr>
</tbody>
</table>

† GEOL 101 meets the laboratory requirement for Section B.

Section C — Courses in Astronomy and Earth Sciences

Choose at least 3 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 104</td>
<td>Life in the Universe</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 204</td>
<td>Geology of the Western National Parks and Monuments</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 207</td>
<td>Paleontology, Life of the Past</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 209</td>
<td>Natural Disasters</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Minimum Units Earth and Sciences Area of Emphasis 18

HISTORICAL PERSPECTIVES

The Historical Perspectives area of emphasis gives the students a broad range look at various aspects of history. The courses include history of this region, state, and country; this world, and history of the arts and sciences.

This area of emphasis will prepare students for possible baccalaureate degree majors in history, Eastern studies, Latin American studies, ethnic studies, anthropology, religious studies, and history of science.

Students pursuing these studies may seek careers as an archivist, historian, politician, journalist, educator, or in business, research, government service, and public policy.

Section 1 — American History

Select at least 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 200</td>
<td>Native Peoples of North America</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 201</td>
<td>Native Peoples of California</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>American History and Constitution</td>
<td>3 †</td>
</tr>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the United States: 1500s to 1876</td>
<td>3 †</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Political and Social History of the United States: 1877 to Present</td>
<td>3 †</td>
</tr>
<tr>
<td>HIST 110</td>
<td>African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 120</td>
<td>History of California</td>
<td>3</td>
</tr>
<tr>
<td>HIST 204</td>
<td>Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>or WS 204</td>
<td>Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 210</td>
<td>History of the United States in the Post World War II Era</td>
<td>3 †</td>
</tr>
</tbody>
</table>

† UC credit limits may apply. HIST 101, 101LC, 102, 102LC and 103 are combined: maximum credit, two courses. HIST 103 and 210 combined: maximum credit, one course. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.
Curriculum and Requirements for Majors and Certificates

Section 2 — World and Ethnic History
Select at least 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 202</td>
<td>The Maya, Inca and Aztecs: Ancient Civilizations of The Americas</td>
<td>3</td>
</tr>
<tr>
<td>HIST 220</td>
<td>History of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 221</td>
<td>History of the Americas (3)</td>
<td></td>
</tr>
<tr>
<td>HIST 230</td>
<td>History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 235</td>
<td>History of Latin America (3)</td>
<td></td>
</tr>
<tr>
<td>HIST 241</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 242</td>
<td>Western Civilization (3)</td>
<td></td>
</tr>
<tr>
<td>or HIST 245</td>
<td>World Civilization from Antiquity to 1500 (3)</td>
<td></td>
</tr>
<tr>
<td>or HIST 246</td>
<td>World Civilization from 1500 to Present (3)</td>
<td></td>
</tr>
<tr>
<td>HIST 250</td>
<td>History of England, Great Britain and the Commonwealth</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 255</td>
<td>History of Russia and the Soviet Union (3)</td>
<td></td>
</tr>
<tr>
<td>or HIST 260</td>
<td>Survey of the History of Asia (3)</td>
<td></td>
</tr>
<tr>
<td>or HIST 265</td>
<td>Selected Problems in Contemporary Asian History (3)</td>
<td></td>
</tr>
</tbody>
</table>

Section 3 — History of the Arts and Sciences
Select at least 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History 1: Prehistory to Gothic</td>
<td>3</td>
</tr>
<tr>
<td>or ART 102</td>
<td>Art History 2: Renaissance to Rococo</td>
<td></td>
</tr>
<tr>
<td>or ART 103</td>
<td>Art History 3: Neoclassical to Present (3)</td>
<td></td>
</tr>
<tr>
<td>ART 104</td>
<td>African Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 105A</td>
<td>The Arts of Latin America and the Caribbean: Pre-Columbian</td>
<td>3</td>
</tr>
<tr>
<td>or ART 105B</td>
<td>The Arts of Latin America and the Caribbean: Colonial to Present (3)</td>
<td></td>
</tr>
<tr>
<td>ART 107</td>
<td>Asian Art History</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 112</td>
<td>History of Architecture</td>
<td>3†</td>
</tr>
<tr>
<td>ASTR 106</td>
<td>History of Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>DANC 101</td>
<td>History of Dance</td>
<td>3</td>
</tr>
<tr>
<td>MUS 104B</td>
<td>History of Rock Music</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 160</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>TH 102</td>
<td>History of the Classical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>or TH 103</td>
<td>History of the Modern Theatre</td>
<td>(3)</td>
</tr>
<tr>
<td>or TH 104</td>
<td>History and Appreciation of Musical Theatre (3)</td>
<td></td>
</tr>
</tbody>
</table>

Total Units Historical Perspectives Area of Emphasis 18

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.

LITERATURE AND LANGUAGES

The literature and language emphasis offers students two principal disciplines: the study of literature in English and/or the study of foreign languages. The literature discipline introduces British, American, and world literary history through the study of writers recognized for their significant literary merit. Courses explore the boundaries of literature through genre, period, theme, language, and culture. Students may train in critical and creative writing as well. The languages discipline is sequenced to provide practical competence in French, German, Japanese, Sign Language or Spanish, as well as elementary Chinese. Students perfect their linguistic skills and study original language literary texts to appreciate the nuances of language and global culture.

This area of emphasis will prepare students for possible baccalaureate degree majors in anthropology, literature, cultural studies, and languages.

Students pursuing these studies may seek careers in publications, communications, education, media, law, international business, entertainment, administration, the arts, translation, and foreign service.

Section 1
Select 3 units from one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 170</td>
<td>Introduction to Language and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Critical Thinking Through Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 106</td>
<td>Introduction to Linguistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Section 2
Select a minimum of 15 units from one or more of the following disciplines:

Art and Culture

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Black Images in Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 108</td>
<td>Black Images in Popular Culture (3)</td>
<td></td>
</tr>
<tr>
<td>ART 109</td>
<td>Gender and Sexuality in Art</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 109</td>
<td>Gender and Sexuality in Art (3)</td>
<td></td>
</tr>
<tr>
<td>SPAN 206</td>
<td>Hispanic Literature in the Media</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 210</td>
<td>Highlights of Hispanic Culture</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 245</td>
<td>Intro to Chicano/Mexican American Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 240</td>
<td>Oral Interpretation: Readers’ Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TH 159</td>
<td>World Film</td>
<td>3</td>
</tr>
</tbody>
</table>

English

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 221A</td>
<td>Literature in the Bible: Hebrew Scriptures</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 221B</td>
<td>Literature in the Bible: Christian Scriptures</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 223</td>
<td>Chicano/a Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 224</td>
<td>Native American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 225</td>
<td>Mexican Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 227</td>
<td>Current Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 228</td>
<td>Shakespeare’s Plays</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 230A</td>
<td>Introduction to American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 230B</td>
<td>Introduction to American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 232</td>
<td>Readings in Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 233</td>
<td>Readings in the Novel</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 234</td>
<td>Readings in Short Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 238</td>
<td>Classic Islamic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Readings in the Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 241</td>
<td>Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 246A</td>
<td>Survey of English Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 246B</td>
<td>Survey of English Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 248A</td>
<td>Masterpieces of World Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 248B</td>
<td>Masterpieces of World Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Chinese

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 101</td>
<td>Elementary Chinese</td>
<td>5</td>
</tr>
</tbody>
</table>

French

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 101</td>
<td>Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 102</td>
<td>Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 201</td>
<td>Intermediate French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 202</td>
<td>Intermediate French</td>
<td>4</td>
</tr>
<tr>
<td>FREN 203</td>
<td>Intermediate French Advanced Level 1</td>
<td>4</td>
</tr>
<tr>
<td>FREN 281</td>
<td>Beginning Conversational French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 282</td>
<td>Intermediate Conversational French</td>
<td>3</td>
</tr>
<tr>
<td>FREN 283</td>
<td>Advanced Conversational French</td>
<td>3</td>
</tr>
</tbody>
</table>

German

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERM 101</td>
<td>Elementary German</td>
<td>5</td>
</tr>
<tr>
<td>GERM 102</td>
<td>Elementary German</td>
<td>5</td>
</tr>
<tr>
<td>GERM 201</td>
<td>Intermediate German</td>
<td>4</td>
</tr>
</tbody>
</table>
Curriculum and Requirements for Majors and Certificates

**MEDIA STUDIES**

These courses introduce the student to the role and impact of the mass media and their images in society and provide an exploratory introduction to several mass media major areas of study.

This area of emphasis will prepare students for possible baccalaureate degree majors in journalism, mass communications, entertainment and media studies, broadcasting, film, and public relations.

Students pursuing these studies may seek careers in screen writing, film and entertainment, mass communications, media, law, education, and journalism.

Select 18 units from at least two disciplines from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 108</td>
<td>Black Images in Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>or HUM 108</td>
<td>Black Images in Popular Culture</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 241</td>
<td>Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>or TH 241</td>
<td>Screenwriting</td>
<td>(3)</td>
</tr>
<tr>
<td>JOUR 100</td>
<td>Mass Communications and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 101</td>
<td>Beginning Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 121</td>
<td>Multimedia Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 157</td>
<td>Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>or BA 157</td>
<td>Principles of Public Relations</td>
<td>(3)</td>
</tr>
<tr>
<td>RTV 151</td>
<td>Motion Pictures, Radio and Television</td>
<td>3</td>
</tr>
<tr>
<td>or TH 151</td>
<td>Motion Pictures, Radio and Television</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**TOTAL**

**Selct 18 units from at least two disciplines from the following courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV 152</td>
<td>Introduction to Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>READ 200</td>
<td>Analysis and Critical Reading</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 206</td>
<td>Hispanic Literature in the Media</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 130</td>
<td>Fundamentals of Speaking</td>
<td>3</td>
</tr>
<tr>
<td>TH 150</td>
<td>Appreciation and History of the Motion Picture</td>
<td>3</td>
</tr>
<tr>
<td>TH 153</td>
<td>Motion Picture Production</td>
<td>3</td>
</tr>
<tr>
<td>TH 156</td>
<td>Television Production</td>
<td>3</td>
</tr>
<tr>
<td>TH 159</td>
<td>World Film</td>
<td>3</td>
</tr>
<tr>
<td>TH 193</td>
<td>Motion Picture Editing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units Media Studies Area of Emphasis: 18

**SELF-DEVELOPMENT AND SOCIAL BEHAVIOR**

This emphasis provides students with knowledge and understanding of social behavior theories, concepts, and principles as applied to self-development. It is designed to prepare students to use acquired knowledge to communicate and collaborate more effectively. These courses are intended to assist students with the application of this knowledge to their lives in meaningful ways, including student growth, purpose, and vitality. Students will learn to become productive citizens who care for themselves and others and will be prepared to work with people and their communities.

This area of emphasis will prepare students for possible baccalaureate degree majors in social, health, and human services majors.

Students pursuing these studies may seek careers in service/community-oriented fields, fitness, and in health professions.

Select at least 6 units from Section 1, at least 3 units from Section 2, and at least 3 units from Section 3. Then complete at least 6 additional units from any section or combination of sections (1, 2, or 3) to reach a total of 18 units.

**Section 1 — Theory and Background**

Select at least 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 170</td>
<td>Introduction to Language and Culture</td>
<td>3</td>
</tr>
<tr>
<td>BA 107</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>CD 110</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEC 113</td>
<td>The Child, the Family, and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CDIT 151</td>
<td>Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 106</td>
<td>Introduction to Linguistics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Natural and Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>American History and Constitution</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the United States: 1550s to 1876</td>
<td>3†</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Political and Social History of the United States: 1877–Present</td>
<td>3†</td>
</tr>
<tr>
<td>HIST 110</td>
<td>African American History</td>
<td>3</td>
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<tr>
<td>HIST 120</td>
<td>History of California</td>
<td>3</td>
</tr>
<tr>
<td>PE 105</td>
<td>Student Athletes in Society</td>
<td>2</td>
</tr>
<tr>
<td>PE 253</td>
<td>Sports Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Political Institutions</td>
<td>3</td>
</tr>
<tr>
<td>POL 201</td>
<td>Introduction to Political Science and American Government</td>
<td>3†</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 245</td>
<td>Drugs and Behavior</td>
<td>3</td>
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<tr>
<td>PSYC 251</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 261</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 271</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PE 105</td>
<td>The Student Athlete and Society</td>
<td>2</td>
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<tr>
<td>PE 106</td>
<td>Women in Sports</td>
<td>3</td>
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<tr>
<td>or WS 106</td>
<td>Women in Sports</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Total Units Self-Development and Social Behavior: 18
Curriculum and Requirements for Majors and Certificates

**Table of Contents**

PE 253  Sports Psychology  3
SOC 101  Introductory Sociology Principles  3
SOC 110  Marriage and the Family  3
SOC 201  Social Problems  3
SOC 205  Introduction to Social Science Research  3
SPAN 245  Introduction to Chicano/Mexican American Culture  3
SPCH 100  Fundamentals of Oral Communication  3
SPCH 110  Intercultural Communication  3
SPCH 120  Fundamentals of Interpersonal Communication  3
SPCH 130  Fundamentals of Speaking  3
SPCH 132  Fundamentals of Small Group Communication  3†
SPCH 235  Fundamentals of Argumentation and Persuasion  3
TH 108  Improvisation for the Theatre  3
TH 110  Fundamentals of Acting  3
WS 101  Issues for Women in American Society  3

† UC credit limits may apply. HIST 101, 101LC, 102, 102LC and 103 are combined: maximum credit, two courses. HIST 103 and 210 combined: maximum credit, one course. SPCH 100 and 132 combined: maximum credit, one course. POL 101 and 102 combined: maximum credit, one course. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.

**Section 2 — Student Development and Application**

Select at least 3 units from the following courses:

COUN 100  Counselor Aide in the Community College  2
COUN 150  Dynamics of Leadership  3
COUN 200  Success in College and Career  3
COUN 210  Job Search Strategies  3
COUN 220  Transition to Universities  3
LIBR 100  Introduction to Library Resources  1

**Section 3 — Student Vitality**

Select at least 3 units from the following courses:

HED 100  Contemporary Health Problems  3
HED 101  Stress Management  3
HED 103  Women, Their Bodies and Health  3
or WS 103  Women, Their Bodies and Health  3
HED 200  Nutrition for Health, Fitness and Physical Activity  3
HO 152  Normal and Therapeutic Nutrition  3
PE 130  Stretching and Relaxation  1†
PE 131  Walking for Fitness  1†
PE 135A  Circuit Weight Training, Beginning  1†
PE 135B  Circuit Weight Training, Intermediate/Advanced  2†
PE 138  Yoga  1†
PE 139  Pilates Conditioning  1†
PE 141  Fitness and Wellness  3†
PE 142  Fitness and Wellness for Older Adults  2†
PE 143  Personal Fitness Program  1†
PE 146  Weight Management  1†
PE 149A  Beginning Jogging for Fitness  1†
PE 149B  Intermediate Jogging for Fitness  2†
PE 160  Personal Self Defense  1†
PE 254  Measurement and Interpretation of Fitness  3

Total Units Self-Development and Social Behavior Area of Emphasis  18

† UC credit limits may apply. Any or all of these PE courses combined: maximum credit, four units. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.

**SOCIAL AND BEHAVIORAL SCIENCE**

The following area of study allows students to take courses that will prepare them for possible majors within the field of social and behavioral science. Courses in the social and behavioral sciences focus on the human and social conditions of society. Courses explain how people behave within their societies and social institutions, including interactions between subcultures, creating an appreciation of human interaction and perceptions of reality. Using critical analysis, students will develop an awareness of social science research methods and theories in the social and behavioral sciences.

This area of emphasis will prepare students for possible baccalaureate degree majors in anthropology, economics, history, political science, psychology, and sociology.

Students pursuing these studies may seek careers in social work, counseling, probation and parole, politics, archiving, and business.

Select 18 units from at least three different disciplines.

AJ 101  Introduction of Administration of Justice  3
ANTH 100  Cultural Anthropology  3
or SOC 101  Introductory Sociology Principles  3
ANTH 120  Introduction to Archaeology  3
ANTH 170  Introduction to Language and Culture  3
ANTH 200  Native Peoples of North America  3
ANTH 202  The Maya, Inca and Aztecs: Ancient Civilizations of the Americas  3
ANTH 205  The Anthropology of Sexuality and Gender  3
or WS 205  The Anthropology of Sexuality and Gender  3
CD 110  Child Development  3
COUN 200  Success in College and Career  3
ECON 101  Economic Issues and Policy  3†
ECON 102  Women in Global Economy  3
ECON 201  Principles of Macroeconomics  3
ECON 202  Principles of Microeconomics  3
ECON 204  Money, Ethics, and Economic Justice  3
GEOG 102  Natural and Cultural Geography  3
GEOG 105  World Regional Geography  3
HIST 101  American History and Constitution  3†
HIST 102  Political and Social History of the United States: 1500s to 1876  3†
HIST 103  Political and Social History of the United States: 1877 to Present  3†
HIST 110  African-American History  3
HIST 120  History of California  3
HIST 204  Women in American History  3
or WS 204  Women in American History  3
HIST 210  History of the United States in the Post World War II Era  3†
HIST 220  History of the Americas  3
HIST 221  History of the Americas  3
HIST 230  History of Mexico  3
HIST 235  History of Latin America  3
HIST 241  Western Civilization  3
HIST 245  World Civilization from Antiquity to 1500  3
HIST 246  World Civilization from 1500 to Present  3
HIST 250  History of England, Great Britain and the Commonwealth  3
HIST 255  History of Russia and the Soviet Union  3
HIST 260  Survey of the History of Asia  3
HIST 265  Selected Problems in Contemporary Asian History  3
POL 101  American Political Institutions  3†
POL 110  California State and Local Government  3
POL 201  Introduction to Political Science and American Government  3†
POL 210  International Relations  3
POL 220  Comparative Government  3
POL 230  Contemporary Political Issues: Middle East  3
PSYC 101  General Introductory Psychology  3
PSYC 150  Personal and Social Adjustment  3
PSYC 251  Developmental Psychology  3
PSYC 261  Social Psychology  3
PSYC 271  Abnormal Psychology  3
SOC 110  Marriage and the Family  3
SOC 120  Introduction to Human Sexuality  3
SOC 201  Social Problems  3
SOC 202  Gender and Society  3
SOC 205  Introduction to Social Science Research  3
SOC 210  American Minority Relations  3
SOC 220  Introduction to Human Services  3
SOC 215  Sociology of Cultural Diversity: Challenge and Change  3
SOC 230  Juvenile Delinquency  3
SOC 250  Sociology of Aging  3
WS 101  Issues for Women in American Society  3
WS 102  Women and Religion  3
WS 206  Women in the Global Economy  3

Total Units Social And Behavioral Science Area of Emphasis  18

† UC credit limits may apply. No credit for ECON 101 if taken after ECON 202, HIST 101, 101LC, 102, 102LC, and 103 are combined: maximum credit, two courses. HIST 103 and 210 combined: maximum credit, one course. POL 101 and 201 combined: maximum credit, one course. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.

**VISUAL COMMUNICATION**

This area of emphasis will focus on the power of images and serves as an introduction to techniques for improved visual communication. It starts with a study of images in culture, progresses to visual communication exploration, and culminates with learning hands-on skill development.

This area of emphasis will prepare students for possible baccalaureate degree majors in art, graphic arts, graphic design, desktop publishing, communication, theatre, and photography.

Students pursuing these studies may seek careers in film and entertainment, mass communications, media, publishing, photography, education, museum work, web design, theatre stage design, and journalism.

**Section 1 — Critical Analysis of Images**

Select 3 units from the following courses:

ART 108  Black Images in Popular Culture  3

**or**  HUM 108  Black Images in Popular Culture  3

ART 109  Gender and Sexuality in Art  3

**or**  HUM 109  Gender and Sexuality in Art  3

PHOT 160  History of Photography  3

**Section 2 — Theories of Visual Communication**

Select 6 units from the following courses:

ART 188  Design for Desktop Publishing  3

JOUR 121  Multimedia Reporting  3

JOUR 130  Photojournalism  3

**or**  PHOT 130  Photojournalism  (3)

PHOT 100  Introductory Photography  3

PHOT 110  Introduction to Digital Photography  3

SPAN 206  Hispanic Literature in the Media  3

**Section 3 — Applied Techniques of Communication**

Select 9 units from the following courses:

ART 110  Freehand Drawing  3

ART 116  Beginning Printmaking  3

ART 120  Two-Dimensional Design  3†

ART 130A  Fundamentals of Painting  3

ART 114  Storyboard and Graphic Novel Illustration  3

ART 150  Introduction to Ceramics  3

ART 182A  Lettering and Typography  3

ART 184  Graphic Design I  3

TH 153  Motion Picture Production  3

TH 156  Television Production  3

TH 193  Motion Picture Editing  3

Total Units Visual Communication Area of Emphasis  18

† UC credit limits may apply. Please see list of UC transferable courses in ASSIST (http://www.assist.org) or a counselor for explanation.

**MACHINE TOOL TECHNOLOGY**

**CAREER OPPORTUNITIES:**

Machinist

Machine Shop Owner

Numerical Control Machine Operator

Numerical Control Tool Programmer

Tool and Die Maker

**CERTIFICATE OF ACHIEVEMENT**

**MACHINIST OPTION**

MTT 50  CNC Shop Math  3

MTT 52  Setup and Operation of CNC Milling Machines  2.5

MTT 54  CNC Blueprint Reading  2.5

MTT 56  CNC Shop Inspection  2

MTT 57  Setup and Operation of CNC Lathes  2.5

MTT 58  Computer Assisted Inspection Using Verisurf  3

MTT 60  Advanced Machine Tool Concepts  2

MTT 62  Fixture Tooling  2

MTT 94L  Manual Machining Laboratory  1

MTT 100  Machine Tool Introduction  2

MTT 170  Computer Numerical Control Programming  2

MTT 180  Robotics for CNC Machines  3

TOTAL UNITS  27.5

**NUMERICAL CONTROL MACHINE OPERATOR OPTION**

MTT 50  CNC Shop Math  3

MTT 52  Setup and Operation of CNC Milling Machines  2.5

MTT 54  CNC Blueprint Reading  2.5

MTT 56  CNC Shop Inspection  2
ASSOCIATE DEGREE REQUIREMENTS

Complete 60 units to include (1) the above requirements for a Certificate of Achievement; (2) MTT 61 and MTT 96L (3) the Associate of Arts Degree general education requirements; and (4) electives as needed.

RECOMMENDED ELECTIVES: WELD 120, WELD 130.

See Cerritos College Graduation Requirements.
Curriculum and Requirements for Majors and Certificates

Department Requirements
(6 units, any combinations)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 106</td>
<td>JOUR 106 talonmarks.com</td>
<td>1 (2)</td>
</tr>
<tr>
<td>JOUR 107</td>
<td>JOUR 107 College Newspaper</td>
<td>3 (6)</td>
</tr>
<tr>
<td>JOUR 160</td>
<td>JOUR 160 College Magazine Production</td>
<td>1 (2)</td>
</tr>
</tbody>
</table>

Additional Requirements (14 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 188</td>
<td>Design for Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>ART 194</td>
<td>Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 196</td>
<td>Web Design with Flash and Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming HTML for the World Wide Web</td>
<td>1.5</td>
</tr>
<tr>
<td>JOUR 111</td>
<td>Introduction to Newsletters</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 112</td>
<td>Copy Editing Skills</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 121</td>
<td>Multimedia Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 122</td>
<td>Creating Podcasts for Media</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 130</td>
<td>Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>or PHOT 130</td>
<td>Photo Journalism</td>
<td>(3)</td>
</tr>
<tr>
<td>JOUR 157</td>
<td>Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>or BA 157</td>
<td>Principles of Public Relations</td>
<td>(3)</td>
</tr>
<tr>
<td>JOUR 170</td>
<td>Broadcast News/Webcasting</td>
<td>1</td>
</tr>
<tr>
<td>or RTV 170</td>
<td>Broadcast News/Webcasting</td>
<td>(1)</td>
</tr>
<tr>
<td>JOUR 298</td>
<td>Directed Studies in Journalism</td>
<td>(may be applied twice) 1 (2)</td>
</tr>
<tr>
<td>or JOUR 50</td>
<td>Editorial Board</td>
<td>(1)</td>
</tr>
<tr>
<td>JOUR 299</td>
<td>Directed Studies in Journalism</td>
<td>(must be a media internship) 2</td>
</tr>
<tr>
<td>or JOUR 171</td>
<td>Occupational Work Experience in Journalism</td>
<td>(1)</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 110</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>RTV 175</td>
<td>Sportscasting</td>
<td>1</td>
</tr>
<tr>
<td>RTV 176</td>
<td>Talk Radio Broadcasting</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 160</td>
<td>Parliamentary Procedure</td>
<td>1</td>
</tr>
</tbody>
</table>

**NOTE:** Journalism students intending to transfer to a four-year college are referred to the Transfer Journalism Major Requirements of Study 145.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the above Journalism courses and unit requirements, (2) A.A. Degree General Education Requirements, and (3) electives as needed.

JOURNALISM

ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

**REQUIRED CORE (9 UNITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>JOUR 100</td>
<td>JOUR 100 Mass Communications and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 101</td>
<td>JOUR 101 Beginning Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 107A</td>
<td>JOUR 107A College Newspaper</td>
<td>3</td>
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</table>

**LIST A (SELECT ONE): 3 UNITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 121</td>
<td>JOUR 121 Multimedia Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 157</td>
<td>JOUR 157 Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>or BA 157</td>
<td>or BA 157 Principles of Public Relations</td>
<td>(3)</td>
</tr>
<tr>
<td>JOUR 130</td>
<td>JOUR 130 Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>or PHOT 130</td>
<td>or PHOT 130 Photo Journalism</td>
<td>(3)</td>
</tr>
<tr>
<td>JOUR 107B</td>
<td>JOUR 107B Intermediate College Newspaper</td>
<td>3</td>
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**LIST B (SELECT TWO): 6 UNITS**

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<th>Course Title</th>
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<tr>
<td>PHOT 100</td>
<td>Introduoty Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART 188</td>
<td>Design for Desktop Publishing</td>
<td>3</td>
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<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
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<tr>
<td>POL 101</td>
<td>American Political</td>
<td>3</td>
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<tr>
<td>POL 220</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 106</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Critical Thinking through Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN ARTS IN JOURNALISM FOR TRANSFER REQUIREMENTS:**

1. Completion of 60 semester units that are eligible for transfer to the California State University.
2. The California State University General Education-Breadth (CSUGE-Breadth) Requirements or the Intersegmental General Education Transfer Curriculum (IGETC).
3. Additional electives, if needed, to reach 60 units.
4. Obtainment of a minimum grade point average of 2.0.
5. Students must also earn a C or better in all courses required for the major (or area of emphasis).
6. No additional graduation requirements beyond those mentioned above are required for this degree.

**JOURNALISM**

CERTIFICATE OF ACHIEVEMENT

**TOTAL OF 38 UNITS**

**CORE REQUIREMENTS: (9 UNITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>JOUR 100</td>
<td>JOUR 100 Mass Communications and Society</td>
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<tr>
<td>JOUR 101</td>
<td>JOUR 101 Beginning Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 121</td>
<td>JOUR 121 Multimedia Reporting</td>
<td>3</td>
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</table>

**Department Requirements**

(8 units, any combinations)

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>JOUR 50</td>
<td>JOUR 50 Editorial Board</td>
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<td>JOUR 106</td>
<td>JOUR 106 talonmarks.com</td>
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<td>JOUR 107</td>
<td>JOUR 107 College Newspaper</td>
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<tr>
<td>JOUR 160</td>
<td>JOUR 160 College Magazine Production</td>
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**Additional Requirements (21 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 188</td>
<td>Design for Desktop Publishing</td>
<td>3</td>
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<tr>
<td>ART 194</td>
<td>Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 196</td>
<td>Web Design with Flash and Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming HTML for the World Wide Web</td>
<td>1.5</td>
</tr>
<tr>
<td>JOUR 100</td>
<td>JOUR 100 Mass Communications and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 101</td>
<td>JOUR 101 Beginning Newswriting and Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 121</td>
<td>JOUR 121 Multimedia Reporting</td>
<td>3</td>
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<tr>
<td>or PHOT 130</td>
<td>or PHOT 130 Photo Journalism</td>
<td>(3)</td>
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</tbody>
</table>
Curriculum and Requirements for Majors and Certificates

PUBLIC RELATIONS

CERTIFICATE OF ACHIEVEMENT

TOTAL OF 38 UNITS

CORE REQUIREMENTS (12 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 100</td>
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</tr>
<tr>
<td>JOUR 101</td>
<td>Beginning Newswriting and Reporting</td>
<td>3</td>
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<tr>
<td>JOUR 121</td>
<td>Multimedia Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 157</td>
<td>Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>or BA 157</td>
<td>Principles of Public Relations</td>
<td>(3)</td>
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</tbody>
</table>

DEPARTMENT REQUIREMENTS

(21 UNITS ANY COMBINATION)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 188</td>
<td>Design for Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>BA 114</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 106</td>
<td>Talonmarks.com</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 107</td>
<td>College Newspaper</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 130</td>
<td>Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>or PHOT 130</td>
<td>Photo Journalism</td>
<td>(3)</td>
</tr>
<tr>
<td>JOUR 160</td>
<td>College Magazine Production (requires corequisite)</td>
<td>1</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 110</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>RTV 155</td>
<td>Radio Production</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL REQUIREMENTS (UP TO 5 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 194</td>
<td>Multimedia Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 196</td>
<td>Web Design with Flash and Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 111</td>
<td>Introduction to Newsletters</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 112</td>
<td>Copy Editing Skills</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 122</td>
<td>Creating Podcasts for Media</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 170</td>
<td>Broadcast News/Webcasting</td>
<td>1</td>
</tr>
<tr>
<td>or RTV 170</td>
<td>Broadcast News/Webcasting</td>
<td>(1)</td>
</tr>
<tr>
<td>JOUR 298</td>
<td>Directed Studies in Journalism</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 299</td>
<td>Directed Studies in Journalism (must be a media internship)</td>
<td>2</td>
</tr>
<tr>
<td>or JOUR 171</td>
<td>Occupational Work Experience in Journalism (must be a media internship)</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 160</td>
<td>Parliamentary Procedure</td>
<td>1</td>
</tr>
</tbody>
</table>

See Cerritos College Graduation Requirements.

MEDICAL ASSISTANT

Cerritos College offers a Certificate of Achievement or an Associate of Arts in Medical Assisting. The student must achieve a grade of “C” or better in all required medical assisting courses to qualify for the Certificate of Achievement and/or Associate of Arts Degree in Medical Assisting. Twelve units of the Medical Assistant program must have been taken within the last five (5) years. Upon successful completion of program requirements, the student is eligible for a Cerritos College Medical Assistant pin.

1. Medical Assistant Certificate of Achievement
   - The Medical Assistant Program may be completed in two semesters when started in the fall semester. Both front office (administrative) and back office (clinical) training is available. A clinical lab experience is completed through an internship or occupational work experience.

2. Medical Assistant Associate in Arts Degree
   - The student must complete the requirements for a Certificate of Achievement in Medical Assisting and A&P 120, electives, and General Education requirements to achieve a minimum of 60 units.

   Full-time students can complete this program in two semesters when starting with the fall semester. Discussion with the department chair regarding questions on course selection is encouraged.

   Course selection for a full-time student starting in the fall semester is recommended as follows:

   FALL: MA 60, MA 62A, MA 62B, MA 64, MA 161, HO 53, HO 54, HO 55 (elective from list).

   SPRING: MA 66, MA 67, MA 68 or MA 73 or MA 74, PSYC 101 or PSYC 150, or equivalent, and additional electives if needed.

   Full-time students starting in the spring semester are advised to consult with the program chairperson regarding course selection(s).

   The program is designed to help meet the needs of the part-time student as well. Course selection in numerical order is advised. Again, consult with the program chair regarding specific course selection questions. Some classes are offered in specific semesters and efficient planning is necessary.

PROGRAM REQUIREMENTS

Academic Requirement

The student may obtain a Certificate of Achievement or an Associate in Arts in Medical Assisting. The student must achieve a grade of “C” or better in required medical assisting and General Education course work. (Twelve units of the Medical Assistant program must have been taken within the last five (5) years.) MA 67 and MA 68 have prerequisite courses, which must be completed with a grade of “C” or higher.

Program Progression/Completion

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Art degree.
Curriculum and Requirements for Majors and Certificates

Expenses
A. See the college catalog for enrollment fees.
B. The student may expect to spend approximately $600 for books, equipment (including watch with a second hand), and uniforms. Health screening will be at the student’s expense. This may include but is not limited to immunizations and CPR/First Aid certification completed at private agencies. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected clinics.

Essential requirements for the Medical Assistant Program

The Medical Assistant (MA) Program requires the acquisition of knowledge and skills related to the practice of patient care in ambulatory settings. Cerritos College endeavors to educate students who have the ability to become highly competent MAs. Program completion decisions for starting and/or completing the MA program are based on the academic clinical factors which serve to insure that the student can complete the essential functions of the MA program in a variety of clinical settings such as general practice, internal medicine, pediatrics, OB/GYN, after hours care, and specialty practices in the ambulatory care settings.

Cerritos College is committed to the principle of equal opportunity, and as such does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientations, age, marital status, disability or veteran status. When requested, the College and the program will provide reasonable accommodation to otherwise qualified students with disabilities.

The program curriculum requires the following essential abilities: sensory and motor skills related to patient treatment, ability to comprehend, analyze problem solving and behavioral and social aspects of performance related to that of a medical assistant. The student must have the cognitive abilities necessary to master relevant content in academic and clinical courses at a level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material. She/he must be able to discern and comprehend dimensional and spatial relationships of structures and develop reasoning and decision-making skills appropriate to the practice of medical assisting.

The student must have the ability to demonstrate proper body mechanics. The students must have the ability to safely assist a patient in moving: different positions on the exam table, from a chair to an exam table and back down, or from a car to a wheelchair and from a wheelchair to a car. The student will be able to: sit up to 1.5 hours in an 8 hour shift (charting, talking on the phone; stand or walk on a continuous basis (rooming patients, assisting provider, retrieving medical records/X-rays/lab reports, assisting family members; equipment sanitization/disinfection; lifting on a frequent basis from 25 to 250 pounds (charts, equipment, Xrays, supplies, patients); pushing on a frequent basis up to 45 pounds effort (gurneys, wheelchairs, carts, crash cart); pulling on a frequent basis up to 70 pounds effort (positioning patients on the exam table/surgical table, transferring from gurney or wheelchair to chair/exam table); crouching frequently = bending at the knees (retrieving supplies/equipment from cabinet shelves/off the floor); stooping frequently = bending at the waist (while assisting the provider, procedures, retrieval of items from cabinet); twisting frequently (transferring patients, assisting provider with procedures/treatments, performing sterile techniques); reaching frequently (during procedures, EKGs, transferring, assisting provider/family members, obtaining supplies); kneeling occasionally (transferring patients, performing CPR, obtaining supplies); handling and grasping frequently (preparing and administering medications, performing dressing changes, suture/staple removal and other procedures, manipulation of oxygen equipment, obtaining supplies, using computer keyboards, fine motor dexterity for handling medical instruments, autoclave operation); operations of equipment and tools on a frequent basis ranging from 2 to 40 pounds of effort (bowie machine, CPR crash cart, sigmoidoscopy, suture trays, surgical trays, cystoscopes, exam tables, autoclave operation, measuring vital signs, specimen collection, phlebotomy).

The student must be able to take information and record patient treatment into the patient’s record. The student must be able to communicate with the patient, caregiver and staff, all aspects related to the patient’s care. This communication will include verbal, written and non-verbal content including the transmission and follow-up inquiry of information. The student must be capable of responsive, empathetic listening and speaking to establish rapport in a way that promotes openness on issues and concern and sensitivity to potential cultural differences. She/he must have the emotional stability to function effectively under stress and be able to adapt to an environment which may change rapidly without warning and/or in unpredictable ways.

These essential requirements of medical assistant education are used in consideration of starting, retention and completion from the Cerritos College program. Graduates are expected to be fully qualified to enter the profession as an MA. It is the responsibility of the student with disabilities to provide verification of the disability and resulting limitations, and to make advance requests for those accommodations that he/she feels are reasonable and needed to execute the essential requirements described.

Health

Employment in this field requires good vision, hearing, and the ability to communicate verbally, nonverbally and through written word. In addition, students must have the ability to comprehend, analyze, and evaluate patients’ charts in order to provide appropriate treatment. Students must be able to record in the patients’ charts and have the manual dexterity to use small instruments to provide patient care. The student must be able to work as a team player and demonstrate efficient customer service skills.

Internship and Occupational Work Experience

Health clearance requirements will vary depending on where clinical lab experiences will be completed (MA 68, MA 73, MA 74). To be placed in a health care facility where direct patient contact will occur (MA 68, MA 73, MA 74), the student must present evidence of compliance with facility health standards and current certification in CPR and First Aid training. The health standards will include, but are not limited to, T.B. testing and immunization. The Medical Assistant Program Record of Immunizations, Vaccination, and Test forms (located in HS 106) must be completed before the first class session and prior to placement in the health care facility. Health clearance, CPR and First Aid requirements must be valid for the duration of the clinical affiliation. Student placements are predominately during the day hours.

CRIMINAL BACKGROUND CHECKS

Clearance of a criminal background check may be required prior to internship/work experience placement. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the course. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.
ME入选ED ASSISTANT
CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 53</td>
<td>Electrocardiography</td>
<td>1</td>
</tr>
<tr>
<td>HO 54</td>
<td>Medical Laboratory Skills</td>
<td>1</td>
</tr>
<tr>
<td>HO 55</td>
<td>Phlebotomy Procedures</td>
<td>1.5</td>
</tr>
<tr>
<td>MA 60</td>
<td>Introduction to Medical Assisting</td>
<td>2</td>
</tr>
<tr>
<td>MA 62A</td>
<td>Health Insurance and Billing</td>
<td>1.5</td>
</tr>
<tr>
<td>MA 62B</td>
<td>ICD-9 and CPT Coding</td>
<td>1.5</td>
</tr>
<tr>
<td>MA 64</td>
<td>Medical Office Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MA 66</td>
<td>Medications and Specialties</td>
<td>3</td>
</tr>
<tr>
<td>MA 67</td>
<td>Medical Office Administration</td>
<td>3</td>
</tr>
<tr>
<td>*MA 68</td>
<td>Medical Assisting Internship Experience</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>or *MA 73 Medical Assisting Occupational Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>or *MA 74</td>
<td>Medical Assisting Occupational Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>MA 161</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

PSYCHOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 150</td>
<td>Personal and Social Adjustment</td>
<td>(3)</td>
</tr>
</tbody>
</table>

AND classes from the list below to complete a minimum of 29 units:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOT 114</td>
<td>Introduction to Microsoft Office</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HO 150</td>
<td>Professional/CPR and First Aid</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>(Fall semester only)</td>
<td></td>
</tr>
<tr>
<td>HO 152</td>
<td>Nutrition</td>
<td>(3)</td>
</tr>
<tr>
<td>SPAN 223</td>
<td>Spanish for Health and Medical Careers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Or an equivalent)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS (29)31

*M Students may select one of these options to complete the medical assisting internship requirement. Only one option can be selected and the course may not be repeated more than one time.

Students not currently employed in a medical office should enroll in MA 68. Students who are currently employed in a medical office up to 19 hours per week should enroll in MA 73. Students who are currently employed in a medical office more than 20 hours per week should enroll in MA 74.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

For an Associate in Arts Degree a student must meet the requirements for a Certificate of Achievement in Medical Assisting. The student must take A&P 120, electives and General Education requirements to achieve a minimum of 60 units. See Cerritos College Graduation Requirements.

CAREER OPPORTUNITIES: Upon completion of program, employment is available as a medical assistant in a variety of settings: office clinic, hospitals, insurance companies, government agencies, pharmaceutical companies, and educational institutions. Job duties can entail front office (administrative) duties such as receptionist and insurance clerk to back office (clinical) duties such as assisting the provider of care of lab duties.

MENTAL HEALTH WORKER

CAREER OPPORTUNITIES:
- Paraprofessional in Community-Based Mental Health
- Paraprofessional for Housing Departments

CERTIFICATE OF ACHIEVEMENT MAJOR REQUIREMENTS

MENTAL HEALTH WORKER CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INST 151</td>
<td>Principles of Recovery and Psychosocial Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>INST 152</td>
<td>Helping Relationships</td>
<td>3</td>
</tr>
<tr>
<td>INST 272</td>
<td>Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 271</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 273</td>
<td>Mental Health Worker Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 18

RECOMMENDED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 103</td>
<td>Critical Thinking in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 150</td>
<td>Personal and Social Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 241</td>
<td>Introduction to Psychobiology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 245</td>
<td>Drugs and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 251</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 261</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

ASSOCIATES IN ARTS DEGREE REQUIREMENTS

A minimum of 60 units must be completed to include: the core courses listed above, A.A. Degree general requirements, and at least six units of recommended courses.

NOTE: Although all of these courses are transferable to transfer as a Psychology Major refer to Psychology Transfer Major Requirements.

MUSIC

CAREER OPPORTUNITIES:
- Accompanist
- Church Music Director/Cantor
- Concert Hall/Stage Manager*
- Conductor (choral, band, orchestra)*
- Copyist/Editor
- Music Journalist*
- Music Librarian*
- Music Production/Engineering
- Music Publicist
- Music Retail Sales
- Music Teacher/Professor*
- Music Therapist*
- Private Instrument/Piano Teacher
- Producer/Record Executive
- Recording Artist
- Sound Engineer
- Studio Performer
- Vocal Coach

* Bachelor's degree normally required.

MUSIC — GENERAL

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Theory, private study/recital, and performance classes are required each semester of full-time program (4 semesters). Placement in the appropriate level of theory and private study is made by the Music Department.
REQUIRED MUSIC COURSES:  
MUS 100  Music Appreciation  3  
MUS 106  Music Theory/Musicianship I  5  
MUS 107  Music Theory/Musicianship II  5  
MUS 112  Elementary Piano I  2  
MUS 113  Elementary Piano II  2  
MUS 148*  Private Study/Technique  1  
MUS 149*  Private Study/Musical Preparation  1  
MUS 150*  Private Study/Performance Practice  1  
MUS 151*  Private Study/Recital Preparation  1  

One course from:  
MUS 101, 102, 103, 104, or 104B  3  
**Music Electives  12  
TOTAL  40-46  


ASSOCIATE IN ARTS DEGREE REQUIREMENTS  
A minimum of 60 units to include: (1) The above music course and unit requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

COMMERCIAL MUSIC  
ASSOCIATE IN ARTS DEGREE REQUIREMENTS  
REQUIRED MUSIC COURSES:  
MUS 104  American Popular Music  3  
MUS 104B  History of Rock Music  3  
MUS 106, 107  Music Theory/Musicianship I, II  5-5  
MUS 112  Elementary Piano I  2.5  
MUS 135  This Business of Music  3  
MUS 144, 145  Electronic Synthesizer I, II  2-1  
MUS 146  Recording Techniques  2  
*Music Electives  6  
TOTAL UNITS:  32.5  


ASSOCIATE IN ARTS DEGREE REQUIREMENTS  
A minimum of 60 units to include: (1) The above music course and unit requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

PIANO  
CERTIFICATE OF COMPLETION  
The two-level Certificate of Completion piano teaching Major Requirements is designed to include the following objectives:  
To improve skills at the keyboard.  
To develop knowledge of music theory and history.  
To explore group and private piano teaching methods.  
To develop communication and organizational skills.  
To gain resourceful materials in the area of pedagogy and other related areas.  
A Certificate of Completion in Teaching Beginning Piano will be granted upon completion of 16.5 required units with a minimum grade point of 2.0. A second Certificate of Completion in Teaching Intermediate Piano will be granted upon completion of 13.5 units with a minimum grade point of 2.0.

PIANO TEACHING CERTIFICATE COURSES ARE AS FOLLOWS:  
TEACHING BEGINNING PIANO CERTIFICATE OF COMPLETION  
BA 153  Small Business Management  3  
MUS 105  Music Fundamentals  3  
MUS 106  Music Theory/Musicianship I  5  
MUS 147  Basic Applied Music  1  
MUS 148  Private Study/Technique  1  
MUS 152  The Art of Teaching Beginning Piano  2  
MUS 154  Piano Ensemble  1.5  
TOTAL UNITS:  16.5  

TEACHING INTERMEDIATE PIANO CERTIFICATE OF COMPLETION  
MUS 100  Music Appreciation  3  
MUS 107  Music Theory/Musicianship II  5  
MUS 149  Private Study/Musical Preparation  1  
MUS 150  Private Study/Performance Practice  1  
MUS 153  The Art of Teaching Intermediate Piano  2  
MUS 154  Piano Ensemble  1.5  
TOTAL UNITS:  13.5  

NATURAL SCIENCES – GENERAL  
CAREER OPPORTUNITIES:  
Health Professions  
Secondary Teacher  
ASSOCIATE IN ARTS DEGREE REQUIREMENTS:  
In order to qualify for an A.A. Degree in Natural Sciences - General, the following requirements must be met:  
1. Completion of the A.A. Degree General Education and Proficiency Requirements;  
2. Completion of a minimum of 60 degree applicable units;  
3. Choose at least 4 units from Section A, at least 4 units from Section B, and at least 3 units from Section C;  
4. Completion of another 7 units of science related course work from any section below, for a combined total of at least 18 units of science related course work.
A. Courses in the Physical Sciences (Choose at least 4 units) | UNITS
--- | ---
ASTR 102 Introductory Astronomy: Stars and the Universe | 3
ASTR 103 Introductory Astronomy: The Solar System | 3
ASTR 104 Life in the Universe | 3
ASTR 105L Observational Astronomy | 1
ASTR 106 History of Astronomy | 3
CHEM 100 Introductory Chemistry | 4
CHEM 105 Chemistry for Elementary School Teachers | 1.5
CHEM 110 General Chemistry | 3
CHEM 111 General Chemistry | 5
CHEM 205 Organic Chemistry | 4
CHEM 211 Organic Chemistry | 5
CHEM 212 Physical Ecology | 3
CHEM 212E General Chemistry | 5
CHEM 213 Physical Ecology Field Laboratory | 1
CHEM 214 Oceanography | 1
CHEM 214E Oceanography Laboratory | 1
CHEM 215 Weather and Climate | 1
CHEM 216 Introduction to Earth Science | 4
CHEM 217 Physical Geography | 3
CHEM 217L Physical Geography Laboratory | 1
CHEM 218 Environmental Geography | 3
CHEM 219 Natural History of Southern California | 1
CHEM 220 Physical Geology | 4
CHEM 221 Earth History | 4
CHEM 222 Geology of the Western National Parks and Monuments | 3
CHEM 223 Paleontology, Life of the Past | 4
CHEM 224 The Age of the Dinosaurs | 3
CHEM 225 Natural Disasters | 3
CHEM 226 Elementary Physics | 4
CHEM 227 General Physics | 4
CHEM 228 General Physics | 4
CHEM 229 Engineering Physics | 4
CHEM 230 Engineering Physics | 4
CHEM 231 Engineering Physics | 4
CHEM 232 Physical Science of Modern Technology | 3
CHEM 233 Physical Science for Elementary School Teachers | 3

B. Courses in the Biological Sciences (Choose at least 4 units) | UNITS
--- | ---
A&P 120 Introduction to Human Anatomy and Physiology | 4
A&P 130 Human Anatomy and Physiology | 5
A&P 150 Introduction to Human Anatomy | 4
A&P 151 Introduction to Human Physiology | 4
A&P 200 Human Anatomy | 5
A&P 201 Human Physiology | 5
ANTH 115 Physical Anthropology | 3
ANTH 115L Introduction to Physical Anthropology Lab | 1
BIOL 115 Marine Biology | 3
BIOL 120 Introduction to Biological Science | 4
BIOL 200 Principles of Biology | 5
BIOL 201 Principles of Biology | 5
BIOL 202 Molecular Biology/Genetics | 4
BOT 120 Introduction to Plant Science | 4
MICR 200 Principles of Applications of Microbiology | 5
PSYC 241 Introduction to Psychobiology | 3
ZOOI 120 Introduction to Animal Biology | 4

C. Courses in Mathematics (Choose at least 3 units) | UNITS
--- | ---
MATH 105 Activity-Based Probability and Statistics for Elementary and Middle School Teachers | 3
MATH 110A Mathematics for Elementary Teachers | 3
MATH 110B Mathematics for Elementary Teachers | 3
MATH 112 Elementary Statistics | 4
MATH 114 College Algebra | 4
MATH 115 Finite Mathematics | 4
MATH 116 Calculus for Managerial, Biological, and Social Science | 4
MATH 140 Trigonometry | 3
MATH 150 Precalculus Math | 4
MATH 170 Analytic Geometry and Calculus I | 4
MATH 190 Analytic Geometry and Calculus II | 4
MATH 220 Analytic Geometry and Calculus III | 4
MATH 240 Calculus and Differential Equations | 4
PSYC 210 Elementary Statistics | 4

See Cerritos College Graduation Requirements.

### NEW PRODUCT DEVELOPMENT CERTIFICATE OF ACHIEVEMENT PROGRAM

#### AUTOMOTIVE AFTERMARKET PRODUCT DEVELOPMENT OPTION

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPD 100 Product Development in a Global Economy</td>
<td>3</td>
</tr>
<tr>
<td>NPD 101 Innovation using Rapid Prototyping</td>
<td>3</td>
</tr>
<tr>
<td>NPD 102 Quality Systems for Automotive Industries</td>
<td>3</td>
</tr>
<tr>
<td>ISO 16949</td>
<td>3</td>
</tr>
<tr>
<td>NPD 103 Advanced Tooling and Materials for New Product Development</td>
<td>3</td>
</tr>
<tr>
<td>NPD 104 Productivity in Automotive Aftermarket Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>NPD 105 Electronic Systems and Integration in Automotive Aftermarket</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS:** 18

### NEW PRODUCT DEVELOPMENT AND FABRICATION OPTION

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
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**TOTAL UNITS:** 23.5

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS:

Complete 60 units to include: (1) the above requirements for a specific Certificate of Achievement; (2) the Associate of Arts Degree General Education requirements; and (3) electives as needed.

**RECOMMENDED ELECTIVES:** MTT 177, MTT 278, PMT 221, WELD 130, WMT 111L.
NURSING

The Cerritos College Nursing Program, approved by the Board of Registered Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc., offers an opportunity to prepare for a nursing career through mastery of a specific body of knowledge and skills. To qualify for the program, students must successfully complete prerequisite courses and other requirements as stated below. The generic program (Option A) consists of four semesters of sequenced courses. Students may receive Pass for prior nursing courses to facilitate advanced placement. These students include Licensed Psychiatric Technicians, Licensed Vocational Nurses, students transferring from other accredited programs, and foreign-educated nurses.

For successful completion of the nursing program, the student is required to achieve a minimum 75% in all nursing and nursing-related courses. This is consistent with the Board of Registered Nursing’s standard of competency for nursing practice. Completion of the program meets qualifications for the NCLEX-RN licensing exam.

MISSION STATEMENT

The Cerritos College Nursing Program Mission is to prepare nurses to meet the needs of diverse populations in an ever changing health care environment.

PHILOSOPHY

Nursing is defined as a science, discipline and health care practice that focuses on the assessment, diagnosis and treatment of patients having health problems within the domain of nursing. The goals of nursing practice focus on health promotion, illness prevention, rehabilitation, and supporting the resources of the person who is ill or threatened with illness in adapting to changes within the environment.

In addition to implementing the philosophy of the College, the purpose of the Nursing Program is to provide the community with registered nurses who are capable of functioning in a variety of health care settings. To accomplish this, the Roy Adaptation Model has been selected as the primary conceptual framework. Within this framework, nurses identify their patients as biopsychosocial beings in constant interaction with the environment. In periods of health, individuals have both innate and learned behavioral mechanisms which enable them to cope with their complex internal and external environments. In times of stress, the patient’s coping mechanisms may be disrupted and the individual is defined as ill. The patient’s health status is defined on a continuum from wellness to illness.

Nursing practice focuses on adaptation of the patient in four major modes: physiological, self-concept, role function, and interdependence. The program prepares students to understand individuals as total beings and to recognize and respect a diversity of spiritual and cultural/ethnic values.

COMPETENCIES EXPECTED OF THE ASSOCIATE DEGREE NURSE

The Associate Degree Nurse (ADN) graduate is prepared and expected to practice within the framework of the Educational Competencies for Graduates of Associate Degree Nursing Programs as identified by the NLN Council of Associate Degree Nursing Competencies Task Force in 2000. As identified by the Task Force, ADN graduates practice within the framework of eight core components and competencies. The core components of nursing practice are: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. These core components emphasize competencies related to diversity in healthcare, clinical decision making, assessment, patient education, continuity of care (including community aspects), collaboration and leadership. In order to meet the expected outcomes, the ADN graduate utilizes critical thinking and demonstrates clinical competence and accountability as an adaptable generalist who is committed to caring for others and valuing the profession of nursing.

The Associate Degree Nurse is an entry level practitioner and is competent to practice as a direct caregiver in a variety of health care settings which include diverse patient populations. ADN graduates are employed in a health care delivery system that continues to grow and change. Consequently, ADN graduates may pursue bachelors, masters and doctoral degrees in preparation for advanced levels of practice.

CONCEPT OF EDUCATION

Nursing faculty believe that nursing education is driven by the application of critical thinking and development/improvement of teaching/learning strategies using innovative approaches and evidence-based research. Nursing faculty also believe that the purpose of education is to enlighten and enhance the quality of life for the student, the community and patients for whom students and graduates provide care. Education based on mastery learning is viewed by nursing faculty as a collaborative process involving college administrators and staff, nursing faculty and nursing students. Each student enters the nursing program with unique characteristics, capabilities, learning styles, and motivation for learning. To address these individual differences, learning experiences are structured from simple to complex.

The program embraces the diversity of cultural, linguistic, and philosophical differences represented in the student body. Course experiences are designed to encourage discussion, sharing and application of cultural practices that are unique to the individuals and groups represented in the campus and the community.

The goal of the program is to promote students’ creative and critical thinking and personal growth based on successful learning experiences. Achievement of this goal is fostered by encouraging self-direction and by providing a variety of individual and group learning experiences. Students are expected to participate actively in the learning process.

CURRICULUM OVERVIEW

The nursing curriculum is based on the Nursing Process and the Roy Adaptation Model. The Nursing Process provides the framework for the application of the Roy Adaptation Model. The Roy Adaptation Model for Nursing was adopted by the Cerritos College nursing faculty in 1981. Currently, the program utilizes essential elements of the Roy Model to describe our beliefs about man, the environment, health and illness; the goals of nursing care and to organize the collection of data related to the patient’s health status. Cerritos College faculty use the Educational Competencies for Graduates of Associate Degree Nursing Programs as identified by the National Council of Associate Degree Nursing Competencies Task Force in 2000 as the reference to guide and structure curriculum development, define and level competencies within the Major Requirements and identify competence expected at graduation.

There are five steps to the Nursing Process: assessment, diagnosis, planning, implementation and evaluation. The Cerritos College nursing student utilizes the Roy Model to collect and organize patient data during the assessment stage of the Nursing Process.

The Roy Adaptation Model views the person as a biopsychosocial being in constant interaction with the environment. As an adaptive
organism, the person copes with changes in the environment. A person's health status is defined along a health-illness continuum and may be influenced by life stages and adaptation to needs. In this model, the person is also perceived as having four adaptive modes that identify patient behavior in response to illness or wellness. Behavior is assessed in each of the four modes: the Physiologic Mode, Self-Concept Mode, Role Function Mode and Interdependence Mode. The latter three modes are referred to as the Psychosocial Mode.

The underlying need of the Physiologic Mode is physiological integrity. Components of this mode are: Oxygenation, Nutrition, Elimination, Activity and Rest, Protection, Senses, Fluid and Electrolytes, Neurological Function, and Endocrine Function. The first five components are identified as basic needs inherent in achieving physiological integrity. The remaining four are considered complex processes which mediate activities regulating the organism's function. The curriculum addresses normal (adaptive/effective) and abnormal (maladaptive/ineffective) behaviors in each of these Physiologic Mode components, including wellness and disease prevention elements along with disease processes. For each disease or condition, instruction includes pathophysiology and the application of the nursing process: assessment; nursing diagnoses; planning and goal-setting; medical, surgical and nursing interventions; and expected outcomes (evaluation).

The Self-Concept Mode, which aims to maintain psychic integrity, consists of the Physical Self and the Personal Self. The Physical Self includes body sensation and body image. The Personal Self includes self-consistency, self-ideal/self-expectancy, and the moral-ethical-spiritual self. Self esteem is a pervasive aspect of the Personal Self and relates to the worth or value a person holds related to the self. Concepts related to grief and loss, anxiety and depression are among those addressed in the curriculum content.

The Role Function Mode has three components: Primary Role, Secondary Roles and Tertiary Roles. The underlying need for this mode is social integrity. The Primary Role is an ascribed role based on age, gender, ethnicity and developmental age; it determines the majority of a person's role behaviors. The Secondary Role component encompasses the roles that a person assumes to complete tasks associated with developmental stage and primary role. Tertiary Roles are chosen by the person, usually temporary, and often associated with accomplishment of minor tasks in a person's current development. Role performance includes instrumental and expressive behaviors. Curriculum concepts related to this mode include alterations in role function and role performance.

The Interdependence Mode is a social construct related to giving and receiving of love, respect and value. The underlying need of this mode is to attain and maintain affectional adequacy. Key concepts associated with this mode include: significant others, support systems, giving behaviors, and receiving behaviors. This mode reflects a balance between independence and dependence. Curriculum content includes management of dysfunctional dependence and dysfunctional independence as manifested through alterations in family processes, ineffective family coping, knowledge deficits, substance abuse, and related concepts.

The goal of nursing as expressed in the Roy Adaptation Model is to promote adaptation. The nursing process begins with first level assessment in which both adaptive (effective) and maladaptive (ineffective) behavioral responses of the person are assessed in each component of each mode. Maladaptive behaviors are clustered and expressed as nursing diagnoses. A plan to treat the nursing diagnosis is developed by establishing patient outcomes which are measurable and based on patient behaviors. Nursing interventions are formulated and implemented so that the outcomes can be accomplished. Evaluation of effectiveness of the plan is determined by whether the outcomes have or have not been achieved. If outcomes have not been met, reassessment occurs to determine whether outcomes and/or interventions must be modified.

Graduates of Associate Degree Nursing Program exhibit behaviors that are characterized by clinical decision making, clinical competence, accountability, and a commitment to the value of caring. The Associate Degree Nurse is prepared to provide care to patients with acute and chronic health care needs and is concerned with individuals and their relationships within families, groups and communities. The nurse uses a collaborative approach in working with the patient and with other health care providers. To develop the cognitive, psychomotor and affective abilities necessary to function as a competent caregiver, the nursing student gains knowledge in nursing concepts, principles, processes, and skills. To support acquisition of this knowledge, the Cerritos College curriculum includes understanding of health, acute and chronic health deviations, nutrition, pharmacology, communication, human development, teaching-learning principles, current technology, humanities, and biological, social and behavioral sciences. Anatomy, physiology, microbiology, and English are prerequisite to the core nursing courses. To meet graduation requirements, students may concurrently study pharmacology, communication, fine arts and humanities courses.

The graduate of an Associate Degree program plays a significant role in management of patient care. Managing care is characterized by planning, implementing, organizing, coordinating, delegating and facilitating the continuity of patient care. The Cerritos College curriculum introduces the management of care role in the first semester. In the first semester of the program, the student begins the management of care of one patient. In the second through fourth semesters, the number of patients is progressively increased. In the final semester of the program, students manage care for a team of patients under the supervision of a staff mentor. In addition, the management of patient care includes developing skills in delegation, communication, leadership, and time and resource management. Concepts related to the scope of practice of various licensed and unlicensed caregivers, are included in the curriculum.

The graduate of an Associate Degree Nursing Program adheres to standards of professional practice, is accountable for her/his actions and behaviors, and practices within ethical, legal, and regulatory frameworks of nursing. The nurse practices within the legal and ethical framework of nursing and contributes to maintaining high standards of nursing practice. Professional behaviors include the concern for others that is demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development. Curriculum content includes legal rules and regulations affecting nursing practice; institutional guidelines and requirements affecting the student nurse; the roles of professional organizations; resources to enhance the development of the nurse; political, social and economic forces affecting health care and nursing; and organizational factors affecting nursing education and practice.

ACCREDITATION
The Cerritos College Nursing Program is approved by the California Board of Registered Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. Interested parties may contact the following agencies with questions or comments regarding the nursing program accreditation:

California Board of Registered Nursing
P.O. Box 944210
Sacramento, CA 94244-2100
Phone: (916) 322-3350; Hearing impaired individuals call the TDD number: (800) 326-2297; www.rn.ca.gov.
ADMISSION REQUIREMENTS
The nursing program welcomes all applicants. To be considered for acceptance into the program, the applicant must meet the following requirements:

1. High school graduation or the equivalent.
2. Completion of ENGL 100, MATH 80, and READ 54 or equivalent with grades of Pass or “C” or higher or satisfactory completion of the college placement test process. LVN applicants selecting the 30-unit option are required to complete the placement test process for advisement purposes but are not required to complete these courses.
3. Completion of prerequisite courses with grades of “C” or higher: A&P 150, A&P 151, ENGL 100, and MICR 200 with an overall grade point average of 2.5. Only one of the above courses can be repeated if grade of “D”, “F” is earned to achieve a better grade. A&P 150, A&P 151, and MICR 200 are recommended to be completed within six (6) years of admission. Repeats for recency will be accepted.
4. Students must pass a diagnostic assessment test (basic math, English, reading, and science) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework to become eligible for retest prior to admission.
5. A cumulative grade point average of 2.5 for all college work taken.
6. A valid U.S. Social Security number. The Board of Registered Nursing no longer accepts application to take the National Council Licensure Examination (NCLEX-RN) without a valid Social Security number. Additionally, clinical placement sites require a valid Social Security number. All nursing applicants must have a valid United States Social Security number.

PROGRAM PREREQUISITES
Option B: Same as Option A. Additional courses required for admission: NRSG 25, NRSG 211, NRSG 213A, NRSG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. Valid California LPT license.
Option C: Same as Option A. Additional courses required for admission: NRSG 26, NRSG 215, NRSG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. Completion of a medication calculation examination with a score of 80% or higher. Valid California LVN license and at least one (1) year of acute care experience in a skilled nursing or hospital based facility.
Option D: A&P 151, MICR 200, NRSG 215. Additional requirements: Completion of a medication calculation examination with a score of 80% or higher. Valid California LVN license. At least one (1) year of acute care experience in a skilled nursing or hospital based facility. Optional courses: NRSG 26, NRSG 251 (strongly recommended), PSYC 251. Completion of the college placement test process for advisement purposes.
Option E: Same as Option A. Additional courses required for admission: HO 152, NRSG 25 if entering prior to the middle of the second semester or NRSG 26 if entering at or following the middle of the second semester, NRSG 200, NRSG 215, NRSG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. ENGL 100, MATH 80, and READ 54 or equivalent with grades of Pass or “C” or higher or satisfactory completion of the college placement test process. Completion of a medication calculation examination with a score of 80% or higher for entry at NRSG 220 or above. Students applying under this option will be notified individually for additional requirements relative to their entry points in the curriculum. When you meet with the program director. Refer to the information packet for required documentation needed prior to this meeting. Information packets are available in the Health Occupations Division office or online at www.cerritos.edu/hso.
Option F: NRSG 26 and NRSG 215. Applicants must meet with the Director of Nursing and submit a valid letter of referral from the California Board of Registered Nursing. All applicants must complete the prerequisites listed above or equivalents with grades of Pass or “C” or higher.

APPLICATION PROCESS
Step 1: If not previously enrolled at Cerritos College, the applicant must complete a College application. This can be done on-line or in the Admissions and Records Office (in Administration Building on Alondra Boulevard).
Step 2: Complete the College’s assessment test process at the Cerritos College Assessment Center. Test schedules are available in the Counseling Department. If assessment test requirements have already been met by equivalent measures, the applicant should see a counselor for options.
Step 3: After College assessment tests have been completed make an appointment with a counselor by calling (562) 860-2451, Ext. 2231; specify that this is for completion of a nursing application. If transcripts have not been submitted prior to appointment, copies of transcripts may be hand-carried to the appointment.
SELECTION PROCEDURES AND STANDARDS

1. Applications must be submitted no later than March 15.
2. The applicant must submit to the Health Occupations Division Office the following items prior to March 15:
   a. A completed application signed by the applicant and a Cerritos College counselor.
   b. Verification of high school graduation or GED completion.
   c. Official College transcripts (unofficial Cerritos College transcripts will be accepted).
   d. College assessment test results or indication by counselor that this requirement has been met through equivalent courses or activities.
   e. Any additional items required for specific option (see below).
3. LVN applicants and transfer students seeking entry at NRSG 220, or above, will be scheduled for a medication calculation examination. Information regarding this examination will be provided in writing.
4. Applicants who met the minimum admission requirements are assigned a number for admission by a randomized computer selection process.
5. Students placed in the top 100 spots will be required to pass a diagnostic assessment test (basic math, English, reading, and science) prior to admission to the program. Who fail to achieve a passing score will be required to complete additional pre-nursing course work to become eligible for admission.
6. Notification of admission to the program will be done in writing.
7. Admitted students and alternates will be required to attend a mandatory orientation meeting. During the orientation, information will be given regarding textbooks, uniforms, registration procedures, and other relevant matters.
8. Student Rights: The nursing student has certain rights in addition to those reflected in the College Student Handbook. These include:
   a. The right to contact professional nursing boards regarding concerns about the educational program.
   b. The right to now of the existence of a policy giving credit for previous nursing education and/or experience.

LENGTH OF PROGRAM AND ANTICIPATED EXPENSES

The core nursing program consists of sequences courses over a four semester period. Prerequisite courses are completed prior to these four semesters. In addition, General Education courses are required for completion of the Associate in Arts Degree in Nursing (Associate Degree in Nursing — ADN). Some students may need to take additional courses to meet English, reading and mathematics requirements. Each unit costs $46 for California residents, and $254 for non-residents of California or international students. A Student Activity Fee ($10) and Student Health Services Fee ($16) are assessed each semester. During the four core semesters, lab material fees total approximately $175 textbooks approximately $2300 and additional supplies and uniforms approximately $350. Fees are subject to change. Students are responsible for their own living arrangements, uniform laundry and transportation to clinical agencies.

Application fees for licensure as a registered nurse range from $350 to $450. Information about costs of NLNAC-accredited nursing program is available from the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta Georgia 30326; telephone (404) 975-5000.

ATTENDANCE

All students are expected to observe the attendance requirements of the Nursing Program as stated in the Nursing Program Student Handbook.

PROMOTION/PROGRESSION

In order to remain enrolled in and complete the program, the student must maintain a “C” grade or higher in all nursing courses and those General Education courses specified by the California Board of Registered Nursing for completion of the nursing program. These courses include: PHIL 104, PSYC 251, and SPCH 100, SPCH 120, SPCH 130, SPCH 132, or SPCH 150. In combined nursing lecture/lab courses, the student must receive a minimum of “C” in lecture and a satisfactory grade in lab in order to successfully complete the course.

Upon successful completion of all nursing program requirements, the nursing graduate may receive and wear the nursing pin which is given at a pinning ceremony. The cost of the pin is the responsibility of the student.

PROGRAM PROGRESSION/COMPLETION

In order to remain enrolled in and complete the program, the student must maintain a “C” grade or higher in all nursing courses and those General Education courses specified by the California Board of Registered Nursing for completion of the nursing program. These courses include: PHIL 104, PSYC 251, and SPCH 100, SPCH 120, SPCH 130, SPCH 132, or SPCH 150. In combined nursing lecture/lab courses, the student must receive a minimum of “C” in lecture and a satisfactory grade in lab in order to successfully complete the course. Upon successful completion of all nursing program requirements, the nursing graduate may receive and wear the nursing pin which is given at a pinning ceremony. The cost of the pin is the responsibility of the student.

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Arts degree.

CRIMINAL BACKGROUND CHECK

Clinical placements are a mandatory component of the curriculum and require clearance of a criminal background check and drug screen. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check or drug screen, please contact the Health Occupations Division for additional information.

REGISTERED NURSE LICENSE APPLICATION

At the completion of the fourth semester of the Nursing Program, the nursing student files an application for licensure (NCLEX-RN) with the Board of Registered Nursing. The application and examination registration fee is $150. In addition, the student may apply for an interim permit for $50. These fees are subject to change by the Board of Registered Nursing.

As stated in the Board of Registered Nursing’s application for licensure:

Applicants are required under law to report all misdemeanor and felony convictions. “Driving under the influence” convictions must be
Reported. Convictions must be reported even if they have been expunged under Penal Code 1203.4 or even if court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action against an applicant's registered nurse, practical nurse, vocational nurse, or other professional license must be reported. Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license. To make a determination [regarding eligibility for licensure] the Board considers the nature and severity of the offense, additional subsequent acts, registry of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

NURSING PROGRAM OPTIONS

There are six enrollment options in the Nursing Program:
A. Associate in Arts Degree (also referred to as the “generic” option or Associate Degree in Nursing)
B. LPT-ADN (Licensed Psychiatric Technician to Associate Degree in Nursing)
C. LVN-ADN (Licensed Vocational Nurse to Associate Degree in Nursing)
D. LVN-30 Unit Option (LVN + 30 units qualifying for NCLEX-RN, non-Degree)
E. Transfer and Challenge
F. Board of Registered Nursing Referral

For Options A, B, C, and E – To graduate with an Associate in Arts Degree in Nursing, the student is required to complete, in addition to the nursing core courses and nursing-related courses, the following General Education courses: PSYC 251, PHIL 104, and SPCH 100, SPCH 120, SPCH 130, SPCH 132, or SPCH 150 and one (1) 3-unit course from U.S. History or American Government (U.S. History or American Government courses chosen from Plan A, Sections B1 or B2) as listed in the College’s General Education Requirements found in the College General Catalog and Schedule of Classes. Option A students desiring to matriculate to the CSU or UC system should also take PSYC 101 and SOC 101 or ANTH 100. For additional information, please refer to CSU or UC requirements.

**OPTION A –

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

PREREQUISITES:
A&P 150, A&P 151, ENGL 100, and MICR 200 or equivalents with grades of Pass or “C” or higher. Successful completion of ENGL 100, MATH 80, and READ 54 or equivalents with grades of Pass or “C” or higher or satisfactory completion of the college placement test process.

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ELECTIVES

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*6-week courses
**9-week courses
OPTION C –

LVN-ADN MOBILITY PROGRAM

The Nursing Program offers to qualified Licensed Vocational Nurse applicants an opportunity to prepare for professional nursing through the pursuit of specific knowledge and skills. Graduates from the program, in addition to receiving an Associate in Arts Degree, are eligible for the NCLEX-RN examination for licensure as a registered nurse.

PREREQUISITES:

A&P 150, A&P 151, ENGL 100, and MICR 200 or equivalent with grades of Pass or “C” or higher. Successful completion of READ 54, MATH 80, and ENGL 100 or equivalent with grades of Pass or “C” or higher or satisfactory completion of the college placement test process.

Additional courses required for admission: NRSG 26, NRSG 215, NRSG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. Completion of a medication calculation examination with a score of 80% or higher. Valid California LVN license and at least one (1) year acute care experience in a skilled nursing or hospital based facility.

REQUIRED COURSES

**9-week courses

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ELECTIVES

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|NRSG 80  | **Nursing Process Documentation | 1.0 |

*6-week courses
**9-week courses

OPTION D –

LVN-30 UNIT OPTION

The Nursing Program offers to qualified Licensed Vocational Nurse applicants an opportunity to prepare for registered nurse licensure by completing thirty (30) units of college course work. The LVN who completes the thirty units designated by Cerritos College is eligible for the NCLEX-RN examination for licensure as a registered nurse.

PREREQUISITES:

A&P 151, MICR 200, and NRSG 215 or equivalent with grades of Pass or “C” or higher.

Additional requirement: Valid California LVN license and completion of a medication calculation examination with a score of 80% or higher.

Optional courses: NRSG 26, NRSG 251 (strongly recommended), and PSYC 251. Completion of the college placement test process for advisement purposes. At least one (1) year acute care experience in a skilled nursing or hospital based facility.

REQUIRED COURSES

**Nursing Skills Lab |
**Psychosocial and Community Nursing |
**Medical-Surgical Nursing 4 |

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<td>NRSG 240</td>
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<td>NRSG 242</td>
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</table>

ELECTIVES

**Elective Nursing Tutorial |
**Nursing Process Documentation |

*6-week courses
**9-week courses

OPTION E –

TRANSFER AND CHALLENGE

PREREQUISITES:

A&P 150, A&P 151, ENGL 100, and MICR 200 or equivalent with grades of Pass or “C” or higher.

Additional courses required for admission: HO 152, NRSG 25 if entering prior to the middle of the second semester or NRSG 26 if entering at or following the middle of the second semester. NRSG 200, NRSG 215, NRSG 251, and PSYC 251 or equivalent with grades of Pass or “C” or higher. ENGL 100, MATH 80, and READ 54, or equivalent with grades of Pass or “C” or higher or satisfactory completion of the college placement test process. Completion of a medication calculation examination with a score of 80% or higher for entry at NRSG 222 or above. Students applying under this option will be notified individually for additional requirements relative to their entry points in the curriculum.

CREDIT GRANTING POLICY

Students who have successfully completed academic courses and/or have relevant knowledge and/or skills acquired in other than an accredited institution will be given advanced standing in the nursing program upon verification of such knowledge and/or skills.

TRANSFER PASS

A. Pass will be granted for related previous education completed in:
   1. Accredited Vocational or Practical Nursing courses
   2. Accredited Registered Nursing courses
   3. Accredited Psychiatric Technician courses
   4. Other related courses (e.g. Anatomy and Physiology, Nutrition)

B. Official transcripts and/or copies of certificates of completion must be submitted for Pass to be granted.

C. Pass will be granted based upon the content and hours of transferring courses and must be equivalent to courses in the Cerritos College Nursing Program.
CHALLENGE CREDIT (Competency-based)
A. Pass may be granted for relevant knowledge and/or skills acquired through prior experience, courses in non-accredited institutions, and individual study which are essentially equivalent to a course for which Pass is being requested.
B. Pass shall be determined by successful completion of a comprehensive written examination and/or practical evaluation.
C. Objectives for both the written and/or practical examinations are made available to the student prior to evaluation.
D. Student must meet the requirements which govern Pass by examination as stated in the college catalog.
E. A minimum of twelve (12) units of the nursing curriculum must be in residency at Cerritos College in order to receive the Associate Degree in Nursing.

OPTION F –
BOARD OF REGISTERED NURSING REFERRAL
Applicants for California licensure as registered nurses may be referred by the Board of Registered Nursing to complete specific areas of nursing content prior to taking the NCLEX-RN examination. The Nursing Program offers such applicants the opportunity to complete nursing preparation as specified by the Board of Registered Nursing.

PREREQUISITES:
A valid letter of referral from the California Board of Registered Nursing for completion of a specified area. NRSG 26 and NRSG 215 or equivalents with grades of Pass or “C” or higher.

PHARMACY TECHNOLOGY
PHARMACY TECHNICIAN
The pharmacy technician is a skilled technical health worker who performs a wide variety of non-discretionary pharmacy related tasks under the direct supervision of a registered pharmacist. Successful completion of the pharmacy technician program qualifies one for registration with the California State Board of Pharmacy. Graduates are also encouraged to complete the Pharmacy Technician Certification Exam, the nationally recognized certification exam for pharmacy technicians.

LENGTH AND KIND OF PROGRAM
General Education and pharmacy technician classes are scheduled on the college campus. Correlated clinical experiences take place in selected hospitals and community pharmacies throughout the area. This broad-based program is especially suited for those students who may later choose to pursue higher education in health care areas. Courses are taught by practicing registered pharmacists and pharmacy technicians and are offered during the day and evening.

WRITING PROFICIENCY REQUIREMENT
Completion of ENGL 52 with a grade of Pass or “C” or higher, or earning a score on the Writing Proficiency Test sufficient for placement in ENGL 100.

MATHEMATICS PROFICIENCY REQUIREMENT
This requirement can be met by one of the following options:
Earn a score on the Basic Math Readiness test sufficient for placement in a course above the level of MATH 40 or completion of MATH 40 with a grade of Pass or “C” or higher or for other options see your counselor.

READING PROFICIENCY REQUIREMENT
The requirement can be met by one of the following options:
Successfully complete the Reading Proficiency Test at the 12th grade level. The Reading Proficiency Test may be taken no more than once each semester.
Completion of READ 54 with a grade of Pass or “C” or higher.
For other options see your counselor.

HEALTH
Employment in this field requires applicants to have good vision, hearing, and the ability to communicate orally. Applicants must present evidence of physical fitness and ability to perform tasks required of a pharmacy technician. Lab, x-ray and immunization records meeting the standards of the clinical site must be completed after acceptance into the program.

EXPENSES
Students are expected to purchase a student body card. Enrollment fees, project fees, uniforms, books, and supplies will cost approximately $1,000.00. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected hospitals and clinics.

ATTENDANCE AND SCHOLARSHIP
All students are expected to observe the attendance requirements of the college and of the Pharmacy Technician Program. To remain in the program, the student must maintain a “C” or higher in each required course.

CRIMINAL BACKGROUND CHECKS
Clearance of a criminal background check may be required prior to clinical placement. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.

REQUIRED DOCUMENTATION
1. Submit proof of High School graduation or equivalent.
2. Submit an official transcript of all college work to the Admissions and Records Office and a copy to the Health Occupations Division.
3. Submit assessment test scores for English, Reading, and Math prior to enrolling in PHAR 62. If you have not taken these tests, proof of clearance by course work must appear on your college transcript. If you do not have course work or test scores to submit, apply to Cerritos College, obtain a student number, take the assessment/placement test at the Assessment Center.
4. It is advised that you make an appointment with a counselor to review test scores and college work. To make an appointment with a counselor, call (562) 860-2451, Ext. 2231.
5. Prior to enrolling in PHAR 90 and PHAR 95, you may be required to obtain a valid CPR card for Basic Life Support Healthcare Provider, offered through the American Heart Association.

**The program has made every reasonable effort to determine that everything stated in the information sheet is accurate. Matters contained herein are subject to change without notice by the administration of the
Curriculum and Requirements for Majors and Certificates

Counselor for additional help.

T echnician. For an A.A. Degree, a student must also take electives and

* Bachelor's degree normally required.

SELECT 8 UNITS MINIMUM COURSE WORK FROM THE FOLLOWING:

PHOT 112 Intermediate Digital Photography 3
PHOT 122 Color Photography 3
PHOT 171 Occupational Work Experience in Photography 3
PHOT 200 Advanced Photography 3
PHOT 230 Portrait Photography 3
PHOT 232 Approaches to Studio Lighting 3
PHOT 240 Experimental Photography 3
PHOT 250 Contemporary Photographic Expression 3
PHOT 252 Photography of the Landscape 3
PHOT 298 Directed Studies 1
PHOT 299 Directed Studies 2

SELECT 3 UNITS MINIMUM COURSE WORK FROM THE FOLLOWING:

ART 120 Two-Dimensional Design 3
ART 192 Photoshop/Digital Imaging 3
ART 196 Web Design with Flash and Dreamweaver 3
JOUR 130 Photo Journalism 3

NOTE: 35mm camera and film are provided by each student. Laboratory fees are also required. Refer to the class schedules for specific course fees.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

A minimum of 60 units to include: (1) the above course requirements,

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

(2) the Associate in Arts Degree General Education requirements, and

(CAREER OPPORTUNITIES: Employment as a Pharmacy Technician in community or hospital pharmacy assisting registered pharmacists in performance of assigned duties.

NOTE: Students applying for pharmacy school must carefully follow the specific college/university requirements as listed in the college catalog for transfer. Please contact a Pharmacy Technician Program Counselor for additional help.

PHOTOGRAPHY

CAREER OPPORTUNITIES:

Commercial Advertising Photography
Gallery Director/Assistant*
Industrial Photography
Newspaper/Magazine Photography
Photo Lab Technician
Portrait Photography

* Bachelor's degree normally required.

MAJOR REQUIREMENTS (26 UNITS)

PHOT 100 Introductory Photography 3
PHOT 102 Intermediate Photography 3
PHOT 110 Introduction to Digital Photography 3
PHOT 160 History of Photography 3
PHOT 234 Portfolio Development 3

DEPARTMENT REQUIREMENTS (15 UNITS)

HED 110 Community First Aid and CPR 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

In order to qualify for an A.A. Degree in Physical Education the following requirements must be met:

1) Completion of the A.A. Degree General Education and proficiency requirements;

2) Completion of a minimum of 60 degree applicable units;

3) Completion of at least 25 units of physical education coursework from the following:

a. Required Core Courses 16/20/22 Units
b. Required Activity Courses 6 Units
c. Required PE Elective Courses 3 Units

See Cerritos College Graduation Requirements.
Curriculum and Requirements for Majors and Certificates

Table of Contents

A&P 130 Human Anatomy and Physiology 5
or A&P 200 Human Anatomy (5)
and A&P 201 Human Physiology (5)
(A&P 150 & 151 or A&P 200 & A&P 201 recommended for transfer students.)

REQUIRED ACTIVITY COURSES (6 UNITS)
Activity courses must include at least (1) one unit from each of the following (5) five areas, for a total of (6) six units.

(1) Aerobic Fitness
PE 121 Adapted Cardiovascular Exercise 1
PE 131 Walking for Fitness 1
PE 132A Low Impact Aerobics 1.5
PE 132B Aerobic Activities 1.5
PE 133 Step Aerobics 1.5
PE 134 Water Aerobics 1
PE 136 Indoor Cycling 1
PE 143 Personal Fitness Program 1
PE 145 Basic Training and Physical Conditioning 1
PE 147 Triathlon Basics 1
PE 149A Beginning Jogging for Fitness 1
PE 149B Intermediate Jogging for Fitness 2

(2) Fitness
PE 122 Adapted Strength Training 1
PE 127 Adapted Stretching & Relaxation 1
PE 130 Stretching and Relaxation 1
PE 135A Circuit Weight Training, Beginning 1
PE 135B Circuit Weight Training, Intermediate/Advanced 2
PE 138 Yoga 1
PE 139 Pilates Conditioning 1
PE 146 Weight Management 1.5

(3) Aquatics
PE 123 Adapted Swimming 1
PE 150A Swimming, Beginning 1
PE 150B Swimming, Intermediate/Advanced 2
PE 170 Water Polo 2
(Participation in Intercollegiate Swimming or Water Polo will satisfy this requirement.)

(4) Team Activities
PE 124 Wheelchair Activities 1
PE 171A Softball 1
PE 171B Softball, Intermediate/Advanced 2
PE 171C Slow-Pitch Softball 1
PE 172A Volleyball, Beginning 1
PE 172B Volleyball, Intermediate/Advanced 2
PE 175A Baseball, Beginning 1
PE 175B Baseball, Intermediate/Advanced 2
PE 176A Beginning Basketball 1
PE 176B Basketball, Advanced 2
PE 177 Flag Football 1
PE 178 Football, Intermediate/Advanced 2
PE 179A Soccer, Beginning 1
PE 179B Soccer, Intermediate/Advanced 2
(Participation in Intercollegiate Athletics excluding swimming and water polo will fulfill this requirement.)

(5) Individual Activities
PE 120 Sedentary Activities for Students with Disabilities 1
PE 151 Wrestling, Beginning 1
PE 153A Backpacking, Beginning 2
PE 153B Backpacking, Advanced 2
PE 154A Badminton, Beginning 1
PE 154B Badminton, Intermediate/Advanced 2
PE 155A Bowling, Beginning 1
PE 155B Bowling, Intermediate/Advanced 1
PE 156A Golf, Beginning 1
PE 156B Golf, Intermediate/Advanced 2
PE 158A Racquetball, Beginning 1
PE 158B Racquetball, Intermediate/Advanced 2
PE 159A Tennis, Beginning 1
PE 159B Tennis, Intermediate/Advanced 2
PE 160 Personal Self Defense 1
DANC 105 Introduction to Dance Movement 3
DANC 109 Introduction to Dance Cultures of the World 2
DANC 108A Dance, Modern, Beginning 2
DANC 108B Dance, Modern, Intermediate 2
DANC 106A Beginning Ballet 2
DANC 106B Intermediate Ballet 2
DANC 125 Introduction to Ballroom Dance 2
DANC 110 Commercial Dance 2
DANC 121 Latin Social Dance 2

PE ELECTIVE COURSES (3 UNITS MINIMUM)
DANC 101 History of Dance 3
DANC 132 Dance and Digital Technology 3
PE 101A Sports Officiating for Football 1
PE 101B Sports Officiating for Men's and Women's Basketball 1
PE 102A Sports Officiating for Baseball 1
PE 102B Sports Officiating for Men's and Women's Track & Field 1
PE 105 Student Athlete in Society 2
PE 106 Women in Sports 3
PE 125 Water Safety Instructor (WSI) 2
PE 233 Sports Psychology 3
PE 254 Measurement and Interpretation of Fitness 3
PE 255 Programs and Principles of Conditioning 3
PE 260 Athletic Injury Assessment and Reconditioning 2
PE 261 Athletic Injury Taping, Bandaging & Immobilization 1
HED 200 Nutrition for Health, Fitness and Physical Conditioning 3

RECOMMENDED GENERAL EDUCATION ELECTIVES
HEDC 100 Contemporary Health Problems 3
PSYC 101 General Introduction Psychology 3
SOC 101 Introductory Sociology Principles 3
KINESIOLOGY

ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE: (14 UNITS)

A&P 150 Introduction to Human Anatomy 4
A&P 151 Introduction to Human Physiology 4
PE 114 Introduction to Kinesiology 3

Movement Based Courses: (maximum 3) Select a maximum of one (1) course from any three (3) of the following areas for a maximum of three units.

AQUATICS:

PE 150A Swimming Beginning 1
or PE 150B Swimming Intermediate/Advanced (1)

COMBATIVES:

PE 160 Personal Self Defense 1
or PE 161A Tae Kwon Do, Beginning (1)

DANCE:

DANC 106A Beginning Ballet 2
or DANC 106B Intermediate Ballet (2)
or DANC 108A Dance, Modern, Beginning (2)
or DANC 108B Dance, Modern, Intermediate (2)
or DANC 109 Introduction to Dance Styles of the World (2)
or DANC 121 Latin Social Dance (2)
or DANC 122 Middle Eastern Dance (2)
or DANC 123 African Dance (2)
or DANC 124 Hip Hop Dance (2)
or DANC 125 Introduction to Ballroom Dance (2)
or DANC 140 Beginning Jazz Dance (2)
or DANC 142 Beginning Tap Dance (2)

FITNESS:

PE 131 Walking for Fitness 1
or PE 132A Low Impact Aerobics (1.5)
or PE 132B Aerobic Activities (1.5)
or PE 133 Step Aerobics (1.5)
or PE 134 Water Aerobics (1)
or PE 135A Circuit Weight Training, Beginning (1)
or PE 135B Circuit Weight Training, Intermediate-Advanced (2)
or PE 138 Yoga (1)
or PE 141 Fitness and Wellness (3)
or PE 143 Personal Fitness (1)

INDIVIDUAL SPORTS:

PE 154A Badminton, Beginning 1
or PE 154B Badminton, Intermediate/Advanced (2)
or PE 156A Golf Beginning (1)
or PE 156B Golf Intermediate/Advanced (2)
or PE 159A Tennis, Beginning (1)
or PE 159B Tennis Intermediate/Advanced (2)

TEAM SPORTS:

PE 171A Softball 1
or PE 171B Softball, Intermediate/Advanced (2)
or PE 172A Volleyball (1)
or PE 172B Volleyball, Intermediate/Advanced (2)
or PE 176A Beginning Basketball (1)
or PE 176B Basketball, Advanced (2)
or PE 177 Flag Football (1)
or PE 179A Soccer, Beginning (1)
or PE 179B Soccer, Intermediate/Advanced (2)

LIST A (select two): 6-10 units

CHEM 100 Introduction to Chemistry 4
or CHEM 111 General Chemistry (5)
HED 110 Community First Aid and CPR 3
MATH 112 Elementary Statistics 4
or PSYCH 211 Elementary Statistics (4)
PHYS 101 General Physics 4
or PHYS 201 Engineering Physics (4)

ASSOCIATE IN ARTS DEGREE FOR TRANSFER REQUIREMENTS:

1. Completion of 60 semester units that are eligible for transfer to the California State University.
2. The California State University General Education-Breadth (CSUGE-Breadth) Requirements or the Intersegmental General Education Transfer Curriculum (IGETC).
3. Additional electives, if needed, to reach 60 units.
4. Obtainment of a minimum grade point average of 2.0.
5. Students must also earn a C or better in all courses required for the major (or area of emphasis).
6. No additional graduation requirements beyond those mentioned above are required for this degree.

EXERCISE SCIENCE: FITNESS SPECIALIST

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

2. Complete the General Education requirements and electives to achieve a minimum of 60 units.
3. Complete at least two physical education activity courses from department approved list for a total of 3 units. These units can be double counted towards elective credits.

See Cerritos College Graduation Requirements.

Although many of these courses are transferable, this Certificate/ A.A. Degree is non-transferable. Please See Counselor or the respective department chairperson for additional alternatives.

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS: UNITS

HED 110 Community First Aid and CPR 3
HED 200 Nutrition for Health, Fitness and Physical Conditioning 3
PE 107 Introduction to Athletic Training 3
PE 141 Fitness and Wellness 3
PE 254 Measurement and Interpretation of Fitness 3
PE 255 Programs and Principles of Conditioning 3
PE 271B Occupational Work Experience for Fitness 1
A&P 120* Introduction to Human Anatomy & Physiology 4
BA 100 Fundamentals of Business 3

TOTAL CERTIFICATE UNITS 26

*(A&P 150 & A&P 151 or A&P 200 & A&P 201 recommended for transfer students.)
Select one of the options and complete the required courses as listed below.

EXERCISE SCIENCE: ATHLETIC TRAINER

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
2. Complete the General Education requirements and electives to achieve a minimum of 60 units.
3. Complete at least two physical education activity courses from department approved list for a total of 3 units. These units can be double counted towards elective credits.

See Cerritos College Graduation Requirements.

Although many of these courses are transferable, this Certificate/ A.A. Degree is non-transferable.
Please See Counselor or the respective department chairperson for additional alternatives.

CERTIFICATE OF ACHIEVEMENT

DEPARTMENT REQUIREMENTS: UNITS

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<td>MA 161</td>
<td>Medical Terminology</td>
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<td>HED 110</td>
<td>Community First Aid and CPR</td>
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<td>PE 141</td>
<td>Fitness and Wellness</td>
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<td>Measurement and Interpretation of Fitness</td>
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<td>PE 255</td>
<td>Programs and Principles of Conditioning</td>
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<td>PE 260</td>
<td>Athletic Injury Assessment and Reconditioning</td>
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<td>Athletic Injury Taping, Bandaging &amp; Immobilization</td>
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<td>PE 271A</td>
<td>Occupational Work Experience for Athletic Training</td>
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</table>

TOTAL CERTIFICATE UNITS 26

*(A&P 150 & A&P 151 or A&P 200 & A&P 201 recommended for transfer students.)

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant is a skilled technical health worker who performs physical therapy interventions under the direction of a Physical Therapist. This program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

ACCREDITATION

The Physical Therapist Assistant Program at Cerritos College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

LENGTH AND KIND OF PROGRAM
The program is four semesters in length. General Education and Physical Therapist Assistant classes are scheduled on the college campus. Correlated clinical experiences begin the second semester and continue throughout the program. These experiences take place at selected hospitals and clinics in Los Angeles, Orange, Riverside, Ventura, and San Bernardino counties usually during regular business hours.

ADMISSION REQUIREMENTS (PREREQUISITES):
1. General Education Requirements
   a. Completion of ENGL (English) 100 or equivalent with a grade of “C” or higher or satisfactory completion of the English Placement Process.
   b. Completion of MATH 80 (Intermediate Algebra) or equivalent with a grade of “C” or higher or satisfactory completion of the Math Placement Process.
   c. Meet Reading proficiency requirement for AA Degree — Plan A as described in the Cerritos College Catalog.
2. A&P 150 — Human Anatomy AND A&P 151 — Human Physiology or equivalent courses with grades of “C” or higher. Equivalent courses may include a combined course (A&P of at least 8 units) or a minimum of 4 units each course (8 units total). Each course must include a lab component.
3. An overall grade point average of 2.0 must be attained prior to admission to the Physical Therapist Assistant Program, and a grade of “C” or higher must be attained for each General Education course.

Courses in progress at the time of application must be verified by a work-in-progress statement showing a grade of “C” or higher. Those courses must then be completed with a grade of “C” or higher and verified by official transcript for admission to the program.

APPLICATION AND ACCEPTANCE PROCEDURES:
1. Complete application to the program. This can be obtained in the Health Occupations Division Office, or online at www.cerritos.edu/pta. All applications and information must be submitted by April 15. Incomplete and/or late applications will not be considered.
2. Submit one official transcript of all college work to the Health Occupations Division office with your application no later than April 15. Official transcripts may be sent directly to the Health Occupations Division, 11110 Alondra Boulevard, Norwalk, CA 90650.
3. If you would like a counselor to review your transcript (optional), please make an appointment with the counseling department at (562) 860-2451, extension 2231. Many questions can be answered by e-mail via the online counseling link, www.cerritos.edu/counseling.
4. All work experience as a physical therapist aide must be verified by a letter from your employer stating you are/were a paid employee, giving your job title, and dates of employment. Work experience in related medical fields must also be verified in the same way. To receive credit for volunteer work, documentation must show at least six months of volunteer service. Students will only receive credit in one category of work experience (P.T. Aide or related medical field or volunteer).
5. Application packets will be evaluated after April 15. Documents to be reviewed include the application, official transcripts, work-in-progress reports, and work verification.
Clearances are verified and/or points are assigned using the following considerations:

a. Admission Requirements (Prerequisites)
b. GPA in prerequisite courses
c. Work/volunteer experience in the field or work experience in related medical fields
d. Additional course work in medical and science classes
e. Overall grade point average

6. Notification of acceptance or non-acceptance will be mailed after June 1.

7. If admission requirements are in progress during the spring session, a work-in-progress report must be submitted to the Health Occupations Division by April 15.

AFTER ACCEPTANCE AND PRIOR TO ENROLLMENT:

1. CPR for Healthcare Provider - You must present a valid CPR card for Healthcare Provider offered through the American Heart Association prior to the beginning of the program. Card must be valid throughout the duration of the program.
2. Health Clearance - Applicants must present evidence of physical fitness and ability to perform tasks required of a physical therapist assistant. Physical exam, lab, x-rays, and immunization records must be cleared and verified after acceptance into the program.
3. Criminal Background Check - Clinical placements are a mandatory component of the curriculum and will require clearance of a criminal background check. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the Health Occupations Division for additional information.
4. A drug screen may be required depending on the internship site (determined during the clinical placement process).
5. If admitted to the program, failure to present the required documents described above by the deadline may result in reversal of acceptance or dismissal from the program.

EXPENSES

Enrollment fees, lab fees, uniforms, physical exam/immunizations, background check, books, and supplies will cost approximately $3,000. Students are responsible for their own living accommodations, uniform laundry, and transportation to selected hospitals and clinics. Upon successful completion of all program requirements, the student will be eligible to receive and wear the Physical Therapist Assistant pin which is given at a graduation ceremony. The cost of the pin is the responsibility of the student.

ATTENDANCE AND SCHOLARSHIP

All students are expected to comply with the attendance requirements of the College and of the Physical Therapist Assistant Program. To remain in the program, the student must maintain a “C” or higher in all courses. Uniforms are required in all hospital lab classes (PTA 126, PTA 236, and PTA 246).

PROGRAM PROGRESSION/COMPLETION

Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Arts degree.

LICENSURE

Successful completion of the Physical Therapist Assistant Program and Associate in Arts Degree qualifies the graduate to take the National Examination for Physical Therapist Assistants and the California Laws Test for Physical Therapist Assistant licensure. The California Physical Therapy Board requires all licensure applicants to provide a valid U.S. Social Security Number. Additional information regarding licensure requirements, fees, etc. can be found on their website: http://www.pthe.ca.gov.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The following requirements must be completed to qualify for the A.A. Degree:

- A&P 150 Introduction to Human Anatomy 4
- A&P 151 Introduction to Human Physiology 4
- ENGL 100 Freshman Composition 4
- MATH 80 Intermediate Algebra 4
- MA 161 Medical Terminology 3
- PSYC 101 General Introductory Psychology 3
- SPCH 100 Fundamentals of Oral Communication 3
- U.S. History or American Government 3
- Humanities or Fine Arts 3

FIRST YEAR

First Semester

- PTA 110 Introduction to Physical Therapy 4
- PTA 120 Kinesiology 4

Second Semester

- PTA 125 Pathology 3
- PTA 126 Clinical Practicum I 4
- PTA 127 Soft Tissue Interventions 2
- PTA 128 Physical Therapy Aspects of Growth and Development 3
- PTA 235 Neurology 3

SECOND YEAR

First Semester

- PTA 230 Therapeutic Exercise 4
- PTA 233 Prosthetics and Orthotics for Allied Health Professionals 2
- PTA 236 Clinical Practicum II 4
- PTA 129 Physical Therapy Aspects of Aging and Integumentary Management 1.5

Second Semester

- PTA 240 Activities of Daily Living 2
- PTA 245 Advanced Modalities 3
- PTA 246 Clinical Affiliation 4

*Class may be offered in summer session between first and second year. See Cerritos College Graduation Requirements.
PHYSICS

ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER (AS-T)

REQUIRED CORE (24 UNITS)

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<td>PHYS 201 Engineering Physics</td>
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<tr>
<td>PHYS 202 Engineering Physics</td>
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<td>MATH 170 Analytic Geometry and Calculus I</td>
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<td>MATH 220 Analytic Geometry and Calculus III</td>
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ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER REQUIREMENTS:

1. Completion of 60 semester units that are eligible for transfer to the California State University.
2. The California State University General Education-Breadth (CSUGE-Breadth) Requirements or the Intersegmental General Education Transfer Curriculum (IGETC).
3. Additional electives, if needed, to reach 60 units.
4. Obtainment of a minimum grade point average of 2.0.
5. Students must also earn a C or better in all courses required for the major (or area of emphasis).
6. No additional graduation requirements beyond those mentioned above are required for this degree.

PLASTICS/COMPOSITES MANUFACTURING TECHNOLOGY (PMT)

CAREER OPPORTUNITIES:

- Injection
- Compression and Extrusion Molding
- Mold Laminating
- Plastic Mold Design and Fabrication
- Testing Equipment Set up, Maintenance, and Tooling

CERTIFICATE OF ACHIEVEMENT MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOT 147 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 100 Freshman Composition</td>
<td>(4)</td>
</tr>
<tr>
<td>BCOT 148 Effective Business Presentations</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 100 Fundamentals of Oral Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>PMT 100 Plastics Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>MFGT 65 Applied Math for Manufacturing</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPOSITES MANUFACTURING OPTION

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 116 Blueprint Reading for Machine Trade</td>
<td>2</td>
</tr>
<tr>
<td>PMT 61 Fiberglass Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 63L Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 67 Fiberglass Production</td>
<td>2.5</td>
</tr>
<tr>
<td>or PMT 51 Composites Fabrication</td>
<td>(2.5)</td>
</tr>
<tr>
<td>PMT 68 Plastics Materials and Processes</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 70 Composites Technology</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Total Units (including CORE) 24.0 (25.0)

COMPOSITE INSPECTION OPTION

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 63L Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 67 Fiberglass Production</td>
<td>2.5</td>
</tr>
<tr>
<td>or PMT 51 Composites Fabrication</td>
<td>(2.5)</td>
</tr>
<tr>
<td>PMT 68 Plastics Materials and Processes</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 70 Composites Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>MFGT 54 Ultrasonic Level I Testing</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total Units (including CORE) 21.0 (22.0)

PLASTIC/COMPOSITE TOOL DESIGN OPTION

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 116 Blueprint Reading for Machine Trades</td>
<td>2</td>
</tr>
<tr>
<td>or MTT 54 CNC Blueprint Reading</td>
<td>(2.5)</td>
</tr>
<tr>
<td>or WELD 50 Blueprint Reading for the Welding Trades</td>
<td>(3.0)</td>
</tr>
<tr>
<td>ENGT 138 AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 258 Design and Production Technology with AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>or ENGT 259 SolidWorks</td>
<td>(4)</td>
</tr>
<tr>
<td>or ENGT 265 CATIA I</td>
<td>(4)</td>
</tr>
<tr>
<td>PMT 72 Tooling for Plastics</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Total Units (including CORE) 24.0 (25.0-26.0)

PLASTICS MANUFACTURING OPTION

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 4 Plastics Fabrication</td>
<td>2.5</td>
</tr>
<tr>
<td>or PMT 64 Plastics Production</td>
<td>(2.5)</td>
</tr>
<tr>
<td>PMT 59 Injection Molding 1</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 63L Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 64 Plastics Production</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 66 Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>PMT 68 Plastics Materials and Processes</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 71 Plastics Manufacturing</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Total Units (including CORE) 27.5 (28.5)

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include: (1) the above requirements for a specific Certificate of Achievement, (2) the Associate in Arts Degree General Education requirements, and (3) electives as needed.

RECOMMENDED ELECTIVES: PMT 1, PMT 2, PMT 3, PMT 5, PMT 40, PMT 43, PMT 44, PMT 50, PMT 55, PMT 57, PMT 58, PMT 60, PMT 62, PMT 75, and PMT 221.

PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE (11 UNITS)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 210 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101 General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 220 Research Methods</td>
<td>4</td>
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</table>

LIST A (SELECT ONE): 3 UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 241 Introduction to Psychobiology</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST B (SELECT ONE): 3 UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 251 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 261 Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
LIST C (SELECT ONE): 3 UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 103</td>
<td>Critical Thinking in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 150</td>
<td>Personal and Social Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 245</td>
<td>Drugs and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 265</td>
<td>Psychology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 271</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER

**REQUIREMENTS:**

1. Completion of 60 semester units that are eligible for transfer to the California State University.
2. The California State University General Education-Breadth (CSUGE-Breadth) Requirements or the Intersegmental General Education Transfer Curriculum (IGETC).
3. Additional electives, if needed, to reach 60 units.
4. Obtainment of a minimum grade point average of 2.0.
5. Students must also earn a C or better in all courses required for the major (or area of emphasis).
6. No additional graduation requirements beyond those mentioned above are required for this degree.

REAL ESTATE

**CAREER OPPORTUNITIES:**

- Realtor
- Teacher
- Real Estate Financial Advisor
- Loan Officer

<table>
<thead>
<tr>
<th>Certificate/A.A. Degree</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Completion Certificate</td>
<td>3</td>
</tr>
<tr>
<td>Real Estate Department Award</td>
<td>12/13</td>
</tr>
<tr>
<td>Real Estate Certificate of Achievement</td>
<td>18/19</td>
</tr>
<tr>
<td>California Real Estate Certificate</td>
<td>24/26</td>
</tr>
</tbody>
</table>

**REAL ESTATE DEPARTMENT AWARD - 12/13 UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 101</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 100</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 101</td>
<td>Fundamentals of Accounting</td>
<td>(4)</td>
</tr>
<tr>
<td>LAW 111</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 121</td>
<td>Sales</td>
<td>3</td>
</tr>
<tr>
<td>or BA 114</td>
<td>Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td>or BA 110</td>
<td>Advertising</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**REAL ESTATE CERTIFICATE OF ACHIEVEMENT - 18/19 UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 101</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 173/174</td>
<td>Real Estate Occupational Work Experience/ Internship</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**Choose 12 units from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 50</td>
<td>Introduction to Real Estate Software</td>
<td>3</td>
</tr>
<tr>
<td>RE 52</td>
<td>Mortgage Loan Brokering and Lending</td>
<td>3</td>
</tr>
<tr>
<td>RE 120</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 125</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 130</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 131</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIREMENTS** 18/19

**CALIFORNIA REAL ESTATE CERTIFICATE - 24/26 UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 101</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 120</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 125</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 130</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>RE 131</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>RE 160</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVES: Select a minimum of 6 units from the following courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 111</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 100</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>RE 50</td>
<td>Introduction to Real Estate Software</td>
<td>3</td>
</tr>
<tr>
<td>RE 52</td>
<td>Mortgage Loan Brokering and Lending</td>
<td>3</td>
</tr>
<tr>
<td>RE 173/174</td>
<td>Real Estate Occupational Work Experience/ Internship</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**TOTAL REQUIREMENTS** 24/26

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Meet the requirements for the California Real Estate Certificate and complete six units from the following: BA 121, BCOT 147, FIN 125, RE 51, RE 53, RE 140, or RE 151 and complete General Education requirements and electives to achieve a minimum of 60 degree applicable units.

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

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

**REAL ESTATE LICENSE REQUIREMENTS**

**1. Salesperson’s License:**

Effective October 1, 2007, Assembly Bill (AB) 2429 will change the qualifying educational requirements for the salesperson examination and for obtaining a real estate salesperson license.

Currently, the Real Estate Law requires an applicant for a real estate salesperson examination to be enrolled in or have completed a college level course in Real Estate Principles. A successful applicant who has completed a college level course in Real Estate Principles, Real Estate Practices and one other specified real estate course will be eligible for a four-year license. A successful applicant, who has completed a college level course in Real Estate Principles, but not the other two required courses, will be eligible for an 18 month conditional license and must complete the two additional courses in order to extend the license validation for a complete four year term. If the additional two courses are not completed within the 18 months, the license is automatically suspended.

Under the provisions of AB 2429, original salesperson examination applicants will be required to submit evidence of completion of a three semester, or quarter unit equivalent, college-level course in Real Estate Principles, Real Estate Practice and one additional course which should be chosen from the following list of courses:

- Legal Aspects of Real Estate—Real Estate Office Administration
- Real Estate Appraisal—Computer Applications in Real Estate
- Real Estate Finance—Real Estate Economics
The Department of Real Estate (DRE) will implement AB 2429 as follows:

1. Original salesperson examination applications post marked or submitted in person to any DRE office on or after October 1, 2007, will be required to include evidence of completion of all three required courses before being scheduled for an examination.

2. Salesperson examination applications are valid for a two-year period. Original salesperson examination applications post marked or submitted in person to any DRE office before October 1, 2007, that contain an acknowledgement that the applicant is enrolled in or has completed a Real Estate Principles course, will be entitled to continue to take the examination within the two-year period for which the application is valid.

3. Applicants, who qualify for the examination as set forth in item 2 above, must take and pass the examination before October 1, 2007, and have the license application post marked, or submitted in person to any DRE office, before October 1, 2007, to be eligible for a conditional license.

4. Applicants who qualify for the examination as set forth in item 2 above, who pass the examination on or after October 1, 2007, or whose license application is post marked, or submitted in person to any DRE office on or after October 1, 2007, will be required to include evidence of completion of all three required courses before their four-year license can be issued.

5. Examination applications that contain proper verification that the applicant has completed all three required courses will be entitled to take the examination and apply for a four-year license upon the successful completion of the salesperson examination.

2. Broker’s License:

   Applicants for a Broker's License must have completed eight 3-unit college-level courses in addition to the experience requirement*. These courses must include the following five courses:

   - Real Estate Practice—Legal Aspects of Real Estate
   - Real Estate Appraisal—Real Estate Economics or Accounting
   - Real Estate Finance

   The remaining 3 courses are to be selected from the following:

   - Real Estate Office Administration—Advanced Legal Aspects of Real Estate
   - Advanced Real Estate Appraisal—Practices of Escrow
   - Real Estate Principles—Business Law
   - Property Management—Fundamentals of Escrow
   - Computer Applications in Real Estate — Mortgage Loan Brokering and Lending
   - Common Interest Development

   *If an applicant completes both Accounting and Real Estate Economics, only two additional courses are required.

   *Experience requirement is fulfilled by any one of the following:
   1. Two years full-time as a real estate salesperson;
   2. Bachelor’s degree from an accredited college or university;
   3. Two years employment in related industries such as escrow offices, banks, savings and loans, or building industries.

   Real Estate Scholarships are available:

   Please see a Real Estate department chairperson or a Business Counselor for more information.

SOCILOGY

CAREER OPPORTUNITIES:

Management
Public Relations
Non-Profit Organizations
Professor/Teacher
Social Services
Community Development
Public Administration
Marketing
Program Support/Management

See Plan B General Education Requirements.

ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
</tr>
</tbody>
</table>

List A (6 units — Choose any two courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 201</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Introduction to Social Research Methods</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>or MATH 112</td>
<td>Elementary Statistics</td>
</tr>
</tbody>
</table>

List B (6 units — Choose a minimum of two courses)

Any List A course not used above

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 110</td>
<td>Marriage and the Family</td>
</tr>
<tr>
<td>SOC 202</td>
<td>Gender and Society</td>
</tr>
<tr>
<td>SOC 210</td>
<td>American Minority Relations</td>
</tr>
</tbody>
</table>

List C (3 units — Choose one course)

Any List A or B course not used above

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 120</td>
<td>Introduction to Human Sexuality</td>
</tr>
<tr>
<td>SOC 215</td>
<td>Sociology of Cultural Diversity: Challenge and Change</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Introduction to Human Services</td>
</tr>
<tr>
<td>SOC 225</td>
<td>Contemporary Social Issues</td>
</tr>
<tr>
<td>SOC 230</td>
<td>Juvenile Delinquency</td>
</tr>
<tr>
<td>SOC 250</td>
<td>Sociology of Aging</td>
</tr>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS IN SOCIOLGY FOR TRANSFER

REQUIREMENTS:

Complete a minimum of 60 units to include (1) the above courses and units, (2) Associate in Arts Plan B or Plan C general education requirements, and (3) electives as needed. This degree will not require any local graduation requirements.
SPEECH

CAREER OPPORTUNITIES:
Public Relations
Sales
Teaching
Law
Politics
Administration
Communications
Consulting
Broadcasting

COMMUNICATION STUDIES
ASSOCIATE IN ARTS DEGREE FOR TRANSFER (AA-T)

REQUIRED CORE (3)  
SPCH 130 Fundamentals of Speaking 3

List A (6 units – Choose any two courses)
SPCH 120 Fundamentals of Interpersonal Communication 3
SPCH 132 Fundamentals of Small Group Communication 3
SPCH 235 Fundamentals of Argumentation and Persuasion 3

List B (6 units – Choose a minimum of two courses)
Any List A course not used above
SPCH 100 Fundamentals of Oral Communication 3
SPCH 110 Intercultural Communication 3
SPCH 140 Oral Interpretation of Literature 3
SPCH 150 Organizational Communication 3
SPCH 236 Forensics for One Tournament 1
SPCH 236A Forensics Activity 1 1
SPCH 237 Forensics for Two Tournament 1
SPCH 238 Forensics for Three Tournament 1
SPCH 239 Forensic Workshop 2
SPCH 240 Oral Interpretation: Reader’s Theater 3
SPCH 271 Voice and Articulation 3

List C (3 units – Choose one course)
Any List A or B course not used above
SPCH 145 Storytelling 3
SPCH 200 Contemporary Communication Topics 3
SPCH 229 Speech and Language Development in Children 3
ANTH 100 Cultural Anthropology 3
ENGL 102 Freshman Composition and Literature 3
JOUR 100 Mass Communication and Society 3
PSYC 101 General Introductory Psychology 3
SOC 101 Introductory Sociology Principles 3

ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER REQUIREMENTS:
Students must complete a minimum of 18 units from the courses listed below and all Associate in Arts Transfer Degree Plan B or Plan C general education requirements, plus any additional units, for a total of 60 units. Double counting courses in GE and the major is permissible. Students are not required to complete any additional local requirements. All 60 units are CSU transferable.

Plan B: To obtain an A.A. Degree using Plan B, complete the department requirements. In addition, you must complete all of the requirements in Plan B (CSU General Education Requirements) in the Cerritos College Catalog.

Plan C: To obtain an A.A. Degree using Plan C, complete the department requirements. In addition, you must complete all of the requirements in Plan C (Interssegmental General Education Transfer Curriculum-IGETC-for transfer to UC and CSU) in the Cerritos College Catalog.

SPEECH COMMUNICATION
CERTIFICATE OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS  
Choose 12 units from any of the following courses
SPCH 100 Fundamentals of Oral Communication 3
SPCH 110 Intercultural Communication 3
SPCH 120 Fundamentals of Interpersonal Communication 3
SPCH 130 Fundamentals of Speaking 3
SPCH 132 Fundamentals of Small Group Communication 3
SPCH 140 Oral Interpretation of Literature 3
SPCH 145 Storytelling 3
SPCH 150 Organizational Communication 3
SPCH 200 Contemporary Communication Topics 3
SPCH 235 Fundamentals of Argumentation and Persuasion 3
*SPCH 236A Forensics Activity 1 3
*SPCH 236B Forensics Activity 2 3
*SPCH 236C Forensics Activity 3 3
*SPCH 236D Forensics Activity 4 3
SPCH 271 Voice and Articulation 3

TOTAL CERTIFICATE OF COMPLETION REQUIREMENTS 12

*Up to 3 forensics units may be used toward the speech certificate.

SPEECH-LANGUAGE PATHOLOGY AIDE

PROGRAM PROGRESSION/COMPLETION
Successful completion of all levels of course work is necessary for completion of and graduation from the program of study. In order to complete the program, the student must maintain a grade of “C” or higher whether enrolled in combined lecture/lab courses, practicums, or clinical experiences. When content is tiered, each level must be completed according to identified criteria.

Upon successful completion of all program requirements, students are eligible to receive either the Certificate and/or Associate in Arts degree.

CERTIFICATE OF ACHIEVEMENT
A Certificate of Achievement shall be awarded to the student who completes with a grade of “C” or better the following courses:
CD 110 Child Development 3
CD 139 Observation, Assessment, and Positive Guidance of Childhood Behavior 3
CDSE 50 Survey of Special Education 3
SLP 100 Introduction to Speech and Language Pathology 3
SPEECH-LANGUAGE PATHOLOGY ASSISTANT

Graduates will be eligible to apply for licensure with the California Speech-Language Pathology and Audiology Board. Employment opportunities exist in health care and educational settings where the Speech-Language Pathologist Assistant must be supervised by a licensed Speech-Language Pathologist.

CAREER OPPORTUNITIES: Upon completion of the courses, employment is available in educational settings where the aide will be supervised by a licensed Speech-Language Pathologist.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

MAJOR REQUIREMENTS

ACTING OR TECHNICAL EMPHASIS 32 UNITS MINIMUM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH 101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TH 102</td>
<td>History of the Classical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TH 103</td>
<td>History of the Modern Theatre</td>
<td>3.5</td>
</tr>
<tr>
<td>TH 110</td>
<td>Fundamentals of Acting</td>
<td></td>
</tr>
<tr>
<td>TH 130</td>
<td>Rehearsal/Performance for the Minor Role</td>
<td>1</td>
</tr>
<tr>
<td>TH 131</td>
<td>Rehearsal/Performance for the Supporting Role</td>
<td>2</td>
</tr>
<tr>
<td>TH 132</td>
<td>Rehearsal/Performance for the Leading Role</td>
<td>3</td>
</tr>
<tr>
<td>TH 135</td>
<td>Stage Crew Activity</td>
<td>1</td>
</tr>
<tr>
<td>TH 134</td>
<td>Technical Production</td>
<td>2</td>
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CHOOSE ONE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>TH 111</td>
<td>Intermediate Acting to Characterization</td>
<td>3.5</td>
</tr>
<tr>
<td>TH 114</td>
<td>Voice for Acting</td>
<td>2</td>
</tr>
<tr>
<td>TH 115</td>
<td>Stage Movement and Combat</td>
<td>3</td>
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CHOOSE TWO:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>TH 120</td>
<td>Theatre Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TH 221</td>
<td>Costuming for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>TH 222</td>
<td>Stage Lighting</td>
<td>3</td>
</tr>
</tbody>
</table>

PLUS SIX (6) UNITS FROM AT LEAST TWO OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 146</td>
<td>Recording Techniques</td>
<td>2</td>
</tr>
<tr>
<td>TH 108</td>
<td>Improvisation for the Theatre</td>
<td>3.5</td>
</tr>
<tr>
<td>TH 111</td>
<td>Intermediate Acting to Characterization</td>
<td>3.5</td>
</tr>
<tr>
<td>TH 114</td>
<td>Voice for Acting</td>
<td>2</td>
</tr>
<tr>
<td>TH 115</td>
<td>Movement for the Actor</td>
<td>3</td>
</tr>
<tr>
<td>TH 120</td>
<td>Theatre Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TH 123</td>
<td>Stage Make-Up</td>
<td>3</td>
</tr>
<tr>
<td>TH 136</td>
<td>Touring Theatre Production for Leading Roles</td>
<td>2</td>
</tr>
<tr>
<td>TH 212</td>
<td>Scene Study</td>
<td>3.5</td>
</tr>
<tr>
<td>TH 213</td>
<td>Historical Styles of Acting</td>
<td>3</td>
</tr>
<tr>
<td>TH 221</td>
<td>Costuming for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>TH 222</td>
<td>Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>TH 226</td>
<td>Introduction to Scene Design</td>
<td>2</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

A minimum of 60 units must be completed to include: 1) one of the options above, 2) A.A. Degree General Education requirements, and 3) electives as needed.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the requirements for General Education under Plan A, B, or C. See Cerritos College Graduation Requirements.
WELDING

CAREER OPPORTUNITIES:
Welder
Welding Inspector
Welding Technician
Pipe Fitter
Sheet Metal Mechanic
Maintenance Mechanic

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS
Welding Technology Certificates of Achievement are available under three options: Arc Welding, Gas Tungsten Arc Welding, and Pipe Welding. The basic core courses must be taken for all three certificate options.

WELDING BASIC CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 39</td>
<td>Welding Shop Math</td>
<td>2</td>
</tr>
<tr>
<td>WELD 50</td>
<td>Blue Print Reading for the Welding Trades</td>
<td>3</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Beginning Arc Welding</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNITS</td>
<td>10</td>
</tr>
</tbody>
</table>

ARC WELDING OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 200</td>
<td>Intermediate Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 210L</td>
<td>Arc Welding Applications</td>
<td>2</td>
</tr>
<tr>
<td>WELD 220</td>
<td>Certification and Licensing for Welders</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNITS</td>
<td>18</td>
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</table>

GAS TUNGSTEN ARC WELDING OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 130</td>
<td>Gas Tungsten Arc Welding Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>WELD 240</td>
<td>Advanced Gas Tungsten Arc Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>WELD 250L</td>
<td>Gas Tungsten Arc Welding Applications</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNITS</td>
<td>19</td>
</tr>
</tbody>
</table>

PIPE WELDING OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 52</td>
<td>Pipe Welding Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>WELD 53</td>
<td>Pipe Layout</td>
<td>2</td>
</tr>
<tr>
<td>WELD 54L</td>
<td>Advanced Pipe Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 200</td>
<td>Intermediate Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 210L</td>
<td>Arc Welding Applications</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNITS</td>
<td>24</td>
</tr>
</tbody>
</table>

WELDING FABRICATION AND LAYOUT OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 170</td>
<td>Structural Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>WELD 200</td>
<td>Intermediate Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 270</td>
<td>Structural Layout</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNITS</td>
<td>19</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 100</td>
<td>Issues for Women in American Society (Women's Studies)</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two courses from this section (6 units):

Global Emphasis:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 205</td>
<td>The Anthropology of Sexuality and Gender (Women's Studies)</td>
<td>3</td>
</tr>
<tr>
<td>ART 109/HUM 109</td>
<td>Gender and Sexuality in Art (Women's Studies)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Women in Global Economy</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 236</td>
<td>Studies in Women's Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Philosophical Reasoning: Critical Thinking in Philosophy (Women's Studies)</td>
<td>3</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

<table>
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<th>Units</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

See Cerritos College Graduation Requirements.

WELDING FABRICATION AND LAYOUT

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

<table>
<thead>
<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
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<td>WELD 53</td>
<td>Pipe Layout</td>
<td>2</td>
</tr>
<tr>
<td>WELD 120</td>
<td>Beginning Arc Welding</td>
<td>5</td>
</tr>
<tr>
<td>WELD 170</td>
<td>Structural Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>WELD 200</td>
<td>Intermediate Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 270</td>
<td>Structural Layout</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS: 21

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

RECOMMENDED ELECTIVES: MTT 100, WELD 100.

WOMEN’S STUDIES

CAREER OPPORTUNITIES:
Professor
Writer

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS 101</td>
<td>Issues for Women in American Society (Women's Studies)</td>
<td>3</td>
</tr>
</tbody>
</table>

Select two courses from this section (6 units):

Global Emphasis:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 205</td>
<td>The Anthropology of Sexuality and Gender (Women's Studies)</td>
<td>3</td>
</tr>
<tr>
<td>ART 109/HUM 109</td>
<td>Gender and Sexuality in Art (Women's Studies)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Women in Global Economy</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 236</td>
<td>Studies in Women's Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103</td>
<td>Philosophical Reasoning: Critical Thinking in Philosophy (Women's Studies)</td>
<td>3</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
The student must complete one of the certificate options and electives and General Education to achieve a minimum of 60 units.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS 102</td>
<td>Women and Religion</td>
<td>3</td>
</tr>
<tr>
<td>WS 205</td>
<td>The Anthropology of Sexuality and Gender (Women's Studies)</td>
<td>3</td>
</tr>
<tr>
<td>WS 206</td>
<td>Women in the Global Economy</td>
<td>3</td>
</tr>
</tbody>
</table>
Select at least 9 units from this section:

**U.S. Emphasis:**

- ECON 202 Principles of Microeconomics (Women's Studies) 3
- ENGL 100 Freshman Composition (Women's Studies) 4
- ENGL 224 Native American Literature (Women's Studies) 3
- HED 103/WS 103 Women, Their Bodies and Health (Women's Studies) 3
- HIST 204/WS 204 Women in American History (Women's Studies) 3
- PE 106 or WS 106 Women in Sports (Women's Studies) 3
- POL 101 American Political Institutions (Women's Studies) 3
- PSYC 265 Psychology of Gender (Women's Studies) 3
- SPCH 120 Fundamentals of Interpersonal Communication (Women's Studies) 3
- SOC 101 Introductory Sociology Principles (Women's Studies) 3
- SOC 202/WS 202 Gender in Society (Women's Studies) 3
- SOC 110 Marriage and the Family (Women's Studies) 3
- WS 104 Community Organizing and Activism (Women's Studies) 3

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

To qualify for a degree in Women's Studies, students must take courses listed above that are designated as having Women's Studies emphasis and complete all A.A. Degree General Education requirements for a total of at least 60 units.

**WOODWORKING MANUFACTURING TECHNOLOGIES**

**CAREER OPPORTUNITIES:**

- Woodworking
- Construction
- Designer
- Cabinet and Furniture
- Aircraft

**CERTIFICATE OF ACHIEVEMENT MAJOR REQUIREMENTS**

**WMT BASIC CORE COURSE**

- WMT 101 Introduction to Woodworking 3
- WMT 102 Introduction to Solid Wood Casegoods 4
- WMT 153 32mm System of Cabinetmaking 4
- WMT 155 Architectural Millwork 4
- WMT 158 Introduction to Computer Operations for Cabinetmaking and Design 3
- WMT 201 Woodworking with Hand Tools 4

**TOTAL CERTIFICATE UNITS** 38

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete 60 units to include (1) the above Certificate of Achievement requirements, (2) BA 153, (3) the Associate in Art Degree requirements, and (4) electives as needed.

**RECOMMENDED ELECTIVES:** WMT 117, WMT 120, WMT 123, WMT 132, WMT 134, WMT 144, WMT 148, WMT 171, WMT 185, WMT 202, WMT 211, WMT 212, WMT 235, WMT 237, WMT 243, WMT 248, WMT 249L, WMT 251, WMT 253, WMT 268, WMT 281.

**CABINETMAKING**

**CERTIFICATE OF ACHIEVEMENT REQUIREMENTS**

**WMT BASIC CORE COURSES**

- WMT 107 Wood Finishing 3
- WMT 151 Introduction to FaceFrame Cabinetmaking 4
- WMT 153 32mm System of Cabinetmaking 4
- WMT 155 Architectural Millwork 4
- WMT 181 Introduction to Computer Operations for Cabinetmaking and Design 3
- WMT 250 Intermediate FaceFrame Cabinetmaking 4
- WMT 252 Intermediate 32mm System Cabinetmaking 4
- WMT 268 Production Cabinetmaking A, B, or C 5

Choose from the following for a minimum of six (6) units:

- WMT 80 Running a Woodworking Business 3
- WMT 102 Introduction to Solid Wood Casegoods 4
- WMT 144 Jigs and Fixtures 2
- WMT 148 Furniture Making and Manufacturing 4
- WMT 154 Introduction to Cabinet Installation 3
- WMT 157 Passage Door 4
- WMT 159 Solid Surface Fabrication 3
- WMT 185 CNC Woodworking 4
- WMT 201 Woodworking with Hand Tools 4
- WMT 203 Wood Veneering 4
- WMT 251 Advanced FaceFrame Cabinetmaking 4
- WMT 253 Advanced 32mm System of Cabinetmaking 4
- WMT 258 Mantels and Wall Systems 4

**TOTAL CERTIFICATE UNITS** 37

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete 60 units to include the above Certificate of Achievement requirements, the Associate in Art Degree requirements, and electives as needed.

**RECOMMENDED ELECTIVES:** WMT 159, WMT 201, WMT 258.
FURNITURE MAKING

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>WMT BASIC CORE COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMT 101 Introduction to Woodworking</td>
<td>3</td>
</tr>
<tr>
<td>WMT 102 Introduction to Solid Wood Casegoods</td>
<td>4</td>
</tr>
<tr>
<td>WMT 103 Introduction to Tables</td>
<td>4</td>
</tr>
<tr>
<td>WMT 107 Wood Finishing</td>
<td>3</td>
</tr>
<tr>
<td>WMT 130 Furniture Design</td>
<td>3</td>
</tr>
<tr>
<td>WMT 132 Chair Design &amp; Construction</td>
<td>4</td>
</tr>
<tr>
<td>WMT 201 Woodworking with Hand Tools</td>
<td>4</td>
</tr>
</tbody>
</table>

And nine (9) units selected from the following courses:

| WMT 108 Wood Carving for Furniture           | 2.5   |
| WMT 115 Scrollsaw Fretwork and Intarsia      | 2     |
| WMT 117 Woodworking Appreciation             | 1     |
| WMT 118 Introduction to Wood Turning         | 2     |
| WMT 137 Outdoor Furniture                   | 2.5   |
| WMT 144 Jigs and Fixtures                   | 2     |
| WMT 148 Furniture Making and Manufacturing   | 4     |
| WMT 185 CNC Woodworking                      | 4     |
| WMT 202 Advanced Furniture Casegoods        | 4     |
| WMT 203 Wood Veneering                      | 4     |
| WMT 204 Advanced Tables                     | 4     |
| WMT 211 The Workbench Class                 | 4     |
| WMT 218 Polychromatic and Closed Form Turning| 2     |
| WMT 233 Morris Chair                        | 4     |
| WMT 235 Windsor Chair                       | 3     |
| WMT 237 Traditional American Furniture      | 4     |
| WMT 241 Special Topics in Handtools         | 2     |
| WMT 244 Chest of Drawers                    | 4     |
| WMT 246 Rocking Chair                       | 4     |
| WMT 248 Production Furniture Making and Manufacturing | 4     |
| WMT 258 Mantels and Wall Systems            | 4     |

TOTAL CERTIFICATE UNITS: 34

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above Certificate of Achievement requirements, (2) the Associate in Art Degree requirements, and (3) electives as needed.

RECOMMENDED ELECTIVES: WMT 233, WMT 244, WMT 248.
TRANSFER PROGRAMS AND CAREER PATHWAYS
ADMINISTRATION OF JUSTICE
(CRIMINAL JUSTICE)

TRANSFER PROGRAM

LOWER DIVISION MAJOR REQUIREMENTS
FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Dominguez Hills
CIS 101  Introduction to Computer Information Systems  3
MATH 115  Finite Mathematics  4
or MATH 112  Elementary Statistics  (4)

California State University - Fullerton
All classes for the major are upper division and are taken at CSUF. See a Counselor for recommended lower division electives and/or call the Criminal Justice Department at CSUF for particulars at (714) 278-3521. Community College transfer students are urged to attend a New Advisement Session prior to their first semester at the university as a Criminal Justice major. Failure to do so may delay graduation. The department's New Major Advisement Sessions are regularly and frequently scheduled. Call the CSUF Division Office for details at (657) 278-3521.

California State University-Long Beach
AJ 101  Introduction to Administration of Justice  3
PHIL 106  Introduction to Logic  3
POL 101  American Political Institutions  3
PSYC 101  General Introductory Psychology  3
SOC 101  Introductory Sociology Principles  3

The Bachelor of Science in Criminal Justice program is impacted. The CSU designates major programs as impacted when more applications are received in the initial filing period from CSU eligible applicants than can be accommodated by the campus. Impacted majors are authorized to use supplementary admission criteria and/or higher admission standards than the CSU minimum requirements in considering applicants to the program. These criteria are applied equally to continuing CSULB students and entering upper-division transfer students. Please refer to the admissions website for impaction admission details. http://www.csulb.edu/depts/enrollment/admissions/impacted_major.html.

Transfer students may not enter at the upper division (junior) level. You are considered an upper division transfer student if you will have completed 60 or more transferable semester units by the end of the prior Summer term. For Fall entrance or the prior Fall term for Spring entrance. As an upper division transfer student, you must also meet minimum CSU admission requirement to be considered for admission. Be aware that some admission requirements must be met earlier. The CSU GE (General Education) requirements in written communication, oral communication, critical thinking and mathematics/quantitative reasoning must be completed with a grade of “C” or higher by the end of the prior Spring term for Fall admission or by the end of the prior Summer term for Spring admission.

California State University-Los Angeles
AJ 101  Introduction to Administration of Justice  3
AJ 102  Concepts of Criminal Law  3
and AJ 202  Substantive Law  3
or LAW 116  Criminal Law  (3)
ENGL 103  Critical and Argumentative Writing  3

The Bachelor of Science in Criminal Justice is impacted. Admission criteria for impaction include AJ 101, AJ 102 and AJ 202 (or LAW 116) with a “B” or better. Students will have a single opportunity to take and achieve a “B” in these courses. An overall GPA of 2.75 or higher in a minimum of 15 units.

Recommended electives for any of the above universities, for this major are:
AJ 102  Introduction to Administration of Justice  3
AJ 104  Criminal Evidence  3
AJ 105  Community Relations  3
AJ 202  Substantive Law  3
PSYC 101  General Introductory Psychology  3
SOC 101  Introductory Sociology Principles  3

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

CAREER OPPORTUNITIES: For those persons seeking employment in law enforcement at the A.A. level of preparation, many opportunities exist in the various federal, state, municipal and county criminal justice agencies. A wider variety of employment opportunities exist for those who hold a Bachelor's degree (e.g. administration) and/or Masters degree (e.g. teaching, research, administration, etc.)

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

AGRICULTURE

CAREER OPPORTUNITIES:
Food Science
Ranch Soil Management
Conservation
Fish and Game Warden

TRANSFER MAJOR REQUIREMENTS
LOWER DIVISION MAJOR REQUIREMENTS

Typically requires one year of general chemistry and one or two semesters of organic chemistry. May also require statistics or pre-calculus. In addition, animal or plant science majors typically require two semesters of general biology and math or business calculus. Major and Program Requirements may differ from the ones cited here. For exact course requirements, please consult the appropriate major and university at http://www.assist.org.

California State Universities and Colleges that offer Agriculture and related bachelor's degrees. Chico, Pomona, Fresno, San Luis Obispo, Stanislaus.
ANTHROPOLOGY
TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 115</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 120</td>
<td>Introduction to Archaeology</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University, Fullerton
No additional courses required other than the common lower division major preparation courses.

California State University, Long Beach
No additional courses required other than the common lower division major preparation courses. CSULB does require an introduction to linguistics course which is not articulated at Cerritos College.

California State University – Los Angeles
ENGL 103 Critical and Argumentative Writing 3

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULB as the prerequisite for their writing proficiency requirement.

A modern foreign language with at least 2nd year proficiency (101 and 102 or 111 and 112 level) or successful completion of 3 years of high school foreign language,

California State Polytechnic University – Pomona
A B.S. in General Anthropology and a B.S. in Cultural Resource Management is offered. The requirements for both degrees are the same. In addition to the common lower division major preparation above, the following is required:

ANTH 170 Introduction to Language and Culture 3

COMMON LOWER DIVISION MAJOR PREPARATION FOR UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

University of California – Irvine
In fulfillment of the requirements below, a single course may be used only once.

ANTH 115 Physical Anthropology 3

or ANTH 120 Introduction to Archaeology (3)

or ANTH 170 Introduction to Language and Culture (3)

Three Additional UC transferable courses not already taken from those listed below or from other social science disciplines (Chicano/Latino Studies, Economics, Political Science, Psychology, Sociology):

ANTH 115 Physical Anthropology 3

ANTH 120 Introduction to Archaeology 3

ANTH 170 Introduction to Language and Culture 3

ANTH 200 Native Peoples of North America 3

ANTH 201 Native Peoples of California 3

ANTH 202 The Maya, Inca and Aztecs: Ancient Civilizations of the Americas 3

ANTH 203 The Anthropology of Magic, Witchcraft, and Religion 3

ANTH 205 The Anthropology of Sexuality and Gender 3

See Counselor for other UC transferable courses from other social science disciplines.

PSYC 210 Elementary Statistics 4

or MATH 112 Elementary Statistics (4)

and MATH 170 Analytic Geometry and Calculus I 4

University of California – Los Angeles
UCLA offers a B.A. and a B.S. in Anthropology.

Bachelors of Arts

ANTH 115 Physical Anthropology 3

ANTH 120 Introduction to Archaeology 3

Bachelor of Science

ANTH 115 Physical Anthropology 3

ANTH 120 Introduction to Archaeology 3

BiOL 200 Principles of Biology 5

BiOL 201 Principles of Biology 5

BiOL 202 Molecular Biology/Genetics 4

Chem 111 General Chemistry 5

Chem 112 General Chemistry 5

Chem 211 Organic Chemistry 5

Math 170 Analytic Geometry and Calculus I 4

Math 190 Analytic Geometry and Calculus II 4

Math 112 Elementary Statistics 4

or PSYC 210 Elementary Statistics (4)

University of California – Riverside
UC Riverside offers a Bachelor of Arts, a Bachelor’s of Science, and a degree in Anthropology/Law and Society.

Bachelors of Arts and Bachelors of Science

ANTH 115 Physical Anthropology 3

ANTH 120 Introduction to Archaeology 3

or ENGL 106 Introduction to Language Study 3

Anthropology/Law and Society

ANTH 115 Physical Anthropology 3

ANTH 120 Introduction to Archaeology 3

EnGL 106 Introduction to Language Study 3

Phil 106 Introduction to Logic 3

Recommended:

SOC 205 Introduction to Social Research Methods 3

or PSYC 220 Research Methods (4)

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

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

TRANSFER PROGRAM

COMMON LOWER DIVISION (CORE) REQUIREMENTS  UNITS
MATH 140  Trigonometry 3

ADDITIONAL LOWER DIVISION REQUIREMENTS  FOR SPECIFIC TRANSFER INSTITUTIONS

California State Polytechnic University – Pomona
ARCH 122  Architectural Delineation 2
ARCH 212  Architectural Design Theory I 3
ARCH 222  Architectural Design Theory II 3
ENGL 102  Freshman Composition and Literature 3
or ENGL 103  Critical and Argumentative Writing (3)
or ENGL 103LC  Critical and Argumentative Writing (3)
PHYS 101  General Physics 4
SPCH 235  Fundamentals of Argumentation and Persuasion 3

NOTE: Impacted major. A minimum of 3.2 GPA is required. Applications are only accepted from October 1 – November 30 for the following academic year. The Golden “4” must be completed by the end of Fall semester in which the student applies to the program, i.e., by the end of Fall 2013 for entrance in Fall 2014.

California State Polytechnic University – San Luis Obispo
ARCH 110  Introduction to Architecture and Environmental Design 3
MATH 170  Analytic Geometry and Calculus I 4
MATH 190  Analytic Geometry and Calculus II 4
PHYS 101  General Physics 4
PHYS 102  General Physics 4

University of California – Berkeley
ARCH 110  Introduction to Architecture and Environmental Design 3
ARCH 112  History of Architecture 3
ART 110  Freehand Drawing 3
ART 121  Three-Dimension Design 3
MATH 170  Analytic Geometry and Calculus I 4
PHYS 201  Engineering Physics 4

Reading and Composition Requirement
ENGL 100  Freshman Composition 4
ENGL 102  Freshman Composition and Literature 3

NOTE: Student must fulfill all of the required Lower-Division Major and 7 Course Breath requirements to be considered for admission. The College of Environmental Design (CED) General Education/Breath requirements can be covered by full IGETC certification, beginning with students applying in Nov. 2011 and beyond. Partial requirements will not complete the requirements. A minimum 3.0 transferable grade-point average is required for admission consideration. All courses (lower division and general education) must be taken for a letter grade. Course work must be completed by the end of the Spring term that precedes Fall enrollment at Berkeley. UC personal statement is important in the selection process.

University of Southern California
PHYS 101  General Physics 4
PHYS 102  General Physics 4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete the 60 units to include (1) The Common Lower Division Requirement, (2) ARCH 212, 222, (3) 9 units of Architectural Electives, (4) The Associate in Arts general education degree requirements.
See Cerritos College Graduation Requirements.
See State University General Education List.

RELATED TRANSFER PROGRAMS:

See Counseling for information.

ART AND DESIGN

TRANSFER PROGRAM

LOWER DIVISION REQUIREMENTS  FOR SPECIFIC TRANSFER INSTITUTIONS  UNITS

California State University – Dominguez Hills
ART 101  Art History I: Prehistory to Gothic 3
ART 102  Art History II: Renaissance to Rococo 3
and ART 103  Art History III: Neoclassical to Present 3
ART 120  Two-Dimensional Design 3
ART 121  Three-Dimensional Design 3

DESIGN OPTION -TAKE ADDITIONAL COURSES:
ART 110  Freehand Drawing 3
ART 130A  Fundamentals of Painting 3

STUDIO ART OPTION -TAKE ADDITIONAL COURSES:
ART 110  Freehand Drawing 3
ART 130A  Fundamentals of Painting 3
ART 150  Introduction to Ceramics 3
ART 162  Introduction to Sculpture 3

NOTE: An Art History Option is also available. See assist.org or a Counselor for details.

California State University – Fullerton

ART HISTORY CONCENTRATION
21 units are required for lower division preparation
ART 101  Art History I: Prehistory to Gothic 3
ART 102  Art History II: Renaissance to Rococo 3

In addition to the above requirements, students must select 6 units from the following courses: ART 112, 116, 117, 136, 150, 162, 182A, 185, 191A, 213, 219, 231, PHOT 102, 200, 240.

NOTE: The Art History concentration emphasizes art history, theory and appreciation, and is particularly recommended for students who wish to pursue graduate studies in art history or museum studies.
GENERAL STUDIO ART CONCENTRATION:

27 units are required for lower division preparation

ART 101  Art History I: Prehistoric to Gothic  3
ART 102  Art History II: Renaissance to Rococo  3
ART 110  Freehand Drawing  3
or ART 111  Intermediate Freehand Drawing  3

ART 112  Life Drawing  3
or ART 213  Intermediate Life Drawing  3
ART 120  Two-Dimensional Design  3
ART 121  Three-Dimensional Design  3
ART 130A  Fundamentals of Painting  3
or ART 130B  Fundamentals of Painting  3

In addition to the above requirements, students must select 6 units from the following courses: ART 116, 117, 136, 150, 162, 182A, 185, 219, T 102, 200, 240

Additional 9 units of electives are required in Art, American Studies, Anthropology, History, Literature, Music, Philosophy or Theatre (Cerritos College does not offer comparable courses, see a Counselor for details).

NOTE: The General Studio Art concentration is a varied curriculum that provides a broad education in the visual arts.

TEACHING CONCENTRATION:

Single Subject Instruction. This qualifies students for teaching Art in grades K-12. 30 units are required for lower division preparation. Cerritos College does not offer a comparable course for Beginning Crafts. Therefore 27 lower division units will be required from Cerritos.

ART 101  Art History I: Prehistoric to Gothic  3
ART 102  Art History II: Renaissance to Rococo  3
ART 110  Freehand Drawing  3
or ART 111  Intermediate Freehand Drawing  3
ART 112  Life Drawing  3
or ART 213  Intermediate Life Drawing  3
ART 120  Two-Dimensional Design  3
ART 121  Three-Dimensional Design  3
ART 130A  Fundamentals of Painting  3
or ART 130B  Fundamentals of Painting  3
ART 136  Painting for Art Majors  3
ART 150  Introduction to Ceramics  3

California State University – Long Beach

BACHELOR OF FINE ARTS IN ART WITH OPTION IN GRAPHIC DESIGN

| ART 101  | Art History I: Prehistory to Gothic  | 3 |
| ART 102  | Art History II: Renaissance to Rococo  | 3 |
| ART 107  | Asian Art History  | 3 |
| ART 110  | Freehand Drawing  | 3 |
| ART 112  | Life Drawing  | 3 |
| ART 120  | Two-Dimensional Design  | 3 |
| ART 121  | Three-Dimensional Design  | 3 |
| ART 130A  | Fundamentals of Painting  | 3 |
| or ART 130B  | Fundamentals of Painting  | 3 |
| or ART 136  | Painting for Art Majors  | 3 |
| ART 182A  | Lettering and Typography  | 3 |

BACHELOR OF ARTS IN ART WITH OPTION IN STUDIO ART

| ART 101  | Art History I: Prehistory to Gothic  | 3 |
| ART 102  | Art History II: Renaissance to Rococo  | 3 |
| ART 107  | Asian Art History  | 3 |
| ART 110  | Freehand Drawing  | 3 |
| ART 112  | Life Drawing  | 3 |
| ART 120  | Two-Dimensional Design  | 3 |
| ART 121  | Three-Dimensional Design  | 3 |
| ART 130A  | Fundamentals of Painting  | 3 |
| or ART 130B  | Fundamentals of Painting  | 3 |
| or ART 136  | Painting for Art Majors  | 3 |

Select one course from the following:

| ART 186  | Computer Graphics with Adobe Illustrator  | 3 |
| or ART 182A  | Lettering and Typography  | 3 |
| or PHOT 100  | Introduction to Photography  | 3 |
| or ART 116  | Beginning Printmaking  | 3 |
| or ART 185  | Rendering I  | 3 |
| or ART 130A  | Fundamentals of Painting  | 3 |
| or ART 130B  | Fundamentals of Painting  | 3 |
| or ART 136  | Painting for Art Majors  | 3 |

Select one course from the following:

| ART 150  | Introduction to Ceramics  | 3 |
| or ART 151  | Ceramics-Beginning Wheel Throwing  | 3 |
| or ART 152  | Ceramics-Beginning Hand Building  | 3 |
| or ART 160  | Life Sculpture  | 3 |
| or ART 162  | Introduction to Sculpture  | 3 |
| or ART 116  | Beginning Printmaking  | 3 |
| or ART 185  | Rendering I  | 3 |
| or ART 130A  | Fundamentals of Painting  | 3 |
| or ART 130B  | Fundamentals of Painting  | 3 |
| or ART 136  | Painting for Art Majors  | 3 |

BACHELOR OF ART WITH OPTION IN DRAWING AND PAINTING

| ART 101  | Art History I: Prehistory to Gothic  | 3 |
| ART 102  | Art History II: Renaissance to Rococo  | 3 |
| ART 107  | Asian Art History  | 3 |
| ART 110  | Freehand Drawing  | 3 |
| ART 112  | Life Drawing  | 3 |
| ART 120  | Two-Dimensional Design  | 3 |
| ART 121  | Three-Dimensional Design  | 3 |
| ART 130A  | Fundamentals of Painting  | 3 |
| or ART 130B  | Fundamentals of Painting  | 3 |
| or ART 136  | Painting for Art Majors  | 3 |
| ART 150  | Introduction to Ceramics  | 3 |
| or ART 151  | Ceramics-Beginning Wheel Throwing  | 3 |
| or ART 152  | Ceramics-Beginning Hand Building  | 3 |
| or ART 160  | Life Sculpture  | 3 |
| or ART 162  | Introduction to Sculpture  | 3 |

Available options: Art History; Art Education (Single Subject Instruction); Art Photography; Ceramics; Drawing and Painting; Illustration: 3-D Media; Printmaking; Sculpture; Studio Art, Graphic Design and Industrial Design. See a Counselor for additional information or visit: www.assist.org for more information. Transfer students may only enter at the upper division (junior) level. You are considered an upper-division transfer student if you will have completed 60 or more transferable semester units by the end of the prior Spring semester for Fall entrance or the prior Summer term for Spring entrance.
The Bachelor of Fine Arts in Art program is impacted. [DUE TO ENROLLMENT DEMAND, EFFECTIVE IMMEDIATELY, CSULB WILL IMPLEMENT COMPETITIVE ADMISSIONS FOR ALL TRANSFER STUDENTS].

Please refer to the admissions website for details: http://www.csulb.edu/depts/enrollment/admissions/transfer.html. Please also refer to the admissions website for impaction admission details at: http://www.csulb.edu/depts/enrollment/admissions/impacted_major.html.

California State University – Los Angeles

| ART 101 | Art History I: Prehistory to Gothic | 3 |
| ART 102 | Art History II: Renaissance to Rococo | 3 |
| ART 110 | Freehand Drawing | 3 |
| ART 120 | Two-Dimensional Design | 3 |
| ART 121 | Three-Dimensional Design | 3 |

Available Options: Animation (Traditional and Computer Track); Design; Art Education; Art History; Fashion and Textiles; and Studio Arts. The above requirements are Art core courses only. Please see counselor for additional major requirements within the specific art options.

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

CSULA is an impacted campus. Admissions will be first granted to qualified first time freshmen and upper division transfer applicants from the local admission area who file their applications during the initial admission application filing period. Applicants outside of the local admission area will be admitted for available space based on their rank-order on the CSU Eligibility Index.

University of California – Irvine

Two courses from:

| ART 101 | Art History I: Prehistory to Gothic | 3 |
| ART 102 | Art History II: Renaissance to Rococo | 3 |
| ART 103 | Art History III: Neoclassical to Present | 3 |
| or ART 107 | Asian Art History | (3) |

The Art History major at UCI does not require completion of prerequisites for admissions as a transfer student. See a Counselor or visit www.assist.org for additional course requirements in foreign language, writing, literature, history and philosophy.

University of California – Los Angeles

Specific articulation for the major preparation is not available. The following are recommended preparation courses for the major. Exemptions from lower division requirements will be determined by the department after admissions. Applicants are considered on the basis of academic qualifications as well as departmental screening criteria.

ART OPTION

Students work in the following media: painting, drawing, photography, sculpture, ceramics, new genres, and art theory. Preparation for the major includes: one course each in drawing, sculpture, painting, photography, ceramics, and new genres [performance art, video art, installation, and non-studio work], and from courses in art history, including one course covering each of the following art historical periods: 1850’s-1920’s, 1920’s-1960’s, 1960’s-present.

Recommended courses:

| ART 103 | Art History III: Neoclassical to Present | 3 |
| ART 110 | Freehand Drawing | 3 |
| ART 130A | Fundamentals of Painting | 3 |
| ART 150 | Introduction to Ceramics | 3 |
| ART 162 | Introduction to Sculpture | 3 |
| PHOT 100 | Introductory Photography | 3 |

Plus, courses selected from:

| ART 100 | Introduction to World Art | 3 |
| ART 101 | Art History I: Prehistory to Gothic | 3 |
| ART 102 | Art History II: Renaissance to Rococo | 3 |
| ART 107 | Asian Art History | 3 |

NOTE: Applications are considered on the basis of academic qualifications as well as departmental screening criteria. Applicants must have a minimum 3.0 GPA at the time of application. In addition to the UC general application and UC statement of purpose, students must submit a portfolio of creative work as well as departmental statement of interest by digital upload (jpeg format). Additional supplemental processing fees may apply. Please refer to the UCLA Department of Art website: www.arts.ucla.edu/prospective-students for specific guidelines and formatting details. For additional information regarding this major and UCLAs transfer selection process, visit: www.admissions.ucla.edu.

ART HISTORY OPTION

Two courses from the following:

| ART 101 | Art History I: Prehistory to Gothic | 3 |
| ART 102 | Art History II: Renaissance to Rococo | 3 |
| ART 103 | Art History III: Neoclassical to Present | 3 |
| ART 104 | African Art History | 3 |
| ART 106 | Mexican Art | 3 |
| ART 107 | Asian Art History | 3 |

In addition to the foreign language requirement for IGETC, two semesters of one foreign language are also required. Students should complete as many preparation courses as possible prior to transfer. All courses must be taken for a letter grade.

For additional information regarding this major and UCLA’s transfer selection process, visit: http://www.arthistory.ucla.edu and www.admissions.ucla.edu.
University of California – Riverside

ART – FOR ALL EMPHASIS
Completion of the course work listed below is not mandatory for admission into this major. Completion of lower division course work helps students to be more competitive for admission, and to move more efficiently towards graduation after transfer. Applicants to this major are accepted for Fall quarter only. For transfer information, students are encouraged to visit: uctransfer.universityofcalifornia.edu. Guidelines for the portfolio and a link to the site for submission can be found on the Art Department website at www.art.ucr.edu.

Complete two courses from among the following:

- **ART 101** Art History I: Prehistory to Gothic 3
- **and ART 102** Art History II: Renaissance to Rococo 3
- **and ART 103** Art History III: Neoclassical to Present 3
- **PHIL 100** Introduction to Philosophy 3
- **PHIL 106** Introduction to Logic 3

Complete the following courses:

- **ART 110** Freehand Drawing 3
- **ART 130A** Fundamentals of Painting 3
- **or ART 136** Painting for Art Majors (3)

Completion of IGETC is not a UC requirement but is strongly recommended.

**ART HISTORY**

- **ART 101** Art History I: Prehistory to Gothic 3
- **ART 102** Art History II: Renaissance to Rococo 3
- **and ART 103** Art History III: Neoclassical to Present 3
- **ART 107** Asian Art History 3

This major accepts applicants who meet the published UC admission criteria for transfer. For more detailed information on this major please visit: www.arthistory.ucr.edu.

**ART HISTORY/ADMINISTRATIVE STUDIES**

- **ART 101** Art History I: Prehistory to Gothic 3
- **ART 102** Art History II: Renaissance to Rococo 3
- **and ART 103** Art History III: Neoclassical to Present 3
- **ART 107** Asian Art History 3

Complete all of the following:

- **ACCT 101** Fundamentals of Accounting I 3
- **BA 100** Fundamentals of Business 3
- **CIS 101** Introduction to Computer Information Systems 3
- **or CIS 102** Introduction to Microcomputer Hardware and Applications Software 3
- **MATH 112** Elementary Statistics 4

Courses that appear in more than one area may only count once.

**ART HISTORY/ RELIGIOUS STUDIES**

Select courses from one of three concentrations:

**For the Western Concentration, complete the following courses:**

- **ART 101** Art History I: Prehistory to Gothic 3
- **and ART 102** Art History II: Renaissance to Rococo 3
- **and ART 103** Art History III: Neoclassical to Present 3
- **ENGL 221A** Literature in the Bible: Hebrew Scriptures 3
- **and ENGL 221B** Literature in the Bible: Christian Scriptures 3

For the Asian Concentration, complete the following courses:

- **ART 107** Asian Art 3

For the Student-Designed Comparative Concentration, complete one course from the following:

- **ART 101** Art History I: Prehistory to Gothic 3
- **or ART 102** Art History II: Renaissance to Rococo 3
- **and ART 103** Art History III: Neoclassical to Present 3
- **or ART 107** Asian Art History 3
- **en ENG 221A** Literature in the Bible: Hebrew Scriptures 3
- **or ENG 221B** Literature in the Bible: Christian Scriptures 3

For more detailed information on this major please visit: www.arthistory.ucr.edu.

**PRIVATE ART SCHOOLS**

Private schools have different entry requirements. See a Counselor for details or contact the school directly.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

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

**ARTS CAREER OPPORTUNITIES:** Self-employed artist/craftsman designer, printmaker, potter, freehand illustrators, private studio, gallery museum or display worker, and curator, art supplies sales, studio or art history instructor, art consultant.

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

**BIOLOGY**

**TRANSFER PROGRAM**

**COMMON LOWER DIVISION MAJOR PREPARATION**

<table>
<thead>
<tr>
<th>FOR CALIFORNIA STATE UNIVERSITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOL 200</strong> Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td><strong>BIOL 201</strong> Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td><strong>CHEM 111</strong> General Chemistry</td>
<td>5</td>
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<tr>
<td><strong>CHEM 112</strong> General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td><strong>PHYS 101</strong> General Physics</td>
<td>4</td>
</tr>
<tr>
<td><strong>PHYS 102</strong> General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

**ADDITIONAL LOWER DIVISION MAJOR PREPARATION**

<table>
<thead>
<tr>
<th>FOR SPECIFIC TRANSFER INSTITUTIONS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>California State Polytechnic University – Pomona</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CHEM 211</strong> Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td><strong>CHEM 212</strong> Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td><strong>ENGL 100</strong> Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td><strong>ENGL 102</strong> Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td><strong>or ENGL 103</strong> Critical and Argumentative Writing</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>HED 100</strong> Contemporary Health Problems</td>
<td>3</td>
</tr>
<tr>
<td><strong>or PSYC 101</strong> General Introductory Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>or PSYC 150</strong> Personal and Social Adjustment</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>or PSYC 241</strong> Introduction to Psychobiology</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>MATH 112</strong> Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td><strong>or PSYC 210</strong> Elementary Statistics</td>
<td>(4)</td>
</tr>
</tbody>
</table>
MATH 116  Calculus for Managerial, Biological, and Social Sciences  4
MICR 200  Principles & Applications of Microbiology  5

California State University – Dominguez Hills
CSUDH offers a Biology B.A. degree and a Biology B.S. degree. There are three options within the Biology B.S. degree: "Cellular & Molecular Biology," "Ecology & Environmental Biology," and "Microbiology.

BIOL 202*  Molecular Biology/Genetics  4
MATH 112  Elementary Statistics  4
MATH 170**  Analytic Geometry and Calculus I  4
or MATH 116  Calculus for Managerial, Biological, and Social Sciences  4

*Required for the Cellular & Molecular Biology option and the Ecology and Environmental Biology option.
**Required for B.S. degree only

NOTE: PHYS 201 & PHYS 202 & PHYS 203 may substitute for PHYS 101 & PHYS 102 for the B.S. Degree.

California State University – Fullerton
There are four concentrations within the Biological Science Major: "Ecology & Evolutionary Biology", "Cell & Developmental Biology", "Marine Biology" and "Molecular Biology & Biotechnology."

BIOL 202  Molecular Biology/Genetics  4
CHEM 211  Organic Chemistry  5
CHEM 212  Organic Chemistry  5
MATH 116  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 190  Analytic Geometry and Calculus II  4

California State University – Long Beach

GENERAL OPTION
MATH 116*  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 190  Analytic Geometry and Calculus II  4

OPTION IN BIOLOGY EDUCATION
BIOL 115  Marine Biology  3
GEOL 101  Physical Geology  4
or ESCI 110  Introduction to Earth Science  4
MATH 116  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 200  Principles & Applications of Microbiology  5

OPTION IN BOTANY
MATH 116*  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 190  Analytic Geometry and Calculus II  4

OPTION IN CELL & MOLECULAR BIOLOGY
MATH 116*  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 190  Analytic Geometry and Calculus II  4
MICR 200  Principles & Applications of Microbiology  5

OPTION IN ECOLOGY
GEOL 101  Physical Geology  4
or ESCI 110  Introduction to Earth Science  4
MATH 116*  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 190  Analytic Geometry and Calculus II  4

OPTION IN PHYSIOLOGY
MATH 116*  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 190  Analytic Geometry and Calculus II  4

OPTION IN ZOOLOGY
MATH 116*  Calculus for Managerial, Biological, and Social Sciences  4
or MATH 170  Analytic Geometry and Calculus I  4
and MATH 190  Analytic Geometry and Calculus II  4

*After MATH 116 an additional math class must be completed at CSULB after transfer.

NOTE: PHYS 201 & PHYS 202 may substitute for PHYS 101 & PHYS 102 for any of the Biology Options offered at CSULB.

California State University – Los Angeles
CHEM 205  Quantitative Analysis Chemistry  4

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement.
This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

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

ADDITIONAL LOWER DIVISION MAJOR PREPARATION
FOR SPECIFIC TRANSFER INSTITUTIONS

University of California – Irvine
BIOL 202  Molecular Biology/Genetics  4
MATH 170  Analytic Geometry and Calculus I  4
MATH 190  Analytic Geometry and Calculus II  4
or MATH 112  Elementary Statistics  4
or PSYC 210  Elementary Statistics  4
Curriculum and Requirements for Transfer Programs and Career Pathways

University of California – Los Angeles

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 202</td>
<td>Molecular Biology/Genetics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
<td>4</td>
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</tbody>
</table>

University of California – Riverside

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>BOT 120</td>
<td>Introduction to Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>ZOOL 120</td>
<td>Introduction to Animal Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

The IGETC is not accepted for majors housed in the College of Natural and Agricultural Sciences. Transfer students are encouraged to follow the College of Natural and Agricultural Sciences breadth pattern as outlined on www.assist.org.

UCR offers a Biology B.A degree and a Biology B.S. degree. Students pursuing a B.A. degree in Biology will also need to complete the equivalent of 4th quarter proficiency (generally 3rd semester) in a language other than English, as part of the breadth requirements for this degree.

Students intending to meet lower division requirements for any school or division of the University of California should consult the catalog of that institution in addition to checking the ASSIST.ORG Articulation.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the 60 units to include (1) The CSU or UC common lower division preparation, (2) MATH 116 or 170 (3) the Associate in Arts General Education Degree requirements.

CAREER OPPORTUNITIES: The bachelor's degree programs with an emphasis in Biology are designed to qualify the student to enter graduate schools, to enter teaching at the secondary level, and are appropriate for some applied work in laboratories, federal employment, state civil service and the pharmaceutical industry.

BOTANY

TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
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</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
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</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
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</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Long Beach

(Biology - option in Botany)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>MATH 116</td>
<td>Calculus for Managerial, Biological and Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>(4)</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>and PHYS 102</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 201</td>
<td>Engineering Physics</td>
<td>(4)</td>
</tr>
<tr>
<td>and PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
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</table>

California State Polytechnic University – Pomona

PLANT SCIENCE AND BIOLOGY:

(Plant Science)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
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<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
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</table>

(Biology: Botany)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 212</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
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<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
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<tr>
<td>or ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>(3)</td>
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<tr>
<td>HED 100</td>
<td>Contemporary Health Problems</td>
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<tr>
<td>or PSYC 101</td>
<td>General Introductory Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>or PSYC 150</td>
<td>Personal and Social Adjustment</td>
<td>(3)</td>
</tr>
<tr>
<td>or PSYC 241</td>
<td>Introduction to Psychobiology</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
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<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>MATH 116</td>
<td>Calculus for Managerial, Biological and Social Sciences</td>
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</tr>
<tr>
<td>MICR 200</td>
<td>Principles and Applications of Microbiology</td>
<td>5</td>
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<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
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</table>

University of California – Irvine (Plant Biology B.S.)

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
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</tr>
<tr>
<td>BIOL 202</td>
<td>Molecular Biology/Genetics</td>
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<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 212</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>and MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 112</td>
<td>Elementary Statistics</td>
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<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
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<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

University of California – Riverside (Plant Biology B.A. or B.S.)

Four options: (1) Plant Cellular Molecular and Developmental Biology; (2) Plant Genetics, Breeding, and Biotechnology; (3) Ecology, Evolution, and Systematics; (4) Plant Pathology, Nematology, and Pest Management.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BOT 120</td>
<td>Introduction to Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
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<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
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<td>PHYS 202</td>
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<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>ZOOL 120</td>
<td>Introduction to Animal Biology</td>
<td>4</td>
</tr>
</tbody>
</table>
Students working towards the B.A. Degree are encouraged to complete the foreign language breadth requirement prior to transfer. This requirement is 3rd semester proficiency in one foreign language.

The IGTC is not accepted for majors housed in the College of Natural and Agricultural Sciences. Transfer students are encouraged to follow the College of Natural and Agricultural Sciences breadth Major Requirements as outlined on www.assist.org.

NOTE: UC Riverside also offers a Plant Biology track under Biological Sciences using the above major preparation requirements.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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

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

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

BUSINESS ADMINISTRATION

TRANSFER PROGRAM

LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

<table>
<thead>
<tr>
<th>California State University - Dominguez Hills</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102 Fundamentals of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BA 155 Introduction to Global Logistics (only for Global Logistics &amp; Supply Chain Management Concentration)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201M Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON 202 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 202M Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>LAW 111 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or BA 113 Legal Environment of Business</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 112 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>POL 210 International Relations (only for International Business Concentration)</td>
<td>3</td>
</tr>
</tbody>
</table>

A transfer level mathematics course from general education is required. MATH 112 is the recommended mathematics course. If another class is taken, OMG 221 at CSUDH will be required to satisfy the pre-requisite to an upper division major requirement. All courses must be passed with a minimum grade of “C”.

<table>
<thead>
<tr>
<th>California State University - Fullerton</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ACCT 100 Introduction to Accounting</td>
<td>3</td>
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<tr>
<td>ACCT 101 Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102 Fundamentals of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 133 Spreadsheet Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BA 113 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 247 Managerial Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201M Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202M Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 116 Calculus for Managerial, Biological, and Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170 Analytic Geometry and Calculus I</td>
<td>(4)</td>
</tr>
</tbody>
</table>

ACCT 133 must be taken to receive full articulation for ACCT 101 and ACCT 102. ECON 202M, and math courses can be doubled counted for the major and the Cal State University General Education requirements. GE Certified ECON 201M may double count for CSU GE and major requirements. A grade of “C” or better for each course is required.

<table>
<thead>
<tr>
<th>California State University - Los Angeles</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100 Introduction to Accounting</td>
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</tr>
<tr>
<td>ACCT 101 Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102 Fundamentals of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101 Introduction to Computer Information Systems</td>
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<tr>
<td>ECON 201 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201M Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON 202 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 202M Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>LAW 111 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or BA 113 Legal Environment of Business</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 112 Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 103 Critical and Argumentative Writing (Same as ENGL 103LC)</td>
<td>3</td>
</tr>
</tbody>
</table>

ENGL 103 or ENGL 103LC will meet a prerequisite for a graduation requirement at CSULA.

<table>
<thead>
<tr>
<th>California State University - Long Beach</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100 Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101 Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>*ACCT 102 Fundamentals of Accounting II</td>
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</tr>
<tr>
<td>CIS 101 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201M Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON 202 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 202M Principles of Macroeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 112 Elementary Statistics</td>
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<tr>
<td>or PSYC 210 Elementary Statistics</td>
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<tr>
<td>MATH 116 Calculus for Managerial, Biological, and Social Sciences</td>
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<tr>
<td>PHIL 102 Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 106 Introduction to Logic</td>
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</tbody>
</table>

(only for Accounting option)

All options in the Business Administration major are impacted. The use of supplemental admission criteria is authorized. For details go to: http://www.csulb.depts/enrollment/admissions/impacted_major.html.

Specialists in Accounting may take PHIL 102 to meet the ethics requirement.

International Business majors need four semesters of a foreign language. See a listing of accepted languages at www.assist.org.

<table>
<thead>
<tr>
<th>California State Polytechnic University – Pomona</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
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<td>3</td>
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<tr>
<td>ACCT 101 Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102 Fundamentals of Accounting II</td>
<td>4</td>
</tr>
</tbody>
</table>
CIS 101 or CIS 102 Introduction to Computer Information Systems 3
ECON 201 Principles of Macroeconomics 3
ECON 201M Principles of Macroeconomics 3
ECON 202 Principles of Microeconomics 3
ECON 202M Principles of Microeconomics 3
MA TH 116 Calculus for Managerial, Biological and Social Sciences 4
or MA TH 170 Analytic Geometry and Calculus I 4

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Complete the following common lower division requirements: ACCT 100, ACCT 101, LAW 111 or MA TH 112, CIS 101, ECON 201 or ECON 201M and ECON 202 or ECON 202M and one transfer level MA TH course. Plus, the General Education requirements and Proficiencies for the AA Degree and achieve a minimum of 60 degree applicable units.

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

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

CHEMISTRY

TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION
FOR CALIFORNIA STATE UNIVERSITY
AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DEPARTMENT</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
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</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
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<td>MATH 190</td>
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<tr>
<td>PHYS 201</td>
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<td>PHYS 202</td>
<td>Engineering Physics</td>
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ADDITIONAL LOWER DIVISION MAJOR PREPARATION
FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Dominguez Hills*
<table>
<thead>
<tr>
<th>COURSE</th>
<th>DEPARTMENT</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis Chemistry</td>
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<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
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California State University – Fullerton*
<table>
<thead>
<tr>
<th>COURSE</th>
<th>DEPARTMENT</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>
CAREER OPPORTUNITIES: Chemistry graduates with their bachelor's degrees qualify for graduate studies in Chemistry or Biochemistry. Chemistry graduates find rewarding careers in teaching, medicine, pharmacy, forensic science and industrial and governmental scientific endeavors.

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

CHICANO STUDIES
TRANSFER PROGRAMS

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

LOWER DIVISION MAJOR REQUIREMENTS

FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Long Beach

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 245</td>
<td>3</td>
</tr>
</tbody>
</table>

Two years of college Spanish is also required.

California State University – Dominguez Hills

Requirements for Arts, Aesthetics, and Performance Concentration; Cultural, History, and Political Development Concentration; Education, Social and Community Development Concentration; and Language and Literature Concentration.

University of California – Los Angeles

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 202</td>
<td>4</td>
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</tbody>
</table>

ADDITIONAL ELECTIVE COURSE(S)

LANGUAGE AND LITERATURE

SPAN 202 Intermediate Spanish 4

ADDITIONAL ELECTIVE COURSE(S)

ARTS, AESTHETICS, AND PERFORMANCE

MUSIC 129 Woodwind Ensemble 1.5

or MUSIC 130 Brass Ensemble (1.5)

or MUSIC 131 Percussion Ensemble (1.5)

or MUSIC 132 Guitar Ensemble (2.5)

California State University – Los Angeles

OPTION I-GENERAL OPTION

SPAN 245 Introduction to Chicano/Mexican American Culture 3

ENGL 225 Mexican Literature in Translation 3

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement.

This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the above required courses and (2) Associate in Arts Degree General Education requirements.
University of California – Riverside
SPAN 245  Introduction to Mexican American Culture  3
SOC 215  Sociology of Cultural Diversity: Challenge and Change  3
or SOC 210  American Minority Relations  (3)

There are also similar and related majors and programs at California State University, Fullerton, and University of California, Berkeley.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Completion of 60 units to include (1) the above required courses, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

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

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

COMPUTER SCIENCE
TRANSFER PROGRAM
NOTE: Computer Science is a rapidly changing field. Contact a Cerritos College Counselor in order to optimize preparation for transfer.

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

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS
California State University – Dominguez Hills
CIS 230  Assembly Programming for Microcomputers  4
PHYS 201  Engineering Physics  4
PHYS 202  Engineering Physics  4
PHYS 203  Engineering Physics  4

Physics articulation is approved as a sequence only (201+202+203).

NOTE: Students entering the Computer Science program must earn an overall grade point average of 2.0 in courses outside of the department, earn a grade of “C” or better in each course taken within the department and in all direct and indirect prerequisite courses before advancing to the next level course in a sequence for English, Mathematics, and Science courses. CSUDH also offers a Computer Technology major with options in general, homeland security, and professional track.

California State University – Fullerton

A maximum of 6 units of a grade of “D-“ (.7) through “D+“ (1.3) can count towards the elective track, Mathematics and Science courses only. A “C“ average (2.0) and a grade of “C-“(1.7) or better is required in all courses applied to the major.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Sciences</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
</tr>
<tr>
<td>CIS 280X</td>
<td>Object – Oriented Programming in C++</td>
</tr>
<tr>
<td>CIS 292</td>
<td>Data Structures</td>
</tr>
<tr>
<td>CIS 186</td>
<td>Visual Basic.Net Programming</td>
</tr>
<tr>
<td>or CIS 182</td>
<td>Java Programming</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Unix</td>
</tr>
</tbody>
</table>

One of the following Physical Science Combinations:

<table>
<thead>
<tr>
<th>COURSES</th>
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</thead>
<tbody>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
</tr>
<tr>
<td>or CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>or GEOL 101</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>GEOL 201</td>
<td>Earth History</td>
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</table>

Additional Math requirements for Scientific Track

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

California State University – Long Beach

<table>
<thead>
<tr>
<th>COURSES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CIS 182</td>
<td>JAVA Programming</td>
</tr>
<tr>
<td>CIS 230</td>
<td>Assembly Programming for Microcomputers</td>
</tr>
<tr>
<td>CIS 292</td>
<td>Data Structures</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytical Geometry and Calculus III</td>
</tr>
</tbody>
</table>

Minimum of 12 units of approved science-electives to include a two-semester science sequence.

Take either

<table>
<thead>
<tr>
<th>COURSES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>or PHYS 201</td>
<td>Engineering Physics</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

Remaining units are to be chosen from the following:

<table>
<thead>
<tr>
<th>COURSES</th>
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</tr>
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<tbody>
<tr>
<td>BIOL 115</td>
<td>Marine Biology</td>
</tr>
<tr>
<td>or BIOL 120</td>
<td>Introduction to Biological Science</td>
</tr>
<tr>
<td>or A&amp;P 120</td>
<td>Introduction to Human Anatomy and Physiology</td>
</tr>
<tr>
<td>or A&amp;P 151</td>
<td>Introduction to Human Physiology</td>
</tr>
<tr>
<td>or A&amp;P 201</td>
<td>Human Physiology</td>
</tr>
</tbody>
</table>

A grade of “C” or better is required for all prerequisite courses in the major.

California State University – Los Angeles

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
</tr>
</tbody>
</table>

Students are advised to complete ENGL 103 as their CSU GE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

<table>
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<th>COURSES</th>
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<tbody>
<tr>
<td>CIS 205</td>
<td>Programming HTML for the World Wide Web</td>
</tr>
</tbody>
</table>
PHYS 201  Engineering Physics  4  
PHYS 202  Engineering Physics  4  
PHYS 203  Engineering Physics  4  

A grade of “C” or better is required for all prerequisite courses in the major.

California State Polytechnic University – Pomona

BIOL 120  Introduction to Biological Science  4  
CIS 182  Java Programming  3.5  
CIS 230  Assembly Programming for Microcomputers  4  
CIS 280  Object-Oriented Programming in C++  3  
CIS 282  Advanced Java Programming  3.5  
CIS 292  Data Structures  3.5  
MATH 220  Analytic Geometry and Calculus III  4  
PHYS 201  Engineering Physics  4  
PHYS 202  Engineering Physics  4  
PHYS 203  Engineering Physics  4  

University of California - Los Angeles

UCLA offers a B.S. in Computer Science and Computer Science and Engineering majors

CIS 180  Programming in C/C++  3  
or CIS 280X  Object-Oriented Programming in C++ (3.5)  
CHEM 111  General Chemistry  5  
ENGL 100  Freshman Composition  4  
and ENGL 102  Freshman Composition and Literature  3  
or ENGL 103  Critical Argumentative Writing (3)  
or PHIL 103  Philosophical Reasoning: Critical Thinking in Philosophy (3)  
or PSYC 103  Critical Thinking in Psychology (3)  
or SPCH 235  Fundamentals of Argumentation and Persuasion (3)  
MATH 220  Analytic Geometry and Calculus III  4  
MATH 240  Calculus and Differential Equations  4  
PHYS 201  Engineering Physics  4  
PHYS 202  Engineering Physics  4  
PHYS 203  Engineering Physics  4  

Additional degree requirements for the major that may be met with the community college courses for Computer Science:

CIS 230  Assembly Programming for Microcomputers  4  
CIS 292  Data Structures  3  

Additional degree requirements for the major that may be met with the community college courses for Computer Science and Engineering:

CIS 230  Assembly Programming for Microcomputers  4  
CIS 292  Data Structures  3  
ENGR 215  Engineering Electric Circuits  3  

Computer Science and Computer Science and Engineering are highly competitive. The most important selection criteria are completion of required preparatory courses. A minimum of UC-transferable cumulative GPA of 3.3 is required for consideration. Recommend: 1 course from each of the following categories: Arts, Humanities, Social Sciences and Life Science. Contact counselor for assistance in selecting these courses. IGETC is not recognized for this major.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the 60 units to include (1) MATH 170, 190, PHYS 201, CIS 180, 280. (2) The Associate in Arts General Education Degree requirements.

CAREER OPPORTUNITIES: Computer science graduates are primarily prepared for the area of software design. Graduates usually are recruited by hardware manufacturers and are then involved in the design of vendor supplied software, such as compilers, operating systems, and utility programs.

See Cerro College Graduation Requirements.
See State University General Education List.
The requirements listed for the major above are subject to change.

DANCE

TRANSFER PROGRAM

The Dance Department provides a major of study with emphasis in Modern, Jazz and Ballet techniques, composition and performance. It gives the General Education student and the student in closely related areas, experience in dance as an art form.

TRANSFER MAJOR REQUIREMENTS

LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University Fullerton:

DANC 131  Dance Notation  3  
DANC 106B  Intermediate Ballet  2  
DANC 108A  Dance, Modern Beginning  2  
DANC 108B  Dance, Modern Intermediate  2  

See counselor for additional unit requirements for this emphasis.

California State University Long Beach:

A B.A. degree in Dance is offered. However, currently there are no courses articulated for that degree. CSULB also offers a B.A. in Dance with an option in Dance Science.

Dance Science

A&P 150  Introduction to Human Anatomy  4  
or A&P 200  Human Anatomy  (5)  
A&P 151  Introduction to Human Physiology  4  
or A&P 201  Human Physiology  (5)  
PSYC 101  General Introductory Psychology  3  

California State University Los Angeles:

The B.A. degree is in Theatre Arts and Dance. Degree requirements consist of core requirements and dance option requirements.

Core Requirements:

DANC 106A  Beginning Ballet  2  
DANC 108A  Dance, Modern, Beginning  2  
TH 110  Fundamentals of Acting  3.5  
TH 145  Costume Production for Dance  1  
TH 114  Voice for Acting  2  

Dance Option:

Lower Division required courses:

DANC 108B  Dance, Modern, Intermediate  2  

Electives in Dance (13 units):

DANC 106B  Intermediate Ballet  2  
DANC 140  Beginning Jazz Dance  2  
and DANC 141 Intermediate Jazz Dance  2
DANC 142 Beginning Tap Dance 2
DANC 143 Intermediate Tap Dance 2
TH 120 Theatre Stagecraft 3

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirements. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

University of California Irvine:

The department offers two degree programs within dance, the B.A. with a broad background in dance theory and practice and the B.F.A. with a specialization in either choreography or performance. Admission to the B.F.A. program with a specialization in Choreography is by faculty approval only.

All students are required to audition for acceptance in the major. Transfer students wishing to pursue the B.F.A. degree must declare their intention in writing at the time of their entrance audition and demonstrate technique and/or choreography levels appropriate to their year. A second audition is required prior to beginning fall quarter to determine appropriate placement levels in ballet, jazz, and modern dance technique classes. This placement level determines the minimum number of years it will take to complete degree requirements. It is strongly recommended that students have dance technique experience in preparation for the auditions.

Students desiring more information should contact the department office for referral to one of the faculty advisors. See a Counselor for details and additional requirements.

Dance (All emphases electives)

Core Requirements

DANC 101 History of Dance (lecture) 3

And one course from:

DANC 109 Introduction to Dance Cultures of the World 2
or DANC 125 Introduction to Ballroom Dance 2
or DANC 121 Latin Social Dance 2
or DANC 142 Beginning Tap Dance 2
or DANC 143 Intermediate Tap Dance 2

BFA Choreography Emphasis and Performance Specialization:

TH 110 Fundamentals of Acting 3.5

BFA Choreography Specialization:

TH 222 Stage Lighting 3

See counselor for additional unit requirements for this emphasis.

University of California - Riverside

Dance majors must enroll in at least one movement practice course per quarter, and must pursue a concentration in two different dance genres of at least 6 units each. Up to 16 semester or 24 quarter units may be counted towards the major from:

DANC 106A Beginning Ballet 2
DANC 106B Intermediate Ballet 2
DANC 108A Dance, Modern Beginning 2
DANC 108B Dance, Modern Intermediate 2

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 unit minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Completion of an upper division degree program can lead to employment as a teacher at the secondary, community college or university level in both public and private schools; a performer in dance companies, on television or in dance films/choreographer. Students majoring in such areas as Recreation, Theatre, Physical Education, Fine Arts and Elementary Education would also benefit from the courses within this Dance curriculum.

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

DENTAL HYGIENE TRANSFER PROGRAM

(The following curriculum does not lead to an Associate in Arts Degree. To earn an AA Degree, see Dental Hygiene—951 in the catalog for the major requirements.)

University of Southern California

Minimum entrance requirements:

BIOL 200 Principles of Biology 5
or BIOL 201 Principles of Biology (5)
A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
CHEM 111 General Chemistry 5
CHEM 112 General Chemistry 5
ENGL 100 Freshman Composition 4
ENGL 102 Freshman Composition 4
or ENGL 103 Critical and Argumentative Writing (3)
MICR 200 Principles and Applications of Microbiology 5
PSYC 101 General Introductory Psychology 3
SOC 101 Introductory Sociology Principles 3
SPCH 100 Fundamentals of Oral Communication 3
or SPCH 130 Fundamentals of Speaking (3)

Nutrition (Course needs to be approved by USC)

Students must complete the USC General Education requirements, at least one course from: (categories I, II, III, V) and the writing and diversity requirements in addition to the above courses. More information is available at dentistry.usc.edu/admission/.

University of California - San Francisco

A moratorium has been placed on new admissions to the UCSF School of Dentistry Dental Hygiene Program, effective for the Fall 2004 session. No new students will be admitted to the program at this time.

Please refer to the UCSF School of Dentistry Webpage http://dentistry.ucsf.edu for developments on the Dental Hygiene Program.
ECONOMICS

TRANSFER PROGRAM

LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University - Long Beach

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201M</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 202M</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 116</td>
<td>Calculus for Managerial, Biological &amp; Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
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</table>

Option in Mathematical Economics and Economic Theory

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<tr>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
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</table>

BUSINESS ECONOMICS - B.A.

Same requirements as Economics.

California State University - Fullerton

Student must earn a grade of at least "C" in each course listed below.

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<thead>
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<tbody>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BCOT 247</td>
<td>Managerial Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201M</td>
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</tr>
<tr>
<td>or ECON 202M</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>or ACCT 133</td>
<td>Spreadsheet Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Fundamentals of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>or ACCT 133</td>
<td>Spreadsheet Accounting I</td>
<td>3</td>
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<td>or MATH 190</td>
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<tr>
<td>or MATH 170</td>
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California State University - Los Angeles

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<td>Principles of Microeconomics</td>
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</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
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Additional courses required for options

Option 1: Applied Economics

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<td>or MATH 116</td>
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<td>4</td>
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</tbody>
</table>

Option 2: Social and Behavioral Sciences

<table>
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<td>MATH 116</td>
<td>Calculus for Managerial, Biological &amp; Social Sciences</td>
<td>4</td>
</tr>
</tbody>
</table>

Additional courses recommended

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

California State Polytechnic University-Pomona

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<td>Freshman Composition and Literature</td>
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<tr>
<td>or ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 155</td>
<td>Technical Writing</td>
<td>3</td>
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<td>MATH 112</td>
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<tr>
<td>or PSYC 210</td>
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</table>

Students who intend to pursue graduate education in Economics are also advised to complete:

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University of California-Los Angeles

Economics, B.A. or Business Economics, B.A.

Listed below are the lower division preparation courses for the major.

**THIS MAJOR IS HIGHLY SELECTIVE.** All preparatory courses should be completed by the spring term just prior to transfer. All courses must be taken for a letter grade. The calculus course requirements should be met as early as possible. After transfer to UCLA, students may not change their major to Economics if they were originally admitted to a major outside the Department of Economics.

For more information regarding this major and UCLA's transfer selection process, visit www.econ.ucla.edu and www.admissions.ucla.edu.

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<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Critical Thinking Through Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>or PHIL 103</td>
<td>Philosophical Reasoning: Critical Thinking in Philosophy</td>
<td>(3)</td>
</tr>
<tr>
<td>or PSYC 103</td>
<td>Critical Thinking in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 235</td>
<td>Fundamentals of Argumentation and Persuasion</td>
<td>3</td>
</tr>
</tbody>
</table>

For Business Economics add:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Fundamentals of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Fundamentals of Accounting II</td>
<td>4</td>
</tr>
</tbody>
</table>

152
Curriculum and Requirements for Transfer Programs and Career Pathways

**University of California, Irvine**  
**Economics, B.A., Business Economics, B.A. or Quantitative Economics, B.A.**

Transfer applicants with the highest grades overall and who have satisfactorily completed course prerequisites will be given preference for admission. All applicants must complete one course in microeconomics, one course in macroeconomics, and calculus. All required courses must be completed with a “B” or better in each course.

- ECON 201 Principles of Macroeconomics 3
- or ECON 201M Principles of Macroeconomics (3)
- ECON 202 Principles of Microeconomics 3
- or ECON 202M Principles of Microeconomics (3)
- MATH 170 Analytic Geometry and Calculus I 4
- and MATH 190 Analytic Geometry and Calculus II 4
- and MATH 220 Analytic Geometry and Calculus III 4
- and MATH 240 Calculus and Differential Equations 4

**Two courses from:**

- ANTH 100 Cultural Anthropology 3
- ANTH 115 Physical Anthropology 3
- ANTH 120 Introduction to Archaeology 3
- ANTH 170 Introduction to Language and Culture 3
- GEOG 101 Physical Geography 3
- GEOG 102 Natural and Cultural Geography 3
- GEOG 105 World Geography 3
- PSYC 101 World Geography 3
- SOC 101 Introductory Sociology Principles 3

**University of California, Riverside**

Completion of the course work listed below is not mandatory for admission into this major. However, students are advised to complete as much lower division course preparation as possible prior to transfer, to be ready for upper division course work.

- ECON 201 Principles of Macroeconomics 3
- or ECON 201M Principles of Macroeconomics (3)
- ECON 202 Principles of Microeconomics 3
- or ECON 202M Principles of Microeconomics (3)
- MATH 170 Analytic Geometry and Calculus I 4
- and MATH 190 Analytic Geometry and Calculus II 4

**BUSINESS ECONOMICS, B.A.**

The Business Economics B.A. Degree provides more specific preparation for careers in business administration or management or for graduate work in business.

Completion of the course work listed below is not mandatory for admission into this major. However, students are advised to complete as much lower division course preparation as possible prior to transfer to be ready for upper division course work.

- ACCT 101 Fundamentals of Accounting I 4
- ECON 201 Principles of Macroeconomics 3
- or ECON 201M Principles of Macroeconomics (3)
- ECON 202 Principles of Microeconomics 3
- or ECON 202M Principles of Microeconomics (3)
- MATH 170 Analytic Geometry and Calculus I 4
- and MATH 190 Analytic Geometry and Calculus II 4

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete ECON 201 & 202 and MATH 80 (or equivalent) plus related coursework to be selected in consultation with a counselor to meet the 18 units minimum and the A.A. Degree General Education requirements for a total of at least 60 units.

**CAREER OPPORTUNITIES:** Economics find employment in business, industry and government as price and market analysts, planning consultants and related occupations.

See Cerritos College Graduation Requirements.

**ENGINEERING**

**TRANSFER PROGRAM**

**COMMON LOWER DIVISION PREPARATION FOR MOST COLLEGES OF ENGINEERING (CORE)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

Schools of engineering have similar basic science requirements but differ widely in the preparation for the various engineering options available. Provided below are the additional major requirements for the following engineering options: Civil Engineering, Electrical Engineering and Mechanical Engineering. Other Engineering options are available. Contact a Cerritos engineering counselor for the specific requirements of the school and option you have selected in order to optimize preparation.

**ADDITIONAL REQUIREMENTS**

**California State University – Long Beach**

For admissions to CSULB with one of the above engineering options students will be required to have a minimum GPA of 2.5 and the following lower division major preparation: MATH 170, MATH 190 and PHYSICS 201. Please note Electrical Engineering does not require CHEM 111.

**CIVIL ENGINEERING**

- BIOL 120 Introduction to Biological Science 4
- or MICR 200 Principles and Applications of Microbiology (5)
- CIS 178 Programming in Fortran 3

**ELECTRICAL ENGINEERING**

- CIS 178 Programming in Fortran 3
- PHYS 203 Engineering Physics 4

**MECHANICAL ENGINEERING**

- CIS 178 Programming in Fortran 3

**NOTE:** There are also majors in Economics/Administrative Studies and Economics/Law and Society.

153
California State University – Fullerton

Offers four options: Electrical, Civil, Computer and Mechanical.

CIVIL ENGINEERING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>Elementary Chemistry (in place of CHEM 111)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

ELECTRICAL ENGINEERING

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<tr>
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</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
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</table>

MECHANICAL ENGINEERING

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

California State University – Pomona

For admissions to Cal Poly Pomona with one of the above Engineering options students will be required to have at minimum MATH 170 and MATH 190 completed by the Spring before Fall transfer.

CIVIL ENGINEERING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Intro to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 102</td>
<td>Intro to Microcomputer Hardware and App Software</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>Design with AutoCad</td>
<td>4</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

ELECTRICAL ENGINEERING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

MECHANICAL ENGINEERING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 201M</td>
<td>Principles of Microeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 202M</td>
<td>Principles of Microeconomics</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Design Fundamentals Including AutoCad</td>
<td>3</td>
</tr>
<tr>
<td>or ENGT 153</td>
<td>Machine Design with AutoCad</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

*(CSUP) Engineering school departments: Aerospace, Chemical, Civil, Computer, Electrical, Industrial, Manufacturing, Mechanical.

University of California – Berkeley

PLEASE NOTE: Only applicants who have completed 100% of these required courses (common courses and those listed above) will be considered for admission to any of the Engineering programs at UC Berkeley.

CIVIL ENGINEERING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>or PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

ELECTRICAL ENGINEERING & COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

One natural science require for admission. Choose from list below

- A&P 201 Human Physiology | 5
- BIOL 200 Principles of Biology | (5)
- BIOL 201 Principles of Biology | (5)
- CHEM 111* General Chemistry | (5)
- CHEM 112 General Chemistry | (5)
- CHEM 211 Organic Chemistry | (5)
- CHEM 212 Organic Chemistry | (5)
- PHYS 203 Engineering Physics | (4)

*CHEM 111 is not a required course for this major but can be used to meet the natural science requirement for transfer as well as a common course for the AA degree requirements.

MECHANICAL ENGINEERING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

(CAL) Offers Bachelor's Degree in the following: Bioengineering, Chemical, Civil, Electrical Computer Science, Environmental, Industrial Engineering & Operations Research, Material Science, Mechanical, and Nuclear.

University of California – Los Angeles

PLEASE NOTE: Engineering at UCLA is highly competitive. The most important selection criteria are major preparation and academic performance. A minimum transfer GPA of 3.3 and completion of all major preparation listed under the common preparation and the courses below by Spring term prior to Fall enrollment is required for admissions consideration. All major courses must be taken for a letter grade and UCLA specifies that the entire Physics sequences should be completed at one community college. IGETC certification is not recognized by the school of engineering.

CIVIL & MECHANICAL ENGINEERING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 280X</td>
<td>Object-Oriented Programming in C++</td>
<td>(3.5)</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>and ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>or PHIL 103</td>
<td>Philosophical Reasoning: Critical Thinking in Philosophy</td>
<td>(3)</td>
</tr>
<tr>
<td>or PSYC 103</td>
<td>Critical Thinking in Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>or SPCH 235</td>
<td>Fundamentals of Argumentation and Persuasion</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

ELECTRICAL ENGINEERING

In addition to the above requirements for Civil and Mechanical Engineering, Electrical engineering major preparation includes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 292</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 215</td>
<td>Engineering Electric Circuits</td>
<td>3</td>
</tr>
</tbody>
</table>

(UCLA) Offers Bachelor's Degree in the following: Aerospace, Bioengineering, Chemical, Civil, Computer Science, Computer Science and Engineering, Electrical, Materials, and Mechanical.
University of California – Irvine
(UCI) Offers Bachelor’s Degree in the following: Biomedical, Chemical & Materials Science, Civil and Environmental, Electrical and Computer Science, Environmental, Materials Science, Mechanical and Aerospace.

University of California – Riverside
(UCR) Offers Bachelor’s Degree in the following: Chemical, Computer, Computer Science, Electrical, Environmental, Information Systems and Mechanical.

Loyola Marymount University
(LMU) Offers BS Degrees in: Civil Engineering, Civil with an Environmental Engineering emphasis, Electrical Engineering, Electrical with a Computer Engineering emphasis, Mechanical.

For Articulation Agreements go to: http://www.lmu.edu/PageFactory.aspx?PageID=20288

University Of Southern California

For Articulation Agreements go to: http://viterbi.usc.edu/admission/transfer/guides.htm

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:
Complete 60 units to include (1) the Engineering core, (2) ENGT 131, (3) CJS 178 or 180 or 280, (4) the Associate in Arts General Education Requirements.

CAREER OPPORTUNITIES: Career opportunities in engineering vary widely depending upon the area of specialization. The Cerritos Career Center provides current and comprehensive career information concerning each engineering discipline. Because engineering is a high unit professional major, the schools of engineering may require special general education classes. Contact a Cerritos engineering counselor for specific information.

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

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ENGLISH

CAREER OPPORTUNITIES:
Business Administration
Business Management
Communications
Creative Writing
Government
Law
Media, Entertainment
Psychology
Publications
Theology

TRANSFER MAJOR REQUIREMENTS
LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University-Dominguez Hills
Select one of the recommended courses from the following:

<table>
<thead>
<tr>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 232</td>
</tr>
<tr>
<td>or ENGL 233</td>
</tr>
<tr>
<td>or ENGL 234</td>
</tr>
<tr>
<td>or ENGL 235</td>
</tr>
</tbody>
</table>

Option in English Education:
ENGL 100 | Freshman Composition | 4 |
ENGL 102 | Freshman Composition and Literature | 3 |
| or ENGL 103 | Critical and Argumentative Writing | (3) |

California State University- Fullerton
Select at least two courses from the following:

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 246A</td>
</tr>
<tr>
<td>ENGL 246B</td>
</tr>
<tr>
<td>ENGL 230A</td>
</tr>
<tr>
<td>ENGL 230B</td>
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</tbody>
</table>

California State University-Long Beach
The study of a foreign language is recommended for all options in the major.

Option in Literature: required lower-division courses.

<table>
<thead>
<tr>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 102</td>
</tr>
<tr>
<td>ENGL 230A</td>
</tr>
<tr>
<td>ENGL 230B</td>
</tr>
<tr>
<td>ENGL 246A</td>
</tr>
<tr>
<td>ENGL 246B</td>
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</table>

Option in English Education: required lower division.

<table>
<thead>
<tr>
<th>UNITS</th>
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<tbody>
<tr>
<td>ENGL 230A</td>
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<tr>
<td>or ENGL 230B</td>
</tr>
<tr>
<td>ENGL 246A</td>
</tr>
<tr>
<td>or ENGL 246B</td>
</tr>
<tr>
<td>ENGL 245</td>
</tr>
<tr>
<td>or ENGL 248A</td>
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<tr>
<td>TH 101</td>
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<tr>
<td>SPCH 130</td>
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</tbody>
</table>
California State University-Los Angeles

ENGL 103 Critical and Argumentative Writing 3
ENGL 246A Survey of English Literature 3
ENGL 246B Survey of English Literature 3
ENGL 248A Masterpieces of World Literature 3

Single Subject Teaching Option

SPCH 130 Fundamentals of Speaking 3

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will also meet a graduation requirement as the prerequisite for their writing proficiency requirement.

University of California – Berkeley

ENGL 246A Survey of English Literature 3
ENGL 228 Shakespeare’s Plays 3

University of California-Irvine

Complete 202 of Intermediate College Level Foreign Language. Select one from the following: FRENCH, GERMAN, JAPANESE or SPANISH.

Complete any two courses from the following:
ENGL 230A Introduction to American Literature 3
or ENGL 230B Introduction to American Literature (3)
or ENGL 232 Readings in Poetry (3)
or ENGL 233 Readings in the Novel (3)
or ENGL 235 Readings in the Drama (3)
or ENGL 246A Survey of English Literature (3)
or ENGL 246B Survey of English Literature (3)
or ENGL 248A Masterpieces of World Literature (3)
or ENGL 248B Masterpieces of World Literature (3)

In addition, students are required to complete one course from the categories of writing, literature, history, and philosophy. For more information, consult www.assist.org or a counselor.

University of California-Los Angeles

ENGL 101 Critical Thinking Through Literature 3
or ENGL 102 Freshman Composition and Literature (3)
ENGL 246A Survey of English Literature 3
and ENGL 246B Survey of English Literature 3

Complete 202 of intermediate college level foreign language. Select from the following: FRENCH, GERMAN, JAPANESE or SPANISH or course 102 of one foreign language, and select two (2) courses from the following:
ENGL 221A Literature in the Bible: Hebrew Scriptures 3
ENGL 221B Literature in the Bible: Christian Scriptures 3
ENGL 225 Mexican Literature in Translation 3

University of California-Riverside

Complete two courses from the following:
ENGL 230A Introduction to American Literature 3
ENGL 246A Survey of English Literature 3
or ENGL 246B Survey of English Literature (3)

Recommended one course from the following:
ENGL 248A Masterpieces of World Literature 3
or ENGL 248B Masterpieces of World Literature (3)

Recommended one course from the following:
HIST 102 Political and Social History of the United States: 1500s to 1876 3
or HIST 103 Political and Social History of the United States: 1877 to present (3)

Students intending to transfer should consult with a counselor for academic planning to specify university. Please consult with www.assist.org frequently to obtain current information.

CAREER OPPORTUNITIES: English graduates are employed in a number of fields that require analytical communication skills: publications, communications, media, entertainment, creative writing, government, and business management. Graduate English majors also find English is excellent preparation for advanced studies as wide-ranging as Law, Theology, Psychology, Pre-Med and Business Administration.

FAMILY AND CONSUMER SCIENCE

CAREER PATHWAY
(The following does not lead to an Associate in Arts Degree)
CSU Long Beach offers the Bachelor of Arts Degree in Family Consumer Sciences

OPTIONS
Child Development and Family Studies
Consumer Affairs
Family and Consumer Sciences Education
Family Life Education
Fashion Merchandising
Textiles and Clothing

ALL MAJORS AT CSU LONG BEACH ARE IMPACTED.
Each option requires specific courses. Students are urged to see a Cerritos College Counselor for accurate and complete lower division preparation. Refer to the information and links provided for major-specific admission requirements at www.assist.org.

LOWER DIVISION MAJOR PREPARATION

California State University – Long Beach

CHILD DEVELOPMENT & FAMILY STUDIES OPTION UNITS
ANTH 100 Cultural Anthropology 3
CD 110 Child Development 3
CDIT 151 Infant and Toddler Development 3
and CDIT 152 Infant and Toddler Program 3
HO 152 Normal & Therapeutic Nutrition 3
PSYC 101 General Introductory Psychology 3

Plus 9 units of CSULB advisor approved electives

Consumer Affairs Option

ECON 202M Principles of Microeconomics 3
or *ECON 202 Principles of Microeconomics (3)
PSYC 101 General Introductory Psychology 3
MATH 112 Elementary Statistics 4
or PSYC 210 Elementary Statistics (4)
Curriculum and Requirements for Transfer Programs and Career Pathways

Plus 9 units of CSULB advisor approved electives

*Articulation with ECON 201M and ECON 202M is effective Fall 2010. If taken before Fall 2011, ECON 201 or ECON 202 will still be accepted. Beginning Fall 2011, only ECON 201M and ECON 202M will be accepted.

Family and Consumer Sciences Education Option

CA 101 Introduction to Food Service, Safety and Sanitation 1
HO 152 Normal & Therapeutic Nutrition 3
PSYC 101 General Introductory Psychology 3
or ANTH 100 Cultural Anthropology 3
SPCH 130 Fundamentals of Speaking 3

Plus one of the following concentrations:
Child Development and Education Occupations (Lower division options – 12 units are required from a selection of lower and upper division courses):

Fashion Design, Manufacturing and Merchandising concentration
12 units are required from a selection of lower and upper division courses:
*Food Service and Hospitality (Lower Division Option)
12 units are required from a selection of lower and upper division courses.

Family Life Education Option

ANTH 100 Cultural Anthropology 3
CD 110 Child Development 3
HO 152 Normal and Therapeutic Nutrition 3
PSYC 101 General Introductory Psychology 3

Plus 9 units of CSULB advisor approved electives

Fashion Merchandising Option

ART 186 Computer Graphics with Adobe Illustrator 3
CHEM 100 Introductory Chemistry 4
*ECON 201M Principles of Macroeconomics 3
or *ECON 201 Principles of Macroeconomics 3
HIST 241 Western Civilization 3
or ART 101 Art History I: Prehistory to Gothic 3
SOC 101 Introductory Sociology Principles 3
or SOC 201 Social Problems 3
or ANTH 100 Cultural Anthropology 3

*Articulation with ECON 201M and ECON 202M is effective Fall 2010. If taken before Fall 2011, ECON 201 or ECON 202 will still be accepted. Beginning Fall 2011, only ECON 201M and ECON 202M will be accepted.

Textiles and Clothing Option

CHEM 100 Introductory Chemistry 4
ECON 201M Principles of Macroeconomics 3
or *ECON 201 Principles of Macroeconomics 3
HIST 241 Western Civilization 3
or ART 101 Art History I: Prehistory to Gothic 3

SOC 101 Introductory Sociology 3
or SOC 201 Social Problems 3
or ANTH 100 Cultural Anthropology 3

ART 186 Computer Graphics with Adobe Illustrator 3

Food Science
Bachelor of Science in Dietetics and Food Administration with an Option in Food Science

A&P 151 Introduction to Human Physiology 4
or A&P 201 Human Physiology (5)
CHEM 111 General Chemistry 5
MATH 114 College Algebra 4
MICR 200 Principles and Applications of Microbiology 5
HO 152 Normal and Therapeutic Nutrition 3
PSYC 101 General Introductory Psychology 3
or SOC 101 Introductory Sociology Principles (3)

Plus 9 units from a select list of lower and upper division courses.
The lower division courses are as follows.
CHEM 112 General Chemistry 5
CIS 101 Introduction to Computer Information Systems 3

Hospitality Management
Bachelor of Science in Hospitality Management

ACCT 101 Fundamentals of Accounting I 4
CA 101 Introduction to Food Service, Safety & Sanitation 1
*ECON 201 Principles of Microeconomics 3
or *ECON 201M Principles of Microeconomics 3
*ECON 202 Principles of Microeconomics 3
or *ECON 202M Principles of Microeconomics 3
HO 152 Normal and Therapeutic Nutrition 3
MATH 112 Elementary Statistics 4
or PSYC 210 Elementary Statistics (4)
PHIL 102 Introduction to Ethics 3
PSYC 101 General Introduction Psychology 3
or SOC 101 Introductory Sociology Principles (3)
SPCH 100 Fundamentals of Oral Communication 3
or SPCH 120 Fundamental of Interpersonal Communication (3)

*Refer to the information and links provided above for major-specific admissions requirements.

*Articulation with ECON 201M and ECON 202M is effective Fall 2010. If taken before Fall 2011, ECON 201 or ECON 202 will still be accepted. Beginning Fall 2011, only ECON 201M and ECON 202M will be accepted.

Nutrition and Food Option
Bachelor of Science in Dietetics and Food Administration with Option in Nutrition and Dietetics

A&P 151 Introduction to Human Physiology 4
or A&P 201 Human Physiology (5)
CA 101 Introduction to Food Service, Safety & Sanitation 1
CHEM 111 General Chemistry 5
CIS 101 Introduction to Computer Information Systems 3
ENGL 100 Freshman Composition 4
HOS 152 Normal and Therapeutic Nutrition 3
MICR 200 Principles and Applications of Microbiology 5
PSYC 101 General Introduction Psychology 3
SOCI 101 Introductory Sociology Principles 3
SPCH 100 Fundamentals of Oral Communication 3
  or SPCH 120 Fundamental of Interpersonal Communication 3

*Students taking ECON 201 and ECON 202 in Summer 2010 or earlier will be accepted for the major at CSULB. Beginning Fall 2010, only ECON 201M and ECON 202M will be accepted for the major there.

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

FORESTRY

CAREER OPPORTUNITIES:
Timber Companies
Utility Companies
U.S. Forest Service
National Park Service
Bureau of Land Management
Environment Protection Agency
California Division of Forestry

TRANSFER MAJOR REQUIREMENTS
LOWER DIVISION MAJOR PREPARATION
Typically requires at least one semester of general biology, one semester of elementary chemistry, and one semester of either math or business calculus. Major and Program Requirements, may differ from the ones cited here. For exact course requirements, please consult the appropriate major and university at http://www.assist.org.

FRENCH

TRANSFER PROGRAM

LOWER DIVISION MAJOR PREPARATION
FOR SPECIFIC TRANSFER INSTITUTIONS

<table>
<thead>
<tr>
<th>California State University – Fullerton</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 101 Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 102 Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 201 Intermediate French</td>
<td>5</td>
</tr>
<tr>
<td>FREN 202 Intermediate French</td>
<td>4</td>
</tr>
<tr>
<td>FREN 203 Intermediate French, Advanced Level</td>
<td>4</td>
</tr>
</tbody>
</table>

California State University – Los Angeles

| FREN 101 Elementary French              | 5     |
| FREN 102 Elementary French              | 5     |
| FREN 201 Intermediate French            | 5     |
| FREN 202 Intermediate French            | 4     |

Students are advised to take ENGL 103 as their CSUGE Critical Thinking requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

California State University – Long Beach

| FREN 101 Elementary French              | 5     |
| FREN 102 Elementary French              | 5     |
| FREN 281 Beginning Conversational French| 3     |

Two years of a second foreign language at the college level or equivalent is also required.

Departmental Recommendation: Students specializing in French are recommended to include the following courses in their program of study: HIST 241 and HIST 242.

University of California – Irvine

This major does not require completion of prerequisites for admission as a transfer student.

| FREN 101 Elementary French              | 5     |
| and FREN 102 Elementary French          | 5     |
| FREN 201 Intermediate French            | 5     |
| FREN 202 Intermediate French            | 4     |

At least one course is required from four different areas (writing, literature, history, and philosophy). An approved list of courses is available on www.assist.org. Please consult a counselor, if necessary, for these additional classes.

University of California – Los Angeles

Two years of French and one French literature course is required.

University of California – Riverside

| FREN 101 Elementary French              | 5     |
| and FREN 102 Elementary French          | 5     |
| FREN 201 Intermediate French            | 5     |
| and FREN 202 Intermediate French        | 4     |

Transfer students who have taken a college-level language course cannot take the placement exam and should consult with their advisors. No college-level credit may be duplicated. See UC Riverside placement examination policy.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
(1) Meet the above requirements as listed for a state university and any electives needed to reach 18 units in the major. (2) complete the A.A. Degree General Education requirements, and (3) take electives to achieve a minimum of 60 units.

CAREER OPPORTUNITIES: Employment with government, international firms, airline hostess, travel agent, librarian, linguistic reporter, teacher, interpreter, translator.

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

TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>UNITS</th>
<th>GEOG 101</th>
<th>Physical Geography</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GEOG 102</td>
<td>Natural and Cultural Geography</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University — Dominguez Hills

GEOG 101 Physical Geography Lab 1

The courses above fulfill requirements for the Geography BA, Earth and Environment Option. In addition, CSUDH offers a Geography BS, Earth and Environment Option. The requirements for this option can be found on the ASSIST Website at www.assist.org.

California State University — Fullerton

GEOG 105 World Regional Geography 3

California State University — Long Beach

GEOG 102 Natural and Cultural Geography 3

or GEOG 105 World Regional Geography (3)

California State University — Los Angeles

GEOG 101 Physical Geography 4

GEOG 209 Natural Disasters 3

ENGL 103* Critical and Argumentative Writing 3

Select from following options: Geographic Information Systems which also requires Math 140; General, or Urban Analysis.

* Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

University of California — Los Angeles

GEOG 101 Physical Geography 3

GEOG 101L Physical Geography Lab 1

GEOG 102 Cultural Geography 3

or GEOG 105 World Regional Geography (3)

MATH 112 Elementary Statistics 4

or PSYC 210 Elementary Statistics (4)

The courses above fulfill requirements for the Geography BA, in addition UCLA offers a Geography/Environmental Studies BA. The Lower Division requirements for this major can be found on the ASSIST website at www.assist.org.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Employment in business, regional, urban, and environmental planning, government, foreign service, teaching.

See Cerritos College Graduation Requirements.
See Plan A, B or C General Education Patterns.

GEOLOGY

TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY

| UNITS | GEOL 101 | Physical Geology | 4 |

ADDITIONAL LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

California State University — Dominguez Hills

CSUDH offers a B.A. and a B.S. in Geology – Earth and Environment Option

Bachelors of Arts

GEOL 102 Natural and Cultural Geography 3

Bachelors in Science

CHEM 111 General Chemistry 5

CHEM 112 General Chemistry 5

GEOL 102 Natural and Cultural Geography 3

PHYS 101 General Physics 4

and PHYS 102 General Physics 4

or BIOL 200 Principles of Biology (5)

and BIOL 201 Principles of Biology 5

California State University — Fullerton (Geological Science)

GEOL 101 Physical Geology 4

or ESCI 106 Weather and Climate (3)

CHEM 111 General Chemistry 5

CHEM 112 General Chemistry 5

GEOL 201 Earth History 4

BIOL 120 Introduction to Biological Science 4

or BIOL 200 Principles of Biology (5)

MATH 170 Analytic Geometry and Calculus I 4

MATH 190 Analytic Geometry and Calculus II 4

or MATH 116 Calculus for Managerial, Biological and Social Sciences (4)

PHYS 201 Engineering Physics 4

and PHYS 202 Engineering Physics 4

or PHYS 101 General Physics (4)

and PHYS 102 General Physics 4

One additional course (with approval of CSUF advisor):

Lower Division Selection

BIOL 201 Principles of Biology 5

A&P 120 Introduction to Human Anatomy and Physiology 4

MATH 220 Analytic Geometry and Calculus III 4

MATH 240 Calculus and Differential Equations 4

PHYS 203 Engineering Physics 4

California State University — Long Beach

CHEM 111 General Chemistry 5

CHEM 112 General Chemistry 5

GEOL 101 Physical Geology 4

or ESCI 110 Introduction to Earth Science (4)

GEOL 201 Earth History 4

MATH 170 Analytic Geometry and Calculus I 4

MATH 190 Analytic Geometry and Calculus II 4

PHYS 201 Engineering Physics 4
Additional required courses for the various emphases: Petroleum Geology, Geochemistry/Mineralogy-Petrology, Structural Geology/Tectonics.

MATH 220 Analytic Geometry and Calculus III 4

**California State University — Los Angeles**

ENGL 103 Critical and Argumentative Writing 3

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

### Lower Division Required Foundation Courses (35 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>and PHYS 102</td>
<td>General Physics</td>
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</tbody>
</table>

### Lower Division Required Courses (20 units)

<table>
<thead>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOG 102</td>
<td>Natural and Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
<td>3</td>
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<tr>
<td>GEOL 101</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
</tr>
</tbody>
</table>

### Environmental Geosciences option:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
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### Lower Division Required Courses (24 units)

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<thead>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Natural and Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
</tr>
</tbody>
</table>

### California State University Polytechnic — Pomona

**Three emphases: Geology, Geophysics/Earth Exploration, and Environmental Resources.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>GEOL 201</td>
<td>Earth History</td>
<td>4</td>
</tr>
</tbody>
</table>

### Additional Courses for emphasis:

**Geophysics/Earth Exploration emphasis:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCI 104</td>
<td>Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 182</td>
<td>JAVA Programming</td>
<td>(3.5)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

### University of California — Los Angeles

**Geology:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>CIS 280X</td>
<td>Object-Oriented Programming in C++</td>
<td>3.5</td>
</tr>
<tr>
<td>or CIS 178</td>
<td>Programming in FORTRAN</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Additional Courses:

**Geology/Engineering Geology:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Geology/Paleobiology:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 202</td>
<td>Molecular Biology/Genetics</td>
<td>4</td>
</tr>
</tbody>
</table>

### University of California — Riverside

Requirements for general Geology, Geobiology and Geophysics, Global Climate Change.

### Options:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Physical Geography</td>
<td>3</td>
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<tr>
<td>GEOL 201</td>
<td>Earth History</td>
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<tr>
<td>GEOG 101L</td>
<td>Physical Geography Laboratory</td>
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<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
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</tbody>
</table>

### Additional Courses for options:

**Geobiology Option:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>or BOT 120</td>
<td>Introduction to Plant Science</td>
<td>(4)</td>
</tr>
<tr>
<td>and ZOOL 120</td>
<td>Introduction to Animal Biology</td>
<td>4</td>
</tr>
<tr>
<td>BOT 120</td>
<td>Introduction to Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>ZOOL 120</td>
<td>Introduction to Animal Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Geophysics option:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
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</tbody>
</table>

**Global Climate Change option:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>or BOT 120</td>
<td>Introduction to Plant Science</td>
<td>(4)</td>
</tr>
<tr>
<td>and ZOOL 120</td>
<td>Introduction to Animal Biology</td>
<td>4</td>
</tr>
<tr>
<td>BOT 120</td>
<td>Introduction to Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>ESCI 104</td>
<td>Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>ZOOL 120</td>
<td>Introduction to Animal Biology</td>
<td>4</td>
</tr>
</tbody>
</table>
ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) a combination of geology and other science courses, in consultation with a counselor, equaling 18 units and (2) the Associate in Arts Degree General Education requirements.

CAREER OPPORTUNITIES: After transfer to a four-year college or university and completion of the bachelor’s degree program, graduates qualify for graduate study and for professional careers in government or industry and teaching.

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

GERMAN

TRANSFER PROGRAM
LOWER DIVISION MAJOR PREPARATION
FOR SPECIFIC TRANSFER INSTITUTIONS

<table>
<thead>
<tr>
<th>California State University – Long Beach</th>
<th>Units</th>
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<tbody>
<tr>
<td>GERM 201 Intermediate German</td>
<td>4</td>
</tr>
<tr>
<td>GERM 202 Intermediate German</td>
<td>4</td>
</tr>
</tbody>
</table>

Students who have completed sufficient high-school German may take upper-division courses at CSULB as soon as lower-division requirements have been met.

University of California – Irvine

This major does not require the completion of prerequisites for admission as a transfer student.

| GERM 101 Elementary German              | 5     |
| and GERM 102 Elementary German          | 5     |
| GERM 201 Intermediate German            | 4     |
| and GERM 202 Intermediate German        | 4     |

At least one approved course from each of four areas (writing, literature, history, and philosophy) is also required. An approved list of courses is available from www.assist.org. Please consult a counselor, if necessary, for these additional classes.

University of California – Los Angeles

UCLA offers German as a major although no formal articulation exists. Students are recommended to complete two years of college-level German prior to admission.

University of California – Riverside

Completion of the course work listed below is not mandatory for admission into this major. However, students are advised to complete as much lower-division course preparation as possible prior to transfer, to be ready for upper division course work.

NOTE: Students may either take the courses listed below or demonstrate equivalent proficiency (as measured by a placement exam at UCR). Transfer students who have taken a college-level language course cannot take the placement examination and should consult with their advisors. No college-level credit may be duplicated. See UC Riverside placement examination policy.

| GERM 101 Elementary German              | 5     |
| and GERM 102 Elementary German          | 5     |
| GERM 201 Intermediate German            | 4     |
| and GERM 202 Intermediate German        | 4     |

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

(1) Meet the above requirements as listed for a state university, (2) complete the A.A. Degree General Education requirements, and (3) take electives to achieve the minimum of 60 units.

CAREER OPPORTUNITIES: Employment with U.S. or international agencies or with international business firms, airline hostess, travel agency personnel, librarian, linguistic reporter, teacher, interpreter, translator.

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

HISTORY

TRANSFER PROGRAM

<table>
<thead>
<tr>
<th>California State University – Dominguez Hills</th>
<th>Units</th>
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<tbody>
<tr>
<td>HIST 245 World Civilization from Antiquity to 1500</td>
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</tr>
<tr>
<td>HIST 246 World Civilization from 1500 to Present</td>
<td>3</td>
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</table>

History/Social Science Education Option:

| ECON 201 Principles of Macroeconomics | 3     |
| or ECON 201M Principles of Macroeconomics | 3     |
| ECON 202 Principles of Microeconomics | 3     |
| or ECON 202M Principles of Microeconomics | 3     |
| GEOG 102 Natural and Cultural Geography | 3     |
| HIST 101 American History and Constitution | 3     |
| or HIST 102 Political and Social History of the United States: 1500’s to 1876 | 3     |
| and HIST 103 Political and Social History of the United States: 1877 to Present | 3     |
| POL 210 International Relations | 3     |
| POL 101 American Political Institutions | 3     |

<table>
<thead>
<tr>
<th>California State University – Fullerton</th>
<th>Units</th>
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<tbody>
<tr>
<td>HIST 102 Political and Social History of the United States: 1500’s to 1876</td>
<td>3</td>
</tr>
<tr>
<td>and HIST 103 Political and Social History of the United States: 1877 to Present</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 102 Political and Social History of the United States: 1500’s to 1876</td>
<td>3</td>
</tr>
<tr>
<td>and HIST 101 American History and Constitution</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 103 Political and Social History of the United States: 1877 to Present</td>
<td>3</td>
</tr>
<tr>
<td>and HIST 101 American History and Constitution</td>
<td>3</td>
</tr>
<tr>
<td>HIST 245 World Civilization from Antiquity to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 246 World Civilization from 1500 to Present</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>California State University – Los Angeles</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102 Political and Social History of the United States: 1500’s to 1876</td>
<td>3</td>
</tr>
<tr>
<td>and HIST 103 Political and Social History of the United States: 1877 to Present</td>
<td>3</td>
</tr>
</tbody>
</table>
Curriculum and Requirements for Transfer Programs and Career Pathways

**HIST 245**  World Civilization from Antiquity to 1500  3  
**HIST 246**  World Civilization from 1500 to Present  3  
**or**  **HIST 241**  Western Civilization  (3)  
**and**  **HIST 242**  Western Civilization  3  

History majors are urged to develop competence in at least one foreign language.

**Teacher Preparation Option:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the United States: 1500's to 1876</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Political and Social History of the United States: 1877 to Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 245</td>
<td>World Civilization from Antiquity to 1500</td>
<td>3</td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>World Civilization from 1500 to Present</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>Western Civilization</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Introduction to Political Science and American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

PHIL 200  World Religions  3

History majors are urged to develop competence in at least one foreign language. Students are advised to complete ENGL 103 as their CSU GE Critical Thinking requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

**California State University – Long Beach**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the United States: 1500's to 1876</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Political and Social History of the United States: 1877 to Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 241</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 242</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIST 245</td>
<td>World Civilization from Antiquity to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 246</td>
<td>World Civilization from 1500 to Present</td>
<td>3</td>
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**University of California – Irvine**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the United States: 1500's to 1876</td>
<td>3</td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>Political and Social History of the United States: 1877 to Present</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Western Civilization</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>World Civilization from Antiquity to 1500</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>World Civilization from 1500 to Present</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Survey of the History of Asia</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>Selected Problems in Contemporary Asian History</td>
<td>(3)</td>
</tr>
<tr>
<td>PHIL 100</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Contemporary Philosophy</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Up to three additional UC transferable History courses.

Two years of a language other than English. French, German, Japanese, and Spanish are offered at Cerritos.

**University of California – Los Angeles**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 241</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Western Civilization</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>World Civilization from Antiquity to 1500</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>World Civilization from 1500 to Present</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Two (2) courses from**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>American History and Constitution</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>Political and Social History of the United States: 1500's to 1876</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>Political and Social History of the United States: 1877 to Present</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>History of the United States in the Post World War II Era</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>History of England, Great Britain and the Commonwealth</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>History of Russia and the Soviet Union</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Survey of the History of Asia</td>
<td>3</td>
</tr>
</tbody>
</table>

*UC credit limitation, maximum 3 units if both HIST 103 and HIST 210 are taken.

**University of California – Riverside**

Complete two lower division history courses. The first course can be any UC transferable lower division history course. The second must be either:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 245</td>
<td>World Civilization from Antiquity to 1500</td>
<td>3</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Western Civilization</td>
<td>(3)</td>
</tr>
</tbody>
</table>

HIST 102 and HIST 103 are recommended for students who choose the U.S. as their area of concentration.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Teaching, law, government, and other public services.

See Cerritos College Graduation Requirements.

See State University General Education List.
INDUSTRIAL TECHNOLOGY

TRANSFER MAJOR REQUIREMENTS

COMMON LOWER DIVISION PREPARATION

<table>
<thead>
<tr>
<th>California State University-Los Angeles</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 103 Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150 Precalculus Math</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 100 Elementary Physics</td>
<td>4</td>
</tr>
<tr>
<td>or CHEM 100 Introductory Chemistry</td>
<td>(4)</td>
</tr>
</tbody>
</table>

The Industrial Technology program has two tracks: Industrial Career Track and Technology Education Track.

The Industrial Career Track emphasizes preparation for technical leadership responsibilities within a broad variety of industries including Aerospace, Communication, Manufacturing, Transportation and Utility Services. The areas of course concentration are Computer Integrated Design, Internetworking, Graphic Communications, Manufacturing Processes and Automation and Power/Energy/Transportation. Instruction includes laboratory experiences with a project design centered approach. Graduates of programs in Industrial Technology are called “Technologists” to distinguish them from graduates of programs in Engineering. Technologists apply Management Theory and practice with technical skills to solve problems.

The Industrial Technology program prepares graduates for careers in industry and education.

Students interested in the Technology Education Track to pursue a single-subject credential should consult a Counselor for further information.

The Foundation Program

A maximum of 23 semester units (35 quarter units) of lower division CSU transferable community college work may be applied for students who have completed a Technology-Oriented program.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include, (1) Select 18 units from the common lower division preparation, (2) the A.A. Degree General education requirements.

CAREER OPPORTUNITIES: After transfer, completion of the bachelor’s degree Program and receiving a Teaching Credential, graduates are prepared for teaching positions in Industrial Education through High School.

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

INDUSTRIAL TECHNOLOGY

CONSTRUCTION OPTION

TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>California State University – Long Beach</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 150 Pre-Calculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170 Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101 General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102 General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Northridge
(Construction Management Technology)

<table>
<thead>
<tr>
<th>California State University Polytechnic University – Pomona</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 121 Architectural Drafting and Design II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CIS 180 Programming in C/C++</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 178 Programming in FORTRAN</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGT 131 Design Fundamentals Including AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>or ENGT 138 AutoCAD</td>
<td>(4)</td>
</tr>
<tr>
<td>or ENGT 153 Machine Design with AUTOCAD</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 190 Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) common lower division preparation, (2) electives as needed, and (3) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: Construction Engineering Technology (CET) graduates work with owners, developers, architects, engineers, (civil, mechanical, and electrical), building departments, governmental agencies, contractors, and subcontractors to implement a variety of construction projects. Job titles include field engineer, project engineer, superintendent, as well as estimator, scheduler, and project manager.

See Cerritos College Graduation Requirements.
See State University General Education List.
The Computer Option prepares graduates to pursue careers related to manufacturing, integration, and support of computer systems. Emphasis is placed on specific job skills required of entry level professionals in computer industry, including systems analysis and design, data administration, networking, data communications, data acquisition, oral and written communication, and management principles. The Computer Option is available to students interested in the manufacturing of computers and the applications and operations aspects of computer hardware and software.

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

INDUSTRIAL TECHNOLOGY MANUFACTURING OPTION

TRANSFER PROGRAM
COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY (ENGINEERING TECHNOLOGY)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGT 131</td>
<td>Design Fundamentals Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>or ENGT 153</td>
<td>Machine Design with AutoCAD</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Precalculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR REQUIREMENTS FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Long Beach
CIS 101 Introduction to Computer Information Systems 3
CIS 280X Object-Oriented Programming in C++ 3
MATH 112 Elementary Statistics 4
or PSYC 210 Elementary Statistics (4)

California State Polytechnic University – Pomona
Engineering Technology – General (Mechanical/Manufacturing)
CHEM 111 General Chemistry 5
CIS 180 Programming in C/C++ 3
or CIS 178 Programming in FORTRAN (3)
WELDING 100 Welding Fundamentals 2.5

Electronics and Computer Engineering Technology
CHEM 111 General Chemistry 5
CIS 180 Programming in C/C++ 3
or CIS 178 Programming in FORTRAN (3)

California State Universities that offer the bachelor's degree: Fresno, San Jose, San Luis Obispo, and Sacramento. Consult catalogs of specific institutions for requirements.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include, (1) common lower division preparation, (2) electives as needed, and (3) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: The Electronics Option prepares the student for a position as a technologist, in such industries as aerospace, computers, communications, biomedical, chemical, power, etc. Students are offered a wide range of training in topics such as instrumentation, controls, microprocessors, microelectronics, biomedical electronics, communications, motors and generators, robotics, computer applications, programming and interfacing.
ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Complete 60 units to include (1) common lower division preparation, (2) electives as needed, and (3) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: Graduates of the program will be employed in the manufacturing engineering, production, production control, procurement and materials management departments of both large and small companies in all areas of the manufacturing industry.

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

INDUSTRIAL TECHNOLOGY
QUALITY ASSURANCE

CAREER PATHWAY
(The following curriculum does not lead to an Associate in Arts Degree)
Lower Division Major Preparation for California State University, Dominguez Hills (offered through Extended Education).
Major options: (1) Quality Assurance and (2) Measurement Science.

QUALITY ASSURANCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
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MEASUREMENT SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 112</td>
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<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

CAREER OPPORTUNITIES: Graduates of the program will find jobs in quality engineering, quality assurance, product assurance, supplier assurance, configuration and data management, procurement, software quality assurance, production, operations, materials management, and industrial engineering departments of both large and small companies in all areas of the manufacturing industry and service industry.

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

JOURNALISM

TRANSFER MAJOR REQUIREMENTS
COMMON LOWER DIVISION MAJOR PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 100</td>
<td>Mass Communications and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 101</td>
<td>Beginning News Writing and Reporting</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Fullerton
Journalism Concentration, (print, broadcast and visual journalism emphasis), Communications Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 121</td>
<td>Multimedia Reporting</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Communication major concentrations are: Advertising; Entertainment Studies; Photo Communications; Public Relations.

Please note that double counting of Journalism courses for General Education is not permitted.

California State University – Long Beach

NOTE: All students entering journalism production classes at CSULB must be familiar with at least one established Word-Processing program, and be able to type at a rate of at least 40 words per minute.

Students should meet with a Journalism advisor upon entrance at CSULB.

California Polytechnic University, Pomona
Communication Major, Journalism Subplan

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 188</td>
<td>Design for Digital Publishing</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 130</td>
<td>Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>PHOT 190</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 235</td>
<td>Fundamentals of Argumentation and Persuasion</td>
<td>3</td>
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</table>

NOTE: Cal Poly Pomona does not require Journalism 101 for the Journalism major.

San Diego State University

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>American Political Institutions</td>
<td>3</td>
</tr>
<tr>
<td>POL 201</td>
<td>Introduction to Political Science and American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

Single Subject Teaching

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Critical and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 248A</td>
<td>Masterpieces of World Literature</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 248B</td>
<td>Masterpieces of World Literature</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 235</td>
<td>Readings in the Drama</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 230A</td>
<td>Introduction to America Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 230B</td>
<td>Introduction to America Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 246A</td>
<td>Survey of English Literature</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 246B</td>
<td>Survey of English Literature</td>
<td>(3)</td>
</tr>
</tbody>
</table>
There is also another course required for Journalism, JMS 220, that is not articulated with San Diego State. There is also a foreign language graduation requirement which requires completion up to the third college semester.

NOTE: All prerequisites must be taken for a grade and completed with a minimum 2.85 GPA. Journalism is an impacted major and will require grades of “C” or better in the above prerequisite classes and a cumulative GPA of 2.75 or higher. For additional information see a counselor.

THE UNIVERSITY OF CALIFORNIA

There is no Journalism major at any campus of the University of California.

NOTE: The ability to word process and use the Internet are prerequisites for all students majoring in Journalism. See the Fine Arts Counselor for lower division preparation for other California State University Broadcast Journalism programs.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

Complete a minimum of 60 units to include: (1) the above required courses plus electives in Journalism and Photography for a minimum of 18 units, (2) A.A. Degree General Education requirements and (3) electives as needed.

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

MATHEMATICS

TRANSFER PROGRAM

COMMON LOWER DIVISION PREPARATION
FOR CALIFORNIA STATE UNIVERSITY

AND UNIVERSITY OF CALIFORNIA

UNITS

MATH 150 Precalculus 4
MATH 170 Analytic Geometry and Calculus 1 4
MATH 190 Analytic Geometry and Calculus II 4
MATH 220 Analytic Geometry and Calculus III 4

ADDITIONAL LOWER DIVISION MAJOR PREPARATION
FOR SPECIFIC TRANSFER INSTITUTIONS

California State University - Dominguez Hills

PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4
PHYS 203 Engineering Physics 4
Physics articulation is approved as a sequence only (201+202+203).

In addition to the above the MATH EDUCATION OPTION requires

MATH 112 Elementary Statistics 4

California State University – Fullerton

CIS 180 Programming in C/C++ 3
or CIS 280X Object-Oriented Programming in C++ (3.5)
MATH 240 Calculus and Differential Equations 4

All courses required for the major must be completed with a “C” or higher. Required courses may not be taken for pass/no pass. Each student is required to complete one of the following concentrations: Pure Mathematics, Applied Mathematics, Probability & Statistics or Teaching Mathematics.

Each student is also required to select one of the following cognates: Actuarial, Computer Science, Economics, Information Systems & Decision Science, Physics, Chemistry, Civil Engineering, Mathematics, or Research.

Table of Contents

COMPUTER SCIENCE COGNATE

CIS 186 Visual Basic.Net programming 3.5
or CIS 182 JAVA Programming (3.5)
CIS 214 UNIX 3
CIS 292 Data Structures 3

ECONOMICS COGNATE

ECON 201M Principles of Macroeconomics 3
ECON 202M Principles of Microeconomics 3

PHYSICS/ENGINEERING COGNATE

PHYS 201 Engineering Physics 4
PHYS 202 Engineering Physics 4
PHYS 203 Engineering Physics 4

CHEMISTRY COGNATE

CHEM 111 General Chemistry 5
CHEM 112 General Chemistry 5

California State University - Long Beach

CIS 182 Java Programming (3.5)
PHYS 201 Engineering Physics 4

APPLIED MATHEMATICS OPTION

Complete the requirements listed above and follow sub-option 1 (science and engineering) PHYS 202, PHYS 203 or sub-option II (economics and management) ECON 201M and 202M.

MATHEMATICS EDUCATION OPTION

One of the following sequences is required: PHYS 201 and PHYS 202 or PHIL 106 and lower division Symbolic Logic (PHIL 270 at CSULB or eight units of a foreign language.

California State University - Los Angeles

PHYS 201 Engineering Physics 4

In addition to the requirements under the common list and above the B.A. in Mathematics also lists a minimum of 8 units of electives which can be chosen from the following: Math 240, Chemistry 111 and/ or 112, Philosophy 106 and Physics 202. Beside the B.A. in Mathematics CSULA also offers the B.S. in Mathematics which requires Math 240, Physics 202 and a minimum of 8 units from lower division Natural Science or Engineering courses.

NOTE: Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

166
California State Polytechnic University – Pomona
CIS 180   Programming in C/C++            3
MATH 240   Calculus and Differential Equations     4
PHYS 201   Engineering Physics            4
PHYS 202   Engineering Physics            4

Major concentrations in Applied Mathematics, Secondary Teacher Preparation/Pure Math, or Statistics require the same lower division preparation.

University of California – Irvine
CIS 180   Programming in C/C++            3
or CIS 178  Programming in Fortran   (3)
or CIS 182  Java Programming          (3.5)
or CIS 280X  Object Oriented Programming in C++  (3.5)
CHEM 111   General Chemistry            5
CHEM 112   General Chemistry            5
or PHYS 201  Engineering Physics      (4)
PHYS 202   Engineering Physics          4
or PHYS 201  Engineering Physics      (4)
PHYS 203   Engineering Physics          4
PHYS 202   Engineering Physics          4
PHYS 203   Engineering Physics          4
MATH 240   Calculus and Differential Equations  4

Preference will be given to applicants with the highest overall GPA and who have completed the required course work of one year of Calculus. Effective Fall 2013, transfer students must have a cumulative GPA of 3.0. At the upper-division level, students may specialize in Applied and Computational Mathematics, Mathematics for Education, Statistics, or a concentration in Mathematics for Economics is also offered.

University of California - Los Angeles
CIS 280X   Object-Oriented Programming in C++  3.5
MATH 240   Calculus and Differential Equations   4
PHYS 201   Engineering Physics            4

TWO ADDITIONAL COURSES FROM:
BIOL 200   Principles of Biology            5
CHEM 111   General Chemistry               5
CHEM 112   General Chemistry               5
PHYS 202   Engineering Physics              4
PHYS 203   Engineering Physics              4

The courses listed above will also cover the requirements for Mathematics in Teaching minus the BIOL 200 course.

MATHEMATICS OF COMPUTATION/B.S. OPTION
CIS 280X   Object-Oriented Programming in C++  3.5
PHYS 201   Engineering Physics             4
PHYS 202   Engineering Physics             4
PHYS 203   Engineering Physics             4
or CHEM 111  General Chemistry          (5)
or CHEM 112  General Chemistry          (5)
MATH 240   Calculus and Differential Equations   4

MATHEMATICS/APPLIED SCIENCE/B.S. OPTION

Actuarial Concentration
CIS 280X   Object-Oriented Programming in C++  3.5
ECON 201   Principles of Macroeconomics   3
or ECON 201M Principles of Macroeconomics (3)
ECON 202   Principles of Microeconomics   3
or ECON 202M Principles of Microeconomics (3)
MATH 240   Calculus and Differential Equations   4

Medical and Life Sciences Concentration Plan
BIOL 200   Principles of Biology            5
BIOL 201   Principles of Biology            5
BIOL 202   Molecular Biology/Genetics      4
CIS 280X   Object-Oriented Programming in C++  3.5
CHEM 111   General Chemistry               5
CHEM 112   General Chemistry               5
CHEM 211   Organic Chemistry               5
MATH 240   Calculus and Differential Equations   4
PHYS 201   Engineering Physics              4
PHYS 202   Engineering Physics              4

There are also concentration plans in History of Science.

MATHEMATICS/ECONOMICS/B.S. OPTION
CIS 280X   Object-Oriented Programming in C++  3.5
ECON 201   Principles of Macroeconomics   3
or ECON 201M Principles of Macroeconomics (3)
ECON 202   Principles of Microeconomics   3
or ECON 202M Principles of Microeconomics (3)
MATH 240   Calculus and Differential Equations   4

There is also an Applied Math B.S. Degree at UCLA as well. Degree requirements can be obtained at www_assist.org.

University Of California – Riverside
Courses Required for both the B.A. and B.S. Degree
CIS 180   Programming in C/C++            3
MATH 240   Calculus and Differential Equations   4

Add the following for the B.S. Degree
CIS 280X   Object-Oriented Programming in C++  3.5

COMPUTATIONAL MATH TRACK/B.S. OPTION
CIS 280   Object-Oriented Programming in C++  3
or CIS 292   Data Structures           (3)

APPLIED MATH TRACK/B.S. OPTION

Biology Option
BIOL 200   Principles of Biology            5
BIOL 201   Principles of Biology            5
or BOT 120   Intro to Plant Science    (4)
ZOOL 120   Intro to Animal Biology          4

Chemistry Option
CHEM 111   General Chemistry               5
CHEM 112   General Chemistry               5
PHYS 201   Engineering Physics             4
PHYS 202   Engineering Physics             4
PHYS 203   Engineering Physics             4
Curriculum and Requirements for Transfer Programs and Career Pathways

**Economics Option**

ECON 202  Principles of Microeconomics  3  
or ECON 202M  Principles of Microeconomics  (3)

**Environmental Science Option**

CHEM 111  General Chemistry  5  
CHEM 112  General Chemistry  5  
GEOL 101  Physical Geology (recommended)  4

**Physics Option**

PHYS 201  Engineering Physics  4  
PHYS 202  Engineering Physics  4  
PHYS 203  Engineering Physics  4

**Statistics Option**

Math 112  Elementary Statistics  4

The Pure Math Track does not have any additional lower division course requirements. Students admitted to this major will need an overall GPA of at least 2.7 in UC transferable course work and IGETC is not accepted by this major.

The IGETC is not accepted for majors housed in the College of Natural and Agricultural Sciences. Transfer students are encouraged to follow the College of Natural and Agricultural Sciences breadth pattern as outlined on www.assist.org.

Students intending to meet lower division requirements for any school or division of the University of California should consult the catalog of that institution in addition to checking the assist.org Articulation website.

**ASSOCIATES IN ARTS DEGREE REQUIREMENTS**

Complete the above common lower division requirements and all A.A. Degree General Education requirements for a total of at least 60 units.

**CAREER OPPORTUNITIES:** Upon completion of the bachelor’s degree program, graduates qualify for graduate study in accounting, computer information systems, engineering, physics, economics and other related fields. Baccalaureate graduates also qualify for positions as actuaries and statisticians, appraisers, and estimators, financial analysts, financial planners, loan officers, marketing researchers, methods analyst, operations analyst, mathematicians in government and industry, secondary teaching and career opportunities in computer science.

**MICROBIOLOGY**

**TRANSFER PROGRAM**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>5</td>
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<tr>
<td>BIOL 201</td>
<td>5</td>
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<tr>
<td>CHEM 111</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 202  Molecular Biology/Genetics</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 211  Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 212  Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 170  Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 190  Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 112 Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>or PSYC 210 Elementary Statistics</td>
<td>(4)</td>
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</tbody>
</table>

See a counselor for further information.

**LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS**

**California State University – Dominguez Hills**

(Option within the Biology B.S. major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 112  Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 116  Calculus for Managerial, Biological, and Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170  Analytic Geometry and Calculus I</td>
<td>(4)</td>
</tr>
<tr>
<td>PHYS 101  General Physics</td>
<td>4</td>
</tr>
<tr>
<td>and PHYS 102  General Physics</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 201  Engineering Physics</td>
<td>(4)</td>
</tr>
<tr>
<td>and PHYS 202  Engineering Physics</td>
<td>(4)</td>
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</tbody>
</table>

**California State University – Long Beach**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 116  Calculus for Managerial, Biological, and Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170  Analytic Geometry and Calculus I</td>
<td>(4)</td>
</tr>
<tr>
<td>MICR 200  Principles and Applications of Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101  General Physics</td>
<td>4</td>
</tr>
<tr>
<td>and PHYS 102  General Physics</td>
<td>4</td>
</tr>
<tr>
<td>or PHYS 201  Engineering Physics</td>
<td>(4)</td>
</tr>
<tr>
<td>and PHYS 202  Engineering Physics</td>
<td>(4)</td>
</tr>
</tbody>
</table>

**California State University – Los Angeles**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 205  Quantitative Analysis Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101  General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102  General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

Students are advised to complete ENGL 103 as their CSU Critical Thinking Requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

**California State Polytechnic University – Pomona**

(Option within Biology major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM 205  Quantitative Analysis Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 116  Calculus for Managerial, Biological, and Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>MICR 200  Principles and Applications of Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101  General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102  General Physics</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 100  Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102  Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 103  Critical and Argumentative Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>HED 100  Contemporary Health Problems</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 101  General Introductory Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>or PSYC 150  Personal and Social Adjustment</td>
<td>(3)</td>
</tr>
<tr>
<td>or PSYC 241  Introduction to Psychobiology</td>
<td>(3)</td>
</tr>
</tbody>
</table>

See a counselor for further information.
Curriculum and Requirements for Transfer Programs and Career Pathways

PHYS 201  Engineering Physics  4
PHYS 202  Engineering Physics  4

NOTE: The major in Microbiology and Immunology is open only to upper-division Biological Sciences majors who meet specified course and grade requirements as listed at www.changeofmajor.uci.edu. Transfer students interested in this major should apply as Biological Sciences majors.

*Students interested in attending Medical Professional School are recommended to take one semester of Calculus and one semester of Statistics.

University of California – Los Angeles
(Microbiology, Immunology and Molecular Genetics)

BIOL 202  Molecular Biology/Genetics  4
CHEM 211  Organic Chemistry  5
CHEM 212  Organic Chemistry  5
MATH 170  Analytic Geometry and Calculus I  4
MATH 190  Analytic Geometry and Calculus II  4
PHYS 201  Engineering Physics  4
PHYS 202  Engineering Physics  4
PHYS 203  Engineering Physics  4

ASSOCIATE IN ARTS Degree REQUIREMENTS

Complete 60 units to include: (1) the above common lower division preparation and MICRO 200, (2) electives as needed, and (3) the Associate in Arts Degree requirements.

CAREER OPPORTUNITIES: Bachelor's degree programs with an emphasis in Microbiology are designed to qualify the student for graduate study in the field. Careers include employment in various types of Federal employment; State Civil Service work such as Public Health Microbiologist; industrial microbiological work in divergent fields such as the pharmaceutical industry, brewing, industrial fermentation's, and the dairy industry; work as a hospital microbiologist or research technician positions in university research projects.

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

MUSIC

TRANSFER MAJOR REQUIREMENTS

COMMON LOWER DIVISION MAJOR
PREPARATION FOR CAL STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

Theory, private study/recital, and performance classes are generally required each semester of full-time program (4 semesters). In addition, a full year of music history and literature is generally required.

Most four-year colleges and universities administer a piano proficiency examination that must be passed by all music majors at their campus. Placement in the appropriate level of theory and private study is made by the Music Department.

Portfolio and/or auditions may be required for entrance into a music major.

See counselor or university catalog for more information.

UNITS
MUS 100  Music Appreciation  3
MUS 148, 149, 150, 151  Private Study/Recital I, II, III, IV  1,1,1,1

VOICE STUDENTS
MUS 112, 113  Elementary Piano Class I, II  2-2
MUS 116, 117  Voice Class I, II  2-2

INSTRUMENTALISTS
MUS 112, 113  Elementary Piano Class I, II  2-2


ADDITIONAL LOWER DIVISION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Fullerton

CSU Fullerton offers both a Bachelor of Arts (B.A.) in Music and a Bachelor's of Music (B.M.) For the Bachelor's of Arts in Music, three concentrations are available: Liberal Arts, Music History and Theory, and Music Education. Enrollment in the Bachelor of Music Program is limited.

A 2.5 grade point average is required in all courses to be used in degree requirements.

Each student will audition in their principal performance area (instrument or voice) and will audition for placement in class piano. In addition, they will take a music theory placement exam and will receive credit only up to their demonstrated level of competence, regardless of how many courses or units have been completed.

Students are expected to reach a certain competency in piano which can be achieved independently or through class-piano study. However, the CSUF Music Department does not require piano classes in any degree program and does not grant transfer credit for piano classes, except as music electives.

Music majors are expected to participate in a major performance ensemble every semester.

In addition to the common lower division transfer music major preparation lists above, allied requirements for the composition concentration require a proficiency in foreign language French, Italian, or German (preferred) to be satisfied by one of the following:

a) 4 years of foreign language in High School
b) Passing an exam given by the foreign language department
c) Completing the second semester of the beginning college sequence (French 102 or German 102)

A similar requirement applies to the voice concentration but two modern languages must be completed.

California State University – Long Beach

All entering transfer students are required to take a theory placement test, complete a performance audition which is regularly administered during the fall and spring semester, and pass a piano proficiency examination, regardless of performance area (piano majors excepted).
An audition is required prior to entrance for majors to assess performance standard. All applicants to the Bachelor of Arts in Music program must meet with the BA advisor before or at the beginning of the first semester of residence to review the statement of purpose and to draw up an individualized study plan.

For the bachelor's of music degree, admission to one of the options is determined by audition and approval of the Director of the Conservatory.

Students in the bachelor of music options of history and literature and performance may complete the second semester of French or German or successfully pass the appropriate foreign language exam.

University of California – Irvine

The Department of Music offers two degrees: The Bachelor of Arts in Music (B.A.) and the Bachelor of Music (B.Mus.). All students, regardless of degree objective, must apply to the B.A. program and pass an entrance audition. Transfer applicants who perform at a sufficiently high level in the entrance audition, have the requisite background in music theory and musicianship, and wish to earn the B.Mus. rather than the B.A. degree, will be offered the opportunity to change their degree objective from B.A. to B.Mus. upon matriculation at the University. Please visit the Music department website: http://music.arts.uci.edu for more information.

It is recommended that transfer students enter the major with college-level private instrumental or voice instruction, two years of music theory (the 4th semester of music theory is not articulated); the history of western music; ear-training; sight-singing; sight-reading and piano. All transfer students must pass a performance audition in order to declare a major in either the B.A. or B.Mus. degree program.

Transfer students must also take the placement tests in musicianship, music theory, and music history in order to receive credit toward fulfilling degree requirements. All transfer students should pass the required piano (sight-reading) examination.

University of California – Los Angeles

The Music B.A. degree is offered.

In addition to the common lower division transfer music major preparation listed above for transfer music majors, students must complete one year of French, German or Spanish. One year of music history and analysis is also required. Also recommended preparation for the major is two years of participation in a large performance group such as orchestra, choir or wind ensemble. For music education students, a course in cultural or world music is recommended. Exemptions from lower division requirements will be determined by the department after admission.

All applicants for admission are required to pass an audition in their principal performing medium as well as submit a supplemental application by digital download, for which an additional fee is required. Applicants must have a minimum 3.0 GPA at the time of application. Specific guidelines may be found at www.arts.ucla.edu/prospective-students.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete a minimum of 60 units to include (1) the above course requirements, (2) the A.A. Degree General Education requirements, and (3) electives as needed.

CAREER OPPORTUNITIES: The transfer upper division programs are designed to prepare students for careers in teaching, performance, conducting, arranging in such areas as studio performance, music businesses, opera companies, symphony orchestras, commercial music groups, church music, music therapy.

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

NURSING—RN

TRANSFER PROGRAM

The following program does not lead to an Associate in Arts Degree. To earn an A.A. degree, see Nursing in the catalog for the major requirements.

LOWER DIVISION MAJOR REQUIREMENTS

FOR SPECIFIC TRANSFER UNIVERSITIES

California State University – Fullerton

CSUF offers two BSN Degrees, the RN-BSN and the Entry Level BSN Program.

RN-BSN Program

Admission Requirements:
- Meet requirements for admission to the university as a transfer student.
- Completion of an A.A. degree in Nursing or equivalent.
- Current licensure as a registered nurse in California.
- Completion of college level prerequisite courses. A 2.0 GPA must be attained in each course.
- A minimum grade of “C” in each of the following courses: A&P 200 & 201 or A&P 150 & A&P 151
CHEM 100 or CHEM 110, or CHEM 111
MICR 200

Prerequisite General Education Courses required:
- CSU GE Oral Communication – 3 semester units
- CSU GE Written Communication – 3 semester units
- CSU GE Critical Thinking – 3 semester units
- CSU GE Quantitative Reasoning – 3 semester units

Entry Level BSN Program

Due to budget cuts, upper division transfers are no longer being considered for University admission as pre-nursing majors until further notice.

California State University – Los Angeles

CSULA offers two pathways in nursing: the Basic Nursing program and the RN transfer program. In the basic program students are admitted to Lower Division Nursing following completion of prerequisite courses. The RN transfer program is designed for students who transfer from a community college with an Associate of Arts or Associate of Science in Nursing and have a California R.N. License. These students are admitted to Upper Division Nursing. CSULA is an impacted campus. Admission will first be granted to qualified first time freshman and upper division transfer applicants from the CSULA local admission area.
Admission to the Nursing major in the School of Nursing requires a separate application obtained in the School of Nursing advisement office. Applications are accepted September 1 to December 1 of each academic year.

Basic Nursing – BS and RN Transfer – B.S.

Prerequisite Courses:
A&P 200 and A&P 201 or A&P 150 and A&P 151
CHEM 100
MICR 200
ENGL 100
One course from ENGL 103*, PHIL 103, PHIL 106 or SPCH 235
CSU 152
MATH 112
PSYC 101
PSYC 251
SOC 101
SPCH 130

*Student are advised to complete ENGL 103 for the CSU/GE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for a writing proficiency requirement.

California State University – Long Beach

Transfer students may only enter at the upper division (junior) level. You are considered an upper-division transfer student if you will have completed 60 or more transferable semester units or 90 transferable quarter units by the end of the prior Spring term for Fall entrance or the prior Summer term for Spring entrance. As an upper division transfer student, you must meet minimum CSU admission requirements to be considered for admission, as stated on the admissions website.

Bachelor of Science in Nursing – Basic (program is impacted.)

Students are encouraged to take as many of these courses prior to transfer as possible to promote timely completion of the degree at CSULB. Students should be aware that courses on this list may not all be required for admission but are required for the award of the bachelor’s degree.

Prerequisite Courses:
A&P 200 or A&P 150
A&P 201 or A&P 151
MICR 200
PSYC 101
SOC 101

Prerequisite General Education Courses:
CSUGE Oral Communication – 3 semester units
CSUGE Written Communication – 3 semester units
CSUGE Critical Thinking – 3 semester units
CSUGE Quantitative Reasoning – 3 semester units

Bachelor of Science in Nursing – Registered Nurse

In order to apply for this option a student must:
• Hold a current license or be eligible for license to practice in California.
• Graduation from an accredited Associate Degree program or evaluation of diploma program for equivalency by an Accredited Associate Degree program.
• Completion of CSU or IGETC General Education certification requirements.

University of California – Los Angeles

Nursing-General/Pre-licensure/B.S.

The Generic/Pre-licensure degree program at UCLA has been designed to prepare students for a career in nursing. This is a three year program beginning in the freshman year. Transfer students will be considered for a very limited number of openings beginning Fall 2010. For more information regarding this major and UCLA’s transfer selection process, visit www.nursing.ucla.edu and www.admissions.ucla.edu.

ADMISSION REQUIREMENTS:
• Completion of specified major prerequisites with a C or better.
• Completion of a Statement of Purpose.
• Two recommendations from Teachers or Counselors and one from a professional in a supervisory educational or mentoring relationship.
• Minimum cumulative GPA of 3.5 in all UC-transferable courses.
• Completion of IGETC.
• Completion of the following prerequisites:
  A&P 200 and A&P 201
  or A&P 150 and A&P 151,
  BIOL 200, BIOL 201, and BIOL 202
  CHEM 111, CHEM 112 and CHEM 211
  MICR 200
  PSYC 101
  ENGL 100,
  ENGL 102 or ENGL 103 or PHIL 103
  or PSYC 103 or SPCH 235
  SPCH 130
  Mathematics – One UC-transferable course in mathematical concepts and quantitative reasoning that has a prerequisite or intermediate algebra or higher.

University of California – Irvine

UCI offers a BS degree in Nursing Science. Admission to the major is limited and selective. Junior – level applicants with the highest grades overall and who satisfactorily complete course prerequisite will be given preference for admissions. All applicants must complete the following courses with grades of “B” or better. Applicants must have a cumulative GPA of 3.0 or higher to be considered.

The following degree requirements are effective for students entering the major FALL 2012.

Program prerequisites:
A&P 200 and A&P 201
BIOL 201
BIOL 202
CHEM 111
CHEM 112
CHEM 211
MATH 112 or PSYC 210
MICR 200
PHIL 102
PSYC 101
SOC 101
PHILOSOPHY

TRANSFER PROGRAM

California State University – Los Angeles

Option I: General Option
PHIL 100 Introduction to Philosophy 3
PHIL 106 Introduction to Logic 3

Option II: Prelaw Option
PHIL 100 Introduction to Philosophy 3
PHIL 103 Philosophical Reasoning: Critical Thinking in Philosophy 3
or PHIL 106 Introduction to Logic (3)

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for the writing proficiency requirement.

California State University – Long Beach
PHIL 100 Introduction to Philosophy 3
or PHIL 102 Introduction to Ethics (3)

California State Polytechnic – Pomona
PHIL 100 Introduction to Philosophy 3
or PHIL 102 Introduction to Ethics (3)

University of California – Irvine

NOTE: In fulfillment of the requirements below, a single course may be used only once.
PHIL 100 Introduction to Philosophy 3
or PHIL 102 Introduction to Ethics (3)
PHIL 106 Introduction to Logic 3
PHIL 201 Contemporary Philosophy 3
FREN 202 Intermediate French 4
or GER 202 Intermediate German (4)
or JPN 202 Intermediate Japanese (4)
or SPAN 202 Intermediate Spanish (4)

One lower-division writing course from:

A) ENGL 100 Freshman Composition 4
ENGL 101 Critical Thinking Literature 3
ENGL 102 Freshman Composition and Literature 3
ENGL 103 Critical and Argumentative Writing 3
PHIL 103 Philosophical Reasoning: Critical Thinking in Philosophy 3
PSYC 103 Critical Thinking in Psychology 3
SPCH 235 Fundamentals of Argumentation and Persuasion 3

B) Two courses accepted for UCI General Education Category IV, from two different Humanities disciplines outside the major

AND

C) One additional course from A or B above.

University of California – Los Angeles
PHIL 102 Introduction to Ethics 3
PHIL 103 Philosophical Reasoning: Critical Thinking in Philosophy 3
or PHIL 106 Introduction to Logic (3)

University of California – Riverside
PHIL 106 Introduction to Logic 3

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: The philosophy major is intended for students who plan to teach philosophy, for pre-professional students in such areas as theology, law, and as a foundation for graduate studies in the areas of library science, social science, diplomacy, theoretical physical science, and specialized historical studies.

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

PHOTOGRAPHY

TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY

FOR CALIFORNIA STATE UNIVERSITY

Units

PHOT 100 Introductory Photography 3

Neither the California State University nor the University of California offer a degree in Photography. Various photography options or concentrations are available at some California State University campuses.

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS.

California State University – Fullerton

Creative Photography is an available concentration in the Bachelor of Fine Arts major.

Lower-Division Studio Course (Admission Requirements)
ART 110 Freehand Drawing 3
or ART 111 Intermediate Freehand Drawing (3)
ART 120 Two-Dimensional Design 3
ART 121 Three-Dimensional Design 3
ART 130A Fundamentals of Painting 3
or ART 130B Fundamentals of Painting (3)

Creative Photography Concentration-Preparation
ART 101 Art History I: Prehistory to Gothic 3
ART 102 Art History II: Renaissance to Rococo 3
ART 112 Life Drawing 3
or ART 213 Intermediate Life Drawing (3)
ART 116 Beginning Printmaking 3
or ART 117 Intermediate Printmaking (3)
or ART 219 Advance Etching (3)
PHOT 102  Intermediate Photography  3  
or  PHOT 200  Advanced Photography  (3)  
or  PHOT 240  Experimental Photography  (3)  

Students may meet the 6 unit requirement for lower division studio courses by choosing two courses from among the following courses:  
PHOT 102 or 200 or 240; ART 110 or 111; ART 112 or 213; ART 116 or 117 or 219; ART 136; ART 182A; ART 185; ART 191A; ART 231. Units taken to meet this requirement may not also be used to meet the Creative Photography Concentration-Preparation requirements above.

California State University – Long Beach  
Art Photography may be selected as an option in the Art major. See the Art and Design Transfer program in the catalog, the Art transfer major sheet in Counseling or an Art counselor for core Art major requirements.

Art Option in Art Photography  
ART 101  Art History I: Prehistory to Gothic  3  
ART 102  Art History II: Renaissance to Rococo  3  
ART 107  Asian Art History  3  
ART 110  Freehand Drawing  3  
ART 120  Two-Dimensional Design  3  
ART 121  Three-Dimensional Design  3  
ART 186  Computer Graphics with Adobe Illustrator  3  
PHOT 100  Introductory Photography  3  

ASSOCIATE IN ARTS DEGREE REQUIREMENTS  
Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.


CAREER OPPORTUNITIES: Photographer for newspapers; magazines; advertising; scientific research; graphic design; studio and photographic laboratories; teaching.

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

PHYSICAL EDUCATION  

TRANSFER PROGRAM  
COMMON LOWER DIVISION MAJOR PREPARATION  
FOR THE CALIFORNIA STATE UNIVERSITY  

<table>
<thead>
<tr>
<th>Units</th>
<th>A&amp; P 150</th>
<th>Introduction to Human Anatomy  4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A&amp; P 151</td>
<td>Introduction to Human Physiology 4</td>
</tr>
</tbody>
</table>

LOWER DIVISION MAJOR PREPARATION  
FOR SPECIFIC TRANSFER INSTITUTIONS  

California State University – Dominguez Hills  
Common Core Requirements for Physical Education Major  

<table>
<thead>
<tr>
<th>Units</th>
<th>A&amp; P 130</th>
<th>Human Anatomy and Physiology  5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A&amp; P 150</td>
<td>Introduction to Anatomy  (4)</td>
</tr>
<tr>
<td></td>
<td>A&amp; P 151</td>
<td>Introduction to Physiology  4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units</th>
<th>A&amp; P 200</th>
<th>Human Anatomy  (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A&amp; P 201</td>
<td>Human Physiology  5</td>
</tr>
<tr>
<td></td>
<td>PE 114</td>
<td>Introduction to Kinesiology  3</td>
</tr>
</tbody>
</table>

Pre-Physical Therapy Option  

<table>
<thead>
<tr>
<th>Units</th>
<th>BIOL 201</th>
<th>Principles of Biology  5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHEM 111</td>
<td>General Chemistry  5</td>
</tr>
<tr>
<td></td>
<td>and CHEM 112</td>
<td>General Chemistry  5</td>
</tr>
<tr>
<td></td>
<td>PHYS 101</td>
<td>General Physics  4</td>
</tr>
</tbody>
</table>

Fitness Director Option  

<table>
<thead>
<tr>
<th>Units</th>
<th>PE 132A</th>
<th>Low Impact Aerobics  1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PE 132B</td>
<td>Aerobics Activities  (1.5)</td>
</tr>
<tr>
<td></td>
<td>PE 133</td>
<td>Step Aerobics  (1.5)</td>
</tr>
<tr>
<td></td>
<td>PE 134</td>
<td>Water Aerobics  (1)</td>
</tr>
<tr>
<td></td>
<td>PE 135A</td>
<td>Circuit Weight Training, Beginning  1</td>
</tr>
<tr>
<td></td>
<td>PE 135B</td>
<td>Circuit Weight Training, Intermediate/Advanced  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 141</td>
<td>Fitness and Wellness  3</td>
</tr>
<tr>
<td></td>
<td>PE 143</td>
<td>Personal Fitness  1</td>
</tr>
<tr>
<td></td>
<td>PE 150A</td>
<td>Swimming, Beginning  1</td>
</tr>
<tr>
<td></td>
<td>PE 150B</td>
<td>Swimming, Intermediate/Advanced  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 161A</td>
<td>Taekwondo Do, Introduction  1</td>
</tr>
<tr>
<td></td>
<td>PE 161B</td>
<td>Taekwondo Do, Intermediate/Advanced  (2)</td>
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</tbody>
</table>

Teaching Option  

<table>
<thead>
<tr>
<th>Units</th>
<th>DANC 125</th>
<th>Introduction to Ballroom Dance  2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PE 132A</td>
<td>Latin Social Dance  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 132B</td>
<td>Aerobics Activities  (1.5)</td>
</tr>
<tr>
<td></td>
<td>PE 133</td>
<td>Step Aerobics  (1.5)</td>
</tr>
<tr>
<td></td>
<td>PE 134</td>
<td>Water Aerobics  (1)</td>
</tr>
<tr>
<td></td>
<td>PE 154A</td>
<td>Badminton, Beginning  2</td>
</tr>
<tr>
<td></td>
<td>PE 154B</td>
<td>Badminton, Intermediate/Advanced  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 156A</td>
<td>Golf, Beginning  1</td>
</tr>
<tr>
<td></td>
<td>PE 156B</td>
<td>Golf, Intermediate/Advanced  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 161A</td>
<td>Personal Fitness  3</td>
</tr>
<tr>
<td></td>
<td>PE 161B</td>
<td>Taekwondo Do, Introduction  1</td>
</tr>
<tr>
<td></td>
<td>PE 161C</td>
<td>Taekwondo Do, Intermediate/Advanced  (2)</td>
</tr>
</tbody>
</table>

Select two courses from the following:  

<table>
<thead>
<tr>
<th>Units</th>
<th>PE 171A</th>
<th>Softball  1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PE 171B</td>
<td>Softball, Intermediate/Advanced  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 172A</td>
<td>Volleyball  1</td>
</tr>
<tr>
<td></td>
<td>PE 172B</td>
<td>Volleyball, Intermediate/Advanced  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 176A</td>
<td>Basketball, Beginning  1</td>
</tr>
<tr>
<td></td>
<td>PE 176B</td>
<td>Basketball, Advanced  (2)</td>
</tr>
<tr>
<td></td>
<td>PE 179A</td>
<td>Soccer, Beginning  1</td>
</tr>
<tr>
<td></td>
<td>PE 179B</td>
<td>Soccer, Intermediate/Advanced  (2)</td>
</tr>
</tbody>
</table>

California State University – Fullerton  
Athletic Training Major - B.S.  
Program Prerequisites  

<table>
<thead>
<tr>
<th>Units</th>
<th>HED 100</th>
<th>Contemporary Health Problems  3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSYC 101</td>
<td>General Introductory Psychology  3</td>
</tr>
</tbody>
</table>
**Recommended courses for preparation:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 120</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 150</td>
<td>Introduction to Anatomy</td>
<td>(4)</td>
</tr>
<tr>
<td>and A&amp;P 151</td>
<td>Introduction to Physiology</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 200</td>
<td>Human Anatomy</td>
<td>(5)</td>
</tr>
<tr>
<td>and A&amp;P 201</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>PE 114</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** The Department of Kinesiology offers a Bachelor of Science in Athletic Training through its Athletic Training Education Program (ATEP), which is nationally accredited by the Commission on the Accreditation of Athletic Training Education (CAATE). After transfer, students will complete five semesters of clinical rotations. Upon successful completion, students earn a B.S. in Athletic Training and are eligible to take the Board of Certification (BOC) exam to become a certified athletic trainer (ATC). Please refer to the program website (http://hhd.fullerton.edu/at/) for the most current ATEP information.

**Kinesiology Major**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 120</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Select six (6) units from the following**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatics</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Fitness</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Individual Sports</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Martial Arts/Combatives</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Racquet Sports</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Team Sports</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Each course counted toward the major must be completed with a grade of “C” (2.0) or higher.

**NOTE:** After transfer, students must complete 21-unit advising track in one of the following focus areas: Athletic Training, Clinical Exercise Science, Fitness & Health Promotion, Gerokinesiology, Sports Studies, or Teacher Education.

**California State University – Long Beach**

**Athletic Training Major - B.S.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 150</td>
<td>Introduction to Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 200</td>
<td>Human Anatomy</td>
<td>(5)</td>
</tr>
<tr>
<td>A&amp;P 151</td>
<td>Introduction to Physiology</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 201</td>
<td>Human Physiology</td>
<td>(5)</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>or CHEM 111</td>
<td>General Chemistry</td>
<td>(5)</td>
</tr>
<tr>
<td>HO 152</td>
<td>Normal and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>PE 107</td>
<td>Introduction to Athletic Training</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Kinesiology Major - B.S.**

**Common Core Requirements for Kinesiology Options**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 150</td>
<td>Introduction to Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 200</td>
<td>Human Anatomy</td>
<td>(5)</td>
</tr>
<tr>
<td>A&amp;P 151</td>
<td>Introduction to Physiology</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 201</td>
<td>Human Physiology</td>
<td>(5)</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADDITIONAL REQUIREMENTS:**

**Exercise Science Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 114</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 115</td>
<td>Finite Math</td>
<td>(4)</td>
</tr>
<tr>
<td>or MATH 116</td>
<td>Calculus for Managerial, Biological and Social Science</td>
<td>(4)</td>
</tr>
<tr>
<td>or MATH 150</td>
<td>Precalculus</td>
<td>(4)</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>(4)</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
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</table>

**Elective Courses: See a Counselor**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>HO 152</td>
<td>Normal and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MA 161</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MICR 200</td>
<td>Principals and Applications of Microbiology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Fitness Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 152</td>
<td>Normal and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Intro to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Take 7 physical activity units. Must select seven different classes. See counselor for details.

**Elective Courses: See a Counselor**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 107</td>
<td>Introduction to Athletic Training</td>
<td>4</td>
</tr>
</tbody>
</table>

**Kinesiotherapy Option**

Applicants must have completed a minimum of 100 hours of observation or active participation in a therapeutic or rehabilitation setting.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 241</td>
<td>Introduction to Psychobiology</td>
<td>3</td>
</tr>
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</table>

**Physical Education Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 160</td>
<td>Personal Self Defense</td>
<td>1</td>
</tr>
</tbody>
</table>

**Sport Psychology and Leadership Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 110</td>
<td>Community First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>HO 152</td>
<td>Normal and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
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<tr>
<td>PSYC 220</td>
<td>Research methods</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 241</td>
<td>Introduction to Psychobiology</td>
<td>3</td>
</tr>
</tbody>
</table>

Take 3 physical activity units. See counselor for details.

**California State University – Northridge**

**Athletic Training Major - B.S.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 150</td>
<td>Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 200</td>
<td>Human Anatomy</td>
<td>(5)</td>
</tr>
<tr>
<td>A&amp;P 151</td>
<td>Introduction to Physiology</td>
<td>4</td>
</tr>
<tr>
<td>or A&amp;P 201</td>
<td>Human Physiology</td>
<td>(5)</td>
</tr>
</tbody>
</table>
The BS in Athletic Training has a separate application from the CSUN admissions process. Admission criteria includes GPA, observation hours, letters of recommendation and a personal interview with the selection committee. For further information about the Athletic Training major visit www.csun.edu/hhd/kin. AP credit may be used to satisfy math requirements. See Counselor for details.

**Kinesiology Major – B.S.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 150</td>
<td>Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>A&amp;P 151</td>
<td>Introduction to Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>A&amp;P 200</td>
<td>Human Anatomy</td>
<td>5</td>
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</tbody>
</table>

**Exercise Science Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>Elementary Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Applied Fitness and Active Lifestyle Development Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HO 152</td>
<td>Normal and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**California State University, Los Angeles**

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirements. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

**Complete the required courses as listed below and select one of the following options:**

**Exercise Science Option – B.S.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 200</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>A&amp;P 201</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Option I. Exercise and Biosciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Option II. Exercise and Nutrition**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MICR 200</td>
<td>Principles and Application of Microbiology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Kinesiology Major B.S.**

**Required Core for all Options**

**LOWER DIVISION REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P 200</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>A&amp;P 201</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>A&amp;P 150</td>
<td>Introduction to Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>A&amp;P 151</td>
<td>Introduction to Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HED 110</td>
<td>Community First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Precalculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>A&amp;P 200</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Elementary Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following options and complete the required courses as listed below.

**Option I: Exercise and Human Performance Science**

There are no formally articulated courses for Exercise and Human Performance Science.

**Option II: Rehabilitation and Therapeutic Exercise**

There are no formally articulated courses for Rehabilitation and Therapeutic Exercise.

**Option III: Community Leadership**

There are no formally articulated courses for Community Leadership.

**Option IV: Subject Matter Preparation for Single Subject Teaching Credential**

There are no formally articulated courses for Subject Matter Preparation for Single.

**Subject Teaching Credential**

**Dance Concentration**

Take 2 activity units. See counselor for details.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

**CAREER OPPORTUNITIES:** Coach, fitness director YMCA and YWCA, outdoor education programs, instructor in private and public camps, rehabilitation centers, teacher/athletic trainer, sports medicine clinics, sports education, community, county, state recreation departments, credential teacher (elementary or secondary).

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

TRANSFER PROGRAM

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus II</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Analytic Geometry and Calculus III</td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University - Dominguez Hills (General Physics Option)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Visual Basic Major Programming</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

**NOTE:** Chemistry and Physics articulation is approved as a sequence only (Chem111+112) and (Physics 201+202+203)

California State University – Fullerton

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

**NOTE:** All courses in Physics, Math and Chemistry for major must be completed with a "C" or better.

California State University - Long Beach

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

California State University - Los Angeles

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>*MATH 240</td>
<td>Calculus and Differential Equations</td>
</tr>
</tbody>
</table>

* MATH 240 is required for BA in Physics only. Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

California State Polytechnic University – Pomona

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>Introduction to Biological Science</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

University of California – Irvine

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 180</td>
<td>Programming in C/C++</td>
</tr>
<tr>
<td>or CIS 280X</td>
<td>Object-Oriented Programming in C++</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

The following courses are required before transfer (to be most competitive): one year calculus and one year of calculus-based physics with laboratory for engineering and Physics major. Concentrations are offered in: Applied Physics, Biomedical Physics, Computational Physics, Philosophy of Physics, Physics Education and Astrophysics. See counselor for specific concentration requirements.

University of California - Los Angeles

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Calculus and Differential Equations</td>
</tr>
<tr>
<td>PHYS 203</td>
<td>Engineering Physics</td>
</tr>
</tbody>
</table>

**NOTE:** The Physics articulation is approved as a sequence (201+202+203).

At minimum, you must complete one year and one half year of calculus with Analytical Geometry and one year of Physics. All preparatory courses must be completed by the spring term prior to transfer. All courses must be taken for a letter grade.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete 60 units to include (1) the common lower division requirements and (2) the Associate in Arts Degree General Education requirements.

**CAREER OPPORTUNITIES:** Physics graduates with their bachelor’s degrees qualify for graduate studies in Physics. Physicists find rewarding careers in teaching Physical Sciences, medicine, and industrial and governmental scientific endeavors.

See Cerritos College Graduation Requirements.

See California State University General Education List.

POLITICAL SCIENCE

TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>American Political Institutions</td>
</tr>
<tr>
<td>or POL 201</td>
<td>Introduction to Political Science and American Government</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Dominguez Hills

No lower division courses are specified as required for the Political Science major at CSUDH. Students planning to transfer to CSUDH and major in Political Science are recommended to take POL 101 and POL 210 in preparation for upper division coursework in the major.

California State University – Fullerton

In addition to the common lower division major preparation listed above, the Political Science major at CSUF includes an additional lower division course not articulated with Cerritos College.

California State University – Long Beach

Students planning to transfer to CSULB and major in Political Science should select POL 101.
**Curriculum and Requirements for Transfer Programs and Career Pathways**

**PRE-MEDICAL CAREER PATHWAYS**

**PRE-CIHEROPRACTIC CAREER PATHWAY**

The following curriculum does not lead to an Associate in Arts Degree in Pre-Chiropractic. However students may fulfill requirements for a Natural Sciences Degree by completing a minimum of 18 units of science and math courses to include at least 4 units in the Physical Sciences, at least 4 units in the Biological Sciences, and at least 3 units in a math course beyond Intermediate Algebra. Please refer to the Cerritos College catalog for more information.

Admission to most chiropractic colleges is based primarily on the candidates academic achievement in a college program. Each prospective candidate must have completed course work, which could transfer to an accredited four-year college. All courses considered for acceptance must have been completed at an institution accredited by a nationally recognized agency.

**COMMON LOWER DIVISION PREPARATION FOR CHIROPRACTIC SCHOOLS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 103*</td>
<td>Critical and Argumentative Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory</td>
<td>3</td>
</tr>
</tbody>
</table>

* For other options see a counselor.

**ADDITIONAL LOWER DIVISION PREPARATION FOR SPECIFIC INSTITUTIONS:**

**Cleveland Chiropractic College of Los Angeles**

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

It is preferred, but not required, that candidates complete a bachelor’s degree prior to entering the Doctor of Chiropractic program. Applicants must have completed at least ninety (90) or more semester units or the equivalent number of credits in quarter hours, applicable to a bachelor’s degree, with a minimum GPA of at least 2.50 on a 4.00 scale. A grade of “C” or better is required in the 90 semester units. Of these required 90 total semester units, a minimum of 48 semester units must be the specified science and General Education requirements. Students who hold a professional degree in a health science discipline at the baccalaureate level or above with a cumulative grade point average of 2.50, or those who hold a baccalaureate degree with an earned grade point average of at least 3.25 receive preference for admission.

Biochemistry may be substituted for the second semester of Organic Chemistry. Biomechanics, Kinesiology, Statistics, or Exercise Physiology may be substituted for second semester of the Physics requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional Social Sciences and or Humanities 15

Recommended Courses: Anatomy, Physiology, Microbiology, Medical Terminology

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**Concentration In Global Politics:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 210</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**California State University – Los Angeles**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 280</td>
<td>Object-Oriented Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>and CIS 182</td>
<td>JAVA Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>and MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
</tbody>
</table>

In addition to the courses listed above, please see the website [www.assist.org](http://www.assist.org) for a list of other courses from which to choose for the Political Science major at UCI.

**University of California – Los Angeles**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 210</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL 220</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

This major is highly selective. Students planning to transfer to UCLA and major in Political Science should complete at least three of the major prep courses by the Spring term prior to transfer. For more information regarding this major and the UCLA transfer selection process, visit [www.admissions.ucla.edu](http://www.admissions.ucla.edu).

**University of California – Riverside**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 210</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL 220</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Students planning to transfer to UCR and major in Political Science should select POL 101. The Political Science major at UCR includes an additional lower division course not articulated with Cerritos College. In addition to the traditional Political Science major, UCR offers Political Science majors with emphases in Administrative Studies, International Affairs, Law and Society and Public Service. Please see a counselor or the website [www.assist.org](http://www.assist.org) for more information on appropriate courses for those emphases.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS:**

Complete 60 units to include (1) the common lower division preparation plus other courses selected in consultation with a counselor to provide for the 18 units minimum, (2) the Associate in Arts Degree General Education requirements, and (3) electives as needed for a total of at least 60 units.

**CAREER OPPORTUNITIES:** Diversified positions in government at the local, state, and federal levels, military, Foreign Service, private business and industry, upper division work leads into advanced degrees in law, journalism, public administration, international relations.

See Cerritos College Graduation Requirements.

See State University General Education List.
The Council on Chiropractic Education’s 2012 Standards call for chiropractic colleges to require a 3.0 GPA for admission by 2014. Cleveland Chiropractic College will be gradually increasing its prerequisite GPA in order to meet this Standard by 2014. Please consult with the Office of Admissions for further information.

Southern California University of Health and Sciences
Formerly Los Angeles College of Chiropractic
www.scuhs.edu

Applicants must have completed a minimum of 90 semester units. A baccalaureate degree is preferred, although not required. A grade of “C” or higher is required in the 90 semester units. The prerequisite and cumulative grade point averages must be 3.0 on a 4.0 scale or higher.

All courses must qualify as transferable to a baccalaureate program.

Biochemistry may be substituted for the second semester of Organic Chemistry. Biomechanics, Kinesiology, Statistics, or Exercise Physiology may be substituted for second semester of the Physics requirement.

BIOL 200 Principles of Biology 5
and BIOL 201 Principles of Biology 5
or A&P 200 Human Anatomy (preferred) (5)
and A&P 201 Human Physiology (preferred) 5
Additional Social Sciences and or Humanities 15

THE REQUIREMENTS FOR CHIROPRACTIC SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: Job prospects are expected to be good for persons who enter the practice of chiropractic. Employment of chiropractors is expected to increase 20 percent between 2008 and 2018, much faster than the average for all occupations. Projected job growth stems from increasing consumer demand for alternative healthcare. The rapidly expanding older population, with their increased likelihood of mechanical and structural problems, also will increase demand. Demand for chiropractic treatment is also related to the ability of patients to pay, either directly or through health insurance. In this occupation, replacement needs arise almost entirely from retirements. Chiropractors usually remain in the occupation until they retire; few transfer to other occupations. Establishing a new practice will be easiest in areas with a low concentration of chiropractors

PRE-DENTAL
CAREER PATHWAY

The following curriculum does not lead to an Associate in Arts Degree in Pre-Dental. However students may fulfill requirements for a Natural Sciences Degree by completing a minimum of 18 units of science and math courses to include at least 4 units in the Physical Sciences, at least 4 units in the Biological Sciences, and at least 3 units in a math course beyond Intermediate Algebra. Please refer to the Cerritos College catalog for more information.

Admission to dental school is highly competitive. Most schools of dentistry admissions are based primarily on the candidates’ academic achievement in a college program and performance in the Dental Admissions Test (DAT). The DAT measures general academic ability, reading comprehension, vocabulary, analytical thinking, comprehensive scientific information and perceptual ability. Because most of the applicants being admitted to dental schools possess a bachelor’s degree, students are advised to integrate the dental school requirements into a program that will lead to a bachelor’s degree in a major of their choice. However, there are Dental Schools which consider 90 semester units (60 units lower division and 30 units of upper division coursework) with a very competitive grade point average (GPA) as the minimum requirement for admission.

COMMON LOWER DIVISION PREPARATION FOR DENTAL SCHOOLS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology 5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology 5</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry 5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry 5</td>
</tr>
<tr>
<td>CHEM 211</td>
<td>Organic Chemistry 5</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>Organic Chemistry 5</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Freshman Composition 4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition and Literature 3</td>
</tr>
<tr>
<td>PHYS 201</td>
<td>Engineering Physics 4</td>
</tr>
<tr>
<td>PHYS 202</td>
<td>Engineering Physics 4</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
</tr>
</tbody>
</table>

ADDITIONAL SCIENCES: It is strongly suggested that students take additional science courses at the university such as Anatomy/Physiology/General Biology, Biochemistry, Comparative Anatomy, Embryology, Genetics, Histology, and Microbiology. Some of these courses may be considered additional requirements or elective coursework. However, one semester to one year of calculus and one course of statistics are strongly recommended.

MATHEMATICS: The mathematics requirement beyond trigonometry will be determined by the major course of study the student elects to pursue.

RECOMMENDED COURSEWORK: Lower division courses that may be taken are Business Management, Technical Writing, Speech, Drafting, Engineering, Social Sciences, Sociology/Anthropology, Foreign Language and Ceramics/Sculpture.

For expanded information about dental school requirements, students are encouraged to consult http://www.dentistry.usc.edu or the American Association of Dental Schools, 1625 Massachusetts Ave., N.W. Washington, D.C. 20036 (Attn: Publications Assistant) or order from their website: www.ada.org.

OTHER USEFUL WEBSITES: American Dental Education Association at www.ada.org or Dental Admission Test (DAT) information at www.ada.org/dat.aspx.

For accurate programming and more school-specific detailed information concerning the California schools of dentistry, look up the dental school website:

Loma Linda University  
http://llu.edu/llu/dentistry
University of California, Los Angeles  
http://www.dent.ucla.edu/
University of California, San Francisco  
http://dentistry.ucsf.edu/ and/or www.assist.org
University of the Pacific, San Francisco Campus  
www.dental.pacific.edu/
University of Southern California  
http://dentistryusc.edu

THE REQUIREMENTS FOR DENTAL SCHOOLS ARE SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE.
CAREER OPPORTUNITIES: Dentists diagnose and treat problems with teeth and tissues in the mouth, along with giving advice and administering care to help prevent future problems. Most dentists are general practitioners, handling a variety of dental needs. Other dentists practice in any of nine specialty areas. Orthodontist, the largest group of specialists, prevents or corrects irregularities of the teeth. The next largest group, oral and maxillofacial surgeons, operates on the mouth and jaws. The remainder may specialize as pediatric dentists (focusing on dentistry for children); periodontists (treating gums and bone supporting the teeth); prosthodontists (replacing missing teeth with permanent fixtures, such as crowns and bridges, or with removable fixtures such as dentures); endodontists (performing root canal therapy); public health dentists (promoting good dental health and preventing dental diseases within the community); oral pathologists (studying oral diseases); or oral and maxillofacial radiologists (diagnosing diseases in the head and neck through the use of imaging technologies). Employment of dentists is projected to grow faster than average through 2018. Although employment growth will provide some job opportunities, most jobs will result from the need to replace the large number of dentists projected to retire. Average annual salary for dentists is $204,500 according to ADA. Earnings vary according to number of years in practice, location, hours worked, and specialty. Self-employed dentists in private practice tend to earn more than do salaried dentists, and a relatively large proportion of dentists are self-employed.

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

PRE-MEDICAL CAREER PATHWAY

The following curriculum does not lead to an Associate in Arts Degree in Pre-Medical. However, students may fulfill requirements for a Natural Sciences Degree by completing a minimum of 18 units of science and math courses to include at least 4 units in the Physical Sciences, at least 4 units in the Biological Sciences, and at least 3 units in a math course beyond Intermediate Algebra. Please refer to the Cerritos College catalog for more information.

Admission to medical school is highly competitive. Admittance is usually based primarily on the candidate's academic achievement in a college program and performance on the Medical College Admission Test (MCAT). Educational philosophies and goals, specific undergraduate course requirements, academic commitment beyond required course work, honors, extracurricular activities, leadership, application, essay, research, clinical experience, community service, volunteerism, and other qualifications for admission vary among the nation's medical schools. However, they all stress the importance of a strong foundation in the natural sciences (biology, chemistry and physics), highly developed competence in English communication skills, both written and spoken; capacity for quantitative thinking, represented by mastery of mathematics, and the scientific method; a foundation for an ever-increasing insight into human behavior, thought and aspiration, through study of man and his society, as revealed by a breadth of social sciences, fine arts and humanities. Knowledge of a modern foreign language, specifically Spanish is strongly recommended. Computer literacy is now very necessary for almost all medical schools. Many schools recommend computer science courses and require entering students to have a computer.

Medical schools do not require you to major in a particular field. It is possible to major in any one of a large number of disciplines, integrating the course requirements for medical school. In choosing an undergraduate major the student should give careful consideration to select a major area of study that interests them and that will provide a foundation necessary for the pursuit of an alternative career, if necessary. “Pre-Med” is not a major at the University for an Undergraduate Degree.

While many successful applicants major in one of the natural sciences, a science major is NOT required for admission to medical school.

COMMON COURSE REQUIREMENTS FOR MOST MEDICAL SCHOOLS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
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<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
<td>5</td>
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<tr>
<td>BIOL 202</td>
<td>Molecular Biology/Genetics</td>
<td>4</td>
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<tr>
<td>(highly recommended)</td>
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<td></td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 205</td>
<td>Quantitative Analysis (highly recommended)</td>
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<tr>
<td>CHEM 211</td>
<td>Organic Chemistry</td>
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<td>Freshman Composition</td>
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</tr>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition &amp; Literature</td>
<td>3</td>
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<tr>
<td>or ENGL 103*</td>
<td>Critical and Argumentative Writing</td>
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<tr>
<td>PHYS 101</td>
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<tr>
<td>or PHYS 201</td>
<td>Engineering Physics</td>
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<td>(4)</td>
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* For other options see a counselor.

Community college pre-med students who plan to transfer to a university need to complete the General Education required of the transfer institution, complete the requirements of the undergraduate major and may complete the courses required by the medical school.

MATHEMATICS: Trends in medical education require the medical student to be adequately trained in mathematics. Almost all schools recommend one year of mathematics. Since calculus is recommended in several medical schools, and in some instances required, it is advantageous to complete one year of calculus or at least one semester of calculus. The second semester course may be math statistics or computer science, depending on the specific medical school requirement. Your undergraduate major will help further define your choice of mathematics requirements.

ELECTIVES: Additional science course work in biochemistry, cellular biology, genetics, molecular biology, quantitative analysis chemistry and upper division biological science courses is considered part of the academic commitment beyond the minimum required course work. Spanish is strongly recommended and computer literacy is mandatory.

For more information concerning the above listed requirements at individual schools look up the specific medical school website. The following are ten from a multitude of medical school websites:

Harvard Medical School  
www.hms.harvard.edu

Johns Hopkins School of Medicine  
www.hopkinsmedicine.org/som/

Loma Linda University School of Medicine  
www.llu.edu/llu/medicine
Curriculum and Requirements for Transfer Programs and Career Pathways

For further programming and more detailed information about specific medical school programs and requirements you are encouraged to consult The Medical School Admission Requirements (MSAR), published annually by the Association of American Medical Colleges. It is an excellent resource book to help students approach their goals realistically. Each medical school's specific requirements are detailed in the MSAR. Copies may be purchased via the Association of American Medical Colleges (A.A.MC) website: www.aamc.org. Another recommended website you may want to consider is The Princeton Online Review (www.review.com/) which provides comprehensive information for researching the complexities of medical school admissions.

THE REQUIREMENTS FOR MEDICAL SCHOOL ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: Employment of physicians and surgeons is projected to grow 22 percent from 2008 to 2018, much faster than the average for all occupations. Job growth will occur because of continued expansion of healthcare-related industries. The growing and aging population will drive overall growth in the demand for physician services. Future physicians may be more likely to work fewer hours, retire earlier, have lower earnings, or need to practice in under-served areas. Opportunities should be very good in rural and low-income areas, because some physicians find these areas unattractive due to lower earnings potential. Unlike their predecessors, newly trained physicians face radically different choices of where and how to practice. New physicians are much less likely to enter solo practice and more likely to take salaried jobs in group medical practices, clinics and integrated healthcare systems.

PRE-OPTOMETRY CAREER PATHWAY

The following curriculum does not lead to an Associate in Arts Pre-Optometry Degree. However, students may fulfill requirements for a Natural Sciences Degree by completing a minimum of 18 units of science and math courses to include at least 4 units in the Physical Sciences, at least 4 units in the Biological Sciences, and at least 3 units in a math course beyond intermediate Algebra. Please refer to the Cerritos College catalog for more information.

Admission to school of optometry offering the Doctor of Optometry is very competitive. Because admission has become increasingly more difficult, having completed the equivalent of a bachelor's degree is now imperative for the two California Schools of Optometry. The bachelor's degree may be in any major of the student's choice. Besides the bachelor's degree being important, college grades (GPA) and the Optometry Admission Test (OAT) scores are used in preliminary screening. The OAT which has traditionally been administered in October and February is usually taken in the fall of the junior year. It is now being offered as a computerized test at Prometric Testing Centers. The OAT evaluates the following knowledge: biology, chemistry, organic chemistry, mathematical ability, physics, writing and reading comprehension. The test bulletin describes the test in detail, application procedures, and test dates. A copy of this bulletin can be obtained by writing to the Optometry Admission Testing Program, 211 E. Chicago Ave., Chicago, IL. 60611; Telephone 800.232.2159; email www.opted.org. Finally, a volunteer experience with an optometrist is highly appropriate in the preparation for optometry school. First, as a prospective optometry professional, you gain valuable insight into your decision whether optometry is the career path for you. Second, you develop the opportunity to receive a letter of support from an optometry professional, a vital element of your application.

ADDITIONAL SOURCES OF INFORMATION:

Another booklet of interest to applicants is “Optometry: A Career with Vision”, giving descriptions and comparisons of individual school programs, entering class profiles, costs, etc. This booklet may be obtained at no cost, by writing the American Optometric Association, 243 N. Lindbergh Blvd., St. Louis, MO 63141. Another valuable source of information is the Association of Schools and Colleges of Optometry, http://www.opted.org or UC Berkeley Optometry Club called Foresight at http://sites.google.com/site/ucberkeleyforesightclub/. Information on UC Berkeley's pre-professional preparation coursework can be found at http://www.assist.org. and www.scco.edu for Southern California College of Optometry in Fullerton.

COMMON LOWER DIVISION PREPARATION FOR SCHOOLS OF OPTOMETRY

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<td>Analytic Geometry and Calculus I</td>
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<td>MIRC 200</td>
<td>Principles &amp; Applications of Microbiology</td>
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<td>PSYC 101</td>
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ADDITIONAL LOWER DIVISION PREPARATION FOR SPECIFIC SCHOOLS OF OPTOMETRY

Southern California College of Optometry
Fullerton www.scco.edu

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<th>COURSE</th>
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<td>Personal &amp; Social Adjustment</td>
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Stanford University School of Medicine
www.med.stanford.edu

U.C. Davis School of Medicine
www.ucdmc.ucdavis.edu/medschool

U.C. Irvine College of Medicine
www.som.uci.edu

U.C. Los Angeles Geffen School of Medicine
www.medstudent.ucla.edu

U.C. San Diego School of Medicine
http://medicine.ucsd.edu

U.C. San Francisco School of Medicine
http://medschool.ucsf.edu

U.S.C. Keck School of Medicine
http://keck.usc.edu

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ADDITIONAL LOWER DIVISION PREPARATION FOR SPECIFIC SCHOOLS OF OPTOMETRY

Southern California College of Optometry
Fullerton www.scco.edu

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Besides the bachelor's degree and the Optometry Admission Test results, all applications must submit three letters of recommendation from non-relatives. Your work within the community, student government, or other service organizations is considered to be important and should be included in your application. Volunteer experience with an optometrist is highly recommended in your preparation for optometry school. If the applicant meets the academic and personal criteria of the preliminary screening, they will be invited for a personal interview on campus.

For the academic year 2012-13, one hundred students were admitted. The average G.P.A. of the students admitted was 3.44 G.P.A. The mean OAT score was 332.

**University of California – Berkeley**

[http://optometry.berkeley.edu](http://optometry.berkeley.edu)

<table>
<thead>
<tr>
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<th>Description</th>
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<tr>
<td>CHEM 212</td>
<td>Organic Chemistry</td>
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<tr>
<td>ENGL 246A</td>
<td>Survey of English Literature</td>
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<tr>
<td>or ENGL 246B</td>
<td>Survey of English Literature</td>
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</tr>
<tr>
<td>MATH 190</td>
<td>Analytic Geometry and Calculus</td>
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</tbody>
</table>

The following Cerritos College coursework is recommended to prepare students for required upper division equivalent science coursework: A&P 200, Human Anatomy, A&P 201, Human Physiology, and BIOL 202, Molecular Biology/Genetics. Biochemistry is required and is taught at most universities and also required as an upper division course.

**ADDITIONAL COURSES STRONGLY RECOMMENDED** for application to the School of Optometry: Upper division Genetics, Physiology of the Aging Process, Cell Biology of the Eye and Mechanisms of Ocular Disease, Molecular & Cell Biology, and Integrative Biology.

The minimum of a bachelor's degree or its equivalent is now required for admission to UCBSO. Besides the additional science classes, the grade point average is extremely important. UCBSO expects the OAT be taken only online. Testing is available year round and an examinee can select the date, time, and place to test. In addition, examinees receive their scores immediately after the completion of the test at the test center. But, Applicants who sit for the OAT after December 1st will not be considered for Fall admission to Berkeley Optometry admissions cycle.

In this last academic year, 2012-2013 there were 293 applicants, of which 67 students were admitted with an average 3.46 G.P.A. in prerequisite courses only. The average OAT score was 390 in all subjects. The range of OAT lowest scores was 320 and the high score was 390. In addition to the academic requirements, professional letters of recommendation are critical to the U.C. Berkeley School of Optometry application process.

**THE REQUIREMENTS FOR SCHOOLS OF OPTOMETRY ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**CAREER OPPORTUNITIES:** An optometrist or Doctor of Optometry (O.D.) are primary health care providers who are specifically trained and state licensed to examine, diagnose, manage, and treat conditions and diseases of the human eye and visual system. They may practice in specialties areas such as binocular disorders, contact lenses, low vision, ocular disease, geriatrics, pediatrics, or refractive surgery. They prescribe treatment such as corrective lenses, contact lenses, laser procedures or vision therapy. They may practice as independent practitioners, in a group practice, a health clinic or hospital. Job opportunities for the employment of optometrists are expected to grow faster than the average in California and average nationally for all occupations through 2016. Retirement of older practitioners is expected to create job opportunities. The age structure of the population is a factor affecting demand. People over 45 visit an Optometrist more frequently.

Other factors include rising incomes and greater recognition of the importance of vision care. Employment of optometrists would grow more rapidly were it not for anticipated productivity gains that will allow each optometrist to see more patients. These expected gains stem from greater use of optometry assistants and other support personnel, who will reduce the amount of time optometrists need with each patient. Also, new surgical procedures using lasers are available that can correct some vision problems, and although optometrists still will be needed to provide preoperative and postoperative care for laser surgery patients, patients who successfully undergo this surgery may not require optometrists to prescribe glasses or contacts for several years. According to EUREKA, median net annual income for all optometrists was $107,724 in 2012.

See Cerritos College Graduation Requirements.

See State University General Education List.

**PRE-PHARMACY**

**CAREER PATHWAY**

The following curriculum does not lead to an Associate in Arts Pre-Pharmacy Degree. However, students may fulfill requirements for a Natural Sciences Degree by completing a minimum of 18 units of science and math courses to include at least 4 units in the Physical Sciences, at least 4 units in the Biological Sciences, and at least 3 units in a math course beyond intermediate Algebra. Please refer to the Cerritos College catalog for more information.

Admission to schools of pharmacy is highly competitive. Schools of Pharmacy offering the Doctor of Pharmacy generally require the completion of a minimum of 60 semester units of pre-pharmacy coursework. Applicants who have received a baccalaureate degree will be considered more favorably than applicants who have fulfilled only minimum requirements. A solid understanding of the fundamental sciences is essential for the study of the pharmaceutical and biochemical sciences. A discipline in the natural sciences is often a popular major selected.

**COMMON COURSE REQUIREMENTS FOR MOST PHARMACY SCHOOLS**

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**ADDITIONAL REQUIREMENTS FOR SPECIFIC CALIFORNIA PHARMACY SCHOOLS**

**Loma Linda University – School of Pharmacy**

[www.llu.edu/llu/sps](http://www.llu.edu/llu/sps)

To be eligible for admission, applicants must have a minimum cumulative undergraduate as well as cumulative science/math GPA of 2.75 at the time of application. Applications from individuals with GPAs below 2.75 will not be reviewed for admission. A Baccalaureate Degree is highly recommended. Prerequisites must be completed by the end of Spring term prior to matriculation.
These courses will better prepare the first year UCSD Pharmacy student. courses in Biochemistry, Physiology and Cellular and Molecular biology.

The average grade point average of all accepted students is about 3.55. Each year, less than about 1.6% of biochemistry, or chemistry. The average grade point average of all of Pharmacy and Pharmaceutical Sciences will accept 60 students into each entering class.

A solid understanding of the fundamental sciences is essential for the study of the pharmaceutical and biomedical sciences. Applicants are required to have successfully completed, with an average grade point average of 3.0 or better in each category, the following pre-requisite science coursework:

- ECON 201 Principles of Macroeconomics 3
- or ECON 202 Principles of Microeconomics (3)
- MATH 190 Analytic Geometry and Calculus II 4
- PHYS 201 Engineering Physics 4
- or PHYS 101 General Physics (4)
- PHYS 202 Engineering Physics 4
- or PHYS 102 General Physics (4)
- PSYC 101 General Introductory Psychology 3
- or SOC 101 Introductory Sociology Principles (3)
- or ANTH 100 Cultural Anthropology (3)
- SPCH 130 Fundamentals of Public Speaking 3
- or SPCH 235 Fundamentals of Argumentation & Persuasion (3)

It is also strongly recommended that students take upper division courses in Biochemistry, Physiology and Cellular and Molecular biology. These courses will better prepare the first year UCSD Pharmacy student.

University of California – San Diego – School of Pharmacy
www.pharmacy.ucsd.edu

Prior to matriculation into the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences, all accepted applicants must have completed the requirements for the Bachelor's Degree (B.S. or B.A.). Applicants who have not earned a degree or who will not have earned one prior to the start of classes in the Fall will not be considered. Students currently enrolled in a community college must transfer to a four year college or university so as to complete the requirements for the bachelor's degree. A four-year college or university is one that is accredited to award a bachelor's degrees. Enrollment in a community college does not satisfy this requirement. A minimum overall grade point average (GPA) of 3.0 is required to apply. The ability to express oneself clearly in both oral and written English is essential. Also, proficiency in a foreign language, such as Spanish, is considered highly desirable. The UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences will accept 60 students into each entering class.

A bachelor's degree is not required, a degree can make an applicant more competitive, and in recent years a strong majority of the successful applicants have had degrees. There is no absolute G.P.A. cutoff. Admission is competitive and is based on a number of factors in addition to G.P.A., including bachelor's degree, science grades, curriculum, extracurricular, community service, leadership qualities, pharmacy experience, recommendations, essay, interview results, and demonstration of your ability to succeed in 17 units or more per semester. Competition can vary from year to year depending upon the size and strength of the applicant pool. The average G.P.A. over the past four years has ranged between 3.3 to 3.5. Check UOP PharmD website for specifically listed general education coursework. Recommended electives include anatomy, genetics, physiology, microbiology, biochemistry, analytical chemistry and physical chemistry.

- ECON 201 Principles of Macroeconomics 3
- or ECON 101 U.S. & Global Economy (3)
- MATH 116 Calculus for Managerial and Biological Sciences 4
- or MATH 170 Analytic Geometry and Calculus (4)
- MICR 200 Principles & Applications of Microbiology 5
- PHYS 101 General Physics 4
- or PHYS 100 Elementary Physics (4)
- or PHYS 201 General Physics (4)
- PSYC 101 General Introductory Psychology 3
- or PSYC 271 Abnormal Psychology (3)
- SPCH 130 Fundamentals of Speaking 3

University of Southern California
http://pharmacyschool.usc.edu

A bachelor's degree is required prior to entrance. A minimum of 3.0 cumulative grade point average in all college work and pre-pharmacy requirements is required for consideration for an interview. It is highly recommended that Math and science courses be completed during the regular academic year and not during a summer term. Pre-pharmacy requirements in the following areas must be repeated if they are 9 years or older at the time the application is submitted: mammalian physiology, microbiology, molecular biology, biochemistry and organic chemistry (full year). These courses must be repeated at a four-year college/university. For the entering class of fall 2012, 282 students were admitted from an applicant pool of 1,065. The average cumulative grade point average was 3.59. The School of Pharmacy Office of Admissions
uses an interview process to make determinations on admissions. The interview consists of two parts: an oral interview and a writing test. The purpose of the interview is to assess your oral communication skills, writing skills, leadership ability, and your motivation or potential to be a pharmacist.

A&P 201 Human Physiology 5
Biol 202 Molecular Biology/Genetics 4
ECON 202 Principles of Microeconomics 3

HUMANITIES/FINE ARTS: Two Additional courses 3-3
MATH 112 Elementary Statistics 4
or PSYC 210 Elementary Statistics (4)
MICR 200 Principles & Applications of Microbiology 5
PHYS 101 General Physics 4
and PHYS 102 General Physics 4
or PHYS 201 Engineering Physics (4)
and PHYS 202 Engineering Physics 4
or PSYC 203 General Introductory Psychology (3)
PSYC 101 Engineering Physics 4
or SOC 101 Introductory Sociology Principles (3)
SPCH 100 Fundamentals of Oral Communication 3
or SPCH 120 Interpersonal Communication (3)
or SPCH 130 Fundamentals of Speaking (3)

The following **required** upper division courses are not offered at Cerritos College, but must be taken at another college or university:

**Biochemistry and Molecular Biology**

**Western University of Health Sciences, College of Pharmacy**

Formerly known as College of Osteopathic Medicine of the Pacific

[www.westernu.edu/pharmacy/pharmd_about.xml](http://www.westernu.edu/pharmacy/pharmd_about.xml)

Minimum of 60 semester units is required. Candidates who have received a baccalaureate degree will be considered more favorably than applicants who have fulfilled only minimum requirements. The minimum overall and science grade point average will be 2.75. Complete prerequisites with a “C” or better. All prerequisites must be completed by the end of the spring term prior to matriculation.

For the entering class of fall 2011, 120 students were admitted from an applicant pool of 1,560 students. The average cumulative grade point average was 3.41 and the average science grade point average was 3.32. Applicants must submit an application by March 1 of the year prior to admission and participate in an admission interview and assessment of written and verbal communication skills.

A&P 200 Human Anatomy 5
A&P 201 Human Physiology 5
MICR 200 Principles & Applications Microbiology 5
SPCH 100 Fundamentals of Oral Communication 3
or SPCH 130 Fundamentals of Speaking (3)

In addition to the required courses listed the student must have at least 20 additional units from natural sciences, humanities/fine arts, and behavioral and social sciences. Electives must be met from at least two of the three following areas: Public Speaking/Debate, Social Sciences, to include Economics.

The following **required** coursework is not offered at Cerritos College, but must be taken at another college or university: Two semesters of Biochemistry or one semester of Biochemistry plus one semester of Molecular Biology.

Advanced Placement, Transfer of Credit, CLEP or Credit for Experiential learning is not recognized by the program.

**THE REQUIREMENTS FOR PHARMACY SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**CAREER OPPORTUNITIES:** Changes in health care delivery are giving the role of pharmacist a new dimension: significant responsibility as a member of the health team with direct patient care. Hospital pharmacists work on educating patients on safe use of drugs, advising prescribers about the appropriate dosing and following patient’s response to usage. Career advancement exists in administration and research. In addition to dispensing medications, community pharmacists guide patients in non-prescription drugs and being alert to adverse pharmacies. Industrial Pharmacists may work in research and development including the formulation, evaluation, packaging and quality control of drugs. Some pharmacists are employed by governmental agencies such as narcotic divisions, food and drug evaluation and regulation, and public health.

**PRE-PHYSICAL THERAPY CAREER PATHWAY**

(The following does not lead to an Associate of Arts Degree)

There are several schools in California, both public and private, that offer the Master of Physical Therapy degree. For specific information on schools not listed here please consult the catalogs of those schools and speak to a counselor.

**California State University – Fresno**

CSU Fresno offers the Master of Physical Therapy and the Post-Professional Doctor of Physical Therapy (MDT-DPT). Admission to the program requires a baccalaureate degree.

The following courses are considered the pre-admission requirements for the MPT-DPT program and completion of the following prerequisites:

**Prerequisite Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHEM 100</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>or CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>General Physics</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
</tr>
<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
</tr>
</tbody>
</table>

**California State University – Long Beach**

CSULB offers a Master of Physical Therapy degree (MPT) and Doctor of Physical Therapy (DPT). Applicants for the MPT and DPT programs must have a BS/BA degree in a related field, i.e. Biology (Physiology) or Kinesiology (Exercise Science), in order to apply. The MPT program consists of 60 units and students complete a 24 week internship. The DPT program is a 113 unit, three year, full-time cohort program including Summer sessions that include an internship of 12 units.

**Suggested coursework preparation to meet program prerequisite:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>A&amp;P 150</td>
<td>Introduction to Human Anatomy</td>
</tr>
<tr>
<td>and A&amp;P 151</td>
<td>Introduction to Human Physiology</td>
</tr>
<tr>
<td>or A&amp;P 200</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>and A&amp;P 201</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>BIOL 200</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>General Chemistry</td>
</tr>
</tbody>
</table>
PHYS 101  General Physics  4
PHYS 102  General Physics  4
PSYC 101  General Introductory Psychology  3

California State University – Northridge

Beginning FALL 2012 the Physical Therapy program at CSUN leads to a Doctor in Physical Therapy.

The department no longer accepts applications for the MPT degree. The program requires 3 academic years and 3 summers to complete. Full-time enrollment is necessary. All prerequisite courses must be completed with a minimum grade of “C” and minimum cumulative GPA of 3.0.

The following are some of the prerequisite courses required for the program:
- A&P 200 Human Anatomy 5
- and A&P 201 Human Physiology 5
- or A&P 150 Introduction to Human Anatomy (4)
- and A&P 151 Introduction to Human Physiology 4
- BIOL 120 Introduction to Biological Science 4
- CHEM 111 General Chemistry 5
- CHEM 112 General Chemistry 5
- PHYS 101 General Physics 4
- PHYS 102 General Physics 4
- PSYC 101 General Introductory Psychology 3

CAREER OPPORTUNITIES: Physical therapists help persons with various diseases or injuries to overcome their disabilities. They are members of a rehabilitation team, which is directed by a physician. Although qualified physical therapists may treat many types of patients, some specialize in caring for children or for patients with arthritis, amputations or paralysis. Successful completion of a bachelor or master’s degree qualifies one to take the State of California examination to practice as a Physical Therapist.

See State University Colleges General Education List.

PRE-VETERINARY CAREER PATHWAY

The following curriculum does not lead to an Associate in Arts Degree in Pre-Veterinary. However students may fulfill requirements for a Natural Sciences Degree by completing a minimum of 18 units of science and math courses to include at least 4 units in the Physical Sciences, at least 4 units in the Biological Sciences, and at least 3 units in a math course beyond Intermediate Algebra. Please refer to the Cerritos College catalog for more information.

Veterinary medicine is the broadest and most comprehensive of all the health professions. Academic preparation for veterinary school takes place at the undergraduate level, consisting of both lower division AND upper division coursework with a special emphasis in the sciences. In order to succeed academically, in the rigorous veterinary school curriculum, veterinary students are looking for individuals with a highly developed science background. The more competitive veterinary schools are looking for grade point averages in the range of 3.5 – 4.0 GPA. Many, but not all veterinary schools require a bachelor’s degree. In most instances, a bachelor’s degree makes an applicant more competitive in the admission process. Most veterinary schools require a standardized graduate admissions test (e.g. GRÉ, MCAT, and VCAT). Extracurricular activities such as community activities, motivation, and leadership are essential. Animal related activities and/or animal related work experience is mandatory. Most colleges are looking for a strong demonstrated commitment to working with animals. Some schools actually require employment by a Veterinarian. Many veterinary schools require that you apply through the Veterinary Medical Colleges Application Service (VMCAS). This is a central application, distribution, collection and processing service at VMCAS, 1101 Vermont Avenue, Washington, DC 20005. phone: (202) 682-0750.

COMMON LOWER DIVISION PREPARATION FOR VETERINARY SCHOOLS

<table>
<thead>
<tr>
<th>UNITS</th>
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<tbody>
<tr>
<td>BIOL 200 Principles of Biology 5</td>
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<tr>
<td>BIOL 201 Principles of Biology 5</td>
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<tr>
<td>CHEM 111 General Chemistry 5</td>
</tr>
<tr>
<td>CHEM 112 General Chemistry 5</td>
</tr>
<tr>
<td>CHEM 211 Organic Chemistry 5</td>
</tr>
<tr>
<td>CHEM 212 Organic Chemistry 5</td>
</tr>
<tr>
<td>MATH 112 Statistics 3</td>
</tr>
<tr>
<td>PHYS 101 General Physics 4</td>
</tr>
<tr>
<td>PHYS 102 General Physics 4</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION PREPARATION FOR SPECIFIC INSTITUTIONS

University of California, Davis – School of Veterinary Medicine

www.vetmed.ucdavis.edu/student program

Students are admitted to this school in the Fall semester only. Majority of the required science courses must be completed at the time of application. The majority of students accepted to the school has completed 3 or more years of pre-professional coursework or possess a bachelor’s degree. An applicant may study in any major provided the prerequisite courses are taken. The life/health sciences: Biology, Animal Science, Zoology, and Chemistry are the most common and popular majors. Academic performance is the major factor in admission selection for the UC Davis Veterinary School. Most successful applicants have their coursework with a grade point average of 3.5 – 4.0. Admission is very competitive and grades are 27% in the evaluation process. The GRE is the graduate record exam, which is required by this veterinary school and also weighs 23%. If the GRE has been taken more than once, the highest score in every section will be used.

Scores from the Graduate Record Examination must be taken by September 30th.

The school believes the best predictors of how successful an applicant will be in completing the veterinary curriculum are the grade point average and GRE. Extracurricular activities and substantial experience with animals (weighs 20%), which should include working or volunteer experience with veterinarians, a minimum of 180 veterinary experience hours is required. The interview weighs approximately 20%. Annual cost to attend including tuition, enrollment fees, books etc. will be approximately $51,531.

ADDITIONAL REQUIREMENTS FOR ADMISSION: Three strong letters of evaluation, a personal statement, and an interview.

| ENGL 100  Freshman Composition 4 |
| ENGLISH  (Any two additional classes) 3-3 |
| HUMANITIES/FINE ARTS  (Any two-three additional classes) 8 |
| SOCIAL/BEHAVIORAL SCIENCES  (Any two-three additional classes) 8 |
Two to three English courses should total a minimum of 8 semester units or 12 quarter units. The following required upper division courses are not offered at the lower division level and must be taken at the university: Biochemistry, Genetics, and Systemic Physiology. Effective 2005 application period, Vertebrate Embryology is no longer required.

For more school-specific information concerning the requirements at individual out of state schools look up the specific veterinary school website. We have provided a few examples of the 28 out of state schools:

- Colorado State University Veterinary School: [www.cvmb.colostate.edu](http://www.cvmb.colostate.edu)
- Cornell University Veterinary School: [www.vet.cornell.edu](http://www.vet.cornell.edu)
- Michigan State Veterinary College: [www.cvm.msu.edu](http://www.cvm.msu.edu)
- Oregon State Veterinary School: [http://oregonstate.edu/vetmed](http://oregonstate.edu/vetmed)
- Washington State University Veterinary School: [www.vetmed.wsu.edu](http://www.vetmed.wsu.edu)


THE REQUIREMENTS FOR VETERINARY SCHOOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CAREER OPPORTUNITIES: Employment of veterinarians is expected to increase faster than average through the year 2018. Despite this average growth, good job opportunities are expected because the 28 USA schools of veterinary medicine, of which only 2 are in California, even at full capacity, result in a limited number of graduates each year. For the most part veterinarians tend to practice in animal hospitals or clinics and care primarily for companion animals.

The majority of veterinarians in the United States seek a private practice. Other veterinarians work in a wide range of fields related to public health, animal disease control, environmental protection, the biotechnology industry, higher education or research.

New graduates continue to be attracted to small-animal medicine because they prefer to deal with pets and to live and work near heavily populated areas. Beginning private practice veterinarians may take positions requiring evening or weekend work to accommodate the extended hours of operation that many practices are offering. Some veterinarians take salaried positions in retail stores offering veterinary services. Self-employed veterinarians usually have to work hard and long to build a sufficient client base. Job prospects may be better for veterinarians who specialize in farm animals than for small animal practitioners because of low earnings in the companion pets and because many veterinarians do not want to work in rural or isolated areas. The number of jobs for large-animal veterinarians is likely to grow more slowly than that for veterinarians in private practice that cares for companion animals. Nevertheless, job prospects may be better for veterinarians who specialize in farm animals than for companion-animal practitioners because of low earnings in the former specialty and because many veterinarians do not want to work in rural or isolated areas. Veterinarians with training in food safety, animal health and welfare, and public health and epidemiology should have the best opportunities for a career in the Federal Government.

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

TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSY 101</td>
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<tr>
<td>or PHIL 103</td>
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<tr>
<td>or PHIL 106</td>
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<tr>
<td>or PSY 210</td>
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<tr>
<td>or PSY 220</td>
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ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Dominguez Hills

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<th>Course</th>
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<td>PSY 210</td>
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<tr>
<td>or MATH 112</td>
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<tr>
<td>PSY 220</td>
<td>4</td>
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<tr>
<td>PSY 241</td>
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NOTE: PSYC 210 is the preferred course for Psychology majors.

California State University – Long Beach

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<td>PSY 210</td>
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<tr>
<td>or MATH 112</td>
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<tr>
<td>PSY 220</td>
<td>4</td>
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<tr>
<td>PSY 241</td>
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California State University – Fullerton

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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>PSY 210</td>
<td>4</td>
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<tr>
<td>PSY 220</td>
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California State University – Los Angeles

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

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<th>Course</th>
<th>Units</th>
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<tr>
<td>PSY 241</td>
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<tr>
<td>PSY 210</td>
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<td>or MATH 112</td>
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University of California – Los Angeles

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<tr>
<th>Course</th>
<th>Units</th>
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<td>A&amp;P 120</td>
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<tr>
<td>or BIOL 120</td>
<td>(4)</td>
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<tr>
<td>or BIOL 200</td>
<td>(5)</td>
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<tr>
<td>CHEM 100</td>
<td>4</td>
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<tr>
<td>or CHEM 110</td>
<td>(4)</td>
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<tr>
<td>or CHEM 111</td>
<td>(5)</td>
</tr>
<tr>
<td>or PHYS 100</td>
<td>(4)</td>
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<tr>
<td>or PHYS 101</td>
<td>(4)</td>
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<tr>
<td>or PHYS 210</td>
<td>(4)</td>
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<tr>
<td>or MATH 112</td>
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<td>or MATH 115</td>
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<tr>
<td>or MATH 116</td>
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<td>or MATH 170</td>
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<tr>
<td>or CIS 280</td>
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<tr>
<td>PHIL 100</td>
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<tr>
<td>or PHIL 102</td>
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The UCLA Psychology Dept. prefers a statistics course to meet the quantitative reasoning major requirement.

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<th>Course</th>
<th>Units</th>
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<tr>
<td>or MATH 115</td>
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<tr>
<td>or MATH 116</td>
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<tr>
<td>or MATH 170</td>
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<tr>
<td>or CIS 280</td>
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<tr>
<td>PHIL 100</td>
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</tbody>
</table>

All preparatory courses listed should be completed before transfer. Transfer students must be admitted as Pre-Psychology majors in order to major in Psychology. Students originally admitted under other majors will not be permitted to change their major to Pre-Psychology or Psychology.

University of California – Irvine

In fulfillment of the requirements below, a single course may be used only once.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>or MATH 112</td>
<td>(4)</td>
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<td>PSY 101</td>
<td>3</td>
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<tr>
<td>and PSY 241</td>
<td>3</td>
</tr>
<tr>
<td>and PSY 261</td>
<td>3</td>
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<tr>
<td>or PSY 271</td>
<td>(3)</td>
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</tbody>
</table>

One Course from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSY 150</td>
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<td>PSY 220</td>
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<td>PSY 251</td>
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<td>PSY 261</td>
<td>(3)</td>
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<tr>
<td>PSY 265</td>
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<tr>
<td>PSY 271</td>
<td>(3)</td>
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Two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANTH 100</td>
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<tr>
<td>ANTH 115</td>
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<td>ECON 101</td>
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<td>GEOG 102</td>
<td>3</td>
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<tr>
<td>or GEOG 101</td>
<td>(3)</td>
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<tr>
<td>or GEOG 105</td>
<td>(3)</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
</tbody>
</table>

University of California – Riverside

A) Complete one course in mathematics, statistics, or computer science.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 210</td>
<td>4</td>
</tr>
<tr>
<td>PSY 220</td>
<td>4</td>
</tr>
</tbody>
</table>

B) Complete one course in mathematics, statistics, or computer science.

*Alternative way to meet Math 150: Students who complete Math 114 and Math 140 (both with “C” grades or better) will be considered to have an acceptable course substitution to Math 150. Trigonometry courses do not carry UC transfer credit, but when taken in conjunction with College Algebra can be used to sufficiently cover content in Math 150.
Curriculum and Requirements for Transfer Programs and Career Pathways

C) Complete one course in Biological Science

- BIOL 120 Introduction to Biological Science 4
- or BIOL 200 Principles of Biology (5)
- or BIOL 201 Principles of Biology (5)
- or BOT 120 Introduction to Plant Science (4)
- and ZOOL 120 Introduction to Animal Biology 4

D) Complete one course in Physical Science

- *ASTR 102 Introduction to Astronomy: Stars and the Universe (3)
- *ASTR 103 Introduction to Astronomy: The Solar System (3)
- ASTR 106 History of Astronomy (3)

*No credit for ASTR 102 or 103 if taken after ASTR 101. UC transferable credit for students taking both ASTR 102 and 103: maximum credit, one course.

- CHEM 100 Introductory Chemistry (4)
- CHEM 111 General Chemistry (5)
- and CHEM 112 General Chemistry 5
- PHYS 100 Elementary Physics 4
- PHYS 201 Engineering Physics (4)
- and PHYS 202 Engineering Physics 4
- and PHYS 203 Engineering Physics 4

A UC transferable 3 semester/4 quarter units geoscience course (such as geology or geography course, with the exception of Cultural Geography) may also be used towards the physical science requirement.

E) Complete two additional courses from areas B, C or D above, or any UC transferable course in Computer Science, Statistics or Mathematics (excluding those listed in area B above.)

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Graduate work is extremely important in Psychology. Those holding M.A., or Ph.D. in Psychology may find employment in teaching, private practice, research, health, and welfare programs. Persons without graduate degrees will find employment opportunities limited. See a counselor for further information.

See a counselor for further information.

See Cerritos College Graduation Requirements.

See California State University General Education List.

SOCIAL WELFARE

CAREER PATHWAY

(The following curriculum does not lead to an Associate in Arts Degree. To earn an A.A. Degree, see Sociology or Psychology in the catalog for the major requirements.)

LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

CSU Long Beach and CSU Los Angeles offer the Bachelor of Arts in Social Work.

California State University – Long Beach

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>A&amp;P 120</td>
<td>Introduction to Human Anatomy &amp; Physiology</td>
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<tr>
<td>or A&amp;P 130</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>ANTH 100</td>
<td>Cultural Anthropology</td>
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<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
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<tr>
<td>PSYC 210</td>
<td>Elementary Statistics</td>
<td>4</td>
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<tr>
<td>or MATH 112</td>
<td>Elementary Statistics</td>
<td>(4)</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>3</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
</tbody>
</table>

The Bachelor of Arts in Social Work program is impacted and utilizes supplemental criteria for transfer admissions. All transfer applicants must apply during the initial filing period, must apply to the major, and are strongly encouraged to identify an alternate major. Students applying to impacted majors will be considered for admission based on meeting minimum CSU criteria and the supplemental criteria for the specific major. For further department admission information, see the CSULB Social Work website at www.csulb.edu/colleges/chhs/departments/social-work/.

California State University – Los Angeles

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>ENGL 103*</td>
<td>Critical and Argumentative Writings</td>
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<tr>
<td>MATH 112</td>
<td>Elementary Statistics</td>
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<tr>
<td>or PSYC 210</td>
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<tr>
<td>PSYC 101</td>
<td>General Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOC 101</td>
<td>Introductory Sociology Principles</td>
<td>(3)</td>
</tr>
</tbody>
</table>

*Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement.

This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

For more information, log on to the CSULA Social Work website at: http://socialwork.degrees.edu.com/G_SocialWork/save/glsr_28044fd786414ce66_g_brbrSocialWorkTgt/formPage_1

CSU Dominguez and Fullerton offer the Bachelor or Arts in Human Services. This major is similar to Social Work and requirements can be viewed on the ASSIST website at www.assist.org.

CAREER OPPORTUNITIES: Social Workers are employed in varied settings, including the major societal institutions; health and mental health care, child welfare, family services, government, education, justice, aging services, recreation, labor and industry and religion. They work in many job classifications: direct service, community organization supervision, consultation, management and administration, education and training, policy analysis and research.

See Plan B General Education Requirements.

SOCIOLGY

TRANSFER PROGRAM

COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY

AND UNIVERSITY OF CALIFORNIA

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<tr>
<td>SOC 101</td>
<td>Introductory Sociology Principles</td>
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<tr>
<td>MATH 112*</td>
<td>Elementary Statistics</td>
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</tr>
<tr>
<td>or PSYC 210</td>
<td>Elementary Statistics</td>
<td>(4)</td>
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</table>

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

No other requirements other than the common lower division preparation.

**California State University – Fullerton**

A total of 9 units of lower division sociology course work may be transferred.

All courses counting toward the major must be taken for a letter grade. SOC 101 must be completed with a “C” or better grade.

**California State University – Los Angeles**

No other requirement other than the common lower division preparation.

Students who transfer without having completed Cerritos’ SOC 101 and MATH 112 are strongly recommended to include the CSULA comparable courses among their first courses at CSULA. Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement. See counselor and www.assist.org for more details.

**California State University – Long Beach**

SOC 201 Social Problems 3

In addition to SOC 101, the course above is required with a grade of “C” or better to meet the minimum lower division preparation.

**Recommended Elective:**

ANTH 100 Cultural Anthropology 3

**University of California – Irvine**

MATH 170 Analytic Geometry and Calculus I 4
SOC 201 Social Problems 3

Two courses from:

SOC 110 Marriage and the Family 3
or SOC 210 American Minority Relations (3)
or PSYC 261 Social Psychology (3)

Two additional social science courses are required.

An approved list of courses is available from www.assist.org.

**University of California – Los Angeles**

This is a highly selective major

The Sociology Department at UCLA requires you complete all major preparation courses available at Cerritos by the spring prior to Fall transfer. All courses must be taken for a letter grade with a minimum grade of “C”. After transfer to UCLA, students may not change their major to Sociology if they were originally admitted to another major. Students who repeat any preparation course more than once are automatically denied admission to the major. Transfer students must be admitted as Pre-Sociology majors in order to major in sociology.

**University of California – Riverside**

SOC 205 Introduction to Social Research Methods 3

Two additional lower division sociology courses are required. Any UC transferable sociology course is acceptable. All five courses in the major must be completed with a grade of “C” or better.

*MATH 112 or PSYC 210 listed as a common lower division major preparation course is not required for the major.*

See www.assist.org for lower division preparation requirements for the Sociology/Administrative Studies and Sociology/Law and Society majors.

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

Complete the above common lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

**CAREER OPPORTUNITIES:** Employment opportunities for those holding the BA will be somewhat limited, although placement in Departments of Public Welfare and Probation and Parole are occasionally available. Persons with graduate degrees – M.A., Ph.D. – will qualify for teaching and research positions.

See Cerritos College Graduation Requirements.

See State University General Education List.

**SPANISH**

**TRANSFER PROGRAM**

**COMMON LOWER DIVISION MAJOR PREPARATION**

**FOR CALIFORNIA STATE UNIVERSITY**

<table>
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<td>SPAN 102</td>
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</tr>
<tr>
<td>SPAN 201</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>4</td>
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</table>

**ADDITIONAL LOWER DIVISION MAJOR PREPARATION**

**FOR SPECIFIC TRANSFER INSTITUTIONS**

**California State University – Dominguez Hills**

In addition to the common lower division preparation courses for the California State University, there is one other lower division required course that is not offered at Cerritos.

**California State University – Fullerton**

The Common Lower Division major preparation for the California State University is required. Both SPAN 101 and SPAN 102 must be completed to articulate. Similarly, both SPAN 201 and SPAN 202 must be completed to articulate.

SPAN 111 is also accepted in place of the Common Lower Division preparation course of SPAN 101 and SPAN 112 is also accepted in place of the Common Lower Division preparation course of SPAN 102. Both SPAN 111 and SPAN 112 must be completed to articulate. In addition, the following courses are required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>SPAN 281</td>
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<tr>
<td>or SPAN 282</td>
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<tr>
<td>or SPAN 283</td>
<td>(3)</td>
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<tr>
<td>SPAN 213</td>
<td>2</td>
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<tr>
<td>or SPAN 214</td>
<td>(2)</td>
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</tbody>
</table>

**for Beginning Conversational Spanish**

**Intermediate Conversational Spanish**

**Advanced Conversational Spanish**

**Living Spanish Grammar and Written Communication**

**Living Spanish Grammar and Written Communication**

**Table of Contents**
Curriculum and Requirements for Transfer Programs and Career Pathways

California State University – Long Beach

One year of intermediate Spanish at the college level or equivalent is required. Students who have completed sufficient high school Spanish or equivalent may take upper-division courses as soon as proficiency requirements have been met. In addition to the common lower division major preparation previously listed (SPAN 101, SPAN 102, SPAN 201, & SPAN 202); two years of a second foreign language at the university level, or equivalent are also required. No course being used to satisfy any major requirement for the B.A. may be taken on a pass/no pass basis.

California State University – Los Angeles

No additional requirements other than the common lower division preparation previously listed for the California State University. Students must have completed the second year of college-level Spanish prior to beginning the BA Program.

As an alternative to completing the common lower division preparation courses listed above, students can demonstrate equivalent language competency on the department’s placement exam.

Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

COMMON LOWER DIVISION MAJOR PREPARATION
FOR UNIVERSITY OF CALIFORNIA

SPAN 101 Elementary Spanish 5
and SPAN 102 Elementary Spanish 5
SPAN 201 Intermediate Spanish 5
and SPAN 202 Intermediate Spanish 4

ADDITIONAL LOWER DIVISION MAJOR PREPARATION
FOR SPECIFIC TRANSFER INSTITUTIONS

University of California – Irvine

All students must adhere to the placement policies listed in the UCI General Catalog. Students with prior knowledge of Spanish may need to take the Spanish placement test.

This major does not require the completion of prerequisites for admission as a transfer student.

Students majoring in Spanish must choose one of the three following emphases: Literature and Culture; Spanish for Future Teachers; Cinema: Spain, Latin America, and U.S. Latino.

University of California – Los Angeles

UCLA offers Spanish as a major although no formal articulation exists. Students are recommended to complete the common lower division major preparation for the University of California prior to admission.

In addition, one Spanish civilization course, and one Spanish American civilization course is required prior to admission.

University of California – Riverside

No additional requirements other than the common lower division major preparation for University of California previously listed. Intermediate level proficiency in Spanish is required. Placement into language courses may be determined by UC Riverside faculty evaluation of the student’s appropriate language level.

Completion of the above course work is not mandatory for admission into this major. However, students are advised to complete as much lower division course preparation as possible prior to transfer, to be ready for upper division course work. Students choose from one of the following 3 options: Cultural Studies, Linguistics, or Literature. All course requirements under these options are upper division.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

(1) Meet the above requirements as listed for a state university, (2) complete the A.A. Degree General Education requirements, and (3) take electives to achieve a minimum of 60 units.

CAREER OPPORTUNITIES: Overseas personnel in American corporations, airline hostess, travel agency personnel, government positions abroad, teaching, librarian, interpreter, and translator.

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

SPEECH

TRANSFER PROGRAM

LOWER DIVISION MAJOR PREPARATION
FOR SPECIFIC TRANSFER INSTITUTIONS

University of California – Fullerton

Bachelor of Arts in Communication

SPCH 130 Fundamentals of Speaking (same as SPCH 130 LC) 3
SPCH 235 Fundamentals of Argumentation & Persuasion 3

For Bachelor of Arts in Communication – See a counselor.

California State University – Long Beach

Bachelor of Arts in Communication Studies, and options in Interpersonal & Organizational Communication, and Communication, Culture & Public Affairs.

This is a impacted major. Courses below must be completed with a minimum grade of “C.”

Major specific admission criteria requires the courses completed with a 2.5 minimum GPA.

12 lower division units to include the following courses

SPCH 100 Fundamentals of Oral Communication 3
or SPCH 120 Fundamentals of Interpersonal Communication (3)
SPCH 130 Fundamentals of Speaking (same as SPCH 130 LC) 3
SPCH 235 Fundamentals of Argumentation & Persuasion 3

California State University – Los Angeles

Bachelor of Arts – Communication

Core Requirements

SPCH 100 Fundamentals of Oral Communication 3
SPCH 235 Argumentation and Persuasion 3

Two courses (6 units) from:

SPCH 120 Fundamentals of Interpersonal Communication 3
SPCH 132 Fundamentals of Small Group Communication 3
SPCH 140 Oral Interpretation of Literature 3
SPCH 239 Forensics Workshop 2
ENGL 103 Critical and Argumentative Writing (same as ENGL 103 LC) 3
Complete ENGL 103 as the CSU GE Critical Thinking requirement. This will meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS
Complete the above lower division requirements plus other courses selected in consultation with a counselor to provide for the 18 units minimum and all A.A. Degree General Education requirements for a total of at least 60 units.

CAREER OPPORTUNITIES: Public relations, Sales, Teaching, Law, Politics, Administration, Communications, Consulting, and Broadcasting.

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

TEACHING CREDENTIAL PREPARATION

CAREER PATHWAY
The State of California provides for a two-step, five-year program leading to the Professional Clear Teaching Credential. A student may complete the requirements for a Preliminary Clear Credential within an approved professional preparation program including student teaching and may be employed at that point, providing all requirements have been met (except the fifth year). Within five years, the student must complete an approved Professional Teacher Induction Program through an approved school district, county office of education, college or university, consortium or private school. At that point, an application for a Professional Clear Teaching Credential is submitted through the approved sponsoring Induction Program.

For more information, log on to the California Commission on Teacher Credentialing Website at www.ctc.ca.gov and the TEACH California Website www.teachcalifornia.org.

SINGLE SUBJECT TEACHING CREDENTIAL
(Primarily for Middle and Secondary Schools)
This credential authorizes public school teaching in specific subjects in a departmentalized classroom such as those in most middle schools or high schools. Teaching in these subjects may be authorized for preschool, kindergarten, grades 1-5, and classes organized primarily for adults.

Future secondary teachers must demonstrate competency in their discipline by either completing a subject preparation program approved by the Commission with a combination of community college and undergraduate university courses or passing the designated California Subject Examination for Teachers (CSET). See a counselor or www.assist.org for course requirement information.

MULTIPLE-SUBJECT TEACHING CREDENTIAL
(Liberal Studies/Elementary School Teaching)
This credential authorizes teaching in a public school self-contained classroom such as the classrooms in most elementary schools. However teaching preschool, kindergarten, grades 1-12, and classes organized primarily for adults may also be assigned.

Completion of the courses recommended below will partially satisfy requirements for the Liberal Studies elementary school teaching option offered at the indicated CSUs and UCR. The courses are part of a curriculum that can be started at a community college and completed at the CSU or UCR. The entire curriculum is designed for individuals who seek the pre-professional subject matter preparation for elementary school teaching consistent with the standards established by the California Commission on Teacher Credentialing.

According to California law, any major can be selected to partially satisfy elementary school teacher preparation requirements. A Liberal Studies major however, is recommended because it provides the best preparation for future elementary school teachers. At most universities, the Liberal Studies major incorporates professional and subject matter content included in the California Teaching Standards for elementary school instruction.

With the enactment of the No Child Left Behind federal regulations, school districts are requiring a passing score on the California Subject Examination for Teachers (CSET) for all new teachers. It is recommended that students take the CSET after transfer, per the advice of university department or credential advisors. The CSET is administered by the National Evaluation System, Inc. It is a five-hour test consisting of three separate subtests, each containing both multiple-choice and essay questions. Subtest I measures knowledge in reading, language and literature, history and social science; Subtest II covers science and mathematics; and Subtest III includes physical education, human development, visual and performing arts. Once a subtest has been passed, it does not have to be taken again, as long as the score is used toward certification within five years of the testing date. For further information, visit the CSET Website at www.cset.nesinc.com.

Students who wish to choose an academic major other than Liberal Studies in order to prepare for elementary school teaching should schedule an appointment with a counselor.

Students who choose a liberal studies major in order to benefit from a broad interdisciplinary liberal arts education and do not wish to pursue elementary school teaching should see a Cerritos College counselor for advisement. Requirements may vary from those listed below.

An Associate in Arts Degree in liberal studies is not available at Cerritos College.

CBEST
It is recommended that students seeking a teaching credential take the CBEST (California Basic Educational Skills Test) the semester before transferring to a university. The CBEST is an entrance requirement for most university credential programs. The CBEST verifies proficiency in reading, mathematics, and writing. Passing the CBEST is a requirement for obtaining a teaching credential issued by the California Commission on Teacher Credentialing and is required prior to student teaching. For test information, log on to www.cbest.nesinc.com.

COMMON LOWER DIVISION PREPARATION FOR THE CALIFORNIA STATE UNIVERSITY
See individual CSU's listed below for additional courses.

- Biology 120
- Child Development 110 *(Except CSULA, CSULB Traditional Curriculum)
- English 100
- English 103
- Earth Science 110
- Geography 105 *(Except CSULA, CSULB Traditional Curriculum)
- History 102
- History 120 *(Except CSULA, CSUDH)
- History 245 *(Except CSU)
- Math 105 (Except CSULA)
- Math 110A
- Math 110B *(Except CSUF)
- Music 105 (Except CSULA, CSULB Traditional Curriculum)
- Political Science 101
- Speech 130

* Select one from CSUF
California State University-Dominguez Hills

Important Notice: Requirements may be updated. New students beginning to take courses for transfer to the Liberal Studies Program should consult with a counselor or contact the Liberal Studies Program for current information at (310) 243-3832 or visit their website at www.csudh.edu/soe/lbs_1/index.htm.

Speech 100,120,130,132, or 150
English 100
English 101
or English 103

Any Plan B  
Physical Science (ESCI 110, or PS 112 recommended)
Biology 120
Math 105
Math 110A
Math 110B
Art 100
or Theatre 101
or Music 105
or Dance 101
English 222
History 101, or 102, and 103
Political Science 101 or 201
Geography 105
History 245
Child Development 110
Education/Elementary School Teachers 100+
Education/Elementary School Teachers 200+
+ Courses are restricted to official Teacher TRAC students only.

Students must select and complete one of the approved options: Anthropology, Art, Dance, Early Teaching and Learning, English Language and Linguistics, Literature, Human Development, Mathematics, Natural Science, Physical Education, Spanish, and Theatre Arts. Log on to the ASSIST website at www.assist.org to view option requirements which can be completed here.

California State University - Fullerton

Students can complete requirements to prepare to become an elementary school teacher in multiple ways at CSU Fullerton. They can major in Child and Adolescent Development, Liberal Studies, or other majors and complete the General Education classes that will best prepare them for the CSET examination, as recommended by CSUF’s Center for Careers in Teaching (CTC). With completion of a B.A. and other established requirements, they would be ready to enter a two to three semester traditional teaching credential program.

LIBERAL STUDIES
Biology 120 Lab (Recommended)
Child Development 110 (Recommended)
Earth Science 110 Lab (Recommended)
English 100
English 103 (Recommended)
English 106, 222, 246A, 246B, 230A or 230B
Geography 105 (Recommended)
or History 120 or 245
History 102 (Recommended)
Humanities 100
Math 105
Math 110A or any Math in area B3 Plan B

Music 105
Political Science 101 (Recommended)
Speech 130 (Recommended)

A grade of “C” or higher is required in all courses used to meet the major requirements.

California State University – Los Angeles

Astronomy 101
Biology 120
Chemistry 105 or 100
Earth Science 110 or Geology 101
English 100
English 103
English 240
History 102 (Recommended)
Math 110A
Math 110B
Physical Science 112 or Physics 100
Political Science 101 or 201
Speech 130 (Recommended)

A grade of “C” or higher is required in all courses used to meet the major requirements.

California State University - Long Beach

Teacher TRAC/ITEP Curriculum

The Teacher TRAC curriculum fulfills most lower division requirements for CSULB’s Integrated Teacher Education Program. Upon completion of ITEP a student will meet requirements for both a B.A. in Liberal Studies and preliminary multiple subject teaching credential for teaching grades K through 6th, without enrolling in a year-long credential program. To be eligible for Teacher TRAC, students must have a minimum 2.50 GPA and be ready to enroll for MATH 60 and English 52. Applications and further information are available at the Teacher TRAC Center and at the Teacher TRAC website at www.cerritos.edu/teacher-trac.

Biology 120
Chemistry 105++
Child Development 110
Earth Science 110**
Education/Elementary School Teachers 100+
Education/Elementary School Teachers 200+
Educational Technology 110
English 100**
English 102, 230A, 230B, 246A, 246B, 248A, or 248B**
English 103, Philosophy 103, 106, or Speech 235**
Geography 105
History 102**
History 245
Math 105
Math 110A**
Math 110B
Music 105
Physical Science 112
Philosophy 100, 102, or 200
Political Science 101**
Speech 130**
Theatre 101

As of summer 2013, HIST 120 (California History) must be taken at CSULB.
+Courses are restricted to official Teacher TRAC students only.
++Optional but highly recommended to prepare for the science portion of the CSET exam and/or to add a middle school science authorization.

** Must be completed by the end of the prior Spring semester for Fall admission or by the end of the prior Summer term for Spring admission.

**Traditional Curriculum**

The following courses meet lower division requirements for the traditional teacher preparation program consisting of a B.A. and yearlong credential program. Teacher TRAC requirements differ from those below.

- Biology 120
- Earth Science 110 or Geology 101
- Education/Elementary School Teachers 100+
- Educational Technology 110
- English 100
- English 103, Philosophy 103, 106, or Speech 235
- Geography 105
- History 102
- History 245
- Math 105
- Math 110A
- Math 110B
- Philosophy 100, 102, or 200
- Physical Science 112
- Political Science 101
- Speech 130
- Theatre 101

+ Courses are restricted to official Teacher TRAC students only.

**NOTE: CSULB WAIVES AREA E FOR TEACHER TRAC/ITEP AND TRADITIONAL LIBERAL STUDIES MAJORS.**

*REFERS TO DESIGNATED AREAS OF THE CSU GENERAL EDUCATION CERTIFICATION REQUIREMENTS.

**University Of California-Riverside**

- Anthropology 100
- Anthropology 203
- Art 110, 130A, or 136
- Biology 120
- Dance 105
- English 100
- English 101, 103, Philosophy 103, Psychology 103, or Speech 235
- English 106
- English 230A
- English 248A
- Health Education 100
- Geography 101 and 101L
- History 102
- History 245
- History 246

-Math 150+ or Math 114+ and Math 140 (Not UC transferable but when taken with Math 114 will meet major requirement)
- Music 101
- Political Science 101
- Sociology 101
- Theatre 101 or 110
- Women’s Studies 101, 205, Anthropology 205, or Psychology 265
- Physics: Complete one UC transferable course in physics (minimum 3 semesters or 4 quarters units)
- Chemistry: Complete one UC transferable course in chemistry (minimum 3 semesters or 4 quarter units)

+ UC credit limitation. See counselor for details.

For additional information, please check the ASSIST website at www.assist.org.

**THEATRE ARTS**

**TRANSFER MAJOR REQUIREMENTS**

**LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS**

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<td><strong>California State University – Dominguez Hills</strong></td>
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<tr>
<td>TH 101</td>
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<tr>
<td>TH 110</td>
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<tr>
<td>DANC 106A</td>
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<tr>
<td>or any dance class of equal unit value</td>
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</tbody>
</table>

**NOTE:** The Theatre Arts Program strongly suggests taking between six to eight courses of college preparatory English as well as speech, diction, singing, dance, fencing, stage combat, yoga, pilates, and other recreational activities.

**California State University – Fullerton**

**Acting Emphasis:**

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<tr>
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<td>TH 114</td>
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<tr>
<td>or TH 115</td>
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<tr>
<td>TH 120</td>
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<tr>
<td>or TH 221</td>
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<tr>
<td>or TH 226</td>
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<tr>
<td>TH 123</td>
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<tr>
<td>TH 212</td>
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<tr>
<td>TH 101, TH 111, TH 114 and TH 115, and TH 212 must be completed with grades of “B” or better.</td>
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**Technical Production/Design Emphasis**

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<td>TH 123</td>
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<tr>
<td>TH 221</td>
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<td>TH 226</td>
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Other Performance and Production emphasis: Directing; playwriting; and Entertainment Studies.
Additional Concentrations: Liberal Arts and Teaching. Please see a counselor for other emphases, concentrations, and other Bachelor of Fine Arts requirements.

**NOTE:** Speech 140 (Oral Interpretation of Literature) must be taken to fulfill the GE Requirement for the BFA Degree.

### California State University – Los Angeles

- **DANC 106A** Beginning Ballet 2
- **DANC 108A** Dance, Modern, Beginning 2
- **TH 110** Fundamentals of Acting 3.5
- **TH 114** Voice for Acting 2
- **TH 145** Costume Production for Dance 1

**Theatre Arts option (in addition to above requirements):**
- **TH 111** Intermediate Acting to Characterization 3.5
- **TH 120** Theatre Stage Craft 3
- **TH 212** Scene Study 3.5

**Dance Option**
- **DANC 106A** Beginning Ballet 2
- **DANC 106B** Intermediate Ballet 2
- **DANC 108B** Dance, Modern Intermediate 2

**Take 14 elective units:**
- **TH 120** Theatre Stagecraft 3
- **TH 140** Beginning Jazz Dance 2
- **TH 141** Intermediate Jazz Dance 2
- **TH 142** Beginning Tap Dance 2
- **TH 143** Intermediate Tap Dance 2
- **TH 145** Costume Production for Dance 1

**NOTE:** Students are advised to complete ENGL 103 as their CSUGE Critical Thinking requirement. This will also meet a graduation requirement at CSULA as the prerequisite for their writing proficiency requirement.

### California State University – Long Beach

Be advised that transfer students may only enter as upper division (junior level). Students are encouraged to take as many of these courses prior to transfer as possible to promote timely completion of the degree at CSULB. CSU GE or IGETC certification is not an admission requirement but is strongly recommended. See Counselor for details.

**Lower Division Major Preparation:**
- **TH 110** Fundamentals of Acting 3.5
- **TH 115** Stage Movement and Combat 3
- **TH 120** Theatre Stage Craft 3
- **TH 123** Stage Make-Up 3
- **TH 221** Costuming for the Stage 3
- **TH 222** Stage Lighting 3

**NOTE:** At the beginning of the semester, all incoming students are required to audition or interview for admittance to certain upper division classes and are therefore used for appropriate placement of students at their level of competency.

### Technical Theatre (Scenery/Costume/Lighting Design) Emphasis

- **TH 110** Fundamentals of Acting 3.5
- **TH 120** Theatre Stage Craft 3
- **TH 123** Stage Make-Up 3
- **TH 221** Costuming for the Stage 3
- **TH 222** Stage Lighting 3

### University of California – Irvine

#### Drama Major:

- **TH 102** History of the Classical Theatre 3
- **TH 103** History of the Modern Theatre 3
- **TH 110** Fundamentals of Acting 3.5
- **TH 111** Intermediate Acting to Characterization 3.5
- **TH 120** Theatre Stage Craft 3
- **TH 221** Costuming for the Stage 3
- **TH 222** Stage Lighting (3)
- **TH 226** Introduction to Scenic Design (2)

### University of California – Los Angeles

#### Theatre, Arts, and Dance

These courses are not formally articulated but provide recommended preparation for the program:

- **TH 110** Fundamentals of Acting 3.5
- **TH 114** Voice for Acting 2
- **TH 115** Stage Movement and Combat 3
- **TH 133** Stage Crew Activity 1
- **TH 212** Scene Study 3.5
- **TH 221** Costuming for the Stage 3
- **TH 222** Stage Lighting 3

Fall Admissions Only. There will be no mid-year admissions. Admission requirements include required supplemental materials such as a questionnaire, personal essay, resume, an audition/interview and a writing sample. All applicants must meet the admissions standards of UCLA and the departmental screening process. There will also be a fee for all auditions/interviews. Applicants may submit materials for consideration in one or more of the following areas: acting, design and production, directing, history and criticism, musical theatre, and playwriting. Applicants to the school must have a minimum 3.0 GPA at the time of application and must complete their General Education course work prior to entrance. For more information see [http://www.hf.ucla.edu](http://www.hf.ucla.edu). In addition, students must complete General Education coursework prior to transfer.

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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

**CAREER OPPORTUNITIES:** Preparation for the Theatrical profession as performer, technician, costuming, lighting, make-up, scenery director, and technical director in such areas as the professional theatre, community theatre, recreational theatre, children's theatre, and educational theatre.

See Cerritos College Graduation Requirements.
See State University General Education List.
WILDLIFE MANAGEMENT AND CONSERVATION

CAREER OPPORTUNITIES:
Wildlife Management
Fish and Game Agencies
Fisheries
Biology

TRANSFER MAJOR REQUIREMENTS
LOWER DIVISION MAJOR PREPARATION FOR HUMBOLDT STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>5</td>
</tr>
<tr>
<td>and BIOL 201</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>5</td>
</tr>
<tr>
<td>or CHEM 111*</td>
<td>5</td>
</tr>
<tr>
<td>and CHEM 112*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>4</td>
</tr>
<tr>
<td>MATH 150</td>
<td>4</td>
</tr>
</tbody>
</table>

* If CHEM 111 and CHEM 112 are taken, courses must be taken with a letter grade only. Pass/No Pass will not be accepted. Course must be completed with a grade of “C” or higher. Also, if CHEM 111 and CHEM 112 are taken, PHYS 101 will not be required.

See a counselor for option in Conservation Biology/Applied Vertebrate Ecology.

ZOLOGY

TRANSFER PROGRAM
COMMON LOWER DIVISION MAJOR PREPARATION FOR CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 200</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 201</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 112</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102</td>
<td>4</td>
</tr>
</tbody>
</table>

ADDITIONAL LOWER DIVISION MAJOR PREPARATION FOR SPECIFIC TRANSFER INSTITUTIONS

California State University – Long Beach (Option within the Biology major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 116*</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>4</td>
</tr>
<tr>
<td>and MATH 190</td>
<td>4</td>
</tr>
</tbody>
</table>

The Zoology major at CSULB includes an additional lower division course not articulated with Cerritos College. Students interested in transferring to CSULB as Zoology majors may take PHYS 201 and PHYS 202 in lieu of PHYS 101 and PHYS 102.

* After Math 116 an additional math class must be completed at CSULB after transfer.

California State Polytechnic University – Pomona

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 211</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 103</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 101</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 150</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 241</td>
<td>3</td>
</tr>
<tr>
<td>MATH 112</td>
<td>4</td>
</tr>
<tr>
<td>or PSYC 210</td>
<td>4</td>
</tr>
</tbody>
</table>

The Zoology major at Cal Poly Pomona includes additional lower division courses not articulated with Cerritos College.

University of California – Santa Barbara

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 116</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 170</td>
<td>4</td>
</tr>
<tr>
<td>and MATH 190</td>
<td>4</td>
</tr>
</tbody>
</table>

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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

CAREER OPPORTUNITIES: Bachelor's degree programs are designed to qualify the student for graduate study, entrance to medical, dental or veterinary schools, teaching through secondary schools, employment in Federal and State Civil Service, research laboratories of industrial, pharmaceutical firms, or natural museum work.

See Cerritos College Graduation Requirements.
See State University General Education List.
VERIFICATIONS OF COMPLETION
ART AND DESIGN

OCCUPATIONAL PREPAREDNESS IN DESKTOP PUBLISHING/JOURNALISM

VERIFICATION OF COMPLETION

This verification will provide the student with the entry-level skills needed to write and prepare for printing such widely produced documents and newsletters, brochures, and news releases. These skills are applicable in a wide variety of business environments.

SELECT 12 UNITS FROM THE FOLLOWING: UNITS

ART 188   Design for Digital Publishing  3
ART 192   Photoshop/Digital Imaging  3
JOUR 101   Beginning Newswriting and Reporting  3
JOUR 107A   College Newspaper  3

Plus one course from the following:

ART 182A   Lettering and Typography  3
ART 186   Computer Graphics with Adobe Illustrator  3
BA 110   Advertising  3
JOUR 130   Photo Journalism  3
or PHOT 130   Photo Journalism  (3)
JOUR 157   Principles of Public Relations  3
or BA 157   Principles of Public Relations  (3)

TOTAL VERIFICATION REQUIREMENTS  15

NOTE: Both courses are transferable but this verification is non-transferable.

The Digital Layout Foundation Verification of Completion is designed to include the following objectives: a) to gain proficiency in vector and bitmap graphic applications b) to develop knowledge of digital photographic manipulation c) to explore various digital illustration techniques d) to gain proficiency in desktop publishing applications e) to help the participant update software skills.

A Verification of Completion in the Digital Layout Foundation Certificate will be granted upon completion of 6 units.

LETTERING ARTS

VERIFICATION OF COMPLETION

REQUIRED COURSES UNITS

ART 180   Calligraphy I  3
ART 181   Calligraphy II  3
ART 287A   Letter Arts I  2
ART 287B   Roman Calligraphy  2
ART 183A   Commercial Brush Lettering  1
ART 183B   Copperplate Calligraphy  1

TOTAL VERIFICATION REQUIREMENTS  12

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

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

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

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

3D ANIMATION FOUNDATION

VERIFICATION OF COMPLETION

REQUIRED COURSES UNITS

ART 195   3D Modeling for Animation  3
ART 191A   3D Computer Animation  3

TOTAL VERIFICATION OF COMPLETION REQUIREMENTS  6

NOTE: Both courses are transferable but this verification is non-transferable.

The 3D Animation Foundation Verification of Completion is designed to include the following objectives: a) to develop fundamental 3D Computer modeling skills b) to explore traditional animation principles and apply them to digital animation c) to create original 3D models with Photographic texture maps d) to create animated short films e) to help the participant update software skills.

A Verification of Completion in the 3D Animation Foundation will be granted upon completion of 6 units.
AUTOMOTIVE

AUTOMOTIVE COLLISION REPAIR

VERIFICATION OF COMPLETION

STRUCTURAL DAMAGE SPECIALIST

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 51</td>
<td>Non-Structural Repair</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 59M</td>
<td>Computerized Measuring Training</td>
<td>1</td>
</tr>
<tr>
<td>AB 59P</td>
<td>Structural Repair Planning</td>
<td>2</td>
</tr>
<tr>
<td>AB 59U</td>
<td>Unitized Structural Repair Analysis</td>
<td>2</td>
</tr>
<tr>
<td>AB 59F</td>
<td>Full Frame Repair Analysis</td>
<td>2</td>
</tr>
<tr>
<td>AB 181</td>
<td>Non-Structural Damage Estimating</td>
<td>3</td>
</tr>
<tr>
<td>AB 281</td>
<td>Structural Damage Analysis for Estimators</td>
<td>1</td>
</tr>
<tr>
<td>AB 282</td>
<td>Steering, Suspension and Powertrain Analysis for Estimators</td>
<td>1</td>
</tr>
<tr>
<td>AB 283</td>
<td>Advanced-Frame Analysis for Estimators</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17.5</td>
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</tbody>
</table>

AUTOMOTIVE CUSTOMIZING AND FABRICATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 56</td>
<td>Non-Structural Automotive Welding</td>
<td>2.5</td>
</tr>
<tr>
<td>or AB 57</td>
<td>Structural Automotive Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>AB 75</td>
<td>Body Panel Customizing</td>
<td>4.5</td>
</tr>
<tr>
<td>or AB 51</td>
<td>Non-Structural Repair</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 76</td>
<td>Partial-Panel Fabrication</td>
<td>4.5</td>
</tr>
<tr>
<td>AB 77</td>
<td>Full-Panel Fabrication</td>
<td>4.5</td>
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</table>

CUSTOM PAINTING

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 61</td>
<td>Preparation and Spot Refinishing</td>
<td>3</td>
</tr>
<tr>
<td>AB 61L</td>
<td>Automotive Refinishing Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>AB 64</td>
<td>Automotive Air Brush Painting</td>
<td>2.5</td>
</tr>
<tr>
<td>AB 65</td>
<td>Mix and Adjusting Color</td>
<td>2</td>
</tr>
<tr>
<td>AB 66</td>
<td>Lettering, Striping and Design</td>
<td>2.5</td>
</tr>
<tr>
<td>AB 67</td>
<td>Automotive Custom Painting</td>
<td>2</td>
</tr>
</tbody>
</table>

AUTOMOTIVE DAMAGE APPRAISAL

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 181</td>
<td>Non-Structural Damage Estimating</td>
<td>3</td>
</tr>
<tr>
<td>AB 182</td>
<td>Structural Damages Estimating</td>
<td>3</td>
</tr>
<tr>
<td>AB 183</td>
<td>Computerized Damage Estimating</td>
<td>1.5</td>
</tr>
<tr>
<td>or AB 83A</td>
<td>Computerized Damage Estimating-Audatex</td>
<td>(1.5)</td>
</tr>
<tr>
<td>or AB 83P</td>
<td>Computerized Damage Estimating-Pathways</td>
<td>(1.5)</td>
</tr>
<tr>
<td>or AB 83U</td>
<td>Computerized Damage Estimating-Ultrimate</td>
<td>(1.5)</td>
</tr>
<tr>
<td>AB 188</td>
<td>Introduction to Automotive Claims Handling</td>
<td>2</td>
</tr>
<tr>
<td>AB 285</td>
<td>Collision Repair Management</td>
<td>3</td>
</tr>
<tr>
<td>AB 287</td>
<td>Advanced Collision Repair Management</td>
<td>2</td>
</tr>
<tr>
<td>AB 288</td>
<td>Advanced Automotive Claims</td>
<td>2</td>
</tr>
</tbody>
</table>

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION MINOR

VERIFICATION OF COMPLETION (9 UNITS)

Complete with a grade of Pass or “C” or higher, BA 100 and two additional Business Administration courses which have been determined in consultation with a full-time business instructor, or counselor, to enhance the student’s individual employment success.

Upon receiving your Verification of Completion or A.A. Degree, a statement will be placed on your official transcript that you have completed the requirements for a Minor in Business Administration.

A separate certification of completion of the requirements for a Minor in Business Administration can also be issued. Check with department for details.

NOTE: Although many of these courses are transferable, this Verification of Completion is non-transferable.

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

AUTOMOTIVE MECHANIC REPAIR

VERIFICATION OF COMPLETION

INSTALLER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1</td>
<td>Engine Maintenance</td>
<td>0.5</td>
</tr>
<tr>
<td>AUTO 2</td>
<td>Fuel Systems</td>
<td>0.5</td>
</tr>
<tr>
<td>AUTO 3</td>
<td>Lubrication and Cooling</td>
<td>0.5</td>
</tr>
<tr>
<td>AUTO 4</td>
<td>Electrical Systems</td>
<td>0.5</td>
</tr>
</tbody>
</table>

COMPUTER AND INFORMATION SCIENCES

COMPUTER SUPPORT TECHNICIAN

VERIFICATION OF COMPLETION

REQUISITED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 58A</td>
<td>PC Operating System A+ Certification</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 58B</td>
<td>PC Core Hardware A+ Certification</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 200A</td>
<td>Apple Mac OS Support Essentials</td>
<td>3.5</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS | 10.5 |

A verification of completion in the A+ Certification Preparation Verification will be granted by the division upon completion of 7 units.

SYSTEMS ANALYST

VERIFICATION OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Computer Programming Logic</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 186</td>
<td>Visual Basic.NET Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 201</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202A</td>
<td>Project Management for Information Technology</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 202B</td>
<td>Microsoft Project</td>
<td>3.5</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS | 17 |

A verification of completion in the Computer Information Systems Analyst Verification will be granted by the division upon completion of 17 units.
CYBER SECURITY

VERIFICATION OF COMPLETION

REQUIRED COURSES | UNITS
---|---
CIS 70A Network Fundamentals | 3.5
CIS 70K Introduction to Wireless Network | 3
CIS 70L Cyber Security Fundamentals | 3.5
CIS 169D Special Topics in Security | 3.5
CIS 213H Microsoft Windows Security | 3.5

TOTAL VERIFICATION REQUIREMENTS | 17

A verification of completion in the Cyber Security Certificate will be granted by the division upon completion of 17 units.

DATABASE APPLICATION DEVELOPMENT FOR MICROSOFT ACCESS

VERIFICATION OF COMPLETION

REQUIRED COURSES | UNITS
---|---
CIS 80 Programming in Access | 3.5
CIS 103 Computer Programming Logic | 3.5
CIS 155 Microsoft Access | 3.5
CIS 186 Visual Basic.NET Programming | 3.5

TOTAL VERIFICATION REQUIREMENTS | 14

NOTE: CIS 103 can be replaced by CIS 180 or CIS 182 with the approval of the certificate advisor.

A verification of completion in the Database Application Development for Microsoft Access Verification of Completion will be granted by the division upon completion of 14 units.

IBM ISERIES 400 SERVER OPERATORS

VERIFICATION OF COMPLETION

REQUIRED COURSES | UNITS
---|---
CIS 103 Computer Programming Logic | 3.5
CIS 141 iSeries 400 Operations | 3
CIS 141A Operations Navigator iSeries (AS/400) | 1.5
CIS 240 iSeries 400 Control Language Programming | 3

TOTAL VERIFICATION REQUIREMENTS | 11

A verification of completion in the IBM iSeries 400 Operations Verification of Completion will be granted by the division upon completion of 11 units.

LINUX APPLICATION PRODUCTIVITY

VERIFICATION OF COMPLETION

REQUIRED COURSES | UNITS
---|---
CIS 85 Unix Productivity Tools | 3.5
CIS 101 Introduction to Computer Information Systems | 3
CIS 214 Unix | 3.5

TOTAL VERIFICATION REQUIREMENTS | 10

A verification of completion in the Linux Application Productivity Verification will be granted by the division upon completion of 10 units.

MICROSOFT SYSTEMS ADMINISTRATOR

VERIFICATION OF COMPLETION

REQUIRED COURSES | UNITS
---|---
CIS 212 Introduction to Microsoft Windows Administration | 3.5
CIS 213A Microsoft Windows Activity Directory Service or CIS 213J Implementing a Microsoft Windows 2003 Active Directory (3.5)
CIS 213B Microsoft Advanced Network Infrastructure | 3.5
or CIS 213I Implementing a Windows 2003 Network Infrastructure (3.5)
CIS 213F Microsoft Windows 2003 Server Administration | 3.5
CIS 213K Designing A Windows Active Directory and Network Infrastructure | 3.5

TOTAL VERIFICATION REQUIREMENTS | 17.5

A verification of completion in the Microsoft Systems Administrator will be granted by the division upon completion of 17.5 units.

NETWORK ADMINISTRATOR

VERIFICATION OF COMPLETION

REQUIRED COURSES | UNITS
---|---
CIS 70A Network Fundamentals | 3.5
CIS 70B Network+ Certification | 3.5
CIS 70D Introduction to TCP/IP | 1.5
CIS 70E Router Configurations and Protocol | 3.5
CIS 70F Advanced Switching and Routing | 3.5

TOTAL VERIFICATION REQUIREMENTS | 15.5

A verification of completion in the Network Administration will be granted by the division upon completion of 15.5 units.
CURRICULUM AND REQUIREMENTS FOR VERIFICATIONS OF COMPLETION

PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY

VERIFICATION OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS UNITS
CIS 151 Microsoft Excel for Information Technology 3.5
CIS 201 Systems Analysis and Design 3
CIS 202A Project Management for Information Technology 3.5
CIS 202B Microsoft Project 3.5
TOTAL VERIFICATION REQUIREMENTS 13.5

A verification of completion in the Project Management for Information Technology verification will be granted by the division upon completion of 13.5 units.

SOFTWARE DEVELOPMENT IN C++/VISUAL C#

VERIFICATION OF COMPLETION

REQU'D COURSES UNITS
CIS 103 Computer Programming Logic 3.5
CIS 180 Programming in C/C++ 3.5
CIS 280 Object-Oriented Programming in C++ 3
CIS 281 Windows Programming with Visual C#.NET 3
TOTAL VERIFICATION REQUIREMENTS 13

CIS 103 may be replaced by CIS 182 with the approval of the department or the requirement may be met by successfully submitting a requisite clearance request form or a Requisite Clearance Request form.

A verification of completion in the Software Development in C++/Visual C# will be granted by the division upon completion of 13 units.

SOFTWARE DEVELOPMENT IN DATABASE APPLICATION

VERIFICATION OF COMPLETION

REQU'D COURSES UNITS
CIS 103 Computer Programming Logic 3.5
CIS 186 Visual Basic.NET Programming 3.5
CIS 207 Database Design and SQL 3.5
CIS 221B Database and Web Programming in VB.NET 3
TOTAL VERIFICATION REQUIREMENTS 13.5

A verification of completion in the Software Development Database Application will be granted by the division upon completion of 13.5 units.

SOFTWARE DEVELOPMENT IN JAVA

VERIFICATION OF COMPLETION

REQU'D COURSES UNITS
CIS 103 Computer Programming Logic 3.5
CIS 180 Programming in C/C++ 3.5
CIS 280 Object-Oriented Programming in C++ 3
CIS 281 Windows Programming with Visual C#.NET 3
CIS 283A Java Server Pages (JSP) Programming 3.5
TOTAL VERIFICATION REQUIREMENTS 14

The CIS 103 requirement may be met by successfully submitting a Requisite Clearance form or a Requisite challenger and waiver form.

A verification of completion in the Software Development in Java will be granted by the division upon completion of 14 units.

SOFTWARE DEVELOPMENT IN THE UNIX/LINUX ENVIRONMENT

VERIFICATION OF COMPLETION

REQU'D COURSE UNITS
CIS 102 Computer Programming Logic 3.5
CIS 180 Programming in C/C++ 3.5
CIS 214 Unix 3.5
CIS 221B Unix/Linux Environment 3.5
TOTAL VERIFICATION REQUIREMENTS 10.5

A verification of completion in the Software Development in the Unix/Linux Environment will be granted by the division upon completion of 14 units.

SOFTWARE DEVELOPMENT IN VISUAL BASIC.NET

VERIFICATION OF COMPLETION

REQU'D COURSES UNITS
CIS 103 Computer Programming Logic 3.5
CIS 186 Visual Basic.NET Programming 3.5
CIS 221A Object-Oriented Programming in VB.NET 3
CIS 221B Database and Web Programming in VB.NET 3
TOTAL VERIFICATION REQUIREMENTS 13

CIS 103 may be replaced by CIS 180 or CIS 182 with the approval of the department, or the requirement may be met by successfully submitting a Requisite Clearance Request form or a Requisite Challenge & Waiver form.

A verification of completion in the Software Development in visual Basic.NET Verification of Completion will be granted by the division upon completion of 13 units.
WEB PAGE DEVELOPMENT

VERIFICATION OF COMPLETION

REQUISITE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Computer Programming Logic</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 125</td>
<td>JavaScript for Programmers</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Web Page Development</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming HTML for the World Wide Web</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 285A</td>
<td>ASP.NET Programming</td>
<td>3.5</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS

10

WEB SERVER DEVELOPMENT

VERIFICATION OF COMPLETION

REQUISITE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Computer Programming Logic</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 186</td>
<td>Visual Basic.NET Programming</td>
<td>3.5</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Programming HTML for the World Wide Web</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS 285A</td>
<td>ASP.NET Programming</td>
<td>3.5</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS

12

A verification of completion in the Web Server Development Verification of Completion will be granted by the division upon completion of 12 units.

ENGINEERING DESIGN TECHNOLOGY

VERIFICATION OF COMPLETION

REQUISITE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 131</td>
<td>Design Fundamentals Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 153</td>
<td>Machine Design with AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 237</td>
<td>Graphical Statics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 258</td>
<td>Design and Production Technology with AutoCAD</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS

17

3-D PARAMETRIC MODELING DESIGN AND PRESENTATIONS

REQUISITE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 117</td>
<td>Geometrical Dimensioning and Tolerancing</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Design Fundamentals Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 255</td>
<td>AutoDesk Viz Rendering and Solid Modeling Applications</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 259</td>
<td>SolidWorks</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS

17

DESIGN WITH AUTOAUTODESK MAP 3-D

REQUISITE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 131</td>
<td>Design Fundamentals Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 151</td>
<td>Advanced Applications of Computer Aided Design with AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 160</td>
<td>AutoDesk MAP 3-D</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS

15

SHEET METAL LAYOUT APPLICATIONS WITH 3-D PARAMETRIC SOLID MODELING

REQUISITE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGT 116</td>
<td>Blueprint Reading for Machine Trades</td>
<td>2</td>
</tr>
<tr>
<td>ENGT 131</td>
<td>Design Fundamentals Including AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGT 138</td>
<td>AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 265</td>
<td>CATIA I</td>
<td>4</td>
</tr>
<tr>
<td>ENGT 266</td>
<td>CATIA II</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL VERIFICATION REQUIREMENTS

17
ENGLISH

CREATIVE WRITING/SCREENWRITING

VERIFICATION OF COMPLETION

DIVISION/DEPARTMENT REQUIREMENTS  UNITS

Choose 6 units from the following courses:

ENGL 240  Creative Writing  3
ENGL 241  Screenwriting  3
or TH 241  Screenwriting  (3)

Choose 6 units from the following courses:

ENGL 227  Current Literature  3
ENGL 228  Shakespeare's Plays  3
ENGL 232  Readings in Poetry  3
ENGL 233  Reading in the Novel  3
ENGL 234  Reading in Short fiction  3
ENGL 235  Reading in the Drama  3

TOTAL VERIFICATION OF COMPLETION REQUIREMENTS 12

All course work required for the verification must be completed with a minimum grade of “C.”

LAW

LEGAL MINOR

VERIFICATION OF COMPLETION (9 UNITS)

The Legal Minor may be obtained by completing three of the following core courses with a grade of Pass or “C” or higher: LAW 101, Introduction to Law; LAW 110, Business Law; LAW 113, Fundamentals of Alternate Dispute Resolutions or LAW 161, Consumer Law.

Upon receiving your Certificate of Achievement or A.A. Degree, a statement can be placed on your official transcript that you have completed the requirements for a Legal Minor.

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

CAREER OPPORTUNITIES

This minor combined with your major provides legal knowledge essential in business, private industry, and self-employment.

*This minor does not prepare students for a career as a paralegal. This minor is not approved by the American Bar Association.

MACHINE TOOL TECHNOLOGY

MACHINE TOOL TECHNOLOGY - MASTERCAM

VERIFICATION OF COMPLETION

MTT 51  MasterCam Milling  3.5
MTT 56  CNC Shop Inspection  2.0
MTT 58  Computer-Assisted Inspection Using VeriSurf  3.0
MTT 59  MasterCam Turning  2.5
MTT 61  MasterCam Multi-Axis Milling  1.5
MTT 92L  MasterCam Laboratory  1.0
MTT 278  MasterCam Advanced  3.5

—
17.0

MANUFACTURING TECHNOLOGY (MFGT)

VERIFICATION OF COMPLETION REQUIREMENTS

The three to six units for the specialty may come from the units completed toward the degree or from additional courses outlined below. Students with previous coursework may also be considered for certificates upon providing transcripts for review through the matriculation process.

QUALITY ASSURANCE (QA)

MFGT 55  Quality Control (QC)  1.5
MFGT 57  Total Quality Management (TQM)  1.5
MFGT 60  Quality Assurance Principles (QA)  1.5

—
4.5

QUALITY CONTROL (QC)

MFGT 53  Statistical Process Control (SPC)  1.5
MFGT 55  Quality Control (QC)  1.5

—
3.0

STATISTICAL PROCESS CONTROL (SPC)

MFGT 53  Statistical Process Control (SPC)  1.5
MFGT 55  Quality Control (QC)  1.5
MFGT 65  Applied Math for Manufacturing  3

—
6.0

TOTAL QUALITY MANAGEMENT (TQM)

MFGT 57  Total Quality Management (TQM)  1.5
MFGT 60  Quality Assurance Principles (QA)  1.5
MFGT 58  Benchmarking  1.5
MFGT 59  Lean Sigma  1.5

—
6.0

ISO 9001-2008

MFGT 55  Quality Control (QC)  1.5
MFGT 56  ISO 9001:2008  1.5
MFGT 60  Quality Assurance Principles (QA)  1.5

—
4.5
ADVANCED QUALITY SYSTEMS (AQS)
MFGT 53 Statistical Process Control (SPC) 1.5
MFGT 57 Total Quality Management (TQM) 1.5
MFGT 58 Benchmarking 1.5
MFGT 59 Lean Sigma 1.5
— 6.0

MATERIALS AND PROCESSES
MFGT 100 Manufacturing Processes 3
PMT 63L Specialty Plastics Lab .5
PMT 68 Plastics Materials and Process 2.5
— 6.0

MASS COMMUNICATIONS

RADIO/TELEVISION

BROADCAST ANNOUNCING

VERIFICATION OF COMPLETION

This verification helps the student focus on the study of and preparation for entry level employment in the field of broadcast announcing at radio and television stations, and in online broadcast ventures. This is one of two-part verification combination that will begin to prepare the student for an Associate Arts Degree in Broadcast Media. (See Broadcast Journalism Verification of Completion)

Radio/Television Broadcast Announcing 16 UNITS
JOUR 121 Multimedia Reporting 3
RTV 152 Introduction to Broadcasting 3
RTV 155 Radio Production 3
RTV 298 Directed Studies in Radio-TV* 1
or RTV 171 Occupational Work Experience in Radio-TV* (1)
SPCH 271 Voice and Articulation 3
FILM 102 Television Production 3

*Should be a broadcasting-related internship.

BROADCAST JOURNALISM

VERIFICATION OF COMPLETION

The verification helps the student focus on the study of and preparation for entry level employment in the growing field of broadcast news at radio stations and television stations, and in online journalism ventures.

This certificate is one part of a two-part verification combination that prepares the student for an associate degree in Broadcast Media. (See Verification of Completion Radio-TV Announcing)

BROADCAST JOURNALISM CERTIFICATE REQUIREMENTS - 12 UNITS
JOUR 100 Mass Communications and Society 3
JOUR 101 Beginning Newswriting and Reporting 3
JOUR 121 Multimedia Reporting 3

Plus three units of the following:
JOUR 120 Internet for Journalists 2
JOUR 170 Broadcast News/Webcasting* 1

RTV 175 Sportscasting 1
RTV 176 Talk Radio Broadcasting 1
SPCH 100 Fundamentals of Oral Communication 3
SPCH 140 Oral Interpretation of Literature 3
SPCH 240 Oral Interpretation – Reader’s Theatre 3
TH 108 Improvisation for the Theatre 3.5
TH 117 Stand-Up Comedy 3

TOTAL 12

OCCUPATIONAL PREPAREDNESS IN
DESKTOP PUBLISHING/JOURNALISM

VERIFICATION OF COMPLETION

This verification will provide the student with the entry-level skills needed to write and prepare for printing such widely produced documents and newsletters, brochures, and news releases. These skills are applicable in a wide variety of business environments.

Required Core Courses: UNITS
ART 188 Design for Digital Publishing 3
ART 192 Photoshop/Digital Imaging 3
JOUR 101 Beginning Newswriting and Reporting 3
JOUR 107 College Newspaper 3

Plus one course from the following:
ART 182A Lettering & Typography 3
ART 186 Computer Graphics with Adobe Illustrator 3
BA 110 Advertising 3
JOUR 130 Photo Journalism 3
or PHOT 130 Photo Journalism (3)
JOUR 157 Principles of Public Relations 3
or BA 157 Principles of Public Relations (3)

TOTAL VERIFICATION OF COMPLETION REQUIREMENTS 15

ONLINE JOURNALISM

VERIFICATION OF COMPLETION

The verification helps the student focus on the study of and preparation for entry level employment in the growing field of online journalism. The verification should be particularly helpful to those who will be helping small publications start online news ventures.

ONLINE JOURNALISM VERIFICATION REQUIREMENTS - 15 UNITS
JOUR 100 Mass Communications and Society 3
JOUR 101 Beginning Newswriting 3
JOUR 107 College Newspaper 3
JOUR 121 Multimedia Reporting 3
PHOT 110 Introduction to Digital Photography 3
or ART 192 Photoshop/Digital Imaging (3)
PHOTOJOURNALISM

VERIFICATION OF COMPLETION

The verification helps the student focus on the study of and preparation for entry level employment in the field of photojournalism. The verification should be particularly helpful to those looking for employment at newspapers, magazines, corporate and government public relations departments and online journalism ventures.

PHOTOJOURNALISM

VERIFICATION REQUIREMENTS – 17 UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR 130</td>
<td>Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 110</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus three units of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 100</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>or ACCT 100</td>
<td>Introduction to Accounting</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Plus five units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 110</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 107A</td>
<td>College Newspaper</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 160</td>
<td>College Magazine Production</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 298</td>
<td>Directed Studies (maximum 1 unit)</td>
<td>1</td>
</tr>
<tr>
<td>JOUR 299</td>
<td>Directed Studies (internship-maximum 2 units)</td>
<td>2</td>
</tr>
</tbody>
</table>

PHOTOGRAPHY

DIGITAL PHOTOGRAPHY

VERIFICATION OF COMPLETION

This verification helps the student focus on the practice of digital photography. Emphasis will be placed on achieving the ability to produce state-of-the-art digital files and prints. Completion of this verification will be prepare the student for entry-level employment in the growing field of photographic media.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 110</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 112</td>
<td>Intermediate Digital Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 6

FINE ART PHOTOGRAPHY

VERIFICATION OF COMPLETION

This verification helps the student focus on a variety of photographic techniques and genres within contemporary fine art practice. Emphasis will be placed on achieving the ability to produce archival prints of the highest quality using both digital and traditional wet darkroom techniques. Technique is presented as a support for producing meaningful images grounded in a historical awareness of the medium. Understanding the ubiquity of photography in today's image culture is also stressed. Completion of this verification will prepare the student for successful transfer to universities offering a baccalaureate Major Requirements, as well as entry-level expertise in gallery exhibition conventions.

FINE ART PHOTOGRAPHY

VERIFICATION OF COMPLETION REQUIREMENTS 15 UNITS

Select 15 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 102</td>
<td>Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 122</td>
<td>Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 160</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 234</td>
<td>Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 240</td>
<td>Experimental Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 250</td>
<td>Contemporary Photographic Expression</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 252</td>
<td>Photography of the Landscape</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 298</td>
<td>Directed Studies</td>
<td>1</td>
</tr>
<tr>
<td>PHOT 299</td>
<td>Directed Studies</td>
<td>2</td>
</tr>
</tbody>
</table>

OCCUPATIONAL PREPAREDNESS IN PHOTOGRAPHY

VERIFICATION OF COMPLETION

The verification helps the student focus on recognizing the variety available to the novice photographer, and focusing on excellence in one or more area of specialization. Completion of this verification will prepare the student for entry-level employment in professional commercial photography.

OCCUPATIONAL PREPAREDNESS IN PHOTOGRAPHY

VERIFICATION OF COMPLETION REQUIREMENTS 15 UNITS

Select 12 units from the following

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 100</td>
<td>Introductory Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 110</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT/JOUR 130</td>
<td>Photo Journalism</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 171</td>
<td>Occupational Work Experience in Photography</td>
<td>1</td>
</tr>
<tr>
<td>PHOT 230</td>
<td>Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 232</td>
<td>Approaches to Studio Lighting</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 234</td>
<td>Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 298</td>
<td>Directed Studies</td>
<td>1</td>
</tr>
<tr>
<td>PHOT 299</td>
<td>Directed Studies</td>
<td>2</td>
</tr>
</tbody>
</table>

One course must be taken from the following selection

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 100</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 110</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BA 113</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
</tbody>
</table>
TRADITIONAL BLACK-AND-WHITE PHOTOGRAPHY

VERIFICATION OF COMPLETION

This verification helps the student focus on the practice of traditional black-and-white photography. Emphasis will be placed on achieving the ability to produce archival prints of the highest quality using traditional wet darkroom techniques combined with advanced exposure applications. Technique is presented as a support for producing meaningful images, rather than as an end in itself.

PHOT 100 Introductory Photography 3
PHOT 102 Intermediate Photography 3
PHOT 200 Advanced Photography 3

TOTAL 9

PHYSICAL EDUCATION

COACHING VERIFICATION OF COMPLETION

CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 103</td>
<td>Theory of Coaching</td>
<td>3</td>
</tr>
<tr>
<td>HED 200</td>
<td>Nutrition for Health, Fitness, and Physical Activity</td>
<td>3</td>
</tr>
<tr>
<td>PE 253</td>
<td>Sport Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HED 110</td>
<td>Community First Aid and CPR</td>
<td>3</td>
</tr>
</tbody>
</table>

AND ONE COURSE FROM THE FOLLOWING LIST

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 150A</td>
<td>Swimming, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>PE 150B</td>
<td>Swimming, Intermediate/Advanced</td>
<td>2</td>
</tr>
<tr>
<td>PE 151</td>
<td>Wrestling, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>PE 154A</td>
<td>Badminton, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>PE 154B</td>
<td>Badminton, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>PE 156A</td>
<td>Golf, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>PE 156B</td>
<td>Golf, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>PE 159A</td>
<td>Tennis, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>PE 159B</td>
<td>Tennis, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>PE 170</td>
<td>Water Polo</td>
<td>2</td>
</tr>
<tr>
<td>PE 171A</td>
<td>Softball, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>PE 171B</td>
<td>Softball, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>PE 172A</td>
<td>Volleyball, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>PE 172B</td>
<td>Volleyball, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>PE 175A</td>
<td>Baseball, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>PE 175B</td>
<td>Baseball, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>PE 175A</td>
<td>Basketball, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>PE 175B</td>
<td>Basketball, Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>PE 177</td>
<td>Flag Football</td>
<td>1</td>
</tr>
<tr>
<td>PE 178</td>
<td>Football, Intermediate/Advanced</td>
<td>2</td>
</tr>
<tr>
<td>PE 179A</td>
<td>Soccer, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>PE 179B</td>
<td>Soccer, Intermediate/Advanced</td>
<td>2</td>
</tr>
<tr>
<td>PE 200</td>
<td>Baseball</td>
<td>3</td>
</tr>
<tr>
<td>PE 201</td>
<td>Baseball Off-Season Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>PE 202</td>
<td>Basketball, Men's</td>
<td>3</td>
</tr>
<tr>
<td>PE 204</td>
<td>Basketball, Women's</td>
<td>3</td>
</tr>
<tr>
<td>PE 206</td>
<td>Cross Country, Men's</td>
<td>3</td>
</tr>
<tr>
<td>PE 207</td>
<td>Cross Country Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>PE 208</td>
<td>Cross Country, Women's</td>
<td>3</td>
</tr>
<tr>
<td>PE 210</td>
<td>Football, Men's</td>
<td>3</td>
</tr>
<tr>
<td>PE 213</td>
<td>Intercollegiate Golf</td>
<td>3</td>
</tr>
<tr>
<td>PE 217</td>
<td>Soccer, Men's</td>
<td>3</td>
</tr>
<tr>
<td>PE 219</td>
<td>Soccer, Women's</td>
<td>3</td>
</tr>
</tbody>
</table>

PE 221 Softball, Women's 3
PE 222 Softball Pre-Season Conditioning 1
PE 223 Swimming, Men's 3
PE 225 Swimming, Women's 3
PE 227 Tennis, Men's 3
PE 228 Tennis Conditioning 1
PE 229 Tennis, Women's 3
PE 231 Track & Field, Men's 3
PE 233 Track & Field, Women's 3
PE 234 Track & Field Conditioning 1
PE 235 Volleyball, Women's 3
PE 236 Volleyball Pre-Season Conditioning 1
PE 238 Wrestling Off-Season Training 1
PE 239 Water Polo, Men's 3
PE 241 Water Polo, Women's 3
PE 243 Wrestling 3

PLASTICS/BIOCOMPOSITES MANUFACTURING TECHNOLOGY (PMT)

VERIFICATIONS OF COMPLETION

In order to obtain a Plastics Specialty, the student is encouraged to complete the required units for the Plastics Manufacturing Technology Degree. The 4.5 to 8 units for the specialty may come from the units completed toward the degree or from additional courses outlined below. Students with previous coursework may also be considered for certificates upon providing transcripts for review, and consent of the department.

Plastics Manufacturing Technology Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 63L</td>
<td>Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 68</td>
<td>Plastics Materials and Processes</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 100</td>
<td>Plastics Technology</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Inspection and Testing Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT 54</td>
<td>Ultrasonic Level 1 Testing</td>
<td>1.5</td>
</tr>
<tr>
<td>PMT 63L</td>
<td>Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 68</td>
<td>Plastics Materials and Processes</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Injection Molding Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 59</td>
<td>Injection Molding I</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 63L</td>
<td>Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 100</td>
<td>Plastics Technology</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Moldmaking Specialty

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 59</td>
<td>Injection Molding I</td>
<td>2.5</td>
</tr>
<tr>
<td>PMT 63L</td>
<td>Specialty Plastics Lab</td>
<td>.5</td>
</tr>
<tr>
<td>PMT 65</td>
<td>Moldmaking</td>
<td>3</td>
</tr>
<tr>
<td>or PMT 68</td>
<td>Plastic Materials and Process</td>
<td>(2.5)</td>
</tr>
</tbody>
</table>

3 6
Curriculum and Requirements for Verifications of Completion

**Fiberglass Specialty**
- PMT 61 Fiberglass Technology 2.5
- PMT 63L Specialty Plastics Lab .5
- PMT 67 Fiberglass Production 2.5
- or PMT 76 Vacuum Infusion Process (VIP) Resin Transfer (3.0) 5.5 (6.0)

**Composites Specialty**
- PMT 61 Fiberglass Technology 2.5
- PMT 67 Fiberglass Production 2.5
- PMT 70 Composites Technology 2.5
- 7.5

**Composite Technician Specialty**
- PMT 51 Composites Fabrication 2.5
- PMT 53 Composites Repair 2.5
- PMT 63L Specialty Plastics Lab 0.5
- or PMT 5 Survey of Composites (1.5) 8.0 (9.5)
- or PMT 5 Survey of Composites (1.5) 8.0 (9.5)
- PMT 70 Composites Technology 2.5
- 8.0 (9.5)

**Fiberglass/Composite Repair Specialty**
- PMT 53 Composite Repair 3
- PMT 61 Fiberglass Technology 2.5
- PMT 67 Fiberglass Production 2.5
- 8

**Tooling Specialty**
- PMT 58 Industrial Design for Plastics 2.5
- or PMT 221 Modelmaking (2.5) 5
- PMT 63L Specialty Plastics Lab .5
- or PMT 55 Prototyping (1.0) 5.5 (6.0)
- PMT 72 Tooling for Plastics 2.5
- 5.5 (6.0)

**Industrial Design Specialty**
- PMT 55 Prototyping 1.0
- or PMT 63L Specialty Plastics Lab (0.5) 6.0 (5.5)
- PMT 58 Industrial Design for Plastics 2.5
- PMT 221 Modelmaking 2.5

**SIGN LANGUAGE**

**CAREER OPPORTUNITIES:**
- Interpreter
- Instructor
- Translator

**VERIFICATION OF COMPLETION**

**DIVISION/DEPARTMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL 201</td>
<td>Advanced American Sign Language 3</td>
</tr>
<tr>
<td>SPCH 120</td>
<td>Fundamentals of Interpersonal Communication 3</td>
</tr>
<tr>
<td>SPCH 271</td>
<td>Voice and Articulation 3</td>
</tr>
</tbody>
</table>

**TOTAL VERIFICATION REQUIREMENTS** 12

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

**THEATRE ARTS**

**ENTERTAINMENT TECHNOLOGY**

**OCCUPATIONAL PROGRAM**

**VERIFICATION OF COMPLETION**

**DIVISION/DEPARTMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH 223</td>
<td>Portable Entertainment Technology - Lighting 3</td>
</tr>
<tr>
<td>TH 224</td>
<td>Portable Entertainment Technology - Audio &amp; Staging 3</td>
</tr>
<tr>
<td>TH 225</td>
<td>Portable Entertainment Production 2</td>
</tr>
<tr>
<td>MUS 146</td>
<td>Recording Techniques 2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIREMENTS** 10

**WOODWORKING MANUFACTURING TECHNOLOGIES**

**VERIFICATION OF COMPLETION**

**CNC WOODWORKING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMT 151</td>
<td>Introduction to Faceframe Cabinetmaking 4</td>
</tr>
<tr>
<td>WMT 153</td>
<td>32mm System of Cabinetmaking 4</td>
</tr>
<tr>
<td>WMT 181</td>
<td>Introduction to Computer Operations for Cabinetmaking and Design 3</td>
</tr>
<tr>
<td>WMT 185</td>
<td>CNC Woodworking 3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIREMENTS** 14

**ARCHITECTURAL MILLWORK**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMT 151</td>
<td>Introduction to Faceframe Cabinetmaking 4</td>
</tr>
<tr>
<td>WMT 155</td>
<td>Architectural Millwork 4</td>
</tr>
<tr>
<td>WMT 258</td>
<td>Mantels and Wall Systems 4</td>
</tr>
</tbody>
</table>

**TOTAL REQUIREMENTS** 12

**HAND TOOLS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMT 101</td>
<td>Introduction to Woodworking 3</td>
</tr>
<tr>
<td>WMT 108</td>
<td>Wood Carving for Furniture 2.5</td>
</tr>
<tr>
<td>WMT 201</td>
<td>Woodworking with Hand Tools 4</td>
</tr>
<tr>
<td>WMT 235</td>
<td>Windsor Chair 3</td>
</tr>
<tr>
<td>WMT 241</td>
<td>Special Topics in Handtools 2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIREMENTS** 14.5

205
CERTIFICATES

NON-CREDIT CERTIFICATE OF COMPLETION OF COURSES IN BUILDING TRADES AND CONSTRUCTION INDUSTRY PRE APPRENTICESHIP

CAREER OPPORTUNITIES:
Provides preparation for entry into apprenticeship programs in the building trades.

CERTIFICATE OF ACHIEVEMENT

DIVISION/DEPARTMENT REQUIREMENTS

AED 36.02  Introduction to the Building Trades and Construction Industry
AED 36.03  Basic Reading Skills for the Building Trades and Construction Industry
AED 36.04  Basic Math Skills for the Building Trades and Construction Industry
AED 36.05  Introduction to Basic Welding for the Building Trades and Construction Industry

TOTAL CERTIFICATE REQUIREMENTS: 4 Courses
NON-CREDIT CERTIFICATE OF COMPLETION IN GED TEST PREPARATION IN ENGLISH

CERTIFICATE OF ACHIEVEMENT
DIVISION/DEPARTMENT REQUIREMENTS
AED 42.12 GED Preparation – A
AED 42.13 Preparation – B

CAREER OPPORTUNITIES:
In today's workforce having a GED certificate or high school diploma is required for many employment positions. In addition, basic skills are necessary to maintain most sustainable wage jobs.

CAREER PATHWAYS:
These two courses will prepare the student to pass the GED examination consisting of social studies, science, English and math.

NON-CREDIT CERTIFICATE OF COMPLETION IN VOCATIONAL ENGLISH AS A SECOND LANGUAGE

CERTIFICATE OF ACHIEVEMENT
DIVISION/DEPARTMENT REQUIREMENTS
AED 42.14 Low Beginning English as a Second Language
AED 42.15 High Beginning English as a Second Language
AED 49.02 Vocational English as a Second Language

CAREER OPPORTUNITIES:
This sequence of courses provides students with a basic working knowledge of the English language and English specific to a vocational field and better employment opportunities.

CAREER PATHWAYS:
Allows students who choose to transition to the credit vocational programs at Cerritos College where they may obtain an AA Degree or certificate.

NON-CREDIT CERTIFICATE OF COMPLETION IN GED TEST PREPARATION IN SPANISH

CERTIFICATE OF ACHIEVEMENT
DIVISION/DEPARTMENT REQUIREMENTS
AED 42.10 Spanish GED Test Preparation – A
AED 42.11 Spanish GED Test Preparation – B

CAREER OPPORTUNITIES:
In today's workforce having a GED certificate or high school diploma is required for many employment positions. In addition, basic skills are necessary to maintain most sustainable wage jobs.

CAREER PATHWAYS:
These two courses will prepare the student to pass the GED examination consisting of social studies, science, English and math.

NON-CREDIT CERTIFICATE OF COMPLETION IN ENGLISH AS A SECOND LANGUAGE

CERTIFICATE OF ACHIEVEMENT
DIVISION/DEPARTMENT REQUIREMENTS
AED 42.03 Survival English as a Second Language
AED 42.14 Low Beginning English as a Second Language
AED 42.15 High Beginning English as a Second Language
AED 42.16 Low Intermediate English as a Second Language
AED 42.47 High Intermediate English as a Second Language

CAREER OPPORTUNITIES:
This sequence of courses prepares students to have a working knowledge of basic English skills that will facilitate job interviews and better employment opportunities.

CAREER PATHWAYS:
Upon completion of the sequence of courses students are prepared to transition to credit ESL course or credit programs at Cerritos.
Course Descriptions

This section of the catalog provides the course description for all courses approved by the Cerritos College Curriculum Committee.

All courses, unless otherwise indicated, apply for credit toward an AA Degree in accordance with California Administrative Code, Title V, Section 55805.5.

Courses that do not meet the AA Degree requirements are indicated with a statement "(Not degree applicable)" beside the course title.

Students are advised to see a counselor for clarification if they have any questions regarding the appropriateness of a course to meet their educational goal.

Please check with your counselor and the department for new developments in curriculum that have not been included in the catalog.

LEARNING COMMUNITY COURSE OFFERINGS

The LC suffix attached to a course number denotes that the course was offered in a Learning Communities format. Courses with an LC suffix are equivalent in content to courses without the LC suffix.
BUSINESS, HUMANITIES, AND
SOCIAL SCIENCES DIVISION
(562) 860-2451 EXT. 2715
Accounting
Administration of Justice
Anthropology
Business Administration
Business Communications Office Technology
Court Reporting and Captioning Careers
Economics
Education/Elementary School Teaching
Finance
History
Insurance
Interdisciplinary Studies
Law (Paralegal)
Philosophy
Political Science
Psychology
Real Estate
Sociology
Women's Studies

HEALTH OCCUPATIONS DIVISION
(562) 860-2451 EXT. 2550
Child Development
Child Development/Early Childhood
Child Development/Infant Toddler
Child Development/Special Education
Culinary Arts
Dental Assisting
Dental Hygiene
Health Occupations
Medical Assistant
Nursing
Pharmacy Technician
Physical Therapist Assistant
Speech-Language Pathology Assistant

HEALTH, PHYSICAL EDUCATION,
DANCE/ATHLETICS DIVISION
(562) 860-2451 EXT. 2862
Dance
Health Education
Physical Education/Athletics

HEALTH OCCUPATIONS DIVISION
(562) 860-2451 EXT. 2550
Child Development
Child Development/Early Childhood
Child Development/Infant Toddler
Child Development/Special Education
Culinary Arts
Dental Assisting
Dental Hygiene
Health Occupations
Medical Assistant
Nursing
Pharmacy Technician
Physical Therapist Assistant
Speech-Language Pathology Assistant

LIBERAL ARTS DIVISION
(562) 860-2451 EXT. 2858
Chinese
English
English as a Second Language

COUNSELING & GUIDANCE
DIVISION
(562) 860-2451 EXT. 2231
Counseling & Guidance

DISABLED STUDENT
PROGRAMS & SERVICES
(562) 860-2451 EXT. 2335
Access Learning

FINE ARTS & COMMUNICATIONS
DIVISION
(562) 860-2451 EXT. 2600
Art and Design
Film
Humanities

TABLE OF CONTENTS

COURSE DESCRIPTIONS

JOURNALISM
Music
Photography
Radio/TV
Theatre Arts

French
German
Japanese
Reading
Sign Language
Spanish
Speech

SCIENCE, ENGINEERING, AND
MATHEMATICS DIVISION
(562) 860-2451 EXT. 2660
Anatomy & Physiology
Astronomy
Biology
Botany
Chemistry
Computer and Information Sciences
Earth Science
Energy
Environmental Policy
Geography
Geology
Mathematics
Microbiology
Physical Science
Physics
Zoology

TECHNOLOGY DIVISION
(562) 860-2451 EXT. 2900
Architecture
Automotive Collision Repair
Automotive Mechanical Repair
Cosmetology
Engineering Design Technology
Engineering Technology
Machine Tool Technology
Manufacturing Technology
New Product Development
Plastics Manufacturing
Welding
Woodworking Manufacturing Technologies

INNOVATION AND ACADEMIC
SUPPORT
(562) 860-2451 EXT. 2797
Educational Technology

LIBERAL ARTS DIVISION
(562) 860-2451 EXT. 2858
Chinese
English
English as a Second Language

209
This course is designed to teach the principles of Universal Design for Learning (UDL) using voice recognition software, such as Dragon Naturally Speaking, to facilitate the development of collegiate reading and writing skills. The technology is used as a way to close the achievement gap between students with disabilities and their non-disabled peers. The voice recognition software can be customized to assist all students’ needs and learning preferences. This course is appropriate for students with learning, physical, communicative, or other disabilities, as well as for those who want to enhance their learning through incorporating the universal design principles using assistive technology. (Formerly DSPS 88)

ACLR 89  BUILDING PERCEPTUAL REASONING SKILLS IN UDL  2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: Completion of DSPS 86 or equivalent with a grade of Pass or “C” or higher.
This course is designed to teach the principles of Universal Design for Learning (UDL) using assistive technology programs to facilitate the development of perceptual reasoning and critical thinking skills. The technology is used as a way to close the achievement gap between students with disabilities and their non-disabled peers. Students will learn to customize the software according to their unique needs and learning preferences. This course is appropriate for students with learning, physical, communicative, or other disabilities as well as for those who want to gain skills and enthusiasm for learning incorporating the UDL principles through technology targeted toward building perceptual reasoning skills. (Formerly DSPS 89)

ACLR 90  (Not Degree Applicable) ORIENTATION FOR THE STUDENT WITH DISABILITIES  1.0 UNIT
Class hours: 1.0 Lecture
This course is designed to orient the disabled student to the varied programs and services offered by Cerritos College. An IEP/learning contract will be developed for each student who enrolls in this course. Emphasis is on assisting the disabled student to successfully integrate into all aspects of the college. (Formerly CG 3, COUN 33)

ACLR 91  (Not Degree Applicable) CAREER EXPLORATION FOR THE STUDENT WITH DISABILITIES  1.0 UNIT
Class hours: 1.0 Lecture
This course is designed to assist the disabled student in the process of developing goals for future employment. An Individual Educational Plan (IEP)/learning contract will be developed for each student who enrolls in this course. Emphasis is upon exploring career choices, assessment of interests, and the development of employment seeking skills. (Formerly COUN 34, CG 4)

ACLR 92  (Not Degree Applicable) PERSONAL ASSESSMENT FOR THE STUDENT WITH DISABILITIES  1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: COUN 33 or equivalent with a grade of Pass or “C” or higher.
This course is designed to assist the student with disabilities to develop personal assessment techniques. The course will present concepts and methods of self-evaluation and personal action including goal setting, time management, making choices, achieving objectives and self advocacy. (Formerly CG 5, COUN 35)

ACCOUNTING
(BUSINESS DIVISION)

ACCT 1T  (Not Degree Applicable) ACCOUNTING MICROCOMPUTER LAB  0.5 UNIT
Class hours: 2.0 Laboratory
Open Entry/Open Exit
Corequisite: Enrollment in one or more Accounting or Finance course.
This course is designed to provide individual lab instruction for students studying computerized accounting to facilitate and reinforce their ability to complete assigned computerized projects.

ACCT 2T  (Not Degree Applicable) ACCOUNTING LAB  0.5 UNIT
Class hours: 2.0 Laboratory
Corequisite: ACCT 100, ACCT 101, or ACCT 102.
Open Entry/Open Exit
This course is designed to provide individual lab instruction with assigned problems and practice sets for introductory accounting students. (Formerly BUSA 2T)
ACCT 51
VOLUNTEER INCOME ACCOUNTING
1.5 UNITS
Class hours: 1.0 Lecture/1.5 Laboratory
Prerequisite: ACCT 61 or ACCT 250 or equivalent with a grade of Pass or “C” or higher.
This course is designed to give students the knowledge and skills necessary to prepare simple federal income tax returns, on a volunteer basis, to low-income and disadvantaged members of the community. With the guidance of the instructor and Internal Revenue Service agents, students will gain experience in interviewing techniques and will apply skills learned in tax preparation while providing a much-needed service to their community. (Formerly BUSA 51)

ACCT 60
QUICKBOOKS ACCOUNTING
1.5 UNITS
Class hours: 1.5 Lecture
Recommendation: Students in Accounting or Finance courses are strongly recommended to enroll in a section of ACCT 1T.
This course introduces QuickBooks 6.0, a complete accounting software system for small businesses. (Formerly BUSA 60)

ACCT 61
TURBO TAX ACCOUNTING
1.5 UNITS
Class hours: 1.5 Lecture
Recommendation: Students in Accounting or Finance courses are strongly recommended to enroll in a section of ACCT 1T.
This course introduces personal income tax preparation using Tax Return Preparation with Turbo Tax for Windows, a software package for preparing individual income tax returns. (Formerly BUSA 61)

ACCT 100
INTRODUCTION TO ACCOUNTING
3.0 UNITS
Class hours: 3.0 Lecture
This course introduces the theory and practice of double entry accounting. Emphasis will be placed upon understanding the basic financial records and forms and applying elementary accounting procedures. (Formerly BUSA 100)
Transfer Credit: CSU

ACCT 101
FUNDAMENTALS OF ACCOUNTING I
4.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: ACCT 100 or equivalent with a grade of Pass or “C” or higher.
This course covers the basic concepts used by businesses for financial accounting. The course includes a study of: the accounting concepts and techniques essential to the administration of a business enterprise; measuring and communicating economic information; analyzing and recording financial transactions; and the preparation of financial statements for sole proprietorships, partnerships, and corporations. (Formerly BUSA 101)
Transfer Credit: CSU; UC

ACCT 102
FUNDAMENTALS OF ACCOUNTING II
4.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: ACCT 101 or equivalent with a grade of Pass or “C” or higher.
This course covers the basic concepts used by businesses for managerial accounting. The course includes a study of: managerial accounting concepts and systems; job order cost systems; analyses for managerial decision making; planning, and control techniques and principles. (Formerly BUSA 102)
Transfer Credit: CSU; UC

ACCT 130
PAYROLL TAX ACCOUNTING
3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 100 or ACCT 101 or equivalent with grades of Pass or “C” or higher.
This course will cover fundamental principles of payroll tax laws as defined by Federal, State, and local government. It will also include discussion of Social Security, Federal and State income taxes, Federal and State Unemployment Insurance, Workmen’s Compensation Insurance, and journal entries to record payroll information. It will include sales tax requirements in record keeping and computation of sales tax returns. Insurance and union reporting are discussed. It also includes personnel records requirements, data processing, and payroll systems. It is intended to provide the business students with a working knowledge of current tax laws and practical application of the same. (Formerly BUSA 130)
Transfer Credit: CSU

ACCT 131
COMPUTERIZED ACCOUNTING - IBM
3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of Pass or “C” or higher.
Recommendation: Students in Accounting or Finance courses are strongly recommended to enroll in a section of ACCT 1T.
This course is designed to teach students the application of accounting functions using the IBM compatible microcomputer and standard spreadsheet software. The accounting functions will include the development of financial statements, worksheets, special journals, payroll, bank reconciliations, and personal budgeting. (Formerly BUSA 131)
Transfer Credit: CSU

ACCT 133
SPREADSHEET ACCOUNTING I
3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 100 or equivalent with a grade of Pass or “C” or higher.
Recommendation: Students in Accounting or Finance courses are strongly recommended to enroll in a section of ACCT 1T.
This course is designed to teach students the application of accounting functions using the IBM compatible microcomputer and standard spreadsheet software. The accounting concepts will include corporation financial statements, financial ratios, manufacturing accounting, plant assets, accounts and notes receivable, inventory...
valuation, notes payable, budgeting, and forecasting utilizing generally accepted accounting principles. (Formerly BUSA 134)
Transfer Credit: CSU

ACCT 171
ACCOUNTING
WORK EXPERIENCE 1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Accounting Occupational Work Experience requires 60 non-paid hours or 75 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BUSA 172)
Transfer Credit: CSU

ACCT 173
ACCOUNTING
WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
Three units of Accounting Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BUSA 174)
Transfer Credit: CSU

ACCT 201
INTERMEDIATE ACCOUNTING I 4.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: ACCT 102 or equivalent with a grade of Pass or “C” or higher.
This course covers the preparation of accounting statements and the study of accounting theory, utilizing the corporation form of business organizations. The emphasis of the course is on the sequential study of the various classifications and items of the balance sheet, including current and non-current assets. (Formerly BUSA 201)
Transfer Credit: CSU

ACCT 202
INTERMEDIATE ACCOUNTING II 4.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: ACCT 201 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of ACCT 201. It is an in-depth study of the balance sheet items relating to non-current assets, current liabilities, long-term liabilities, paid-in capital and retained earnings. The course includes techniques of comparative analysis; interpretation and projection of financial statements, funds-flow and cash-flow reporting; and the study of A.P.B.’s (Accounting Principles Board Bulletins) and F.A.S.B.’s (Financial Accounting Standard Board) pronouncements. (Formerly BUSA 202)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
ACCT 230
ADVANCED PAYROLL ACCOUNTING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 130 or equivalent with a grade of Pass or “C” or higher.
Corequisite: ACCT 1T.
This course is designed to build on the basic payroll knowledge and skills gained in the Payroll Tax Accounting course. It covers advanced topics in payroll systems analysis, payroll administration, accounting for cafeteria plans, flexible spending accounts, tax deferred savings accounts and retirement plans. Taxation of fringe benefits, health, accident and disability benefits, and expatriot payments are explored. Methods of developing compensation plans are also discussed. This course is applicable to those students who plan to take the Certified Payroll Professional examination sponsored by the American Payroll Association. (Formerly BUSA 230)
Transfer Credit: CSU

ACCT 231
CURRENT TOPICS IN PAYROLL ACCOUNTING 1.5 UNITS
Class hours: 1.5 Lecture
This course is designed to give payroll accounting students exposure to experts in federal and state payroll tax law, Workers’ Compensation Insurance, union payroll, labor and fair employment law, sales taxes and payroll administration. The course is structured as a current topics seminar with guest speakers from the legal field, the Internal Revenue Service, the Franchise Tax Board, the State Board of Equalization, the Employment Development Department, The California Society of Certified Public Accountants, and Certified Payroll Professionals. (Formerly BUSA 231)
Transfer Credit: CSU

ACCT 240
COST ACCOUNTING 4.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of Pass or “C” or higher.
This course covers the various methods of cost accounting in use by manufacturing concerns. The details of accounting for materials, labor, and manufacturing overhead costs and expenses are presented. A study is made of the use of job order cost systems, process cost systems, and standard cost systems. The related areas of budgeting, break-even, and profit-volume analysis by management are included. A practice set is used. (Formerly BUSA 240)
Transfer Credit: CSU

ACCT 241
MANAGERIAL ACCOUNTING 4.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: ACCT 101 and ACCT 102 or equivalent with grades of Pass or “C” or higher.
This course introduces the managerial accounting concepts and principles that will enable the student to understand managerial accounting as it is applied in serving management needs. Topics include: fundamentals of managerial accounting; managerial accounting concepts and systems; managerial accounting planning and control; accounting for decentralized operations; analyses for decision making; modern uses of managerial accounting. (Formerly BUSA 241)
Transfer Credit: CSU

ACCT 250
INCOME TAX ACCOUNTING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 100 or ACCT 101 or equivalent with a grade of Pass or “C” or higher.
This course is a practical study of the current Federal Revenue Acts as they relate to business and individual income tax procedures. It includes income inclusions and exclusions, exemptions, capital gains and losses, and business and individual deductions. This course reflects the tax laws of the Tax Reform Act of 1986, Public Law 99-514 of October 22, 1986. (Formerly BUSA 250)
Transfer Credit: CSU

ACCT 251
ADVANCED INCOME TAX ACCOUNTING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 250 or equivalent with a grade Pass or “C” or higher.
This will be a continuation of ACCT 250 and will cover taxpayers other than individuals. It is designed to fill the needs of the student who desires knowledge of the Federal Income Tax implications of partnerships, corporations, tax option corporations and a general overview of estates, trusts, and gift taxation. This course reflects the tax laws of the Tax Reform Act of 1986: Public Law 99-514. (Formerly BUSA 251)
Transfer Credit: CSU

ACCT 270
FUNDAMENTALS OF AUDITING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 202 or equivalent with a grade of Pass or “C” or higher.
This course covers the process of examining and evaluating financial conditions and records. It is designed to provide a basis for an opinion concerning the reliability of the records, as evidenced by a written audit report. (Formerly BUSA 270)
Transfer Credit: CSU

ACCT 280
ADVANCED ACCOUNTING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ACCT 202 or equivalent with a grade of Pass or “C” or higher.
This class covers partnership and joint venture accounting, installment sales, consolidated financial statements, bankruptcy, accounting for trusts and estates, and government and non-profit accounting. (Formerly BUSA 280)
Transfer Credit: CSU

ACCT 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ACCT 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member,
students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

ADMINISTRATION OF JUSTICE
(HUMANITIES, SOC SCIENCE DIVISION)

AJ 71
FIRST AID-ADMINISTRATION OF JUSTICE  2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This basic course in emergency first aid and cardiopulmonary resuscitation emphasizes how to recognize and render assistance to the ill or injured where there is an airway obstruction, respiratory arrest, cardiac arrest, severe bleeding, shock, actual or suspected fractures, head injuries, or other life-threatening environmental circumstances. This course meets the California Department of Health requirements as described in the California Administrative Code. A basic Red Cross Certificate will be issued to those students who successfully complete the course.

AJ 91
REPORT WRITING PROCEDURES  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course includes the procedures and practices commonly used to gather data and prepare a variety of police records. Emphasis will be placed upon the need to use correct spelling, sentence structure, punctuation and vocabulary in criminal justice reports to meet statistical, legal and prosecution requirements of the criminal justice system.

AJ 101
INTRODUCTION TO ADMINISTRATION OF JUSTICE  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course provides a study of the history and philosophy of the system of administration of criminal justice in the United States. It examines the various sub-systems; role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics; education and training for professionalism in the system; and legal words and phrases as an aid in the communication process.
Transfer Credit: CSU; UC

AJ 102
CONCEPTS OF CRIMINAL LAW  3.0 UNITS
Class hours: 3.0 Lecture
This course provides an introduction to the historical development and philosophy of law and constitutional provisions; as well as crime definitions, classifications of crimes, common law versus statutory law, crimes against persons, property, morals and public welfare, the nature of acceptable evidence, legal research, legal methodology, and concepts of law as a social force. A brief analysis of criminal intent, parties to a crime, general elements of crime, corpus delicti, defenses to crimes and an introduction to laws of arrest will also be undertaken in this class.
Transfer Credit: CSU; UC

AJ 103
CRIMINAL PROCEDURES  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course provides a detailed examination of California criminal procedure, including the California court system, jurisdiction and venue, laws of arrest, grand jury proceedings, extradition, pre-trial procedures, conduct of criminal trials, rights of the defendant, post-trial motions and appeals, probation and parole.
Transfer Credit: CSU

AJ 104
CRIMINAL EVIDENCE  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course stresses the origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations which affect arrest, search and seizure; kinds and degrees of evidence; the rules governing the admissibility of evidence; and judicial decisions relating to individual rights.
Transfer Credit: CSU

AJ 105
COMMUNITY RELATIONS  3.0 UNITS
Class hours: 3.0 Lecture
This course provides a study of the complex and dynamic relationships between criminal justice agencies and the changing, diverse communities they serve while addressing crime and conflicts in society. An emphasis will be placed on the challenges and prospects of administering justice within a diverse multicultural population. The course will also focus on the ethics, politics and conflicting values in culture, religion and law.
Transfer Credit: CSU; UC

AJ 107
INTRODUCTION TO CORRECTIONS, PROBATION AND PAROLE  3.0 UNITS
Class hours: 3.0 Lecture
This is an introductory course that explains the principles of parole and probation as a governmental function at the federal, state, and local levels. This course is designed to show the relationship between the criminal justice system, particularly the police and the courts, and the effects of sentencing with regards to parole, probation, and incarceration in local and state facilities. The course will explore the conflict within the system between arrest and disposition and the areas of cooperation between service providers and the public.
Transfer Credit: CSU
AJ 110
PATROL PROCEDURES
AND ENFORCEMENT TACTICS  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course explores the theories, philosophies and operational concepts of Law Enforcement Field Services, and examines the role expectations of the police field officer. Emphasis is placed upon patrol, traffic and public service responsibilities and their relationship to the total criminal justice system.
Transfer Credit: CSU

AJ 173
ADMINISTRATION OF JUSTICE OCCUPATIONAL WORK EXPERIENCE  3.0 UNITS
Class hours: 1.0 Work Experience
Prerequisite: Consent of the department
Recommendation: An English Placement score into ENGL 100 or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
One (1) hour control class each week plus 15 hours of employment per week for Administration of Justice work experience 173 or 20 hours of employment per week for Administration of Justice Work Experience 174. The employment must be in a job related to the student’s educational goal.
Occupational Work Experience is a supervised employment program in an approved work station related to the student’s declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or an expansion of their regular responsibilities. Student who are not employed but wish to gain work experience may be placed in a non-paying position if such opportunities are available. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

AJ 202
SUBSTANTIVE LAW  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: AJ 102 or equivalent with a grade of Pass or “C” or higher.
This course is an introduction to the fields of narcotics and vice investigation. It examines the detection, suppression, apprehension and prosecution of narcotic and vice law violators. Field identification of controlled substances and their effects on the body are stressed. Laws relating to bookmaking, gambling, prostitution and morals offenses are also covered.
Transfer Credit: CSU

AJ 208
SPECIAL ISSUES IN LAW ENFORCEMENT  3.0 UNITS
Class hours: 3.0 Lecture
This course provides instruction in special issues critical to effective service by law enforcement professionals in modern society. Topics to be covered will include police as professionals; defining and applying values, principles, and moral standards to law enforcement; police and the community; tactical communication; correctly utilizing information systems in police work; and dealing effectively with persons with disabilities.
Transfer Credit: CSU

AJ 221
NARCOTICS AND VICE CONTROL  3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to the fields of narcotics and vice investigation. It examines the detection, suppression, apprehension and prosecution of narcotic and vice law violators. Field identification of controlled substances and their effects on the body are stressed. Laws relating to bookmaking, gambling, prostitution and morals offenses are also covered.
Transfer Credit: CSU

AJ 222
JUVENILE PROCEDURES  3.0 UNITS
Class hours: 3.0 Lecture
This course emphasizes the organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures relative to juvenile offenders.
Transfer Credit: CSU

AJ 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.
With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Course Descriptions

ANATOMY AND PHYSIOLOGY
(SCIENCE, ENGINEERING, MATH DIVISION)

A&P 120
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course is designed as a survey of human anatomy and physiology. It covers the basic principles of human anatomy and physiology, including survey of the tissues, organ systems, and principal anatomical features. Emphasis is also placed on integrated organ system physiology, human genetics and development. (This course is designed primarily for non-biology majors.)
Transfer Credit: CSU; UC

A&P 130
HUMAN ANATOMY AND PHYSIOLOGY 5.0 UNITS
Class hours: 4.0 Lecture/3.0 Laboratory
Prerequisite: Satisfactory completion of the English & Reading Placement Process or ENGL 52 & READ 54 or equivalents with a grade of Pass or “C” or higher and CHEM 100 or equivalent with a grade of Credit or “C” or higher.
This course examines the gross and microscopic structures of the human body using a systematic approach. Emphasis is placed on the normal function and integration of the organ systems. Homeostatic imbalances of many systems are examined. The laboratory utilizes human, cadaver, skeletal materials, dissection and selected physiological exercises. This course is designed for students entering the nursing program at Cerritos College; however, it also meets the needs of other allied health programs. This course is strongly recommended for students who plan on taking A&P 200 and A&P 201.
Transfer Credit: CSU; UC

A&P 150
INTRODUCTION TO HUMAN ANATOMY 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.
This course examines the gross and microscopic anatomy of the human body using a systems approach. The course is designed for pre-nursing students, however, it also meets the needs of other allied health programs and physical education programs.
Transfer Credit: CSU; UC

A&P 200
HUMAN PHYSIOLOGY 5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: A&P 200 and CHEM 100 or equivalent with grades of Pass or “C” or higher.
This course involves a detailed study of the function of the human body with an emphasis on the maintenance of homeostasis by the various organ systems. This course will meet the requirements of four-year nursing, dental hygiene, physical therapy, paramedical, physical education, and related majors.
Transfer Credit: CSU; UC

A&P 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written explanation.
Transfer Credit: CSU; UC
ANTHROPOLOGY

(HUMANITIES, SOC SCIENCE DIVISION)

ANTH 100
CULTURAL ANTHROPOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ENGL 52 or equivalent with a grade of Pass or “C” or higher and READ 54 or equivalent with a grade of Pass or “C” or higher.

This course traces the social behavior of present societies exploring various cultures on earth. The class will study those societies in terms of culture growth, through a survey of the basic, learned behavior patterns. Thus the class will study a wide range of cultural phenomena, including material culture, social organization, customs, religions, languages, family life, economics, the arts and literature. 

(This course is not open to students who are currently enrolled in or who have received credit for Anthropology 101.)

Transfer Credit: CSU; UC

ANTH 110
INTRODUCTION TO FORENSIC ANTHROPOLOGY 3.0 UNITS
Class hours: 3.0 Lecture/Laboratory
Prerequisite: ANTH 115 or ANTH 115L or A&P 120 with a grade of Pass or “C” or higher.

This course focuses on human osteology, the standard scientific techniques used to make determinations of age, sex, ancestry, stature, and pathology. It provides a basic overview of the analytical techniques and procedures used in the medical-legal framework.

Transfer Credit: CSU

ANTH 115
PHYSICAL ANTHROPOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
This course is about the human past; where we came from and how we got to be the way we are today in terms of both biological and cultural evolution. The topics covered will include: the origin and development of the human species; heredity and population genetics; fossil evidence; the human's relation to the rest of the animal kingdom; and modern human diversity and variation.

Transfer Credit: CSU

ANTH 115L
INTRODUCTION TO PHYSICAL ANTHROPOLOGY LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: ANTH 115 with a grade of Pass or “C” or higher or concurrent enrollment.

This course is a comparative study of both human and non-human primates, human variation, evolution, genetics, forensic anthropology, the primate fossil record, and provides a coordinated laboratory experience with ANTH 115.

Transfer Credit: CSU; UC

ANTH 120
INTRODUCTION TO ARCHAEOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.

Archaeology is the study of mankind's past. This course will cover the history of archaeology, and explore the objectives and methods of modern archaeology. Today’s archaeological curiosity is tempered by the scientific method; a combination of sciences in order to get a better grasp on a total understanding of people. This course will explore the world of the archaeologist in order to appreciate the impact that the study of antiquities has had in understanding modern human cultures.

Transfer Credit: CSU; UC

ANTH 170
INTRODUCTION TO LANGUAGE AND CULTURE 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.

This course introduces the student to the study of language from an anthropological perspective. Methodology, language and cultural meaning, status and language variation, acquisition of language, multilingualism, and language and institutions will be explored within a cross-cultural perspective.

Transfer Course: CSU; UC

ANTH 200
NATIVE PEOPLES OF NORTH AMERICA 3.0 UNITS
Class hours: 3.0 Lecture
The course is a study of the origins, culture areas, and sociocultural patterns of the native Americans, north of Mexico. This will include a study of the historic spectrum, from prehistory to contemporary times. Emphasis will be on the culture change after contact with Europeans, and the impact of the Western expansion.

Transfer Credit: CSU; UC

ANTH 201
NATIVE PEOPLES OF CALIFORNIA 3.0 UNITS
Class hours: 3.0 Lecture
This course is a survey of California Indian cultures including their prehistory and social, political, and religious beliefs. The effects of European, Middle American, and Asian contact, and the resultant adaptations on current life situations of contemporary American native Americans will be examined.

Transfer Credit: CSU; UC
ANTH 202
THE MAYA, INCA AND AZTECS: ANCIENT CIVILIZATIONS OF THE AMERICAS 3.0 UNITS
Class hours: 3.0 Lecture
This course is a survey of ancient Indian culture of Northern, Middle and South America, including their prehistoric and social, political, and religious beliefs. The impact of European contact and resultant adaptations, as well as current life situations of tribal descendents in contemporary society will be examined.
Transfer Credit: CSU; UC

ANTH 203
THE ANTHROPOLOGY OF MAGIC, WITCHCRAFT, AND RELIGION 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in primarily nonwestern societies. Emphasis is on understanding beliefs and rituals involved in animism, individualistic cults, shamanism, totemism, ancestor worship and witchcraft within their social contexts and within the larger scope of religion and human life.
Transfer Credit: CSU; UC

ANTH 205
THE ANTHROPOLOGY OF SEXUALITY AND GENDER 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course examines the cultural construction of human sexuality and gender in an anthropological framework. Biological and cultural bases for the multiple expressions of sexuality and gender found around the world will be presented. Case studies will include food foraging, horticultural, agricultural, industrial, and post-industrial societies. A central concern is the interaction between subsistence practices, cultural economies, and status in the construction of “normal” and “abnormal” sexualities and genders. This course is not open to students who are enrolled in WS 205 or have received credit in ANTH 204. (Formerly ANTH 204)
Transfer Credit: CSU; UC

ANTH 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ANTH 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU
training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

ARCH 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

ARCH 110
INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN 3.0 UNITS
Class hours: 3.0 Lecture
This course provides an overview of the architectural profession allowing the student to make an informed career choice. Topics include professional ethics, licensing and educational requirements, career opportunities in related fields, typical organizational structure of architectural firms, legal requirements, and a review of contemporary issues facing the profession.
Transfer Credit: CSU; UC
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units."

ARCH 111
ARCHITECTURAL DRAFTING AND DESIGN I 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course is an introduction to the preparation of architectural working drawings. The course includes drawing conventions, design considerations, and the relationship between different types of architectural drawings, specifications, and construction techniques. Emphasis is placed on residential construction and commercial buildings. The theory of computer-aided drafting is included.
Transfer Credit: CSU

ARCH 112
HISTORY OF ARCHITECTURE 3.0 UNITS
Class hours: 3.0 Lecture
This course is a survey of the history of architecture from the birth of civilization to the present. Emphasis is placed upon the understanding of the technological, sociological, aesthetic, and artistic influences which determine our built environment. This course will familiarize students with the different architectural periods as well as their characteristic design elements and significant architects.
Transfer Credit: CSU; UC
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units.

ARCH 113
BUILDING CODES 4.0 UNITS
Class hours: 4.0 Lecture
This course is an in-depth study of the statutes and regulations which have been established by law to protect the public health, safety, and welfare. Analysis of the construction of buildings, their use, and accessibility requirements in compliance with applicable laws will be stressed.
Transfer Credit: CSU

ARCH 114
GREEN ARCHITECTURE AND LEED 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to sustainable architecture and Leadership in Energy and Environmental Design (LEED). Exercises emphasize the development of basic skills used in the design of environmentally friendly architectural projects. Focus is on the investigation of the relationship between planetary concerns, energy, indoor air, quality, site selection, building orientation, and alternative construction techniques.
Transfer Credit: CSU

ARCH 121
ARCHITECTURAL DRAFTING AND DESIGN II 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ARCH 111 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This course is a continuation of the study of methods utilized in the preparation of architectural working drawings. This course includes advanced drawing conventions, design considerations, construction specifications, and structural requirements. Analysis of the materials and construction details of commercial and industrial buildings is given. Emphasis on the purpose and presentation of working drawings and their relationship to building codes is provided.
Transfer Credit: CSU

ARCH 122
ARCHITECTURAL DELINEATION 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is a study of, and laboratory experience in, three-dimensional representations including renderings, perspective drawings, paraline drawings and presentation drawings of architectural projects. Emphasis is on the techniques of various drawing media which will enable the students to express their architectural ideas.
Transfer Credit: CSU; UC
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units."

ARCH 123
INTRODUCTION TO 2D COMPUTER AIDED DRAFTING 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course provides an introduction to two-dimensional computer aided drafting and design using AutoCAD software. Students will learn the fundamentals of creating and modifying objects, the placing of text and dimensions, working with blocks and hatches, and creating professional quality output. Hands-on exercises will be used to reinforce the functions of AutoCAD. Students who repeat this course will improve skills through further practice and remain current with the latest software updates.
Transfer Credit: CSU

ARCH 212
ARCHITECTURAL DESIGN THEORY I 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course is an introduction to the creative thinking process and its application to basic architectural design theory. Exercises emphasize the development of basic skills and presentation techniques used in the design of simplified architectural projects. Focus on the investigation of the relationship between theoretical concepts, color, space, form, and texture is emphasized.
Transfer Credit: CSU; UC
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units.

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ARCH 213
INTRODUCTION TO 3-D COMPUTER AIDED DRAFTING  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course provides an introduction to three-dimensional computer aided drafting and design using AutoCAD, Architectural Desktop and VIZ Render software. Students will learn the fundamentals of creating and modifying three-dimensional objects, the placing of cameras and lights, the creation and application of materials, computer rendering techniques, and creating professional quality output. Hands-on exercises will be used to reinforce the functions of the applicable software. Students who repeat this course will improve skills through further practice and remain current with the latest software updates.

Transfer Credit: CSU

ARCH 221
AUTO CAD ARCHITECTURE  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course provides an introduction to the production of three-dimensional building design models and working drawings using AutoCAD Architecture software. Students will learn the fundamentals of creating and modifying three-dimensional massing objects, creating floor plans with doors and windows, the placing of roof and stairs, generating building elevations and sections, annotating and documenting the drawing, creating a building walk-through, and creating professional quality output. Hands-on exercises will be used to reinforce the functions of AutoCAD Architecture. Students who repeat this course will improve skills through further practice and remain current with the latest software updates.

Transfer Credit: CSU

ARCH 222
ARCHITECTURAL DESIGN THEORY II  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ARCH 212 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.
This course includes the continued development of the creative thinking process and its application to advanced architectural design theory, focusing on the synthesis of the relationship between theoretical concepts, space, color form, and texture. The emphasis of the course is on presentation graphics, models, and the development of a portfolio of student work. This course is particularly applicable to students wishing to transfer into a professional architectural degree program.

Transfer Credit: CSU

ARCH 223
REVIT ARCHITECTURE  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course provides an introduction to the production of parametric three-dimensional building models and working drawings using Revit Architecture software. Students will learn the fundamentals of creating and modifying three-dimensional topography and building mass objects, parametric building walls with floor and roof slabs, creating floor and reflected ceiling plans, generating building elevations and sections, annotating and documenting the drawing, and creating professional quality renderings. Hands-on exercises will be used to reinforce the functions of Revit Architecture. Students who repeat this course will improve skills through further practice and remain current with latest software updates.

Transfer Credit: CSU

ARCH 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

ART 100
INTRODUCTION TO WORLD ART  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher.
This course is an overview of world art from prehistoric times to the present. It is an introduction to the ideas that prompt art making and the search for “beauty” and “truth” (aesthetics) in various cultural contexts. It includes an analysis of the language of the visual arts using examples from throughout the world. It also includes an investigation of the artistic techniques and materials used in painting, printmaking, photography, film, ceramics, sculpture and architecture.

Transfer Credit: CSU; UC

ART 101
ART HISTORY I: PREHISTORY TO GOTHIC  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher.
This course covers art and its role in human affairs from Prehistory to Gothic with an emphasis on giving students an understanding of all of the visual arts. It is designed to be of interest and value to the art and non-art major alike.

Transfer Credit: CSU; UC

ART 102
ART HISTORY II: RENAISSANCE TO ROCOCO  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher.
This course covers art and its role in human affairs from the Renaissance to the Rococo with an emphasis on giving students an
This course is an overview of the arts in colonial and post-colonial Latin America and the Caribbean. It will include an examination of the cultural, socio-political, and religious influences that have shaped Latin American and Caribbean art movements with a special focus on colonial hybridity, independence and nationalist movements, globalization, and cultural reactions to modernism and post-modernism. The course will consist of lecture, slide presentations, discussion, and analysis of representative art of the various periods and locations.

**Transfer Credit:** CSU; UC

**ART 106 \**
**MEXICAN ART \**
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher. This course is a survey of Mexican art history, from Pre-Columbian to Chicano art. It will include an examination of the cultural, socio-political and religious influences that have shaped the art of Mexico. The course will consist of lecture, slide presentation, discussion, and analysis of representative art of the various periods.

**Transfer Credit:** CSU; UC

**ART 107 \**
**ASIAN ART HISTORY \**
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher. Asian art history surveys the arts of India, Thailand, Cambodia, Vietnam, Java, China, Korea and Japan. Architecture, painting, sculpture, printmaking and other arts are examined within their philosophical, religious, intellectual and social contexts.

**Transfer Credit:** CSU; UC

**ART 108 \**
**BLACK IMAGES IN POPULAR CULTURE \**
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher. This course surveys the depiction and development of images of Blacks and the stereotypes created in Western culture. The various means artists have used to counter those stereotypes by using techniques of resistance and counter narratives will be examined. Students will study fine art, comic books, comic strips, cartoons, advertising, literature, music, dance, theatre, cinema, broadcasting and television. Writing a research paper is a significant component of the course. Reading of literature theory and criticism is required. This course is not open to students who are enrolled in or who have received credit in HUM 108.

**Transfer Credit:** CSU; UC

**ART 110 \**
**FREEHAND DRAWING \**
3.0 UNITS

Class hours: 2.0 Lecture/4.0 Laboratory
This is a beginning course in the history and appreciation, theory, and practice of representational and non-objective drawing technique, linear perspective, composition, and presentation. Lectures will include the historical development and appreciation of drawing from Western and non-Western cultures.

**Transfer Credit:** CSU; UC

**ART 111 \**
**INTERMEDIATE FREEHAND DRAWING \**
3.0 UNITS

Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 110 or equivalent with a grade of Pass or "C" or higher. This course is a continuation of the hands-on studio experience of ART 110. The course will explore abstraction, cubism and conceptual ideas based on music, poetry and film that have affected art and culture. It will also synthesize the traditional concepts of drawing with the contemporary approaches to drawing since the 20th century. Students will analyze cultural influences, themes and movements in art history from the Renaissance to our current avant-garde and relate them to the

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
creative process of drawing. The course is designed to help identify and enhance each student's individual sensibilities.  
Transfer Credit: CSU; UC

ART 112  
LIFE DRAWING  
3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ART 110 or equivalent with a grade of Pass or “C” or higher.  
This course teaches the technical and perceptual skills involved with observing and drawing the human figure. By using the human figure as a vehicle, students learn to define the technical and conceptual elements of drawing and the perspective, of human form in space. Demonstrations are given on the use of a variety of materials, including graphite, charcoal, conte crayon, ink, colored pastels, and watercolor. The course focuses on the figure, exploring anatomical structure, using light logic, spatial relationships, and creating compositions based on the figure and its environment. This course also helps identify and enhance students’ individual sensibilities toward drawing from observation and using their personal expression. This course generates an understanding and appreciation of the tradition in art through exposure to and analysis of master drawings of the Renaissance through contemporary art historical periods.  
Transfer Credit: CSU; UC

ART 113  
ART, SCIENCE, & TECHNOLOGY  
IN CULTURE AND SOCIETY  
3.0 UNITS
Class hours: 3.0 Lecture  
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or “C” or higher.  
This course is an overview of the intersections between art, science, and technology, as well as their broader impact on, and interaction with, visual and material culture. Areas of focus will include the social impact of scientific innovations, technology-driven art, and art/science collaborative projects, including discussions of code-based and algorithmic art, data visualization, robotic and interactive art, machine aesthetics, body modification and cyborg experiments, ecological and environmental art, conceptual Internet projects, culture jamming and hacktivist art, game art and virtual reality, surveillance art, and tele-presence and locative media.  
Transfer Credit: CSU

ART 114  
STORYBOARDING & ANIMATION  
PRINCIPLES FOR FILM  
3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory  
This course looks at visual storytelling techniques using storyboards and the principles of animation to effectively communicate a story through pre-visualization and hand drawing of sequences for a live-action production, graphic novel illustration or a character-based animation project. (This course is not open to students who are enrolled in or who have received credit in FILM 114.)  
Transfer Credit: CSU

ART 115L  
PRINTMAKING LAB  
1.0 UNIT
Corequisite: Concurrent enrollment in ART 116 or ART 117  
This is a lab course intended to complement other courses in the Printmaking curriculum. It is designed to give practical experience in working with the techniques of relief printing, intaglio (etching, aquatint, drypoint, softground, viscosity, and photoetching), screenprinting, collography, embossing, and monotype. The course will increase the skill and creative output of the student in areas of his/her choice.  
Transfer Credit: CSU; UC

ART 116  
BEGINNING PRINTMAKING  
3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory  
This is an introductory course in the theory and practice of printmaking that will expose the student to the historical development and contemporary practice of printmaking as an original art form. The student will explore the processes of relief printmaking (linocut and woodcut) intaglio printmaking (etching, drypoint, and softground), and screenprinting and their contemporary interaction with photography and digital imagemaking through application and appreciation. Recommended for drawing and painting majors, graphic design majors, and photography majors.  
Transfer Credit: CSU; UC

ART 117  
INTERMEDIATE PRINTMAKING  
3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ART 116 or equivalent with a grade of Pass or “C” or higher.  
This is a course designed to further the student’s investigation into the aesthetics and techniques of screenprinting, intaglio (aquatint etching softground, whiteground, sugarlift), multiple color relief printmaking, and collography. Related photographic and digital image-making techniques will be studied and applied further, such as photoscreenprinting, photo-etching, halftoning, posterization technique, and use of the enlarger, digital camera, flatbed scanner, and slide scanner.  
Transfer Credit: CSU; UC

ART 120  
TWO-DIMENSIONAL DESIGN  
3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory  
ART 120 is an intensive studio course that introduces the practical and conceptual aspects of two-dimensional design. Working in both color and black and white, students will use the materials, tools, and techniques of design to create a portfolio. They will study the aesthetic functions and formal concerns of line, shape, value, texture, and surface and develop the understanding and vocabulary of the two-dimensional design.  
Transfer Credit: CSU; UC  
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum of 18 units.

ART 121  
THREE-DIMENSIONAL DESIGN  
3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory  
Prerequisite: ART 120 or equivalent with a grade of Pass or “C” or higher.  
This course will serve as an introduction to organization and problem solving in three-dimensions with an emphasis on formal concerns. It will also serve as an introduction to the materials, techniques and tools used in the making of three-dimensional forms. This course will emphasize the use and comprehension of the vocabulary of three-dimensional design and its application to the visual image.  
Transfer Credit: CSU; UC  
*UC credit limits may apply: Any or all of the following architecture courses - ARCH 110, 112, 122, 212 - combined with ART 120 and ART 121: maximum credit, 18 units.

ART 130A  
FUNDAMENTALS OF PAINTING  
3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory  
This course is an introduction to the material and creative process of painting. The course emphasizes the fundamental techniques and concepts of drawing and painting. The course is a hands-on studio experience that teaches students the formal elements of painting,
including accurate observation, composition, proportion, perspective, pictorial space, light logic, color theory, the handling of paint, and creative expression. Students will learn to paint various subject matter, including still-life, portrait, landscape, and original narrative compositions. The course will provide an art historical context to the development of painting, cultural impact, and how art has developed from the Renaissance through Contemporary Art movements. The course is designed to provide the basic foundational skills of painting and art historical timeline to the development of painting.

**Transfer Credit:** CSU; UC

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**ART 130B**

**FUNDAMENTALS OF PAINTING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 130A or equivalent with a grade of Pass of "C" or higher.

This course is a continuation of ART 130A. The student works more deliberately with the expressive properties of color, value, and the organization of pictorial space. A variety of painting problems including still life, portrait, landscape, and narrative painting provide students an opportunity to discover their individual artistic sensibilities. The course will provide an art historical context to the development of painting, cultural impact, and how art has developed from the Renaissance through Contemporary Art movements. Lectures and critiques open the student to a deeper sensibility as well as an increased theoretical understanding of painting.

**Transfer Credit:** CSU; UC

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**ART 133A**

**WATERCOLOR PAINTING 3.0 UNITS**

Class hours: 1.0 Lecture/5.0 Laboratory

This introductory course pursues the study of the various techniques and methods of watercolor as used by artists today: transparent, opaque, dry brush, glazing, mixed media, egg tempera, air brush, and colored pencils. Emphasis is placed on traditional, modern, and oriental approaches as relative to other art studies, such as drawing, design, calligraphy, oil painting, and history. The student will be directed towards developing skills in the painting of still life, landscape, figure, portrait, and abstraction.

**Transfer Credit:** CSU; UC

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**ART 133B**

**WATERCOLOR PAINTING 3.0 UNITS**

Class hours: 1.0 Lecture/5.0 Laboratory

Prerequisite: ART 133A or equivalent with a grade of Pass of "C" or higher.

This course is a continuation of the procedures and studies begun in ART 133A. Emphasis is on acquiring further skills and experiences in various watercolor techniques and practices. Students are expected to learn how to properly mat, glass, and frame paintings for exhibition and display.

**Transfer Credit:** CSU; UC

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**ART 134**

**WATERCOLOR LANDSCAPE PAINTING I 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

This course emphasizes the traditional use of materials and techniques related to watercolor painting. The course will analyze color theory, various paint applications, light logic and perspectives as they relate specifically to watercolor and nature, with landscape as a major focus of subject matter.

**Transfer Credit:** CSU; UC

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**ART 135**

**WATERCOLOR LANDSCAPE PAINTING II 2.0 UNITS**

Class hours: 1.0 Lecture/3.0 Laboratory

Recommended: ART 134 or equivalent with a grade of Pass or "C" or higher.

This course emphasizes new methods and technical approaches to watercolor painting. The course will analyze color theory, various paint applications, light logic and perspective as they relate specifically to watercolor and nature with landscape as a major focus of subject matter. Beginning with the traditional use of materials and techniques related to watercolor painting, the course is designed to further develop the students' understanding of techniques and personal investigation of watercolor and the landscape.

**Transfer Credit:** CSU; UC

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**ART 136**

**PAINTING FOR ART MAJORS 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 110 or equivalent with a grade of Pass or "C" or higher.

Recommended: ART 120 or equivalent with a grade of Pass or "C" or higher.

This is a course in painting designed specifically for art majors. Topics include use and manipulation of painting materials and color; depicting mood and sensation; expression of form, application of paint, and communicating through imagery and composition. Projects include creative thinking as applied to non-objective painting, formal invention, and symbolic imagery. Knowledge of art history is expanded through gallery and museum visits and assigned reading. This course introduces the history and evolution of painting as an art form and contemporary purposes are discussed in slide lectures and demonstrations. Students learn modernist approaches to painting, including Impressionism, Expressionism, Symbolism, Surrealism, and Abstraction are introduced to students as they develop their individual approaches to creating narrative paintings.

**Transfer Credit:** CSU; UC

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**ART 150**

**INTRODUCTION TO CERAMICS 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

This course is designed as an introduction to the ideas, techniques, history, and traditional of the art of ceramics.

**Transfer Credit:** CSU; UC

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**ART 151**

**CERAMICS-BEGINNING WHEELTHROWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 150 or equivalent with a grade of Pass or "C" or higher.

The course builds on the knowledge and skills learned in ART 150, Introduction to Ceramics. Emphasis is on the use of the potter's wheel.

**Transfer Credit:** CSU

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**ART 152**

**CERAMICS-BEGINNING HANDBUILDING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 150 or equivalent with a grade of Pass or "C" or higher.

This course builds on techniques learned in ART 150, Introduction to Ceramics. Emphasis is on the use of complex hand-forming techniques.

**Transfer Credit:** CSU

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**ART 153**

**CERAMICS-INTERMEDIATE WHEELTHROWING 3.0 UNITS**

Class hours: 2.0 Lecture/4.0 Laboratory

Prerequisite: ART 151 or equivalent with a grade of Pass or "C" or higher.

This course builds on techniques learned in ART 151. Emphasis is on the use of the potter's wheel. Glaze technology is introduced.

**Transfer Credit:** CSU

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ART 154
CERAMICS-INTERMEDIATE HANDBUILDING  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 152 or equivalent with a grade of Pass or “C” or higher.
This course builds on techniques learned in ART 152. Emphasis is on the use of complex hand-forming techniques. Glaze technology is introduced.
Transfer Credit: CSU

ART 155
BEGINNING CERAMIC SCULPTURE  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 150 or equivalent with a grade of Pass or “C” or higher.
This course is designed as an introduction to the ideas, techniques, and tradition of the art of ceramic sculpture.
Transfer Credit: CSU

ART 156L
CERAMICS LAB  1.0 UNIT
Class hours: 3.8 Laboratory
Corequisite: One or more of the following courses: ART 150, ART 151, ART 152, ART 155, ART 252, ART 253 or ART 255.
Open Entry/Open Exit
This lab course is intended to complement the other courses in the ceramics curriculum. It is designed to give practical experience in the techniques and technology of ceramics, including handbuilding, wheel-throwing, sculpture, surface treatments, and glazing. The course will improve the skills and creativity of students enrolled in the ceramics courses.
Transfer Credit: CSU

ART 162
INTRODUCTION TO SCULPTURE  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendaition: ART 121 or equivalent with a grade of Pass or “C” or higher.
This course is designed as an introduction to the ideas, techniques, and materials involved in the making of sculptural forms.
Transfer Credit: CSU

ART 171
OCCUPATIONAL WORK EXPERIENCE IN ART  1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Occupational Work Experience in Art requires 60 non-paid hours or 75 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

ART 182A
LETTERING AND TYPOGRAPHY  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
The exploration of lettering and typography, its creation, use and function in printing, packaging, publishing, and advertising constitute the basis for this course. Skills will be developed through practical studio exercises using both hand skills and computer typography. The classification of type styles will be learned and the basic elements of typography will be explored.
Transfer Credit: CSU

ART 182B
LETTERING AND TYPOGRAPHY II  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 182A or equivalent with a grade of Pass or “C” or higher.
The design and application of letter forms requiring increased technical skills and intensive experience in the use of current and computer graphics programs provide the basis for this second semester of lettering and typography. Topics include illustrative lettering, experimental typography, computer-designed letter forms, digital typography and type design.
Transfer Credit: CSU

ART 184
GRAPHIC DESIGN I  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 182A or equivalent with a grade of Pass or “C” or higher.
Fundamental studies are conducted in the history, theories, techniques, and practices of graphic design. Emphasis will be placed on the application of basic design principles to graphic design problems in visual communications. Design solutions will explore the potential of layout and design, utilizing illustration, photography, typography, and symbology.
Transfer Credit: CSU

ART 185
RENDERING I  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 110 or equivalent with a grade of Pass or “C” or higher.
Beginning techniques in the delineation of representational subject matter are explored. Emphasis is on sharp focus drawing using black and white media such as pencils, ink, felt tips, as well as colored felt tips and Prismacolor pencils. This course is important to those interested in graphic design, industrial design, and technical illustration.
Transfer Credit: CSU

ART 186
COMPUTER GRAPHICS WITH ADOBE ILLUSTRATOR  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course covers the basic concepts and techniques of computer graphics. The principles of art and design are taught in a studio setting emphasizing hands-on experience. Students create original illustrations using vector-based graphics software.
Transfer Credit: CSU

ART 188
DESIGN FOR DIGITAL PUBLISHING  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course covers design and layout systems for digital publishing stressing typography and grid-based design. Formatting graphics such as illustrations, logos and photographs for print or interactive publishing will be covered emphasizing hands-on experience.
Transfer Credit: CSU

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ART 191A
3D COMPUTER ANIMATION 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course will serve as an introduction to 3D computer animation by taking animation principles developed in classical animation and applying those techniques using computer animation software. Particular emphasis will be placed on character modeling, anthropomorphic techniques, and character modeling. Topics will also include lighting composition, and rendering. Students will animate and render a short narrative as the final project.
Transfer Credit: CSU

ART 191B
3D COMPUTER ANIMATION PROJECT 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 191A or equivalent with a grade of Pass or “C” or higher.
This course will provide students with the opportunity to continue their exploration of 3D computer animation by writing, modeling, storyboarding, and animating an original animation short. Topics will include storyboard creation, shot development, editing, and sound design.
Transfer Credit: CSU

ART 192
PHOTOGRAPHY/DIGITAL IMAGING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course covers image editing of photographic media for commercial art direction using Adobe Photoshop and other image editing programs. Topics include scanning basics, image conversion, painting and editing tools, manipulation selections, photographic compositing, masks and layers, color corrections and making color separations.
Transfer Credit: CSU

ART 192B
ADVANCED PHOTOGRAPHY 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
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.
Transfer Credit: CSU

ART 193
MOTION PICTURE EDITING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course will serve as an introduction to motion picture editing by taking students through the history of editing and analyzing specific techniques through class examples of significant films. Students will explore the work of important directors and editors and chart their contributions to the art of cinematic editing. Students will apply their knowledge of editing techniques through exercises on non-linear editing tools where they will edit their own versions of scenes from common footage.
Transfer Credit: CSU

ART 194A
ADVANCED FINAL CUT PRO 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course takes students through the more complex features of Final Cut Pro software to gain a better understanding of compositing and effects for multimedia and animation.
Transfer Credit: CSU

ART 195
3D MODELING FOR ANIMATION 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This is the first course in the animation major sequence. It serves as an introduction to 3D computer animation, which adopts basic techniques developed in traditional model making and sculpture and applies those procedures to a virtual 3D environment. Emphasis will be placed on fundamental principles beginning with “Primitives” through intermediate approaches using “SubPatches.” Other essential topics included are composition, surfacing, lighting, and rendering techniques.
Transfer Credit: CSU

ART 196
WEB DESIGN WITH FLASH AND DREAMWEAVER 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CIS 205 or equivalent with a grade of Pass or “C” or higher.
The course introduces students to the principles and design skills essential to designing web pages. The students will use web page creation software and the tools they provide to create full-featured-interactive web sites.
Transfer Credit: CSU

ART 213
INTERMEDIATE LIFE DRAWING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 112 or equivalent with a grade of Pass or “C” or higher.
In this course students continue the process of learning to draw the human figure from observation of a live model. Students practice exploring the rhythm and design inherent in the human figure, seeing and understanding the space a form occupies, understanding the kinesthetics of anatomy, and learning the economy of good drawing technique. This course introduces the history and evolution of drawing as an art form and contemporary purposes in drawing are discussed in slide lectures and demonstrations. Students learn Modernist approaches to drawing the human figure, including Impressionism, Expressionism, Symbolism, Surrealism and Abstraction. These are introduced to students as they develop their individual approaches to creating narrative figure drawings.
Transfer Credit: CSU; UC

ART 214
SPECIAL STUDIES IN LIFE DRAWING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 213 or equivalent with a grade of Pass or “C” or higher.
This course offers advanced work in figure drawing. Emphasis is placed on students’ development of personal styles. The pictorial space of the drawing is given the same importance as in a painting, and the student seeks to elevate the classroom sketch to a complete and effective work of art. The course considers the relationship between the students’ intentions in drawing their work in other media, such as painting or sculpture. Focus is placed on the personal and creative aspects of drawing, how and what a drawing communicates, developing an advanced technique, and using more professional materials.
Transfer Credit: CSU; UC

ART 217L
ADVANCED SCREENPRINTING/ADVANCED ETCHING LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Corequisite: Concurrent enrollment in ART 218 or ART 219.
This is a lab course intended to complement advanced courses in the Printmaking curriculum. It is designed to give practical experience in working with the techniques of relief printing, intaglio (etching, aquatint,
Course Descriptions

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ART 218
SCREENPRINTING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 117 or equivalent with a grade of Pass of “C” or higher.
This course emphasizes advanced practice, technique, and historical knowledge of screenprinting as a fine art medium. An important feature of the course will be the study of the materials, stencils, films, blockouts, photomechanical processes, and inks of the screenprinting process. Photographs and digital image-making techniques related to photoscreenprinting will be studied and applied further, including use of the enlarger, stat camera, digital camera, flatbed scanner, and slide scanner. Instruction will cover serigraphic flatbed printing as well as use of the rotary press for textile printing. Students will be required to complete particular aesthetic and technical assignments through their prints.
Transfer Credit: CSU; UC

ART 219
ADVANCED ETCHING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 117 or equivalent with a grade of Pass of “C” or higher.
This course is designed to explore the artistic possibilities and various techniques of advanced etching, including grounds, aquatints, photoetching, multiple plate color etching, viscosity printing, collagrapy, and embossing. Related digital imaging and photographic techniques will be presented for integration into the etching process. Students will be required to deal with particular aesthetic issues and techniques.
Transfer Credit: CSU; UC

ART 221
INTERMEDIATE PAINTING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 130B or equivalent with a grade of Pass or “C” or higher.
This course is designed for students to develop a deeper understanding of painting through its history, theories, and creative purposes: develop students’ ability to solve technical and conceptual issues related to painting through lectures, discussions, and studio work; and discover, articulate, and develop their own artistic identity and style. Evaluation of their works and technical assistance is given on an individual basis. Emphasis is placed on the students’ progression from idea to technical means and visual accomplishment. Students are encouraged to develop their own painting projects throughout the course, which are presented in a portfolio of their work.
Transfer Credit: CSU; UC

ART 226
CERAMICS-FORM AND CONTENT 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 152 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of ART 155. New ideas, techniques, and approaches to making ceramic sculpture are introduced.
Transfer Credit: CSU

ART 232
PORTRAITURE: DRAWING/PAINTING THE HEAD 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 112 or equivalent with a grade of Pass or “C” or higher.
This course is an introduction to portraiture: its techniques, history, and social uses. Many genres of portraiture will be surveyed to analyze how they give expression to cultural and societal values. Formal portraiture, character stereotypes, images from popular culture, African and Asian masks, the face of the nude, expressionistic psychological portraiture, commercial portrait styles, and the self-portrait, all will be discussed and explored. Live models will pose.
Transfer Credit: CSU; UC

ART 235
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

ART 252
CERAMICS-FORM AND TECHNIQUE 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 151 or ART 152 or equivalent with a grade of Pass or “C” or higher.
This course continues the exploration and development of forms and techniques encountered in ART 151 and ART 152. The student is expected to determine some of the projects for the semester’s work.
Transfer Credit: CSU; UC

ART 255
INTERMEDIATE CERAMIC SCULPTURE 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 155 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of ART 155. New ideas, techniques, and approaches to making ceramic sculpture are introduced.
Transfer Credit: CSU

ART 284
GRAPHIC DESIGN II 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 184 or equivalent with a grade of Pass or “C” or higher.
Continued studies in the theories, techniques, and practices of graphic design for visual communications are undertaken. Emphasis is on more advanced techniques and studies of problems in visual communications. Design solutions will be taken from the initial concept through refinement to camera-ready art for print production. Students acquire expertise in the use of process cameras, phototypesetters, and additional equipment.
Transfer Credit: CSU

ART 285
RENDERING II 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ART 185 or equivalent with a grade of Pass or “C” or higher.
Experimental and advanced techniques in the delineation of representational subject matter emphasize the use of color in creating sharp focus drawing. Pencils, colored inks, felt tips, watercolor, gouache, and acrylic will be used. This class is important for those interested in graphic design, industrial design, and technical illustration.
Transfer Credit: CSU

ART 289
ART 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

226
ASTRONOMY
(Sciene, Engineering, Math Division)

ASTR 102
INTRODUCTORY ASTRONOMY: STARS AND THE UNIVERSE 3.0 UNITS
Class hours: 3.0 Lecture
This course is a non-technical introduction to astronomy, with emphasis on stars, galaxies, and the origin and evolution of the universe. Topics include the nature of light, the atom, telescopes; the birth, evolution, and death of stars; the Milky Way Galaxy; normal, active, and cannibal galaxies; and the Big Bang model. This course is not open to students with credit in ASTR 101.
Transfer Credit: CSU; UC*
*UC credit limits may apply. ASTR 102 and ASTR 103 combined: maximum credit, one course.

ASTR 103
INTRODUCTORY ASTRONOMY: THE SOLAR SYSTEM 3.0 UNITS
Class hours: 3.0 Lecture
This course is a non-technical introduction to astronomy, with emphasis on the sun, planets, moons, and smaller bodies which make up the solar system. Topics include the nature of light, the atom, telescopes, an examination of the planets and their moons and rings, the origin of the solar system, comets, asteroids, and meteors, catastrophic events, and the search for planets around other stars. This course is not open to students with credit in ASTR 101.
Transfer Credit: CSU; UC*
*UC credit limits may apply. ASTR 102 and ASTR 103 combined: maximum credit, one course.

ASTR 104
LIFE IN THE UNIVERSE 3.0 UNITS
Class hours: 3.0 Lecture
This course is a non-technical introduction to the theory of the origin of life in the universe with emphasis on the origin of terrestrial life in the solar system. Topics include the laws of nature, the double helix of life, the origin of the DNA (Deoxyribonucleic Acid) strand, the proliferation of carbon based life forms, speculation on the nature of non-carbon based life, the evolution of intelligence, and the search for extraterrestrial life.
Transfer Credit: CSU; UC

ASTR 105L
OBSERVATIONAL ASTRONOMY 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: ASTR 101, ASTR 102, ASTR 103, ASTR 104 or ASTR 106 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment.
This is a laboratory course in practical astronomical observations and studies designed for the student with an interest in the use of telescopes and instruments. An opportunity will be provided for additional study as a supplement to the lecture course. Occasional evening observing sessions are required.
Transfer Credit: CSU; UC

AUTOMOTIVE COLLISION REPAIR & REFINISHING/AUTOBODY
(Technology Division)

AB 51
NON-STRUCTURAL REPAIR 4.5 UNITS
Class hours: 3.0 Lecture/5.0 Laboratory
This course is an introduction to the collision repair trade. Emphasis is on safe removal and replacement of external panels, bumpers, lights, and trim. Discussion and
demonstration of automotive welding will be introduced. Repair of minor body panel dents, finish preparation concepts, and the safe use of power and hand tools will be covered. This course may include I-CAR Live curriculum.

**AB 52 STRUCTURAL DAMAGE REPAIR 4.5 UNITS**
Class hours: 3.0 Lecture/5.0 Laboratory
Recommendation: AB 51 or AB 57 or equivalent with a grade of Pass or “C” or higher.
This course introduces students to structural repair of collision-damage vehicles. Major emphasis is placed on analysis, measuring, and repair of structural damage and welding of full-frame, space frame, and unitized vehicles. Various methods of measuring and repairing structural damage will be utilized including universal, electronic, and dedicated bench systems. This course may include I-CAR Live curriculum.

**AB 53 STEERING, SUSPENSION AND POWERTRAIN DAMAGE 4.5 UNITS**
Class hours: 3.0 Lecture/5.0 Laboratory
Recommendation: AB 51 or equivalent with a grade of Pass or “C” or higher.
This course introduces students to steering and suspension control point alignment, steering and suspension systems, and power train problems related to automotive collisions. Related topics include structural measuring and repair systems and methodology, welding, and metallurgical experience and an introduction to electrical and electronic systems. I-CAR Live curriculum may be included in course delivery.

**AB 54 ADVANCED-DESIGN PANEL REPAIR 4.5 UNITS**
Class hours: 3.0 Lecture/5.0 Laboratory
Recommendation: AB 51 or AB 56 or AB 57 or equivalent with a grade of Pass or “C” or higher.
This course emphasizes repair and replacement of advanced-design automotive panels. Topics include the repair, replacement, and joining of High-Strength Steel (HSS), Ultra Lightweight Steel Auto Body (ULSAB) panels, Ultra High-Strength Steel, Advanced High-Strength Steel, aluminum, composites, plastics, and other innovative materials used in automotive construction. I-CAR Live curriculum may be included in course delivery.

**AB 55 STRUCTURAL PANEL REPLACEMENT 4.5 UNITS**
Class hours: 3.0 Lecture/5.0 Laboratory
Recommendation: AB 51 or AB 52 or AB 56 or AB 57 or equivalent with a grade of Pass or “C” or higher.
This course emphasizes repair and replacement of structural panels, removal, and replacement of power train and supports, gauging and analysis of major structural damage, and the measurement and alignment of strut towers. I-CAR Live curriculum may be included in course delivery.

**AB 56 NON-STRUCTURAL AUTOMOTIVE WELDING 2.0 UNITS**
Class hours: 1.5 Lecture/2.5 Laboratory
This course introduces students to oxy-acetylene, Gas Metal Arc Welding (GMAW), stick arc, and pressure resistance welding. It is designed for students presently employed or soon to be employed in the automotive field. Related subjects include welding, safety, testing of weld joints, material design, and strength of materials, process selection, cutting methods, and metals identification. A major focus of this course is to prepare students to complete the I-CAR GMAW Certification Test. I-CAR Live curriculum may be presented during course delivery.

**AB 57 STRUCTURAL AUTOMOTIVE WELDING 2.0 UNITS**
Class hours: 1.5 Lecture/2.5 Laboratory
Recommendation: AB 56 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment.
This course specializes in structural automotive welding. Special emphasis will be placed upon Gas Metal Arc Welding (GMAW) and resistance spot welding of structural high strength steel, ultra high-strength steel (UHSS), boron steel, martensitic steel, laminated steel, aluminum welding, plasma arc, and oxyacetylene cutting. A major focus of this course is to prepare students to complete the I-CAR GMAW Certification Test. I-CAR Live learning modules may be included in course delivery.

**AB 58L COLLISION REPAIR LAB 1.5 UNITS**
Class hours: 5.0 Laboratory
Prerequisite: AB 51 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment.
This course allows students to perfect and hone skills obtained in prerequisite courses. In this course, students will select and repair a project vehicle of their choosing relevant to the subject material being taught. (Formerly AB 58)
Transfer Credit: CSU

**AB 59F FULL FRAME REPAIR ANALYSIS 2.0 UNITS**
Class hours: 1.5 Lecture/2.5 Laboratory
Recommendation: AB 59 or AB 59M or equivalent with a grade of Pass or “C” or higher.
The course is designed for shop and damage estimating personnel who want to learn full-frame damage and structural repair analysis. Included topics are full-frame vehicle design analysis, effects of collisions on various full-frame designs, full-frame damage assessment using universal and electronic measuring gauges, full-frame vehicle hook-up and repair options, and methods of determining repair completion with universal and electronic measuring devices. Chief Automotive Systems, Inc. methodology is used in course delivery.

**AB 59M COMPUTERIZED MEASURING TRAINING 2.0 UNITS**
Class hours: 1.5 Lecture/2.5 Laboratory
Recommendation: AB 51 or equivalent with a grade of Pass or “C” or higher.
This course develops the skills in the operation and use of computer measuring systems to measure structural automotive damage. Students will learn to properly identify vehicles, components and systems, select and install the appropriate scan targets and attachments onto various vehicles, and provide digital measuring with the electronic measuring systems. Topics include basic collision theory, damage analysis fundamentals, maintenance, and operation of electronic measuring systems. The processes and methods used within each measuring system will be discussed extensively. (Formerly AB 59A)

**AB 59P STRUCTURAL REPAIR PLANNING 2.0 UNITS**
Class hours: 1.5 Lecture/2.5 Laboratory
Recommendation: AB 51 or AB 59M or equivalent with a grade of Pass or “C” or higher or appropriate work experience. Current or previous employment in a collision repair facility.
This entry-level course introduces students to the concepts of damage analysis and repair
planning for structurally damaged vehicles. It is designed for collision repair technicians and students with little or no training in structural repair. The course presents case studies that give students the information needed to measure, analyze, and develop repair plans for damaged unitized and full-frame vehicles.

**AB 59U UNITIZED STRUCTURAL REPAIR ANALYSIS**  
**2.0 UNITS**  
Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 59M or AB 59P or equivalent with a grade of Pass or "C" or higher.  
This course is designed for damage estimating personnel who want to learn about analysis and repair of unitized structural damage using universal gauge and electronic measuring systems. Topics include unitized structural design analysis and effects of vehicle collisions, additional unitized vehicle hook-up and repair options, and precise methods of determining that the repaired vehicle is within factory design specification using electronic and universal gauges.

**AB 61 PREPARATION AND SPOT REFINISHING**  
**3.0 UNITS**  
Class hours: 3.0 Lecture  
Prerequisite: AB 61L or equivalent with a grade of Pass or "C" or higher.  
Recommendation: AB 51 or equivalent with a grade of Pass or "C" or higher.  
This course introduces beginning techniques for automotive refinishing preparation and spot painting techniques. This course includes basic use of abrasives, primers, fillers, and sealers. Students are instructed in the use of solvents, pre-coats, and basic material problems encountered in today's refinishing market. I-CAR training modules may be included in course delivery.

**AB 61L AUTOMOTIVE REFINISHING LAB**  
**1.5 UNITS**  
Class hours: 5.0 Laboratory  
Prerequisite: AB 61 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment.  
This course allows students to develop and improve hands-on skills in preparation and spot refinishing by completing automotive refinishing projects. Students will identify and select specific automotive painting projects relevant to the subject matter.

**AB 62 OVERALL AND MULTI-COAT REFINISHING**  
**4.5 UNITS**  
Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 51 or AB 61 or equivalent with a grade of Pass or "C" or higher.  
This course develops the skills in multi-coat refinishing. Students will be instructed in the art of tinting colors, spot repair of factory and after-market multi-coat finishes, overall refinishing, interior/exterior care and maintenance, and the refinishing of plastic components. The course includes the testing, research and development of current refinishing materials. I-CAR live curriculum may be incorporated in the training and discussions.

**AB 63 PRODUCTION REFINISHING**  
**4.5 UNITS**  
Class hours: 3.0 Lecture/5.0 Laboratory  
Recommendation: AB 61 or AB 62 or equivalent with a grade of Pass or "C" or higher.  
In this course, students learn to prepare and refinish several vehicles, simultaneously. Areas covered include repair of minor body dings, paint preparation, mixing of multiple colors, plus the masking and painting of up to three separate vehicles of varying models, colors, and types. This course provides students with hands-on techniques for increasing the volume of vehicles processed in the professional automotive refinishing environment. I-CAR Live curriculum may be presented during this course of study.

**AB 64 AUTOMOTIVE AIR BRUSH PAINTING**  
**2.5 UNITS**  
Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: AB 61 or equivalent with a grade of Pass or "C" or higher, or related work experience.  
This course introduces students to the art of air brush painting and related effects in automotive applications. Students work with various colors and techniques to create special effects on commercial and passenger vehicles using air brushes. Included are 3-D effects, mural painting, accenting other types of graphic art, and portrait painting on automotive surfaces.

**AB 65 MIX AND ADJUSTING COLOR**  
**2.0 UNITS**  
Class hours: 1.5 Lecture/2.5 Laboratory  
Recommendation: AB 61 or equivalent with a grade of Pass or "C" or higher.  
This course increases the marketable skills for the automotive refinisher in the trade. Emphasis is on color and texture duplication, the use of automotive toners to scratch paint mix, and to mix specific colors using formulas and tintometers. It also includes spray-blending techniques, compatibility, spray-out panels, let-down panels for multi-coat matches, troubleshooting of materials, and paint chemistry. I-CAR curriculum may be presented during course delivery.

**AB 66 LETTERING, STRIPING AND DESIGN**  
**2.5 UNITS**  
Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: AB 61 or equivalent with a grade of Pass or "C" or higher or appropriate work experience or concurrent enrollment.  
This course trains students in the arts of automotive lettering, graphics design, and pin-striping. Students work with lines, colors, and harmonizing/contrasting concepts to create special effects on commercial and passenger vehicles using a wide range of materials and techniques. Included in this course are the use of computer-generated graphics, stencil making, and hand pin-striping, and lettering. I-CAR curriculum may be included in course delivery.

**AB 67 AUTOMOTIVE CUSTOM PAINTING**  
**2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
Recommendation: AB 61 or AB 62 or equivalent with a grade of Pass or "C" or higher.  
This is a custom automotive painting course that focuses on building hands-on skills in creating special paint effects, including flames, scallops, checkerboards, shredding, murals, holographic effects, multi-coats, and pearl finishes on automobiles. It includes theory and lab.

**AB 68L REFINISHING LAB**  
**1.5 UNITS**  
Class hours: 5.0 Laboratory  
Prerequisite: AB 61 or equivalent with a grade of Pass or "C" or higher or appropriate work experience or concurrent enrollment.  
This course increases student skills in automotive refinishing. Students hone their skills and improve their speed by completing automotive refinishing projects. I-CAR curriculum may be included in course delivery. (Formerly AB 68)
AB 73
AUTOMOTIVE COLLISION REPAIR OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week for Automotive Collision Repair Work Experience 73. The employment must be in a job related to the student's educational goal. Work experience/career internship provides the opportunity for Automotive Collision Repair students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

AB 74
AUTOMOTIVE COLLISION REPAIR OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 20 hours of employment per week for Automotive Collision Repair Work Experience 74. The employment must be in a job related to the student's educational goal. Work experience/career internship provides the opportunity for Automotive Collision Repair students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

AB 75
BODY PANEL CUSTOMIZING 4.5 UNITS
Class hours: 3.0 Lecture/5.0 Laboratory
Recommendation: AB 51 and AB 56 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.
This is an entry level course that focuses on the modification of automotive body panels. Additional topics include customization of existing body panels, partial-panel fabrication, metal finishing, rust-out panel replacement, welding techniques and the application and use of the sheet metal brake, sheer, shrinker/stretch, and bead roller.

AB 76
PARTIAL-PANEL FABRICATION 4.5 UNITS
Class hours: 3.0 Lecture/5.0 Laboratory
Prerequisite: AB 75 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.
This course furthers student learning in the area of automotive sheet metal design and fabrication. Students will learn to design and fabricate portions of sheet metal panels to be replaced on vehicles. Reproduction of more complex angles and shapes will be introduced. Use of specific sheet metal design and fabrication tools and equipment with appropriate techniques will be included.

AB 77
FULL-PANEL FABRICATION 4.5 UNITS
Class hours: 3.0 Lecture/5.0 Laboratory
Recommendation: AB 51 or AB 56 and AB 75. This course focuses on full-panel sheet metal design and fabrication. Sheet metal panel fabrication will be demonstrated using pre-determined shapes and formed. Formation of compound angles and complex shapes encompassing an entire panel will be addressed, including the assembly of separate complex pieces into one panel. Included are the continued application and use of advanced sheet metal fabrication tools and equipment.

AB 79L
AUTOMOTIVE FABRICATION LAB 1.5 UNITS
Class hours: 5.0 Laboratory
Prerequisite: AB 75 or AB 76 or AB 77 or equivalent with a grade of Pass or "C" or higher or appropriate work experience or concurrent enrollment.
This course allows students to hone hands-on skills while completing automotive body panel fabrication project. Students will identify and select specific projects focusing on needed improvement. (Formerly AB 79)

AB 80
AUTOBODY CUSTOMER SERVICE 2.0 UNITS
Class hours: 2.0 Lecture
This course focuses on effective customer service in an automotive collision repair facility. Students learn appropriate use of collision repair industry terminology, measuring and improving levels of customer service, interpreting body language, conflict resolution, telephone and in-person communication skills, personal conduct, time scheduling, business ethics, and the completion of paperwork related to auto body customer service positions. 1-CAR training may be included in course delivery.

AB 83A
COMPUTERIZED DAMAGE ESTIMATING - AUDATEX 1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
Prerequisite: AB 75 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.
This course focuses on effective customer service in an automotive collision repair facility. Students learn appropriate use of collision repair industry terminology, measuring and improving levels of customer service, interpreting body language, conflict resolution, telephone and in-person communication skills, personal conduct, time scheduling, business ethics, and the completion of paperwork related to auto body customer service positions. 1-CAR training may be included in course delivery.

AB 83P
COMPUTERIZED DAMAGE ESTIMATING - PATHWAYS 1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
Prerequisite: AB 75 or equivalent with a grade of Pass or "C" or higher, or appropriate work experience.
This course focuses on effective customer service in an automotive collision repair facility. Students learn appropriate use of collision repair industry terminology, measuring and improving levels of customer service, interpreting body language, conflict resolution, telephone and in-person communication skills, personal conduct, time scheduling, business ethics, and the completion of paperwork related to auto body customer service positions. 1-CAR training may be included in course delivery.
processes and methods used within the Pathways software program will be reviewed extensively. (Formerly AB 83C)

**AB 83U**
**COMPUTERIZED DAMAGE ESTIMATING-ULTRAMATE**  1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
Recommendation: Proficient in MS Windows Software application.
The focus of this course is for students to become proficient in Ultramate damage estimating software. Students will learn to properly identify vehicles, components and systems, and to select and input the appropriate replacement parts and labor costs into an Ultramate computerized damage report. Topics include development of customer and insurance company profiles, maintenance of user accounts, the generation of supplemental damage reports and the use of software-specific part codes, as currently used in the collision repair industry. The processes and methods used within the Ultramate software program will be reviewed extensively. (Formerly AB 83M)

**AB 86**
**PRODUCTION MANAGEMENT**  2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: Work experience in the automotive collision repair industry.
This course focuses on production management and improving workflow in automotive repair facilities. The course includes job analysis, task prioritizing, job descriptions, flow-charting, capacity planning, parts and material procurement, production controls, cycle-time analysis, and development of key production controls for management. I-CAR live training modules may be included in course delivery.

**AB 88**
**ESTIMATING AND MANAGEMENT UPDATE**  3.0 UNITS
Class hours: 2.5 Lecture/1.5 Laboratory
Prerequisite: Nine units of collision repair estimating and/or management or equivalent with grades of Pass or “C” or higher, or appropriate work experience.
This course increases skills and knowledge in collision repair estimating, management, and customer relations for students considering a career in the auto body repair industry. It includes computerized automotive damage estimating, shop management, customer relations, and communications.

**AB 98**
**DIRECTED STUDIES**  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

**AB 99**
**DIRECTED STUDIES**  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

**AB 182**
**STRUCTURAL DAMAGE ESTIMATING**  3.0 UNITS
Class hours: 2.5 Lecture/1.5 Laboratory
Recommendation: AB 181 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience. Proficient in MS Windows Software applications.
This course expands students' ability to estimate complex types of structural, mechanical, and electrical damage to vehicles. Areas of study include understanding collision theory, damage analysis fundamentals, visual inspection process, measuring and analyzing structural damage, suspension and mechanical systems damage, factory build tolerances, and safety systems of the severely damaged vehicles. Other topics include estimator job functions, customer satisfaction, regulatory compliance, and ethics within the collision repair industry. I-CAR Live curriculum may be presented during this course.
Transfer Credit: CSU

**AB 183**
**COMPUTERIZED DAMAGE ESTIMATING**  1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
Recommendation: Work experience in the automotive collision repair industry.
The focus of this course is for students to distinguish between collision damage estimating programs. Students learn how each software program is used to properly identify vehicles, components, and systems, and how to select and input the appropriate replacement parts and labor costs into computerized damage reports. Topics include comparison of customer and insurance company profiles, user accounts, the generation of supplemental damage reports, and the use of software-specific part codes as currently used in the collision repair industry. The processes and methods used within each software program will be reviewed. I-CAR Live curriculum may be included in course delivery.
Transfer Credit: CSU

**AB 188**
**INTRODUCTION TO AUTOMOTIVE CLAIMS HANDLING**  2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: AB 181 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
In this course, students are introduced to the automotive claims handling process. The course presents the knowledge and skills needed
to begin processing automotive insurance claims. Topics include the vehicle inspection process, identification of pre-existing damage, industry repair standards, and completion of claims-processing paperwork. Students will identify and recommend appropriate repair methodology for vehicle repairs maintaining required coverage limitations and complete related paperwork. I-CAR Live curriculum may be included in course delivery.

**Transfer Credit: CSU**

### AB 281
#### STRUCTURAL DAMAGE ANALYSIS FOR ESTIMATORS 1.0 UNIT

**Class hours:** 1.0 Lecture/1.0 Laboratory

**Recommendation:** AB 59M or AB 181 or AB 182 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.

This course is designed to help the collision damage estimator, appraiser, and autobody student better understand the process of analyzing structural and suspension damage. Collision theory, industry terminology, structural design, the visual inspection process, and measuring and repair equipment are covered in the course. Anchoring and pulling concepts are described in detail.

**Transfer Credit: CSU**

### AB 282
#### STEERING, SUSPENSION AND POWERTRAIN ANALYSIS FOR ESTIMATORS 1.0 UNIT

**Class hours:** 1.0 Lecture/1.0 Laboratory

**Recommendation:** AB 59M or AB 181 or AB 182 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.

This course is designed to assist the collision damage estimator, appraiser and student to better understand the process of analyzing steering and suspension damage from collisions. It builds on student knowledge gained from the prerequisite course and assists in mastery of steering and suspension damage analysis. Specialized procedures to verify steering and suspension alignment are practiced herein.

**Transfer Credit: CSU**

### AB 283
#### ADVANCED-FRAME ANALYSIS FOR ESTIMATORS 1.0 UNIT

**Class hours:** 1.0 Lecture/1.0 Laboratory

**Recommendation:** AB 59M or AB 281 or AB 181 or equivalent with a grade of Pass or “C” or higher.

This course builds on student knowledge gained from the previous courses and assists in mastery of collision damage analysis of full-frame vehicles. The focus of this course is specific damage analysis of pickup trucks and sport utility vehicles (SUVs).

**Transfer Credit: CSU**

### AB 285
#### COLLISION REPAIR MANAGEMENT 3.0 UNITS

**Class hours:** 2.5 Lecture/1.5 Laboratory

**Recommendation:** Proficient in MS Windows Software application.

This course focuses on effective management and operation of automotive repair facilities. Students are introduced to skills required for effective promotion and management of an automotive repair facility. Areas of training include development of standard operating procedures (SOPs), rules and regulations, job costing, equipment and material procurement, facility cost analysis, safety, employee and right-to-know issues, and warranties. Other topics include department operations, job functions, compensation packages, production controls, capacity planning, cycle-time analysis, customer satisfaction, regulatory compliance, effective communication skills, process improvement, and time management.

**Transfer Credit: CSU**

### AB 286
#### COMPUTERIZED SHOP MANAGEMENT 3.0 UNITS

**Class hours:** 3.0 Lecture/1.0 Laboratory

**Prerequisite:** AB 182 or AB 285 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment or equivalent work experience.

This is a theory and practical course centering on computerized collision repair shop management. A comparison of various management software applications, features, and functions, as well as available training tutorials are included in the course delivery. Additional content includes interface with estimating and accounting applications, embedding regulatory compliance, parts ordering and tracking, labor dispatching and tracking, payroll processing, administrative and accounting reports, individual work order reports tracking production cycle-time, customer service call-backs, and forecasting.

**Transfer Credit: CSU**

### AB 287
#### ADVANCED COLLISION REPAIR MANAGEMENT 2.0 UNITS

**Class hours:** 2.0 Lecture

This course includes presentation of the skills required to effectively direct, manage, and promote multi-shop organizations (MSOs). Areas of advanced training include rules and regulations, standard operating procedure (SOP), job costing, equipment and materials procurement, facility cost analysis, department operations, safety, employee and right-to-know issues, warranties, customer satisfaction, licensing and certification, insurance direct repair programs (DRPs) from the perspective of multi-shop organizations and/or franchise body shop operations.

**Transfer Credit: CSU**

### AB 288
#### ADVANCED AUTOMOTIVE CLAIMS 2.0 UNITS

**Class hours:** 2.0 Lecture

**Prerequisite:** AB 181 or AB 188 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.

In this course students learn effective automotive claims handling. The course presents the skills needed to effectively process automotive insurance claims with differing coverage criteria. Topics include structural and cosmetic damage analysis, total loss evaluation, theft recoveries, comprehensive claims, vandalism, claims negotiation, vehicle re-inspection process, fraud detection, identification of pre-existing damage, appropriate repair standards, personal presentation, and image projection. I-CAR Live curriculum may be included in course delivery.

**Transfer Credit: CSU**

### AUTOMOTIVE MECHANICAL REPAIR TECHNOLOGY

**Technology Division**

#### AUTO 1 (Not Degree Applicable)

#### ENGINE MAINTENANCE 0.5 UNIT

**Class hours:** 0.8 Lecture/0.2 Laboratory

This is a fundamental course in automotive engines dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive engines and enter the work environment with basic skills.

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**All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.**
Course Descriptions

AUTO 2 (Not Degree Applicable)
FUEL SYSTEMS 0.5 UNIT
Class hours: 0.8 Lecture/0.2 Laboratory
This is a fundamental course in automotive fuel systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive fuel systems and enter the work environment with basic skills.

AUTO 3 (Not Degree Applicable)
LUBRICATION AND COOLING 0.5 UNIT
Class hours: 0.8 Lecture/0.2 Laboratory
This is a fundamental course in automotive lubrication and cooling systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive lubrication and cooling systems and enter the work environment with basic skills.

AUTO 4 (Not Degree Applicable)
ELECTRICAL SYSTEMS 0.5 UNIT
Class hours: 0.8 Lecture/0.2 Laboratory
This is a fundamental course in automotive electrical systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive electrical systems and enter the work environment with basic skills.

AUTO 5 (Not Degree Applicable)
BRAKES AND SUSPENSION 0.5 UNIT
Class hours: 0.8 Lecture/0.2 Laboratory
This is a fundamental course in automotive brake and suspension systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive brake and suspension systems and enter the work environment with basic skills.

AUTO 6 (Not Degree Applicable)
TRANSMISSION AND DRIVE TRAIN 0.5 UNIT
Class hours: 0.8 Lecture/0.2 Laboratory
This is a fundamental course in automotive transmission and drive train systems dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. This three-week section is designed to allow students to become familiar with automotive transmission and drive train systems and enter the work environment with basic skills.

AUTO 7 (Not Degree Applicable)
AIR CONDITIONING AND HEATING 0.5 UNIT
Class hours: 0.8 Lecture/0.2 Laboratory
This is a fundamental course in automotive air conditioning and heating dealing with maintenance of the modern automobile. Emphasis is on the elementary operating principles and beginning skill development. The course is designed to allow students to become familiar with automotive heating and air conditioning and enter the work environment with basic skills.

AUTO 54
INTRODUCTION TO ELECTRIC VEHICLE 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course introduces the student to the world of Electric Vehicle Conversions. Students will be instructed with alternatives to gasoline powered vehicular travel and to the specific advantages of Electric Powered Automobiles. Topics to be included are the process of conversion of a gas-powered vehicle to electric power, including the testing, assembly, operation and maintenance of EV's, the disassembly and re-assembly of an EV, introduction to battery and charging systems, optional power accessories and EV drive systems. Appropriate safety related instructions will be included in each segment.

AUTO 55
ADVANCED TECHNOLOGY ELECTRIC VEHICLE 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course develops students skills in electric vehicle conversions and introduces them to advanced technology EV's and purpose-built EV's. Students will work with hybrid electric vehicles and advanced design EV's. Topics included are the conversion process of kit cars to electric power, including the testing, assembly, operation and maintenance of EV's; the benefits of aerodynamic designs for EV's; introduction to advanced technology batteries and intelligent charging systems; optional hydrogen fuel cell technology; and alternative EV drive systems. Appropriate safety related instructions will be included in each segment.

AUTO 60 (Not Degree Applicable)
INTRODUCTION TO INTELLIGENT TRANSPORTATION SYSTEMS (ITS) AND TELEMATICS 3.0 UNITS
Class hours: 3.0 Lecture
This survey course introduces the student to Intelligent Transportation Systems (ITS) and telematics. Topics discussed include the history of ITS, government and industry organizations and standards, recent technological advances, navigation, wireless communication, telecommunications, traffic safety, and traffic management. The material focuses on current trends and opportunities in the field of Intelligent Transportation Systems.

AUTO 73
AUTOMOTIVE MECHANICAL REPAIR OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week for Automotive Mechanical Repair Work Experience 73. The employment must be in a job related to the student's educational goal. Work Experience/Career Internship provides the opportunity for Automotive Mechanical Repair students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

AUTO 74
AUTOMOTIVE MECHANICAL REPAIR OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 20 hours of employment per week for Automotive Mechanical Repair Work Experience 74. The employment must be in a job related to the student's educational goal. Work Experience/Career Internship provides the opportunity for Automotive Mechanical Repair students to apply skills...
and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

AUTO 80
BUREAU OF AUTOMOTIVE REPAIR (BAR) ASE ALTERNATIVE COURSES FOR ADVANCED EMISSIONS SPECIAL 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: Appropriate work experience.
This alternative course will meet and exceed the Bureau of Automotive Repair (BAR) for Automotive Service Excellence (ASE) certifications for the following areas: Electrical, Engine Performance, and Advanced Engine Performance. This course meets theory/practical requirements for obtaining the state license for Advanced Smog Technician.

AUTO 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

AUTO 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

AUTO 100
AUTOMOTIVE MAINTENANCE AND OPERATION 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Basic class dealing with the selection and maintenance of the modern automobile. Emphasis is on the basic operating principles. Transfer Credit: CSU

AUTO 107
DIESEL EXHAUST EMISSION CONTROL AND SERVICING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: AUTO 109 or equivalent with a grade of Pass or “C” or higher.
Recommendation: AUTO 80 or AUTO 100 or equivalent with a grade of Pass or “C” or higher.
This course will provide instruction on the background, principles, theory, operation, diagnosis, servicing and repair of diesel engine exhaust emissions control and after treatment systems. This course is intended for students entering the field of on-highway and heavy equipment vehicles, and alternative fuel vehicle service, maintenance, and repair. Instruction on technical reference materials, parts and service books, diagnostic systems and programs used by the service technicians will be covered. Transfer Credit: CSU

AUTO 109
AUTOMOTIVE DIESEL SYSTEMS 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: Current automotive student or employed as an automotive service professional.
This is a theory/practical course in automotive diesel engine repair that includes operating principles and descriptions of all components. The major emphasis will be on systems operation and diagnosis. Transfer Credit: CSU

AUTO 110
AUTOMOTIVE ENGINES 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher.
This is theory/practical course in Automotive Engine Repair to include operating principles and descriptions of all components. The emphasis is on diagnosis and measurement of internal engine components. Complete disassembly and reassembly of engines will be accomplished with the emphasis on manufacturer’s specialty tools and techniques of overhead cam engines. Transfer Credit: CSU

AUTO 111
AUTOMOTIVE ENGINES 4.0 UNITS
Class hours: 3.3 Lecture/3.3 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher.
This is a theory/practical course in Automotive Engine Repair that includes operating principles and descriptions of all components. The emphasis is on diagnosis and measurement. Complete disassembly and reassembly of engines will be accomplished with the emphasis on manufacturer’s specialty tools and techniques of overhead cam engines. Course content will be presented on a single manufacturer’s engine. Transfer Credit: CSU

AUTO 120
AUTOMATIC TRANSMISSIONS AND TRANSMIXLES 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This course is focused on principles of automatic transmissions and transaxles. Procedures for diagnosing troubles, adjusting, and overhauling the automatic transmission and transaxle are studied and applied in the shop. Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
AUTO 121
DRIVETRAIN TRANSMISSIONS AND AXLES  6.0 UNITS
Class hours: 5.0 Lecture/5.0 Laboratory
Recommendation: AUTO 181 and AUTO 73/74 or equivalent with grades of Pass or "C" or higher.
This course is a study of the principles of the automotive power systems-clutch, manual and automatic transmission, transaxle, transfer case, driveline, drive-axle, differential, including diagnosis and service. This course is taught using specified manufacturer’s components and materials.
Transfer Credit: CSU

AUTO 130
MANUAL DRIVETRAIN AND AXLES  5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher.
This is a study of the principles of the automotive power systems-clutch, manual and automatic transmission, transaxles, transfer cases, drive line, drive-axle, differential, and all-wheel drive systems and service, including diagnosis and service.
Transfer Credit: CSU

AUTO 140
AUTOMOTIVE STEERING AND SUSPENSION  5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This is a course in the theory and practice of steering, suspension, and wheel alignment. It includes operating principles, component description, diagnosis, and service. Alignment instruction includes electronic four-wheel alignment.
Transfer Credit: CSU

AUTO 150
AUTOMOTIVE BRAKES  5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This is a theoretical and practical course in braking systems. It includes operating principles, component description, diagnosis, and service. Brake service includes antilock braking systems.
Transfer Credit: CSU

AUTO 151
AUTOMOTIVE ALIGNMENT  6.0 UNITS
Class hours: 5.0 Lecture/5.0 Laboratory
This is a theoretical and practical course in basic alignment, brakes, steering, and suspension on a single manufacturer’s car line. Included are operating principles, component description, diagnosis, repair, and service adjustments. This course is designed to accompany work experience in this trade.
Transfer Credit: CSU

AUTO 160
AUTOMOTIVE ELECTRICITY  5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This is a theory and practical course in basic electricity and automotive electrical systems such as battery, starting, charging, and electronic ignition. Test equipment and computer systems will also be covered.
Transfer Credit: CSU

AUTO 161
AUTOMOTIVE ELECTRICITY  7.0 UNITS
Class hours: 6.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or AUTO 151 and AUTO 73/74 or equivalent with grades of Pass or “C” or higher.
This is a theory/practical course in basic electricity and automotive electrical systems such as battery, starting, charging, and electronic ignition systems. The content will be presented on a single manufacturer’s product line.
Transfer Credit: CSU

AUTO 170
AUTOMOTIVE AIR CONDITIONING  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Recommendation: AUTO 160 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This theory and shop course is designed to teach basic automotive air conditioning using tools skills and processes associated with the modern automobile. Related information for developing knowledge and skills necessary to perform the most common and essential air conditioning service procedures is addressed.
Transfer Credit: CSU

AUTO 179
AUTOMOTIVE AIR CONDITIONING  4.0 UNITS
Class hours: 3.3 Lecture/3.3 Laboratory
Recommendation: AUTO 161 or equivalent with a grade of Pass or “C” or higher.
This course is a study of the principles of automotive air conditioning systems. The tools, skills, and processes necessary to perform the most common and essential air conditioning service procedures are studied and demonstrated in the shop. All instruction will be done on a single manufacturer’s unit.
Transfer Credit: CSU

AUTO 180
ELECTRONIC ENGINE MANAGEMENT SYSTEMS  5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This is a theoretical/practical course pertaining to the operation, individual components, and the overall logic by which fuel systems components work together. Feedback carburetion, fuel injection and electronic controls will be included along with OBD-I and OBD-II systems operation and comparisons.
Transfer Credit: CSU

AUTO 181
ELECTRONIC ENGINE MANAGEMENT SYSTEMS-CORPORATE  6.0 UNITS
Class hours: 5.0 Lecture/5.0 Laboratory
Recommendation: AUTO 100 and AUTO 73/74 or equivalent with grades of Pass or “C” or higher.
This is a theory/practical course in diagnosing automotive drivability problems. Areas such as ignition, carburetion, automotive computers, electronic engine controls and on-board diagnostic systems will be included. The course will be presented using a single manufacturer’s product line.
Transfer Credit: CSU

AUTO 182
INTRODUCTION TO ALTERNATIVE FUEL  3.0 UNITS
Class hours: 3.0 Lecture
This course introduces students to the role, function, and practical application of Compressed Natural Gas (CNG) as an...
alternative fuel for the internal combustion engine. Propane, methanol, and hydrogen are also discussed.
Transfer Credit: CSU

AUTO 190
AUTOMOTIVE MANAGEMENT 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher. This course is designed to furnish the student with knowledge, experience, and practice in supervision and management of an automotive repair facility. Emphasis is placed on customer relations, scheduling, cost estimation, and efficient, effective use of time and space.
Transfer Credit: CSU

AUTO 193
AUTOMOTIVE SERVICE INFORMATION MANAGEMENT 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Automotive major or employment in an automotive repair facility. This course will cover customer satisfaction, understanding new car warranties, service contracts and operating policies. A review of California common laws and BAR regulations will be included. Emphasis is based on computerized and electronic information systems including All Data, Mitchell on Demand, ADP Automotive Management Systems.
Transfer Credit: CSU

AUTO 194
RETAILING AUTOMOTIVE SERVICE 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Current automotive student or employed as an automotive service professional. This course deals with issues related to the automotive repair facility’s management, productivity, and operation of vehicle fleets. Taking into account the facility infrastructure, the focus will be on scheduling work to effectively utilize facilities and staff to improve production and profitability. Cost effective techniques for equipment procurement, management, and maintenance will also be covered. Shop organization and workflow will be discussed including safety and regulatory issues.
Transfer Credit: CSU

AUTO 195
AUTOMOTIVE CUSTOMER RELATIONS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Employment in an automotive repair facility or full-time automotive student. This course deals with the selling of automotive services to the general public and automotive fleet managers. All aspects of customer relations and developing skills necessary to properly communicate with customers are covered. Special emphasis will be given to interpersonal relationship development and customer confidence building. Cultural differences will be discussed as they affect sales techniques. This course provides participants with the necessary knowledge and skills to effectively handle situations that occur when dealing with unusual, complex or ethical problems.
Transfer Credit: CSU

AUTO 210
AUTOMOTIVE MACHINE SHOP 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: AUTO 100 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience. This course is designed to teach students the basic operations used in the automotive machine shop. It concentrates on cylinder head, cylinder block, and piston and connecting rod assemblies. An overview of other related operations, such as honing techniques, cylinder bores, and crankshaft line boring will be included.
Transfer Credit: CSU

AUTO 212
AUTOMOTIVE SPECIALTY 2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: AUTO 210 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience. This course is designed to further increase the skill and knowledge of the student in areas of his/her choice, working to trade standards.
Transfer Credit: CSU

AUTO 260
ADVANCED ELECTRICAL SYSTEMS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: AUTO 160 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience. This is a theory/practical course in the automotive body electrical system, covering all classes of electrical components and power accessories in the area of diagnosing and component repairs.
Transfer Credit: CSU

AUTO 280
DIAGNOSTIC ENGINE PERFORMANCE 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: AUTO 100 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience. This is a theory/practical course in diagnosing automotive drivability problems. Areas such as ignition, carburetion, automotive computers, electronic engine controls and on-board diagnostic systems will be included.
Transfer Credit: CSU

AUTO 281
EMISSION CONTROL SYSTEMS - 1997 STANDARDS 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Prerequisite: AUTO 100 or equivalent with a grade of Pass or “C” or higher. This course gives the advanced automotive student exposure to the current methods, devices, and manufacturers of automotive emission control systems. It provides the student with an opportunity to obtain an advanced emission specialist technician license.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
**BIOLOGY**

(Science, Engineering, Math Division)

**BIOL 95 (Not Degree Applicable)**

**INDIVIDUALIZED BIOLOGY INSTRUCTION** 0.5 UNIT

Class hours: 2.0 Laboratory

Open Entry/Open Exit

Corequisite: Enrollment in any biology course.

This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in any biology course. This course is offered on a pass/no pass basis only. (Formerly BIOL 9T, AED 90.1)

**BIOL 100**

**NATURAL HISTORY OF SOUTHERN CALIFORNIA** 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

This is a field trip and seminar class in Biology and Geology of selected areas in So. California. Minerals, geology, landforms, plants, animals, ecology, human use, and recreation value will be studied.

Transfer Credit: CSU

**BIOL 105**

**MAN AND ENVIRONMENT** 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of the English Placement Process for ENGL 100 clearance or ENGL 52 or equivalent with a grade of Pass or “C” or higher.

This course is designed to help both science and nonscience majors to develop a better understanding of some of the important environmental problems facing mankind. The nature and implications of subjects such as loss of genetic variability, pollution problems, overpopulation, and the use and abuse of natural resources, will be studied. There will be an emphasis on the interrelatedness of these problems and how an understanding of environmental principles can help us to live on this planet more intelligently and more successfully.

Transfer Credit: CSU; UC

**BIOL 110**

**CALIFORNIA ANIMALS AND PLANTS** 3.0 UNITS

Class hours: 2.0 Lecture/3.0 Laboratory

Prerequisite: BIOL 120 or equivalent with a grade of Pass or “C” or higher.

The common plants and animals of California are studied with emphasis upon those local forms which can be readily collected or observed. The lecture is designed to familiarize the student with the life history and identification of local species of plants and animals and to aid in the understanding of the relationship of these organisms to their environment. The laboratory and field work emphasize ecological principles and taxonomic identification.

Transfer Credit: CSU; UC*

*UC credit limits may apply. No credit for BIOL 110 if taken after BOT 120.

**BIOL 115**

**MARINE BIOLOGY** 3.0 UNITS

Class hours: 2.0 Lecture/3.0 Laboratory

This introductory course in marine biology is concerned with the adaptations, ecological relationships, economic importance, and identification of marine animals and plants. Emphasis is on the intertidal and offshore communities of California with frequent field trips to observe live specimens and study the marine environment.

Transfer Credit: CSU; UC

**BIOL 120**

**INTRODUCTION TO BIOLOGICAL SCIENCE** 4.0 UNITS

Class hours: 3.0 Lecture/3.0 Laboratory

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

This course is designed for non-biological science majors. It covers basic principles of life science, including cellular biology, the plant and animal kingdoms, ecology, genetics, and evolution. Emphasis is also placed on human biology as it relates to everyday living.

Transfer Credit: CSU; UC*

*UC credit limits may apply. No credit for BIOL 120 if taken after BOT 120.

**BIOL 180L**

**LIFE SCIENCE PREPARATIONS** 1.0 UNIT

Class hours: 3.0 Laboratory

Prerequisite: BIOL 120 or equivalent with a grade of Pass or “C” or higher.

This course is designed for pre-teaching, life science majors. The student will learn the use and care of laboratory apparatus through actual experience in the classroom. The student will assist the instructor in the laboratory by performing such jobs as helping to prepare demonstrations, designing displays, and aiding individuals in the class.

Transfer Credit: CSU

**BIOL 200**

**PRINCIPLES OF BIOLOGY** 5.0 UNITS

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 111 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment. BIOL 120 or ZOOL 120 or BOT 120 or equivalent with a grade of Pass or “C” or higher.

The course provides a basic survey of major groups of organisms (Kingdoms Monera, Protista, Plants, and Animals) within a context of unifying themes of evolution and ecology. Emphasis will be on structure and function or organisms with consideration given to phylogeny, taxonomy, adaptations, and interactions among organisms and their environment. Animal behavior and select vertebrate organ systems will be included.

This course is designed as one semester of a two part series (coordinating with BIOL 201) for biology/medical majors.

Transfer Credit: CSU; UC

**BIOL 201**

**PRINCIPLES OF BIOLOGY** 5.0 UNITS

Class hours: 3.0 Lecture/6.0 Laboratory

Prerequisite: CHEM 111 or equivalent with a grade of Pass or “C” or higher. BIOL 120 or ZOOL 120 or BOT 120 or equivalent with a grade of Pass or “C” or higher.

The principles of modern biology are discussed at the molecular, cellular, and organismic levels. Integrated within the course will be units on biochemistry, cell biology, origin of life, physiology of excitable tissues, genetics, molecular biology, biotechnology, immunology and developmental biology.

Transfer Credit: CSU; UC

**BIOL 202**

**MOLECULAR BIOLOGY/GENETICS** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: BIOL 201 and CHEM 211 or equivalent with grades of Pass or “C” or higher. CHEM 211 may be taken concurrently.

Biology 202 is an extension of the study of molecular biology, cell biology and genetics introduced in BIOL 201. This course examines the structure and function of nucleic acids and proteins in the living cell, as well as how these molecules are studied and manipulated in the laboratory. Topics include regulation of gene expression, recombinant DNA technology, chromosome mapping and viral and prokaryotic genetics.

Transfer Credit: CSU; UC

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BOL 250L
SPECIAL TOPICS IN BIOLOGY  1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: BOL 120 or equivalent with a grade of Pass or “C” or higher.
This course is designed primarily for biological science majors. Individual research problems are explored using materials, equipment, and techniques not available to larger classes. Transfer Credit: CSU; UC TBD after admission.

BOL 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

BOL 299
DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.
Transfer Credit: CSU

BOTANY
(SCIENCE, ENGINEERING, MATH DIV)

BOT 120
INTRODUCTION TO PLANT SCIENCE  4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This is a basic course in plant biology designed not only to introduce the student to plants, but also to cover in some depth many of the facets of botany. Included will be plant cell biology and chemistry, a survey of major plant groups and their life cycles and characteristics, plant ecology and evolution. The course will help prepare students for a life science major, but it can also be taken to fulfill a lab science requirement in general education. Four field trips to examine local plant communities are part of the class. Students will also conduct a research project, prepare a scientific paper, and make a poster presentation based on their project.
Transfer Credit: CSU; UC

BOT 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

BOT 299
DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

BUSINESS ADMINISTRATION
(BUSINESS DIVISION)

BA 50
BUSINESS MATH FOR MANAGERS  3.0 UNITS
Class hours: 3.0 Lecture
This course is a study of basic math as it relates to specific areas of business. Topics covered include percentages, interest markup, discounting, stocks, annuities, consumer credit, loans, and bank reconciliations.

BA 62
BUSINESS ON THE INTERNET  1.5 UNITS
Class hours: 1.5 Lecture
This course explores the current status of business and marketing practices on the Internet. Through the use of computers in the classroom, the students will explore business resources on the Internet. Opportunities on the Internet are in the areas of entrepreneurial management, business applications, marketing, and sales. Resources that are utilized are Internet service providers as well as electronic mailing lists and chat groups.

BA 63
HOW TO START A HOME-BASED BUSINESS  1.5 UNITS
Class hours: 1.5 Lecture
This course explores the factors that determine the possibility of starting a home-based business. The process of starting and operating a home-based business is included in this course.
Course Descriptions

BA 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

BA 99 (Not Degree Applicable)
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

BA 100
FUNDAMENTALS OF BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This course, designed for the beginning business student, will survey business principles, problems, practices, and procedures as they pertain to the societal challenges facing business and the economic challenges facing America. Business topics will be discussed, such as: the nature of business, ownership, recruitment and training of personnel, labor-management relations, production and distribution of goods, competition, profits, transportation, finance, managerial controls, government, and business relations.
Transfer Credit: CSU; UC

BA 101
INTERNATIONAL BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This course is a survey of the factors, problems, and techniques involved in conducting business in the market places of the world and includes an overview of economic, political, geographic, and social factors that affect business transactions abroad.
Transfer Credit: CSU

BA 102
INTERNATIONAL BUSINESS LAW 3.0 UNITS
Class hours: 3.0 Lecture
This is a survey course designed to acquaint the student with the legal aspects of international business law. It includes discussions regarding the responsibilities of states for the treatment of aliens and foreign businesses, multinational enterprises, foreign investments, importing and exporting, and money and banking.
Transfer Credit: CSU

BA 104
MANAGING CULTURAL DIVERSITY 3.0 UNITS
Class hours: 3.0 Lecture
This course introduces students to various human characteristics and differences which exist in world wide business environments. Communication styles, business ethics, mannersisms, numbers, space, and political and religious beliefs will be highlighted as to their importance in establishing viable and profitable contacts between individuals, cultures, and nations. This course can be taken in either a traditional or an online learning environment.
Transfer Credit: CSU

BA 105
PERSONNEL-POLICY AND PROCEDURES 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to provide the student with an in-depth probe of personnel from an administrative role. It includes the implementation of compliance with governmental regulations and laws.
Transfer Credit: CSU

BA 106
HUMAN RESOURCE MANAGEMENT 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to acquaint the student with the principles and methods related to the effective utilization of personnel in the business organization. It will develop relations involved in recruitment, selection, placement, training, and supervision of employees. It will also include an introduction to the organized labor movement and current labor relations conditions.
Transfer Credit: CSU

BA 107
HUMAN RELATIONS IN BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such areas as morale, personal efficiency, leadership, personality, motivation, and communication.
Transfer Credit: CSU

BA 108
LABOR MANAGEMENT RELATIONS 3.0 UNITS
Class hours: 3.0 Lecture
This is an introductory course in labor-management relations for supervisors and union shop stewards. It focuses on collective bargaining and the functions of management, unions and labor agreements. An in depth study will be made of the Labor Management Relations Act as amended, the National Labor Relations Board, and the Landrum-Griffin Act. Special attention is given to grievance procedures and arbitration cases. Negotiations of a collective bargaining agreement will be simulated.
Transfer Credit: CSU

BA 109
HUMAN RESOURCE DEVELOPMENT 3.0 UNITS
Class hours: 3.0 Lecture
This course covers the entire field of Human Resource Development (HRD), from orientation and skills training to career development and organizational development. In addition to being theory- and research-based, it is also practical- and experience-based, designed for students who wish to become HRD professionals, or managers at all levels.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Course Descriptions

BA 110
ADVERTISING 3.0 UNITS
Class hours: 3.0 Lecture
This course covers the study of magazine, newspaper, radio, billboard, direct mail, and other special forms of publicity. Problems of space, type, copy, and the preparation of the complete layout are discussed. The principles of effective techniques with ample practice in the preparation of different types of advertisements will be covered.
Transfer Credit: CSU

BA 113
LEGAL ENVIRONMENT OF BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This is a course that provides a meaningful portrayal of the operation and interaction of public and private law in the political and socio-economic environment. This is achieved by the study of the state and federal legal system and the laws that regulate business organizations. This course can be taken in either a traditional or an online learning environment.
Transfer Credit: CSU; UC*
*UC credit limits may apply. LAW 110, LAW 111, and BA 113 combined: maximum credit, one course.

BA 114
MARKETING 3.0 UNITS
Class hours: 3.0 Lecture
This course covers problems and organizations of systems of distributing goods and services in our business world. It will include promotion through retail and wholesale parallels, consumer buyer habits, pricing, budgeting, transportation, warehousing, sources and uses of marketing information, and marketing of agricultural products. This course can be taken in either a traditional or an online learning environment.
Transfer Credit: CSU

BA 115
MANAGEMENT-BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This course will cover the principles and techniques in the management of business. It includes organizing, planning, controlling, directing, and the application of management principles to business organizations.
Transfer Credit: CSU

BA 116
MANAGING GREEN: SUSTAINABILITY AND INNOVATION 3.0 UNITS
Class hours: 3.0 Lecture
The class covers sustainability and innovative management from the history of its origin to theories, framework, and business cases that touch on larger societal and ecological challenges. This course meets the educational needs of business leaders, all of whom are being challenged by government regulations, energy costs, and social responsibilities never before faced.
Transfer Credit: CSU

BA 117
INTRODUCTION TO SUPERVISION 3.0 UNITS
Class hours: 3.0 Lecture
This is an introductory course focusing on the leadership skills and responsibilities required of supervisors in industry, business, and government agencies. Topics to be explored will include effective communication practices, training, and evaluation of employees, management systems organization, and delegation of responsibilities. Designed for in-service supervisors and pre-supervisor education, this class offers the demonstration of leadership skills. This course can be taken in either a traditional or an online learning environment.
Transfer Credit: CSU

BA 118
RETAIL MANAGEMENT 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to meet the needs of retail store managers and help prepare students for positions in retail store management. Topics covered: organizational structure, merchandise planning and control, sales promotion, pricing, and expense management.
Transfer Credit: CSU

BA 120
MANAGEMENT-ACCOUNTING AND INTERNAL CONTROL 3.0 UNITS
Class hours: 3.0 Lecture
The accounting cycle will be introduced with emphasis on understanding financial records. Instruction will be given on the internal control of the industry being studied, as well as an introduction to the analysis of the financial statements. This course can be taken in either a traditional or an online learning environment.
Transfer Credit: CSU

BA 121
SALES 3.0 UNITS
Class hours: 3.0 Lecture
This course covers opportunities in selling, development of desirable personality traits, methods of approach to prospective customers, the art of demonstrating goods, how to meet objections, and how to close the sale.
Transfer Credit: CSU

BA 123
FUNDAMENTALS OF RETAILING 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to help the student develop an understanding of the problems, policies, and methods of merchandising as carried on in retail stores. Topics covered: careers in retailing, store layout, pricing goods, buying and receiving of merchandise and customer services.
Transfer Credit: CSU

BA 124
FUNDAMENTALS OF TRAINING 3.0 UNITS
Class hours: 3.0 Lecture
This survey course focuses on the acquisition of knowledge, skill development, and competencies from teaching vocational or practical skills, and knowledge. Methods and concepts of on-the-job training, off-the-job training, virtual training, and professional development will be explored.
Transfer Credit: CSU

BA 125
DESIGNING, DEVELOPING, AND DELIVERING EFFECTIVE TRAINING PROGRAMS 3.0 UNITS
Class hours: 3.0 Lecture
This course provides insightful, practical, and comprehensive learning on topics that matter the most to training and Human Resources (HR) professionals: How to design, develop, and deliver effective training programs. In addition, students will study practical applications, adult learning principles that guide learning objectives, and how to establish an environment that is conducive to learning.
Transfer Credit: CSU

BA 126
E-LEARNING 3.0 UNITS
Class hours: 3.0 Lecture
This course provides students with evidence-based guidelines for both self-study (asynchronous) and virtual classroom (synchronous) forms of E-learning. Students will study the guidelines, evidence, and

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Course Descriptions

BA 132
COMPUTER APPLICATIONS FOR MANAGERS 3.0 UNITS
Class hours: 3.0 Lecture
This survey course focuses on the business management processes and the software products that are available to assist managers, entrepreneurs, and other business professionals in the successful accomplishment of their demanding jobs in a dynamic, global, and technology-driven business environment. The course is designed to review the latest software available to assist managers in accomplishing the full spectrum of management functions to help them shift from old methods of managing to new methods using tools provided by computer technology. Transfer Credit: CSU

BA 149
CURRENT MANAGEMENT THEORY 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to Total Quality Management (TQM) and other current management theories. The ideas of prominent management consultants will be reviewed, discussed, and analyzed. These theories will be compared as to how they can be applied. This course can be taken in either a traditional or an online learning environment. Transfer Credit: CSU

BA 152
FUNDAMENTALS OF IMPORTING AND EXPORTING 3.0 UNITS
Class hours: 3.0 Lecture
This course offers the basics of importing and exporting, including U.S. Customs Service, customs brokers, duty rates, laws and regulations, currency exchange and letters of credit, storage, transportation, financing, terms of access, documentation, trade patterns by countries and commodities. This course can be taken in either a traditional or online learning environment. Transfer Credit: CSU

BA 153
SMALL BUSINESS MANAGEMENT 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to acquaint the student with the knowledge of principles, procedures, and opportunities in small business management. It covers such topics as entrepreneurial opportunities, developing a business plan, marketing, operations, and financial management. It briefly covers the practical aspects of record keeping, planning, and control. Transfer Credit: CSU

BA 155
INTRODUCTION TO GLOBAL LOGISTICS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: BA 101 or equivalent with a grade of Pass or "C" or higher.
In this course students analyze the international environment, learn about logistics systems, and learn the correct control procedures to monitor its success. Students learn the factors involved in bringing new products to market across numerous regions, using customized design, packaging, and service offerings, while providing for quick-response delivery, linking innovation, and value-added services to product offerings. Transfer Credit: CSU

BA 156
MOTIVATIONAL PRESENTATION SKILLS FOR MANAGERS 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to teach managers how to communicate the values, mission, and goals of the organization to create an environment that encourages motivation on the part of employees. Students learn motivational techniques and presentation skills required to be an effective business leader. Topics also include handling conflict, managing changes, and dealing effectively with stress. Emphasis is on the process of developing presentation materials, planning presentations, and using the latest communication technology with which to deliver professional, compelling presentations. Transfer Credit: CSU

BA 157
PRINCIPLES OF PUBLIC RELATIONS 3.0 UNITS
Class hours: 3.0 Lecture
This course explores the basic theories and principles of communicating information and concepts. Emphasis is on techniques and methods, with attention given to identifying audiences, using public relations tools, planning public relations programs and campaigns, promoting favorable relations with various segments of the public, and dealing with problem solving. The effective use of public information, publicity, and advertising is covered. This course is not available for students who are enrolled in or have completed JOUR 157. Transfer Credit: CSU

BA 171
BUSINESS ADMINISTRATION OCCATIONAL WORK EXPERIENCE 1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Business Administration Occupational Work Experience requires 60 non-paid hours of work or 75 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. Transfer Credit: CSU

BA 172
BUSINESS ADMINISTRATION OCCATIONAL WORK EXPERIENCE 2.0 UNITS
Class hours: 1.0 Work Experience
Two units of Business Administration Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site.
The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. Transfer Credit: CSU

BA 173
BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
Three units of Business Administration Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. Transfer Credit: CSU

BA 174
BUSINESS ADMINISTRATION OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
Four units of Business Administration Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. Transfer Credit: CSU

BA 200
PRINCIPLES OF BANKING 3.0 UNITS
Class hours: 3.0 Lecture
This is an introductory course in commercial banking. It will deal with issues, subjects, and situations bankers encounter today. The topics covered will include: negotiable instruments, deposits, payments, personnel, data handling, loan functions, bank services, and management of assets. Transfer Credit: CSU

BA 201
MONEY AND BANKING 3.0 UNITS
Class hours: 3.0 Lecture
This is an introductory course whose principal objective is to explain how our modern monetary institutions can best meet the needs of society. Topics covered are monetary theory, money creation, flow, controls, national policy, and international factors. The questions of how fiscal and monetary policies may help us solve our problems will be thoroughly examined. Transfer Credit: CSU

BA 204
PROJECT MANAGEMENT 3.0 UNITS
Class hours: 3.0 Lecture
This course presents the essential knowledge and skills students need to make effective contributions and to have an immediate impact on the accomplishment of projects in which they are involved. It is for everyone involved in projects, not just project managers, in order to succeed in interdisciplinary and cross-functional teams. This course provides the foundation students need to be effective members of project teams and, thereby, boost everyone’s potential to rise to the challenge of managing teams and projects. Transfer Credit: CSU

BA 205
ORGANIZATIONAL LEADERSHIP 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to introduce the student to the concepts, issues, and practices that comprise the core of organizational leadership from a business and global perspective. It describes the core leadership theories, analyzes them in terms of business success, and examines leadership as it unfolds in the workplace. The various styles of leadership are identified, and the methods of developing, or improving, the student’s own leadership skills are discussed. Transfer Credit: CSU

BA 208
LEADERSHIP FOR WOMEN IN BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This course explores women’s leadership, management, communication styles, and the vision and values women leaders bring to an effective environment in business. It is about balancing work/life and managing drive, ambition, adversity, commitment, networking, and achievement. It examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. This course is not open to students who are enrolled in WS 208 or have received credit in WS 208. Transfer Credit: CSU
BA 233
BUSINESS MANAGEMENT
IN A WEB 2.0 WORLD 3.0 UNITS
Class hours: 3.0 Lecture
This course is a study of management theory and leadership in a highly networked and socially connected business environment, followed by a practical, fast paced introduction to the principles, context, and development of Web 2.0 and its applications for business managers.
Transfer Credit: CSU

BA 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a Counselor for an explanation.
Transfer Credit: CSU

BA 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a Counselor for an explanation.
Transfer Credit: CSU

BUSINESS COMMUNICATIONS
OFFICE TECHNOLOGY
(BUSINESS DIVISION)

BCOT 3T (Not Degree Applicable)
BUSINESS COMMUNICATIONS
OFFICE TECHNOLOGY LAB 0.5 UNIT
Class hours: 2.0 Laboratory
Prerequisite: Enrollment in any BCOT Open Entry/Open Exit
Corequisite: Enrollment in any BCOT course.
This course is designed to facilitate and reinforce the learning of computer software and applications, functions, skills, and concepts through individualized and mediated instruction. This course is open to any student enrolled in a BCOT course.

BCOT 46 (Not Degree Applicable)
BUSINESS COMMUNICATIONS 3.0 UNITS
Class hours: 3.0 Lecture
This course reviews the fundamentals of grammar, sentence structure, punctuation, capitalization, spelling, and business vocabulary building. Completion of the course fulfills 54 hours of the English requirement for the Court Reporting Certification. (Formerly BCOM 46)

BCOT 51
BUSINESS ORAL COMMUNICATION 1.5 UNITS
Class hours: 1.5 Lecture
This course focuses on the importance of good oral communication skills for success in business. It provides practice for developing speaking and listening skills within the business environment for careers in selling, marketing, and management. (Formerly BCOM 51)

BCOT 52
DATA ENTRY 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to enable students to develop skill as data entry operators. Students will utilize a full screen data entry terminal. Students also will be introduced to the microcomputer. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online environment.

BCOT 54
BUSINESS WRITING FOR MANAGERS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: BCOT 46
This course is designed to assist managers and supervisors in the business field to develop written reports, proposals, evaluations, and other types of communication specific to the management field. The strategies and processes necessary to write successful managerial communications will be covered. The students will be introduced to real-world examples of corporate and organization communication, scenarios requiring students to adopt a point of view, and opportunities to develop written communication from that specific point of view. They will be exposed to cultural differences and discussions of corporate ethical matters.

BCOT 60 (Not Degree Applicable)
CUSTOMER SERVICE/TELEPHONE TECHNIQUES 1.0 UNIT
Class hours: 1.0 Lecture
This course teaches the importance of effective telephone techniques in the business office and the correct manner of identifying customer wants and needs. (Formerly BCOM 60)

BCOT 62
COMPUTER KEYBOARDING 1.0 UNIT
Class hours: 1.0 Lecture/0.5 Laboratory
Recommendation: Concurrent enrollment in BCOT 3T.
This course is designed for data processing and accounting students who do not know how to touch type; executives/managers/operators who use computer work stations; people who seek data entry positions; and users of personal home computers. Touch typewriting of alphabetic, numeric, and symbol keys on computers is emphasized. This course can be taken in either a traditional or an online learning environment.

BCOT 63 (Not Degree Applicable)
KEYBOARDING SPEED/CONTROL BUILDING 1.0 UNIT
Class hours: 1.0 Lecture/0.5 Laboratory
Recommendation: Knowledge of keyboard and key strokes. Concurrent enrollment in BCOT 3T.
This course is designed to provide intensive training and practice in typewriting speed and control. The students will work independently toward their respective goals. This course can be taken in either a traditional or an online environment.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
BCOT 70
MEDICAL MACHINE
TRANSCRIPT  4.0 UNITS
Class hours: 4.0 Lecture/2.0 Laboratory
Prerequisite: BCOT 46, BCOT 131, BCOT 162 and MA 161 or their equivalents with grades of Pass or “C” or higher, or concurrent enrollment in these courses.
Recommendation: Concurrent enrollment in BCOT 3T and the ability to type 30 wpm.
This course prepares students in medical transcription common to a medical office. This course helps students to identify correct terminology, spell and define terms, and prepare appropriate forms. Reports are dictated in different accents, dialects, and gender voices, and are typed using appropriate word processing software to simulate real medical office environments.

BCOT 71
COMPUTERS IN THE MEDICAL OFFICE  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: MA 60, MA 161, and concurrent enrollment in BCOT 3T.
This course prepares the medical/dental secretary or medical/dental office personnel to work as front office personnel in a health care practice. Students will learn to input patient information, schedule appointments, handle billing, handle insurance claims, and apply computer basics as they relate to the medical office.

BCOT 80
PROCESSING LAW OFFICE DOCUMENTS  2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student to the correct style for legal documents set by common usage or by court procedure. The specific formats required by law office documents will be emphasized.

BCOT 81
LEGAL OFFICE PROCEDURES  4.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: BCOT 131 or equivalent with a grade of Pass or “C” or higher. Concurrent enrollment in BCOT 3T.
This course is designed to prepare students for employment as legal secretaries. It emphasizes procedures, preparations of calendars, formatting wills and probates. Students will learn how to document telephone calls, maintain financial records, and perform other secretarial duties relevant to a legal office. This course meets 90 hours of the legal requirement for Court Reporting certification. This course may be taken in a traditional classroom setting or online environment.

BCOT 96
MICROSOFT POWERPOINT  1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student to Microsoft PowerPoint software applications. Topics include Microsoft PowerPoint functions: preparing, editing, and formatting a presentation, adding animation, using WordArt and creating organizational charts, adding visual elements, modifying a presentation, importing and exporting data, customizing and creating a slide show, and creating output and delivering presentations. This course prepares the student for Microsoft Certified Application Specialist (MCAS) certification for Microsoft PowerPoint. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

BCOT 113
MICROSOFT EXCEL  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Concurrent enrollment in BCOT 3T.
This course introduces the student to Microsoft Excel software applications. Topics include Microsoft Excel functions: preparing and formatting an Excel worksheet, maintaining and enhancing a worksheet, moving data within and between workbooks, inserting formulas in a worksheet, creating a chart in Excel, inserting clip art images, creating maps, formatting Excel worksheets using advanced formatting techniques, working with templates and workbooks using advanced functions, working with lists, using Excel's analysis tools, managing and auditing worksheets, collaborating with workgroups, and importing and exporting data. This course prepares the student for Microsoft Certified Application Specialist (MCAS) certification for Microsoft Excel. This course can be taken in a traditional classroom setting, in an individualized modular setting, or in an online learning environment.

BCOT 114
INTRODUCTION TO MICROSOFT OFFICE  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Ability to type 30 wpm and concurrent enrollment in BCOT 3T.
This course is designed to teach students business applications software and office skills using Windows compatible computers and Microsoft Office (Word, Excel, Access, and PowerPoint) to integrate the multifaceted tasks within the office environment. Concepts and skills include creating, editing, and printing letters, memos, reports, presentations, graphics, overheads, business figure analysis,
miscellaneous office documents, and maintenance/modification of databases. This course can be taken in either a traditional or an on-line learning environment.

Transfer Credit: CSU

**BCOT 118**  
**MICROSOFT ACCESS FOR OFFICE TECHNOLOGY**  
**1.5 UNITS**

Class hours: 1.5 Lecture/1.0 Laboratory  
Recommendation: Concurrent enrollment in BCOT 3T.

This course introduces the student to Microsoft Access software applications for administrative assistants and office technology. This course prepares the student for Level 1 Microsoft Certified Application Specialist (MCAS) certification for Microsoft Access.

Transfer Credit: CSU

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

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: Concurrent enrollment in BCOT 3T.

This is a basic course in typing designed to teach control of the keyboard by touch. The student will learn basic computer parts and terminology. This course can be taken in either a traditional or an on-line learning environment.

Transfer Credit: CSU

**BCOT 147**  
**BUSINESS COMMUNICATIONS**  
**3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: BCOT 46 or equivalent with a grade of Pass or “C” or higher.

This course integrates instruction and practice in business writing. The emphasis is on modern structure, style, vocabulary, grammar, and logical organizational patterns. The course content emphasizes memos and letters, reports, career communications, oral communication, global and multicultural issues, legal and ethical situations, and communication technology. This course can be taken in a traditional classroom setting or in an online learning environment. (Formerly BCOM 147)

Transfer Credit: CSU

**BCOT 148**  
**EFFECTIVE BUSINESS PRESENTATIONS**  
**3.0 UNITS**

Class hours: 3.0 Lecture  
Prerequisite: BCOT 147 or ENGL 52 or equivalent with a grade of Pass or “C” or higher.

This course is designed to teach and reinforce the principles of effective communication in business. The course content emphasizes memos and letters, reports, career communications, oral communication, global and multicultural issues, legal and ethical situations, and communication technology. This course can be taken in a traditional classroom setting or in an online learning environment.

Transfer Credit: CSU

**BCOT 150**  
**INTERNATIONAL BUSINESS COMMUNICATION**  
**3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: BCOT 147 or ENGL 100 or equivalent with a grade of Pass or “C” or higher.

This course covers issues and skills that are crucial to effective intercultural communication in business. The most significant issues pertaining to cross-cultural interaction are examined. Practical guidelines and information on how to conduct negotiations across countries, as well as general do’s and don’ts in international business are covered. International business writing styles, formats, and content for letters, reports, resumes, presentations, and other miscellaneous business documents are emphasized. (Formerly BCOM 150)

Transfer Credit: CSU

**BCOT 155**  
**ADMINISTRATIVE SECRETARIAL PROCEDURES**  
**4.0 UNITS**

Class hours: 3.0 Lecture/2.0 Laboratory  
Recommendation: BCOT 131 or equivalent with a grade of Pass or “C” or higher.

This course will emphasize the planning, organizing, problem solving, and human relation skills needed by secretaries at the administrative level. Employed or re-entry office support personnel may use this class for a refresher course or for professional purposes. This course can be taken in a traditional classroom setting or online environment.

Transfer Credit: CSU

**BCOT 161**  
**PRINCIPLES OF FILING**  
**1.0 UNIT**

Class hours: 1.0 Lecture/0.5 Laboratory  
Recommendation: Concurrent enrollment in BCOT 3T.

This is a computerized filing course that covers the principles of information processing, storage, and retrieval. Instruction is given in the rules of indexing and alphabetizing. A study will be made of geographic, numeric, subject, microfilming, and magnetic tape storage systems. Practice will be given in the processing of materials, filing, indexing, alphabetizing, coding, creating filenames and filename extensions for electronic files, and storing and retrieving electronic data to and from directories and subdirectories.

Transfer Credit: CSU

**BCOT 162**  
**BUSINESS SPELLING AND PROOFREADING SKILLS**  
**3.0 UNITS**

Class hours: 3.0 Lecture  
Recommendation: Concurrent enrollment in BCOT 3T.

This course is designed to teach and reinforce accurate spelling, vocabulary, word usage, and proofreading skills with a distinct business orientation. It emphasizes the business context of these basic communications skills, which are needed for integration into other courses such as typewriting, machine transcription, shorthand, office procedures, and court reporting. This course meets 54 hours of the English requirement for Court Reporting Certification.

Transfer Credit: CSU

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CHEM 100
INTRODUCTORY CHEMISTRY  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: MATH 40 or equivalent with a grade of Pass or “C” or higher or satisfactory completion of Math Placement Process.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 100.
This course is an introduction to the basic principles of inorganic and organic chemistry and biochemistry with their application to problems encountered in our everyday lives. The course includes the metric system, atomic structure, bonding, solutions, chemical reactions, hydrocarbons, functional groups, carbohydrates, lipids, and proteins.
It is designed to give a general introduction to fundamental concepts and to prepare students for majors in nursing, dental hygiene, physician assistant, physical therapy assistant, liberal arts, and technical fields. (Not open to those with credit in more advanced courses.)
Transfer Credit: CSU; UC* 
*UC credit limits may apply. CHEM 100 and CHEM 110 combined: maximum credit, one course. No credit for CHEM 100 or CHEM 110 if taken after CHEM 111.

CHEM 110
ELEMENTARY CHEMISTRY  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or “C” or higher or satisfactory completion of the Math Placement Process.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 110.
This introductory inorganic chemistry course emphasizes basic principles, formulas, equations, and chemical math problems. It is designed for students with little or no previous chemistry and prepares students for CHEM 111, General Chemistry.
Transfer Credit: CSU; UC*
*UC credit limits may apply. CHEM 100 and CHEM 110 combined: maximum credit, one course. No credit for CHEM 100 or CHEM 110 if taken after CHEM 111.

CHEM 111
GENERAL CHEMISTRY  5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: CHEM 110 or equivalent with a grade of Pass or “C” or higher and MATH 80 or MATH 80B or equivalent with grades of Pass or “C” or higher (satisfactory completion of the Math Placement Process may be substituted for MATH 80).
Recommendation: It is strongly recommended that all of the preceding prerequisites be completed within four years prior to the date of enrollment in CHEM 111.
This course is designed for science majors. It includes stoichiometry; properties and changes of state for gases, liquids and solids; solutions; colloids; equilibria of gases, weak acids and bases, and slightly soluble compounds.
Transfer Credit: CSU; UC

CHEM 112
GENERAL CHEMISTRY  5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: CHEM 111 or equivalent with a grade of Pass or “C” or higher or equivalent.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 112.
This course is designed for science majors and is a continuation of CHEM 111. It includes oxidation-reduction; electrochemistry; modern atomic structure and bonding; molecular geometry; coordination chemistry; nuclear chemistry; thermodynamics; kinetics and organic chemistry. The laboratory includes some qualitative analysis.
Transfer Credit: CSU; UC

CHEM 205
QUANTITATIVE ANALYSIS CHEMISTRY  4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: CHEM 112 or equivalent with a grade of Pass or “C” or higher.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 205.
This course is an introduction to theories and techniques of gravimetric, volumetric, colorimetric, and electro-analytic methods of analysis. The course is designed for majors in chemistry, engineering, medicine, dentistry, pharmacy, and laboratory technology.
Transfer Credit: CSU; UC
CHEM 211
ORGANIC CHEMISTRY  5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: CHEM 112 or equivalent with a grade of Pass or “C” or higher.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 211.
This course is the first part of a one-year Organic Chemistry course that includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on reaction mechanisms, fundamental principles, and modern instrumental methods. The laboratory experiments will stress synthesis, techniques, and spectroscopic and qualitative analysis.
Transfer Credit: CSU; UC

CHEM 212
ORGANIC CHEMISTRY  5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: CHEM 211 or equivalent with a grade of Pass or “C” or higher.
Recommendation: It is strongly recommended that the preceding prerequisite be completed within four years prior to the date of enrollment in CHEM 212.
This course is the second part of a one-year Organic Chemistry course that includes topics on the properties and reactions of aliphatic and aromatic organic compounds. Emphasis is placed on reaction mechanisms, fundamental principles and modern instrumental methods. The laboratory experiments will stress synthesis, techniques, and spectroscopic and qualitative analysis.
Transfer Credit: CSU; UC

CHEM 250L
SPECIAL TOPICS IN CHEMISTRY  1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: CHEM 111 or equivalent with a grade of Pass or “C” or higher.
This course is primarily for chemistry or related science majors. Individual research problems are explored using materials, equipment and techniques not available to larger classes.
Transfer Credit: CSU; UC TBD after admission.

CHEM 299
DIRECTED STUDIES  2.0 UNITS
Class hours: 0.3 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.

With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

CD 124
TEACHING IN A DIVERSE SOCIETY  3.0 UNITS
Class hours: 3.0 Lecture
Examination of the development of social identities in diverse societies, including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms, and teaching. Various classroom strategies will be explored, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media, and schooling.
Transfer Credit: CSU

CD 139
OBSERVATION, ASSESSMENT, AND POSITIVE GUIDANCE OF CHILDHOOD BEHAVIOR  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: CDEC 111 and CD 110 or equivalent with grades of Pass or “C” or higher.
This course covers the appropriate use of observation and assessment strategies to document development, growth, play, and learning of young children. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. The emphasis will be on developing observation skills that will facilitate understanding children’s behavior and encouraging positive self-esteem while helping the child work toward self-control. Content will cover effective communication with children and families, theories of behavior, guidance techniques, and appropriate teaching and intervention strategies.
Transfer Credit: CSU

CD 110
CHILD DEVELOPMENT  3.0 UNITS
Class hours: 3.0 Lecture
This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages.
Transfer Credit: CSU

CD 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.
With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours).

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This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

**Course Descriptions**

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

**CD 299**

**DIRECTED STUDIES** 2.0 UNITS

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

**CDEC 62**

**EXPLORING CREATIVE ART EXPRESSION BY CHILDREN** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: CDEC 112 or equivalent with a grade of Pass or "C" or higher.

This course explores expressive visual arts experiences for children. The major focus will be on documenting and assessing the learning and thinking process of children and how it develops through exploration, discovery, and the creation of images, using a variety of art materials. This course meets the Department of Social Services Classification Indicator DS3.

**CDEC 65**

**MUSIC AND MOVEMENT FOR CHILDREN** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: CDEC 112 or equivalent with a grade of Pass or "C" or higher.

This course focuses on principles and methods of providing creative musical and movement experiences for children. The student will also have the opportunity to learn how to use simple musical instruments suitable for use in Early Childhood Education programs. This course meets the Department of Social Services Classification Indicator DS3.

**CDEC 66**

**ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD EDUCATION PROGRAMS** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of Pass or "C" or higher.

This course will acquaint the student with the role of the director/supervisor in a child care program. Content includes laws governing child care in California, admission procedures, recordkeeping, budget, finance, the physical plant, and staffing concerns. This course meets the Department of Social Services Classification Indicator DS6.

**CDEC 67**

**ADVANCED ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD EDUCATION PROGRAMS** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: CDEC 66 or equivalent with a grade of Pass or "C" or higher

Recommendation: Teaching experience.

This course offers advanced information for administrators or directors in the child care professions. The student will explore legislative updates, current issues, families at risk, professionalism, Child Development Associates, National Association for the Education of Young Children Accreditation, and marketing strategies. This course meets the Department of Social Services Classification Indicator DS6.

**CDEC 111**

**PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION** 3.0 UNITS

Class hours: 3.0 Lecture

This course provides an examination of the underlying theoretical principles of developmentally appropriate practices applied to the programs and environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for all children. It provides a survey of the field of Early Childhood Education, emphasizing historical roots of a variety of programs, and the evolution of the professional practices promoting ethics, advocacy, and professional identity.

Transfer Credit: CSU

**CDEC 112**

**INTRODUCTION TO CURRICULUM** 3.0 UNITS

Class hours: 3.0 Lecture

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children, using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include, but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, and math and science.

Transfer Credit: CSU

**CDEC 113**

**THE CHILD, FAMILY, AND COMMUNITY** 3.0 UNITS

Class hours: 3.0 Lecture

This course examines the developing child in a societal context, focusing on the interrelationship of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

Transfer Credit: CSU

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CDEC 133
EARLY CHILDHOOD EXPERIENCES AND SCIENCE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: CDEC 112 or equivalent with a grade of Pass or “C” or higher.
This course will acquaint the student with developmentally appropriate mathematics and science activities for pre-kindergarten children. Activities for this age group in counting, sets, earth and life sciences, classification of objects, and cooking experiences will be presented. This course meets the Department of Social Services Classification Indicator DS 3. Transfer Credit: CSU

CDEC 161
HEALTH, SAFETY, AND NUTRITION 3.0 UNITS
Class hours: 3.0 Lecture
This course introduces the laws, regulations, standards, policies, procedures, and early childhood curriculum related to child health, safety, and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. There will be a focus on integrating the concepts into everyday planning and program development for all children. Transfer Credit: CSU

CDEC 164
PRACTICUM FIELD EXPERIENCE 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of Pass or “C” or higher.
Recommendation: CD 124, CD 139, and CDEC 161.
This course is designed to provide an opportunity for students placed in the Cerritos College Child Development Center and off-site practica to explore the relationship between theory and practice in programs for young children. The course includes both lecture and laboratory experiences during which students will examine developmental issues, the role of the teacher/caregiver in early childhood programs, and the relationship between programs and families. Students will explore and practice techniques for the observation and recording of behavior; examine environments for young children; and plan, implement, and evaluate developmentally appropriate, culturally relevant experiences for young children. Students spend 3 hours/week in placement for a total of 54 hours/semester. TB clearance and good health are required to participate in this course. This course meets the Department of Social Services Classification Indicator DS 3. Transfer Credit: CSU

CDEC 173
EARLY CHILDHOOD EDUCATION OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student's educational goal. Occupational Work Experience is a supervised employment program in an approved work station located to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or an expansion of their regular responsibilities. This course meets the Department of Social Services Classification Indicator DS 3. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. Transfer Credit: CSU

CDEC 174
EARLY CHILDHOOD EDUCATION OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student's educational goal. Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or an expansion of their regular responsibilities. This course meets the Department of Social Services Classification Indicator DS 3. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. Transfer Credit: CSU

CDEC 230
ADULT SUPERVISION IN CHILD CARE PROGRAMS 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: CD 110, CDEC 111, CDEC 112, and CDEC 113 or equivalent with grades of Pass or “C” or higher.
This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education/child development classrooms. Emphasis is on the role of the classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. This course meets the requirement for a course in adult supervision for the California Child Development Permit. Transfer Credit: CSU

CDEC 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation. Transfer Credit: CSU

CDEC 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

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Course Descriptions

CHILD DEVELOPMENT /
INFANT TODDLER
(HEALTH OCCUPATIONS DIVISION)

CDIT 151
INFANT AND TODDLER
DEVELOPMENT 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: CD 110 or equivalent with a grade of Pass or “C” or higher.
This course is an in-depth investigation of the social, emotional, physical, and cognitive development patterns of infants and toddlers, both theoretically and through direct observation. This course meets the Department of Social Services Classification Indicator DS4. (Formerly CDIT 51)
Transfer Credit: CSU

CDIT 152
INFANT AND
TODDLER PROGRAMS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: CD 110 and CDIT 151 or equivalent with grades of Pass or “C” or higher.
This course explores program models for children from birth to three years of age, addressing program goals, philosophies, curriculum, building relationships with infants, toddlers and families, safety routines, physical space and equipment, as well as infant and family needs especially in a group setting. This course meets the Department of Social Services Classification Indicator DS 4. (Formerly CDIT 52)
Transfer Credit: CSU

CHILD DEVELOPMENT /
SPECIAL EDUCATION
(HEALTH OCCUPATIONS DIVISION)

CDSE 50
SURVEY OF
SPECIAL EDUCATION 3.0 UNITS
Class hours: 3.0 Lecture
This course surveys the field of special education emphasizing the role of the Special Education Assistant in the training of the exceptional individuals. It includes an introduction to the types of special need children and adults, the function of the assistant, and the vocational opportunities available.

CDSE 52
SPECIAL EDUCATION
INCLUSION IN EARLY
CHILDHOOD PROGRAMS 3.0 UNITS
Class hours: 3.0 Lecture
This course is a comprehensive overview of early childhood inclusion as it applies to children from birth to age eight. It offers a broad study of early childhood special education as it relates to inclusion. The course will cover federal and state laws and regulations, terminology and definitions, appropriate practices and interventions, behavioral issues, family support and guidance and “whole child/whole family” approach to inclusion success.

CDSE 74
SPECIAL EDUCATION
ASSISTANT OCCUPATIONAL
WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student’s educational goal. Occupational Work Experience is a supervised employment program in an approved work station related to the student’s declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or an expansion of their regular responsibilities. This course meets the Department of Social Service classification Indicator DS3. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

CHINESE
(LIBERAL ARTS DIVISION)

CHIN 101
ELEMENTARY CHINESE 5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
This beginning Chinese course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading, writing, and the grammar and vocabulary necessary to acquire skills. Students will also be introduced to the customs, culture, and geography of China through lectures, films, and reading assignments. This course is not recommended for native speakers.
Transfer Credit: CSU; UC

CHIN 102
ELEMENTARY CHINESE 5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: CHIN 101 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the study of the basic principles of Chinese with an emphasis on oral and written communication. It helps continue to develop the appreciation of cultural diversity through the study of the differences and similarities between cultures.
Transfer Credit: CSU; UC

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Topics covered include the seven layers of the Open Systems Interconnection Model (OSI), network architectures, internetworking, and telecommunications.

CIS 70B
NETWORK+ CERTIFICATION 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 101 or equivalent with a grade of Pass or "C" or higher.
This course offers training in the knowledge and skills required in the CCNA Certified Network Associate (CCNA). It covers LAN (Local Area Network) Switching, VLANs (Virtual Local Area Networks), LAN design, IGRP (Interior Gateway Routing Protocol), Access lists, and Novell IPX.

CIS 70G
WIDE AREA NETWORKS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 70E or equivalent with a grade of Pass or "C" or higher.
This course focuses on the design process for advanced switching and routing. It covers Layer 2 protocols, such as STP (Spanning Tree Protocol), and various network protocols and devices.

CIS 70H
NETWORKING ANALYSIS AND DESIGN 2.5 UNITS
Class hours: 2.5 Lecture
Prerequisite: CIS 70F or equivalent with a grade of Pass or "C" or higher.
This course focuses on the design process for computer networking. Concepts and skills developed in previous courses in this series form the foundation for approaching the task of designing network requirements, writing specifications, designing, and implementing a computer network.

CIS 70J
CCNA CERTIFICATION EXAM REVIEW 1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Prerequisite: CIS 70G or equivalent with a grade of Pass or "C" or higher.
This course is designed to enhance student readiness for the Cisco Certified Network Associate (CCNA) exam. It reviews all key concepts and skills required for the CCNA exam as well as exam question types and test-taking strategies.
CIS 70K
INTRODUCTION TO WIRELESS NETWORK 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: CIS 70A or equivalent with a grade of Pass or “C” or higher.
This is an introductory course on the fundamental concepts of wireless networking. It covers the technical foundation of wireless communications and various, protocols used in the current wireless applications. Topics include Wireless Application Protocol (WAP), Bluetooth, cellular telephony, Wireless Local Area Networks (WLANs), satellite communications, Global Positioning System (GPS).

CIS 70L
CYBERSECURITY FUNDAMENTALS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 70A or equivalent with a grade of Pass or “C” or higher.
This is an introductory course on fundamentals of information security. It provides a comprehensive overview of communication security, infrastructure security, cryptography, operational/organizational security, disaster recovery, business continuity, as well as computer forensics. The contents also map to the Security+ certification exam by Computing Technology Industry Association (Comp TIA).

CIS 75
SQL ADMINISTRATION AND IMPLEMENTATION 3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 212 or equivalent with a grade of Pass or “C” or higher is strongly recommended.
This course provides students with the knowledge and skills required to install, configure, administer, trouble-shoot, and implement the Microsoft SQL server database management system.

CIS 84
MICROSOFT INTERNET INFORMATION SERVICES 1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Recommendation: Strongly recommend CIS 212 or equivalent with a grade of Pass or “C” or higher.
This course covers the support of the various features of Microsoft Internet Information Services (IIS). Students will learn how to install, configure, and implement the key components that comprise IIS. They will also have hands-on experience setting up a web site. The course is intended for those who support or administer Microsoft Internet Information Services. The course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. This course is compliant with current industry certification.

CIS 101
INTRODUCTION TO COMPUTER INFORMATION SYSTEMS 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
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 organizational environments. The course allows the student to achieve an understanding of computer technology, computer hardware, computer software, and how computers can be used to produce meaningful information. The student will solve applied problems in spreadsheet preparation and analysis using Microsoft EXCEL and will be introduced to basic operational concepts in database programming using Access, in creating and editing text in Word, and be introduced to presentation graphics using PowerPoint.
Transfer Credit: CSU; UC*
*UC credit limits may apply. CIS 101 and 102 combined: maximum credit, one course.

CIS 102
INTRODUCTION TO MICROCOMPUTER HARDWARE AND APPLICATIONS SOFTWARE 3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course instructs the students in the use of microcomputers within an organizational environment using the Microsoft Windows interface and current applications software. Software topics include file management, elementary word processing, applications in spreadsheet use, database management, and presentation graphics.
Transfer Credit: CSU; UC*
*UC credit limits may apply. CIS 101 and 102 combined: maximum credit, one course.

CIS 103
COMPUTER PROGRAMMING LOGIC 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Concurrent enrollment in or completion of CIS 101 or CIS 102 or equivalent with a grade of Pass or “C” or higher.
This is an introductory course in computer programming logic. The student will learn concepts applicable to all programming languages, including: identifiers, data types, arrays, control structures, algorithms, modular programming, generating reports, and computer memory concepts. The student will learn to use charts commonly used in business and information processing. Program logic will be developed using flowcharts and pseudocode. Programs will be written using a programming language. The student will be introduced to the following additional topics: graphical user interface design, object-oriented and event-driven-programming, searching, sorting, and file processing concepts.
Transfer Credit: CSU; UC

CIS 105
USING MICROSOFT WINDOWS 1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
Recommendation: CIS 102 or equivalent with a grade of Pass or “C” or higher.
This course covers the use of Microsoft Windows. Currently available Windows Operating Systems will be explored, including Windows 95, 98, NT, Millennium Edition, and Windows 2000. Topics include file and application management, personalizing the system, using the productivity tools, connecting to the Internet, and exchanging data. Current topics of interest relating to Windows will also be discussed.
Transfer Credit: CSU

CIS 126
JAVASCRIPT FOR NONPROGRAMMERS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 205 and a knowledge in one programming language or equivalent with grades of Pass or “C” or higher.
This is a course in programming Web pages on the client-side using the JavaScript programming language. It is for beginning to intermediate level students who know how to create Web pages and now want to add interactivity to their Web pages. This course is designed for the students who are not familiar with programming language. Programming
CIS 141
ISERIES 400 OPERATIONS 3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 101 or equivalent with a grade of Pass or “C” or higher.
This course introduces the student to the operations of the IBM iSeries 400 Computer System using the OS/400 operating systems. The course includes the following topics: navigating around the system, command structure, message handling, Operation Navigator, trouble shooting, system security, job scheduling, backup/restore, work management, library management, object management, control management, and control language programming.
Transfer Credit: CSU

CIS 141A
OPERATIONS NAVIGATOR ISERIES (AS/400) 1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Recommendation: CIS 141 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This course will introduce the student to operating an iSeries 400 (AS/400) through the graphical interface Operations Navigator (ON). Operations Navigator will be used to configure, monitor, and manage the iSeries 400 (AS/400). Topics include basic operations, printing, job management, device configuration, security, database management, file systems, backup, and user/groups. This course is primarily for Information Technology professionals with some background in the AS/400 operations.
Transfer Credit: CSU

CIS 142A
AS/400 OPERATIONS PART I 1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Recommendation: CIS 101 or equivalent with a grade of Pass or “C” or higher.
This course introduces the student to the operations of the IBM AS/400 Computer System using the OS/400 operating system. The course includes the following topics: system security, job scheduling, job management, back/restore, work management, library management, object management, hardware architecture and configuration, software, device management, and control language.
Transfer Credit: CSU

CIS 142B
AS/400 OPERATIONS/ FACILITIES-PART 2 1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Recommendation: CIS 101 or equivalent with a grade of Pass or “C” or higher.
This course introduces the student to the IBM AS/400 Computer System OS/400 database and file structure. This course will use IBM AS/400’s Application Development Tools. The course includes the following topics: Source Editor Utility (SEU), Data File Utility (DFU), Program Development Manager (PDM), Screen Design Aid (SDA), Data Description Specifications, Data file structure and design, physical source file, Library, object, member structure, logical files, display files, menus and simple control language program.
Transfer Credit: CSU

CIS 151
MICROSOFT EXCEL FOR INFORMATION SYSTEMS/ INFORMATION TECHNOLOGY 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course is a foundation class for Information Technology. The fundamentals of building worksheets include: creating worksheets, formatting, functions, formulas, macros, data tables, analysis tools, templates, Wizards, and the creation of charts. Techniques to deal with multiple worksheets and large worksheets are covered. The database functions of EXCEL will include sorting, filtering, queries, macros, and record retrieval. This course covers the topics required in industry certifications. Hands-on exercises are used to reinforce the function of EXCEL. This course is not open to students who have taken both CIS 54A and CIS 54B.
Transfer Credit: CSU

CIS 155
MICROSOFT ACCESS 3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 102 or equivalent with a grade of Pass or “C” or higher.
This is a foundation course in database management using Microsoft Access. It covers relational database concepts and design, techniques for building a database using queries, forms, reports, and expressions. Topics also include multiple-table queries and reports and the user interface to a database. This course covers the topics in the Microsoft Office User Specialist (MOUS) certifications.
Transfer Credit: CSU

CIS 160
WEB PAGE DEVELOPMENT 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 205.
This course provides the knowledge, skills, and hands-on experience needed to create multi-media Web pages. Students will create Web pages with links, graphics, tables, frames, and form application, as well as dimensions of time, audio, video, motion, and interactivity to Web pages using a variety of authoring tools. Upon completing this course, students will be ready to plan, build, promote, and maintain a professional Web site, which includes selecting a Web host and uploading the site to a Web server.
Transfer Credit: CSU

CIS 162
HTML AND CSS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 101 or CIS 102 or equivalent with a grade of Pass or “C” or higher.
The course will cover HTML (HyperText Markup Language) and CSS (Cascading Style Sheets) to develop Web pages. Students will learn how to specify the multimedia content of a Web page using HTML tags, and to lay out and format the Web page using CSS styles. An introduction to JavaScript and other Web client development technologies will also be included to create dynamic elements.
Transfer Credit: CSU

CIS 163
DYNAMIC AND INTERACTIVE WEB PAGE SCRIPTING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 205 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This hands-on course will explore the latest Web development technologies to create dynamic and interactive Web pages. Topics to be discussed include validating pages to current Web standards, controlling the appearance of the content on Web page accessibility, and enhancing the interactivity and visual appeal of Web pages.
Transfer Credit: CSU
Course Descriptions

CIS 168C
SPECIAL TOPICS IN NETWORKING 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to provide training on the application of networking solutions to various industry specific situations. Each semester the course will focus on a different aspect of networking. Examples include but are not limited to automotive, aviation, entertainment industry, health care, home automation, industrial control, IP version 6, and recent developments in Local Area Networking (LAN) and Wide Area Networking (WAN).
Transfer Credit: CSU

CIS 169A
SPECIAL TOPICS IN SECURITY 1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course is designed to provide basic information on the latest technological developments in the information security field. Students will learn about the latest security issues in the enterprise network as well as various tactics and tools to counter those security threats.
Transfer Credit: CSU

CIS 169D
SPECIAL TOPICS IN SECURITY 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course is designed to provide in-depth training on the latest software and hardware technology used in the enterprise network security field. Students will learn about and research the latest security threats in an organization. They will also explore various tactics and tools to counter those security threats and implement them in the enterprise network.
Transfer Credit: CSU

CIS 170A
NETWORKING FUNDAMENTALS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This is a survey course about the computer networking and telecommunications industry. Topics covered include the seven layers of the Open Systems Interconnection Model (OSI), network architectures, internetworking, and telecommunications.
Transfer Credit: CSU

CIS 170B
NETWORK + CERTIFICATION 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course offers training in the knowledge and skills required by the CompTIA (the Computer Technology Industry Association) for its Network + certification. Topics include network fundamentals, local area network implementation, basic systems administration and various network protocols and devices.
Transfer Credit: CSU

CIS 170C
INTRODUCTION TO TCP/IP 1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Recommendation: CIS 170A or equivalent with a grade of Pass or "C" or higher. This course offers an overview of the most widely-used networking architecture in the networking industry: Transport Control Protocol/Internet Protocol (TCP/IP). Students will learn the underlying applications, components and protocols of TCP/IP and its necessary link to the Internet, and how to identify TCP/IP layers, components and functions. Navigation tools, TCP/IP services and troubleshooting methodologies are also reviewed. Topics include usage of TCP/IP applications, structure of TCP/IP routing, TCP/IP addressing and subnetting, how TCP/IP addresses are discovered and used in computer networks. IP routing and router usage, and troubleshooting a TCP/IP network.
Transfer Credit: CSU

CIS 170E
ROUTER CONFIGURATIONS AND PROTOCOL 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 170A or equivalent with a grade of Pass or "C" or higher or appropriate work experience. This is the second course of four on Cisco networking technologies. It covers the OSI reference model, routers and their use, router components, router startup and set-up, configurations, and the Cisco Internetworking Operating Systems (IOS).
Transfer Credit: CSU

CIS 170G
WIDE AREA NETWORKS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course offers training in the knowledge of Cisco network security. It covers the latest in networking technologies, infrastructure security, disaster recovery, business continuity, as well as tools available. It will assist students in developing the skills necessary to design and support network security. The course content matches the objectives in Cisco Certified Network Associate (CCNA) Security certification.
Transfer Credit: CSU

CIS 170I
CISCO NETWORK SECURITY 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 170E or equivalent with a grade of Pass or "C" or higher or appropriate work experience. This is the fourth in a series of courses that prepares students for certification as a Cisco Certified Network Associate (CCNA). This class covers WAN (Local Area Network Switching, VLANs (Virtual Local Area Networks) LAN design, IGRP (Interior Gateway Routing Protocol), Access lists, and Novell IPX.
Transfer Credit: CSU

CIS 170L
CYBERSECURITY FUNDAMENTALS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: A knowledge of Cisco Internet Operating Systems (IOS) or appropriate work experience. This course aims to help students develop a better understanding of network security principles as well as tools available. It will assist students in developing the skills necessary to design and support network security. The course content matches the objectives in Cisco Certified Network Associate (CCNA) Security certification.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
CIS 170P
INTRODUCTION TO ETHICAL HACKING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 70A with a grade of Pass or “C” or higher or a knowledge of networking concepts or related work experience.
This course introduces students to ethical hacking, which is used to help organizations to identify weaknesses in their information infrastructure and take preemptive measures against malicious attacks. Ethical hackers have to be bound by legal limits and high ethical standards in information security. Students will learn both common hacking techniques and countermeasures to protect information assets.
Transfer Credit: CSU

CIS 170R
COMPUTER AND DIGITAL FORENSICS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 58A with a grade of Pass or “C” or higher or a knowledge of computer operating systems or related work experience.
This course covers both theoretical concepts and practical skills in digital forensics. Students will learn various techniques and processes in detecting, collecting, preserving and analyzing digital evidence in the event of cyberattacks, or in cases of law enforcement investigations. This course is part of the cybersecurity program.
Transfer Credit: CSU

CIS 170S
NETWORK DEFENSE 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 70A with a grade of Pass or “C” or higher or a knowledge of networking concepts or related work experience.
This course introduces students to concepts and tools in network defense. It covers protocol analyzers, Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), firewalls, Virtual Private Networks (VPN), Network Address Translation (NAT), proxy servers and the latest network defense tools. This course is part of the cybersecurity certificate program.
Transfer Credit: CSU

CIS 180
PROGRAMMING IN C/C++ 3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 103 or equivalent with a grade of Pass or “C” or higher.
This course introduces C and C++ programming language structures. Topics include data types, operators, program control flow, arrays, functions, pointers, character strings, structures and pointers. This course also includes an introduction to object-oriented programming design. (This course is not open to students who have taken BCIS 95.)
Transfer Credit: CSU; UC

CIS 182
JAVA PROGRAMMING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Strongly recommend CIS 103 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course covers the fundamentals of the Java programming language used to develop Web-delivered Internet and platform-independent enterprise applications. Features of Java covered in this course include basic Java programming constructs, object oriented programming, and the graphical user interface (GUI).
Transfer Credit: CSU; UC

CIS 186
VISUAL BASIC.NET PROGRAMMING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 103 or equivalent with a grade of Pass or “C” or higher or knowledge of one programming language.
This course provides students with the knowledge and skills needed to develop Microsoft.NET-based applications by using Visual Basic.NET. This course focuses on Graphical User Interface (GUI) components.
Transfer Credit: CSU

CIS 189A
SPECIAL TOPICS IN SOFTWARE DEVELOPMENT 1.0 UNIT
Class hours: 1.0 Lecture
This course introduces students to new software application designs in the information technology industry. The focus of the course includes programming language structure, programming implementation, and application design.
Transfer Credit: CSU; UC credit determined after admission.

CIS 189B
SPECIAL TOPICS IN SOFTWARE DEVELOPMENT 2.0 UNITS
Class hours: 2.0 Lecture
This course introduces students to new software application designs in the information technology industry. The focus of the course includes programming language structure, programming implementation, and application design.
Transfer Credit: CSU; UC credit determined after admission.

CIS 200A
APPLE MAC OS SUPPORT ESSENTIALS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 103 or equivalent with a grade of Pass or “C” or higher.
This is a software development course designed to acquaint the student with new languages in the information technology industry. The course will focus on programming language structure, programming implementation, and application design.
Transfer Credit: CSU; UC credit determined after admission.

CIS 201
SYSTEMS ANALYSIS AND DESIGN 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This course is a detailed study of business systems analysis and design theory.
and application techniques. It includes interviewing techniques, systems functions, surveys, diagramming, analysis, design, and testing. The systems development life cycle, structured design and object-oriented design methodologies will be studied. Attention is given to the role of the systems analyst within the business environment. 

*CIS 205*
PROGRAMMING HTML FOR THE WORLD WIDE WEB 1.5 UNITS
Class hours: 1.5 Lecture/1.0 Laboratory
Recommendation: CIS 103 or CIS 121 or equivalent with a grade of Pass or “C” or higher.
This course covers the fundamentals of the HTML (Hypertext Markup Language) language used to construct pages and documents on the World Wide Web. Features of HTML covered in this course include basic page structure, formatting, linking, handling images, handling color, tables, frames, forms, external media, plug-ins, linked windows, dynamic documents, and image maps. 
*Transfer Credit: CSU*

*CIS 207*
DATABASE DESIGN AND SQL 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 105 or equivalent with a grade of Pass or “C” or higher.
This course covers the concepts of designing, creating, and accessing Relational Data Base Management Systems using Structured Query Language (SQL). The database programming is based on Microsoft SQL.
*Transfer Credit: CSU*

*CIS 208A*
ORACLE SQL AND PL/SQL 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 103 and CIS 155 or equivalent with grades of Pass or “C” or higher or appropriate work experience.
This course covers the concepts of Structured Query Language (SQL) in the SQL *Plus* environment, and Oracle’s Procedural Language/Structured Query Language (PL/SQL) programming languages for working with relational databases. The student will learn the creation of database objects and the storage, retrieval, and manipulation of data using the Oracle database management system.
*Transfer Credit: CSU*

*CIS 208B*
ORACLE DATABASE APPLICATIONS 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 208A or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course covers the concepts needed to develop database applications using the Oracle database and application development utilities. Students will learn how to create and modify database tables and queries and how to design user interfaces, reports, forms, and graphical charts for database applications.
*Transfer Credit: CSU*

*CIS 209*
ORACLE DATABASE ADMINISTRATION AND IMPLEMENTATION 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 212 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course provides a hands-on knowledge of planning, configuring, and managing an Oracle database system. The student will learn how to configure a server, manage system resources, create a database, manage users, provide backup and recovery practices, and develop a security model.
*Transfer Credit: CSU*

*CIS 211A*
SPECIAL TOPICS IN DATABASE 1.0 UNIT
Class hours: 1.0 Lecture
This course introduces students to recent advancements of database systems in information technology. The focus of this course will be database administration, programming, and security. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.
*Transfer Credit: CSU*

*CIS 211B*
SPECIAL TOPICS IN DATABASE 2.0 UNITS
Class hours: 2.0 Lecture
This course introduces students to recent advancements of database systems in information technology. The focus of this course will be database administration, programming, and security. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.
*Transfer Credit: CSU*

*CIS 211C*
SPECIAL TOPICS IN DATABASE 3.0 UNITS
Class hours: 3.0 Lecture
This course introduces students to recent advancements of database systems in information technology. The focus of this course will be database administration, programming, and security. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.
*Transfer Credit: CSU*

*CIS 212*
INTRODUCTION TO MICROSOFT WINDOWS ADMINISTRATION 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 58A or equivalent with a grade of Pass or “C” or higher.
This is a course for system administrators who are responsible for installing and administrating networks based on the current Windows operating systems. Students will

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CIS 212A
MICROSOFT WINDOWS 2000 PROFESSIONAL 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 105 or equivalent with a grade of Pass or "C" or higher.
This is a course for system administrators who are responsible for installing and administering networks based on Windows 2000. Students will learn to install, configure, and optimize Windows 2000, including network inter-operability and troubleshooting.
Transfer Credit: CSU

CIS 212B
MICROSOFT WINDOWS 2000 SERVER 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 212A or equivalent with a grade of Pass or "C" or higher.
This is a course for system administrators who are responsible for installing and administering networks involving Microsoft Windows 2000 Servers. Topics include installing and configuring Windows 2000 Server, managing files, printing, Web and Terminal services, connecting clients, creating and managing user accounts, managing access to resources on the network, monitoring and optimizing server performance, implementing security and disaster protection and troubleshooting various server related issues. This course also prepares students for the Microsoft certification exam 70-215 - Installing, Configuring, and Administering Microsoft Windows 2000 Server, which is one of the core requirements for the Microsoft Certified systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) certifications.
Transfer Credit: CSU

CIS 213A
MICROSOFT WINDOWS ACTIVE DIRECTORY SERVICES 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 212 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
This course provides an overview of Microsoft Windows Active Directory Services, used in the latest Microsoft network operating systems. It helps students develop knowledge and skills to install, configure, and administer Windows 2000 Active Directory Services, implement Group Policy, and perform the Group Policy-related tasks that are required to centrally manage users and computers. Students learn to set up and administer domain user accounts and groups, delegate administrative control of Active Directory objects in Windows 2000, create and manage trees and forests in a Windows 2000 network, administer forest-wide resources, manage Active Directory replication and operation masters, manage and restore the Active Directory database, and implement an Active Directory infrastructure. The course also prepares students for the Microsoft Certified Professional (MCP) Exam 70-217- a core requirement on the Windows 2000 Microsoft Certified Systems Engineer (MCSE) track.
Transfer Credit: CSU

CIS 213B
MICROSOFT ADVANCED NETWORK INFRASTRUCTURE 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 212 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
This course provides students with the information and skills needed to develop a plan for a network infrastructure based on Microsoft Windows server operating systems. Topics mainly focus on the designing aspects of various network services that can be provided by the server operating systems in areas such as Internet Protocol (IP) address assignments, name resolutions, IP routing, server clustering, and network infrastructure security. It also covers the objectives required by current Microsoft certifications, such as Microsoft Certified System Administrator (MCSA), Microsoft Certified System Engineer (MCSE), Microsoft Certified Technology Specialist (MCTS), and Microsoft Certified Information Technology Professional (MCITP).
Transfer Credit: CSU

CIS 213C
DESIGNING A MICROSOFT WINDOWS DIRECTORY SERVICE INFRASTRUCTURE 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: CIS 212 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
This course provides students with the knowledge and skills necessary to design a Microsoft® Windows® 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory™ structure that meets those needs.
Transfer Credit: CSU

CIS 213D
DESIGNING A MS WINDOWS 2000 NETWORK INFRASTRUCTURE 2.5 UNITS
Class hours: 2.5 Lecture
Prerequisite: CIS 212 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. It covers Microsoft® Windows® 2000 network solutions, such as Dynamic Host Configuration Protocol (DHCP), Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP).
Transfer Credit: CSU

CIS 213E
MANAGING A WINDOWS 2000 NETWORK ENVIRONMENT 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Recommendation: CIS 212 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
This course is to provide the knowledge required by System Administrators, Network Administrators, and Information Technology (IT) professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows® 2000 platform. These skills are generally required in medium to large size organizations via Local Area Networks (LANs) and the Internet or Intranets. Additionally, this course provides the skills and knowledge that Microsoft Certified Systems Administrator (MCSA) certification candidates need to prepare for the Microsoft Certified Professional (MCP) Exam 70-218: Managing a Microsoft Windows 2000 Network Environment, a core component for the Microsoft® Certified Systems Administrator (MCSA) certification.
Transfer Credit: CSU

This course provides the knowledge and skills necessary to design a Microsoft® Windows® 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory™ structure that meets those needs.
Transfer Credit: CSU
Course Descriptions

CIS 213F
MICROSOFT WINDOWS
SERVER ADMINISTRATION  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course provides the knowledge required by system administrators, network administrators, and IT (Information Technology) professionals who implement, manage, and troubleshoot network and server environments based on the latest Microsoft Windows® platform. It offers up-to-date information on core system administration topics such as Active Directory services, security, disaster planning and recovery, and interoperability with NetWare and Unix. It includes information on Microsoft Internet Security and Acceleration (ISA) Server and scripting. In addition, this course prepares students for a core Microsoft certification exam that will lead to such certifications as the Microsoft Certified System Engineer (MCSE), Microsoft Certified System Administrator (MCSA), Microsoft Certified Technology Specialist (MCTS), and Microsoft Certified Information Technology Professional (MCITP).
Transfer Credit: CSU

CIS 213G
MICROSOFT EXCHANGE
SERVER ADMINISTRATION  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 212B or equivalent with a grade of Pass or “C” or higher.
This course is to provide the knowledge required by System Administrators, Network Administrators, and IT (Information Technology) professionals who implement, manage and troubleshoot the Microsoft Exchange server. These skills are generally required in medium to very large computing environments that typically have multiple physical locations, mixed client connection protocols, and Internet messaging connectivity. In addition, this course is part of the Microsoft Certified Systems Engineer (MCSE) certification program series.
Transfer Credit: CSU

CIS 213H
MICROSOFT WINDOWS
SECURITY  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 212B or equivalent with a grade of Pass or “C” or higher.
This course will provide training in tools and procedures recommended by the security industries for the System Administrators, Network Administrators, and Information Technology (IT) professionals who design, implement, and manage the Microsoft windows network environment.
Transfer Credit: CSU

CIS 213I
IMPLEMENTING A WINDOWS 2003 NETWORK INFRASTRUCTURE  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 70A or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course provides instruction in planning, implementing, and administering a Windows 2003 network infrastructure. Topics include Domain Name System (DNS), Internet Protocol (IP) routing, Network Address Translation (NAT), and Certificate Services. This course covers the knowledge and skills needed for the Microsoft Certified Professional ( MCP) certification examinations: Implementing, Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (70-291) and Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (70-293), which are part of the core requirements for the Microsoft Certified Systems Engineer (MCSE) certification.
Transfer Credit: CSU

CIS 213J
IMPLEMENTING A MICROSOFT WINDOWS 2003 ACTIVE DIRECTORY  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 70A or equivalent with a grade of Pass or “C” or higher.
This course provides training on the knowledge and skills necessary to plan, install, manage, and troubleshoot Windows Server 2003 Active Directory. It also prepares students for the Microsoft Certified Professional examination 70-294: Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure, which is part of the core component for the Microsoft Certified Systems Engineer (MCSE) certification.
Transfer Credit: CSU

CIS 213K
DESIGNING WINDOWS ACTIVE DIRECTORY AND NETWORK INFRASTRUCTURE  3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course will help students develop skills and knowledge necessary to design an organization’s active directory and network infrastructure. In addition, this course will prepare students for a core for the Microsoft Certified Systems Engineer (MCSE) certification.
Transfer Credit: CSU

CIS 214
UNIX  3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Knowledge of one operating system.
This course is a comprehensive study of the Unix operating system and its administration. Topics include Unix commands, file manipulation and maintenance, user management, shell programming, configurations, back-up, security, and networking.
Transfer Credit: CSU

CIS 230
ASSEMBLY PROGRAMMING FOR MICROCOMPUTERS  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: CIS 180 or equivalent with a grade of Pass or “C” or higher.
This course is a detailed coverage of microcomputer architecture and instruction sets and how to use them to design and write assembly language programs. Topics will cover principles of assembly programming including functions, stacks, recursion, macros, input/output devices, precision arithmetic and logic design.
Transfer Credit: CSU; UC

CIS 240
ISERIES 400 CONTROL LANGUAGE PROGRAMMING  3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 141 or equivalent with a grade of Pass or “C” or higher is strongly recommended.
This course covers the fundamental concepts required to develop control language programs for use on an IBM iSeries 400. Topics include: structured programming, program control, error handling, OS/400 concepts, and when to use CL programs.
Transfer Credit: CSU
CIS 271
COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 1.0 UNIT
Class hours: 1.0 Work Experience
Class hours: 1 hr/wk coordination class.
One unit of Computer and Information Sciences Occupational Work Experience requires 60 non-paid hours of work or 75 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

CIS 272
COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 2.0 UNITS
Class hours: 1.0 Work Experience
Class hours: 1 hr/wk coordination class.
Two units of Computer and Information Sciences Occupational Work Experience require 120 non-paid hours of work or 150 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

CIS 273
COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
Class hours: 1 hour/week coordination class.
Three units of Computer and Information Sciences Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

CIS 274
COMPUTER AND INFORMATION SCIENCES OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
Class hours: 1 hour/week coordination class.
Four units of Computer and Information Sciences Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

CIS 280
OBJECT-ORIENTED PROGRAMMING IN C++ 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Strongly recommend CIS 180 or equivalent with a grade of Pass or “C” or higher.
This is a course in Object-Oriented Programming (OOP) using the C++ programming language. Topics presented include abstract data types, objects and classes, operator overloading, inheritance, constructors and destructors, pointers, member functions, virtual functions, the theory of object-oriented programming, and the techniques of object-oriented design.
Transfer Credit: CSU; UC
CIS 280X
OBJECT-ORIENTED PROGRAMMING IN C++ 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Strongly recommend CIS 180 or equivalent with a grade of Pass or “C” or higher.
This is a course in Object-Oriented Programming (OOP) using the C++ programming language. Topics presented include abstract data types, objects and classes, constructors, destructor, pointers, virtual functions, operator overloading, inheritance, polymorphism, exceptions, Standard Template Library (STL), the theory of object-oriented programming, and the techniques of object-oriented design. This course is not open to students who have received credit in CIS 280.
Transfer Credit: CSU, UC

CIS 282
ADVANCED JAVA PROGRAMMING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Strongly recommend CIS 182 or equivalent with a grade of Pass or “C” or higher.
This course covers the Java Abstract Window Toolkit (AWT). Topics will include graphical user interface, graphics, multimedia, system management, networking, security, and database connectivity.
Transfer Credit: CSU

CIS 283A
JAVA SERVER PAGES (JSP) PROGRAMMING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 182 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course introduces the student to Java Server pages (JSP) programming for Web services. Students learn to write scripts in Web pages that are processed at the server to handle client requests, process forms, mine data and connect to other services.
Transfer Credit: CSU

CIS 285A
ASP.NET PROGRAMMING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CIS 186 and CIS 205 or equivalent with a grade of Pass or “C” or higher.
This course covers the different approaches for creating server-side scripts using Active Server Pages.NET (ASP). The student will learn how to build, implement and execute scripts which create fully-functional web applications.
Transfer Credit: CSU

CIS 286
SOFTWARE DEVELOPMENT WITH C# 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Knowledge of one object-oriented programming language.
This course provides students with the knowledge and skills to develop programs useful for a broad range of Windows based and online applications using C# programming language. The course covers object-oriented design, graphical user interface, networking, threading, web services, collections and basic web database programming.
Transfer Credit: CSU

CIS 288
MOBILE APPLICATION DEVELOPMENT 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: Knowledge of one object-oriented programming language (such as C++, Java, or C#) or related work experience.
This course explores the principles and tools involved in the design and construction of applications for mobile devices. The course covers designing user interfaces, processing user input and events, retrieving and storing data, communicating via the Internet, and deploying applications.
Transfer Credit: CSU

CIS 292
DATA STRUCTURES 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: CIS 182 or CIS 280 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course is designed for students in computer science to cover elementary data structures and advanced programming techniques using a modern, object-oriented language. Topics include arrays, stacks, queues, linked lists, trees, recursion, sorting, searching, and advanced applications.
Transfer Credit: CSU; UC

CIS 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

COS 53
ADVANCED COSMETOLOGY MANIPULATION 6.5 UNITS
Class hours: 3.3 Lecture/9.8 Laboratory
Prerequisite: COS 52C or COS 62B or 70C or COS 73B with a grade of Pass or “C” or higher.
This is an advanced course designed to permit the student to complete 1600 hours necessary to take the State Board of Cosmetology examination. It provides an opportunity for the student to continue developing manipulative skills in hairstyling, hair coloring, permanent waving, chemical straightening, scalp treatments, facials, waxing, manicuring, pedicuring, and thermal styling.
Course Descriptions

COS 54
INTRODUCTORY ESTHETICIAN 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Prerequisite: Limitation on enrollment: Completion of 10th grade or equivalent.
This is an introductory course designed to develop basic skills and theoretical knowledge necessary to enter the licensed esthetician vocation. Students develop knowledge in theories of cosmetic chemistry, products, and their use and effect on skin. Students' knowledge and ability are achieved in a minimum of 300 hours, through lecture, demonstrations and laboratory in a salon atmosphere.

COS 54A
ADVANCED ESTHETICIAN 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Prerequisite: COS 54 or equivalent with a grade of Pass or "C" or higher.
This class is an advanced portion of the aesthetic program. It develops skills in electrical modalities, depilatory waxing, paraffin waxing, advanced massage techniques, and corrective make-up. Students develop skills in selecting appropriate facial treatments. The students' ability and knowledge are to be achieved in a minimum of 300 hours through lecture and demonstration by working in a salon atmosphere.

COS 60A
INTRODUCTORY COSMETOLOGY I 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a Pass or "C" or higher.
This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It is designed to acquaint the student with, and to develop their ability to perform the basic skills in hairstyling, hairsculpturing, haircoloring, permanent waving, and manicuring. Emphasis will be placed on the safety and sanitation as it relates to the cosmetology profession, professionalism and client relationships.

COS 60B
INTRODUCTORY COSMETOLOGY II 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Prerequisite: COS 60A or COS 71A with a grade of Pass or "C" or higher.
This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It provides an opportunity for the student to perform basic skills in chemical relaxer, soft perms, press and curl, facials and people skills. It provides an opportunity for the student to continue developing manipulative skill in hairstyling, hairsculpturing, haircoloring, permanent waving, manicuring, and pedicuring. Emphasis will be placed on the safety and sanitation as it relates to the cosmetology profession, professionalism and client relationships.

COS 61A
INTERMEDIATE COSMETOLOGY I 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Prerequisite: COS 50C or 60B or 70A or 71B with a grade of Pass or "C" or higher.
This is an intermediate course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in thermal hairstyling, wet hairstyling, chemical waving, chemical straightening, hairsculpturing, salesmanship, long hairstyling, chemical relaxing, make-up, conditioning, manicuring, and to gain knowledge of tricology, dermatology, and chemistry, as they relate to cosmetology. People skills, press and curl, hair design, and men's hairstyling will also be studied. Emphasis is placed on professionalism and client relationships.

COS 61B
INTERMEDIATE COSMETOLOGY II 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Prerequisite: COS 61A or COS 72A with a grade of Pass or "C" or higher.
This is an intermediate course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in hairstyling, hairsculpturing, haircoloring, permanent waving, chemical straightening, scalp treatments, facials, waxing, manicuring, pedicuring, and thermal styling.

COS 62A
ADVANCED COSMETOLOGY I 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of Pass or "C" or higher.
This is an advanced course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in haircoloring, thermal hairstyling, competition styling, hairsculpturing, conditioning, reconstruction, chemical waving, chemical straightening, facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

COS 62B
ADVANCED COSMETOLOGY II 10.0 UNITS
Class hours: 5.0 Lecture/15.0 Laboratory
Prerequisite: COS 62A or COS 73A with a grade of Pass or "C" or higher.
This is an advanced course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in haircoloring, thermal hairstyling, competition styling, hairsculpturing, conditioning, reconstruction, chemical waving, chemical straightening, facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

COS 63
ADVANCED COSMETOLOGY MANIPULATION 5.0 UNITS
Class hours: 2.5 Lecture/7.5 Laboratory
Prerequisite: COS 62B or COS 70C or COS 73B with a grade of Pass of "C" or higher.
This is an advanced course designed to permit the student to complete 1600 hours necessary to take the State Board of Cosmetology examination. It provides an opportunity for the student to continue developing manipulative skills in hairstyling, haircoloring, permanent waving, chemical straightening, scalp treatments, facials, waxing, manicuring, pedicuring, and thermal styling.

COS 70A
INTRODUCTORY COSMETOLOGY 8.0 UNITS
Class hours: 4.2 Lecture/12.5 Laboratory
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or "C" or higher.

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This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It is designed to acquaint the student with and to develop their ability to perform the basic skills in hairstyling, hairsculpturing, haircoloring, permanent waving, manicuring, and facials. Emphasis will be placed on the safety and sanitation as it relates to the cosmetology profession.

**COS 70B**
**INTERMEDIATE COSMETOLOGY  8.0 UNITS**
Class hours: 4.2 Lecture/12.5 Laboratory
Prerequisite: COS 50C or COS 60B or COS 70A or COS 71B with a grade of Pass or “C” or higher.
This is an intermediate course in technical and related theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in hair coloring, thermal hairstyling, chemical waving, chemical straightening, facials, make-up, manicuring. Emphasis is placed on professionalism and personal/client relationships.

**COS 70C**
**ADVANCED COSMETOLOGY MANIPULATION  8.0 UNITS**
Class hours: 4.2 Lecture/12.5 Laboratory
Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of Pass or “C” or higher.
This is a course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skill in hair coloring, thermal hairstyling, competition styling, hairsculpturing, conditioning, reconstruction, chemical waving, chemical straightening, facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

**COS 71A**
**INTRODUCTORY COSMETOLOGY  4.0 UNITS**
Class hours: 2.0 Lecture/6.0 Laboratory
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or “C” or higher.
This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It provides an opportunity for the student to perform basic skills in chemical relaxer, soft perms, press and curl, facials, and people skills. Emphasis will be placed on the safety and sanitation as it relates to the cosmetology profession.

**COS 71B**
**INTRODUCTORY COSMETOLOGY II  4.0 UNITS**
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: COS 60A or COS 71A with a grade of Pass or “C” or higher.
This is an introductory course in the technical and related theory and manipulative skills pertaining to the field of cosmetology. It provides an opportunity for students to perform basic skills in press and curl, braiding, female and men's hairsculpture, and how to relate to people. It provides an opportunity for students to continue developing manipulative skill in hairstyling, haircoloring, permanent waving, manicuring, and pedicuring. Emphasis will be placed on safety and sanitation as it relates to the cosmetology profession, professionalism, and the client.

**COS 72A**
**INTERMEDIATE COSMETOLOGY I  4.0 UNITS**
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: COS 50C or COS 60B or COS 70A or COS 71B with a grade of Pass or “C” or higher.
This is an intermediate course in technical and related theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in hair coloring, thermal hairstyling, chemical waving, chemical straightening, facials, make-up, manicuring. Emphasis is placed on professionalism and personal/client relationships.

**COS 72B**
**INTERMEDIATE COSMETOLOGY II  4.0 UNITS**
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: COS 61A or COS 72A with a grade of Pass or “C” or higher.
This is an intermediate course in theory as it pertains to cosmetology. It provides an opportunity for students to continue developing manipulative skills in thermal hairstyling, wet hairstyling, chemical waving, hairsculpturing, salesmanship, long hairstyling, chemical relaxing, and braiding to gain knowledge of tricology and chemistry, as they relate to cosmetology. People skills, press and curl, hair design, and men's hairstyling will also be studied. Emphasis is placed on professionalism and client relationships.

**COS 73A**
**ADVANCED COSMETOLOGY I  4.0 UNITS**
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: COS 51C or COS 61B or COS 70B or COS 72B with a grade of Pass or “C” or higher.
This is a course in theory as it pertains to cosmetology. It provides an opportunity for the student to continue developing manipulative skills in haircoloring, thermal hairstyling, competition styling, hairsculpturing, conditioning, reconstruction, chemical waving, chemical straightening, facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships and State Board examination preparation.

**COS 73B**
**ADVANCED COSMETOLOGY II  4.0 UNITS**
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: COS 62B or COS 73A with a grade of Pass or “C” or higher.
This is an advanced course in theory as it pertains to cosmetology. It provides an opportunity for students to continue developing manipulative skills in haircoloring, thermal hairstyling, competition styling, hairsculpturing, conditioning, reconstruction, chemical waving, chemical straightening, facials, make-up, and manicuring. Emphasis is placed on professionalism, client relationships, and State Board examination preparation.

**COS 98**
**DIRECTED STUDIES  1.0 UNIT**
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.
COURSE DESCRIPTIONS

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COS 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

COUNSELING

(COUNSELING & GUIDANCE DIVISION)

COUN 10 (Not Degree Applicable)
CAREER PLANNING 1.0 UNIT
Class hours: 1.0 Lecture
This course is designed to help the student approach career decisions in a systematic way. A variety of techniques are used to assess individual characteristics and relate these to occupational information. At times, sections may be offered which emphasize particular types of situations such as the person making initial career decisions, mid-life career changes, and minority programs. (Formerly CG 1)

COUN 50
ORIENTATION AND EDUCATIONAL PLANNING 0.5 UNIT
Class hours: 0.5 Lecture
This course is designed to introduce students to services offered at Cerritos College; the history and mission of the system of post-secondary education system in California; policies and procedures which affect students at Cerritos College; educational planning, including major and general education requirements, course sequencing, and transfer requirements for the California State University and University of California systems. As part of the course, students will tour the Cerritos College campus, acquainting themselves with the location and function of various offices and service providers. Each student will produce an educational plan specific to her or his educational goal. This course is offered on a credit/no credit basis only. (Formerly CG 50)

COUN 100
COUNSELOR AIDE IN THE COMMUNITY COLLEGE 2.0 UNITS
Class hours: 2.0 Lecture
This course is designed to familiarize the student with the functions and training in the techniques of the student counselor aide in a community college setting. (Formerly CG 100)
Transfer Credit: CSU

COUN 101A
ORIENTATION TO COLLEGE 0.5 UNIT
Class hours: 0.5 Lecture
This course is designed to introduce first-time college students to services offered at Cerritos College; the history and mission of the system of higher education in California; policies and procedures that affect students at Cerritos College; and educational planning, including major and general education requirements and course sequencing. As part of the course, students may tour the Cerritos College campus, acquainting themselves with the location and function of various offices and service providers. Each student will produce a short term educational plan specific to his or her educational goal. This course is offered on a pass/no pass basis only.
Transfer Credit: CSU

COUN 101B
EDUCATIONAL PLANNING 0.5 UNIT
Class hours: 0.5 Lecture
This course is designed to broaden continuing students’ understanding of the history and mission of the system of higher education in California, with particular emphasis on the role of the community college; policies and procedures that affect students at Cerritos College; and long-term educational planning including basic transfer requirements for the California State University and the University of California systems. Each student will produce a long-term educational plan specific to his or her educational goal. This course is offered on a pass/no pass basis only.
Transfer Credit: CSU

COUN 101C
NAVIGATING THE TRANSFER PROCESS 1.0 UNIT
Class hours: 1.0 Lecture
This course provides an introduction to the transfer process for those students who plan to transfer to a college or university to complete a baccalaureate degree. Topics include the value of pursuing higher education, selection of a transfer institution, transfer requirements, admission procedures, and requirements for majors. This course is offered on a pass/no pass basis only.
Transfer Credit: CSU

COUN 150
DYNAMICS OF LEADERSHIP 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and participation in a college or community-based organization or club.
This course is designed for students who wish to develop a deeper understanding and appreciation of the theories, principles, and techniques of leadership in a college or community-based organization or club. This course provides an introduction to the study and practical application of group and individual leadership techniques. It is designed to improve awareness of group dynamics, listening skills, personal values, decision making, problem solving, and organizational development. It emphasizes critical analysis of leaders in the news, history, film, and/or literature. (Formerly CG 150)
Transfer Credit: CSU

COUN 200
SUCCESS IN COLLEGE AND CAREER 3.0 UNITS
Class hours: 3.0 Lecture
This course will provide students with knowledge, information, and skills to better understand themselves as students, people, and members of the working world. It will assist them to establish life, career, educational, and personal goals and to develop plans and strategies to successfully meet those goals. (Formerly CG 200)
Transfer Credit: CSU

COUN 210
JOB SEARCH STRATEGIES 1.0 UNIT
Class hours: 1.0 Lecture/0.5 Laboratory
Recommendation: Completion or near completion of a degree program or certificate program or be actively seeking a new employment opportunity.
This is an open entry/open exit, self-paced course designed to prepare students to manage their transition from college-to-work and/or work-to-work situations. Students will learn the fundamentals of the job search process. Students will learn to develop job search strategies, prepare print and electronic resumes and improve their interview skills. This course is offered on a credit/no credit basis only. (Formerly CG 210)
Transfer Credit: CSU

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COUN 220
TRANSITION TO UNIVERSITIES  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement process or ENGL 52 or equivalent with a grade of Pass or “C” or higher. Completion of 12 CSU/UC transferable units.
This course is a presentation and discussion of college life transitions. It addresses effective decision-making activities and strategies for transfer students. Included are evaluation of education/career goals; analysis, comparison, and evaluation of university admissions standards; review of major preparations; and an introduction to post-graduate entrance requirements. Students will make on-site research/field visits to universities and review available student services. (Formerly CG 220) Transfer Credit: CSU

COUN 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation. (Formerly CG 298) Transfer Credit: CSU

COUN 299
DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

COURT REPORTING & CAPTIONING
(BUSINESS DIVISION)
CRCC 1T (Not Degree Applicable)
COMPUTER-AIDED TRANSCRIPTION LAB  1.0 UNIT
Class hours: 4.0 Laboratory
Open Entry/Open Exit
This lab course is designed for students in the Court Reporting and Captioning Careers Department to complete Computer-Aided Transcription (CAT), CAT tutorials, and practice assignments from their court reporting courses that recommend this lab. (Formerly BUSC 1T)

CRCC 5T (Not Degree Applicable)
TRANSCRIPTION LAB  2.0 UNITS
Class hours: 6.0 Laboratory
Open Entry/Open Exit
This course assists development in transcription of the Certified Shorthand Reporters (CSR) Qualifying Exam for students preparing to take the State CSR Exam. (Formerly BUSC 5T)

CRCC 11 (Not Degree Applicable)
HAND CARE FOR COURT REPORTERS  1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course is designed to provide a variety of useful tools for maintaining hand care health for the court reporting and captioning student who constantly use their hands in repetitive motion. Students will learn more about important aspects of hand care, including ergonomics, exercises, stretching, massage, as well as receiving instruction on how to find hand care therapists and products that can be used to reduce hand and arm tension and fatigue. (Formerly BUSC 11)

CRCC 57A
BEGINNING AURAL LANGUAGE SKILLS FOR COURT REPORTERS  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: BCOT 46, CRCC 57A, CRCC 140, and CRCC 141 or their equivalents with grades of Pass or “C” or higher.
This course is a continuation of the study of the grammar, punctuation, and capitalization of spoken language including vocabulary building with an emphasis on spelling, homophone differentiation, and stenotype machine outlines requisite for realtime computer transcription. (Formerly BUSC 57A)

CRCC 57B
ADVANCED AURAL LANGUAGE SKILLS FOR COURT REPORTERS  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: BCOT 46, CRCC 57A, CRCC 140, and CRCC 141 or their equivalents with grades of Pass or “C” or higher.
This course is a continuation of the study of the grammar, punctuation, and capitalization of spoken language including vocabulary building with an emphasis on spelling, homophone differentiation, and stenotype machine outlines requisite for realtime computer transcription. (Formerly BUSC 57B)

CRCC 98
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. (Formerly BUSC 98)
CRCC 99
DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. (Formerly BUSC 99)

CRCC 113
LEGAL TERMINOLOGY  3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Recommendation: CRCC 140 or equivalent with a grade of Pass or “C” or higher.
This course is designed to familiarize the students with legal terminology, which will prepare the students to become proficient in recognizing, using, and spelling legal terminology. This course will help the students master unfamiliar keying patterns and enhance the development of computerized shorthand skills. (Formerly BUSC 113) Transfer Credit: CSU

CRCC 114
MEDICAL TERMINOLOGY FOR MACHINE SHORTHAND  3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CRCC 142 or equivalent with a grade of Pass or “C” or higher.
This course of study involves medical dictation at varying degrees of speed. Dictation will include words peculiar to the human anatomy, including the skeletal structure, and medical prefixes and suffixes. Definitions of these words, pronunciation, and accuracy of transcript will be stressed. Dictation will be given for examinations, diagnoses, laboratory investigations, patient case histories, operation reports, medical records, and autopsy reports. (Formerly BUSC 114) Transfer Credit: CSU

CRCC 115
MEDICAL SHORTHAND FOR COURT REPORTERS  4.0 UNITS
Class hours: 4.0 Lecture/1.0 Laboratory
Recommendation: CRCC 114 and CRCC 143 or equivalent with grades of Pass or “C” or higher.
This course is designed to reinforce medical terminology and to build shorthand speed from dictation on familiar medical transcripts and other related material including medications, nuclear medicine, laboratory, and X-ray procedures. (Formerly BUSC 115) Transfer Credit: CSU

CRCC 116
INTRODUCTION TO COURTROOM PROCEDURES  4.0 UNITS
Class hours: 4.0 Lecture/2.0 Laboratory
Recommendation: CRCC 119BCD, CRCC 144, and CRCC 192 or equivalents with grades of Pass or “C” or higher.
This course is designed to give an overall view of the judicial system. In addition, the course content traces lawsuits and civil and criminal procedures from their inception through the trial and appeal. This course places emphasis on the court reporter’s role at each phase of the trial. (Formerly BUSC 116) Transfer Credit: CSU

CRCC 117
DEPOSITION PROCEDURES, CODES AND ETHICS  4.0 UNITS
Class hours: 4.0 Lecture/2.0 Laboratory
Recommendation: CRCC 144 or equivalent with a grade of Pass or “C” or higher.
This course provides a thorough understanding of deposition procedures, ethics, reference techniques, management skills, and introduces the California Codes pertinent to depositions. This course provides an opportunity to develop management techniques and an understanding of professional practices. (Formerly BUSC 117) Transfer Credit: CSU

CRCC 119AEF
CAT DICTIONARY BUILD  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Recommendation: CRCC 141 or equivalent with a grade of Pass or “C” or higher.
The A portion of this course introduces students to the Computer-Aided Transcription (CAT) process and includes some history of CAT and computer terminology. Students will build a basic CAT dictionary of approximately 15,000 words. The E portion of this course is for building a medical dictionary. The F portion of this course is for building a legal dictionary. Students may work in the court reporting lab or be required to have an electronic stenotype machine and CAT software available for their use. Transfer Credit: CSU

CRCC 119BCD
COMPUTER-AIDED TRANSCRIPTION  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Recommendation: CRCC 119AEF and CRCC 143 or their equivalents with grades of Pass or “C” or higher.
This course is designed to prepare students for using Computer-Aided Transcription (CAT) to transcribe their court reporting assignments and tests. The B portion of this course takes the student through dictionary preparation for transcript production. The C portion of this course takes the student through transcript production. The D portion of this course takes the student into realtime and working out conflicts that may arise in realtime translation. All portions take the student through scoping, editing, transcribing, spell checking, formatting, dictionary maintenance, and printing of documents using CAT software, the stenotype machine, and the computer. Transfer Credit: CSU

CRCC 125
COMPUTERIZED SHorthand REALTIME PRACTICUM I (100-130 WPM)  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD and CRCC 143 or their equivalents with grades of Pass or “C” or higher. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.
This course continues intensive sustained dictation to improve realtime writing and computer transcription ability. Latin and French words, Congressional Record, multiple-voice testimony, legal opinions, and expert opinion materials in realtime are included. (Formerly BUSC 125) Transfer Credit: CSU

CRCC 126
COMPUTERIZED SHORTHAND REALTIME PRACTICUM II (120-150 WPM)  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD and CRCC 144 or their equivalents with grades of Pass or “C” or higher. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.

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265
This course continues intensive sustained dictation to improve realtime writing and computer transcription ability. Latin and French words, Congressional Record, multiple-voice testimony, Final Argument, Opening Statement and Conference at the Bench broaden keying vocabulary. (Formerly BUSC 126)

Transfer Credit: CSU

CRCC 127
COMPUTERIZED SHORTHAND
REALTIME PRACTICUM III
(140-170 WPM) 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD and CRCC 145 or their equivalents with grades of Pass or “C” or higher. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.

This course develops realtime stenotype techniques and speed through the use of sustained dictation consisting of Congressional Record, literary, jury charge, and multiple-voice testimony. (Formerly BUSC 127)

Transfer Credit: CSU

CRCC 128
COMPUTERIZED SHORTHAND
REALTIME PRACTICUM IV
(160-190 WPM) 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD and CRCC 146 or their equivalents with grades of Pass or “C” or higher. It is recommended this course be taken concurrently with court reporting lab CRCC 1T and CRCC 5T.

This course develops realtime stenotype techniques and speed through the use of sustained dictation consisting of Congressional Record, literary, jury charge, and multiple-voice testimony. In addition, this course prepares advanced students for various state and city hearing reporter examinations and employment. (Formerly BUSC 128)

Transfer Credit: CSU

CRCC 129
COMPUTERIZED SHORTHAND
REALTIME PRACTICUM V
(180-210 WPM) 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD and CRCC 147 or their equivalents with grades of Pass or “C” or higher. It is recommended this course be taken concurrently with court reporting lab CRCC 1T and CRCC 5T.

This course offers intensive sustained dictation to increase realtime capability and to prepare advanced students for the Certified Realtime Reporter (CRR) examination and various positions. Simulated courtroom proceedings will be used as a means to qualify for the State Boards. (Formerly BUSC 129)

Transfer Credit: CSU

CRCC 137A
BEGINNING CAT SOFTWARE 1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course will give court reporters and court reporting students an introduction to the use of court reporting Computer-Aided Transcription (CAT) software. Students will learn how to use CAT software in the CAT process of producing transcripts and writing realtime. This course is for students just beginning to use CAT software. Students may use the CAT software of their choice, but the main applications being addressed are ProCAT and CAylyst.

Transfer Credit: CSU

CRCC 137B
INTERMEDIATE CAT SOFTWARE 1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
Recommendation: CRCC 137A or equivalent with a grade of Pass or “C” or higher. This course will give court reporters and court reporting students who are already using the basic functions of court reporting Computer-Aided Transcription (CAT) software an introduction to some of the more advanced function capabilities of the software. Students may use the CAT software of their choice, but the main applications being addressed are ProCAT and CAylyst.

Transfer Credit: CSU

CRCC 138
HOW TO SUCCEED IN COURT REPORTING SCHOOL 1.0 UNIT
Class hours: 1.0 Lecture
Recommendation: CRCC 140 and CRCC 141, or CRCC 140A and CRCC 140B, or CRCC 141A or CRCC 141B or equivalent with grades of Pass or “C” or higher.

This course is designed to teach court reporting students to create and follow their own plan for success in completing their court reporter training. Students will be provided with proven effective practices and ongoing motivational materials to consider and adopt so students will have a better opportunity to learn to motivate themselves through the challenging studies and practice required to succeed at their goals.

CRCC 139
EXPLORE CAREER OPPORTUNITIES IN COURT REPORTING 1.0 UNIT
Class hours: 1.0 Lecture
This course provides the new and continuing student an overview of the various career paths and emerging opportunities available to students who are interested in studying court reporting. Students are guided through an overview of current career paths available and through the process of developing a personalized education plan in court reporting. (Formerly BUSC 139)

Transfer Credit: CSU

CRCC 140
COMPUTERIZED SHORTHAND THEORY 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Corequisite: CRCC 141.
Recommendation: BCOT 46 or equivalent with a grade of Pass or “C” or higher. Minimum typing speed of 35 wpm or enrollment in a typing class.

This first semester course covers the basic theory of computer compatible shorthand and mastery of the stenotype keyboard. (Formerly BUSC 140)

Transfer Credit: CSU

CRCC 140A
COMPUTERIZED SHORTHAND THEORY A 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Corequisite: CRCC 141A.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.

This first-semester course covers the basic theory of computer compatible shorthand and mastery of the stenotype keyboard. (Formerly BUSC 140A)

Transfer Credit: CSU

CRCC 140B
COMPUTERIZED SHORTHAND THEORY B 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Corequisite: CRCC 141B.
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.

This second semester course covers the basic theory of computer compatible shorthand and mastery of the stenotype keyboard. (Formerly BUSC 140B)

Transfer Credit: CSU
CRCC 141
COMPUTERIZED SHORTHAND
THEORY REVIEW /
SKILL DEVELOPMENT  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Corequisite: CRCC 1T
Recommendation: Minimum typing speed of 35 wpm or enrollment in a typing class.
This course is an intensive review of the basic theory of computer compatible shorthand and is designed to complement the corresponding theory class through review of the lessons as they are completed. (Formerly BUSC 141)
Transfer Credit: CSU

CRCC 141A
COMPUTERIZED SHORTHAND
THEORY REVIEW /
SKILL DEVELOPMENT A  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Recommendation: May be taken concurrently with CRCC 140A. Minimum typing speed of 35 wpm or enrollment in a typing class.
This course is an intensive review of the first semester of the basic theory of computer compatible shorthand and is designed to complement the corresponding theory class through review of the lessons as they are completed. (Formerly BUSC 141A)
Transfer Credit: CSU

CRCC 141B
COMPUTERIZED SHORTHAND
THEORY REVIEW /
SKILL DEVELOPMENT B  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Recommendation: May be taken concurrently with CRCC 140B. Minimum typing speed of 35 wpm or enrollment in a typing class.
This course is an intensive review of the second semester of the basic theory of computer compatible shorthand and is designed to complement the corresponding theory class through review of the lessons as they are completed. (Formerly BUSC 141B)
Transfer Credit: CSU

CRCC 142
INTERMEDIATE COMPUTERIZED
SHORTHAND  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119 AEF and CRCC 140 or their equivalents with grades of Pass or "C" or higher. Minimum typing speed of 40 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.
This course provides the basis for developing, refining, and improving machine skill and speed and is designed for the 60 to 70 word-per-minute speed student. Emphasis is placed on frequently used words and phrases, word families, number drills, legal terms, literary and business dictation, and two-voice question and answer testimony. (Formerly BUSC 142)
Transfer Credit: CSU

CRCC 143
COMPUTERIZED SHORTHAND
SPEED BUILDING I  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD or equivalent with a grade of Pass or "C" or higher. Minimum typing speed of 43 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.
This course provides a continuing basis to further develop, refine, and improve machine shorthand skill and speed and is designed for the 80 to 90 word-per-minute speed student. In addition to the areas emphasized in previous classes, jury charge and multiple-voice colloquy are included. (Formerly BUSC 143)
Transfer Credit: CSU

CRCC 144
COMPUTERIZED SHORTHAND
SPEED BUILDING II  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD with a grade of Pass or "C" or higher. Minimum typing speed of 47 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.
This course continues intensive sustained dictation to increase machine shorthand speed and to improve transcription ability and is designed for the 100 to 110 word-per-minute speed student. Latin and French vocabulary, Congressional Record, literary, jury charge, and multiple-voice testimony, legal opinions, and expert opinion materials are included. (Formerly BUSC 144)
Transfer Credit: CSU

CRCC 145
COMPUTERIZED SHORTHAND
SPEED BUILDING III  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 119BCD with a grade of Pass or "C" or higher. Minimum typing speed of 50 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.
This course continues intensive sustained dictation to increase machine shorthand speed and to improve transcription ability and is designed for the 120 to 130 word-per-minute speed student. Latin and French words, Congressional Record, multiple-voice testimony, final argument, opening statement, and conference at the bench broaden keying vocabulary. (Formerly BUSC 145)
Transfer Credit: CSU

CRCC 146
COMPUTERIZED SHORTHAND
SPEED BUILDING (140-170 WPM)  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 145 or equivalent with a grade of Pass or "C" or higher. Minimum typing speed of 55 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.
This course is designed to develop stenotype techniques and speed through the use of sustained dictation consisting of Congressional Record, literary, jury charge, and multiple-voice testimony and is designed for the 140 to 150 word-per-minute speed student. (Formerly BUSC 146)
Transfer Credit: CSU

CRCC 147
COMPUTERIZED SHORTHAND
SPEED BUILDING (160-190 WPM)  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 185 with a grade of Pass or "C" or higher. Minimum typing speed of 60 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T.
This course is designed to develop stenotype techniques and speed through the use of sustained dictation consisting of Congressional Record, literary, jury charge, and multiple-voice testimony and is designed for the 160 to 170 word-per-minute speed student. In addition, this course is designed to prepare advanced students for various state and city hearing reporter examinations and employment. (Formerly BUSC 147)
Transfer Credit: CSU

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Course Descriptions

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CRCC 148
COMPUTERIZED SHORTHAND SPEED BUILDING (180-210 WPM) 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 185 or equivalent with a grade of Pass or “C” or higher. Minimum typing speed of 60 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T and CRCC 5T. This course offers intensive sustained dictation to increase machine shorthand speeds and to prepare advanced students for the Certified Shorthand Reporters (CSR) examination and various positions. This course is designed for the 180 to 190 word-per-minute speed student. Simulated courtroom proceedings will be used as a means to qualify for the State Boards. (Formerly BUSC 148)
Transfer Credit: CSU

CRCC 149
COMPUTERIZED SHORTHAND SPEED BUILDING (190-225 WPM) 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 185 or equivalent with a grade of Pass or “C” or higher. Minimum typing speed of 60 wpm or enrollment in a keyboarding class and completion of 60 hours of apprenticeship training. It is recommended this course be taken concurrently with court reporting lab CRCC 1T and CRCC 5T. This course is designed to offer intensive sustained dictation to increase endurance and speed and is designed for the 200 to 225 word-per-minute speed student. In addition, this course offers a comprehensive academic review in preparation for the Certified Shorthand Reporters and the National Court Reporters examinations. (Formerly BUSC 149)
Transfer Credit: CSU

CRCC 152
INTRODUCTION TO JURY CHARGE INTERMEDIATE
COMPUTERIZED SHORTHAND 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 140 and CRCC 141 or their equivalents with grades of Pass or “C” or higher. Minimum typing speed of 40 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T. This course is designed to introduce methodology of reporting and transcribing jury charge material and to develop punctuation skills, formatting techniques, and stenotype speed for this aspect of reporting. Sustained dictation consists of jury charge and two-voice testimony. This course develops proficiency in recording jury charge material at speeds ranging from 60-90 wpm. (Formerly BUSC 152)
Transfer Credit: CSU

CRCC 153
MULTIPLE-VOICE COLLOQUIUM I
COMPUTERIZED SHORTHAND SPEED BUILDING I 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: Minimum stenotype speed of 70 wpm and a minimum typing speed of 43 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T. This course promotes the development of speed, accuracy, and formatting techniques in reporting and transcribing multiple-voice colloquy. This course develops proficiency in recording colloquy at speeds ranging from 80-110 wpm. Sustained dictation consists of multiple-voice colloquy, jury charge, and two-voice testimony. (Formerly BUSC 153)
Transfer Credit: CSU

CRCC 154
INTRODUCTION TO CONGRESSIONAL RECORD
COMPUTERIZED SHORTHAND SPEED BUILDING II 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: Minimum stenotype speed of 90 wpm and a minimum typing speed of 47 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T. This course introduces methodology of reporting and transcribing Congressional Record material and develops punctuation skills, formatting techniques, and stenotype speed for this aspect of reporting. Sustained dictation consists of Congressional Record, jury charge, and two-voice testimony. This course develops proficiency in recording Congressional Record material at speeds ranging from 80-110 wpm. (Formerly BUSC 154)
Transfer Credit: CSU

CRCC 155
MULTIPLE-VOICE COLLOQUIUM II
COMPUTERIZED SHORTHAND SPEED BUILDING III 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: Minimum stenotype speed of 110 wpm and a minimum typing speed of 50 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T. This course further promotes the development of speed, accuracy, and formatting techniques in reporting and transcribing increasingly complex multiple-voice colloquy. This course develops proficiency in recording colloquy at speeds ranging from 120-150 wpm. Sustained dictation consists of multiple-voice colloquy, jury charge, Congressional Record, and two-voice testimony. (Formerly BUSC 155)
Transfer Credit: CSU

CRCC 156
JURY VOIR DIRE PROCEDURES
COMPUTERIZED SHORTHAND SPEED DEVELOPMENT (140-170 WPM) 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: Minimum stenotype speed of 130 wpm and a minimum typing speed of 55 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T. This course is designed to introduce methodology of reporting jury voir dire and to develop management techniques and stenotype speed for this aspect of reporting. The course develops proficiency in recording jury voir dire proceedings and jury charge at speeds ranging from 130-160 wpm. (Formerly BUSC 156)
Transfer Credit: CSU

CRCC 157
CONGRESSIONAL TESTIMONY
COMPUTERIZED SHORTHAND SPEED DEVELOPMENT (160-190 WPM) 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: Minimum stenotype speed of 150 wpm and a minimum typing speed of 60 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T. This course promotes the development of speed and accuracy in taking dictation at the machine. Sustained dictation consists of Congressional Record, literary, jury charge, and multiple-voice testimony. This course
also prepares advanced students for various state and city hearing reporter examinations. (Formerly BUSC 157)  
Transfer Credit: CSU

CRCC 158  
PROFESSIONAL PRACTICES  
HEARINGS/CONFERENCES  
COMPUTERIZED SHORTHAND  
SPEED DEVELOPMENT  
(180-210 WPM)  
3.0 UNITS  
Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: Minimum stenotype speed of 170 wpm and minimum typing speed of 60 wpm or enrollment in a keyboarding class. It is recommended this course be taken concurrently with court reporting lab CRCC 1T and CRCC 5T.  
This course is designed to introduce methodology of reporting hearings and conferences with multiple-speaker identification symbols and to develop management techniques and stenotype speed for this aspect of reporting. This course provides for the development of proficiency in writing multiple-voice dictation with an emphasis on hearings and conferences at speeds ranging from 180-210 wpm. (Formerly BUSC 158)  
Transfer Credit: CSU

CRCC 159  
IN CURIA/IN CAMERA PROCEDURES  
COMPUTERIZED SHORTHAND  
SPEED DEVELOPMENT  
(190-225 WPM)  
3.0 UNITS  
Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: Minimum stenotype speed of 180 wpm, minimum typing speed of 60 wpm or enrollment in a keyboarding class and completion of 60 hours of apprenticeship training. It is recommended this course be taken concurrently with court reporting lab CRCC 1T and CRCC 5T. This course offers an overall view of the mechanics of trials and applications of court procedures. Students are assisted in acquiring a mastery of creating verbatim records. In addition, the course offers sustained dictation on all aspects of criminal and civil trials to develop professionalism. (Formerly BUSC 159)  
Transfer Credit: CSU

CRCC 162ABCD  
Q AND A SPEED BUILDING I  
3.0 UNITS  
Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: Completion of Court Reporting Theory classes with grades of ‘Pass’ or “C” or higher. Minimum typing speed of 40 wpm or enrollment in a keyboarding class. Completion of or concurrent enrollment in CRCC 119AEF.  
This course introduces two-voice question and answer (Q and A) dictation at speeds beginning at 40 words-per-minute up to 90 wpm to students who have completed court reporting Theory classes and are working on completing their 60, 70, 80, and 90 wpm dictation tests. Frequently used words and phrases, word families, number drills, legal terms, literary, jury charge, and business dictation are also introduced.  
Transfer Credit: CSU

CRCC 164ABCD  
Q AND A SPEED BUILDING II  
3.0 UNITS  
Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: Completion of 90 wpm speed tests. Minimum typing speed of 47 to 50 wpm or enrollment in a keyboarding class. Concurrent enrollment in CRCC 119BCD class.  
This course covers two-voice question and answer (Q and A) dictation at speeds beginning at 100 words-per-minute up to 130 wpm. Jury charge and business dictation are also given. Congressional Record is introduced at 120 wpm.  
Transfer Credit: CSU

CRCC 166ABCD  
Q AND A SPEED BUILDING III  
3.0 UNITS  
Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: Completion of 130 wpm speed tests. Minimum typing speed of 57 to 60 wpm or enrollment in a keyboarding class. Concurrent enrollment in CRCC 119BCD class.  
This course covers two-voice question and answer (Q and A) dictation at speeds beginning at 140 words-per-minute up to 170 wpm. Congressional, jury charge, multiple-voice, and literary dictations are also given at the corresponding speeds.  
Transfer Credit: CSU

CRCC 168ABCD  
Q AND A SPEED BUILDING IV  
3.0 UNITS  
Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: Completion of 170 wpm speed tests. Minimum typing speed of 60 wpm or enrollment in a keyboarding class. Concurrent enrollment in CRCC 119AEF class. Concurrent enrollment in CRCC 185.  
This course covers two-voice question and answer (Q and A) dictation at speeds beginning at 180 words-per-minute up to 190 wpm. Congressional, jury charge, multiple-voice, and literary dictations are also given at the corresponding speeds.  
Transfer Credit: CSU

CRCC 169ABCD  
Q AND A SPEED BUILDING V  
3.0 UNITS  
Class hours: 2.0 Lecture/4.0 Laboratory  
Recommendation: CRCC 185 or equivalent with a grade of ‘Pass’ or “C” or higher. Completion of 190 word-per-minute speed tests. Minimum keyboarding speed of 60 wpm or enrollment in a typing class.  
This course covers two-voice question and answer (Q and A) dictation at speeds beginning at 200 words-per-minute up to 225 wpm. Congressional, jury charge, multiple-voice, and literary dictations are also given at the corresponding speeds.  
Transfer Credit: CSU

CRCC 173  
COURT REPORTING AND CAPTIONING CAREERS OCCUPATIONAL WORK EXPERIENCE  
3.0 UNITS  
Class hours: 1.0 Work Experience  
Three units of Court Reporting and Captioning Careers Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester.  
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BUSC 173)  
Transfer Credit: CSU

CRCC 174  
COURT REPORTING AND CAPTIONING CAREERS OCCUPATIONAL WORK EXPERIENCE  
3.0 UNITS  
Class hours: 1.0 Work Experience  
Four units of Court Reporting and Captioning Careers Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester.  
All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BUSC 174)

Transfer Credit: CSU

CRCC 185
CSR/RPR EXAMINATION PREPARATION 1.5 UNITS
Class hours: 1.5 Lecture
Recommendation: Strongly recommend completion of Certified Shorthand Reporter’s academic requirements.
This course is designed for potential Certified Shorthand Reporter Examination candidates and Registered Professional Reporter Examination candidates. It will provide academic preparation and reinforcement in selected subject areas. (Formerly BUSC 185)

Transfer Credit: CSU

CRCC 190A
CAPTIONING VIDEO INTRODUCTION 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
This course is designed to be an introduction to the field of non-live post-production or offline captioning and caption editing. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of the process of captioning. This course will expose students to types, methods, and styles of captioning, text editing, language mechanics, presentation rate, and special considerations for non-hearing viewers. Students will also participate in some captioning script preparation and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may also use their Stenotype machines for script creation.

Transfer Credit: CSU

CRCC 190B
CAPTIONING VIDEO LAWS AND REQUIREMENTS 1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
Recommendation: CRCC 190A or equivalent with a grade of Pass or “C” or higher.
This course is designed to give students interested in post-production captioning and accessibility requirement an understanding of the Federal Communications Commission laws, along with other laws and mandates pertaining to providing captioning of audio/video material. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of accessibility requirements relating to audio/video media. This course will also introduce basic video production terminology and equipment. Students will participate in some captioning script preparation and application of caption files to media and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may also use their Stenotype machines for script creation.

Transfer Credit: CSU

CRCC 190C
CAPTIONING VIDEO FOR THE WEB AND VIDEO PRODUCTION 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Recommendation: CRCC 190A, CRCC 190B or equivalent with a grade of Pass or “C” or higher.
This course is designed to give post-production/offline captioning students, as well as students just interested in captioning their own videos, an introductory knowledge of video production as it relates to the field of captioning. Students will gain a general knowledge of the various types of media formats that require captioning and a general introduction to caption editing software, including both proprietary and free software, available for captioning. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of video production in relation to creating and applying captions to audio and video media. Preparing and applying captions to popular video and audio Web hosts will also be covered. Students will participate in some captioning script preparation and application of caption files to media and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may use their Stenotype machines for script creation.

Transfer Credit: CSU

CRCC 192
TRANSCRIPTION PROCEDURES 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Recommendation: CRCC 141 or equivalent with a grade of Pass or “C” or higher and the ability to type 40 wpm.
This formatting relates to all types of legal and court documents including deposition transcripts. (Formerly BUSC 192)

Transfer Credit: CSU

CRCC 193A
BASIC CAPTIONING 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Recommendation: CRCC 119BCD and CRCC 144 or equivalent with grades of Pass or “C” or higher.
This course is designed to teach students the basics of realtime captioning as applied to broadcast captioning; captioning of video and other media; captioning for hearing impaired at public gatherings, meetings, and in the classroom; and captioning over the Internet. This course will cover the basic concepts of captioning for students interested in exploring a career in captioning. (Formerly BUSC 193A)

Transfer Credit: CSU

CRCC 193B
BASIC BROADCAST CAPTIONING 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Recommendation: CRCC 119BCD, CRCC 144, and CRCC 193A or equivalent with a grade of Pass or “C” or higher.
This course is designed to be a basic course in broadcast captioning, also known in the industry as closed-captioning using court reporting skills. This course will cover the basic theoretical concepts of broadcast captioning for students interested in exploring a career in the broadcast captioning field.

Transfer Credit: CSU

CRCC 194A
REALTIME CAPTIONING LEVEL 1 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Recommendation: CRCC 193A and CRCC 193B or equivalent with a grade of Pass or “C” or higher.

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CRCC 194D
REALTIME
CAPTIONING LEVEL 4 3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Recommendation: CRCC 194A, CRCC 194B, CRCC 194C, and CRCC 194D or equivalent with a grade of Pass or “C” or higher.
This course is designed to expose the Communication Access Realtime Translation (CART) or captioning student to advanced practical applications of on-air captioning and will also cover troubleshooting issues for the live captioner, as well as professional development and certification preparation. This course also covers CART reporting methodology, requirements, certification preparation and completion of CART and broadcast captioning practicum assignments. Students should be at 180 words per minute on the stenotype machine and will continue dictionary build of specialty terms. May be taken concurrently with CRCC 194A, CRCC 194B, and CRCC 194C.
Transfer Credit: CSU

CRCC 195
REALTIME
CAPTIONING LEVEL 5 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: CRCC 194A, CRCC 194B, CRCC 194C, and CRCC 194D or equivalent with a grade of Pass or “C” or higher.
This course is designed to be a hands-on finishing class for captioning and Communication Access Realtime Translation (CART) students and incorporates actually using steno skills and equipment and captioning software and hardware to complete captioning assignments in a simulated or professional environment. This course requires completion of CART and broadcast captioning practicum assignments and includes field trips so students may observe the captioning process in action. Students should be at 190 words or higher per minute on the stenotype machine.
Transfer Credit: CSU

CULINARY ARTS
(HEALTH OCCUPATIONS DIVISION)

CA 43 (Not Degree Applicable)
OCATIONAL
WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student's educational goal.
Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

CA 44 (Not Degree Applicable)
OCATIONAL
WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student's educational goal.
Occupational Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

CA 65
FOOD COSTING 2.0 UNITS
Class hours: 2.0 Lecture
This course emphasizes the use of food costing to control expenses for a food service establishment. This course will cover various costing systems, menu item pricing, and inventory maintenance.
CA 80  
**INTRODUCTION TO BAKING SKILLS**  **4.0 UNITS**  
Class hours: 2.0 Lecture/6.0 Laboratory  
This course introduces the student to basic baking techniques and basic ingredients utilized in the industry. This course will cover developing a variety of breads, sweet doughs, roll varieties, pie doughs and fillings, cakes and pastries. A negative T.B. test for food service personnel is a State regulation.

CA 81  
**PROFESSIONAL BAKING AND PASTRY PRODUCTION I**  **5.0 UNITS**  
Class hours: 3.0 Lecture/7.0 Laboratory  
Prerequisite: CA 80 and CA 101 or equivalent with grades of Pass or “C” or higher.  
This course introduces the student to the baking industry, baked products, and ingredients. The student will develop basic skills utilized in professional bakeries. Demonstration and practical experiences in the preparation and use of doughs, pastries and creams, adjusting standard recipes, and interpretive use of weights and measures are included. A negative T.B. test for food service personnel is a State regulation.

CA 82  
**PROFESSIONAL BAKING AND PASTRY PRODUCTION II**  **5.0 UNITS**  
Class hours: 3.0 Lecture/7.0 Laboratory  
Prerequisite: CA 81 or equivalent with a grade of Pass or “C” or higher.  
This advanced baking course provides the opportunity to increase skills in producing a more uniform product, with high eye appeal, and improved taste and structure. These products include cake, pastries, icings, and fillings. Processed frozen dough, fried products, and frozen baked products and introduced. Maintaining product freshness is emphasized. A negative T.B. test for food service personnel is a State regulation.

CA 98  
**DIRECTED STUDIES**  **1.0 UNIT**  
Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

CA 99  
**DIRECTED STUDIES**  **2.0 UNITS**  
Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

CA 101  
**INTRODUCTION TO FOOD SERVICE, SAFETY, AND SANITATION**  **1.0 UNIT**  
Class hours: 1.0 Lecture  
This course covers the principles of food microbiology, important foodborne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of foodborne diseases and other microbiological problems. This course meets current food protection standards for regulatory agents. ServSafe Certification Exam will be administered.  
Transfer Credit: CSU

CA 103  
**INTRODUCTION TO COMMERCIAL FOOD PRODUCTION**  **6.0 UNITS**  
Class hours: 4.0 Lecture/6.0 Laboratory  
This course introduces the beginning student to the ingredients, methods, and skills used in commercial food production. The content will include history, nutrition, equipment, knife skills, ingredients, stocks and sauces, breakfast cookery, cold galde manger, and basic yeast bread production. A negative T.B. test for food service personnel is a State regulation.  
(Formerly CA 52)  
Transfer Credit: CSU

CA 153  
**COMMERCIAL FOOD PRODUCTION: PANTRY ITEMS**  **9.5 UNITS**  
Class hours: 3.0 Lecture/20.0 Laboratory  
Prerequisite: CA 101 and CA 152 or equivalent with grades of Pass or “C” or higher.  
This is a basic course in fundamentals of hotel and restaurant dinner cooking and methods of preparing special pantry items. Lecture/demonstrations and practical experience in varied methods of cooking techniques are an essential part of this course.  
(Formerly CA 53)  
Transfer Credit: CSU

CA 154  
**COMMERCIAL FOOD PRODUCTION: MEATS & POULTRY**  **9.5 UNITS**  
Class hours: 3.0 Lecture/20.0 Laboratory  
Prerequisite: CA 153 or equivalent with a grade of Pass or “C” or higher.  
This course is designed to familiarize the student with the principles and procedures of hotel restaurant butchering, meat purchasing, and the carving of meats and poultry. Includes lecture/demonstration and practical experience in carving procedures, trimming, boning, rolling, tyin, and cutting of steaks and chops.  
(Formerly CA 54)  
Transfer Credit: CSU

CA 160  
**FOODS PURCHASE AND CONTROL**  **3.0 UNITS**  
Class hours: 3.0 Lecture  
This course is designed to familiarize the student with all aspects of purchasing and cost control within the food service industry. Instruction and experience in the areas of forecasting operational needs, menu pricing, food purchasing, and cost control are included.  
(Formerly CA 60)  
Transfer Credit: CSU

DANCE  
*(HEALTH, PHYSICAL EDUCATION DIVISION)*

DANC 50  *(Not Degree Applicable)*  
**INDIVIDUALIZED DANCE DEVELOPMENT**  **1.0 UNIT**  
Class hours: 4.0 Laboratory  
This course is designed to provide students the individualized opportunity to acquire and practice the dance skills necessary for participation in dance concerts, local and regional dance festivals and choreography competitions.  
(Formerly PE 3, PE 50)

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All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
DANC 100
DANCE APPRECIATION  3.0 UNITS
Class hours: 3.0 Lecture
This course offers study styles, artists, and the cultural/historical characteristics of dance as an art form and social expression. Topics for study will include current events, and popular trends. Materials are presented through lectures, video examples, class discussion, and attendance at live dance concerts. (Formerly PE 179)
Transfer Credit: CSU; UC

DANC 101
HISTORY OF DANCE  3.0 UNITS
Class hours: 3.0 Lecture
Students will study dance history from ancient to modern times, beginning with tribal, ethnic and folk dance and on through contemporary ballet, modern and jazz dance. (Formerly PE 191)
Transfer Credit: CSU; UC

DANC 105
INTRODUCTION TO DANCE MOVEMENT  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Students will study dance movement in three basic styles: ballet, modern and jazz. For each form, proper body alignment, stretching and styling techniques will be presented in a dance class format. This includes warm-ups, progressions and dance combinations. (Formerly PE 180)
Transfer Credit: CSU; UC

DANC 106A
BEGINNING BALLET  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study basics of ballet terminology and technique. Emphasis is on body alignment, coordination and musicality. (Formerly PE 186A)
Transfer Credit: CSU; UC

DANC 106B
INTERMEDIATE BALLET  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study the advanced terminology and technique of classical ballet. (Formerly PE 186B)
Transfer Credit: CSU; UC

DANC 107
BALLET VARIATIONS  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to continue the development of technical ballet skills with emphasis on developing physical and artistic expression through the execution of classical and contemporary variations. (Formerly PE 194)
Transfer Credit: CSU; UC

DANC 108A
DANCE, MODERN, BEGINNING  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study the expressive body movements in a creative art form. Emphasis will be on developing modern dance skills and technique as well as conditioning the body by improving posture, flexibility, strength, and coordination. (Formerly PE 182A)
Transfer Credit: CSU; UC

DANC 108B
DANCE, MODERN, INTERMEDIATE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study intermediate level modern skills and will utilize basic movement and music principles to choreograph dance sequences. (Formerly PE 182B)
Transfer Credit: CSU; UC

DANC 108C
DANCE, MODERN ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study advanced level modern dance skills with an emphasis placed on learning the vocabulary and techniques of the main classical modern dance techniques including, but not limited to, Martha Graham, Lester Horton, Jose Limon, and Merce Cunningham. Transfer Credit: CSU

DANC 109
INTRODUCTION TO DANCE CULTURES OF THE WORLD  2.0 UNITS
Class hours: 4.0 Laboratory
Students will study dance styles representative of different cultures and nationalities. Introduction to many different dance forms will be explored, taking into consideration historical background, related folklore and how dance differs from culture to culture. (Formerly PE 181)
Transfer Credit: CSU; UC

DANC 110
COMMERCIAL DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to emphasize movement for commercial dance work used in film, concert dance, television and industrial shows and commercials. It offers instruction in current trends of popular dance. (Formerly PE 195)
Transfer Credit: CSU; UC

DANC 112
DANCE, CONTEMPORARY MODERN  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study current contemporary modern dance skills with an emphasis placed on recognizing the vocabulary and influences of the primary contemporary modern dance techniques. Studies will include, but not be limited to release based technique, counter technique, and inversion techniques. Transfer Credit: CSU

DANC 120
PARTNERING FOR DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study partner dancing involving groups of two or more dancers. It will serve as an introduction to the art of partnering in modern, jazz, and classical choreography. Not limited to male/female partnering, students will study choreography involving any body contact or shifting of weight from one individual to another. (Formerly PE 185)
Transfer Credit: CSU; UC

DANC 121
LATIN SOCIAL DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is an overview of Latin social dance including tango, salsa, merengue, paso doble, bolero, mambo and cha cha. Areas of study include movement theory, dance, vocabulary, performance, etiquette and dance history. (Formerly PE 196)
Transfer Credit: CSU; UC

DANC 122
MIDDLE EASTERN DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
The course will introduce students to the history of Middle Eastern dance in its different forms and styles. The evolution of the dance form from its traditional styles to a fusion of Eastern and Western dance styles is also presented. (Formerly PE 199)
Transfer Credit: CSU; UC

DANC 123
AFRICAN DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course introduces students to selected dances of Africa through the practice of steps and choreography. Music and history of the dances studied with their social and religious significance in African culture are presented. Emphasis is placed on coordination of polyrhythmic body movements with the music. (Formerly PE 198)
Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
DANC 124  
**HIP HOP DANCE  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
This course covers the various forms of beginning hip hop dance, including a basic history of hip hop dancing and the aligned movement vocabulary, terminology, and social/theatrical codifications. (Formerly PE 190)  
Transfer Credit: CSU; UC

**DANC 125  
INTRODUCTION TO BALLROOM DANCE  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
This course is designed to introduce ballroom dancing through the understanding of history, music, and performance opportunities. Basic steps, variations and styling techniques for the fox trot, waltz, swing, cha cha, tango, bolero, rhumba, samba and other selected styles will be included. (Formerly PE 193)  
Transfer Credit: CSU; UC

**DANC 130A  
BEGINNING CHOREOGRAPHY  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study the basic elements of dance composition as well as learn about well-known choreographers and their work. The study will include the selection of movement appropriate to the meaning of a dance, the arrangements of movement in space, the use of tempo, and the overall design of the dance and its staging.  
Transfer Credit: CSU

**DANC 130B  
INTERMEDIATE CHOREOGRAPHY  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
Students will study choreographic techniques and styles used in dance composition as well as research current choreographers and their work. The study will include the structure and phrasing of movement appropriate to the meaning of a dance. The intermediate studies will include the use of compositional structures and choreographic tools used to manipulate movement phrases for formal concert presentations on the proscenium stage and their overall effect on the dance.  
Transfer Credit: CSU

**DANC 131  
DANCE NOTATION  3.0 UNITS**  
Class hours: 3.0 Lecture  
Students will study basic dance notation with in-depth work in elementary Labanotation and an introduction to Benesh and Kineseography notation systems. These systems are taught by using graphs, musical scores, and stick figures or drawings. (Formerly PE 190)  
Transfer Credit: CSU; UC

**DANC 132  
DANCE AND DIGITAL TECHNOLOGY  3.0 UNITS**  
Class hours: 3.0 Lecture/1.0 Laboratory  
The student will study how technology has historically and traditionally been used in the field of dance. Emphasis will be placed on the various technologies that currently impact the art of dance. The majority of topics in the course will be related to the art of dance. (Formerly PE 192)  
Transfer Credit: CSU

**DANC 133  
DANCE PRODUCTION  2.0 UNITS**  
Class hours: 4.0 Laboratory  
Students will study the elements of dance production such as choreography, lighting, design, costume design, music, and concert publicity. Students will choreograph and perform in the concert or work backstage as part of the technical crew. (Formerly PE 183)  
Transfer Credit: CSU; UC

**DANC 134  
DANCE PERFORMANCE  2.0 UNITS**  
Class hours: 4.0 Laboratory  
Students will study the aspects of dance performance through participation in the semester dance concert. Emphasis is placed on improving classroom dance technique and elevating skills to a performance level. (Formerly PE 188)  
Transfer Credit: CSU; UC

**DANC 135  
DANCE WORKSHOP  2.0 UNITS**  
Class hours: 4.0 Laboratory  
Students will study the technical dance skills in ballet, jazz and modern dance. The course includes exploration of the elements of composition and affords the opportunity to experiment with improvisation and set choreography. Students will work on individual and group projects and participate in the faculty dance concert. (Formerly PE 189)  
Transfer Credit: CSU; UC

**DANC 136  
DANCE REPERTORY  2.0 UNITS**  
Class hours: 4.0 Laboratory  
Students will study a repertory of dances in the styles of ballet, modern, jazz, ethnic, and dance theatre. The advanced student will participate in performances on campus as well as in the community. (Formerly PE 187)  
Transfer Credit: CSU; UC

**DANC 140  
BEGINNING JAZZ DANCE  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an introduction to jazz techniques and dance styles. Emphasis is on mastering the fundamental skills basic to jazz dance techniques and artistic performance.  
Transfer Credit: CSU; UC

**DANC 141  
INTERMEDIATE JAZZ DANCE  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: TH 140 or DANC 140 or equivalent with a grade of Pass or “C” or higher. This course is a continuation of the development of jazz dance techniques and style begun in TH 140 or DANC 140. Emphasis is on mastery of more complicated jazz dance combination patterns and their performance.  
Transfer Credit: CSU; UC

**DANC 142  
BEGINNING TAP DANCE  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an introduction to basic tap dance techniques and styles. Emphasis is on mastery of basic tap dance steps, rhythms, combination patterns and their performance.  
Transfer Credit: CSU; UC

**DANC 143  
INTERMEDIATE TAP DANCE  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
Prerequisite: TH 142 or DANC 142 or equivalent with a grade of Pass or “C” or higher. This course is a continuation of the development of tap dance techniques and style begun in TH 142 or DANC 142. Emphasis is on mastery of more complicated tap dance steps, rhythms, combination patterns, and their performance.  
Transfer Credit: CSU; UC

**DANC 144  
DANCE FOR MUSICAL THEATRE  2.0 UNITS**  
Class hours: 1.0 Lecture/3.0 Laboratory  
This course is an introduction to musical theatre dance styles, techniques and repertory. Emphasis is on mastering the fundamental skills and styles basic to musical theatre dance technique and performance.  
Transfer Credit: CSU; UC
DANC 150
REHEARSAL FOR FORMAL DANCE CONCERTS 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study professional level standards of dance rehearsal etiquette and choreographic retention while experiencing the development of a concert dance piece over an extended rehearsal period.
Transfer Credit: CSU

DANC 151
REHEARSAL FOR INFORMAL DANCE SHOWCASES 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Students will study appropriate rehearsal etiquette for the development of an informal concert dance piece.
Transfer Credit: CSU

DENTAL ASSISTING
(HEALTH OCCUPATIONS DIVISION)

DA 1 (Not Degree Applicable)
DENTAL RADIATION SAFETY LICENSING 1.5 UNITS
Class hours: 1.3 Lecture/1.7 Laboratory
Prerequisite: Verification of a minimum of 480 hours of work experience as a dental assistant. This course prepares the working dental assistant with theories and techniques of intra-oral and extra-oral radiography including application to a variety of patients. Upon satisfactory completion of this course, the student will receive a California Radiation License. This course is offered on a credit/no credit basis only.

DA 51
APPLIED DENTAL SCIENCE I 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course is an introduction to the application of basic dental sciences and infection control. It includes dental terminology, microbiology, anatomy of the head and neck, oral physiology, tooth morphology, preliminary oral examination, taking impressions for study models, pouring models, and bleaching techniques. It also includes procedures in managing asepsis, infection and hazard control consisting of maintenance, disinfection and sterilization of equipment, supplies, and disposal of hazardous waste pertaining to patient care.

DA 52
DENTAL RADIOGRAPHY I 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is a study of the dental x-ray, the characteristics and methods of controlling x-radiation, types of film used, methods of processing, identifying, and mounting radiographs, radiation safety procedures, interpretation of radiographs, and an analysis of technique errors. It includes modern intra-oral dental and extra-oral radiographic techniques, arrangement and care of the darkroom equipment, composition and preparation of solutions, procedures for processing films, and mounting films. The student will practice on the manikin exposing films using radiation protection and safety guidelines.

DA 53
INTRODUCTION TO CHAIRSIDE ASSISTING 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Corequisite: DA 54.
This course involves instruction in the role and responsibilities of the chairside assistant. It includes basic qualifications, preparing patient for treatment, taking of a health history, patient-auxiliary for four-handed dental procedures, assisting with administration of local anesthetic agents, placement of a rubber dam, instrument exchange, oral evacuation, retraction, illumination, and assisting with endodontic procedures.

DA 54
INTRODUCTION TO OPERATORY PROCEDURES 4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Corequisite: DA 53.
This course includes manikin instruction in the techniques, materials, and instrumentation for assisting in operative dental procedures such as amalgam and composite restorations, gold inlays and crowns, and fixed bridges. An introduction to intra-oral tasks delegated to registered dental assistans which are related to operative dentistry, such as matrix placement, placement of bases and liners, placement of plastic temporary restorations, and removal of excess cement is also provided.

DA 61
APPLIED DENTAL SCIENCE II 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: DA 51 or equivalent with a grade of Pass or “C” or higher.

DA 62
DENTAL RADIOGRAPHY II 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: DA 52 or equivalent with a grade of Pass or “C” or higher.
The student will be instructed in advance techniques of dental radiography, anatomical landmarks and dental anatomy pertaining to dental radiography with emphasis placed on evaluation of films. The student will practice taking full mouth radiographs for diagnosis by a dentist. Operation of panoramic equipment will also be included.

DA 63
ADVANCED CHAIRSIDE ASSISTING 4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: DA 53 and DA 54 or equivalent with grades of Pass or “C” or higher.
Corequisite: DA 65.
This course includes instruction in the specialties of dentistry and armamentarium required in each specialty. Laboratory content includes development of preclinical skills in the extended functions which are required for the Registered Dental Assistant.

DA 64
DENTAL OFFICE MANAGEMENT 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: DA 51 or equivalent with a grade of Pass or “C” or higher.
This course includes instruction in the non-clinical functions which are integral to the dental office. Subject areas include office communications, scheduling appointments, making financial arrangements, recall, completing insurance forms, record keeping, inventory, bookkeeping, marketing strategies, the use of computers, and other related skills required of a secretarial dental assistant.
DA 65
CLINICAL I DENTAL SCHOOLS 3.0 UNITS
Class hours: 1.0 Lecture/7.0 Laboratory
Prerequisite: DA 53, DA 54 or equivalent with grades of Pass or “C” or higher.
Corequisite: DA 61, 62, and 63.
This course includes the practice of dealing with patients and working with dental students in four-handed dental procedures. The clinical instruction in this course is conducted at dental schools. Emphasis is placed on general operative dentistry, endodontics, and treating emergency patients. Weekly seminars are devoted to the evaluation of the clinical experience which includes techniques, patients’ special needs, and communicating with patients and staff.

DA 75
CLINICAL II COOPERATIVE OFFICE TRAINING 5.0 UNITS
Class hours: 1.1 Lecture/10.7 Laboratory
Prerequisite: DA 65 or equivalent with a grade of Pass or “C” or higher.
This course includes the practice of working as a member of the dental team in community dental offices under the direct supervision of dentists. Emphasis is placed on general practice procedures, specialty areas, and the clinical application of intraoral tasks assigned to the registered dental assistant. Proficiency of all skills in the use of equipment is emphasized. The students will develop a professional attitude in all phases of dental assisting, including legal and ethical aspects of dental practice. Weekly seminars are held to evaluate and review clinical applications. Preparation for the certification and Registered Dental Assistant examinations will be included.

DENTAL HYGIENE
(HEALTH OCCUPATIONS DIVISION)

DH 110
PREVENTIVE DENTISTRY I 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: Admission to the Dental Hygiene Program.
This course introduces the student to the concept of optimum oral health care through plaque control, preventive dentistry and the role of the auxiliaries on the dental health team. Emphasis is placed on oral hygiene practices and patient motivation. Also included are etiology of soft and hard deposits, and patient instruction in plaque control care.
Transfer Credit: CSU

DH 111
INFECTION CONTROL AND DENTAL OFFICE EMERGENCIES 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: Admission to the Dental Hygiene Program.
Corequisite: DH 115C.
This course covers the basic principles of infection control and the application of “standard precautions” in the dental health care setting. Included in this course is the selection and use of procedures and products to prevent the spread of infectious diseases in the practice of dental hygiene. Specific step-by-step procedures and current regulatory mandates related to infection control and the management of hazardous materials will be covered in detail. In addition, knowledge and skills related to preparedness for the prevention of medical emergencies in the dental setting will be covered.
Transfer Credit: CSU

DH 112
DENTAL HYGIENE RADIOGRAPHY 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: Admission to the Dental Hygiene Program.
This course is a study of dental radiography, the characteristics and methods of controlling x-radiation, types of film used, methods of processing, identifying, and mounting radiographs, radiation safety procedures, and interpretation of radiographs for preliminary evaluation. It includes the theories and techniques of intra-oral, extra-oral, and digital radiography with laboratory experience and analysis of technique errors.
Transfer Credit: CSU

DH 114
DENTAL HYGIENE CLINICAL SCIENCE I 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: Admission to the Dental Hygiene Program.
Corequisite: DH 115C.
This course introduces the student to the methodology and rationale for patient assessment and data collection. It includes patient histories, determination of vital signs, extraoral and intraoral examination, examination of the gingival and periodontal tissues, examination of the teeth and appropriate documentation of the data. The student will receive essential information for assessment of a patient prior to the formulation of the dental hygiene treatment service plan.
Transfer Credit: CSU

DH 115C
PRE-CLINICAL DENTAL HYGIENE I 2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: Admission to the Dental Hygiene Program and a valid adult, child and infant CPR card including two-person CPR.
Corequisite: DH 114.
This course provides the student with the pre-clinical and clinical experience designed to develop thorough and efficient dental instrumentation techniques for comprehensive oral hygiene services.
Transfer Credit: CSU

DH 116
HEAD AND NECK ANATOMY 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: Admission to the Dental Hygiene Program.
Corequisite: DH 119.
This course is a detailed study of the anatomy and physiology of the human head and neck. Emphasis is placed on the correlation of structure and function especially where applicable to clinical dental hygiene.
Transfer Credit: CSU

DH 119
DENTAL EMBRYOLOGY, HISTOLOGY, AND ANATOMY 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: Admission to the Dental Hygiene Program.
Corequisite: DH 115C and DH 116.
This course covers an introduction to orofacial structures and the study of orofacial embryology, oral histology, and dental anatomy. Clinical considerations relevant to dental hygiene practice and root morphology to enhance instrumentation are included.
Transfer Credit: CSU

DH 120
PREVENTIVE DENTISTRY II 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: DH 114 or equivalent with a grade of Pass or “C” or higher.
Corequisite: DH 125C.
Recommendation: DH 110 or equivalent with a grade of Pass or “C” or higher.
This course offers clinical information in the areas of patient motivation for plaque control,
Course Descriptions

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including periodontal disease, and dietary analysis. Techniques in nutritional counseling for the dental patient will be emphasized.

Transfer Credit: CSU

DH 125
DENTAL HYGIENE
CLINICAL SCIENCES II 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: DH 114 and DH 115C or equivalent with a grade of Pass or "C" or higher.
Corequisite: DH 125C.
This course is designed to support Clinical Dental Hygiene II. It is intended to allow for weekly discussions pertinent to clinical skills and related subjects which can be applied in the dental clinic setting. An overview of the technique and procedures particular to each dental specialty is presented. Dental clinic policies and procedures for clinic operation will be emphasized.
Transfer Credit: CSU

DH 125C
CLINICAL DENTAL HYGIENE II 3.0 UNITS
Class hours: 9.0 Laboratory
Prerequisite: DH 115C or equivalent with a grade of Pass or "C" or higher.
Corequisite: DH 125.
This course provides the student with clinical experiences in the practical application of dental procedures to perform comprehensive oral hygiene services. Students are scheduled at off-campus dental clinics with supervision from the Cerritos College Dental Hygiene Faculty and will have the opportunity to observe various dental specialties.
Transfer Credit: CSU

DH 126
GENERAL AND ORAL PATHOLOGY 2.0 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
Prerequisite: DH 112, DH 116, and DH 119 or equivalent with grades of Pass or "C" or higher.
Corequisite: DH 125C.
This course includes an in-depth study of the principles of general pathology and the specifics of oral pathology. Emphasis is placed on the clinical recognition, differential diagnosis, and treatment of oral pathologic conditions and associated systemic disorders.
Transfer Credit: CSU

DH 127
PHARMACOLOGY 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: DH 115C, DH 116, and DH 119 or equivalent with grades of Pass or "C" or higher.
Corequisite: DH 125C and DH 128.
This course covers the general principles of pharmacology, use of therapeutic agents utilized in dental practice, an overview of medically prescribed drugs used by dental patients and a background of contemporary pharmacologic issues which concern the consumer.
Transfer Credit: CSU

DH 128
MANAGEMENT OF PAIN 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: DH 116 with a grade of Pass or "C" or higher.
Corequisite: DH 125 and DH 127.
This course is designed to teach the student management of pain control through the use of local anesthetic agents and the administration of nitrous oxide and oxygen when used as a sedative. The physiology and pharmacology agents, indications and contra-indications for use, and the treatment of complications and emergencies are stressed. Other modalities of pain control will be discussed.
Transfer Credit: CSU

DH 129
APPLIED PERIODONTICS 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: DH 114 or equivalent with a grade of Pass or "C" or higher.
Corequisite: DH 125C.
This course is designed to provide the student with a thorough understanding of the role of the hygienist in the treatment of periodontal disease. The normal periodontium, the pathogenesis of periodontal disease, etiology, and therapy are studied in detail. Soft tissue curettage and root planing are emphasized.
Transfer Credit: CSU

DH 150C
CLINICAL DENTAL HYGIENE IIA 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: DH 125C & DH 128 or equivalent with a grade of Pass or "C" or higher.
This course provides the student with clinical experiences in the delivery of dental services on patients, utilizing instructor assisted guided discovery learning methodology. Students are scheduled at select contract dental facilities.
Transfer Credit: CSU

DH 232L
DENTAL MATERIALS LABORATORY 1.0 UNIT
Class hours: 3.0 Laboratory
Corequisite: DH 235C.
This course emphasizes the reasons specific dental materials are employed and the ways in which they react to the oral environment. Biological considerations in the selection and utilization of various dental materials are stressed. The course is designed to provide the dental hygiene student with an understanding of laboratory techniques and chairside procedures commonly encountered in dentistry.
Transfer Credit: CSU

DH 234
DENTAL CARE FOR THE SPECIAL PATIENT 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: DH 125C and DH 127 or equivalent with grades of Pass or "C" or higher.
Corequisite: DH 235C.
This introductory course for dental hygiene care of the medically compromised and older adult patient covers basic information on disease entities which cause disabilities and are common in the older person. Emphasis will be on recognition of medical precautions, medications which affect oral health, barriers and access to oral health care, and prevention and treatment of oral diseases.
Transfer Credit: CSU

DH 235
DENTAL HYGIENE
CLINICAL SCIENCES III 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: DH 125C or equivalent with a grade of Pass or "C" or higher.
Corequisite: DH 235C.
This course is designed to support Clinical Dental Hygiene III. It is intended to allow for further studies in advanced periodontal treatment.
Transfer Credit: CSU

DH 235C
CLINICAL DENTAL HYGIENE III 4.0 UNITS
Class hours: 12.0 Laboratory
Prerequisite: DH 125C or equivalent with a grade of Pass or "C" or higher.
Corequisite: DH 235.
This course is designed to provide the student with the continuation of clinical experiences in performing comprehensive dental hygiene services. Students are scheduled at a variety of dental facilities in Los Angeles County.
Under the supervision of the Cerritos College Dental Hygiene faculty, the student will perform traditional dental hygiene functions increasing in complexity through the sequence of clinical courses.

Transfer Credit: CSU

DH 238
COMMUNITY OUTREACH I 1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
Prerequisite: DH 110 or equivalent with a grade of Pass or “C” or higher.
This course provides a basic introduction to the principles of health education, including discussion of the teaching/learning process, and effective pedagogy for the diverse population of the elementary school-aged child. The principles learned will be applied in the delivery of dental health education to elementary school children in the community. In addition, a basic framework for table clinic development will be presented, and support will be given to students in the planning process of this activity.
Transfer Credit: CSU

DH 239
INTRODUCTION TO DENTAL BIOSTATISTICS AND RESEARCH 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: Admission to the Dental Hygiene Program.
This course provides an introduction to research methodology and biostatistics. Emphasis will be placed on the reading and interpreting of scientific literature in dentistry and dental hygiene and using technology in searching for appropriate research to complete applicable assignments.
Transfer Credit: CSU

DH 244
ETHICAL ISSUES IN DENTAL HYGIENE 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: DH 235C or equivalent with a grade of Pass or “C” or higher.
Corequisite: DH 245C.
This course investigates ethical issues, dilemmas, and the State Dental Practice Act that affect the standards of behavior for the dental hygienist. Principles of general and biomedical ethics are applied to common examples of situations faced by dentists and hygienists in today’s dental practice.
Transfer Credit: CSU

DH 245
DENTAL HYGIENE CLINICAL SCIENCES IV 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: DH 235C or equivalent with a grade of Pass or “C” or higher.
Corequisite: DH 245C.
This course is designed to support Clinical Dental Hygiene IV and prepare the students for the National Board Dental Hygiene Examination. Current dental treatment philosophies and technological advances in dentistry are presented through case-based problem simulations. In addition, the subject of myofunctional evaluation and therapeutic treatment modalities will be introduced.
Transfer Credit: CSU

DH 245C
CLINICAL DENTAL HYGIENE IV 4.0 UNITS
Class hours: 12.0 Laboratory
Prerequisite: DH 235C or equivalent with a grade of Pass or “C” or higher.
Corequisite: DH 245.
This course is designed to provide the student with the continuation of clinical experiences in performing comprehensive dental hygiene services to patients with complex periodontal problems. Increased opportunities are experienced at multiculturally diverse community settings. With supervision from the Cerritos College Dental Hygiene faculty, the student will perform traditional dental hygiene functions to a greater number of patients with increased efficiency and complexity.
Transfer Credit: CSU

DH 248
COMMUNITY OUTREACH II 1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
Prerequisite: DH 238 or equivalent with a grade of Pass or “C” or higher.
This course provides a basic introduction to the principles of adult education. Opportunities are provided to deliver dental health education to a variety of age groups and special needs individuals in the community. Emphasis will be on student knowledge and initiative in the design, implementation, and evaluation of a dental health program for an adult group in the community. Additionally, table clinics on a current topic of interest will be presented in the community. (Formerly DH 248L)
Transfer Credit: CSU

DH 249
PRINCIPLES OF COMMUNITY ORAL HEALTH 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: Admission to the Dental Hygiene Program.
This course introduces basic concepts of dental public health including career opportunities for the dental hygienist, community health assessment, oral health status and trends, and health care delivery and financing. Emphasis will be placed on public health issues and related research.
Transfer Credit: CSU

DH 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

DH 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
EARTH SCIENCE
(SCIENCE, ENGINEERING, MATH DIVISION)

ESCI 101
PHYSICAL ECOLOGY 3.0 UNITS
Class hours: 2.5 Lecture/1.5 Laboratory
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Pass or “C” or higher.
This course is a general studies course including problems of current concern relative to hydrologic, oceanographic and atmospheric processes as they affect and are affected by man's activities. The technologic, economic, and political aspects of pollution and solutions to environmental problems are studied.
Transfer Credit: CSU; UC

ESCI 102
PHYSICAL ECOLOGY FIELD LABORATORY 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: Concurrent enrollment in ESCI 101 or prior completion of ESCI 101 or equivalent with a grade of Pass or “C” or higher.
This is a general studies course offering an opportunity for a more complete understanding of environmental problems discussed in Earth Science 101. It includes a hands-on approach to understanding the processes and materials involved in environmental problems by identification, measurement, and analysis in the field and in the lab. (Formerly ESCI 101L)
Transfer Credit: CSU; UC

ESCI 104
OCEANOGRAHY 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Pass or “C” or higher.
This course is an introduction to the geography of the oceans, geology of the ocean basins, and the chemistry and physics of sea water. The ecology of the sea and its effect on ecosphere are also covered. Landforms and processes of the coastal zone and use and abuse of the marine environment are discussed.
Transfer Credit: CSU; UC

ESCI 104L
OCEANOGRAHY LABORATORY 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: ESCI 104 or equivalent with a grade of Pass or “C” or higher, or concurrent enrollment.
This laboratory/field study course is designed to supplement Earth Science 104. Emphasis will be placed on the interrelationships between the geological, chemical, physical, and biological aspects of the marine environment. In addition, human use and abuse of the coastal zone and marine environment will be analyzed.
Transfer Credit: CSU;UC

ESCI 106
WEATHER AND CLIMATE 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Pass or “C” or higher.
This course is a survey of the processes and patterns in the atmosphere which result in the regional distribution of weather and climate.
Transfer Credit: CSU; UC

ESCI 110
INTRODUCTION TO EARTH SCIENCE 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Recommendation: ENGL 100 clearance and MATH 40 or equivalent with a grade of Pass or “C” or higher.
This course is designed for the non-science major. It is an integrated course designed to give broad, general knowledge in the areas of anthropology, astronomy, geology, geography, meteorology.
Transfer Credit: CSU; UC*
*UC credit limits may apply. No credit for ESCI 110 if taken after a college course in geology, physical geography, or physical anthropology.

ESCI 180
EARTH SCIENCE MATERIALS AND PREPARATIONS 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: ESCI 110, or GEOL 101, or GEOG 101, or GEOG 101L with a grade of Pass or “C” or higher.
This course is designed primarily for earth science, geology, or geography majors. It focuses on the use and care of laboratory and field equipment necessary for the preparation of field and laboratory demonstrations. An introduction to stockroom procedures may be included.
Transfer Credit: CSU

ESCI 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty one or two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.
Transfer Credit: CSU

ESCI 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ECONOMICS
(HUMANITIES, SOC SCIENCE DIVISION)

ECON 101
ECONOMIC ISSUES AND POLICY 3.0 UNITS
Class hours: 3.0 Lecture
This is a one-semester survey of basic economic concepts and institutions stressing the role of the United States in the global economy. The course presents the foundations of economic analysis and applications to the market-oriented economy, role of government, and relationships and comparisons with the world economy. It is designed for students
who desire an economic perspective without an intensive or technical investigation.

Transfer Credit: CSU; UC*

*UC credit limits may apply. No credit for ECON 101 if taken after ECON 202.

ECON 102
WOMEN IN
GLOBAL ECONOMY

3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: ENGL 100 or equivalent with a grade of Pass or “C” or higher.

This course is an introduction to the global economy from the perspectives of women in developing countries. Drawing from various disciplinary fields such as economics, history, political science, anthropology and postcolonial studies, it examines critically the processes of globalization that impact the multiple identities and oppressions which shape women’s lives with respect to race, gender, class and culture. This course studies the consequences of strategies of modernization and neocolonialism employed by agencies of economic development such as the World Bank and International Monetary Fund on the lives of women in the developing countries and the surrounding ecological environment.

Transfer Credit: CSU; UC

ECON 201
PRINCIPLES OF
MACROECONOMICS

3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 40 or equivalent with a grade of Pass or “C” or higher.

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

Transfer Credit: CSU; UC

ECON 201M
PRINCIPLES OF
MACROECONOMICS

3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 80 or equivalent with a grade of Pass or “C” or higher.

This course emphasizes microeconomics: the study of specific markets in the economy. The course investigates the dynamics of supply and demand in competitive markets in determining prices and the quantities of goods and services produced. Consumer behavior is investigated using the concept of marginal analysis. The behavior of firms in attempting to maximize profits is studied as are the differing market structures among varying industries. This course uses economics models and mathematical analysis. This course is transferable to the CSU. Students who have taken ECON 201M are not eligible for this course.

Transfer Credit: CSU; UC

ECON 202
PRINCIPLES OF
MICROECONOMICS

3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 40 or equivalent with a grade of Pass or “C” or higher.

This course emphasizes microeconomics; the study of the behavior of specific markets, firms and consumers in a market economy. This is an introduction to economics which is the study of how scarce resources are used to produce and distribute goods and services. The principle of economic choice and opportunity costs are emphasized.

Transfer Credit: CSU; UC

ECON 202M
PRINCIPLES OF
MICROECONOMICS

3.0 UNITS

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: MATH 80 or equivalent with a grade of Pass or “C” or higher.

This course emphasizes microeconomics: the study of specific markets in the economy. The course investigates the dynamics of supply and demand in competitive markets in determining prices and the quantities of goods and services produced. Consumer behavior is investigated using the concept of marginal analysis. The behavior of firms in attempting to maximize profits is studied as are the differing market structures among varying industries. This course uses economics models and mathematical analysis. This course is transferable to the CSU. Students who have taken ECON 201 are not eligible for this course.

Transfer Credit: CSU; UC

ECON 204
MONEY, ETHICS, AND
ECONOMIC JUSTICE

3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.

Students will study the ethical issues such as pros and cons of capitalism, ethics of inequality, responsibilities to the poor, ethics and honesty in business, job responsibility, social obligations of corporations, affirmative action, and sexual harassment.

Transfer Credit: CSU; UC

ECON 298
DIRECTED STUDIES

1.0 UNIT

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.

With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours).

This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

ECON 299
DIRECTED STUDIES

2.0 UNITS

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.

With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number
EDEL 200
INTRODUCTION TO EDUCATION 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Enrollment in the Cerritos College Teacher Training Academy (Teacher TRAC) or CSULB’s Integrated Teacher Education Program (ITEP), and completion of EDEL 100 or equivalent with a grade of Pass or “C” or higher.
EDEL 200 provides an overview of the teaching profession for students enrolled in the Teacher TRAC Program. Students will be exposed to the philosophies of education, the history of education in America, the sociology of education, contemporary issues in education, and the role of education in American society. This course includes 40 hours of field experience.
Transfer Credit: CSU

EDEL 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

EDT 19
FUNDAMENTALS OF TELECONFERENCING 1.0 UNIT
Class hours: 1.0 Lecture
This course introduces students to teleconferencing - the interactive transmission of images, sound, data, and control between two or more sites using digital lines. Emphasis will be placed on teleconferencing as a research and training tool in fields such as finance, health care, education, criminal justice, child care, and entertainment. Students will participate in live teleconferences and employ electronic technologies.

EDT 20
TELECONFERENCING FOR SMALL GROUPS 2.0 UNITS
Class hours: 2.0 Lecture
This course introduces students to the concepts and vocabulary of teleconferencing in small rooms and seminars. Emphasis is placed on safety, scheduling, event planning, wrap-around activities, audio and video fundamentals, audiographics, and networking. Students will critically review videos of professional, small-group encounters.

EDT 21
TELECONFERENCE TECHNICALITIES 1.0 UNIT
Class hours: 1.0 Lecture
This course develops students’ facility in developing telematics media, which employ both analog and digital technologies. Emphasis is placed on those production elements necessary to teleconferencing, including stage and set design, visual and audio media, meeting and conference protocols, and information gathering and distribution.

EDT 22
TELECONFERENCE REVIEW AND EVALUATION 1.0 UNIT
Class hours: 1.0 Lecture
This course introduces students to the evaluation criteria of teleconferenced events. Students will attend events at the Teleconference Center and the local area and produce written evaluations that employ objective and subjective measurements, audience feedback, and principles of quality control.
EDT 24  
TELECONFERENCE PORTFOLIO  3.0 UNITS  
Class hours: 3.0 Lecture  
This course helps students prepare a video demonstrating their expertise of interactive, teleconferenced meetings and events. The course is a requirement for all students completing the Certificate in Teleconferencing Practitioner.

EDT 30  
FUNDAMENTALS OF INSTRUCTION MULTI-MEDIA PRODUCTION  2.0 UNITS  
Class hours: 2.0 Lecture/1.0 Laboratory  
The Fundamentals of Instructional Multi-Media Production course focuses on the multi-media skills needed to work within today's educational environments. The course provides a foundation in the use of multi-media production equipment, computer software applications, and other resources to support educators and educational programs.

EDT 43  
EDUCATIONAL OCCUPATIONAL WORK EXPERIENCE  3.0 UNITS  
Class hours: 1.0 Work Experience  
Three units of Educational Occupation Work Experience require 180 non-paid hours or 225 paid hours of work per semester. Work experience provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences in the educational work place. The goal of the program is to assist students in expanding specific job skills. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to a career in education must be completed at the training site. Second semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

EDT 50  
PREPARATION FOR ONLINE LEARNING  1.0 UNIT  
Class hours: 1.0 Lecture  
This course teaches students the skills necessary to successfully complete a class on the Internet. Topics include study skills, online student profiles, introduction to the Internet and the World Wide Web, using email and other online services, and basic aspects of word processing.

EDT 51  
EMAIL FOR EDUCATORS  1.0 UNIT  
Class hours: 1.0 Lecture  
This course trains educators and prospective educators who wish to learn about email and how to incorporate email into the academic environment. Participants will learn the fundamentals of email use and management techniques. Emphasis is placed on email within the educational community. Educational topics will include creating lesson plans that utilize email as part of an activity, netiquette, and issues surrounding student safety and security.

EDT 52  
WINDOWS FOR EDUCATORS  1.0 UNIT  
Class hours: 1.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of Pass or “C” or higher.  
This course trains educators and prospective educators in the use of the Microsoft Windows operating environment/system. Topics include desktop settings, file and print management, features of the Windows menu system, Windows attributes, and program management.

EDT 53  
MACINTOSH FOR EDUCATORS  1.0 UNIT  
Class hours: 1.0 Lecture  
Recommendation: EDT 50 or EDT 51 or equivalent with a grade of Pass or “C” or higher.  
This course trains educators and prospective educators in the use of Macintosh computers in an academic setting. Topics include desktop settings, file and print management, features of the Macintosh menu bar system, attributes, and program management.

EDT 57  
APPLE/CLARIS WORKS FOR EDUCATION  1.0 UNIT  
Class hours: 1.0 Lecture  
This course is intended to teach educators the skills and capabilities of integrated software packages such as Claris Works, Apple Works, and Microsoft Works. These are all popular software products used in the K-12 learning environment. Topics include word processing, desktop publishing and presentations, spreadsheets, and databases. Students will produce a variety of documents useful in the K-12 classroom.

EDT 66  
POWERPOINT FOR FUTURE TEACHERS  1.0 UNIT  
Class hours: 1.0 Lecture  
Recommendation: EDT 50 or EDT 51, EDT 52 or EDT 53, and EDT 110 or equivalent with grades of Pass or “C” or higher.  
This course teaches presentation graphics using Microsoft PowerPoint. Topics covered include creating, managing, and delivering a curriculum-based presentation. Students will produce conceptual and data-intensive presentations, speaker notes, and handouts incorporating text and graphics.

EDT 67  
INSPIRATION PRESENTATIONS  1.0 UNIT  
Class hours: 1.0 Lecture  
This course is intended to teach educators the basics of Inspiration, an “idea-mapping” and outlining software tool used in education. Students will create presentation diagrams and outlines to build and reinforce ideas. Students will learn to link presentations directly to the World Wide Web. Using the Internet and other resources, students will create lesson plans to incorporate into their curricula.

EDT 68  
USING KIDPIX  1.0 UNIT  
Class hours: 1.0 Lecture  
This course is intended to teach educators how to use and teach KidPix, a popular software product for the K-6 learning environment. Topics include creating desktop publishing projects, multimedia projects, and animation using KidPix. Using the Internet and other resources, students will create lesson plans to incorporate into their curricula.
EDT 70
EXCEL FOR FUTURE TEACHERS 1.0 UNIT
Class hours: 1.0 Lecture
Recommendation: EDT 50 or EDT 51, EDT 52 or EDT 53, and EDT 110 or equivalent with grades of Pass or “C” or higher.
This course trains educators and prospective educators in the use of electronic spreadsheets using Microsoft Excel. Topics include the fundamentals of creating worksheets, formulas, and functions, creating charts, Wizards, and techniques to manipulate large worksheets and multiple-sheet workbooks.

EDT 81
VIDEOS FOR SCHOOL USE 2.0 UNITS
Class hours: 2.0 Lecture
This course is intended to teach educators the basics of video production for use in the K-12 environment. The course will cover equipment, adding text, graphics, and special effects, scripting, interviewing, and editing.

EDT 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

EDT 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

EDT 100
INTEGRATION OF THE INTERNET INTO CURRICULUM 2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course is designed for educators who wish to learn about the Internet and how to incorporate the Internet into the classroom curriculum. Participants will learn fundamental and advanced Internet search methods, email use and management, and techniques for setting up and using a website in the classroom. A supportive learning community will be provided where educators collaborate to improve their skills in creating effective learning resources using suitable technologies.
Transfer Credit: CSU

EDT 101
CREATING CURRICULUM PROJECTS USING THE INTERNET 1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: EDT 100 or equivalent with a grade of Pass or “C” or higher.
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course is for educators who wish to learn about the Internet through innovative curriculum projects. Participants will use fundamental Internet search methods, e-mail and web sites in the creation of an Internet-based project supporting project- or problem-based learning. A supportive learning community will be provided where educators collaborate and improve their skills in creating effective learning resources using suitable technologies. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.
Transfer Credit: CSU

EDT 102
CREATING TECHNOLOGY-BASED CURRICULUM 1.0 UNIT
Class hours: 1.0 Lecture
Recommendation: EDT 110 or equivalent with a grade of Pass or “C” or higher.
This course is designed for educators and future educators who wish to expand their Internet and technology-integration skills to be used when developing classroom curriculum. Participants will learn to create Internet ready curriculum and methods for using a website in the classroom. A supportive learning environment will be provided where educators and future educators collaborate to improve their skills in creating effective learning resources using suitable technologies.
Transfer Credit: CSU

EDT 103
SPREADSHEETS FOR EDUCATORS 2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course trains educators and prospective educators to use efficiently technology to perform administrative, instructional, and other classroom tasks using electronic spreadsheet software. Spreadsheet-specific topics include the fundamentals of creating worksheets; formulas and functions; creating charts; using Wizards; techniques to manipulate large worksheets and multiple-sheet workbooks; and integration of spreadsheet software into course curriculum. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.
Transfer Credit: CSU

EDT 104
WORD PROCESSING FOR EDUCATORS 2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course trains educators and prospective educators who wish to learn how to work with word processing documents as they prepare curriculum. Participants will use basic and intermediate word processing functions to create administrative, instructional, and classroom management documents. Word processing topics include creating, editing, saving, formatting, printing, spell checking, searching, replacing, headers and footers, footnotes and hyphenation, thesaurus, macros, merging and outlining functions. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.
Transfer Credit: CSU

EDT 105
POWERPOINT FOR EDUCATORS 2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course trains educators and prospective educators who wish to learn how to work with Microsoft PowerPoint as a mode of teaching and as they prepare curriculum. Participants will use basic and intermediate presentation graphic software functions to create administrative, instructional, and classroom management materials. Topics include creating, managing, and delivering a multi-media curriculum-based presentation. Students will produce conceptual and data-intensive presentations, create professional output for overheads, on-screen presentations, speaker notes, and support handouts incorporating text and graphics. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.

Transfer Credit: CSU

EDT 106 ACCESS FOR EDUCATORS 2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or equivalent with grades of Pass or “C” or higher.
This course trains educators and prospective educators in the use of database management systems using Microsoft Access. Topics include techniques for building a database, tables, queries, forms, and reports. Other topics include designing curricular lessons and student assignments utilizing databases.

Transfer Credit: CSU

EDT 107 DESKTOP PUBLISHING FOR EDUCATORS 1.0 UNIT

Class hours: 1.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course provides an introduction to the functions of desktop publishing software with an emphasis on the educational community. Topics include creating camera-ready printed presentation materials and developing presentation materials such as letterhead stationery, signs and flyers, newsletters, and a personal portfolio. Other topics include impact of technology on education; past, current, and future technology trends; and copyright issues.

Transfer Credit: CSU

EDT 108 PHOTOSHOP ELEMENTS FOR EDUCATORS 2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with a grade of Pass or “C” or higher.
This course covers the basic through advanced features of Adobe Photoshop Elements. Students will be introduced to the fundamentals of Adobe Photoshop Elements while discovering practical and creative uses of the application to increase speed and quality of learning in the classroom. Methods of integrating this software into the educational setting will be explored. Digital stories and photo essays will be used as an alternative learning style.

Transfer Credit: CSU

EDT 109 DEVELOPING CAMPUS-BASED PORTFOLIOS 1.0 UNIT

Class hours: 1.0 Lecture
This course covers the basic as well as advanced features of campus-based e-portfolio (electronic portfolio) systems. E-portfolios can be used as a repository to store and organize digital evidence of teaching and learning. The tools in the e-portfolio systems will be used to represent individual learning and competencies.

Transfer Credit: CSU

EDT 110 INTRODUCTION TO EDUCATIONAL TECHNOLOGY 2.0 UNITS

Class hours: 2.0 Lecture/1.0 Laboratory
Introduction to Educational Technology is designed to prepare future teachers with the understanding of how to utilize computers in the educational environment. Participants will learn basic computer terminology, fundamental Internet tools, basic word processing, the use of electronic spreadsheets and use of database management systems. A supportive learning community will be provided where future educators will learn skills in creating effective learning resources using suitable technologies.

Transfer Credit: CSU

EDT 111 WEB DESIGN FOR EDUCATORS 1.0 UNIT

Class hours: 1.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course is for educators with little or no experience creating or designing web pages. Topics of instruction will be web concepts, principles of good web design, special populations compliance, and school web site planning and building. Other topics include educational applications of the World Wide Web, copyright, plagiarism, and security issues.

Transfer Credit: CSU

EDT 112 VIRTUAL CURRICULUM 3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course is intended to teach educators how to create conferenced and on-line (virtual) curriculum projects for use in the classroom and on the World Wide Web. Students in this course will be given guidelines for developing virtual museums, field trips, on-line exhibits, and exploratoriums from idea conception to the resulting conference or web pages for posting on the Internet.

Transfer Credit: CSU

EDT 114 MICROSOFT PRODUCER FOR EDUCATORS 2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 and EDT 105 or equivalent with grades of Pass or “C” or higher.
This course is intended to teach educators how to use Microsoft Producer while discovering practical and creative uses of the application to enhance existing and new PowerPoint presentations in teaching. Methods of integrating this software into the educational setting will be explored.

Transfer Credit: CSU

EDT 115 TECHNOLOGY INTEGRATION IN EDUCATION 1.0 UNIT

Class hours: 1.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course trains educators and prospective educators who wish to learn how to integrate technology into classroom teaching and learning. Topics include computer terminology, evaluation of digital media, locating technology resources for specific subject areas, adaptation of lesson plans to

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
incorporate technology, and using multimedia in education. Other topics include impact of technology on education; past, current, and future technology trends, and copyright, plagiarism, and security issues. Transfer Credit: CSU

**EDT 119**

**HARDWARE AND SOFTWARE CONSIDERATIONS FOR EDUCATORS**  
1.0 UNIT

Class hours: 1.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.

This course is for educators and prospective educators actively involved in the use, purchase and/or maintenance of computer hardware and software in the educational setting. Students will learn the functions of pertinent hardware, how to interface equipment to the computer, system requirements, and evaluation techniques. Students will learn to troubleshoot basic hardware, software, printing, and network problems. Maintaining appropriate maintenance and troubleshooting logs will be addressed. Technology plans and effective classroom management techniques using technology in a limited number of educational settings discussed.

Transfer Credit: CSU

**EDT 120**

**EXPLORING ASSISTIVE TECHNOLOGY IN EDUCATION**  
2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.

This course is intended to develop the sensitivity, skills and knowledge needed by teachers and others in the field of education to create an educational environment that is conducive to learning for students with disabilities. It will also be helpful for those who may have other learning challenges such as English second language learners. Students will investigate strategies for differentiating instruction for students with learning and other disabilities and challenges within the general educational environment. Through lecture and hands-on experience, participants will explore practical uses of software that can be applied to classroom learning materials to make those materials more accessible to students needing assistance.

Transfer Credit: CSU

**EDT 121**

**USING HANDHELD COMPUTERS IN EDUCATION**  
2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.

This course trains educators and prospective educators in the use of handheld computers in education to perform administrative, instructional, and other classroom functions. Specific topics include the basics of using Palm OS handhelds, as well as more advanced functions such as productivity tools, student information system tools, assessment tools, web clipping, e-books, science probes, and writing tools. Other topics include policy and management issues related to handhelds and forming a plan for a school’s use of handhelds.

Transfer Credit: CSU

**EDT 122**

**FUNDRAISING/GRANT WRITING FOR EDUCATORS**  
2.0 UNITS

Class hours: 2.0 Lecture

This course covers the basics of grant seeking, grant writing, and other forms of fundraising that will enable educators to obtain money for technology and other educational programs. The course will cover the process, structure, and skills to develop a conceptual framework for fundraising research, planning, writing skills and strategies. Budgetary considerations, budgetary planning, and presentation skills will also be addressed.

Transfer Credit: CSU

**EDT 123**

**INTERNET TOOLS FOR EDUCATORS**  
2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.

This course covers some of the tools provided on the Internet for educators including blogs, wikis, dictionaries, reference citation makers, libraries, and online rubric creators. Students will learn to use these tools, while discovering practical and creative uses to enhance their teaching. Methods of integrating the tools into the educational setting will be explored.

Transfer Credit: CSU

**EDT 125**

**FUNDAMENTALS OF ONLINE TEACHING**  
2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51, EDT 104, EDT 111, and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.

This course is designed for educators and future educators who wish to learn the fundamentals of teaching online courses. Students will learn online course structures and delivery methods.

Transfer Credit: CSU

**EDT 132**

**USING AUDIO IN THE CLASSROOM**  
2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.

This course covers the use of digital communication in education by creating and using digital music and other audio recordings in the classroom using audio editing software. Using digital music and voice recordings, students will learn to do the following: create, perform, and record original music for digital movies, podcasts, and slideshows; capture streaming audio; create audio files for slideshows; and capture and assess oral readings.

Transfer Credit: CSU

**EDT 137**

**IMOVIE/MOVIE MAKER IN EDUCATION**  
2.0 UNITS

Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.

This course covers the concepts and techniques for video editing using Apple’s iMovie and/or Microsoft Movie Maker in education. Using these free movie editing software packages, students will learn to bring lessons to life by creating video “reports” to demonstrate abstract concepts through narration, video, music, and pictures. Methods of integrating these software programs into new and existing lesson plans will be explored.

Transfer Credit: CSU
EDT 138
TEACHING WITH
CLAY ANIMATION 2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course covers the concepts and techniques for creating animation using clay characters to enhance storytelling, creative writing, and visualization of mathematical and scientific concepts. Building upon the theories of multiple intelligences in learning, clay animation enhances student learning through a variety of methods.
Transfer Credit: CSU

EDT 150
PODCASTING IN EDUCATION 2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: EDT 50 or EDT 51 and EDT 52 or EDT 53 or equivalent with grades of Pass or “C” or higher.
This course covers the concepts and techniques for creating web-based broadcasting, called podcasts, for educational purposes and making them available on the Internet. Podcasting is a way to post and distribute electronic media files online. Podcasting content, resources, hardware and software requirements, and procedures will be covered in addition to methods of integrating podcasts into educational course content.
Transfer Credit: CSU

EDT 170
MOODLE COURSE MANAGEMENT SYSTEM 2.0 UNITS
Class hours: 2.0 Lecture
This course covers the use of Moodle, a free, open source course management system. A course management system is software that helps to create an effective Internet-based learning environment using pedagogical principles. It also supports collaboration among students, faculty, administrators, and the community and can be used as a repository of materials.
Transfer Credit: CSU

EDT 171
SAKAI COURSE MANAGEMENT SYSTEM 2.0 UNITS
Class hours: 2.0 Lecture
This course covers the use of Sakai, a free, open source course management system. A course management system is software that helps to create an effective Internet-based learning environment using pedagogical principles. It also supports collaboration among students, faculty, administrators, and the community and can be used as a repository of materials. Transfer Credit: CSU

ENERGY
(SCIENCE, ENGINEERING, MATH DIVISION)

ENGY 110
ENERGY AND THE WAY WE LIVE 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Math Placement Process or MATH 40 or equivalent with a grade of Pass or “C” or higher.
This introductory course describes the importance of energy in natural systems, energy resources, and utilization of energy by man in modern economies. The potential for conservation and use of alternatives to the fossil fuels is studied.
Transfer Credit: CSU; UC

ENGY 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ENGT 103
INTRODUCTION TO ENGINEERING DESIGN USING INVENTOR 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course introduces the student to the design process in engineering technology by the use of activities-based learning, project-based learning, and problem-based learning. The student will learn about the design process, geometric relationships, visualization, technical sketching, modeling, model documentation, and assemblies.
Transfer Credit: CSU

ENGT 116
BLUEPRINT READING 2.0 UNITS
Class hours: 1.5 Lecture/1.5 Laboratory
Recommendation: ENGT 131 or equivalent with a grade of Pass or “C” or higher.
This course is a study of working drawings and blueprints used in engineering and manufacturing. Emphasis is placed on the ability to visualize and interpret typical drawings. Research is required regarding standards, specifications, procedures, bulletins, and techniques, which are a parallel part of the shop drawing system. It is intended to prepare the student for accurate interpretation of drawings in order to carry out the applications required or use them as appropriate engineering and manufacturing references.
Transfer Credit: CSU
ENGT 117
GEOMETRICAL DIMENSIONING AND TOLERANCING 2.0 UNITS
Class hours: 2.0 Lecture
Corequisite: ENGT 116 or equivalent with a grade of Pass or “C” or higher prior completion.
This is a basic course in datums, modifiers, form tolerancing, positional tolerance, and coordinate tolerance conversion. It will introduce students to the state of the art in dimensioning and tolerancing used in industry.
Transfer Credit: CSU

ENGT 131
DESIGN FUNDAMENTALS INCLUDING AUTOCAD 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Recommendation: ENGT 116 or equivalent with a grade of Pass or “C” or higher.
This course stresses proper use of manual drafting instruments with an introduction to AutoCAD software for students who have had no high school or no industry experience on manual mechanical drafting. Manual drafting basic skills cover lettering text, geometric construction, isometric drawing, orthographic projection, dimensions, single auxiliary views, sectioning, and conventional practices.
Transfer Credit: CSU

ENGT 133
SHEET METAL LAYOUT AND APPLICATIONS USING SOLID MODELING 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: ENGT 103 or equivalent with a grade of Pass or “C” or higher.
This course will familiarize students with sheet metal layout involving triangulation, bend allowances for pattern development, and manufacturing processes for sheet metal. It will also include applications to pipe layout and welding assemblies.
Transfer Credit: CSU

ENGT 138
AUTOCAD 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Recommendation: ENGT 116 and ENGT 131 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This course focuses on AutoCAD software for students with previous manual drafting knowledge. It includes drawing preparations in 2-D and 3-D, modify, blocks, and tools. It will prepare students to operate the systems and understand the applications of computer graphics utilizing industry standards. Students will learn to use an interactive computer graphics system to prepare drawings on personal computers. Drawings will be stored and retrieved from digital storage, enabling students to produce commercial quality copies using computer-driven plotter and printer.
Transfer Credit: CSU; UC

ENGT 153
MACHINE DESIGN APPLICATIONS USING SOLID MODELING 3.0 UNITS
Class hours: 3.0 Lecture/3.8 Laboratory
Prerequisite: ENGT 103 or ENGT 138 or ENGT 259 or ENGT 265 or equivalent with a grade of Pass or “C” or higher.
This course covers auxiliary projections, sections, dimensions, and threads and fasteners. This course will also cover working drawings of machine parts, including details and assemblies, basic gear, cam layout, and simple mechanisms.
Transfer Credit: CSU

ENGT 237
STATICS AND STRENGTH OF MATERIALS 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: ENGT 103 or equivalent with a grade of Pass or “C” or higher or ENGT 138 or ENGT 259 or ENGT 265 or equivalent with a grade of Pass or “C” or higher.
This is a course in the fundamental principles of statics and strength of materials and their applications to the solutions of typical force systems and equilibrium problems. Applications are made in the fields of welded, machined, extruded, and molded parts.
Transfer Credit: CSU

ENGT 257
ADVANCED MODELING USING INVENTOR 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: ENGT 103 or equivalent with a grade of Pass or “C” or higher.
This course assists students in advanced applications of three-dimensional parametric part modeling, assembly modeling, surface modeling, and bills of materials. Students receive instruction utilizing the most recent release of Autodesk Inventor.
Transfer Credit: CSU

ENGT 258
DESIGN AND PRODUCTION TECHNOLOGY USING SOLID MODELING 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: ENGT 103 or ENGT 138 or ENGT 259 or ENGT 265 or equivalent with a grade of Pass or “C” or higher.
This course is a study of modern techniques of design using solid modeling. Instruction includes the production, operations, and process materials selection for product design. Planning, scheduling, and cost performance are used to implement design solutions.
Transfer Credit: CSU

ENGT 259
SOLIDWORKS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
This course assists students in creating three-dimensional (3-D) parametric part modeling, assembly modeling, surface modeling, and bills of materials. Students receive instruction utilizing the most recent release of SolidWorks software.
Transfer Credit: CSU

ENGT 260
ADVANCED MODELING USING SOLIDWORKS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: ENGT 259 or equivalent with a grade of Pass or “C” or higher, or appropriate work experience.
This course advances the student's skill in creating three-dimensional (3-D) parametric part modeling, assembly modeling, and surface modeling. Students also learn how to create sheet metal assemblies, welding assemblies, formed tools, and molds.
Transfer Credit: CSU

ENGT 265
CATIA I 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: ENGT 103 or ENGT 138 or ENGT 259 or equivalent with a grade of Pass or “C” or higher.
This course focuses on the CATIA CAD/CAM system highlighting system structure and 3-D geometry creation and manipulation. Based on wire frame profiles created on sketch planes, 3-D parametric solid models are produced. Also covered is the use of parts for assembly modeling, creation of working drawings, and bills of material for the engineering design industry.
Transfer Credit: CSU

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ENGT 266
CATIA II  4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: ENGT 265 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course deals with advanced applications of the latest release of CATIA, such as generative sheet metal design, assembly analysis, generative stress analysis, design and creation of complex parts and assemblies, and surface modeling and lofting for computer-aided engineering (CAE) functions.
Transfer Credit: CSU

ENGT 299
DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ENGINEERING TECHNOLOGY
(Technology Division)

ET 91L
ENGINEERING TECHNOLOGY PROJECT LABORATORY  1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: ET 101 and ENGT 103 or equivalent with grades of Pass or “C” or higher.
Corequisite: ET 104 or equivalent with a grade of Pass or “C” or higher.
This is a capstone course in which students will work in teams to solve engineering technology problems. Students will be given a theme by the instructor at the beginning of the semester and will identify the problem, explore various solutions, select a solution, optimize their design, provide a prototype, test their prototype, and document the result.

ET 92L
MOTOR CONTROL LABORATORY  1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: ET 102 with a grade of Pass or “C” or higher.
Corequisite: ET 105 with a grade of Pass or “C” or higher, or prior completion.
This is a laboratory course in which students will work in teams to solve motor control problems. Students will be given problems related to float, limit, pressure, and liquid control and expected to solve them. Students will gather information on those problems by utilizing diagnostic tools.

ET 93L
PROCESS CONTROL LABORATORY  1.0 UNIT
Class hours: 3.0 Laboratory
Corequisite: ET 103 or equivalent with a grade of Pass or “C” or higher.
This is a laboratory course in which students will work in teams to solve process control problems. Students will be given problems related to flow, pressure, liquid level, and temperature and expected to solve them. Students will gather information on those processes by correctly interpreting sensor and transducer data.

ET 101
PRINCIPLES OF ENGINEERING TECHNOLOGY  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course introduces the student to principles of engineering technology by the use of activity-based learning, project-based learning, and problem-based learning. The student will learn about the design process, communication and documentation, engineering systems, statics and strength of materials, properties of materials and materials testing, reliability, and kinematics. This course is not open to students who have received credit in EL 102.
Transfer Credit: CSU

ET 102
ELECTRONICS FOR ENGINEERING TECHNOLOGISTS  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course introduces the student to the applications of electronics in engineering technology by the use of activities-based learning, project-based learning, and problem-based learning. The student will learn about safety, Ohm’s law, direct current circuits, capacitance, inductance, reactance, impedance, analog and digital waveforms, basic motors, logic gates, flip-flops, shift registers, and micro-controllers. Techniques of troubleshooting will be emphasized using simulation and electrical measurements. This course is not open to students who have received credit in EL 102.
Transfer Credit: CSU

ET 103
INDUSTRIAL PROCESS CONTROL  2.0 UNITS
Class hours: 2.0 Lecture
This course is designed as a survey of process control. It will stress process control for liquid processes. Students will learn how to measure and control flow, pressure, liquid level, and temperature. It will also include an introduction to transducers, transmitters, and control systems.
Transfer Credit: CSU

ET 104
ENGINEERING TECHNOLOGY PROJECT DEVELOPMENT  1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: ET 101 or equivalent with a grade of Pass or “C” or higher.
This course introduces the student to managing the requirements of an engineering technology project from beginning to end. Students will identify the need, provide alternative solutions, optimize their design, provide a prototype, test their prototype, and document their solution.
Transfer Credit: CSU

ET 105
INDUSTRIAL MOTOR CONTROL  2.0 UNITS
Class hours: 2.0 Lecture
Corequisite: ET 102 with a grade of Pass or “C” or higher, or prior completion.
This course is designed as a survey of motor control. It will stress motor control for both Alternative and Direct current circuits. Students will learn how to control relays and manual switches. It will also include an introduction to electronic sensors, counters, and speed control.
Transfer Credit: CSU
All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

### Course Descriptions

**ENGL 106**
**INDUSTRIAL EQUIPMENT MAINTENANCE**

**3.0 UNITS**

Class hours: 3.0 Lecture

This is a survey class that will introduce the students to the fundamentals and principles of industrial equipment maintenance or oil and gas, chemical, mining, power generation, pulp and paper, water and wastewater, pharmaceutical, and food and beverage industries. The design and understanding of simple systems typically used in those industries will be included.

*Transfer Credit: CSU*

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**ENGLISH**

**(LIBERAL ARTS DIVISION)**

**ENGL 20 (Not Degree Applicable)**
**BASIC WRITING**

**3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 15 or ESL 200 or equivalent with a grade of Pass or “C” or higher.

This course introduces students to the writing process as a means of developing ideas into clear, correct, and effective writing. The course concentrates on short essay writing in accord with the conventions of standard English.

**ENGL 50A (Not Degree Applicable)**
**ENGLISH GRAMMAR**

**3.0 UNITS**

Class hours: 3.0 Lecture

Students will study the fundamentals of English grammar, with an emphasis on parts of speech, phrases and clauses, sentence structure, and correct usage. Class hours may be used to qualify a student for the certified shorthand reporters' examination.

**ENGL 52 (Not Degree Applicable)**
**INTRODUCTION TO COLLEGE COMPOSITION**

**3.0 UNITS**

Class hours: 3.0 Lecture/1.0 Laboratory

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or “C” or higher.

This course develops the students' ability to write clearly, effectively, and correctly by guiding students through the writing process. Students write a series of compositions that integrate critical thinking, evaluative writing, and library research.

**ENGL 72 (Not Degree Applicable)**
**INTRODUCTION TO COLLEGE WRITING AND REASONING**

**5.0 UNITS**

Class hours: 5.0 Lecture/1.0 Laboratory

Prerequisite: An English Placement score into English 20 or English 52 or the completion of English 15 or English 20 with a grade of Pass or “C” or higher.

As an alternative to the English 20 and English 52 sequence, this accelerated course develops the student's ability to write essays of varying length and complexity effectively through the writing process. Essay projects integrate critical thinking, analytical reading, multiple modes of college writing, and beginnings of library research in preparation for English 100.

**ENGL 100**
**FRESHMAN COMPOSITION**

**4.0 UNITS**

Class hours: 4.0 Lecture

Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 or ENGL 72 or ESL 152 with a grade of Pass or “C” or higher.

This course guides the student through the writing process to develop expository prose with an emphasis on effective organization and on correctness. (It meets transfer requirements at four-year institutions.)

*Transfer Credit: CSU; UC*

**ENGL 101**
**CRITICAL THINKING THROUGH LITERATURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.

In this course students apply critical thinking skills, close textual analysis, and research practices in writing analytic, argumentative essays about literary fiction, poetry, and drama.

*Transfer Credit: CSU; UC*

**ENGL 102**
**FRESHMAN COMPOSITION AND LITERATURE**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.

This course continues to develop and improve students' skills in composition and critical analysis by introducing the study of fiction, poetry, and drama, produced by an enlarged canon of authors who reflect culturally diverse backgrounds as the subject for writing assignments.

*Transfer Credit: CSU*

**ENGL 103**
**CRITICAL AND ARGUMENTATIVE WRITING**

**3.0 UNITS**

Class hours: 3.0 Lecture

Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher or satisfactory completion of the Advanced Placement English Examination of the College Entrance Examination Board.

This course develops critical thinking, reading, and writing beyond the level achieved in English 100 (Freshman Composition). The course focuses on the development of logical reasoning and analytical and argumentative writing skills.

*Transfer Credit: CSU; UC*

**ENGL 106**
**INTRODUCTION TO LINGUISTICS**

**3.0 UNITS**

Class hours: 3.0 Lecture

This course is the study of language structure and language use. This includes the historical development of language families, the universal properties of these languages, and the individual speech acts that derive from a given language.

*Transfer Credit: CSU; UC*

**ENGL 107**
**VOCABULARY BUILDING**

**3.0 UNITS**

Class hours: 3.0 Lecture

This is a course in vocabulary building that emphasizes the structural approach to vocabulary study. Emphasis is placed on the prefixes, roots, and suffixes as they combine to form words, and on the meanings and patterns of meanings formed by words in the context of a sentence and paragraph.

*Transfer Credit: CSU*

**ENGL 108**
**VOCABULARY BUILDING FOR PROFESSIONALS**

**2.0 UNITS**

Class hours: 2.0 Lecture

This course is designed to further an understanding of word origins, roots, and affixes, with particular attention to terms used in business and the professional disciplines. Class hours may be used to qualify a student for the certified shorthand reporters' examination.

*Transfer Credit: CSU*
ENGL 155
TECHNICAL WRITING  
3.0 UNITS  
Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.  
This course enhances students’ ability to write clear, effective, and correct technical prose. Students write a series of technical instructions, reports, manuals, and proposals that integrate critical thinking, evaluation, and research. Students will produce a letter of application and resume for technical fields.  
Transfer Credit: CSU

ENGL 201
TUTORING WRITING  
2.0 UNITS  
Class hours: 2.0 Lecture/1.0 Laboratory  
Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.  
This course provides essential training and experience for students who aspire to tutor writing, teach English or basic writing skills, or improve their own writing. Students learn the fundamentals of assisting peers with writing tasks. This course includes a lab component during which the student will get firsthand experience with tutoring students about writing.  
Transfer Credit: CSU

ENGL 221A  
LITERATURE IN THE BIBLE:  
HEBREW SCRIPTURES  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
This course is a general introduction to the literature composing the Hebrew Scriptures (more familiarly known as the Old Testament) in translation. Emphasis will be on understanding the Bible as a literary document through literary analysis, including the study of biblical genres such as history, poetry, narrative, drama, and homiletic, prophetic, apocalyptic, and wisdom literature.  
Transfer Credit: CSU; UC

ENGL 221B  
LITERATURE IN THE BIBLE:  
CHRISTIAN SCRIPTURES  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
This course studies the New Testament in English in translation as a literary document. Emphasis is on understanding the literary nature of the Bible through literary analysis, including the study of literary genres such as poetry, epistolary, narrative, drama, and biography.  
Transfer Credit: CSU; UC

ENGL 222
CHILDREN’S LITERATURE  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
The course is designed to survey children’s literature in translation. It concentrates on the fable, folktales, fairy tales and the children’s novel.  
Transfer Credit: CSU; UC

ENGL 223
CHICANA/CHICANO LITERATURE  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
The course is a study of selected representative literature of Chicano authors. Selected works will be drawn from at least three of the following genres: the novel, the short story, poetry, drama, autobiography, and the essay.  
Transfer Credit: CSU; UC

ENGL 224
NATIVE AMERICAN LITERATURE  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
This course is a study of selected representative literature of Native American Indian writers. The genres included are the novel, the short story, poetry, autobiography, and essay.  
Transfer Credit: CSU; UC

ENGL 225
MEXICAN LITERATURE IN TRANSLATION  
3.0 UNITS  
Class hours: 3.0 Lecture  
A one-semester course to survey Mexican literature in translation. The genres included will be the novel, the short story, the poem, the essay, and the song.  
Transfer Credit: CSU; UC

ENGL 226
AFRICAN-AMERICAN LITERATURE  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
This course is a study of selected or representative literature of African American authors, their viewpoints, styles, forms, and themes. The genres included will be the novel, the short story, drama, poetry, autobiography, essays, and oral performance. Modern and contemporary authors will be highlighted.  
Transfer Credit: CSU; UC

ENGL 227
CURRENT LITERATURE  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
This course is a study of literature currently important or currently popular and not ordinarily studied in the regular departmental curriculum. Specific topics, such as best sellers, science fiction, campus classics, California literature, Native American literature, or modern literature, will be announced in the schedule of classes.  
Transfer Credit: CSU; UC

ENGL 228
SHAKESPEARE’S PLAYS  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
This course is a general introduction to Shakespeare’s plays. Representative selections from the comedies, histories, tragedies, and romances are studied. The emphasis is on discussion and analysis of Shakespeare’s relevance to his world and to ours. (This is not an acting class.)  
Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
ENGL 230A
INTRODUCTION TO
AMERICAN LITERATURE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course studies the representative works of American literature from 1608-1870. Selected works will be drawn from the four major literary periods: Puritan, Enlightenment/Revolutionary, Romantic, and early Realism.  
Transfer Credit: CSU; UC

ENGL 232
READINGS IN POETRY  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course introduces students to the basic elements and functions of poetry. The fundamentals of poetics will be covered from Aristotle to new media and digital mediations. A representative poet will be studied in depth.  
Transfer Credit: CSU; UC

ENGL 233
READINGS IN THE NOVEL  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This is a course in the novel emphasizing structure, theme and style. Outstanding Continental, English and American novels are studied.  
Transfer Credit: CSU; UC

ENGL 234
READINGS IN SHORT FICTION  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course studies the representative works of American literature from 1870-1990’s. Selected works will be drawn from the four major literary periods: Realism, Naturalism, Modernism, and Postmodernism.  
Transfer Credit: CSU; UC

ENGL 235
READINGS IN THE DRAMA  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course studies the drama from its ancient origins to the present-day expressions. It emphasizes both content and form and highlights the literary techniques specific to this genre of literature.  
Transfer Credit: CSU; UC

ENGL 236
STUDIES IN WOMEN’S LITERATURE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course is a survey of literature by women reflecting women's changing roles and identities in society in various historical, political and cultural settings. Works studied are drawn from the genres of poetry, fiction, drama, essays and journals.  
Transfer Credit: CSU; UC

ENGL 237
ASIAN AMERICAN LITERATURE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course offers a study of selected representative literature written by Americans of Asian or Pacific Island descent. Genres and their historical context include the novel, drama, short story, and poetry. Memoirs and essays may also be included.  
Transfer Credit: CSU; UC

ENGL 238
CLASSIC ISLAMIC LITERATURE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This course studies Islamic literature in the English translation beginning with the pre-Islamic Arabian poetry of the sixth century and continuing through the thirteenth century. Emphasis is on understanding the literary character of the Qur'an and later Islamic literary works through an examination of literary forms, genres, movements, and themes.  
Transfer Credit: CSU; UC

ENGL 239
LITERATURE OF INDIA  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: An English placement score into English 100, or English 52 or equivalent with a grade of Pass or “C” or higher.
This course studies literature of Ancient, Medieval, Modern, and Post-Independence India.  
Transfer Credit: CSU; UC

ENGL 240
CREATIVE WRITING  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 100 or equivalent with grade of Pass or “C” or higher.
This course provides an opportunity for students to explore their interest in literary creativity by writing original short fiction, poetry, play or screenplay, or magazine article(s). Writers will gain understanding of each literary type, have the opportunity to create in each area, and be introduced to the workshop method of criticism.  
Transfer Credit: CSU; UC

ENGL 241
SCREENWRITING  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with grade of Pass or “C” or higher.
This course provides an opportunity for students to develop a screenplay for television
or motion pictures. Students learn the craft of screenwriting by studying published scripts, movies, and TV shows and by writing synopses, treatments, scenes, and a production-worthy screenplay.
Transfer Credit: CSU; UC

ENGL 245
WORLD MYTHOLOGY AS LITERATURE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course studies the developments, structures, and techniques of comparable myths from a variety of cultures. Emphasis is on critical analysis of selected creation, hero, and fertility myths as literary expression.
Transfer Credit: CSU; UC

ENGL 246A
SURVEY OF ENGLISH LITERATURE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.
This course studies English literature from the Anglo-Saxon period to the Romantic Movement. Emphasis is on the various themes, forms, and trends in English literature, and how they prefigured Romanticism and later movements.
Transfer Credit: CSU; UC

ENGL 246B
SURVEY OF ENGLISH LITERATURE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.
This course studies English literature from the Romantic Movement to the present day. It emphasizes the various themes, forms and trends in English literature.
Transfer Credit: CSU; UC

ENGL 248A
MASTERPIECES OF WORLD LITERATURE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course studies Western and world literature from the ancient world to the 17th century. Various themes, forms and trends are examined in an effort to understand the universal problems of mankind. (Formerly ENGL 48/ENGL 48.1)
Transfer Credit: CSU; UC

ENGL 248B
MASTERPIECES OF WORLD LITERATURE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course studies Western and world literature from the 17th century to the 20th century. Various themes, forms and trends are studied in an effort to examine the universal problems of mankind.
Transfer Credit: CSU; UC

ENGL 249
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ENGLISH AS A SECOND LANGUAGE (LIBERAL ARTS DIVISION)

ESL 3 (Not Degree Applicable)
ESL GRAMMAR, READING, AND WRITING 3 5.0 UNITS
Class hours: 5.0 Lecture
Prerequisite: Satisfactory completion of the English As a Second Language Placement Process or ESL 2 or equivalent with a grade of Pass or “C” or higher.
This course introduces advanced and high-frequency structures of English and provides practice of these structures. Texts and supplemental materials are used as well as the students' environment. Sounds continue to be practiced orally. Writing and reading reinforce comprehension.

ESL 4 (Not Degree Applicable)
ESL GRAMMAR, READING, AND WRITING 4 4.0 UNITS
Class hours: 4.0 Lecture/1.0 Laboratory
Prerequisite: ESL 3 with a grade of Pass or “C” or higher or qualifying score on the ESL placement test for ESL 4.
This is a high-intermediate course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of intermediate-level grammar and introduces students to critical reading and writing at the paragraph level. Capitalization rules, punctuation, and sentence variety will also be taught along with continued emphasis and practice in listening and speaking in an academic context.

ESL 5 (Not Degree Applicable)
GRAMMAR, READING, AND WRITING 5 4.0 UNITS
Class hours: 4.0 Lecture/1.0 Laboratory
Prerequisite: ESL 4 or ESL 100 with a grade of Pass or “C” or higher or qualifying score on the ESL placement test for ESL 5.
This is a low-advanced course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of advanced-
level grammar, critical reading and thinking, paragraph and short essay writing. Punctuation rules, sentence variety, and academic vocabulary will also be taught along with continued emphasis and practice in listening and speaking in an academic context.

**ESL 7 (Not Degree Applicable)**
**ESL BEGINNING SPEAKING AND LISTENING** 1.5 UNITS
Class hours: 1.5 Lecture
This course identifies and improves the production of American speech sounds. Students prepare, practice and present various oral messages. Emphasis is on stress and intonation. Topics center on students' needs and personal experiences. (Formerly ESL 22)

**ESL 10 (Not Degree Applicable)**
**ESL SPEAKING AND LISTENING 1** 3.0 UNITS
Class hours: 3.0 Lecture
Students practice oral communication and listening skills. Emphasis is on fluency, correct word usage, and syntax. Topics range from everyday situations to elementary abstractions.

**ESL 11 (Not Degree Applicable)**
**ESL READING 1** 1.5 UNITS
Class hours: 1.5 Lecture
This course is designed for ESL students who wish to improve in fundamental reading skills. The emphasis will be on phonics, word recognition skills, and basic thinking as they relate to reading.

**ESL 12 (Not Degree Applicable)**
**ESL PRONUNCIATION** 1.5 UNITS
Class hours: 1.5 Lecture
This course aids the students in reproducing the sounds of American English accurately. Attention focuses on the individual needs of the students.

**ESL 14 (Not Degree Applicable)**
**PRONUNCIATION PLUS** 3.0 UNITS
Class hours: 3.0 Lecture
This is an intensive pronunciation course that includes practice with the sounds of American English in all contexts: syllables, words, sentences, and conversation and an in-depth practice of the stress and intonational patterns of American English. Enunciation (production of sounds with clarity and precision) of American English in varying contexts will be stressed. Each student will be evaluated and assisted with his/her pronunciation difficulties.

**ESL 15 (Not Degree Applicable)**
**ESL INDIVIDUALIZED COMMUNICATION FOR ACADEMIC SUCCESS** 0.5 UNIT
Class hours: 2.0 Laboratory
This course is intended for ESL students who need to improve their speaking and listening skills to transition from non-credit to credit academic college-level courses. Coursework consists of a variety of self-study modules and includes role-playing situations for practice of actual classroom situations. Aural and oral communication skills are emphasized. The individual instructor selects topics that include academic vocabulary used in college settings, college instructor expectations, and explanation of cultural differences in relation to the college setting.

**ESL 20 (Not Degree Applicable)**
**ESL SPEAKING AND LISTENING 2** 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ESL 10 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of ESL 10. Students practice oral communication and listening skills. Fluency, correct usage, and syntax are emphasized. Topics are of a more abstract nature.

**ESL 21A (Not Degree Applicable)**
**ESL INTERMEDIATE VOCABULARY** 3.0 UNITS
Class hours: 3.0 Lecture
This course is for ESL students who wish to improve vocabulary skills. Emphasis is on building vocabulary, dictionary skills, and word recognition skills to be used in everyday language and college courses. Students will be introduced to the most frequently used English words and will also learn how to infer meaning from context.

**ESL 21B (Not Degree Applicable)**
**ESL ADVANCED VOCABULARY** 3.0 UNITS
Class hours: 3.0 Lecture
This course is for advanced ESL students who wish to improve vocabulary skills at a level beyond that of the intermediate. The emphasis is on general and specialized vocabulary development, advanced dictionary skills, word recognition skills, improvement of sight vocabulary, and application of advanced vocabulary in context techniques.

**ESL 23 (Not Degree Applicable)**
**ESL SPELLING** 1.5 UNITS
Class hours: 1.5 Lecture
This course introduces basic spelling rules and provides students with the opportunity for practice orally and in writing. Texts and supplemental materials will be used to reinforce the relationship between oral and written expression. This course may be taken a maximum of 2 times.

**ESL 31 (Not Degree Applicable)**
**ESL READING 2** 1.5 UNITS
Class hours: 1.5 Lecture
This course improves the literal, interpretive, and critical comprehension skills of the students. Emphasis is on identifying main ideas and significant details, sequence of relationships, inferences of fact and tone, figurative language, and propaganda.

**ESL 32 (Not Degree Applicable)**
**ESL LEARNING AMERICAN IDIOMS** 1.5 UNITS
Class hours: 1.5 Lecture
Students study American expressions and American social customs. Students incorporate common expressions in their conversation and writing. Social customs, such as those regarding time, dress, guest behavior, gestures, and selected public encounters, are discussed.

**ESL 35 (Not Degree Applicable)**
**EDITING ADVANCED GRAMMAR/SYNTAX** 1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
This course is designed for the advanced ESL students in writing courses who need help with grammar troublespots that cause difficulties in writing. Rather than provide English grammar review, the course concentrates on rules to help the student apply general principles. It will aid in finding ways to examine and evaluate writing in terms of grammatical accuracy.

**ESL 36 (Not Degree Applicable)**
**ESL GRAMMAR REVIEW** 0.5 UNIT
Class hours: 2.0 Laboratory
This course is designed to assist any non-native speaker of English who is having difficulty writing grammatically correct papers for college and/or career purposes. It offers individual instruction for grammar structures, sentences formation, punctuation, and word usage when writing in English. This course focuses on correcting students' errors with verb tenses, noun usage, adjective
Course Descriptions

ESL 57 TOEFL PREPARATION COURSE  3.0 UNITS
Class hours: 3.0 Lecture
This course is intended to prepare students for the TOEFL (Test of English as a Foreign Language) test, which is a requirement for international students entering a North American college or university. The test measures proficiency and academic skills of non-native English speakers at the university-level. Students will review and master each of the language skills on the test to perform academic tasks in listening, speaking, reading, and writing. Students will also learn test-taking strategies and take TOEFL simulation tests to gain experience and confidence leading to better test results. Although this is a comprehensive study course for the exam, it will help prepare all English language learners for taking college and university-level courses. Transfer Credit: CSU

ESL 120 PREPARATION FOR COLLEGE WRITING FOR NON-NATIVE ENGLISH SPEAKERS  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: Completion of the English as a Second Language placement process with a qualifying score for ESL 120 or completion of ESL 5, ESL 200, or equivalent with a grade of Pass or “C” or higher.
This is an advanced ESL writing course designed to improve academic reading, writing, grammar, listening, and speaking skills of non-native English speakers in preparation for college classes. Students continue to use the writing process as a means of developing ideas into clear, correct, and effective writing. Critical reading, summarizing, and expository essay writing are taught with teaching methods that facilitate comprehension for English language learners. Transfer Credit: CSU

ESL 120 INTRODUCTION TO COLLEGE COMPOSITION FOR NON-NATIVE ENGLISH SPEAKERS  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: Completion of the English as a Second Language placement process with a qualifying score for ESL 152 or completion of ESL 120 or equivalent with a grade of Pass or “C” or higher.

This course is designed to prepare non-native English speakers for college-level writing and for entrance into English 100. Students develop the ability to write clearly, effectively and correctly, using standard American English. Students write a series of compositions that integrate critical reading and thinking, the writing process, and grammar. Students continue to develop listening comprehension, speaking skills, grammar, sentence structure, and vocabulary to facilitate second language acquisition.

Transfer Credit: CSU

ESL 298 DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ESL 299 DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

ENVIRONMENTAL POLICY
(SCIENCE, ENGINEERING, MATH DIVISION)

ENVS 200 ENVIRONMENTAL POLICY  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: BIOL 105 or GEOG 103 or equivalent with a grade of Pass or “C” or higher.
This course presents the history, current status, and future of environmental issues, with special emphasis on California. The biological, geological, and geographical aspects of water quality, air quality, energy, land use, and the coastal environment will be examined, as well as the policies used to manage them. The course requires one field trip. Transfer Credit: one field trip. Transfer Credit: CSU; UC

FILM
(FINE ARTS, COMMUNICATION DIVISION)

FILM 101 MOTION PICTURE PRODUCTION  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This is a hands-on course in motion picture production where students learn about screenwriting, and the various phases of production including non-linear editing. Students may take this course to work as members of a production team and/or to write and direct their own projects. (Formerly TH 153)
Transfer Credit: CSU

FILM 102 TELEVISION PRODUCTION  3.0 UNITS
Class hours: 1.0 Lecture/5.0 Laboratory
This class provides practice in basic television production and video post-production. The focus will be on field video production and digital editing, using Final Cut Pro. Students will do exercises, individual and team projects, learn about producing, directing, camera operation, and post-production. Qualified projects will be aired on cable as Cerritos College Campus TV programming. (Formerly TH 156)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
FILM 103
TELEVISION COMMERCIAL AND PUBLIC SERVICE ANNOUNCEMENT PRODUCTION 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: FILM 101 or FILM 102 or equivalent with a grade of Pass or “C” or higher.
This course is an introductory course in the study of the aesthetics and the production of the television commercial, including political ads and public service announcements. (Formerly TH 157)
Transfer Credit: CSU

FILM 104
MOTION PICTURE AND DIGITAL CINEMATOGRAPHY 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: FILM 101 or equivalent with a grade of Pass or “C” or higher
This is an introductory course in the craft of both digital and film cinematography. Students shoot scenes using Super8 and 16mm film, as well as digital video (DV). (Formerly TH 158)
Transfer Credit: CSU

FILM 107
MOTION PICTURE EDITING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course will serve as an introduction to motion picture editing, taking students through the history and craft of editing by analyzing significant works. Students will apply their knowledge of editing techniques using non-linear editing software (Final Cut Pro) and video footage shot in class. (Formerly TH 193)
Transfer Credit: CSU

FILM 114
STORYBOARDING & ANIMATION PRINCIPLES FOR FILM 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course looks at visual storytelling techniques using storyboards and the principles of animation to effectively communicate a story through pre-visualization and hand drawing of sequences for a live-action production, graphic novel illustration or a character-based animation project. (This course is not open to students who are enrolled in or who received credit in ART 114.)
Transfer Credit: CSU

FILM 159
WORLD FILM 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 52 or ENGL 155 or equivalent with a grade of Pass or “C” or higher
This course examines the art of motion pictures and its international and global impact. It includes the critical analysis of feature films as a reflection of national, ethnic and cultural values. (Formerly TH 159)
Transfer Credit: CSU; UC

FILM 160
GREAT FILM DIRECTORS 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This is a survey course on the art and social impact of the film director. Through a series of collective film screenings, lectures, and discussions, students will analyze individual filmmakers. (Formerly TH 160)
Transfer Credit: CSU; UC

FILM 241
SCREENWRITING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ENGL 52 or equivalent with a grade of Pass or “C” or higher
This course provides an opportunity for students to develop a screenplay for television or motion pictures. Students learn the craft of screenwriting by studying published scripts, movies, and TV shows and by writing synopses, treatments scenes, and a production-worthy screenplay. (Formerly TH 241)
Transfer Credit: CSU; UC

FILM 256
DOCUMENTARY FILM & REALITY TELEVISION PRODUCTION 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: FILM 101 and FILM 102 or equivalent with grades of Pass or “C” or higher
This is a production course in the study of the related non-fictional formats of the documentary film and reality television programs. (Formerly TH 256)
Transfer Credit: CSU

FILM 271
MUSIC VIDEO PRODUCTION 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: FILM 101, FILM 107, and FILM 102 or ART 114. Courses or equivalents must be completed with grades of Pass or “C” or higher.

FILM 293
ADVANCED MOTION PICTURE EDITING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: FILM 107 or equivalent with a grade of Pass or “C” or higher.
This course takes students through the more advanced features of Final Cut Studio 2 software to develop advanced skills in editing, compositing, and motion graphics to create better-edited projects. (Formerly TH 293)
Transfer Credit: CSU

FILM 294
ADVANCED MOTION PICTURE PRODUCTION 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: FILM 101, FILM 104, and FILM 107 or equivalents with a grade of Pass or “C” or higher.
This is an advanced course in the elements and practice of motion picture production. Students create and direct advanced motion picture projects using either 16mm film or digital video. (Formerly TH 254)
Transfer Credit: CSU

FILM 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

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FIN 52
BUSINESS MATHEMATICS FOR ACCOUNTING APPLICATIONS 1.5 UNITS
Class hours: 1.5 Lecture
This course is designed to teach students basic mathematical calculations used in business, finance, and accounting and introduces them to the IBM compatible computer and standard spreadsheet software. Topics covered include fractions and percentages, sales and purchasing cycles, sales tax, markups and markdowns, simple and compound interest, and finance charges. (Formerly BUSF 52)

FIN 125
PERSONAL FINANCE 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to empower individuals with various tools to manage their money and make sound lifelong financial decisions. Students will understand the social and psychological issues related to money and learn established measurement techniques to analyze, plan, and manage their financial lives. Topics include financial planning, income and expense management, investment analysis, retirement planning, consumerism, insurance, estate planning, home ownership, and credit management. (Formerly BUSF 125)

FIN 126
INTRODUCTION TO STOCK MARKET AND INVESTMENTS 3.0 UNITS
Class hours: 3.0 Lecture
This course will cover the following subject areas: how to invest in the stock market; the various kinds of stocks, bonds, warrants, and rights; investment objectives; investment systems; the Broker's part in investment; stock exchanges; how stocks are traded and reported in the newspaper; investment vocabulary, mutual funds, and investment companies. (Formerly BUSF 126)

FREN 101
ELEMENTARY FRENCH 5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: FREN 101 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the study of the basic principles of French with an emphasis on oral and written communication. It helps continue to develop the appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU; UC

FREN 201
INTERMEDIATE FRENCH 5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: FREN 102 or equivalent with a grade of Pass or “C” or higher.
This course provides a review and in-depth study of important grammatical concepts. Reading and interpretation of authentic literary works by French writers are included. Guided and original composition exercises will be assigned as a transition to free written expression. This class is conducted primarily in French.
Transfer Credit: CSU; UC

FREN 202
INTERMEDIATE FRENCH 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: FREN 201 or equivalent with a grade of Pass or “C” or higher.
This is a course in reading of modern French. Emphasis is placed on oral and written expression. Grammar review is completed. FREN 202 aims to give the student a working knowledge of the language and to form the basis for advanced work in literature or science.
Transfer Credit: CSU; UC

FREN 203
INTERMEDIATE FRENCH ADVANCED LEVEL I 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: FREN 202 or equivalent with a grade of Pass or “C” or higher.
This course consists of selected intermediate readings in literary and technical French designed to meet requirements of students majoring in literature, science, mathematics and engineering with a minimum basic grammar review.
Transfer Credit: CSU; UC
FREN 281
BEGINNING CONVERSATIONAL FRENCH 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: FREN 102 or equivalent with a grade of Pass or “C” or higher.
This course develops conversational French based on French history within an emphasis on Francophone Americas and Caribbean cultures, as well as language changes. Complex grammar and vocabulary structure will be consolidated. This course will be taught in French. This course is recommended for French Majors.
Transfer Credit: CSU; UC

FREN 282
INTERMEDIATE CONVERSATIONAL FRENCH 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: FREN 281 or equivalent with a grade of Pass or “C” or higher.
This course develops intermediate conversational French based on French history within an emphasis on Francophone culture and language changes in Francophone Europe. Highly complex grammar and vocabulary structure will be consolidated. This course will be taught in French. This course is recommended for French majors.
Transfer Credit: CSU; UC

FREN 283
ADVANCED CONVERSATIONAL FRENCH 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: FREN 282 or equivalent with a grade of Pass or “C” or higher.
This course develops conversational French based on French and Francophone history within an emphasis on Francophone culture and language changes in Francophone Africa and West Indies. Highly complex syntactic structure and vocabulary will be consolidated. This course will be taught in French. This course is recommended for French majors.
Transfer Credit: CSU; UC

FREN 285
ROMANCE LINGUISTICS 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: FREN 101 with a grade of Pass or “C” or higher.
This course will analyze the evolution of Romance languages from Latin. French utterances will be structured through phonological, morphosyntactic, and lexical norms. This course is not open to students who are enrolled in or have received credit in SPAN 285. This course will be taught in English.
Transfer Credit: CSU; UC

FREN 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

FREN 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

GEOGRAPHY
(SCIENCE, ENGINEERING, MATH DIVISION)

GEOG 101
PHYSICAL GEOGRAPHY 3.0 UNITS
Class hours: 3.0 Lecture
This course covers the causes of variations in weather and climate; how landscapes develop; the use of maps or other tools of a geographer; and the effect of earth motions on the seasons, time, and climate.
Transfer Credit: CSU; UC

GEOG 101L
PHYSICAL GEOGRAPHY LABORATORY 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: GEOG 101 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment.
This laboratory/field study is designed to supplement GEOG 101. It introduces the global physical world, its dynamics and spatial relationships. The physical environment is presented as an integration of the atmosphere, hydrosphere, lithosphere, and biosphere. Furthermore, this course will introduce the physical processes that have shaped the earth, including weather and climate, plate tectonics, hydrological cycle, weathering, and glaciation.
Transfer Credit: CSU; UC

GEOG 102
NATURAL AND CULTURAL GEOGRAPHY 3.0 UNITS
Class hours: 3.0 Lecture
This course is a survey of the influence of culture and the physical environment on man’s activities in major world regions. An examination of the culture, settlement patterns, agriculture, commerce, natural resources and industry of each region will be made. In addition, world trends in population growth and urbanization will be studied.
Transfer Credit: CSU; UC

GEOG 103
ENVIRONMENTAL GEOGRAPHY 3.0 UNITS
Class hours: 3.0 Lecture
This course is a survey of global environmental issues and the effects on society. Emphasis is placed on Earth’s systems, sustainability, population concerns, global warming, energy use, pollution, and availability of natural resources.
Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Course Descriptions

GEOL 101
PHYSICAL GEOLOGY 4.0 UNITS
Class hours: 3.0 Lecture/4.0 Laboratory
Prerequisite: GEOL 101 or equivalent with a grade of Pass or “C” or higher.
This is an introductory course in the study of the geologic sciences. The geology, topography, structure, and ecology of the earth will be discussed in class then observed and investigated in the field. Samples and data collected from study areas may be further analyzed in a lab setting. Students will learn how to perform fundamental field techniques of the earth sciences, such as orienteering, surveying, mapping, and sampling. This course includes field trips.
Transfer Credit: CSU; UC

GEOL 201
EARTH HISTORY 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This is an integrated course designed to give broad, general knowledge in the areas of nonavian dinosaur origins, evolution, lifestyles, habitat, and extinction. It will also provide an in-depth coverage of the origin of avian dinosaurs and other life forms of the Age of Dinosaurs. Two field trips are required activities.
Transfer Credit: CSU; UC

GEOL 204
GEOLOGY OF THE WESTERN NATIONAL PARKS AND MONUMENTS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 100 clearance and ENGL 105L or equivalent with a grade of Pass or “C” or higher.
A study of the geologic processes which shaped selected national parks and monuments of Western North America.
Transfer Credit: CSU

GEOL 207
PALEONTOLOGY, LIFE OF THE PAST 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This course is an introduction to the study of fossils. Fossil preservation, distribution and paleoecology are considered. Particular emphasis is placed on the fossil record as evidence of organic evolution on planet earth. Laboratory will include specimen identification. Two field trips are required.
Transfer Credit: CSU; UC

GEOL 208
THE AGE OF THE DINOSAURS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This is an integrated course designed to give broad, general knowledge in the areas of nonavian dinosaur origins, evolution, lifestyles, habitat, and extinction. It will also provide an in-depth coverage of the origin of avian dinosaurs and other life forms of the Age of Dinosaurs. Two field trips are required activities.
Transfer Credit: CSU; UC

GEOL 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU
GEOL 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU; UC

GEOL 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

GEOL 209
NATURAL DISASTERS 3.0 UNITS
Class hours: 2.5 Lecture/1.5 Laboratory
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.
This course is an introduction to the study of natural disasters, including how the origins are explained by atmospheric disturbances and plate tectonics, and how new knowledge can be applied to the betterment of human welfare. The equivalent of three (3) one-day field trips is required and constitutes the laboratory portion of this course.
Transfer Credit: CSU; UC

GEOM 101
ELEMENTARY GERMAN 5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: GEOM 100 or equivalent with a grade of Pass or "C" or higher.
This course provides intensive oral practice in speaking and understanding German as used in travel, in the home, in school, and in everyday life. Emphasis is placed on vocabulary, idioms, and language patterns as used in travel, in the home, in school, and in everyday life. Emphasis is placed on vocabulary, idioms, and language patterns fundamental to an active and practical use of German. This beginning course emphasizes listening, speaking, reading, and writing, and helps to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU; UC

GERM 201
INTERMEDIATE GERMAN 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: GERM 200 or equivalent with a grade of Pass or "C" or higher.
This course provides a review and in-depth study of grammatical concepts and reading and interpretation of literary works by writers of German-speaking countries. Guided and original compositions are included. This course conducted primarily in German, will further develop the appreciation of cultural diversity.
Transfer Credit: CSU; UC

GERM 202
INTERMEDIATE GERMAN 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: GERM 201 or equivalent with a grade of Pass or "C" or higher.
This course provides a continued review and in-depth study of grammatical concepts and reading and interpretation of literary works by writers of German-speaking countries. Guided and original compositions are included. This course conducted primarily in German, will further develop the appreciation of cultural diversity.
Transfer Credit: CSU; UC

GERM 203
SCIENTIFIC GERMAN 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: GERM 202 or equivalent with a grade of Pass or "C" or higher.
This course provides a review of grammatical concepts in the German language and consists of selected intermediate readings of literary and technical German designed to meet requirements of students majoring in literature, science, mathematics and engineering.
Transfer Credit: CSU; UC

GERM 204
SCIENTIFIC GERMAN 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: GERM 203 or equivalent with a grade of Pass or "C" or higher.
This course provides a review of grammatical concepts in the German language and consists of selected intermediate readings of literary and technical German designed to meet requirements of students majoring in literature, science, mathematics and engineering.
Transfer Credit: CSU; UC

GERM 281
BEGINNING CONVERSATIONAL GERMAN 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: GERM 102 or equivalent with a grade of Pass or "C" or higher.
This course gives the student practice in speaking and understanding German as used in travel, in the home, in school, and in everyday life. Emphasis is placed on vocabulary, idioms, and language patterns fundamental to an active and practical use of German. This course is recommended for all German majors and develops the appreciation of cultural diversity.
Transfer Credit: CSU; UC

GERM 282
INTERMEDIATE CONVERSATIONAL GERMAN 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: GERM 281 or equivalent with a grade of Pass or "C" or higher.
This course provides intensive oral practice in the discussion of current topics, including multi-culturalism in German-speaking countries. Emphasis is on the acquisition of
special idioms and vocabulary suitable for conversation about the family, the world of work, business, sports, public transportation and ecology. This course conducted primarily in German, is recommended for all German majors.

Transfer Credit: CSU; UC

GERM 283
ADVANCED
CONVERSATIONAL GERMAN 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: GERM 282 or equivalent with a grade of Pass or “C” or higher.
This course provides intensive oral practice in discussion of controversial topics, expressing informed opinions regarding current affairs, the arts and political issues. Emphasis is on the acquisition of appropriate vocabulary and language patterns, and the creative development of arguments. This course conducted in German, is recommended for all German majors.

Transfer Credit: CSU; UC

GERM 291
GERMAN FOR INTERNATIONAL COMMERCE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: GERM 201 or equivalent with a grade of Pass or “C” or higher.
Recommendation: GERM 201 or equivalent with a grade of Pass or “C” or higher.
This course will introduce students to the vocabulary used in German business and economy and will give insight into the customs used in the German business world where they differ from American customs.

Transfer Credit: CSU

GERM 292
GERMAN FOR INTERNATIONAL COMMERCE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: GERM 102 or equivalent with a grade of Pass or “C” or higher.
Recommendation: GERM 201 or equivalent with a grade of Pass or “C” or higher.
This course will further introduce students to the vocabulary used in German business and economy and will give an insight into the customs used in the German business world where they differ from American customs.

Transfer Credit: CSU

GERM 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

GERM 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

HEALTH EDUCATION (HEALTH, PHYSICAL EDUC DIVISION)

HED 100
CONTEMPORARY HEALTH PROBLEMS 3.0 UNITS
Class hours: 3.0 Lecture
Students will identify, analyze, and seek solutions to contemporary health issues. The learner will be exposed to such health components as improving nutrition and physical fitness, enhancing mental and emotional health, creating healthy and caring relationships, avoiding and overcoming destructive habits, preventing and fighting disease, and facing life's transitions.

Transfer Credit: CSU; UC

HED 101
STRESS MANAGEMENT 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to give students an understanding of physiological and mental determinants and manifestations of stress. Topics include the nature and physiology of stress, mental stress, stress as it relates to disease, emotions, and personality, behavior modification, communication, time management, physical exercise and nutrition. Students are also trained in a variety of stress management techniques including imagery, progressive muscle relaxation, biofeedback, problem solving techniques, state and trait anxiety inventories, centering, breathing exercises, yoga, meditation, art therapy, music therapy, and humor therapy.

Transfer Credit: CSU

HED 103
WOMEN, THEIR BODIES AND HEALTH 3.0 UNITS
Class hours: 3.0 Lecture
This course will examine contemporary women's health issues and body image concerns. General topics will include images of women, lifespan changes, mental health, eating disorders, prevention of abuse and self-harm, social roles, sexual identity and sexuality, relationships, birth control and pregnancy. Current research on cardiovascular disease, cancer and other chronic conditions will be discussed as they pertain to women's issues. Students will develop the skills necessary to become wiser consumers of health and beauty-enhancing products. (This course is not open to students currently enrolled or who have completed WS 103.)

Transfer Credit: CSU

HED 110
COMMUNITY FIRST AID AND CPR 3.0 UNITS
Class hours: 3.0 Lecture
This course introduces the skills required to provide basic life support in an emergency illness or injury. The course includes adult, infant and child CPR and First Aid. Upon successful completion of all tests, students will be issued an American Red Cross card for Community First Aid (3 years) and CPR (1 year).

Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
HED 200
NUTRITION FOR HEALTH, FITNESS, AND PHYSICAL ACTIVITY 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to the basic nutritional principles important to physically active individuals. Content will cover the role of food in enhancing exercise and sport performance, body composition, and energy production. Current research and practical activities will be presented. This course is especially applicable for individuals interested in careers related to fitness or athletics.
Transfer Credit: CSU; UC

HED 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

HED 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

HEALTH OCCUPATIONS
(HEALTH OCCUPATIONS DIVISION)

HO 7 (Not Degree Applicable)
CARDIOPULMONARY RESUSCITATION 0.5 UNIT
Class hours: 0.5 Lecture
The Basic Life Support for Healthcare Provider course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies. Content includes initial management of cardiac arrest, respiratory arrest, and airway obstruction in the infant, child and adult populations as well as two rescuers CPR, and use of automated external defibrillator (AED). This course is offered on a credit/no credit basis only.

HO 9 (Not Degree Applicable)
EMERGENCY MEDICAL TECHNICIAN I 3.0 UNITS
Class hours: 3.0 Lecture
Corequisite: HO 9L.
This course is designed to teach the student the basic knowledge, skills and attitudes necessary to perform pre-hospital emergency care. The didactic portion will present various Basic Life Support (BLS) assessment tools that are included in the Emergency Medical Technician - I (Basic) scope of practice. Areas of instruction include scene and physical patient assessment, and the proper utilization of emergency medical equipment. The information presented will assist in the development of critical thinking skills required to complete a systematic and nationally standardized approach to caring for the ill and injured patient. Successful candidates in HO 9 and HO 9L will be eligible for verification of course completion. The combination of HO 9 and HO 9L meets the didactic, certifying skills exam, and clinical experiences set forth in the California Code of Regulations for Emergency Medical Technician hours of instruction. Additional testing and certification process is required to use the name Emergency Medical Technician - I or Basic. This course does not guarantee State certification.

HO 9L (Not Degree Applicable)
EMERGENCY MEDICAL TECHNICIAN I LAB 2.0 UNITS
Class hours: 6.5 Laboratory
Corequisite: HO 9.
Prerequisite: Current BLS-Healthcare Provider CPR card issued by the American Heart Association.

This course is designed to teach the student the practical skills necessary to perform pre-hospital emergency care. Areas of instruction include scene and physical patient assessment, safe and proper utilization of equipment, and hospital and ambulance clinical experience. Successful candidates in HO 9 and HO 9L will be eligible for verification of course completion. The combination of HO 9 and HO 9L meets the didactic, certifying skills exam, and clinical experiences set forth in the California Code of Regulations for Emergency Medical Technician hours of instruction. Additional testing and certification process is required to use the name Emergency Medical Technician - I or Basic. This course does not guarantee State certification. Uniform will be required. Clearance of criminal background check may be required prior to clinical field experience.

HO 53
ELECTROCARDIOGRAPHY 1.0 UNIT
Class hours: 0.7 Lecture/1.0 Laboratory
This course will provide the student with knowledge and skills concerning the theoretical and procedural requirements for performing electrocardiography. This course follows the guidelines set forth by both state and national regulations.

HO 54
MEDICAL LABORATORY SKILLS 1.0 UNIT
Class hours: 0.7 Lecture/1.0 Laboratory
This course will provide the student with knowledge and skills concerning the theoretical and procedural requirements for performing several lab procedures. This course follows guidelines set forth by both state and national regulations including, but not limited to, the parameters of waived testing as set by CLIA (Clinical Laboratory Improvement Act of 1988).

HO 55
PHLEBOTOMY PROCEDURES 1.5 UNITS
Class hours: 1.0 Lecture/1.5 Laboratory
Recommendation: MA 161 or equivalent with a grade of Pass or "C" or higher.
This course provides instruction in the principles and practices of blood specimen collection required by the health care regulations in California. Completion of the course meets the following requirements: 1) complete didactic and partial practical to qualify for the examination for Certified Phlebotomy Technician I as defined by the Department

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of Health Services; 2) complete didactic and partial practical for Medical Assistant certification as defined by the California Society of Medical Assistants.

**HO 56**
**MEDICATION CALCULATIONS** 1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process.
This course presents skills and concepts utilized to calculate drug dosage. Problem solving, application of basic algebraic concepts, formulas, proportional relationships, systems of measurement, and measurement system conversions will be included.
Transfer Credit: CSU

**HO 100**
**HEALTH OF UNDERSERVED COMMUNITIES** 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 52 and MATH 60 or equivalent with grades of Pass or “C” or higher.
By providing an overview of the dynamics and processes underlying the health profiles of Latinos/Latinas another underrepresented minorities in Los Angeles County, this class aims to transform the student's individual interest in health into a professional health career goal. Population projections, population characteristics, birth rates and outcomes, causes of death and death rates, patterns of reportable diseases, services utilization, patterns of immigration, health insurance, provider training, risk behaviors, and chronic diseases will be surveyed.
Transfer Credit: CSU; UC

**HO 150**
**PROFESSIONAL/ CPR AND FIRST AID** 1.5 UNITS
Class hours: 1.5 Lecture
This course for allied health students will cover cardiopulmonary resuscitation and first aid. Topics will include one-and-two person CPR for infants, children, and adults; resuscitation will mask and bag-valve mask; automated external defibrillator (AED); and early intervention for wounds, burns, trauma, and sudden illness. A two-person CPR/AED card and a First Aid card will be earned with successful completion of the course.
Transfer Credit: CSU

**HO 152**
**NORMAL AND THERAPEUTIC NUTRITION** 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: A&P 150 and A&P 151 or equivalent with grades of Pass or “C” or higher.
This course is an introduction to basic principles of normal and therapeutic nutrition. Emphasis is placed on nutritional requirements and food selection in health and disease. Course content includes life cycle needs, weight maintenance strategies and discussion of common medical disorders and their relation to diet. This course is designed to meet the requirement for dental hygiene and nursing majors.
Transfer Credit: CSU

**HO 298**
**DIRECTED STUDIES** 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

**HO 299**
**DIRECTED STUDIES** 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

**HISTORY**
(HUMANITIES, SOC SCIENCE DIVISION)

**HIST 101**
**AMERICAN HISTORY AND CONSTITUTION** 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
History 101 is a survey of the history of the United States from pre-colonial times to the present. Major political, social, economic, and cultural factors will be presented focusing on the roles played by the diverse peoples and cultures who shared in the development of United States history. An emphasis may be placed on one or more of these factors.
Transfer Credit: CSU
*UC credit limits may apply. HIST 101, HIST 102 and HIST 103 combined: maximum credit, 2 courses.

**HIST 102**
**POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES: 1500S TO 1876** 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
A study of United States history tracing the development of American ideals and actions from the Pre-Revolutionary Period through the Civil War Era. Major political, social, economic, and cultural factors will be presented focusing on the roles played by the diverse peoples and cultures who shared in the development of United States history. An
emphasis may be placed on one or more of these factors. (Formerly HIST 201)
Transfer Credit: CSU; UC*
*UC credit limits may apply. HIST 101, HIST 102 and HIST 103 combined: maximum credit, 2 courses.

HIST 103
POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES:
1877 TO PRESENT 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
A survey of cultural, diplomatic, economic, ethnic, political and social trends in recent United States history from 1877 to the present, focusing on the roles played by the diverse peoples and cultures who shared in the development of the United States. An emphasis may be placed on one or more of these factors. (Formerly HIST 202)
Transfer Credit: CSU; UC*
*UC credit limits may apply. HIST 101, HIST 102 and HIST 103 combined: maximum credit, 2 courses. HIST 103 and HIST 210 combined: maximum credit, one course.

HIST 110
AFRICAN/AMERICAN HISTORY 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Pass or “C” or higher.
This course is a survey of the political, legal, economic, and social position and role of African-Americans in the history of the United States. Special emphasis will be given to the contributions of African-Americans in all aspects of American culture.
Transfer Credit: CSU; UC

HIST 120
HISTORY OF CALIFORNIA 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Pass or “C” or higher.

This course is an historical examination of the cultural, political, and economic forces that have shaped contemporary California. It focuses on the roles played by the diverse people who shared in its development from early Native American societies through the Spanish and Mexican periods and U.S. conquest to the present.
Transfer Credit: CSU; UC

HIST 204
WOMEN IN AMERICAN HISTORY 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Completion of the English Placement process with a score eligible for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This lecture/discussion course will survey women’s history in the United States from colonial times to the present. It will focus on defining the similarities and differences in historical experiences of women based on their social class, race, and ethnicity. Topics of concentration include the changing roles of women in the private and public spheres; an analysis of the agendas, strategies, and consequences of the women’s movements; and the historical evolution of the definitions of feminism and social construction of gender. This course is not open to students who are enrolled in or have received credit in WS 204.
Transfer Credit: CSU; UC

HIST 210
HISTORY OF THE UNITED STATES IN THE POST WORLD WAR II ERA 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This lecture/discussion course examines and analyzes the development of the United States from 1945 to the present. Attention is given to the political, social, intellectual, cultural, and economic changes in American society. Included as areas of inquiry will be the impact of the Cold War on foreign and domestic policies and society; the effect of social protest movements on society; the interconnected influence of economic, demographic, and cultural changes on policy and society; the expansion and contraction of the social welfare state; the ways that the Vietnam conflict, emergence of multiculturalism, and the new environmentalism have shaped contemporary policy and attitudes, and the pervasive and lasting influence of mass culture, technology and media.
Transfer Credit: CSU; UC*
*UC credit limits may apply. HIST 103 and HIST 210 combined: maximum credit, one course.

HIST 220
HISTORY OF THE AMERICAS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course covers the histories of Latin America, Canada, and the United States as an integrated whole. Emphasis is given to the Pre-Columbian setting, Native American heritage, the European conquest and legacy, distinctive colonial institutions, and the growth of independence movements. Major political, social, economic, and cultural factors will be presented focusing on the roles played by the diverse people and cultures who shared in the development of the nations of the Western hemisphere.
Transfer Credit: CSU; UC

HIST 221
HISTORY OF THE AMERICAS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.
This course is a study of the histories of the United States, Canada, and the nations of Latin America from the completion of the independence movements to the present. They are studied as an integrated whole focusing on the roles played by the diverse peoples and cultures who shaped their development. Major political, economic, social and cultural factors and issues are presented with emphasis given to emerging international relations within the Western Hemisphere during the nineteenth and twentieth centuries.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
**Course Descriptions**

HIST 230  
**HISTORY OF MEXICO  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Pass or “C” or higher.  
This course is an examination of the origins and evolution of the cultural, social, economic and political institutions, trends, events, issues, and leading personalities of Mexican History from the Pre-Columbian period to contemporary society.  
_Transfer Credit: CSU; UC_

HIST 235  
**HISTORY OF LATIN AMERICA  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.  
This course is a study of the history of Latin America from the development of Pre-Columbian cultures to the present. The experiences of individual countries are studied as an integrated whole focusing on the roles played by the diverse peoples and cultures. Major political, economic, social and cultural factors and issues are presented.  
_Transfer Credit: CSU; UC_

HIST 241  
**WESTERN CIVILIZATION  3.0 UNITS**  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or “C” or higher.  
History 241 is a survey course in the history of modern Europe and the Western world from the mid-seventeenth century to the present. It emphasizes broad economic, social and changing political trends, with special attention given to the role of science, the arts and technology in creating the modern world.  
_Transfer Credit: CSU; UC_

HIST 242  
**WESTERN CIVILIZATION  3.0 UNITS**  
Class hours: 3.0 Lecture  
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.  
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or “C” or higher.  
History 242 is a survey course in the history of modern Europe and the Western world from the mid-seventeenth century to the present. It emphasizes broad economic, social and changing political trends, with special attention given to the role of science, the arts and technology in creating the modern world.  
_Transfer Credit: CSU; UC_

HIST 243  
**HISTORY OF ASIA  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or READ 43 with a grade of Pass or “C” or higher.  
_Transfer Credit: CSU; UC_

HIST 244  
**WORLD CIVILIZATION FROM ANTIQUITY TO 1500  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: READ 54 and ENGL 52 or equivalent with grades of Pass or “C” or higher.  
This is a survey course of the roots and development of civilizations in Africa, the Americas, Asia, and Europe from the Neolithic Revolution until the age of European exploration of the Americas (1500). The civilizations of Ancient, Classical, Postclassical, and Early European periods will be studied, emphasizing interaction between civilizations and major cultures.  
_Transfer Credit: CSU; UC_

HIST 245  
**WORLD CIVILIZATION FROM 1500 TO PRESENT  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: READ 54 and ENGL 52 or equivalent with grades of Pass or “C” or higher.  
This is a survey course of the origin of the modern world, tracing both regional histories and global interactions. The root and development of civilizations in Africa, the Americas, Asia, and Europe from the 1500’s to the present day will be chronicled. Topics will include: the origins and the role of universal religions; the examination of political, social, and gender structures in relation to economic and demographic development; and the diffusion of culture and technology via migration, commerce and the expansion of empire.  
_Transfer Credit: CSU; UC_

HIST 246  
**HISTORY OF ENGLAND, GREAT BRITAIN AND THE COMMONWEALTH  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.  
History 250 is a survey of the history and institutions of Britain, the British Empire and The Commonwealth from the Norman Conquest to the present. It will focus upon medieval and early modern England, the creation of the first and second British Empires, and upon the development of Britain’s economic, political and social institutions since the Glorious Revolution. The evolution of The Commonwealth and developing relations with the United States will also be studied. This course is not open to students who have credit in both HIST 5.1 and HIST 5.2.  
_Transfer Credit: CSU; UC_

HIST 247  
**HISTORY OF RUSSIA AND THE SOVIET UNION  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.  
This course in the history of Russia encompasses a brief introduction to the political, social, economic, and cultural development of the Russians from earliest times to the present with an in-depth emphasis on the twentieth century. Special attention is given to the Bolshevik Revolution, the emergence of Soviet totalitarianism, the collapse of the Soviet Union, and the emergence of the new Russian Republic.  
_Transfer Credit: CSU; UC_

HIST 248  
**HISTORY OF THE MIDDLE EAST  3.0 UNITS**  
Class hours: 3.0 Lecture  
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Pass or “C” or higher.  
_Transfer Credit: CSU; UC_

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
This course presents a general survey of the historical evolution of cultural, social, economic and political institutions and customs of the nations of Asia. The pre-19th Century sections of the course will emphasize institutions such as family, philosophies, religious viewpoints and life style. The post 18th Century periods will emphasize Western imperialism in Asia, nationalism, the independence movements, and the development of modern Asian states and societies.

_HIST 265
SELECTED PROBLEMS
IN CONTEMPORARY
ASIAN HISTORY
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or "C" or higher and satisfactory completion of the Reading Placement Process or READ 43 with a grade of Pass or "C" or higher.

This course consists of a study of topical issues and problems concerning 20th Century Asiatic history. Emphasis will be placed upon political, economic, social and cultural institutions, western imperialism, Asian nationalism, the emergence of modern Asian states, international relations, and contemporary Asian societies.

_Transfer Credit: CSU; UC_

_HIST 270
SPECIAL TOPICS IN HISTORY
3.0 UNITS

Class hours: 3.0 Lecture
This course will expand on subjects and themes introduced in the core history curriculum offerings. Each topic will focus on themes, perspectives and issues of special interest to students. The specific focus of a particular offering will be decided by the course instructor and announced in the Schedule of Classes.

_Transfer Credit: CSU; UC credit determined after admission._

_HIST 275
GLOBAL STUDIES
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 or equivalent with a grade of Pass or "C" or higher.

In this course students study the patterns and processes of global change and international institutions in the post-World War II period. Students are introduced to an array of concepts and theoretical perspectives to understand the global conditions that act as catalysts to world problems and challenges. This course examines how the world community organizes its responses to serious international problems.

_Transfer Credit: CSU; UC_

_HIST 298
DIRECTED STUDIES
1.0 UNIT

Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

_Transfer Credit: CSU_

_HIST 299
DIRECTED STUDIES
2.0 UNITS

Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

_Transfer Credit: CSU_

_HUMANITIES (FINE ARTS, COMMUNICATION DIVISION)_

_HUM 100
THE ART OF BEING HUMAN
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher are strongly recommended.

This is an introductory humanities course which considers the great works of humanity through the ages in painting, music, architecture, sculpture, dance, literature, and philosophy as they relate to the universal problems of humankind and today’s students. Everyone will be encouraged to develop his/her own doctrine of humanity. College level reading is required.

_Transfer Credit: CSU; UC_

_HUM 108
BLACK IMAGES IN POPULAR CULTURE
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher is strongly recommended.

This course surveys the depiction and development of images of Blacks and the stereotypes created in Western culture. The various means artists have used to counter those stereotypes by using techniques of resistance and counter narratives will be examined. Students will study fine art, comic books, comic strips, cartoons, advertising, literature, music, dance, theatre, cinema, broadcasting and television. This course is not open to students who are enrolled in or who have received credit in ART 108.

_Transfer Credit: CSU; UC_

_HUM 109
GENDER AND SEXUALITY IN ART
3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 and READ 54 or equivalent with grades of Pass or "C" or higher is strongly recommended.

This class will investigate the relationship between gender and sexuality through and examination of visual art, cinema, television, video, and advertising. Close attention will be given to how popular and artistic cultures shape identity and representation. Writing a research paper is a significant component of the course. College level reading is required.
This course is not open to students who are enrolled in or who have received credit in ART 109.
Transfer Credit: CSU; UC

HUM 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

HUM 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

INSURANCE

(BUSINESS DIVISION)

INSR 101
INTRODUCTION TO INSURANCE 1.0 UNIT
Class hours: 1.0 Lecture
This course gives students a background of the modern property/casualty insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, how reinsurance is used to create an insurance company and insure large property and high liability values/limits, an understanding of civil laws or tort and contract, a review of the basic commercial and personal Insurance Services Office (ISO) insurance contracts, and an understanding of the importance of the risk management process.
Transfer Credit: CSU

INSR 102
INSURANCE CODE AND ETHICS 1.0 UNIT
Class hours: 1.0 Lecture
This Code and Ethics course is designed for insurance majors. It addresses ethical considerations one must support in order to succeed in business, specifically in the insurance industry. This course presents ethical issues with which employees working in insurance offices will be involved.
Transfer Credit: CSU

INSR 121
INSURANCE PRINCIPLES: PROPERTY AND LIABILITY 3.0 UNITS
Class hours: 3.0 Lecture
This course will help individuals learn basic information concerning property and liability insurance. The first segment of the course covers the fundamentals of insurance, including types of insurers, institutions that provide insurance, how it is regulated, and measurements of financial performance. The second segment includes insurance operations, such as marketing, underwriting, and claims. The final segment covers insurance contracts, loss exposure, and risk management.
(Formerly BUSA 121)

INSR 122
PERSONAL INSURANCE 3.0 UNITS
Class hours: 3.0 Lecture
This course is intended to assist individuals in learning basic information regarding personal insurance. It is of value to anyone majoring in business or anyone who does not possess the knowledge to handle personal insurance needs. Topics include information about automobile insurance, homeowners insurance, other residential insurance, such as fire and earthquake insurance, marine insurance, other personal property and liability insurance, financial planning, life insurance, and health insurance.
Transfer Credit: CSU

INSR 123
COMMERCIAL INSURANCE 3.0 UNITS
Class hours: 3.0 Lecture
This course is intended to help individuals learn basic information regarding the whole area of commercial insurance. Covered in this course is information concerning commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owners policies and farm insurance, workers compensation and employers liability insurance, and other miscellaneous coverage.
Transfer Credit: CSU

INSR 171
INSURANCE OCCUPATIONAL WORK EXPERIENCE 1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Insurance Occupational Work Experience requires 72 non-paid hours or paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
INTERDISCIPLINARY STUDIES
(HUMANITIES, SOC SCIENCE DIVISION)

INST 100
PRINCIPLES AND STRATEGIES FOR PROBLEM SOLVING  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
Students will study problem-solving concepts and strategies from an interdisciplinary perspective needed to succeed as a lifelong learner. Various theories and models for learning and intellectual development of adults and college students will be addressed. Emphasis is placed on the application of metacognitive strategies and problem-solving concepts to issues and problems associated with mastering the college experience.
Transfer Credit: CSU

INST 151
PRINCIPLES OF RECOVERY AND PSYCHOSOCIAL REHABILITATION  3.0 UNITS
Class hours: 3.0 Lecture
This course provides an overview of the philosophy, practices, and perspectives used in working with people and families with mental illness. The course will introduce and familiarize students with proven recovery and rehabilitation methods that allow individuals to reintegrate into society.
Transfer Credit: CSU

INST 152
HELPING RELATIONSHIPS  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: INST 151 with a grade of Pass or “C” or higher.
The course will introduce and familiarize students with skills and theories necessary for creating an effective partnership between service provider and service recipient. Students will learn techniques for service planning, advocating, empowering, and community reintegration.
Transfer Credit: CSU

INST 272
SPECIAL POPULATIONS  3.0 UNITS
Class hours: 3.0 Lecture
This course provides an overview of special populations with mental illness, including the homeless, transitional age youth, the elderly, veterans, gays, lesbians, bisexuals, transsexuals, individuals with physical disabilities, individuals with substance abuse, and different racial and ethnic groups. Emphasis is placed on the issues that are specific to special populations with mental illness, including living skills, education, self-development, empowerment, leadership, transitional support, and recovery efficacy.
(Formerly PSYC 272)
Transfer Credit: CSU

JAPANESE
(LIBERAL ARTS DIVISION)

JAPN 101
ELEMENTARY JAPANESE  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
This beginning Japanese course emphasizes listening, reading, writing, and speaking and helps to develop the appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU; UC

JAPN 102
ELEMENTARY JAPANESE  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: JAPN 101 or equivalent with a grade of Pass or “C” or higher.
This beginning course continues to emphasize listening, reading, and writing, and speaking and helps to continue to develop the appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU; UC

JAPN 201
INTERMEDIATE JAPANESE  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: JAPN 102 or equivalent with a grade of Pass or “C” or higher.
This course provides intensive oral practice in the discussion of current topics, including multiculturalism in Japanese-speaking countries. Emphasis is on the acquisition of special idioms and vocabulary suitable for conversation about the family, the world of work, business, sports, public transportation and ecology. This course conducted primarily in Japanese, is recommended for all Japanese majors.
Transfer Credit: CSU; UC

JAPN 202
INTERMEDIATE JAPANESE  4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: JAPN 201 or equivalent with a grade of Pass or “C” or higher.
This course is a course with emphasis on reading modern Japanese. It continues the review of grammatical concepts, and requires written composition and oral discussion. This course conducted primarily in Japanese, completes the study of all aspects of the Japanese language at the intermediate level.
Transfer Credit: CSU; UC

JAPN 281
BEGINNING CONVERSATIONAL JAPANESE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: JAPN 102 or equivalent with a grade of Pass or “C” or higher.
This course gives the student practice in speaking and understanding Japanese as used in travel, in the home, in school, and in everyday life. Emphasis is placed on vocabulary, idioms and language patterns fundamental to an active and practical use of Japanese. This course develops the appreciation of the Japanese culture. It is recommended for all Japanese majors.
Transfer Credit: CSU; UC

JAPN 282
INTERMEDIATE CONVERSATIONAL JAPANESE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: JAPN 281 or equivalent with a grade of Pass or “C” or higher.
This course provides intensive oral practice in the discussion of current topics, including multiculturalism in Japanese-speaking countries. Emphasis is on the acquisition of special idioms and vocabulary suitable for conversation about the family, the world of work, business, sports, public transportation and ecology. This course conducted primarily in Japanese, is recommended for all Japanese majors.
Transfer Credit: CSU; UC

JAPN 283
ADVANCED CONVERSATIONAL JAPANESE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: JAPN 282 or equivalent with a grade of Pass or “C” or higher.
This course provides intensive oral practice in discussion of controversial topics and expressing informed opinions regarding current affairs, the arts, and political issues. Emphasis is on the acquisition of appropriate vocabulary and language patterns, and the creative development of arguments. This course conducted in Japanese, is recommended for all Japanese majors.
Transfer Credit: CSU; UC

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JAPN 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

JAPN 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

FINE ARTS, COMMUNICATION DIVISION

JOURNALISM

JOUR 100
MASS COMMUNICATIONS AND SOCIETY 3.0 UNITS
Class hours: 3.0 Lecture
The course examines the impact of mass media in national and international political, economic, cultural and behavioral contexts. It assesses contemporary trends in media-society relations; historical facts that have shaped the structures, practices and products of the mass media industries and trends in media-society relations.
Transfer Credit: CSU; UC

JOUR 101
BEGINNING NEWSWRITING AND REPORTING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or "C" or higher.
This course focuses on the principles of news gathering and news writing, with emphasis on journalistic writing. Basic news story structure and development, news evaluation, newsgathering methods, interviewing, craftsmanship, and reporting techniques in general are explored. Newspaper and other news and information media are analyzed. The course is particularly recommended for English and communications majors and those planning careers in news media, public relations, communications, corporate communications and news and informational media.
Transfer Credit: CSU; UC

JOUR 106
TALONMARKS.COM 1.0 UNIT
Class hours: 0.5 Lecture/2.0 Laboratory
Recommendation: JOUR 101 and ENGL 52 or equivalent with grades of Pass or “C” or higher, or concurrent enrollment. JOUR 103 or equivalent with grades of Pass or “C” or higher, or concurrent enrollment.
This course focuses on media article writing and digital storytelling using the online school newspaper, talonmarks.com, as a practical laboratory. Students research, write, and edit articles for the online school newspaper using multimedia techniques, such as photo slideshows, videos, animations, Flash-based presentations, and podcasts. Students research stories, synthesize and edit them, and prepare them for dissemination. Ethical and legal aspects of communication are also covered.
Transfer Credit: CSU

JOUR 107
COLLEGE NEWSPAPER 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: JOUR 101 or equivalent with a grade of Pass or “C” or better.
This course focuses on writing and producing student news publications using the school newspaper, the Talon Marks and its online version, talonmarks.com, as a practical laboratory. Students research, write, and edit articles for the two publications; take photographs and create graphic illustrations; develop multimedia stories; and produce the print and online publications for distribution to a college-wide audience. Ethics and legal aspects of communication are also covered. Pass/No Pass option is available for non-journalism majors. (Formerly JOUR 103 and JOUR 105)
Transfer Credit: CSU

JOUR 107A
COLLEGE NEWSPAPER 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Recommendation: JOUR 101 or JOUR 121 or equivalents with a grade of Pass or “C” or higher.
This course focuses on writing and producing student news publications using the Talon Marks student media—school newspaper, talonmarks.com, social media, and others—as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will work primarily in one of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of communication are also covered.
Transfer Credit: CSU

JOUR 107B
INTERMEDIATE COLLEGE NEWSPAPER 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: JOUR 101 or JOUR 121 or equivalent with a grade of Pass or “C” or better.
This course focuses on writing and producing student news publications using the Talon Marks student media—school newspaper, talonmarks.com, social media, and others—as a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will work primarily in two of the following areas: researching, writing, and editing articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics and legal aspects of communication and media leadership/management are also covered.
Transfer Credit: CSU
Course Descriptions

JOUR 107C
INTERMEDIATE ADVANCED
COLLEGE NEWS PAPER 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: JOUR 107B or equivalent with a grade of Pass or “C” or better.
This course focuses on writing and producing student news publications using the Talon
Marks student media---school newspaper, talonmarks.com, social media, and others---as
a practical laboratory that produces a journalistic product for distribution to a
college-wide audience. Students will work primarily in three of the following areas:
researching, writing, and editing articles for the two publications; taking photographs and
creating graphic illustrations; developing multimedia stories; or designing pages. Ethics,
legal aspects of communication, and media leadership/management are also covered and
students should serve in leadership roles.
Transfer Credit: CSU

JOUR 107D
ADVANCED
COLLEGE NEWS PAPER 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: JOUR 107C or equivalent with a grade of Pass or “C” or better.
This course focuses on writing and producing student news publications using the Talon
Marks student media---school newspaper, talonmarks.com, social media, and others---as
a practical laboratory that produces a journalistic product for distribution to a college-wide audience. Students will produce work in each of the following areas: researching, writing, and editing advanced investigative and in-depth articles for the two publications; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages. Ethics, legal aspects of communication, and media leadership/management are also covered, and students should serve in leadership roles and cover a major or public affairs beat.
Transfer Credit: CSU

JOUR 111
INTRODUCTION
TO NEWSLETTERS 1.0 UNIT
Class hours: 0.5 Lecture/2.0 Laboratory
Recommendation: ENGL 52 or JOUR 101 or equivalent with a grade of Pass or “C” or higher.
This course focuses on the preparation of content for newsletters of all professions and special interests. Students will discuss news values in selecting and writing content, writing and editing techniques, and careers in newsletter journalism. Students will gain hands-on experience in choosing, writing and editing content for publication in preparation for the next step: newsletter design.
Transfer Credit: CSU

JOUR 119
LEGAL ASPECTS OF
MASS COMMUNICATIONS 1.0 UNIT
Class hours: 1.0 Lecture
This course provides a brief introduction to legal aspects faced by those involved in mass media and new media. Major topics include First Amendment rights and responsibilities, libel, privacy, copyright, freedom of information, open meetings, broadcast decency, and student media. This course in not open to students who are enrolled in or who have received credit in LAW119 or RTV 119.
Transfer Credit: CSU

JOUR 121
MULTIMEDIA REPORTING 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Recommendation: JOUR 101 or equivalent with a grade of Pass or “C” or higher.
This course will provide a basic introduction to multimedia storytelling with a journalism emphasis. Techniques that will be explored include use of video, photos, audio, animation, and text to convey interactive news and feature stories through the World Wide Web and other electronic media.
Transfer Credit: CSU

JOUR 125
BROADCAST NEWS
PRODUCTION AND EDITING 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Recommendation: Concurrent enrollment in or completion of JOUR 101, JOUR 107, or JOUR 121, or their equivalents with grades of Pass or “C” or better.
This course is a study and practice of digital audio production and editing in broadcast journalism centered around the computer. The focus is on news and feature stories that involve interviews and other audio associated with stories. Students will learn about reporting, recording, editing, and distribution through Web and podcasts, as well as how to market their product.
Transfer Credit: CSU

JOUR 130
PHOTO JOURNALISM 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: PHOT 100 or equivalent with a grade of Pass or “C” or higher.
This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, Internet, and other mass communications media. Students must have access to a manually operable camera. This course is not open to students who are enrolled in or who have received credit in PHOT 130.
Transfer Credit: CSU

JOUR 157
PRINCIPLES OF
PUBLIC RELATIONS 3.0 UNITS
Class hours: 3.0 Lecture
This class explores the basic theories and principles of communicating information and concepts. Emphasis is on techniques and methods, with attention given to identifying audiences, using public relations tools, planning public relations programs and campaigns, promoting favorable relations with various segments of the public, and dealing with problem solving. The effective use of public information, publicity, and advertising is covered. This course is not available for students who are enrolled in or have completed BA 157.
Transfer Credit: CSU

JOUR 160
COLLEGE MAGAZINE
PRODUCTION 1.0 UNIT
Class hours: 0.5 Lecture/2.0 Laboratory
Corequisite: JOUR 103 or JOUR 105 or PHOT 102 or PHOT 112 or ENGL 240 or ART 188.
This course offers study and practical experience in planning content and layout and in editing the college magazine. It provides a format for the application of photojournalism in feature articles using, page design, and writing skills. (Formerly JOUR 160L)
Transfer Credit: CSU

JOUR 170
BROADCAST NEWS/
WEBCASTING 1.0 UNIT
Class hours: 0.5 Lecture/2.0 Laboratory
Prerequisite: Concurrent enrollment or completion of JOUR 101 with a grade of Pass or “C” or higher.
Recommendation: Concurrent enrollment or completion of JOUR 103 and/or concurrent enrollment or completion of RTV 152.
This course focuses on broadcast newswriting and production techniques using the college radio station, WPMD, as a practical laboratory. Students will develop and research story ideas for regular news broadcasts on WPMD. Newsgathering and reporting for broadcast will be emphasized, along with ethics and legal aspects of communication. This course is not open to students currently enrolled in or who have completed RTV 170.
Transfer Credit: CSU

JOUR 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

LAW
(BUSINESS DIVISION)

LAW 1T (Not Degree Applicable)
LEGAL COMPUTER LAB  0.5 UNIT
Class hours: 1.0 Laboratory
Corequisite: Enrollment in one or more LAW class.
Open Entry/Open Exit
Recommendation: LAW 56 with a grade of Pass or "C" or higher.
This course is designed to assist development in computer applications in the advanced Law courses. Students must attend one hour minimum per week and are limited to a maximum of three hours per week. (Formerly BL 1T)

LAW 52
LAW OFFICE MANAGEMENT  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or "C" or higher.
This course is a study of law office management and organization. Roles, activities, and responsibilities in timekeeping and accounting systems for law offices, as well as legal calendaring, file organization, and retrieval systems, will be taught. Law office computers and their functions in the law office will be utilized. (Formerly BL 52)

LAW 98 (Not Degree Applicable)
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. (Formerly BL 98)
learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. (Formerly BL 99)

LAW 100
INTRODUCTION TO CALIFORNIA CIVIL PROCEDURES 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or "C" or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T.
This course is an introduction to civil procedures in litigation, including pre-suit claims and notices, jurisdiction, service of process, venue, statutes of limitations, parties, and joinder. Rules governing pleading in complaints and answers are covered, as well as demurrers and amended pleadings. Computerized legal forms are introduced. (Formerly BL 100)
Transfer Credit: CSU

LAW 101
INTRODUCTION TO LAW 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to careers in the legal field including the role of the paralegal/legal assistant in the law office and the rules of ethics which govern lawyers and legal assistants. The course also covers substantive law in the areas of crimes and torts and describes the structure of the legal system in the federal and state settings. An introduction to the law library and legal resources is provided. (Formerly BL 101)
Transfer Credit: CSU

LAW 102
ADVANCED CALIFORNIA CIVIL PROCEDURES 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: LAW 100 with a grade of Pass or "C" or higher.
Recommendation: LAW 56 with a grade of Pass or "C" or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T.
This course continues the study of California Civil Procedures through the trial of a civil matter. Students will study the elements of discovery and develop a written discovery plan. Students will draft motions, judicial arbitration materials, trial briefs, and settlement proceedings. This is an optional course concentrating in advanced civil litigation and writing. (Formerly BL 102)
Transfer Credit: CSU

LAW 103
LEGAL RESEARCH 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 101 and LAW 56 or equivalent with grades of Pass or "C" or higher. This course is designed to introduce students to the basic techniques of legal research. Emphasis will be placed upon techniques of modern legal research which include the use of the law library and the specific techniques of how to use the primary and secondary sources of the law, legal terms, research aids; and introduction to legal writing. Primary emphasis will be on the legal research in the state of California. (Former BL 103)
Transfer Credit: CSU

LAW 104
ADVANCED LEGAL RESEARCH 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: LAW 103 or equivalent with a grade of Pass or "C" or higher.
Recommendation: LAW 56 or equivalent with a grade of Pass or "C" or higher. This is an advanced legal research course for the paralegal student. This course will utilize legal research skills to develop sophisticated techniques in the use of legal research materials both at the state and federal levels. Computerized legal research (Westlaw) and traditional research methods will be utilized in preparing complex legal research projects. Analysis of the law through practical application of legal research will be developed. Memorandums, points and authorities, and comprehensive briefs will be required. (Formerly BL 104)
Transfer Credit: CSU

LAW 105
INTRODUCTION TO FEDERAL AND CALIFORNIA EMPLOYMENT, LABOR, AND WORKERS’ COMPENSATION LAW 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to Federal and California State employment, labor, and workers’ compensation laws that affect the relationship between employers and employees in the work place. It provides an understanding for both employers and employees of their rights and obligations under these laws. (Formerly BL 105)
Transfer Credit: CSU

LAW 106
BANKRUPTCY LAW 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or "C" or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T.
This course is an introduction to the Federal Bankruptcy law, with emphasis on Chapter 7 Bankruptcies, and discussions and introduction to Chapter 11 and 13 proceedings. The student will complete an entire Chapter 7 Bankruptcy petition and other documents and motions involving a bankruptcy case under the Bankruptcy Code. Included will be creditors’ claims and motions for relief of automatic stay. (Formerly BL 106)
Transfer Credit: CSU

LAW 107
PROBATE PROCEDURES 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or "C" or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T.
This course acquaints the student with the procedures and laws governing the probate of estates, both testate and intestate, and with procedures to transfer decedent’s property without probate. Emphasis is placed upon correct completion of probate forms, notice requirements, and time limits. Procedures governing guardianship and conservatorship will also be covered. (Formerly BL 107)
Transfer Credit: CSU

LAW 108
FAMILY LAW PROCEDURES 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or "C" or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T.
This course acquaints the student with the laws governing family relations and procedures for dissolution of marriage actions. These are: Order to Show Cause Hearings, Trials, and Post Dissolution Proceedings. Preparation of marital termination agreements, types of judgments, adoptions and custody agreements are also presented. (Formerly BL 108)
Transfer Credit: CSU

LAW 109
TORTS & PERSONAL INJURY 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Students in Paralegal courses are strongly recommended to enroll in LAW 1T.
This course is a study of the major areas of torts and personal injury law including interviewing, claims investigation, claims adjustment techniques, and litigation procedures. (Formerly BL 109)
Transfer Credit: CSU

**LAW 110**  
**BUSINESS LAW**  
3.0 UNITS

Class hours: 3.0 Lecture  
This is a survey course designed to acquaint the student with the legal aspects of the business world. It will cover bailments, personal property, real property, agency, partnerships, corporations, wills, trusts, secured interests, and international law. (Formerly BL 110)
Transfer Credit: CSU; UC*  
*UC credit limits may apply. LAW 110, LAW 111 and BA 113 combined: maximum credit, one course.

**LAW 111**  
**BUSINESS LAW**  
3.0 UNITS

Class hours: 3.0 Lecture  
This is a course designed to introduce the student to the legal concepts of everyday business transactions. It will include discussions of legal rights, contracts, Universal Commercial Code (UCC) sales, negotiable instruments, and the structure of our judicial system. This course meets 54 hours of the legal requirement for Court Reporting Certification. (Formerly BL 111)
Transfer Credit: CSU; UC*  
*UC credit limits may apply. LAW 110, LAW 111 and BA 113 combined: maximum credit, one course.

**LAW 112**  
**ESTATE PLANNING FOR THE PARALEGAL**  
3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of Pass or “C” or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T.  
This course is an introduction to estate administration. The student will learn the legal theories relating to wills, trusts, succession, taxation, and probate. Document preparation will be required in the areas of wills, trusts, and estate plans. (Formerly BL 112)
Transfer Credit: CSU

**LAW 113**  
**FUNDAMENTALS OF ALTERNATE DISPUTE RESOLUTIONS**  
3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: LAW 56 with a grade of Pass or “C” or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T.  
This course is the study of the techniques that resolve disputes to avoid or circumvent a trial in the California Court system. Students will draft the documents utilized in negotiations, mediation, neutral fact finding, contractual arbitration, judicial arbitration, and private judging. (Formerly BL 113)
Transfer Credit: CSU

**LAW 114**  
**LAW ON THE INTERNET**  
3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: Students in Paralegal courses are strongly recommended to enroll in LAW 1T.  
This course introduces the students to the basic techniques of using the Internet for legal research, general factual research, other law-office related research and research related to legal careers and education. Students learn how to access and use the Internet. Emphasis is placed on search techniques including use of various search engines including legal search engines, refining search queries and performing a variety of searches using the Internet. Both Federal and California state research materials will be used. (Formerly BL 114)
Transfer Credit: CSU

**LAW 115**  
**ELDER LAW**  
3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: Students in Paralegal courses are strongly recommended to enroll in LAW 1T.  
This course introduces the student to the expanding legal area of elder law. Topics include ethical considerations, government benefits, health care decision making, Medicare and Medi-Cal benefits, home care versus residential care facilities, and protection from physical and/or fiduciary abuse. Upon completion of the course, students will be able to direct the elderly or their families to the appropriate government or private agency for assistance. (Formerly BL 115)
Transfer Credit: CSU

**LAW 116**  
**CRIMINAL LAW**  
3.0 UNITS

Class hours: 3.0 Lecture  
Recommendation: Students in Paralegal courses are strongly recommended to enroll in LAW 1T.  
This is an introduction to criminal law. Concepts covered include the legal system, elements of a crime, crimes against persons and property, defenses and seizures, pre-trial and trial process, sentencing, corporate and white-collar crimes. (Formerly BL 116)
Transfer Credit: CSU

**LAW 119**  
**LEGAL ASPECTS OF MASS COMMUNICATIONS**  
1.0 UNIT

Class hours: 1.0 Lecture  
This course provides a brief introduction to legal aspects faced by those involved in mass media and new media. Major topics include First Amendment rights and responsibilities, libel, privacy, copyright, freedom of information, open meetings, broadcast decency, and student media. This course is not open to students who are enrolled in or who have received credit in JOUR 119 or RTV 119.
Transfer Credit: CSU

**LAW 120**  
**LEGAL ETHICS**  
3.0 UNITS

Class hours: 3.0 Lecture  
This course is a study of the major areas of legal ethics and rules of professional responsibility as they affect paralegal/legal assistants. The course also focuses on legal ethics as they apply to attorneys. The course will cover the substantive rules regarding the regulation of lawyers/paralegals/legal assistants, the unauthorized practice of law, issues of confidentiality and conflicts of interest, advertising and solicitation, fees and client funds competence, and professionalism. (Formerly BL 120)
Transfer Credit: CSU

**LAW 161**  
**CONSUMER LAW**  
3.0 UNITS

Class hours: 3.0 Lecture  
This course is an introduction to the workings of the law to help the consumer better understand legal fundamentals and procedures. This course covers the legal profession and careers; the court system in the United States, contracts, property rights, negligence, wills, business organizations, marriage and divorce, real estate, bankruptcy, and consumer protection. (Formerly BL 161)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
LAW 171
LEGAL OCCUPATIONAL WORK EXPERIENCE 1.0 UNIT
Class hours: 1.0 Work Experience
One units of Legal Occupational Work Experience requires 60 non-paid hours or 75 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BL 172)
Transfer Credit: CSU

LAW 173
LEGAL OCCUPATIONAL WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
Three units of Legal Occupational Work Experience require 180 non-paid hours of work or 225 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must secure departmental approval before enrolling. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BL 174)
Transfer Credit: CSU

LAW 220
LANDLORD AND TENANT LAW 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or “C” or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T. This is an introduction to landlord and tenant law including the nature of the tenancy relationship, rental agreements, rights and obligations during tenancy, premises liability and unlawful detainer litigation. Rules governing preparation of the unlawful detainer summons and complaint and answer are covered as well as obtaining default judgment and possession of property. (Formerly BL 220)
Transfer Credit: CSU

LAW 230
CORPORATE LAW 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or “C” or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T. This is an introduction to corporate law. Concepts covered include substantive law considerations in choosing a business entity, pre-incorporation planning, forming a corporation, advantages and disadvantages of incorporating, issuance of shares and securities law considerations, corporate taxation, corporate structure, dividends and dissolution. (Formerly BL 230)
Transfer Credit: CSU

LAW 260
IMMIGRATION LAW 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: LAW 56 with a grade of Pass or “C” or higher. Students in Paralegal courses are strongly recommended to enroll in LAW 1T. This is an introduction to immigration law including history and administration of U.S.
Immigration law, citizenships, nationality, immigrant and non-immigrant categories, admission rules to U.S., removal procedures and refugees and asylum. Rules governing preparation of the various immigration forms will also be discussed and reviewed. (Formerly BL 260)  
Transfer Credit: CSU

**LAW 290**  
CAPSTONE COURSE-PARALEGAL PROGRAM  **1.0 UNIT**  
Class hours: 1.0 Lecture  
Recommendation: To be taken in the final semester of course work for certificate students, and to be taken in the final semester prior to graduation for Paralegal A.A. Degree students.  
This course provides the opportunity for students to apply skills and knowledge learned in the other paralegal courses to evidence their mastering of the program outcomes for the Paralegal Program. The aim of the course is to assess students to confirm that they have achieved the learning outcomes for the program, to improve job-readiness, and to have them prepare a portfolio project.  
Transfer Credit: CSU

**LIBRARY**  
(LIBRARY AND EDUCATIONAL TECHNOLOGIES)

**LIBR 50 (Not Degree Applicable)**  
INTRODUCTION TO THE COLLEGE LIBRARY  **0.5 UNIT**  
Class hours: 0.5 Lecture  
This course is designed to introduce students to services and resources offered at Cerritos College Library. It offers students with no or minimal library exposure an opportunity to learn vocabulary and skills necessary to use a college library. This course is offered on a credit/no credit basis only.

**LIBR 100**  
INTRODUCTION TO LIBRARY RESEARCH  **1.0 UNIT**  
Class hours: 1.0 Lecture/1.0 Laboratory  
This course emphasizes the use of library methods and materials that will enable students to locate information for course related study and research. This course is of special value to those students intending to transfer to four-year institutions. This course is offered on a pass/no pass basis.  
Transfer Credit: CSU; UC

**LIBR 101**  
ADVANCED LIBRARY RESEARCH  **1.0 UNIT**  
Class hours: 1.0 Lecture/1.0 Laboratory  
Advanced research strategies are introduced. This includes narrowing a topic, keyword selection, advanced Boolean operators, and database truncation techniques. This course is offered on a pass/no pass basis.  
Transfer Credit: CSU

**LIBR 298**  
DIRECTED STUDIES  **1.0 UNIT**  
Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
Transfer Credit: CSU

**LIBR 299**  
DIRECTED STUDIES  **2.0 UNITS**  
Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.  
Transfer Credit: CSU

**MACHINE TOOL TECHNOLOGY**  
(TECHNOLOGY DIVISION)

**MTT 50**  
CNC SHOP MATH  **3.0 UNITS**  
Class hours: 3.0 Lecture  
This course is designed to teach the student how to solve typical and practical mathematical shop problems using a calculator and The Machinery’s Handbook. Particular emphasis will be placed on solving problems of ratio and proportion, measurement system conversion, plane geometry, and right triangles as applied to machine fabricated parts.

**MTT 51**  
MASTERCAM MILLING  **3.5 UNITS**  
Class hours: 3.0 Lecture/1.5 Laboratory  
This course will prepare students to operate the MasterCAM Programming Systems for milling machines. Students will learn to create and import Computer Aided Design (CAD) geometry, create proper job plans, devise proper toolpaths, and input the resultant data into virtual Computer Numerical Control (CNC) milling machines.

**MTT 52**  
SETUP AND OPERATION OF CNC MILLING MACHINES  **2.5 UNITS**  
Class hours: 2.0 Lecture/1.5 Laboratory  
This course instructs students in the safe and accurate setup and production operation of Computer Numerical Control (CNC) milling machines. Students will learn how to load programs, align fixtures, select offsets, select cutter radius compensation, and run first article parts.

**MTT 54**  
CNC BLUEPRINT READING  **2.5 UNITS**  
Class hours: 2.0 Lecture/2.0 Laboratory  
This course is designed to familiarize the student with blueprints and the conversion of blueprint data to workable fabrication data unique to the CNC machine shop. It will cover tool-offset conversion, location, and identification of missing and pertinent coordinates, ANSI Y-14.5, visualization, and identification of attributes important to CNC programming.

**MTT 56**  
CNC SHOP INSPECTION  **2.0 UNITS**  
Class hours: 2.0 Lecture  
This course is designed to give the students a complete understanding of dimensional metrology. The student will also develop skills.
in preparing inspection reports using all of the appropriate instruments available in a machine shop for validation of part geometry.

MTT 57
SETUP AND OPERATION OF CNC LATHES  2.5 UNITS
Class hours: 2.0 Lecture/1.5 Laboratory
This course instructs students in the safe and accurate set-up and production operation of Computer Numerical Control (CNC) lathes. Students will learn how to load programs, select offsets, select cutter radius compensation, and run first article parts.

MTT 59
MASTERCAM TURNING  2.5 UNITS
Class hours: 2.0 Lecture/1.5 Laboratory
This course will prepare students to operate the MasterCAM Programming Systems for lathes. Students will learn to create import Computer Aided Design (CAD) geometry, create proper job plans, devise proper tool paths, and input the resultant data into virtual Computer Numerical Design (CNC) milling machines. Toolpaths will include facing, turning, grooving, threading, boring, and parting off.

MTT 60
ADVANCED MACHINE TOOL CONCEPTS  2.0 UNITS
Class hours: 2.0 Lecture
Corequisite: MTT 52 or equivalent with a grade of Pass or "C" or higher or MTT 57 or equivalent with a grade of Pass or "C" or higher or MTT 100 or equivalent with a grade of Pass or "C" or higher.
This course will increase students skill and output in areas of their choice. (Formerly MTT 2L)

MTT 61
MASTERCAM MULTI-AXIS MILLING  1.5 UNITS
Class hours: 1.5 Lecture
Prerequisite: MTT 278 or equivalent with a grade of Pass or "C" or higher.
This course advances the student's skill in the programming of 4 and 5-axis milling machines using MasterCAM. Students will also learn to program curve, swarf, flow, multi, and port surfaces and solids. Basic collision control strategies and rotary axis machining are fully incorporated into this class.

MTT 62
FIXTURE TOOLING  2.0 UNITS
Class hours: 2.0 Lecture
Corequisite: MTT 52 or equivalent with a grade of Pass or "C" or higher or MTT 57 or equivalent with a grade of Pass or "C" or higher or MTT 100 or equivalent with a grade of Pass or "C" or higher.
This course teaches planning, design, and fabrication methods for fixtureing in the machine shop. It includes decision-making, machine planning, cutter selection, tolerancing, rest areas, clamping, blueprint interpretation, and design.

MTT 68
COMPUTER-ASSISTED INSPECTION USING VERISURF  2.0 UNITS
Class hours: 2.0 Lecture
This course advances the student's skill in the development of inspection methods for complex machined parts using Verisurf software. The student will learn the advanced aspects of dimensional metrology by using articulating arms to validate part geometry. Finally, the student will develop skills in preparing production part approval processes. (Formerly MTT 58)

MTT 70
MASTERCAM CNC MILL MACHINING LABORATORY  1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: MTT 51 or MTT 76 and MTT 52, with grades of Pass or "C" or higher.
Corequisite: MTT 56 with a grade of Pass of "C" or higher or prior completion.
This course is designed to further develop specialized Computer Numerical Control (CNC) Milling Machine skills using Computer Assisted Manufacturing (CAM) software on a semi-autonomous basis. The student will receive instructions and blueprints from the instructor and work on those projects individually. The student will plan the work, select the programming method given the tolerances of the part, select the fixture, tools, and run a first article on a CNC Mill. (Formerly MTT 6L)

MTT 71
MASTERCAM MULTI-AXIS MILLING  2.0 UNITS
Class hours: 2.0 Lecture
Corequisite: MTT 278 or equivalent with a grade of Pass or "C" or higher.
This course advances the student's skill in the programming of 4 and 5 axis milling machines using MasterCAM. Students will also learn to program curve, swarf, flow, multi, and port surfaces and solids. Basic collision control strategies and rotary axis machining are fully incorporated into this class.

MTT 75
GIBBS CAM TURNING  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This course prepares students to operate the GibbsCam Programming System for lathes. Students will learn to create and import Computer Aided Design (CAD) geometry, create proper job plans, devise proper toolpaths, and input the resultant data into virtual Computer Numerical Control (CNC) machinery. Toolpaths will include facing, turning, grooving, threading, boring, and parting off.

MTT 76
GIBBS CAM MACHINING  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This course prepares students to operate the GibbsCam Programming System for milling machines. Students will learn to create and import Computer Aided Design (CAD) geometry, create proper job plans, devise proper toolpaths, and input the resultant data into virtual CNC machinery.

MTT 77
GIBBS CAM TURNING  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This course prepares students to operate the GibbsCam Programming System for lathes. Students will learn to create and import Computer Aided Design (CAD) geometry, create proper job plans, devise proper toolpaths, and input the resultant data into virtual Computer Numerical Control (CNC) machinery. Toolpaths will include facing, turning, grooving, threading, boring, and parting off.
MTT 94L
MANUAL MACHINING LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: MTT 56 and MTT 100 or equivalent with grades of Pass "C" or higher. This course is an independent study on an experimental research basis, using the manual lathe, the manual mill, and associated cutting tools and machines. Students will increase their skill and knowledge in specialized areas of their choice with the approval and guidance of the department. (Formerly MTT 4L)

MTT 95L
CNC LATHE MACHINING LABORATORY 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: MTT 57 and MTT 59 or MTT 77 with grades of Pass or "C" or higher.
Corequisite: MTT 56 with a grade of Pass or "C" or higher or prior completion.
This course is designed to further develop specialized Computer Numerical Control (CNC) turning machine skills using Computer-Assisted Manufacturing (CAM) software on a semi-autonomous basis. The student will receive instructions and blueprints from the instructor and work on those projects individually. The student will plan the work, select the programming method given the tolerances of the part, select the fixture, and tools, and run a first article on a CNC lathe.

MTT 96L
CNC MULTI-AXIS MILL MACHINING LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: MTT 91L or equivalent with a grade of Pass or "C" or higher.
Corequisite: MTT 61 or equivalent with a grade of Pass or "C" or higher, or prior completion.
This course is designed to further develop specialized Computer Numerical Control (CNC) Multi-Axis Milling Machine skills using Computer Assisted Manufacturing (CAM) software and hardware on a semi-autonomous basis. Students will receive instructions and blueprints of parts requiring 4- or 5-axis milling machining from the instructor and work on those projects individually. Students will plan the work, select the programming method given the tolerances of the part, select the fixture, tools, and run a first article on a multi-axis CNC Mill.

MTT 100
MACHINE TOOL INTRODUCTION 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed as a survey of machine tool technology. It will stress traditional machine tool technologies. It includes setup and operation of the engine lathe, the milling machine, the drill press, and sawing and cutoff machines. It will also incorporate calculation and setup of speeds and feeds, and measurements. This course is required for all Machine Tool Technology majors.
Transfer Credit: CSU

MTT 170
COMPUTER NUMERICAL CONTROL PROGRAMMING 2.0 UNITS
Class hours: 2.0 Lecture
Corequisite: MTT 52 or equivalent with a grade of Pass or "C" or higher or MTT 77 or equivalent with a grade of Pass or "C" or higher or MTT 100 or equivalent with a grade of Pass or "C" or higher.
This course includes numerical control programming as applied to machine tools. Students will develop Computer Numerical Control (CNC) machine tool programs used to make manufactured parts.
Transfer Credit: CSU

MTT 177
ADVANCED GIBBSCAM 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: MTT 76 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
This course advances the student's skill in the development of 3D surface models, solids, and toolpaths using GibbsCam. Students learn how to create programs to machine parts using four-and five-axis machinery. Students will also learn to create optimal programs for complex multi-turret, multi-spindle, and multi-tasking machine tools. Other topics include programming multiple parts on tombstones.
Transfer Credit: CSU

MTT 180
ROBOTICS FOR COMPUTER NUMERICALLY CONTROLLED MACHINES 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course introduces the student to the applications of robotics for computer numerically controlled (CNC) machines by the use of activities-based learning, project-based learning, and problem-based learning. The student will learn how to create a part using software and apply computer-generated toolpaths. The student will also learn about setup, operation, and programming of CNC machines. Techniques of integration between several CNC machines in a work cell environment will be emphasized using simulation and robotic applications.
Transfer Credit: CSU

MANUFACTURING TECHNOLOGY
(TECHNOLOGY DIVISION)

MFGT 50
HAZ-MAT 1.5 UNITS
Class hours: 1.5 Lecture
This course is a survey of the knowledge and skills that allow a person to work with hazardous materials in compliance with governmental regulations while at the same time to protect human health and the environment. Specific examples will include industry specific compliance, regulations, and controls. This includes an introduction to Material Safety Data Sheets (MSDS) and basic materials handling as is typical in local industries.

MFGT 52
INTRODUCTION TO LASER CUTTING TECHNOLOGY 2.0 UNITS
Class hours: 2.0 Lecture
This introductory laser cutting technology class will cover a variety of subjects, starting with an explanation of the laser itself and its history. Discussions will be held on the interface of a laser with material movement.
MFGT 53
STATISTICAL PROCESS CONTROL  1.5 UNITS
Class hours: 1.5 Lecture
This technical course is for quality assurance personnel interested in applying statistical process control concepts. Materials covered include statistical methods for use in quantitative approaches to quality assurance and reliability including basic algebraic notation and formulation, functions, graphical analysis, probability laws, measures of central tendency and dispersion, frequency distributions, sampling plans and risks, control charts, and process capability studies.

MFGT 54
ULTRASONIC LEVEL I TESTING  1.5 UNITS
Class hours: 1.8 Lecture/0.5 Laboratory
This course provides students with background knowledge in the operation of basic ultrasonic testing equipment. Skill development required in understanding and operating basic ultrasonic testing equipment for the inspection of composite and metallic components is emphasized.

MFGT 55
QUALITY CONTROL (QC)  1.5 UNITS
Class hours: 1.5 Lecture
This course provides basic and comprehensive details of quality control concepts for those new to or already in the manufacturing field. Areas covered include quality costs, product liability, reliability and acceptance sampling. Techniques of using production charts, graphs and tables are covered to emphasize quality improvement with manufacturing sampling. Actual case studies and current manufacturing quality issues and concerns will be studied. Related terms and methods of Quality Assurance (QA), Total Quality Management (TQM), International Standards Organization (ISO) 9000 quality standards, Statistical Process Control (SPC), Just In Time (JIT) as well as other quality tools will be outlined and identified.

MFGT 56
ISO 9001:2008  1.5 UNITS
Class hours: 1.5 Lecture
This survey course is a study of ISO 9001:2008, the quality management standards established by the International Organization for Standardization, as it applies to the manufacturing industry. Materials covered will include the ISO 9001 documents and selected references on the topic. Special emphasis will be placed on the advantages of implementing an ISO 9001 Quality System in an industrial manufacturing environment.

MFGT 57
TOTAL QUALITY MANAGEMENT (TQM)  1.5 UNITS
Class hours: 1.5 Lecture
This survey course examines the nature and application in manufacturing of Total Quality Management (TQM) in today's competitive environment. Students will be introduced to basic concepts of quality and why its philosophy of continuous improvement will provide the framework for production systems. The "team" approach to all facets in quality of production within industry is examined.

MFGT 58
BENCHMARKING  1.5 UNITS
Class hours: 1.5 Lecture
This survey course is for those interested in learning about Benchmarking as a strategic tool in manufacturing environment for continuous quality improvement. Topics will include a definition of Benchmarking, resources available to help in the manufacturing Benchmarking process, case studies and examples of companies that have used Benchmarking methods in production.

MFGT 59
LEAN SIGMA  1.5 UNITS
Class hours: 1.5 Lecture
This survey course is designed for individuals interested or actively engaged in developing an effective strategy for process improvements. The course will help Quality, Manufacturing and Engineering personnel understand the differences between Lean and Six Sigma, define the distinct power and focus of each, and why they are used together in a synchronized and complimentary way. Merging Lean and Six Sigma initiatives creates culture change, immediate results, and streamlined processes, paving the way for more effective and sustainable results.

MFGT 60
QUALITY ASSURANCE PRINCIPLES  1.5 UNITS
Class hours: 1.5 Lecture
This course is an overview of quality control systems, organizational structure, quality costs, vendor relations, acceptance sampling, and customer relations. Emphasis will be placed on the importance of adequate product requirements.

MFGT 65
APPLIED MATH IN MANUFACTURING  3.0 UNITS
Class hours: 3.0 Lecture
Student will utilize basic mathematic functions to solve applied technical shop problems in the industrial manufacturing work place. Typical applications will emphasize problems encountered by sales, supervision, quality assurance technicians, inspectors, shop floor, and maintenance personnel. Emphasis will be placed on specific hand measurement instruments and devices to solve common manufacturing problems and verify quality. Problem solving is stressed involving weights and measures, ratios, conversions of standard and metric system measurements, and dimensional and spatial relationships. Students will learn how to interpret manufacturing requirements including process specifications, engineering drawing, symbols and dimensional tolerances.

MFGT 100
MANUFACTURING PROCESSES  3.0 UNITS
Class hours: 3.0 Lecture
This course provides information on modern manufacturing processes and operations including process materials currently used in industry.
Transfer Credit: CSU

MATHEMATICS

(Science, Engineering, Math Division)

MATH 5 (Not Degree Applicable)
MATHMATICS
LEARNING STRATEGIES  1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: Concurrent enrollment in MATH 20, 40, 60, 80, 80A, or 80B.
This course is designed to assist the student in developing learning skills and study habits that are important for all college level course work. Emphasis will be placed on those learning skills and study habits that are unique to the study of mathematics. This student will develop quantitative literacy by practicing arithmetic and algebraic structures including but not limited to “mathematical facts,” number sense and number theory, proportional reasoning including rational expressions and equations, and the real
number system and its properties. Additional topics related to the development of learning skills and study habits may include affective factors influencing learning styles and the study of mathematics, effective management of classroom learning and personal study habits, problem-solving and reasoning skills, test preparation and test-taking strategies, appropriate use of technology, and support services for students of mathematics. This course is offered on a credit/no credit basis only.

**MATH 20 (Not Degree Applicable)**

**BASIC MATHEMATICS** 3.0 UNITS

Class hours: 3.0 Lecture

This course includes a review of basic mathematics skills and fundamental operations as applied to whole numbers, common fractions, decimal fractions, percentage, and ratios. This course may be taken in Programmed Learning Sections. See your counselor for details.

**MATH 40 (Not Degree Applicable)**

**PRE-ALGEBRA** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 20 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process. This course covers topics in pre-algebra, informal geometry, and applied arithmetic including but not limited to percent, rates, scientific notation, tables, graphs, the real number line, an introduction to the Cartesian Coordinate system, problem solving techniques, signed numbers, simplifying and evaluating expressions and formulas, solving simple equations, numerical relationships involving lines, angles and polygons.

**MATH 60 (Not Degree Applicable)**

**ELEMENTARY ALGEBRA** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 40 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the Math Placement Process. This course is a first course in algebra. Topics included are first-degree equations and inequalities, multiple representations of a linear relationship, linear systems of equations in two variables, polynomials, rational expressions, exponents and square roots, and quadratic equations.

**MATH 70**

**PLANE GEOMETRY** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 60 or equivalent with a grade of Pass or "C" or higher or a satisfactory score on Intermediate Algebra Readiness Test. This course includes the study of triangles, quadrilaterals, circles, parallels, and similar figures. Skill development involving equalities, proportions, and areas of the above figures is included. Logical thinking is stressed in problem solutions. This course is designed for students who have not taken high school plane geometry.

**MATH 80**

**INTERMEDIATE ALGEBRA** 4.0 UNITS

Class hours: 4.0 Lecture

Prerequisite: MATH 60 or equivalent with a grade of Pass or "C" or higher, or satisfactory completion of the Math Placement Process. This course explores multiple representations of functions and relations. The types of functions studied will include quadratic, radical, exponential, and logarithmic. These functions will be used in solving a variety of equations and inequalities, systems of equations, and application problems. This course is not open to students with credit in MATH 80 or MATH 80B.

**MATH 80B**

**INTERMEDIATE ALGEBRA II** 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: MATH 80A or equivalent with a grade of Pass or "C" or higher. This course is the second half of Intermediate Algebra, MATH 80. This course explores multiple representations of functions and relations. The types of functions studied will include quadratic, radical, exponential, and logarithmic. These functions will be used in solving a variety of equations and inequalities, systems of equations, and application problems.

**MATH 90A**

**TRAINING FOR TUTORS OF MATHEMATICS I** 2.0 UNITS

Class hours: 2.0 Lecture

Prerequisite: MATH 140 or equivalent with a grade of Pass or "C" or higher. This course is intended to prepare students to be individual and/or group tutors and to be mentor tutors in a program of supervised mathematics tutoring. Course topics include an introduction to learning theory, communication skills useful to mathematics tutors, attitudinal and cognitive roadblocks to student learning, and student success strategies to assist tutees to improve their study habits and time management skills. This course is offered on a credit/no credit basis only.

**MATH 90B**

**TRAINING FOR TUTORS OF MATHEMATICS II** 2.0 UNITS

Class hours: 2.0 Lecture

Prerequisite: MATH 90A or equivalent with a grade of Pass or "C" or higher. This course is a continuation of MATH 90A. It prepares students to be individual and/or group tutors in mathematics and to be mentor tutors in a program of supervised mathematics tutoring. Students will focus on the methods of tutoring mathematics students enrolled in lower division mathematics courses. Course topics include tutoring responsibilities and ethics, principles of tutoring, appropriate tutoring techniques, and a discussion of ethics, principles of tutoring, appropriate tutoring techniques, and a discussion of
common mathematical structures found in lower division mathematics courses. This course is offered on a credit/no credit basis only.

**MATH 105**  
**ACTIVITY-BASED PROBABILITY AND STATISTICS FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS**  
3.0 UNITS  
Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: MATH 70, 80, or MATH 80B or equivalent with grades of Pass or “C” or higher. This course will emphasize activities-based explorations of randomization, data representation, measures of central tendency, and dispersion. Coursework includes combinations, basic probability, and analysis of experiments requiring hypothesizing, experimental design and data gathering. Algebraic thinking will be used throughout the course.  
Transfer Credit: CSU

**MATH 110A**  
**MATHEMATICS FOR ELEMENTARY TEACHERS**  
3.0 UNITS  
Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Pass or “C” or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test. This course is an introduction to problem solving processes and strategies. Topics will include the development and analysis of the structure of and operations on the real number system and concept and process development using appropriate models, technology, manipulatives and activities. It meets elementary education credential requirements. It is not open for credit to math majors.  
Transfer Credit: CSU; UC  
*UC credit limits may apply. MATH 110A and MATH 110B combined: maximum credit, one course.*

**MATH 110B**  
**MATHEMATICS FOR ELEMENTARY TEACHERS**  
3.0 UNITS  
Class hours: 3.0 Lecture/1.0 Laboratory  
Prerequisite: MATH 110A or equivalent with a grade of Pass or “C” or higher. This course is a continuation of MATH 110A. Emphasis will be problem solving with a focus on making tables and patterning, informal geometry, congruence similarity, constructions, transformations, tessellations, and measurement involving both English and Metric units in 1, 2, and 3 dimensions. Computer explorations will be integrated into the course. The course will also emphasize hands-on modeling of real-world geometric situations. It meets elementary education credential requirements. It is not open for credit to math majors.  
Transfer Credit: CSU; UC  
*UC credit limits may apply. MATH 110A and MATH 110B combined: maximum credit, one course.*

**MATH 112**  
**ELEMENTARY STATISTICS**  
4.0 UNITS  
Class hours: 4.0 Lecture  
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or “C” or higher or satisfactory completion of the Math Placement Process. This course provides an introduction to descriptive and inferential statistics. Topics included are mean, standard deviation, variance, probability, random variables, binomial probability distribution, normal probability distribution, central limit theorem, testing hypotheses, confidence intervals, t-distribution, chi-square distribution, F-distribution, linear regression, and linear correlation. This course is a beginning statistics course designed for all majors. A graphing calculator is required.  
Transfer Credit: CSU; UC  
*UC credit limits may apply. MATH 112 combined with PSYC 210: maximum credit, one course.*

**MATH 114**  
**COLLEGE ALGEBRA**  
4.0 UNITS  
Class hours: 4.0 Lecture  
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or “C” or higher or satisfactory completion of the Math Placement Process. This course is designed for students majoring in life or social sciences. The main topics to be covered include linear and quadratic equations and inequalities, polynomial, rational, exponential, and logarithmic functions and their graphs, systems of linear equations, matrices, sequences and series, combinatorics, and the Binomial Theorem.  
Transfer Credit: CSU; UC  
*UC credit limits may apply. MATH 114 and MATH 150 combined: maximum credit, one course.*

**MATH 115**  
**FINITE MATHEMATICS**  
4.0 UNITS  
Class hours: 4.0 Lecture  
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or “C” or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test. This course includes sets, matrices, system of equations and inequities, linear programming, permutations and combinations probability and topics from statistics. Applications of various topics from business, social and behavioral sciences are included.  
Transfer Credit: CSU; UC

**MATH 116**  
**CALCULUS FOR MANAGERIAL, BIOLOGICAL AND SOCIAL SCIENCES**  
4.0 UNITS  
Class hours: 4.0 Lecture  
Prerequisite: MATH 114 or equivalent with a grade of Pass or “C” or higher. This course is a survey of calculus designed to meet lower division university and four year college requirements for the management, biology or social science major student. Topics included are differentiation and integration of algebraic, logarithmic and exponential functions of single and multi-variables, related rates, areas, and curve sketching. This course is not open to students with credit in MATH 170. The class does not meet the prerequisite for MATH 190.  
Transfer Credit: CSU; UC  
*UC credit limits may apply. MATH 116 and MATH 170 combined: maximum credit, one course.*

**MATH 140**  
**TRIGONOMETRY**  
3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: MATH 80 (or MATH 80B) and MATH 70 or equivalent with grades of Pass or “C” or higher. Students who have not taken MATH 80 or MATH 80B must attain a satisfactory score on the Advanced Math Readiness Test. This course includes circular functions, inverses, graphs, angles and trigonometric functions, solutions of right and oblique triangles, identities, solution of equations, and complex numbers. This class may be taken in Programmed Learning Sections. See your counselor for details.  
Transfer Credit: CSU
MATH 150
PRECALCULUS MATH 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: MATH 140 or equivalent with a grade of Pass or “C” or higher. Entering students must attain a satisfactory score on the Calculus Readiness Test.
This course is a critical study of the algebra of real and complex numbers which includes selected topics such as the number system, inequalities, and the binomial theorem, sets, matrices, sequences and series. Exponential, logarithmic, polynomial and inverse functions are included.
Transfer Credit: CSU; UC*
*UC credit limits may apply. MATH 114 and MATH 150 combined: maximum credit, one course

MATH 150A
COMPUTER APPLICATIONS FOR PRECALCULUS 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: MATH 150 or equivalent with a grade of Pass or “C” or higher, or concurrent enrollment.
This course is an introduction to modern mathematical software commonly used in universities and industry. The topics will be specifically selected to enhance and augment MATH 150 Precalculus Mathematics course using the powerful numeric, symbolic, and graphical capabilities of the mathematical software and will better prepare students for calculus.
Transfer Credit: CSU

MATH 170
ANALYTIC GEOMETRY AND CALCULUS I 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: MATH 150 or equivalent with a grade of Pass or “C” or higher. Students who have not taken MATH 150 must attain a satisfactory score on the Calculus Readiness Test.
This course is the first semester of calculus, designed to meet lower division university and four-year college requirements. Topics included are differentiation and integration of algebraic, and trigonometric functions with applications. The necessary topics of analytic geometry are presented as needed to proceed with the principles of calculus.
Transfer Credit: CSU; UC*
*UC credit limits may apply. MATH 116 and MATH 170 combined: maximum credit, one course.

MATH 170A
COMPUTER APPLICATIONS FOR CALCULUS I 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: MATH 170 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment.
This course is an introduction to modern mathematical software as used in most universities and in industrial applications where scientific research is commonplace. The topics will be specifically selected to enhance Calculus I using the powerful numeric, symbolic and graphical capabilities of mathematical software that is currently available.
Transfer Credit: CSU

MATH 190
ANALYTIC GEOMETRY AND CALCULUS II 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: MATH 170 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of MATH 170. Topics include analytic geometry of the plane, differentiation and integration of trigonometric, logarithmic, and exponential functions, techniques of integration with applications, sequences, series, and improper integrals.
Transfer Credit: CSU; UC

MATH 190A
COMPUTER APPLICATIONS FOR CALCULUS II 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: MATH 190 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of MATH 190. Topics include vectors and vector calculus, solid analytic geometry, functions of two or more variables, partial derivatives and multiple integration.
Transfer Credit: CSU

MATH 240
CALCULUS AND DIFFERENTIAL EQUATIONS 4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: MATH 190 or equivalent with a grade of Pass or “C” or higher.
Recommendation: MATH 220 or equivalent with a grade of Pass or “C” or higher.
Topics in the course are standard methods of solving ordinary linear differential equations with applications. Laplace transforms including techniques of solving differential equations with Laplace transforms, matrices, and determinants including solving systems of linear equations with the Gauss elimination technique and Cramer’s Rule. This course is designed for engineering majors.
Transfer Credit: CSU; UC

MATH 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

MATH 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for
MA 62B

ICD-9 AND CPT CODING 1.5 UNITS

Class hours: 1.5 Lecture

Recommendation: MA 62A and MA 161 or equivalent with grades of Pass or “C” or higher. This course presents the International Classification of Diseases, 9th revision (ICD-9-CM) Current Procedural Terminology (CPT) coding process utilized for health care reimbursement. Specialized billing procedures for government medical care, role of the coder, and aspects of related medical professional liability will be presented.

MA 64

MEDICAL OFFICE ASSISTING 3.0 UNITS

Class hours: 2.0 Lecture/3.0 Laboratory

This course includes instruction in developing skills and techniques in the assisting of physical examinations, naming, care and setting-up of instruments, sterilization, and operating room procedures.

MA 66

MEDICATIONS AND SPECIALTIES 3.0 UNITS

Class hours: 2.0 Lecture/3.0 Laboratory

This course prepares the student to prepare and administer medications, maintain narcotic control records, and assist the specialist with examinations. This course meets the requirements as set forth in the laws relating to the utilization of medical assistants within the Medical Practice Act.

MA 67

MEDICAL OFFICE ADMINISTRATION 3.0 UNITS

Class hours: 3.0 Lecture

Prerequisite: MA 60. Recommendation: BCOT 62 and BCOT 3T or equivalent with grades of Pass or “C” or higher. This course is designed to develop skills in administrative procedures in the medical office. Topics include telecommunications; bookkeeping, billing and collections; payroll; policy and procedure development; medical records; verbal and written communication for the medical office; counseling employees, and additional office management techniques. Focus is placed on the manager’s perspective.

MA 68

MEDICAL ASSISTING INTERNSHIP EXPERIENCE 4.0 UNITS

Class hours: 1.0 Lecture/10.0 Laboratory

Prerequisite: MA 60, MA 62A, MA 62B, MA 64, MA 161, HO 53, HO 54 and HO 55 or equivalent with grades of Pass or “C” or higher. Corequisite: MA 66 and MA 67 or prior completion with a grade of Pass or “C” or higher. This course is designed to provide opportunities for the student to intern in a medical facility while receiving supervised instruction in direct patient care.

MA 73

MEDICAL ASSISTANT OCCIDENTAL WORK EXPERIENCE 3.0 UNITS

Class hours: 1.0 Work Experience

Prerequisite: MA 60, MA 62, MA 64, MA 161, HO 53, HO 54 and HO 55 or equivalent with grades of Pass or “C” or higher. Corequisite: MA 66 and MA 67 or prior completion with a grade of Pass or “C” or higher. One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student’s educational goal. Occupational Work Experience is a supervised employment program in an approved work station related to the student’s declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

MA 74

MEDICAL ASSISTANT OCCIDENTAL WORK EXPERIENCE 4.0 UNITS

Class hours: 1.0 Work Experience

Prerequisite: MA 60, MA 62, MA 64, MA 161, HO 53, HO 54 and HO 55 or equivalent with grades of Pass or “C” or higher. Corequisite: MA 66 and MA 67 or prior completion with a grade of Pass or “C” or higher. One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student’s educational goal.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Occupational Work Experience is a supervised employment program in an approved work station related to the student’s declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

MA 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

MA 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

MA 161
MEDICAL TERMINOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
This course will prepare the student in the correct use of medical terms, abbreviations, phraseology, and the understanding of word parts. It will include analyzing the terms by written and oral communication of the various systems of the body.
Transfer Credit: CSU

MICROBIOLOGY
( SCIENCE, ENGINEERING, MATH DIVISION )

MICR 200
PRINCIPLES AND APPLICATIONS OF MICROBIOLOGY 5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: CHEM 100 or BIOL 120 or ZOOL 120 or equivalent with grades of Pass or “C” or higher.
Through lecture and laboratory exercises, this course provides an introduction to the microbial world. Emphasis is on microbial structure, microbial genetics, host-microbe interactions, the immune response, and disease control/prevention. Current issues in acquired immuno deficiency syndrome research and recombinant deoxyribonucleic acid technology are discussed. Laboratory exercises will emphasize microbial morphology and identification through microscopic observation and biochemical testing. This course satisfies the requirements of majors in two and four-year nursing programs, dental hygiene, and is recommended for pre-professional biology majors.
Transfer Credit: CSU; UC

MICR 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

MICR 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.
For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

MUSIC
(FINE ARTS, COMMUNICATION DIVISION)

MUS 100
MUSIC APPRECIATION 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introductory survey of Western Art music from the Middle Ages to the present. Emphasis is on the historical, aesthetic, and cultural contexts from which music arises.
Transfer Credit: CSU; UC

MUS 101
INTRODUCTION TO WORLD MUSIC 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to world music. Emphasis is placed on understanding the substantive features of music as well as social, cultural, political, and economic factors that contribute to different musical traditions found throughout the world.
Transfer Credit: CSU; UC

MUS 102
LATINO MUSIC 3.0 UNITS
Class hours: 3.0 Lecture
This course offers students a historical and philosophical survey of Latino music. Musical expression will be discussed in terms of folk/ethnic, popular and classical art forms. The cross-hybridization of musical styles will be addressed with respect to musical forms from Mexico, Cuba, Puerto Rico, and the Dominican Republic. The state of music among Latino populations in the United States also will be included.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
MUS 103
JAZZ IN AMERICA 3.0 UNITS
Class hours: 3.0 Lecture
This course is an introduction to jazz, its historical background and its development in the United States.
Transfer Credit: CSU; UC

MUS 104
AMERICAN POPULAR MUSIC 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This course is a survey of the history and characteristics of the music developed in or for general American culture and various subcultures from the Revolutionary Period to the present. It includes folk music, blues, Swing-era music, rock 'n' roll, and rock.
Transfer Credit: CSU; UC

MUS 104B
HISTORY OF ROCK MUSIC 3.0 UNITS
Class hours: 3.0 Lecture
This course introduces students to rock and its influence on American popular music. The students will learn how to actively engage with music by relating rock to other styles of music, relating music to text, and relating rock to its cultural context.
Transfer Credit: CSU; UC

MUS 105
MUSIC FUNDAMENTALS 3.0 UNITS
Class hours: 3.0 Lecture
This course provides the fundamentals of notation, meter, rhythm, intervals, and key signatures, so that the student can gain a sensitivity to, and understanding of, music past, present, and future.
Transfer Credit: CSU; UC

MUS 106
MUSIC THEORY/MUSICIANSHIP I 5.0 UNITS
Class hours: 5.0 Lecture/2.0 Laboratory
Prerequisite: MUS 105 or equivalent with a grade of Pass or “C” or higher.
This is a basic course in music theory and musicianship. Orientation is given in the basic elements of major and minor harmony, intervals, keys, triads, voice leading, non-harmonic tones, and seventh chords. Sight singing, ear training, keyboard harmony, melodic dictation, computer music software, computer literacy for musicians, and notation software will also be studied.
Transfer Credit: CSU; UC

MUS 107
MUSIC THEORY/MUSICIANSHIP II 5.0 UNITS
Class hours: 5.0 Lecture/2.0 Laboratory
Prerequisite: MUS 106 or equivalent with a grade of Pass or “C” or higher.
This is a course in music theory and musicianship dealing with Baroque and Classical harmony. Orientation is given in advanced four-part chorale writing, primary and secondary triads, modulation, inversion, dominant 7ths, and non-dominant seventh chords. Other topics to be covered are intermediate keyboard harmony and dictation, intermediate sight singing, chordal identification, diatonic scale degrees, and chordal dictation. There will be the continuing study and usage of music software, rhythm machines, and computer-based notation programs.
Transfer Credit: CSU; UC

MUS 108
MUSIC THEORY/MUSICIANSHIP THEORY III 5.0 UNITS
Class hours: 5.0 Lecture/2.0 Laboratory
Prerequisite: MUS 107 or equivalent with a grade of Pass or “C” or higher.
This is a course in music theory and musicianship dealing with Classical and Romantic harmony. Attention is given in advanced four-part chorale writing, piano style writing, secondary triads, advanced modulation, inversion, dominant 7ths, non-dominant seventh chords, ninth chords, eleventh chords, and thirteenth chords. Other topics to be covered are advanced keyboard harmony and dictation, advanced chromatic scale degrees, and chordal dictation involving secondary Dominants. There will be the continuing study and usage of music software, rhythm machines, and computer-based notation programs.
Transfer Credit: CSU; UC

MUS 109
MUSIC THEORY/MUSICIANSHIP IV 5.0 UNITS
Class hours: 5.0 Lecture/2.0 Laboratory
Prerequisite: MUS 108 or equivalent with a grade of Credit or “C” or higher.
This is a course in music theory and musicianship dealing with Romantic and 20th century harmony. Orientation is given in piano style writing, all chromatically altered chords, advanced modulation, inversion, non-dominant seventh chords, half and fully diminished 7th chords, whole tone harmony, and elements of late Romanticism, Impressionism and the 20th century. Other topics to be covered are advanced keyboard harmony and dictation, advanced sight singing, advanced chordal identification, diatonic and chromatic scale degrees, and chordal dictation involving secondary dominants and chromaticism. There will be the continuing study and usage of music software, rhythm machines, and computer-based notation programs.
Transfer Credit: CSU; UC

MUS 112
ELEMENTARY PIANO I 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
This course is designed for students with little or no background in piano playing. It will be on understanding, experiencing and appreciating the fundamentals of keyboard musicianship.
Transfer Credit: CSU; UC

MUS 113
ELEMENTARY PIANO II 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 112 or equivalent with a grade of Pass or “C” or higher.
This course focuses on the continuation of basic piano, which will include reading, writing, listening and playing. A variety of elementary piano repertoire will be studied. Students learn to understand, experience and appreciate the fundamentals of keyboard musicianship. Further emphasis will be on understanding, experiencing and appreciating the fundamentals of keyboard musicianship.
Transfer Credit: CSU; UC

MUS 114
INTERMEDIATE PIANO I 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 113 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of piano student at the intermediate level. A variety of assigned piano repertoire will be studied. Emphasis will be on understanding, experiencing and appreciating more advanced course of keyboard musicianship.
Transfer Credit: CSU; UC

MUS 115
INTERMEDIATE PIANO II 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 114 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of piano study that occurred in MUS 114. A variety of assigned piano repertoire at the intermediate to advanced level will be studied.

Transfer Credit: CSU; UC

MUS 116

VOICE I

Class hours: 2.0 Lecture/1.0 Laboratory
This course focuses on basic vocal techniques including breath management, posture, phonation, resonation, and diction. A variety of elementary vocal repertoire is introduced from different musical styles: folk, classical, musical theater, and popular songs. Students learn to use the unamplified voice to its best advantage and to interpret and perform songs suited to their individual ability. A concentration on musicianship is emphasized using ear-training techniques.

Transfer Credit: CSU; UC

MUS 117

VOICE II

Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 116 or equivalent with a grade of Pass or “C” or higher.
This course focuses on a continuation of vocal techniques including breath management, posture, phonation, resonation, and diction. A variety of intermediate vocal repertoire will be introduced from different musical styles: folk, classical, musical theater, and popular songs. Students learn to use the unamplified voice to its best advantage and to interpret and perform songs suited to their individual ability. A concentration on musicianship is emphasized using ear-training techniques.

Transfer Credit: CSU; UC

MUS 118

VOICE III

Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 117 or equivalent with a grade of Pass or “C” or higher.
This course emphasizes the technical foundations of singing learned in Voice I and II. The song literature is more advanced and requires and understanding of a broad range of styles as previously discussed in the earlier courses. Ear training and musicianship require specific reading and identification skills. Stylistic interpretation is focused on, as well as performance techniques. Greater involvement with microphone and recording techniques will be encouraged.

Transfer Credit: CSU; UC

MUS 119

VOICE IV

Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 118 or equivalent with a grade of Pass or “C” or higher.
The course continues the study of diction, style, technique, musicianship, and interpretation that occurred in Voice III. Acting with emphasis on stage movement, characterization, and improvisational techniques are explored in greater detail. Singers will be required to perform solos, duets, and in scenes. Popular styles are required to collaborate with recording studio to create projects.

Transfer Credit: CSU; UC

MUS 120

ELEMENTARY GUITAR I

Class hours: 2.0 Lecture/1.0 Laboratory
This course provides basic instruction in classical and other styles of guitar playing at beginning level. It includes appropriate exercises to develop technical facility, material for sight reading, study of basic chords, and repertoire. The student must provide an acoustic guitar for his/her own use in the class.

Transfer Credit: CSU; UC

MUS 121

ELEMENTARY GUITAR II

Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 120 or equivalent with a grade of Pass or “C” or higher.
This class refines guitar-playing techniques used in elementary classical, flamenco, and other pieces. Elements of improvisation, harmonization, and playing in upper positions are included.

Transfer Credit: CSU; UC

MUS 122

INTERMEDIATE GUITAR I

Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 121 or equivalent with a grade of Pass or “C” or higher.
This class includes instruction in scales, chords, and arpeggios in all keys and positions. Included are intermediate levels of improvisation, accompanying, sight-reading, transposition, and the performance of folk, classical, and Flamenco styles.

Transfer Credit: CSU; UC

MUS 123

INTERMEDIATE GUITAR II

Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: MUS 122 or equivalent with a grade of Pass or “C” or higher.

This class covers the mastery of the entire guitar fingerboard, a study of intermediate and advanced music in several styles, and the principles of improvisation and transposition.

Transfer Credit: CSU; UC

MUS 124

CONCERT BAND

Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
The concert band is dedicated to the performance of standard band literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

Transfer Credit: CSU; UC

MUS 124A

BEGINNING BAND

Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
The beginning band is dedicated to the performance of beginning band literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety will be studied. Introduction to ensemble performance and rehearsal techniques is studied. This course may be taken a maximum of 4 times.

Transfer Credit: CSU

MUS 125

COMMUNITY SYMPHONIC BAND

Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
This is a concert band, playing the finest traditional and contemporary band literature available. Emphasis is on a high degree of individual musicianship and fine ensemble playing. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.

Transfer Credit: CSU; UC

MUS 125A

COMMUNITY BAND

Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
The community band is dedicated to the performance of popular, family-oriented literature. Emphasis will be placed upon...
the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety will be studied with an emphasis on medleys, marches, and overtures. Ensemble performance and rehearsal techniques are studied. This course may be taken a maximum of 4 times.
Transfer Credit: CSU

MUS 126 PEPI BAND 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Recommendation: Music background preferred.
The Pep Band provides entertainment music before and during home football games in the fall season. Additional performances may include both on-campus and off-campus events.
Transfer Credit: CSU; UC*
*UC credit limits may apply. MUS 126 and Physical Education courses with ##’s combined: maximum credit, 4 units.

MUS 127 ORCHESTRA 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
The orchestra is dedicated to the performance of standard orchestral literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

MUS 128 COMMUNITY ORCHESTRA 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
The community orchestra course is dedicated to the performance of standard orchestral literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

MUS 129 WOODWIND ENSEMBLE 1.5 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
This class provides each individual student the opportunity to learn and execute the principles of woodwind ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal techniques, and performance experience. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

MUS 130 BRASS ENSEMBLE 1.5 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
This class provides each individual student the opportunity to learn and execute the principles of brass ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal techniques, and performance experience. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

MUS 131 PERCUSSION ENSEMBLE 1.5 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
This class provides each individual student the opportunity to learn and execute the principles of percussion ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal techniques, and performance experience. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

MUS 132 GUITAR ENSEMBLE 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: MUS 120 or equivalent with a grade of Pass or "C" or higher.
This course is for the intermediate and advanced guitar student, who will gain experience performing music in ensemble situations. Emphasis is given in achieving a professional level of musicianship. Students will be required to perform two concerts, attend extra rehearsals, perform in festivals, practice in music department facilities and provide concert music for campus events. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

MUS 133 STAGE BAND 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
The community jazz ensemble is dedicated to the performance of standard jazz band literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.
Transfer Credit: CSU

MUS 134 JAZZ ENSEMBLE 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Audition.
The community jazz ensemble is dedicated to the performance of standard jazz band literature. Emphasis will be placed upon the development of individual musicianship through both large group and small group rehearsal. Musical compositions of a wide variety of styles will be studied. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

MUS 135 THIS BUSINESS OF MUSIC 3.0 UNITS
Class hours: 3.0 Lecture
This course focuses on the music business as it relates to the market place and job opportunities. It teaches the student about the important jobs in the industry and their duties and responsibilities. Topics include the process of promotion, publicity, management, touring, recording, contracts, accounting, artists relations and development, marketing, advertising, copyrights, and related music fields.
Transfer Credit: CSU
MUS 136  
STRING ENSEMBLE  1.5 UNITS  
Class hours: 1.0 Lecture/2.0 Laboratory  
Prerequisite: Audition.  
This course provides each individual student the opportunity to learn and execute the principles of string ensemble playing that only intimate chamber music can provide. Among the topics covered will be musical styles, phrasing, balance and blending techniques, intonation, rehearsal techniques, and performance experience. This course may be taken a maximum of 4 times.  
Transfer Credit: CSU; UC

MUS 138  
COMMUNITY CHORUS  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This choral ensemble is designed for the student who has little or no previous vocal experience. Emphasis will be placed on the development of individual musicianship through the study of musical styles, vocal concepts and repertoire. A variety of traditional choral music ranging from renaissance to the twentieth century will be studied and performed. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a max of 4 times.  
Transfer Credit: CSU; UC

MUS 138A  
COLLEGiate CHORALE  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: Audition.  
This course is designed for the student who has had some previous vocal experience. Emphasis will be placed on the development of individual musicianship through the study of musical styles, vocal concepts, and repertoire. A variety of traditional choral music ranging from Renaissance to the twentieth century and beyond will be studied and performed with a particular emphasis on major choral works. Required participation in concerts may include both on-campus and off-campus events. This course may be taken a max of 4 times.  
Transfer Credit: CSU; UC

MUS 139  
GOSPEL CHOIR  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This choral ensemble is designed for the student who has had little or no previous vocal experience. Emphasis will be placed upon the development of individual musicianship through the study of vocal concepts and repertoire. A variety of gospel styles ranging from traditional to contemporary will be studied and performed. Required participation in concerts may include both on-campus and off-campus events.  
Transfer Credit: CSU; UC

MUS 140  
POP CHOIR  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: Audition.  
This choral ensemble is designed for the student who has had previous vocal experience. Emphasis will be placed upon the development of individual musicianship through the study of musical styles, vocal concepts and repertoire. A wide variety of music ranging from Broadway musicals to pop and jazz charts will be studied. Required participation in concerts may include both on-campus and off-campus events.  
Transfer Credit: CSU

MUS 141  
POP/ROCK ENSEMBLE  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
Prerequisite: Audition.  
This course will provide the students an opportunity to learn and perform contemporary music with an emphasis on pop, rock, and Latin. Aspects to be considered will include style, repertoire, instrumentation, equipment, visual presentation, and management.  
Transfer Credit: CSU

MUS 142  
JAZZ IMPROVISATION  1.0 UNIT  
Class hours: 1.0 Lecture/2.0 Laboratory  
Recommendation: Audition.  
This course in basic techniques in improvisation begins with simple question-and-answer phrases and progresses to extended solos. It covers detailed and applied knowledge of chord progressions and stresses harmonic forms employed in all phases of jazz. Emphasis will be on the blues, 32-bar standards, and jazz pieces. Included are performance, analysis, listening, written improvisations, playing with pre-recorded media and transcribed solo study.  
Transfer Credit: CSU; UC

MUS 143  
THE JAZZ AND POPULAR SINGER  3.0 UNITS  
Class hours: 3.0 Lecture  
Prerequisite: Audition.  
This course focuses on the study of jazz and popular singing styles with emphasis on historical elements, stylistic concepts, theoretical practices, performance procedures, and its function within the music industry. Topics include harmony and ear training for jazz and popular singers, historical analysis of significant singers of this genre, small vocal group jazz ensemble, studio recording techniques, improvisation, solo stylization, ensemble sound concepts, and the study of popular literature.  
Transfer Credit: CSU

MUS 144  
ELECTRONIC SYNTHESIZER I  2.0 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This class is an introduction to MIDI, synthesizer programming, sampling, computer sequencing, drum machine technique, and computer composition. Also, the course introduces the basics of acoustics and the physical properties of sound. Compositions will be required of all students. Individual studio time is provided.  
Transfer Credit: CSU

MUS 145  
ELECTRONIC SYNTHESIZER II  1.0 UNIT  
Class hours: 1.0 Lecture/6.0 Laboratory  
Prerequisite: MUS 144 or equivalent with a grade of Pass or “C” or higher.  
This course is a continuation of tape studio practices, digital recording, synthesizer performance, and computer based recording and processing.  
Transfer Credit: CSU

MUS 146  
RECORDING TECHNIQUES  2.0 UNITS  
Class hours: 1.0 Lecture/3.0 Laboratory  
Recommendation: MUS 105 or equivalent with a grade of Pass or “C” or higher.  
This course introduces the student to the methods of audio recording for the performing arts. It includes the technical, as well as the artistic, aspects of recording. Emphasis will be placed on the practical use of audio equipment both in a studio situation and on location.  
Transfer Credit: CSU
**MUS 147**  
**BASIC APPLIED MUSIC**  
1.0 UNIT  
Class hours: 1.0 Lecture/6.0 Laboratory  
This course offers individuals instruction in voice, piano, or band/orchestral instruments with an assigned instructor on the applied music staff. Emphasis will be placed on study at the beginning level of technique and repertoire. It includes one hour per week recital attendance and one half hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course may be taken a maximum of 4 units.  
Transfer Credit: CSU; UC  

**MUS 148**  
**PRIVATE STUDY/TECHNIQUE**  
1.0 UNIT  
Class hours: 1.0 Lecture/6.0 Laboratory  
This course offers individual instruction in voice, piano, band/orchestral instrument with an assigned instructor on the applied music staff. Emphasis will be placed on technique development at the intermediate level necessary to form stronger musical skills and technical facility. Includes one hour per week recital attendance and one-hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course may be taken a maximum of 2 times.  
Transfer Credit: CSU; UC  

**MUS 149**  
**PRIVATE STUDY/ MUSICAL PREPARATION**  
1.0 UNIT  
Class hours: 1.0 Lecture/6.0 Laboratory  
This course offers individual instruction in voice, piano, or band/orchestral instruments with an assigned instructor on the applied music staff. Emphasis is on musical preparation of musical style and interpretation for the intermediate student. Repertoire will be representative of various periods and composers. It includes one hour per week recital attendance and one-hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course may be taken a maximum of 2 times.  
Transfer Credit: CSU; UC  

The course introduces basic principles of successful piano teaching at the beginning level. Special problems encountered in teaching will be addressed. Emphasis will be placed on private and group piano teaching methods, personal development as a teacher and musician, analyzing and selecting appropriate literature, development of technique and reading ability in beginning-level students.  
Transfer Credit: CSU  

**MUS 150**  
**PRIVATE STUDY/ PERFORMANCE PRACTICE**  
1.0 UNIT  
Class hours: 1.0 Lecture/6.0 Laboratory  
This course offers individuals instruction in voice, piano, or band/orchestral instruments with an assigned instructor on the applied music staff. Emphasis is on performance practice and continued study of advanced repertoire representative of various periods and composers. It includes one hour per week recital attendance and one-hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course may be taken a maximum of 2 times.  
Transfer Credit: CSU; UC  

**MUS 151**  
**PRIVATE STUDY/RECITAL PREPARATION**  
1.0 UNIT  
Class hours: 1.0 Lecture/6.0 Laboratory  
This course offers applied instruction in voice, piano, or traditional band or orchestral instrument with an assigned instructor on the applied music staff. Emphasis is placed on technique and repertoire representative of various periods and composers. It includes one hour per week recital attendance and one half hour individual lesson per week. Performance for a faculty jury will be required at the end of the semester. This course may be taken a maximum of 2 times.  
Transfer Credit: CSU; UC  

**MUS 152**  
**THE ART OF TEACHING**  
**BEGINNING PIANO**  
2.0 UNITS  
Class hours: 2.0 Lecture  
Prerequisite: MUS 112 and MUS 105 or equivalent with a grade of Pass or “C” or higher.  
This course introduces basic principles of successful piano teaching at the beginning level. Special problems encountered in teaching will be addressed. Emphasis will be placed on private and group piano teaching methods, personal development as a teacher and musician, analyzing and selecting appropriate literature, development of technique and reading ability in beginning-level students.  
Transfer Credit: CSU  

**MUS 153**  
**THE ART OF TEACHING**  
**INTERMEDIATE PIANO**  
2.0 UNITS  
Class hours: 2.0 Lecture  
Prerequisite: MUS 152 or equivalent with a grade of Pass or “C” or higher.  
The course advances students' knowledge of principles and skills essential to teaching piano at the intermediate level. Emphasis will be on continued development of technique and reading ability in intermediate level students; private and group piano teaching methods; selection of intermediate literature; Baroque, Classical, Romantic and 20th century styles; studio organization and personal development as teacher and musician.  
Transfer Credit: CSU  

**MUS 154**  
**PIANO ENSEMBLE**  
1.5 UNITS  
Class hours: 1.0 Lecture/1.5 Laboratory  
Prerequisite: MUS 112 or equivalent with a grade of Pass or “C” or higher.  
This course will survey various origins and history of piano ensemble repertoire. Emphasis on development of basic technical skill, sight reading, transposition, improvisation, correct harmonization of melodies with piano accompaniments, principles of accompanying soloists and ensemble playing. This course may be taken a maximum of 4 times.  
Transfer Credit: CSU  

**MUS 171**  
**OCCUPATIONAL WORK EXPERIENCE IN MUSIC**  
1.0 UNIT  
Class hours: 1.0 Work Experience  
Recommendation: None.  
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First
semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. One unit of Occupational Work Experience in Music requires 60 non-paid hours or 75 paid hours of work per semester.

Transfer Credit: CSU

MUS 244

DIGITAL AUDIO POST PRODUCTION 3.0 UNITS

Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: MUS 144 or equivalent with a grade of Pass or "C" or higher.

This course covers the assembly of various audio elements (dialog, music and effects) into a play list for synchronization to picture. Non-linear digital video editing systems will be utilized to create finished programs for digital video, animation, television, and computer games.

Transfer Credit: CSU

MUS 298

DIRECTED STUDIES 1.0 UNIT

Class hours: 3.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

MUS 299

DIRECTED STUDIES 2.0 UNITS

Class hours: 6.0 Independent Study

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

NEW PRODUCT DEVELOPMENT
(TECHNOLOGY DIVISION)

NPD 100

PRODUCT DEVELOPMENT IN A GLOBAL ECONOMY 3.0 UNITS

Class hours: 3.0 Lecture

This course will introduce students to product development in a global economy. Students will learn about identifying customer needs, generating specifications, selecting concepts, selecting a fabrication or procurement process, generating a prototype, and testing the product. Emphasis will be placed on the lean product development system model and how to integrate suppliers, either local or global, into the product development process.

Transfer Credit: CSU

NPD 101

INNOVATION USING RAPID PROTOTYPING 3.0 UNITS

Class hours: 3.0 Lecture

This course will introduce students to the technology of rapid prototyping used in automotive aftermarket innovations. Additive and subtractive technologies will be introduced. The focus of the class will be on performance, suspension, lighting, interior and exterior style products used in the automotive field. Students will also learn about how to import and export models from and to rapid prototyping software packages. Digital point to point and laser triangulation scanning in 3D will also be introduced in this class.

Transfer Credit: CSU

NPD 102

QUALITY SYSTEMS FOR AUTOMOTIVE INDUSTRIES

ISO 16949 3.0 UNITS

Class hours: 3.0 Lecture

This course is a survey of International Standards Organization (ISO) ISO 16949, the quality standard used in automotive industries. Students will learn about the relationship of ISO 16949 with other quality systems and the importance of registration. Emphasis will be placed on how to implement the standard and recognize how auditors interpret the standard.

Transfer Credit: CSU

NPD 103

TOOLING AND MATERIALS FOR NEW PRODUCT DEVELOPMENT 3.0 UNITS

Class hours: 3.0 Lecture

This course will introduce students to the tooling and materials used in new product development. Students will learn about metallic and non-metallic materials used in the design of tooling. Emphasis will be placed on the lean development of tooling and how to integrate suppliers to reduce overall cost of product development.

Transfer Credit: CSU

NPD 104

PRODUCTIVITY IN AUTOMOTIVE AFTERMARKET MANUFACTURING 3.0 UNITS

Class hours: 3.0 Lecture

This course will introduce students to productivity issues in new product development for the automotive aftermarket. Students will learn about proper process selection used in the design of new products and tooling. Emphasis will be placed on the economic lean development of products and tooling in the automotive aftermarket.

Transfer Credit: CSU

NPD 105

ELECTRONIC SYSTEMS AND INTEGRATION IN AUTOMOTIVE AFTERMARKET 3.0 UNITS

Class hours: 3.0 Lecture

This course will introduce students to electronic systems and integration in automotive aftermarket products. Students will learn about the role of electronics in
sound, light, instrumentation, wheels, security, exhaust, fuel, and emission systems. Emphasis will be placed on understanding existing vehicle systems and how to integrate newly designed components.

Transfer Credit: CSU

NURSING

(HEALTH OCCUPATIONS DIVISION)

NRSG 3 (Not Degree Applicable)
PREPARING FOR NURSING 2.0 UNITS
Class hours: 2.0 Lecture
This course is designed for students planning to enter the nursing career. Content includes how to use time and other resources to become a successful nursing student. Overviews of nursing career options and educational pathways are presented, along with trends affecting nursing's future. Students are introduced to communication skills for use with a diverse student and patient population.

NRSG 5 (Not Degree Applicable)
REMOVING BARRIERS TO SUCCESS IN NURSING 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: Acceptance to the Cerritos College Nursing Program pending remediation.
Recommendation: Achievement of a score below benchmark on the diagnostic assessment test.
This course is designed to facilitate the success of students pursuing entry into a nursing program who did not reach the benchmark score on the diagnostic assessment test. The aim of the course is to aid students in identifying and strengthening areas needed in academic preparation for a nursing program, as well as to develop critical thinking and study skills essential to success. Resources available to facilitate student success will be identified and explored. This course is offered on a pass/no pass basis only.

NRSG 25 (Not Degree Applicable)
CLINICAL WORKSHOP 1 0.5 UNIT
Class hours: 0.3 Lecture/1.8 Laboratory
Prerequisite: Current license as a License Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/accredited nursing program.
The purpose of this course is to provide the nursing applicant with theoretical concepts and skill demonstration and practice related to clinical competency necessary for advanced placement students entering the first year of the nursing program. Included are assessment processes and individualized planning to assist the student in attaining the necessary level of skills competence to support success in the nursing program. This course is offered on a credit no credit basis only.

NRSG 26 (Not Degree Applicable)
CLINICAL WORKSHOP 2 0.5 UNIT
Class hours: 0.3 Lecture/1.8 Laboratory
Prerequisite: Current license as a Licensed Psychiatric Technician or Licensed Vocational Nurse or completion of one or more nursing core courses in an approved/accredited nursing program.
The purpose of this course is to provide the nursing applicant with theoretical concepts and skill demonstration and practice related to clinical competency necessary for advanced placement students entering the second year of the nursing program. Included are assessment processes and individualized planning to assist the student in attaining the necessary level of skills competence to support success in the nursing program. This course is offered on a credit no credit basis only.

NRSG 48T (Not Degree Applicable)
ELECTIVE NURSING - TUTORIAL 0.5 UNIT
Class hours: 2.0 Laboratory
Prerequisite: Admission to the Nursing Program.
This course is designed as an elective course to facilitate the development of nursing skills that are taught in the Nursing Program. This course is also designed to assist students who need time to practice nursing skills to achieve mastery in performance in a supervised lab setting through individualized and mediated instruction. It is open to students in continuous enrollment, readmitted, or transferring into the Nursing Program. This course is offered on a pass/no pass basis only.

NRSG 57A
BEGINNING NURSING SKILLS LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Corequisite: NRSG 210 or NRSG 212
This course is designed to facilitate student learning of first semester basic nursing concepts and skills, beginning medication practices, and physical assessment through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only. (Formerly NRSG 47T, AED 90.47, NRSG 47).

NRSG 57B
INTERMEDIATE NURSING SKILLS LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Corequisite: NRSG 220 or NRSG 222
This course is designed to reinforce basic skills and facilitate learning of second semester intravenous therapy and medication administration concepts and skills for adults, children, and infants through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.

NRSG 57C
ADVANCED INTERMEDIATE NURSING SKILLS LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Corequisite: NRSG 230 or NRSG 232
This course is designed to reinforce prior learning and facilitate student learning of third semester advanced intermediate parenteral therapy, central line, and assessment skills and concepts through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.

NRSG 57D
ADVANCED NURSING SKILLS LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Corequisite: NRSG 240 or NRSG 242
This course is designed to reinforce prior learning and facilitate student learning of fourth semester advanced parenteral therapy medication administration, intravenous access, and assessment skills and concepts through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.

NRSG 80
NURSING PROCESS DOCUMENTATION 1.0 UNIT
Class hours: 1.0 Lecture/0.5 Laboratory
Prerequisite: NRSG 210 or equivalent with a grade of Pass or "C" or higher or admission to the Nursing Program.
The focus of this course is on the documentation of the physical and psychosocial assessment of patients utilizing the Nursing Process. Emphasis is also placed on the reporting and recording of assessment findings using appropriate medical terminology applicable to the clinical nursing setting.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
NRSG 200
PHARMACOLOGY FOR NURSES 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Pass or “C” or higher.
This course introduces the student to the fundamentals of pharmacology as they relate to the nursing management of drug therapy. Prototype drugs, selected from the major drug classes, are used to illustrate important drug facts. Core drug knowledge is integrated with core patient knowledge to provide a framework for nursing management in drug therapy.
Transfer Credit: CSU

NRSG 210
FUNDAMENTALS OF NURSING 5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: Admission to Nursing Program.
Corequisite: NRSG 211 and NRSG 213A.
The focus of this course is on the introduction of theory and beginning clinical application of the Nursing Process and the Roy Adaptation Model when providing care for geriatric patients in long-term care settings. Emphasis is also placed on the beginning application of therapeutic communication techniques and the acquisition of adult physical assessment skills and fundamental concepts and skills required for patient care. Students are evaluated using the Educational Competencies for Graduates of Associate Degree Nursing Programs as identified by the National League for Nursing Task Force. The student must receive a grade of “C” or higher in the lecture component and a satisfactory grade in clinical lab to pass the course.
Transfer Credit: CSU

NRSG 211
INTRODUCTION TO THEORETICAL FRAMEWORK 1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: Admission to the Nursing Program or possession of an active Licensed Psychiatric Technician License.
This course introduces beginning nursing students and Licensed Psychiatric Technicians to the theoretical framework used in the Cerritos College Nursing Program. The Nursing Process as a dynamic, systematic way of delivering patient care is defined and demonstrated. Students are introduced to concepts central to nursing theory and elements of the Roy Adaptation Model. Students learn to integrate the Nursing Process and Roy Adaptation Model into clinical nursing practice when planning and providing patient care. The student must receive a grade of Credit or “C” or higher to pass this course.
Transfer Credit: CSU

NRSG 212
MEDICAL-SURGICAL NURSING 1 5.0 UNITS
Class hours: 2.5 Lecture/7.5 Laboratory
Prerequisite: NRSG 210 or equivalent with a grade of Pass or “C” or higher. For Option B students: Possession of an active Licensed Psychiatric Technician license and admission to the Nursing Program.
Corequisite: NRSG 211 may be taken prior to admission or concurrent.
Recommendation: NRSG 200 or NRSG 213A or equivalent with a grade of Pass or “C” or higher.
The focus of this course is on the theory and clinical application of the Nursing Process based on the Roy Adaptation Model when providing care for acutely ill medical-surgical patients with specific conditions. Adult physical assessment skills continue to be applied to patients in an acute care setting. The student must receive a grade of “C” or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 213A
MAJOR DRUGS AND NURSING MANAGEMENT I 0.5 UNIT
Class hours: 0.5 Lecture
Prerequisite: Admission to the Nursing Program.
This course introduces the student to the nursing management of drug therapy. Prototype drugs, selected from the major drug classes, are used to illustrate important drug facts. Core drug knowledge is integrated with core patient knowledge to provide a framework for nursing management in drug therapy. (Formerly NRSG 213)
Transfer Credit: CSU

NRSG 213B
MAJOR DRUGS AND NURSING MANAGEMENT II 1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: NRSG 213A or equivalent with a grade of Pass or “C” or higher.
This course continues the study of the fundamentals of pharmacology as it relates to the nursing management of drug therapy. Prototype drugs, selected from the major drug classes, are used to illustrate important drug facts.
Transfer Credit: CSU

NRSG 215
ADVANCED PLACEMENT BRIDGE 1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: An active IVN license or current enrollment in a vocational or registered nursing program or completion of one or more Associate Degree Nursing or Bachelor of Science in Nursing courses with a grade of Pass or “C” or higher.
Recommendation: Completion of READ 54, ENGL 52, and MATH 60 or equivalent with grades of Pass or “C” or higher or successful completion of the college placement process.
This course introduces Licensed Vocational Nurses and students transferring from other nursing programs to the theoretical framework used in the Cerritos College Nursing Program. The Nursing Process as a dynamic, systematic way of delivering patient care is defined and demonstrated. Elements of the Roy Adaptation Model for Nursing are taught as the basis for assessing patient care needs. Students learn to apply the Nursing Process and Roy Adaptation Model to clinical practice when planning and providing nursing care. Content also includes communication theory and application, client teaching concepts, assertion theory, and critical thinking foundational skills.
Transfer Credit: CSU

NRSG 220
MEDICAL-SURGICAL NURSING 3 5.5 UNITS
Class hours: 3.0 Lecture/7.5 Laboratory
Prerequisite: NRSG 211, NRSG 212 and NRSG 213A or equivalent with grades of Pass or “C” or higher. For Option B and E students: Admission to the Nursing Program.
Corequisite: NRSG 213B.
The focus of this course is on the theory and clinical application of the Nursing Process based on the Roy Adaptation Model when providing care for medical-surgical patients and patients with women’s health disorders in acute care settings. The role of the nurse as a manager of care in collaboration with other members of the healthcare team is introduced. The student must receive a grade of “C” or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 222
MATERNAL/CHILD NURSING 5.5 UNITS
Class hours: 3.0 Lecture/7.5 Laboratory
Prerequisite: NRSG 220 or equivalent with a grade of Pass or “C” or higher.
This course focuses on the theory and clinical application of the Nursing Process based on the Roy Adaptation Model and concepts related to the role of the Associate Degree Nurse as a Provider of Care for patients giving birth in the acute care setting and care of children in acute and clinic settings. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 230
PSYCHOSOCIAL AND COMMUNITY NURSING 5.0 UNITS
Class hours: 3.0 Lecture/6.0 Laboratory
Prerequisite: NRSG 222 or equivalent with a grade of Pass or "C" or higher. For Option C, D, E and F students: Admission to the Nursing Program.

The focus of this course is on the theory and clinical application of the Nursing Process based on the Roy Adaptation Model when caring for clients in psychiatric and community-based settings. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 232
MEDICAL-SURGICAL NURSING 4 5.0 UNITS
Class hours: 2.5 Lecture/7.5 Laboratory
Prerequisite: NRSG 230 or equivalent with a grade of Pass or "C" or higher. For Option C, D, E and F students: Admission to the Nursing Program.

The focus of this course is on the theory and clinical application of the Nursing Process and the Roy Adaptation Model when providing care for patients with complex medical-surgical conditions in acute care settings. Continued emphasis is placed on the role of the nurse as a manager of care in collaboration with other members of the healthcare team. The student must receive a "C" grade or better in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 240
MEDICAL-SURGICAL NURSING 5 5.0 UNITS
Class hours: 2.5 Lecture/7.5 Laboratory
Prerequisite: NRSG 232 or equivalent with a grade of Pass or "C" or higher. For Option E and F students: Admission to the Nursing Program.

The focus of this course is on the theory and clinical application of the Nursing Process and the Roy Adaptation Model when providing care for patients with increasingly complex medical-surgical conditions in acute care settings and exposure to specialty care areas. The role of the nurse as a manager of care continues to be emphasized with increased focus on organization, leadership, and delegation skills. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 242
PROFESSIONAL ROLE TRANSITION 3.0 UNITS
Class hours: 0.5 Lecture/7.7 Laboratory
Prerequisite: NRSG 240 or equivalent with a grade of Pass or "C" or higher.

The focus of this course is on the theory and clinical application of the Nursing Process when providing care for medical-surgical patients in the acute care setting. This course facilitates the transition from student nurse to graduate nurse. The student participates as a preceptor member of the healthcare team and assumes responsibility for a group of patients under the direct supervision of a registered nurse. Course content includes legal and ethical issues related to nursing practice. By the end of this course, the graduate is expected to function satisfactorily within the Educational Competencies for Graduates of Associate Degree Nursing Programs as identified by the National League for Nursing Task Force. The student must receive a grade of "C" or higher in the lecture component and a satisfactory grade in clinical lab in order to pass the course.
Transfer Credit: CSU

NRSG 251
BASIC ADULT PHYSICAL ASSESSMENT 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
Prerequisite: Current or prior enrollment in an accredited nursing program or licensure as a health care provider.

This course focuses on physical examination of healthy adults stressing identification of normal and common abnormal findings in diverse populations. Variations due to normal age-related changes are presented. Examination techniques and elements of assessing functional, cognitive, and fluid status are introduced. Analysis of findings with clinical application is emphasized from the perspective of the entry-level Registered Nurse. Basic physical examination is limited to selected body structures within the following organ systems: integumentary, sensory, respiratory, cardiovascular, gastrointestinal, musculoskeletal, and neurological. This course is offered on a credit/no credit basis only.
Transfer Credit: CSU

NRSG 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

NRSG 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

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Course Descriptions

PHARMACY TECHNICIAN
(HEALTH OCCUPATIONS DIVISION)

PHAR 45 (Not Degree Applicable)
RETAIL PRODUCTS FOR
PHARMACY CLERKS  2.0 UNITS
Class hours: 2.0 Lecture
This course provides basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

PHAR 50
PHARMACEUTICS  1.5 UNITS
Class hours: 1.5 Lecture
Prerequisite: HO 56 or equivalent with a grade of Pass or “C” or higher.
This course is designed to develop the practical application of fundamentals of measurements and mathematics utilized by the pharmacy technician.

PHAR 55
PHARMACY INTRODUCTION  1.5 UNITS
Class hours: 1.5 Lecture
Corequisite: PHAR 56
This introductory course is designed to provide the student with an overview of the pharmacy profession and the role of the pharmacist, pharmacy technician, and pharmacy clerk in all pharmacy settings. Students will be introduced to pharmacy law and will learn how to read and process prescriptions. This course is not open to students who have received credit for PHAR 60.

PHAR 56
PHARMACY SKILLS LAB INTRODUCTION  0.5 UNIT
Class hours: 0.5 Lecture/1.0 Laboratory
Corequisite: PHAR 55
This course is designed to provide the student with hands-on experience working with a computerized Pharmacy Management System in the retail setting. This course is not open to students who have received credit for PHAR 60L.

PHAR 57
PHARMACY OPERATIONS I  1.0 UNIT
Class hours: 1.0 Lecture/0.5 Laboratory
Prerequisite: PHAR 55 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment.

PHAR 60
PHARMACY OPERATIONS II  2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: PHAR 55, PHAR 56, and PHAR 57 or equivalent with grades of Pass or “C” or higher.
This course is designed for the Pharmacy Technician major to develop proficiency in skills necessary for both hospital and community pharmacy settings. It will also introduce students to the many contemporary issues facing the pharmacy profession. Included will be use of forms, drug formularies, patient profiles, patient charts, processing of medication orders, drug manufacturing and packaging, and computers.

PHAR 64
PHARMACY OPERATIONS III  2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: PHAR 50, PHAR 55, PHAR 56, PHAR 57, and PHAR 63 or equivalents with grades of Pass or “C” or higher. PHAR 63 may be taken concurrently with PHAR 64; however PHAR 64 cannot be taken prior to PHAR 63.
This course is designed to develop proficiency in the preparation and storage of sterile products, including intravenous admixtures, TPNs, and antineoplastic agents. Topics include disease processes, infection control, aseptic technique, and pharmacy equipment. United States Pharmacopoeia <797> and California State Board of Pharmacy regulations are emphasized.

PHAR 65
PHARMACY OPERATIONS IV - NON-STERILE COMPOUNDING  2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: PHAR 50 and PHAR 63 or equivalent with grades of Pass or “C” or higher.
This course will provide training in the art, science, and technology of pharmaceutical compounding. It is designed for the Pharmacy Technician major to develop proficiency in the skills necessary for successful compounding technique and practice in both the hospital and community pharmacy settings. This course includes the history and theory of pharmaceutical compounding, non-sterile preparation, use of dosage forms, rationale for use of various drug formulations, patient-specific criteria indicating alternative dosage forms, herbal alternatives, and regulations governing the practice of compounding and packaging.

PHAR 73
PHARMACY TECHNICIAN OCCUPATIONAL WORK EXPERIENCE  3.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week. The employment must be in a job related to the student’s educational goal.
Occupational Work Experience is a supervised employment program in an approved work station related to the student’s declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

PHAR 74
PHARMACY TECHNICIAN OCCUPATIONAL WORK EXPERIENCE  4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 20 hours of employment per week. The employment must be in a job related to the student’s educational goal.
Occupational Work Experience is a supervised employment program in an approved work station related to the student’s declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on-the-job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

332
PHAR 81
OVER-THE-COUNTER PRODUCTS 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Pass or “C” or higher.
This course is designed to teach Pharmacy Technician students how to recognize the classifications, uses, and general action of the various Over-the-Counter (OTC) pharmaceutical and herbal products available to and used by consumers. Lectures and discussions include a brief review of anatomy and physiology, a review of the way drugs exert their effects, major indications for use, adverse effects, consumer precautions and contraindications. The goal is to help a person select a non-prescription drug safely and rationally.

PHAR 83
PHARMACY TECHNICIAN PHARMACOLOGY I 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Pass or “C” or higher.
This pharmacology course covers information on drugs affecting the gastrointestinal system, vitamin and mineral balance, infectious diseases, neoplastic disorders, immunological function, hormonal function, mood and behavior and the eyes. Content includes how drugs exert their effects, adverse effects and major indications for drug use. Emphasis will be placed on routes of administration and product types.

PHAR 85
PHARMACY TECHNICIAN PHARMACOLOGY II 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: MA 161 or A&P 120 or equivalent with a grade of Pass or “C” or higher.
This pharmacology course covers information on drugs affecting the respiratory, integumentary, nervous and cardiovascular systems. Content includes major indications for drug use, how drugs exert their effects, adverse effects and specific implications for consumer awareness. Drugs of abuse, at-risk populations and treatment regimens are included. Emphasis will be on routes of administration and product types.

PHAR 90
CLINICAL EXPERIENCE I 3.0 UNITS
Class hours: 1.0 Lecture/6.7 Laboratory
Prerequisite: PHAR 50, PHAR 63, and PHAR 81 or equivalent with grades of Pass or “C” or higher. Verification of negative chest x-ray or non-reactive T.B. skin test within the last year. This course is designed to provide the student with practical experiences in selected out-patient community pharmacy settings working under the supervision of a registered pharmacist.

PHAR 95
CLINICAL EXPERIENCE II 5.0 UNITS
Class hours: 1.0 Lecture/11.1 Laboratory
Prerequisite: PHAR 64, PHAR 83, and PHAR 85 or equivalent with grades of Pass or “C” or higher.
This course is designed to provide the student with practical experiences in the classroom lab and in selected hospital pharmacy settings working with intravenous additives and sterile extemporaneous packaging areas.

PHAR 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

PHAR 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

PHIL 100
INTRODUCTION TO PHILOSOPHY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This is a humanities course developing philosophical concepts through problems and systems of thought in selected Western philosophers such as Socrates, Plato, Aristotle, Augustine, Aquinas, Bacon, Kant, etc. Furthermore, studies modern movements in Western culture such as dialectical materialism, pragmatism, analytic philosophy, and existentialism.
Transfer Credit: CSU; UC

PHIL 102
INTRODUCTION TO ETHICS 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This course represents a survey of the major theories of value in the writings of some prominent philosophers of Western culture and the Asian tradition, with special attention to a critical evaluation of their relevance to educational, ethical, esthetic, religious, and social problems of our times.
Transfer Credit: CSU; UC

PHIL 103
PHILOSOPHICAL REASONING: CRITICAL THINKING IN PHILOSOPHY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher or satisfactory completion of the Advanced Placement English Examination of the College Entrance Examination Board.
This course develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays and practice in applying those skills. (Formerly PHIL 202)
Transfer Credit: CSU; UC
PHIL 104
PHILOSOPHY OF CULTURAL DIVERSITY: CHALLENGE AND CHANGE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for ENGL 100 or complete ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This humanities course is designed to create understanding, appreciation, and tolerance of diverse cultures, particularly those of non-Western civilizations which are ethnic minority groups in American culture. Topics covered will include the nature of culture, the epistemology of cultural diversity, world views, religion, traditional values, ethnocentrism, cultural relativism, cultural pluralism, and the philosophy of liberation.
Transfer Credit: CSU; UC

PHIL 105
PHILOSOPHY OF ART AND BEAUTY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This course will examine philosophical theories of aesthetics and philosophy of art by studying traditional and contemporary literary and other artistic expressions, while students are also engaged in understanding the fundamentals of philosophy.
Transfer Credit: CSU; UC

PHIL 106
INTRODUCTION TO LOGIC 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: ENGL 100 or equivalent with a grade of Pass or “C” or higher.
This course gives an introduction to the basic principles of inductive and deductive reasoning, the uses of language, definition, analysis of fallacious arguments in various areas, and integration of composition and critical thinking skills.
Transfer Credit: CSU; UC

PHIL 107
PHILOSOPHY OF SCIENCE AND TECHNOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Completion of the English placement process with eligibility for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This introductory level course will examine the nature of scientific reasoning and its relationship to technology, the development of modern technologies, and the impact of science and technology on society, personal life, and the environment. Major areas of philosophical inquiry will include metaphysics, epistemology, ethics, and aesthetics.
Transfer Credit: CSU; UC

PHIL 108
PHILOSOPHY OF THE AMERICAS 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Completion of the English placement process with eligibility for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This course will examine fundamental elements of metaphysics, epistemology, ethics, aesthetics, and political and social philosophy as found in four cultural worldviews: African-American philosophy, Anglo-American philosophy, Latin-American philosophy, and Native-American philosophy. This introductory course is designed to prepare students to analyze philosophical ideas and to critically assess commonality and divergence among these four worldviews on the subjects of human nature, moral community, freedom, truth, society, ultimate reality, economic justice, environment, and beauty.
Transfer Credit: CSU; UC

PHIL 109
PHILOSOPHY OF THE BODY, FEMINISM, AND GENDER 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Completion of the English placement process with eligibility for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This course will examine philosophical scholarship on feminism, gender, and theory of the body in the areas of metaphysics, epistemology, ethics, and aesthetics. Questions about gender identity, the nature of the self and personal identity, friendship, the feminist conception of knowledge, feminism and philosophy of language, philosophy of religion, philosophy of science; misogynist patterns in philosophical texts, male responses to feminism, moral theories, and feminist questions about beauty and art will be examined in the course, while students are also engaged in understanding the fundamentals of philosophy. This course is not open to students who are enrolled in WS 109 or have received credit in WS 109.
Transfer Credit: CSU; UC

PHIL 200
WORLD RELIGIONS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or ENGL 155 or equivalent with a grade of Pass or “C” or higher is strongly recommended. This course presents a comparative study of the major religions of the world including Hinduism, Buddhism, Taoism, Shinto, Judaism, Christianity, Islam, etc. The survey pertains to their origin, historic development, primary source book, theological doctrines and value system.
Transfer Credit: CSU; UC

PHIL 201
CONTEMPORARY PHILOSOPHY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for ENGL 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
Recommendation: Satisfactory completion of READ 42 or equivalent with a grade of Pass or “C” or higher.
This course is a survey of the major philosophical movements that characterize the twentieth and twenty-first centuries, including the rise of Continental, Anglo-American, Marxist, Feminist, Asian, African, and Latin American philosophies. Students will become familiar with the diversity of styles, methods, and approaches that contemporary philosophers have developed in response to the problems of self and subjectivity; mind and consciousness; alienation, anxiety, and authenticity; gender, race, nationality, and social justice; relativism, universalism, realism; and the role of meaning and language in philosophical inquiry.
Transfer Credit: CSU; UC

PHIL 203
PHILOSOPHY OF RELIGION 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Completion of the English placement process with eligibility for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This course will examine philosophical theories of the nature of religion, arguments for the existence of God, the nature of miracles, religious experience, faith and pragmatic reasons for belief, arguments from evil, God and morality, religious diversity, God and language, atheism and agnosticism, and life after death. The course will examine traditional and contemporary theories of

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
philosophy of religion while students are also engaged in understanding the fundamentals of philosophy.

Transfer Credit: CSU; UC

PHIL 204
PHILOSOPHY OF THE
BIBLE I (HEBREW SCRIPTURES)  3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for ENGL 100 or completion of ENGL 52 with a grade of Pass or "C" or higher. This course is a general introduction to the philosophical, religious, cultural and historical influences on the development of the Hebrew Scriptures. The methods of critical analysis of Biblical materials from an academic point of view will be presented and discussed.

Transfer Credit: CSU; UC

PHIL 205
INTRODUCTION TO BIOETHICS  3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Completion of the English Placement Process with eligibility for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or "C" or higher. This introductory course examines moral theories and philosophical implications relevant to biological and medical procedures, technologies, and treatments, such as organ transplantation, genetic engineering, and care of the terminally ill. This course also studies ethical problems arising from biological research and the application of biological research in other fields such as social and political policies, the environment, and professional careers in medical and some scientific fields. Students learn about the principles of philosophical reasoning and the fundamentals of philosophy while engaged in understanding the elements of bioethics.

Transfer Credit: CSU; UC

PHIL 206
PHILOSOPHY OF THE BIBLE II
(CHRISTIAN SCRIPTURES)  3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for ENGL 100 or completion of ENGL 52 with a grade of Pass or "C" or higher. This course is a general introduction to the philosophical, religious, cultural and historical influences on the development of the Christian Scriptures. The methods of critical analysis of Biblical materials from an academic point of view will be presented and discussed.

Transfer Credit: CSU; UC

PHIL 298
DIRECTED STUDIES  1.0 UNIT

Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

PHIL 299
DIRECTED STUDIES  2.0 UNITS

Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

PHOT 102
INTERMEDIATE
PHOTOGRAPHY  3.0 UNITS

Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.

This photography course is a continuation and expansion of principles taught in the introductory class. This course includes the use of special film processing techniques, advanced exposure techniques, archival print processing, toning techniques, and an introduction to large format cameras. Special effects techniques, lighting set-ups, color film and digital photography will also be covered.

Transfer Credit: CSU

PHOT 110
INTRODUCTION TO
DIGITAL PHOTOGRAPHY  3.0 UNITS

Class hours: 2.0 Lecture/4.0 Laboratory
This course provides an introduction to the basics of digital photography. Topics include use of digital cameras; scanning techniques; file compression and formatting; use of image editing software (primarily Adobe Photoshop); printing techniques; and legal, philosophical and sociological issues associated with digital photography. Emphasis is placed on constructing meaning in imagery through digital techniques.

Transfer Credit: CSU

PHOT 112
INTERMEDIATE DIGITAL
PHOTOGRAPHY  3.0 UNITS

Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 110 or ART 192 or equivalent with a grade of Pass or "C" or higher.

This course continues the instruction in digital photographic technique begun in PHOT 110, and explores digital photography as a new visual arts medium. More intensive use of tools and filters in Adobe Photoshop and other art and photo-related software, advanced camera techniques, and scanning and output methods are included with emphasis on constructing meaning in imagery through digital processes.

Transfer Credit: CSU
PHOT 122
COLOR PHOTOGRAPHY 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or PHOT 110 or equivalent with a grade of Credit or "C" or higher.
This course provides instruction in the practical and theoretical principles of color photography. The student will examine choices in film, scanning, digital capture, and digital output. Image evaluation will include technical considerations of light, exposure, color correction, computer monitor calibration, and color profiles for printing. Furthermore, color and vision, color theory, and color symbolism will be examined at length. Specific assignments will be addressed with individual and class critiques.
Transfer Credit: CSU

PHOT 130
PHOTO JOURNALISM 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: PHOT 100 or equivalent with a grade of Pass or "C" or higher.
This course deals with the photographer as a journalist, focusing on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, Internet and other mass communications media. Students must have access to a manually operable camera. This course is not open to students who are enrolled in or who have received credit in JOUR 130.
Transfer Credit: CSU

PHOT 150
PHOTOGRAPHY AND SOCIETY 3.0 UNITS
Class hours: 3.0 Lecture
This course will examine a variety of topics concerning the interface of photography and society. These include photography and the arts, propaganda and politics, photography and scientific observation, visual anthropology, the visual archive as historical memory, surveillance and power, issues of privacy and censorship, advertising and commodity culture, photojournalism, and the construction of celebrity through images. The manufacturing of personal identity and cultural history through photographic artifacts will be emphasized, as well. Analysis will focus on the way photographic images are used in society and how they help construct our sense of self and the world on a daily basis.
Transfer Credit: CSU

PHOT 160
HISTORY OF PHOTOGRAPHY 3.0 UNITS
Class hours: 3.0 Lecture
This course is a survey of the history of photography from its origins to the present, speculating on the future. This course traces the development of photographic theory and practice from its inception, through modernism to the present. The major concepts of photographic representation and the impact of photography on society are also covered.
Transfer Credit: CSU; UC

PHOT 171
OCCUPATIONAL WORK EXPERIENCE IN PHOTOGRAPHY 1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Occupational Work Experience in Photography requires 60 non-paid hours or 75 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

PHOT 200
ADVANCED PHOTOGRAPHY 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 102 or equivalent with a grade of Credit or "C" or higher.
This course is designed to advance student's knowledge and skills beyond Intermediate Photography. This course will cover advanced large format camera use, studio strobe lighting techniques, digital photography, and professional presentation of photographs. At the end of the semester, student will be expected to present portfolio of photographic prints that represent a body of work. Class assignments will include black-and-white as well as color assignments.
Transfer Credit: CSU

PHOT 230
PORTRAIT PHOTOGRAPHY 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or equivalent with a grade of Credit or "C" or higher.
This is a course in the theory and practice of portraiture. Lectures will present lighting and contemporary retouching techniques for professional studio portraiture. Topics also include self-portraiture, extended environmental portraiture, typological portraits, narrative, documentary portraiture, candid camera, the snapshot aesthetic, figurative portraiture, directorial portraiture, and fashion. Issues regarding idolatry, gender and sexuality, "the gaze," ethics, exploitation, and legal questions will be explored.
Transfer Credit: CSU

PHOT 232
APPROACHES TO STUDIO LIGHTING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or equivalent with a grade of Credit of "C" or higher.
This course examines a variety of approaches to studio lighting in photography. Concept development, and execution in the studio environment as well as studio construction, location work, and lighting and exposure techniques will be covered. Students will concentrate on a semester-long project in a specialized area of studio work.
Transfer Credit: CSU

PHOT 234
PORTFOLIO DEVELOPMENT 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 102 or equivalent with a grade of Pass or "C" or higher, or PHOT 110 and PHOT 100 or equivalent with grades of Credit or "C" or higher.
This course is designed to address the marketing aspects of photography. Preparation of portfolios, care of original photographs, photography markets, legal aspects, and gallery exhibition are the primary course topics.
Transfer Credit: CSU

PHOT 235
THE PHOTOGRAPHIC BOOK 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or PHOT 110 with a grade of Pass or "C" or higher.

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PHOT 240
EXPERIMENTAL PHOTOGRAPHY  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or equivalent with a grade of Credit or “C” or higher.
This is a course in the theory and practice of experimental photography. Content includes a variety of approaches that differ from standard photography, including experiments with cameraless photography, photomontage, chance procedures, 3-D photography, the slide show, and new genres of photo-based art-making involving sculpture, installation, projection, and performance.
Transfer Credit: CSU

PHOT 250
CONTEMPORARY PHOTOGRAPHIC EXPRESSION  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or equivalent with a grade of Credit or “C” or higher.
This course is an in-depth study of the use of visual language for contemporary photographic expression. Imagery is stressed, with process used as the tool for achieving a particular expression. Students will explore photographic genres, as well as discover the uniqueness of their own approach through the creation of a personal body of work.
Transfer Credit: CSU; UC

PHOT 252
PHOTOGRAPHY OF THE LANDSCAPE  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: PHOT 100 or equivalent with a grade of Credit or “C” or higher.
This course examines the interpretation of the landscape through the medium of photography. Theories of photographic approaches to the landscape and its development and industrialization are stressed. Topics include preparation for field work, film types, exposure techniques, appropriate equipment and care, and printing techniques.
Transfer Credit: CSU

PHOT 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

PHOT 299
DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

PHYSICAL EDUCATION
(HEALTH, PHYSICAL EDUCATION DIVISION)

PE 101A
SPORTS OFFICIATING FOR FOOTBALL  1.0 UNIT
Class hours: 1.0 Lecture
Theory and practice are combined in a study of the organization and techniques of officiating football.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 101B
SPORTS OFFICIATING FOR MEN’S AND WOMEN’S BASEBALL  1.0 UNIT
Class hours: 1.0 Lecture
This course is designed to give the student a detailed study of the techniques of officiating men’s and women’s baseball.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 102A
SPORTS OFFICIATING FOR MEN’S AND WOMEN’S BASKETBALL  1.0 UNIT
Class hours: 1.0 Lecture
This course is an in-depth study of the mechanics and rules of officiating basketball.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 102B
SPORTS OFFICIATING FOR MEN’S AND WOMEN’S TRACK AND FIELD  1.0 UNIT
Class hours: 1.0 Lecture
This course is an in-depth study of the organization and techniques of officiating track and field and cross-country.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.

PE 103
THEORY OF COACHING  3.0 UNITS
Class hours: 3.0 Lecture
This course will provide students with a foundation of components to begin a successful coaching career. Emphasis will be placed
on ethics, team management, team practice organization, and coaching characteristics. This course will address coaching issues at all levels and age groups. 

**Transfer Credit: CSU**

**PE 105**

**STUDENT ATHLETES IN SOCIETY** 2.0 UNITS

Class hours: 2.0 Lecture

This course provides students with an analysis and interpretation of issues affecting student athletes in past and present societies. Physiological, sociological, and psychological aspects of student athletes as related to sport and education will be covered. Students will plan for future career opportunities.

**Transfer Credit: CSU**

**PE 106**

**WOMEN IN SPORTS** 3.0 UNITS

Class hours: 3.0 Lecture

This course provides students with a chronological history, analysis and interpretation of people, events and issues affecting women in sports, in past and present societies. Physiological, sociological and psychological aspects of female athletes as related to sport, history and education will be covered. Students will gain an understanding of the significant events of women in athletics from the past to the present and how their significance will determine the future of women in sports. This course is not open to students who are enrolled in or who have received credit in WS 106.

**Transfer Credit: CSU; UC**

**PE 107**

**INTRODUCTION TO ATHLETIC TRAINING** 3.0 UNITS

Class hours: 3.0 Lecture

This course provides instruction in the prevention, assessment, management, and reconditioning of athletic injuries. Taping and bandaging, protective padding, and modalities used for treatment will be presented.

**Transfer Credit: CSU; UC**

**PE 109**

**THEORY OF COACHING BASEBALL** 2.0 UNITS

Class hours: 2.0 Lecture

This course includes the study of the various aspects of coaching baseball. Topics include organizing the program, developing skills, offensive and defensive play strategies, and conditioning techniques. This course will assist coaches for youth league, high school and college teams.

**Transfer Credit: CSU; UC**

*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.*

**PE 110**

**THEORY OF TRACK AND FIELD** 2.0 UNITS

Class hours: 2.0 Lecture

This course is designed to introduce the basic fundamentals of coaching the events in track and field.

**Transfer Credit: CSU; UC**

*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.*

**PE 112**

**THEORY OF FOOTBALL** 2.0 UNITS

Class hours: 2.0 Lecture

This course gives students an understanding of how to coach and teach the skills, principles, and philosophy of offensive and defensive football.

**Transfer Credit: CSU; UC**

*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 8 units.*

**PE 114**

**INTRODUCTION TO KINESIOLOGY** 3.0 UNITS

Class hours: 3.0 Lecture

This introductory course is designed to provide students an overview of the study of Kinesiology. Students will study fundamental/ introductory concepts associated in each area of Kinesiology, explore those concepts within research and applied contexts, and complete activities to build knowledge of the various dimensions. Theories will be studied from both sport and exercise perspectives. The application of Kinesiology content will also be discussed as it relates to professional development.

**Transfer Credit: CSU; UC**

**PE 120**

**SEDENTARY ACTIVITIES FOR STUDENT’S WITH DISABILITIES** 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

This course is designed for the student who is not able to participate in the standard circuit weight-training program due to a disability. An individualized weight-training program will be tailored to the physical abilities and disabilities of the student.

**Transfer Credit: CSU; UC**

*UC credit limits may apply. Any or all of these PE courses with #’#s combined: maximum credit, 4 units.*

**PE 121**

**ADAPTED CARDIOVASCULAR EXERCISE** 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

This course is designed to provide cardiovascular fitness training. Emphasis is on individual assessment, programming and selection of training methods including a variety of training options for wheelchair and non-wheelchair users.

**Transfer Credit: CSU; UC**

*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 4 units.*

**PE 122**

**ADAPTED STRENGTH TRAINING** 1.0 UNIT

Class hours: 0.5 Lecture/1.5 Laboratory

Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.

This course is designed for the student who is not able to participate in the standard circuit weight-training program due to a disability. An individualized weight-training program will be tailored to the physical abilities and disabilities of the student.

**Transfer Credit: CSU; UC**

*UC credit limits may apply. Any or all of these PE courses with #’s combined: maximum credit, 4 units.*
along with other pool activities such as hydroexercises and mobility activities will be included.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 124**
**WHEELCHAIR ACTIVITIES**  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
Recommendation: Completed adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, intake interview assessment procedures.
This course is designed to develop the general fitness level for the wheelchair bound student through a variety of modified sport activities.
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 125**
**WATER SAFETY INSTRUCTOR (WSI)**  2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Recommendation: PE 150B or equivalent, 17 years of age or older and CPR card. Competence in fundamentals of backstroke, sidestroke, breaststroke, crawl and diving. This course is offered with the authorization of the American Red Cross to provide students with Instructor Candidate Training (ICT), along with the Water Safety Instructor (WSI). It is a comprehensive analysis of principles of movement, organizational strategies utilized in presenting aquatic activities and advanced swimming skills. It also includes an opportunity to qualify for the American Red Cross Water Safety Instructor certification.
Transfer Credit: CSU;

**PE 126**
**LIFEGUARD TRAINING**  2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
Prerequisite: PE 150A, swimming, beginning or equivalent with a grade of Pass or “C” or higher.
This course offers instruction and practice in American Red Cross Lifeguard Training and Conditioning. Emphasis will be placed on personal safety, safety and self-rescue in the use of small craft, elementary forms of rescue, the swimming rescue, and artificial respiration. American Red Cross certification in Lifeguard Training will be available upon completion of the class. Students must be at least 16 years old at start of semester to qualify for American Red Cross (ARC) certification “Lifeguard Training and Community First Aide and Safety.”
Transfer Credit: CSU; UC

**PE 127**
**ADAPTED STRETCHING & RELAXATION**  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
Recommendation: Student should complete adapted physical education physician health clearance for participation, adapted physical education health history questionnaire, and intake interview assessment. This course is designed for students with physical disabilities requiring an individualized exercise program of stretching and relaxation. Emphasis is on individual assessment, programming, and selection of stretching and relaxation techniques to develop and improve flexibility, as well as promote relaxation.
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 128**
**RESTORATIVE YOGA**  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course will emphasize a style of yoga that will allow the body to experience total relaxation in various postures. Various props will be used to allow passive stretching.
Transfer Credit: CSU

**PE 129**
**PILATES CONDITIONING FOR DANCERS**  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to provide a sports specific physical and mental conditioning program from the aspiring dancer or athlete involving exercises based on the Pilates technique. These exercises are designed to increase dance and sports specific body functioning and alignment by increasing awareness, flexibility, and muscular strength.
Transfer Credit: CSU

**PE 130**
**STRETCHING AND RELAXATION**  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course emphasizes the development of flexibility in muscles and joints to prevent injury and improve posture and body alignment. Relaxation techniques and stretching improve general wellness as they become part of lifestyle. (Formerly PE 30.2)
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 131**
**WALKING FOR FITNESS**  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course will emphasize instruction and practice of walking techniques for speed, distance and endurance. Information on aerobic conditioning, heart rate, stretching and stress reduction will be covered.
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 132A**
**LOW IMPACT AEROBICS**  1.5 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
Student will receive practical instruction in ways to improve their cardiovascular endurance, muscular endurance, flexibility and body composition through various low impact aerobic activities. Lectures may include the areas of basic nutrition, body composition, posture analysis and principles of safe and effective exercise.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 132B**
**AEROBIC ACTIVITIES**  1.5 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
This course is designed to meet the needs of students who want practical instruction in ways to improve their cardiovascular endurance and flexibility through various aerobic activities and stretching movements. Lectures may include areas of basic nutrition, body composition, posture analysis and principles of safe and effective exercise.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 133**
**STEP AEROBICS**  1.5 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
This course is designed as a contemporary workout to improve each participant’s strength and cardiovascular fitness level through steady-state stepping movements that will improve health. Students will be exposed to a graduated, continuous system
of rhythmic stepping at various platform heights, emphasizing strength, flexibility, and endurance. The class will include proper body alignment and mechanics, basic nutrition, injury prevention, strength training, and personal fitness assessment. Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 134
WATER AEROBICS 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This water aerobics exercise class emphasizes development of cardiorespiratory endurance, flexibility and muscle tone. No swimming skills are required. Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 135A
CIRCUIT WEIGHT TRAINING BEGINNING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course covers the fundamentals and techniques of circuit weight training with the use of machines, barbells, dumbbells, jump ropes, and other equipment in the development of an improved level of fitness and physical condition. Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 135B
CIRCUIT WEIGHT TRAINING, INTERMEDIATE/ADVANCED 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course will consist of applied theory as well as physical conditioning. Students will use three types of resistance exercise to reach goals: Isotonic, Isometric, and Isokinetic. Individual instruction will be given along with the discussion of strengths, weaknesses, and nutritional needs of each individual. Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 136
INDOOR CYCLING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
Students will receive practical instruction in ways to improve their cardiorespiratory endurance, muscular endurance, flexibility, and body composition through indoor bicycling. Basic drills and intensity training will be included. Lectures may include the areas of basic nutrition, body composition, posture analysis, and principles of safe and effective exercise on an indoor bicycle. Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 137
SONG UNIT 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to develop, improve and implement the skills necessary to be an effective songleader at the community college level. Transfer Credit: CSU; UC*

*UC Credit limits may apply. Any of all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 138
YOGA 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to provide knowledge, resources, and a routine that promotes fitness awareness through a progressive training regimen. The students will participate in a physical conditioning program based on the use of training principles, fitness testing, a variety of exercises, and self-awareness surveys. Transfer Credit: CSU; UC

PE 141
FITNESS AND WELLNESS 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course is designed to cover topics related to health and wellness including principles of fitness, nutrition, coronary heart disease, and stress management. An exercise lab will include pre-and-post assessment of each student’s fitness components such as cardiovascular fitness, muscular strength and endurance, flexibility and body composition. Individualized exercise prescription is provided for each student to improve his/her fitness components. Progress is monitored throughout the semester. Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 142
FITNESS AND WELLNESS FOR OLDER ADULTS 2.0 UNITS
Class hours: 1.0 Lecture/2.0 Laboratory
Prerequisite: Medical Clearance from Physician.
This course is designed for older adults and includes an exercise program consisting of mild cardiovascular, stretching, and weight lifting activities. Testing is provided to determine a physical assessment of the individual for cardiovascular fitness, body composition, strength, and flexibility. Students establish their own training program and participate in the above activities, based on the recommended exercise prescription. Lectures provide information on nutrition, stress management, conditioning, and diet related to the special interests, and diet needs of the aging and older adults. Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 143
PERSONAL FITNESS PROGRAM 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed as an exercise program consisting of cardio-respiratory, stretching, weight training activities. Testing will be provided to determine physical assessment and improvement in the areas of flexibility, strength, endurance, aerobic fitness, and body

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composition. Each student will establish and practice his or her training program based on recommended exercises.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 145
BASIC TRAINING AND PHYSICAL CONDITIONING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This is a high-energy course incorporating sport-specific activities and physical drills. Training will improve sports performance, as well as have a conditioning effect. Participants entering this class should be at an intermediate to advanced fitness level.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 146
WEIGHT MANAGEMENT 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to provide strategies for weight management. It will include discussion in the physical, emotional, and nutritional components of a successful weight management plan and provide the opportunity for each student to establish and practice an individualized program.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 times.

PE 147
TRIATHLON BASICS 1.0 UNIT
Class hours: 0.5 Lecture/2.5 Laboratory
Recommendation: Clearance from a medical professional.

This class studies the sport of triathlon. Students will learn the basics of swimming skills, bicycling techniques, running drills, and muscular endurance training. Participants entering this class should be at an intermediate to advanced fitness level. Upon completion of the class, participants will be able to finish a spring distance triathlon.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 148
BODY SCULPTING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed as an exercise program consisting of activities to improve the participant's muscular tone, strength, endurance, and flexibility. The student will participate in body sculpting exercises using various resistance techniques and equipment.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 149A
BEGINNING JOGGING FOR FITNESS 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to be an introduction to a running program that will benefit a broad spectrum of fitness levels. This class will incorporate a weekly mileage progression with attention to running mechanics and injury prevention.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses will ##'s combined: maximum credit, 4 units.

PE 149B
INTERMEDIATE JOGGING FOR FITNESS 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to build a moderate running base and improve stride mechanics through various training techniques. Training will be monitored through weekly mileage progression, heart rate training, and stride mechanics.

Transfer Credit: CSU; UC*
*UC credit limits apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 150
SWIMMING, INTERMEDIATE 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Intensive drill in backstroke, sidestroke, breaststroke and crawl. Fundamentals of diving and water polo.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 150C
SWIMMING, ADVANCED 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Intensive drill in backstroke, sidestroke, breaststroke, and crawl; fundamentals of diving and water polo.

Transfer Credit: CSU

PE 150D
SWIMMING, NOVICE 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course will offer introduction to the fundamentals of swimming strokes, elementary diving, and water safety for the novice.

Transfer Credit: CSU

PE 151
WRESTLING, BEGINNING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to provide instruction and practice in the fundamentals of wrestling.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 153A
BACKPACKING, BEGINNING 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course provides the student with the knowledge and skills necessary for all-season, off-trail backpacking. A backpack trip of at least three days at the end of the course will be required. Student will be expected to furnish their own backpacking equipment.

Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 153B
BACKPACKING, ADVANCED 2.0 UNITS
Class hours: 1.0 Lecture/6.0 Laboratory
Prerequisite: PE 153A or equivalent with a grade of Pass or “C” or higher.

This course is designed to provide the student with advanced skills and knowledge. All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
used in extensive all-season, cross-country backpacking. Emphasis will be placed on survival and navigational skills. Two trips of 4 1/2 days (or one 9-day trip in summer session) will be required. Students will be expected to furnish their own backpacking equipment.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

**Course Descriptions**

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

PE 154A
BADMINTON, BEGINNING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
Emphasis will be on fundamental strokes and court techniques for singles, doubles, and mixed doubles.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 154B
BADMINTON, INTERMEDIATE/ADVANCED 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed for badminton players wishing to improve skills and techniques. Emphasis will be on improving form and court strategy in offensive and defensive play. Interclass competition will be held.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 155A
BOWLING BEGINNING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
The fundamental theory, techniques, rules, etiquette and scoring of bowling will be emphasized.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 155B
BOWLING, INTERMEDIATE/ADVANCED 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to help the student improve their skill in bowling by correction of individual faults, advanced lane and adjustment techniques and opportunity for league competition in the class. Additional areas of knowledge will include league organization and psychology of competition.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 156A
GOLF BEGINNING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to teach fundamental techniques of grip, alignment, stance and swing for irons, woods, and putting.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 156B
GOLF INTERMEDIATE/ADVANCED 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course provides group and individualized instruction to develop and improve the more technical and advanced golf strokes. Specialized strokes include those used in sand traps, side hill and down hill lies, tee shots, and advanced putting techniques. Golf playing strategy for use on the course will be presented. Professional Golf Association (PGA) rules and etiquette will be emphasized. Students will play competitive golf in class.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 158A
RACQUETBALL BEGINNING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
The emphasis will be on fundamental strokes, techniques of playing, rules and strategy of racquetball for doubles, singles, and “cut-throat” play.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 158B
RACQUETBALL INTERMEDIATE/ADVANCED 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to provide fundamental techniques and rules of racquetball. Strategies, offensive and defensive deployments in singles and doubles will be addressed.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 159A
TENNIS BEGINNING 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course will cover fundamental stroke techniques for singles and doubles. The history of tennis, playing area, tennis vocabulary, etiquette and rules will be included.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 159B
TENNIS INTERMEDIATE 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed for those players wishing to increase skills in tennis. An emphasis will be on improvement of form, strokes, and serves. Intra-class competition will be held.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 159C
TENNIS, ADVANCED 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to develop the student’s understanding and skill of advanced fundamentals of tennis by instruction and practice in all ground strokes including drop shots, lops, and overheads, and double strategy.

Transfer Credit: CSU

PE 159D
TENNIS, INTRODUCTION 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to introduce students to the basic fundamentals of tennis by instruction and practice in fundamental movement skills, grips, forehand, backhand, and serve.

Transfer Credit: CSU

PE 160
PERSONAL SELF DEFENSE 1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
A course designed to provide women with specific attitudes, knowledge and skills useful in self-defense.

Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Course Descriptions

PE 161A
TAE KWON DO, BEGINNING  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to teach the student introductory elements of Tae Kwon Do with an emphasis on forms; eleven basic stances; three-step sparring; breakfalls; and basics of punches, blocks, and kicks. Instruction in the history and philosophy relevant to Tae Kwon Do will also be provided.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 161B
TAE KWON DO, INTERMEDIATE/ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Recommendation: Some knowledge and experience in Tae Kwon Do. This course is designed to continue the student's learning to the intermediate/advance levels of Tae Kwon Do. Intermediate and advance versions of all techniques-including basic stances, sparring, punches, blocks, and kicks-will be introduced. In addition, breakfalls and Hapkido will be introduced.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 162
JOGGING, BASICS  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed specifically for non-runners and those who are in need of building a general fitness foundation. A preliminary training regimen will be utilized in order to achieve improvements and stability while going through the learning process.
Transfer Credit: CSU

PE 170
WATER POLO  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
During this course, the student will learn the skills of water polo, which include physical skill development, conditioning, game strategy and terminology.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 171A
SOFTBALL  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to provide students with the knowledge and practical skills necessary to effectively participate in softball.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 171B
SOFTBALL, INTERMEDIATE/ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to provide students with advanced knowledge and practical skills necessary to effectively participate in Fast Pitch softball. Emphasis will be placed on skills which will prepare the students to compete on the intercollegiate softball team.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 171C
SLOW PITCH SOFTBALL  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to provide students with the knowledge and practical skills necessary to effectively participate in slow-pitch softball. In slow-pitch softball the ball is thrown slowly, traveling in an arc.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 172A
VOLLEYBALL, BEGINNING  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to develop the student's understanding and skill of advanced fundamentals of volleyball by instruction and practice in fundamental movement skills, passing, setting, hitting, and serving.
Transfer Credit: CSU

PE 172B
VOLLEYBALL, INTERMEDIATE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
A course designed for students wishing to improve form, learn advanced skills and court strategies in volleyball. Intra-class competition will be held.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 172C
VOLLEYBALL, ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to develop the student's understanding and skill of advanced fundamentals of volleyball by instruction and practice in fundamental movement skills, passing, setting, hitting, and serving.
Transfer Credit: CSU

PE 173
SOCCER FITNESS AND TECHNIQUE  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This class is designed to develop soccer technique through a conditioning based program. The class will incorporate soccer fitness training while building a foundation of skill development and progression.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 175A
BASEBALL, BEGINNING  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to present the fundamental techniques, rules and etiquette of the sport of baseball.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.
Course Descriptions

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PE 175B
BASEBALL, INTERMEDIATE/ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
The course is designed to improve individual techniques for baseball players. Team competitive play situations will be provided in order to increase students' skills, knowledge, and strategy.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 176A
BEGINNING BASKETBALL  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course will include instruction and practice in shooting, passing, offensive play, individual and team defense.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 176B
BASKETBALL ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Team competitive play situations will be provided in order to increase students' skills, knowledge, and strategy.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 176C
BASKETBALL, INTERMEDIATE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course provides team competitive play situations in order to increase students' skills, knowledge, and strategy.
Transfer Credit: CSU

PE 176D
BASKETBALL FOR THE NOVICE  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course will include instruction and practice in shooting, lay-ups, dribbling, passing, footwork, defensive stance, and basic rules. This course may be taken one time.
Transfer Credit: CSU

PE 177
FLAG FOOTBALL  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to teach the fundamental theory and skills involved in the game of flag football.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 178
FOOTBALL, INTERMEDIATE/ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to teach individual techniques of offense and defense in football. It is recommended for physical education majors and those interested in varsity competition.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 179A
SOCCER, BEGINNING  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to introduce theory and practice in the fundamental skills and techniques of soccer. Proper conditioning will be stressed.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 179B
SOCCER INTERMEDIATE/ADVANCED  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Must demonstrate some knowledge of basic soccer skills. This course is designed to deal with advanced techniques, skills, and tactics for soccer players. It is recommended for those interested in varsity competition.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 200
BASEBALL  3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to develop the student for intercollegiate competition in baseball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 200A
BASEBALL, MEN OFF-SEASON INTERCOLLEGIATE  1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 200B
BASEBALL, MEN OFF-SEASON INTERCOLLEGIATE  2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 200C
BASEBALL, MEN OFF-SEASON INTERCOLLEGIATE  3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 202
BASKETBALL, MEN  3.0 UNITS
Class hours: 10.0 Laboratory
Training for intercollegiate competition in basketball. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 202A
BASKETBALL, MEN OFF-SEASON INTERCOLLEGIATE  1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play and strategy will be emphasized.
Transfer Credit: CSU
Course Descriptions

PE 202LB
BASKETBALL, MEN OFF-SEASON INTERCOLLEGIATE 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 202LC
BASKETBALL, MEN OFF-SEASON INTERCOLLEGIATE 3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 203
THEORY OF COACHING SOFTBALL 2.0 UNITS
Class hours: 2.0 Lecture
This course includes the study of the various aspects of coaching softball. Topics include organizing the program, developing skills, offensive and defensive play strategies, and conditioning techniques. This course will assist coaches for youth league, high school, and college level teams.
Transfer Credit: CSU

PE 204
BASKETBALL, WOMEN 3.0 UNITS
Class hours: 10.0 Laboratory
This course will include training for intercollegiate competition in women's basketball. It includes daily practice of two hours plus an intercollegiate game schedule. Conditioning for competition will be stressed. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 204LA
BASKETBALL, WOMEN, OFF-SEASON INTERCOLLEGIATE 1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

PE 204LB
BASKETBALL, WOMEN, OFF-SEASON INTERCOLLEGIATE 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

PE 204LC
BASKETBALL, WOMEN, OFF-SEASON INTERCOLLEGIATE 3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

PE 204LD
BASKETBALL, WOMEN, OFF-SEASON INTERCOLLEGIATE 0.5 UNIT
Class hours: 1.5 Laboratory
This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

PE 206
CROSS COUNTRY, MEN 3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to develop the student for intercollegiate competition in cross-country running. Proper warm-up exercises and conditioning will be emphasized. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 206LA
CROSS COUNTRY MEN OFF-SEASON INTERCOLLEGIATE 1.0 UNIT
Class hours: 3.0 Laboratory
The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.
Transfer Credit: CSU

PE 206LB
CROSS COUNTRY MEN OFF-SEASON INTERCOLLEGIATE 2.0 UNITS
Class hours: 6.0 Laboratory
The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.
Transfer Credit: CSU

PE 208
CROSS COUNTRY, WOMEN 3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to provide training for women in intercollegiate competition in cross-country. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC
*UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.

PE 208LA
CROSS COUNTRY WOMEN OFF-SEASON INTERCOLLEGIATE 1.0 UNIT
Class hours: 3.0 Laboratory
The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.
Transfer Credit: CSU

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PE 208LC
CROSS COUNTRY WOMEN
OFF-SEASON INTERCOLLEGIATE 3.0 UNITS
Class hours: 9.0 Laboratory
The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.
Transfer Credit: CSU

PE 210
FOOTBALL, MEN 3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to provide training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 210A
FOOTBALL, MEN OFF-SEASON INTERCOLLEGIATE 1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 210B
FOOTBALL, MEN OFF-SEASON INTERCOLLEGIATE 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 210C
FOOTBALL, MEN OFF-SEASON INTERCOLLEGIATE 3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 211
FOOTBALL CONDITIONING (OLYMPIC WEIGHTS - POWER LIFTING) 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is designed to prepare students for athletic competition in football. It is an intensive power training program based on the overload principle. This course uses olympic weights in a structured program that primarily builds power. It does not use isometric or cardio-vascular training. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 212
FOOTBALL TRAINING AND TECHNIQUES 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course will consist of in-season conditioning, theory of play, opponent evaluation, and goal setting for football. The student will be instructed in each of the above to develop a successful physical and mental approach to weekly contests. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 213
INTERCOLLEGIATE GOLF 3.0 UNITS
Class hours: 10.0 Laboratory
This course prepares students for intercollegiate competition in golf and gives them an opportunity to participate in this competition. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 217
SOCCER - MEN 3.0 UNITS
Class hours: 10.0 Laboratory
Training for intercollegiate competition in soccer. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 217A
SOCCER, MEN OFF-SEASON INTERCOLLEGIATE 1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 217B
SOCCER, MEN OFF-SEASON INTERCOLLEGIATE 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 217C
SOCCER, MEN OFF-SEASON INTERCOLLEGIATE 3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

PE 219
SOCCER, WOMEN 3.0 UNITS
Class hours: 10.0 Laboratory
Training for intercollegiate competition in soccer. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

PE 219A
SOCCER, WOMEN OFF-SEASON INTERCOLLEGIATE 1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU
### Course Descriptions

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Class Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 219LB</td>
<td>SOCCER, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>2.0</td>
<td>6.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 219LC</td>
<td>SOCCER, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>3.0</td>
<td>9.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 221</td>
<td>SOFTBALL, WOMEN</td>
<td>3.0</td>
<td>10.0 Laboratory</td>
<td>Training for intercollegiate competition in women's softball. This course may be taken a maximum of 4 times. Transfer Credit: CSU; UC* *UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.</td>
</tr>
<tr>
<td>PE 221A</td>
<td>SOFTBALL, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>1.0</td>
<td>3.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 221B</td>
<td>SOFTBALL, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>2.0</td>
<td>6.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 221C</td>
<td>SOFTBALL, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>3.0</td>
<td>9.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 222</td>
<td>SWIMMING, MEN</td>
<td>3.0</td>
<td>10.0 Laboratory</td>
<td>Training for intercollegiate competition in swimming. Emphasis will be on conditioning and stroke analysis. This course may be taken a maximum of 4 times. Transfer Credit: CSU; UC* *UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.</td>
</tr>
<tr>
<td>PE 222A</td>
<td>SWIMMING, MEN OFF-SEASON INTERCOLLEGIATE</td>
<td>1.0</td>
<td>3.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 222B</td>
<td>SWIMMING, MEN OFF-SEASON INTERCOLLEGIATE</td>
<td>2.0</td>
<td>6.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 222C</td>
<td>SWIMMING, MEN OFF-SEASON INTERCOLLEGIATE</td>
<td>3.0</td>
<td>9.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 225</td>
<td>SWIMMING, WOMEN</td>
<td>3.0</td>
<td>10.0 Laboratory</td>
<td>This course is designed to provide training for women in intercollegiate competitive swimming. Emphasis will be on conditioning and stroke analysis. This course may be taken a maximum of 4 times. Transfer Credit: CSU; UC* *UC credit limits may apply. Any or all of these PE courses with ##'s combined: maximum credit, 4 units.</td>
</tr>
<tr>
<td>PE 225A</td>
<td>SWIMMING, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>1.0</td>
<td>3.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 225B</td>
<td>SWIMMING, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>2.0</td>
<td>6.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 225C</td>
<td>SWIMMING, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>3.0</td>
<td>9.0 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized. Transfer Credit: CSU</td>
</tr>
<tr>
<td>PE 225D</td>
<td>SWIMMING, WOMEN OFF-SEASON INTERCOLLEGIATE</td>
<td>0.5</td>
<td>1.5 Laboratory</td>
<td>This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized. Transfer Credit: CSU</td>
</tr>
</tbody>
</table>

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Course Descriptions

**PE 227**
**TENNIS, MEN**  3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to provide training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 227LA**
**TENNIS, MEN OFF-SEASON INTERCOLLEGIATE**  1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 227LB**
**TENNIS, MEN OFF-SEASON INTERCOLLEGIATE**  2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 227LC**
**TENNIS, MEN OFF-SEASON INTERCOLLEGIATE**  3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 227LD**
**TENNIS, MEN OFF-SEASON INTERCOLLEGIATE**  0.5 UNIT
Class hours: 1.5 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 229**
**TENNIS, WOMEN**  3.0 UNITS
Class hours: 10.0 Laboratory
This course will prepare students for competition in women's tennis. Emphasis will be on conditioning and learning competitive strategy and techniques. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 229LA**
**TENNIS, WOMEN OFF-SEASON INTERCOLLEGIATE**  1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 229LB**
**TENNIS, WOMEN OFF-SEASON INTERCOLLEGIATE**  2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 229LC**
**TENNIS, WOMEN OFF-SEASON INTERCOLLEGIATE**  3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 229LD**
**TENNIS, WOMEN OFF-SEASON INTERCOLLEGIATE**  0.5 UNIT
Class hours: 1.5 Laboratory
This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.
Transfer Credit: CSU

**PE 231**
**TRACK AND FIELD, MEN**  3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to develop the student for intercollegiate competition in track and field events. Individual techniques and skills for different events will be emphasized. Proper warm-up exercises for different events will be stressed. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*

*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 231LA**
**TRACK AND FIELD, MEN OFF-SEASON INTERCOLLEGIATE**  1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 231LB**
**TRACK AND FIELD, MEN OFF-SEASON INTERCOLLEGIATE**  2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 231LC**
**TRACK AND FIELD, MEN OFF-SEASON INTERCOLLEGIATE**  3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 233**
**TRACK AND FIELD, WOMEN**  3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to develop the student for intercollegiate competition in Track and Field events. Individual techniques and skills for different events will be emphasized. Proper warm-up exercises for different events will be stressed. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

348
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**Course Descriptions**

**PE 233LA**
**TRACK AND FIELD, WOMEN**
**OFF-SEASON INTERCOLLEGIATE** 1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 233LB**
**TRACK AND FIELD, WOMEN**
**OFF-SEASON INTERCOLLEGIATE** 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 233LC**
**TRACK AND FIELD, WOMEN**
**OFF-SEASON INTERCOLLEGIATE** 3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 235**
**VOLLEYBALL, WOMEN** 3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to provide training for intercollegiate competition in women's volleyball. It involves daily practice of two hours plus an intercollegiate match schedule. Conditioning for tournament play will be stressed.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 235LA**
**VOLLEYBALL, WOMEN**
**OFF-SEASON INTERCOLLEGIATE** 1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 235LB**
**VOLLEYBALL, WOMEN**
**OFF-SEASON INTERCOLLEGIATE** 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 235LC**
**VOLLEYBALL, WOMEN**
**OFF-SEASON INTERCOLLEGIATE** 3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 239**
**WATER POLO - MEN** 3.0 UNITS
Class hours: 10.0 Laboratory
Training for intercollegiate competition in water polo. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC*  
*UC credit limits may apply. Any or all of these PE courses with ##’s combined: maximum credit, 4 units.

**PE 239LA**
**WATER POLO MEN OFF-SEASON INTERCOLLEGIATE** 1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

**PE 239LB**
**WATER POLO MEN OFF-SEASON INTERCOLLEGIATE** 2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

349
Course Descriptions

PE 241LD
WATER POLO WOMEN
OFF-SEASON INTERCOLLEGIATE  0.5 UNIT
Class hours: 1.5 Laboratory
This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.  
Transfer Credit: CSU

PE 243
WRESTLING  3.0 UNITS
Class hours: 10.0 Laboratory
This course is designed to provide training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE courses ##'s combined: maximum credit, 4 units.

PE 243LA
WRESTLING, MEN OFF-SEASON INTERCOLLEGIATE  1.0 UNIT
Class hours: 3.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.  
Transfer Credit: CSU

PE 243LB
WRESTLING, MEN OFF-SEASON INTERCOLLEGIATE  2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.  
Transfer Credit: CSU

PE 243LC
WRESTLING MEN OFF-SEASON INTERCOLLEGIATE  3.0 UNITS
Class hours: 9.0 Laboratory
This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.  
Transfer Credit: CSU

PE 245
PEP UNIT  2.0 UNITS
Class hours: 6.0 Laboratory
This course is designed to develop, improve and implement the skills necessary to be an effective cheerleader at the community college level. This course may be taken a maximum of 4 times.  
Transfer Credit: CSU; UC*
*UC credit limits may apply. Any or all of these PE course ##'s combined: maximum credit, 4 units.

PE 253
SPORTS PSYCHOLOGY  3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to provide students with the knowledge and experience related to the psychological aspects of sport and physical activity. This course will also assist students in understanding the forces involved in participation and performance in athletics through exploring cultural, emotional, and social factors that affect concept of sport. The course informs the coach and athlete how to improve sport performance through psychological means.  
Transfer Credit: CSU

PE 254
MEASUREMENT AND INTERPRETATION OF FITNESS  3.0 UNITS
Class hours: 2.5 Lecture/2.0 Laboratory
This course covers the theory and practical application of current testing procedures and instrumentation used in exercise testing. Students learn to perform and interpret the basic measurement protocols for cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition and blood pressure.  
Transfer Credit: CSU

PE 255
PROGRAMS AND PRINCIPLES OF CONDITIONING  3.0 UNITS
Class hours: 3.0 Lecture
This course will provide the student with basic knowledge and principles related to exercise prescription. Students will develop the skills necessary to design and implement training programs as they relate to the components of fitness. Safeguards and effectiveness for all levels of fitness will be addressed.  
Transfer Credit: CSU

PE 260
ATHLETIC INJURY ASSESSMENT AND RECONDITIONING  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course allows the student to expand upon the knowledge of the mechanism, assessment and reconditioning of athletic injuries. Emphasis is placed upon injury mechanism and assessment, the phases of healing, modalities used in the healing process, and the application of exercise and exercise equipment in the reconditioning of athletic injuries.  
Transfer Credit: CSU

PE 261
ATHLETIC INJURY TAPING, BANDAGING AND IMMOBILIZATION  1.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course allows the student to expand upon the knowledge and skill of management, bandaging, and taping of athletic injuries. Emphasis is placed on immobilization of acute injuries, and the techniques used for preventative bandaging and taping of athletic injuries.  
Transfer Credit: CSU

PE 265
LEADERSHIP: THEORY & PRACTICE FOR THE FITNESS PROFESSIONAL  3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to cover topics related to leadership in the fitness industry (athletic coach, physical education instructor, personal trainer, and athletic trainer) and the various styles, theories, and implementation of leadership skills into a fitness setting. Understanding fitness leadership theories will enable the student to establish an effective connection with constituents.  
Transfer Credit: CSU; UC

PE 271A
OCCUPATIONAL WORK EXPERIENCE  1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Occupational Work Experience in Athletic Training requires 60 non-paid hours or 75 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers,

Transfer Credit: CSU; UC

*UC credit limits may apply. Any or all of these PE courses ##'s combined: maximum credit, 4 units.

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the college, and the employers/trainers. First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved projects are completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

Transfer Credit: CSU

PE 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

PS 112
PHYSICAL SCIENCE FOR ELEMENTARY
SCHOOL TEACHERS 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: MATH 105 or MATH 110A or concurrent enrollment or equivalent with a grade of Pass or "C" or higher, or satisfactory completion of the Math Placement Process.
This course is an introduction to basic physical science facts and concepts. The physical sciences that make our technological world possible will be studied. This course is designed to give a general introduction to fundamental concepts and to prepare students for teaching at the elementary school level.

Transfer Credit: CSU

PE 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

PE 271B
OCUPATIONAL WORK EXPERIENCE IN FITNESS 1.0 UNIT
Class hours: 1.0 Work Experience
Recommendation: None.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students meet with the instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their approved project is completed. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

One unit of Occupational Work Experience in Fitness Specialist requiring 60 non-paid hours or 75 paid hours of work per semester.

Transfer Credit: CSU

PS 100
PHYSICAL SCIENCE OF MODERN TECHNOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: MATH 40 or equivalent with a grade of Pass or “C” or higher or satisfactory completion of Math Placement Process.
This is a lecture/demonstration course especially designed to develop an understanding of basic science facts and concepts for non-science majors. Study of the sciences that make our technological world possible will be stressed.

Transfer Credit: CSU; UC*

*UC credit limits may apply. No credit for PS 100 if taken after a college course in Astronomy, Chemistry, Geology or Physics.

KINESIOLOGY 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: A&P 150 and A&P 151 or equivalent with grades of Pass or "C" or higher.
This course is the study of biomechanical principles of human movement and locomotion including specific kinesiological functions of muscles and muscle groups, characteristics of normal posture and gait, and an introduction to the clinical manifestations of muscle dysfunction. Laboratory hours will be used for goniometry, gait observation, muscle action application, and practice.

Transfer Credit: CSU

PTA 125
PATHOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: PTA 110 or equivalent with a grade of Pass or “C” or higher.
This course will include introduction to and instruction in observation of common pathological conditions. Emphasis will be placed on the following systems: musculoskeletal, circulatory, respiratory, gastrointestinal, and genitourinary.
Transfer Credit: CSU

PTA 126
CLINICAL PRACTICUM I 4.0 UNITS
Class hours: 12.3 Laboratory
Prerequisite: PTA 110 and PTA 120 or equivalent with grades of Pass or “C” or higher.
This course is designed to give the student an initial exposure to physical therapy interventions. Students will practice application of heat and cold physical agents, gait and transfer training and medical record review under the direction of the physical therapy clinical instructor. The laboratory experience involves training in one or more physical therapy settings as designated by the instructor. Uniforms are required. This course is offered on a credit/no credit basis only.
Transfer Credit: CSU

PTA 127
SOFT TISSUE INTERVENTIONS 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: PTA 120 or equivalent with a grade of Pass or “C” or higher.
This course introduces students to interventions for the myofascial system. Content includes the philosophy of care, facilitation of mechanical, neurological and physiological changes and documentation of interventions. Specific topics covered are soft tissue injuries, treatment protocols, muscle adaptations, release, and scar tissue intervention.
Transfer Credit: CSU

PTA 128
PHYSICAL THERAPY ASPECTS OF GROWTH AND DEVELOPMENT 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Acceptance into the Physical Therapist Assistant Program.
This course will introduce the student to concepts and physical therapy principles applied to the developmental process from gestation through adulthood. Emphasis will be placed on neurodevelopment techniques used for abnormal development and for patients with neurological or musculoskeletal disorders occurring in those age groups.
Transfer Credit: CSU

PTA 129
PHYSICAL THERAPY ASPECTS OF AGING AND INTEGUMENTARY MANAGEMENT 1.5 UNITS
Class hours: 1.5 Lecture
Prerequisite: Acceptance into the Physical Therapist Assistant Program.
This course will introduce the student to concepts and physical therapy principles applied to the aging process, including management of integumentary problems. Emphasis will be placed on pathologies and physical therapy interventions for disabilities in aging, burns, and wounds.
Transfer Credit: CSU

PTA 230
THERAPEUTIC EXERCISE 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: PTA 120 or equivalent with a grade of Pass or “C” or higher.
This course is for second year physical therapist assistant majors. Therapeutic exercise introduces the student to the use of exercise as a preventive and intervention mechanism for pathological conditions which influence strength, endurance and flexibility of the human body. Emphasis is placed upon identification and application of exercise, developmental sequence of exercise, types of exercise, and the use of exercise equipment. Instruction includes the body's physiological response to exercise.
Transfer Credit: CSU

PTA 233
PROSTHETICS AND ORTHOTICS FOR ALLIED HEALTH PROFESSIONALS 2.0 UNITS
Class hours: 2.0 Lecture
This course is an introduction to the application of prosthetics and orthotic devices in the rehabilitation process of persons with disabilities. Included in the course is a survey of commonly used devices, principles of fitting and alignment, criteria for selection of various components, instruction in donning, removing and maintenance of prostheses and orthoses, patient education in use of devices, and development of skill in fabrication of plaster positioning splints for upper and lower extremities.
Transfer Credit: CSU

PTA 235
NEUROLOGY 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: PTA 120 or equivalent with a grade of Pass or “C” or higher.
This course is designed to increase the student's knowledge in the anatomy and physiology of the nervous system. Information regarding the central, peripheral and autonomic systems is provided. Emphasis will be placed on the clinical manifestations of disease or injury to the nervous system as it relates to clinical problems encountered in physical therapy.
Transfer Credit: CSU

PTA 236
CLINICAL PRACTICUM II 4.0 UNITS
Class hours: 12.3 Laboratory
Prerequisite: PTA 125 or equivalent with a grade of Pass or “C” or higher.
This course is designed to teach the student the necessary intervention skills for physical therapy patient care. These skills will include active, passive and resistive exercise programs, as well as continued practice in physical agent application, gait and transfer training. Students will also learn fundamental procedures for clinical education from direct teaching and evaluation of learning. Laboratory experience involves training in one or more physical therapy settings as designated by the instructor. Student uniforms are required. This course is offered on a credit/no credit basis only.
Transfer Credit: CSU

PTA 240
ACTIVITIES OF DAILY LIVING 2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: PTA 230 or equivalent with a grade of Pass or “C” or higher.
This course will present instruction in the functional rehabilitation of the disabled. Emphasis will be on understanding and utilization of the physical therapy evaluation for implementation of intervention programs. This course will present clinical instruction
Course Descriptions

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

PTA 245
ADVANCED MODALITIES 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: PTA 235 or equivalent with a grade of Pass or "C" or higher.
This course is a study of the specific advanced physical therapy interventions and physical agents which are employed in the physical therapy clinic and which require greater expertise in their application.
Transfer Credit: CSU

PTA 246
CLINICAL AFFILIATION 4.0 UNITS
Class hours: 12.3 Laboratory
Prerequisite: PTA 235 or equivalent with a grade of Pass or "C" or higher.
This course will provide supervised instruction in activities of daily living training techniques; wheelchair fitting; types of orthotic and prosthetic devices and their proper application; and splinting and bandaging procedures in selected clinical facilities. Experiences will be in acute rehabilitation or out-patient physical therapy settings. Student uniforms are required. This course is offered on a credit/no credit basis only.
Transfer Credit: CSU

PTA 250
LICENSE EXAMINATION PREPARATION 1.0 UNIT
Class hours: 1.0 Lecture
Prerequisite: PTA 246 or equivalent with a grade of Pass or "C" or higher.
This course is designed to assist the Physical Therapist Assistant student to prepare for the national and state law licensing examinations. Content will include the application process, the testing milieu, testing strategies, preparatory study techniques, and a review of material from the Content Outline published by the test editors.
Transfer Credit: CSU

PTA 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

PTA 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

PHYS 50
PRINCIPLES OF TECHNOLOGY 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Recommendation: Satisfactory completion of the Math Placement Process or completion of MATH 40 or equivalent with a grade of Pass or "C" or higher.
This is an introductory course in principles of physics and its applications in a technological world. It will include applications of physical, mechanical, fluid, electrical and thermal systems. The course includes integrated labwork. (This course is not open to students with credit in PHYS 100 or higher.)
Transfer Credit: CSU

PHYS 95 (Not Degree Applicable)
INDIVIDUALIZED PHYSICS INSTRUCTION 0.5 UNIT
Class hours: 2.0 Laboratory
Open Entry/Open Exit
Corequisite: Enrollment in any physics course. This course is designed to facilitate the learning of scientific principles and techniques through individualized and mediated instruction. It is open to any student enrolled in any physics course. This course is offered on a pass/no pass basis only. (Formerly AED 90.1)

PHYS 100
ELEMENTARY PHYSICS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: MATH 140 or equivalent with a grade of Pass or "C" or higher. Entering students must attain a satisfactory score on the Calculus Readiness Test. This course is a general survey of the basic principles of physics. It includes mechanics, heat, sound, electricity and magnetism, light, and modern physics with emphasis on mechanics. It is designed primarily as a prerequisite to courses in Engineering Physics.
Transfer Credit: CSU; UC*
*UC credit limits may apply. No credit for PHYS 100 if taken after PHYS 101 or PHYS 201.

PHYS 101
GENERAL PHYSICS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: MATH 140 or equivalent with a grade of Pass or "C" or higher. This course is designed to give students an understanding and appreciation of the basic principles governing the everyday happenings in the physical environment. The subjects covered are mechanics, heat and sound.
Transfer Credit: CSU; UC*
*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.

PHYS 102
GENERAL PHYSICS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: PHYS 101 or equivalent with a grade of Pass or "C" or higher. This course is a continuation of PHYS 101. It includes electricity and magnetism, light, and modern physics.
Transfer Credit: CSU; UC*
*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.
Course Descriptions

PHYS 201
ENGINEERING PHYSICS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: PHYS 100, or PHYS 101, and MATH 170 or equivalent with grades of Pass or “C” or higher.
This is the first course in a three-semester sequence designed to meet the requirements for engineering and related majors. Topics to be covered are mechanics, wave motion and sound.
Transfer Credit: CSU; UC*
*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.

PHYS 202
ENGINEERING PHYSICS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: PHYS 201 or equivalent with a grade of Pass or “C” or higher.
This course emphasizes the physics of electricity and magnetism. The units of study under electricity include electrostatics, DC circuits and capacitance. Magnetism will cover magnetic fields, force on conductors, torque on coils, motional electromagnetic force and induction, self and mutual inductance, magnetic properties of matter and some basic AC theory.
Transfer Credit: CSU; UC*
*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.

PHYS 203
ENGINEERING PHYSICS 4.0 UNITS
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: PHYS 201 or equivalent with a grade of Pass or “C” or higher.
This course is a study of heat, light and modern physics. The unit on heat covers such topics as thermometry, calorimetry, the gas laws, thermodynamics and kinetic theory. Optics include geometric and physical optics. Modern physics touches on selected topics such as photoelectric effects, x-ray production and nuclear effects.
Transfer Credit: CSU; UC*
*UC credit limits may apply. PHYS 101, PHYS 102 combined with PHYS 201, PHYS 202 and PHYS 203: maximum credit, one series, deduct credit for duplication of topics.

PHYS 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

PHYS 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

PLASTICS/FABRICATION MANUFACTURING TECHNOLOGY
(TECHNOLOGY DIVISION)

PMT 1 (Not Degree Applicable)
PLASTICS FUNDAMENTALS 1.5 UNITS
Class hours: 1.5 Lecture
This course provides students with a basic understanding of occupations, manufacturing processes, and materials used within the plastics industry. Students seeking employment or employees wanting to enhance their skill level and knowledge of plastics will benefit from this course. The curriculum includes a variety of plastics facilities tours, guest speakers, and current industry information. Students have an opportunity to explore their own areas of interest within the plastics manufacturing industry.

PMT 2 (Not Degree Applicable)
INJECTION MOLDING FUNDAMENTALS 1.5 UNITS
Class hours: 1.0 Lecture/1.5 Laboratory
This course introduces students to the fundamentals of set-up and operation of injection molding equipment in the plastics industry. Safe handling of select machine operations and applied training utilizing current industry equipment is emphasized. Students receiving this training will be able to apply for entry-level positions in the plastics industry.

PMT 3 (Not Degree Applicable)
PLASTICS REPAIR 1.0 UNIT
Class hours: 1.0 Lecture
This course will introduce students to the theory and practical application of repair for plastics and composites. The study of repair techniques as well as safety in handling hand tools, power tools, and special plastic repair equipment will be covered. It will prepare students for practical hands-on training to gain experience of plastic repairs. Related technical information and demonstrations are presented concerning plastic identification, materials, and processes of repair. The PMT 631 specialty lab class is recommended to perform the hands-on training and repairs.

PMT 4
PLASTICS FABRICATION 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This is a specialty course for the advanced plastics student or individuals employed in the plastics industry that wish to further their skills and knowledge of plastics. Laboratory experience will continue to stress major areas of specialization selected by the student, including: materials, process applications, and equipment.

PMT 5 (Not Degree Applicable)
SURVEY OF COMPOSITES 1.5 UNITS
Class hours: 1.5 Lecture
This course provides an overview of manufacturing procedures, processing and materials used within the composites industry.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
The design, construction, and fabrication of laminated parts, as well as related terminology, will be covered. PMT 63L is recommended.

**PMT 50**
**SURVEY OF HYDRAULICS AND PNEUMATICS**
1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
This course will introduce the student to the fundamentals and principles of hydraulics and pneumatics as they relate to industrial manufacturing and equipment. Applications of each will be explored. The design and understanding of simple circuits and systems in the laboratory will be examined.

**PMT 51**
**COMPOSITES FABRICATION**
2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Recommendation: PMT 70 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course will provide students with theory and “hands-on” exposure to fabrication methods with “high-tech” materials. Areas of concentration will include composite structures, material choices, design of composite structures, surface bonding, fastener installation, inspection processes and approved repair methods. Fabrication, safety procedures, and material handling are also covered.

**PMT 52**
**MOLD REPAIR AND MAINTENANCE**
3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This course is designed to further extend both the students’ skills in plastic injection mold making and knowledge of the latest technologies used for mold designing and mold fabrication, including the use of computer programs. Definitions of complex types of plastic injection molds, mathematical solutions of plastic part requirements, computer-generated Electrical Discharge Machining (EDM) electrodes and computer-generated template designs, and surface polishing will be covered.

**PMT 53**
**COMPOSITES REPAIR**
3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Recommendation: PMT 70 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course provides students with “hands-on” exposure to composite structural repair techniques. Areas of emphasis include structural and nonstructural (cosmetic) evaluation, material handling, surface preparation, and common types of damages encountered within the composite industry.

**PMT 55**
**PROTOTYPING**
1.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course provides insight into contemporary prototyping materials and methods used in industry. The focus is on preproduction consumer products from initial ideas through research and development concluding with manufacturing processes.

**PMT 57**
**SURVEY OF PLASTICS**
1.5 UNITS
Class hours: 1.5 Lecture
This course introduces students to a basic understanding of occupations, manufacturing processes and materials used within the plastics industry. Students seeking employment and furthering their knowledge of plastics will benefit from a variety of plant tours, guest speakers, and information in areas of interest within the plastics manufacturing industry.

**PMT 58**
**INDUSTRIAL DESIGN FOR PLASTICS**
2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This course is for students desiring knowledge of materials and processes used in the field of industrial design and applications. Content includes an overview of plastics technology and lecture/demonstrations in principle processes, including molding, reinforced materials, forming, moldmaking, casting, bonding, laminating, and fabrication.

**PMT 59**
**INJECTION MOLDING I**
2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This course introduces the student to the fundamentals of set-up and operation of injection molding equipment as found in industry. Training on actual industrial equipment as well as safe material and equipment handling is stressed.

**PMT 61**
**FIBERGLASS TECHNOLOGY**
2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Recommendation: PMT 100 or equivalent with a grade of Pass or “C” or higher.
This course is a course in the industrial use of fiberglass resins, cloth, mat and composite materials. The care and use of equipment (fiberglass chopper gun, gel-coat spray gun) is stressed. Other areas explored are mold laminating, repair, and proper use of resins and fillers. Mixing of resins and safety procedures are emphasized.

**PMT 62**
**PLASTIC PACKAGING**
2.0 UNITS
Class hours: 2.0 Lecture
This course introduces students to the theory and practical methods of packaging consumer products. Areas of concentration are on plastic materials, processing applications and equipment used in consumer and industrial packaging. Material identification and plastic material recycling are also covered.

**PMT 63L**
**SPECIALTY PLASTICS LAB**
0.5 UNIT
Class hours: 1.5 Laboratory
This is a lab course to complement other courses in the Plastic/Composite curriculum. It is designed to give practical experience in working with plastics and fiberglass materials.

**PMT 64**
**PLASTICS PRODUCTION**
2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This is an intermediate course designed to further the student’s knowledge of materials and processes. Laboratory work will stress the two major areas of specialization selected by the student from the following (plastics molding, thermoforming fabrication, reinforced plastics, testing equipment set-up and maintenance, and tooling).

**PMT 65**
**MOLDMAKING**
3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This class introduces students to the fundamentals of plastic injection mold designs and fabrication. This course will include basic shop operation, demonstrations, safety and technology of moldmaking in the plastic industry.

**PMT 66**
**HYDRAULICS AND PNEUMATICS**
3.0 UNITS
Class hours: 2.5 Lecture/1.5 Laboratory
This course will introduce the student to the fundamentals and principles of hydraulics and pneumatics as they relate to plastics and machine tool equipment. Applications of each will be explored, as well as the design of simple circuits and systems in the laboratory.

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PMT 67  
FIBERGLASS PRODUCTION  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This is a course in fiberglass/composites manufacturing technology. Areas of concentration include the processes and techniques of fiberglass composites as applied in industry. This course will place the student in production situations similar to those encountered in industry. The student may also have an opportunity to construct a project of his/her own with instructor approval.

PMT 68  
PLASTIC MATERIALS AND PROCESS  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This is a course directed toward the study of plastic materials used in processing areas. Proper selection and applications of various thermosetting and thermoplastics are studied. Testing of these materials is covered as specified in the ASTM Standards, including physical properties and chemical properties. Plastic material processing that is covered includes injection molding, compression molding and extrusion.

PMT 70  
COMPOSITES TECHNOLOGY  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: PMT 67 or equivalent with a grade of Pass or “C” or higher.  
This course is designed for students in the field of fiberglass/composites. Emphasis is on the lay-up, vacuum bagging, and cure processing of wet laminating techniques and preimpregnated materials. Also included are processes of resin transfer molding (RTM), filament winding, pultrusion, bonding, and fabrication of composite structures with honeycomb core materials. Laboratory experience will cover safety of handling resins, reinforcements, and related materials.

PMT 71  
PLASTICS MANUFACTURING  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This is a specialty course for the advanced plastics student or one employed in the plastics industry. Emphasis will be placed on development of independent problem solving in the student's major area of specialization.

PMT 72  
TOOLING FOR PLASTICS  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
Recommendation: PMT 61, PMT 67, PMT 70 or equivalent with a grade of Pass or “C” or higher.  
This course covers basic tooling concepts and materials for making various plastic composite molds. These include laminated, cast and high temperature plastic tools as well as plaster tooling. Design recommendations, physical properties data, repair procedures and techniques will be discussed.

PMT 76  
VACUUM INFUSION PROCESS (VIP)/RESIN TRANSFER MOLDING (RTM)  3.0 UNITS  
Class hours: 3.0 Lecture/1.0 Laboratory  
This course is designed for individuals in the field of Fiberglass/Composites, Tooling, and Production. It includes lecture/demonstration with Resin Transfer Molding (RTM) and Vacuum Infusion Process (VIP) moldmaking and production techniques. Emphasis on converting parts currently being made by the hand lay-up method to the closed mold RTM and VIP process are covered. Topics include safe RTM and VIP equipment operation, mold design, fabrication, resin and catalyst selection, reinforcements, and core materials. Production methods leading to high output and troubleshooting techniques are discussed.

PMT 98  
DIRECTED STUDIES  1.0 UNIT  
Class hours: 3.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours).

PMT 99  
DIRECTED STUDIES  2.0 UNITS  
Class hours: 6.0 Independent Study  
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours).

PMT 100  
PLASTICS TECHNOLOGY  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This course provides knowledge of materials and processes used in the field of plastic manufacturing today. An overview of plastic technology and application of production processes, as well as fabrication methods are covered. This course includes molding, forming, reinforced materials, bonding, laminating, and finishing techniques, and plastic materials identification.  
Transfer Credit: CSU

PMT 221  
MODELMAKING  2.5 UNITS  
Class hours: 2.0 Lecture/2.0 Laboratory  
This course introduces students to the techniques and various materials used in commercial moldmaking. Areas of emphasis include conventional and current trends, tools and materials, dimensional accuracy, and stylistic value. Hands-on fabrication of commercial models is also covered.  
Transfer Credit: CSU

POLITICAL SCIENCE  
(HUMANITIES, SOC SCIENCE DIVISION)

POL 90  
INTERNET STRATEGIES FOR CIVIC COMMUNICATION  3.0 UNITS  
Class hours: 3.0 Lecture  
This course, using traditional and online techniques looks at the growing use of the Internet by public agencies, government relations departments, non-profit and community-based organizations, and political/civic campaigns, and civic institutions. Students will examine the effects of Internet on society as well as the economic impact of Internet on political, public and civic institutions. Strategic issues related to aligning Internet solutions and overall institutional objectives will be addressed including Internet tools for fundraising, targeted communication, volunteer recruitment, polling, management, narrow casting and online collaboration.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
POL 101
AMERICAN POLITICAL INSTITUTIONS  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or “C” or higher. This course is a study of national, state and local government, including the national and state constitutions. It emphasizes the rights and responsibilities of citizens and political processes and issues facing government. Emphasis will be given to practical policy formulation at all levels.
Transfer Credit: CSU; UC
*UC credit limits may apply. POL 101 and POL 201 combined: maximum credit, one course.

POL 110
CALIFORNIA STATE AND LOCAL GOVERNMENT  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 20 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or “C” or higher. This course stresses the study of California state and local government (counties, cities, and special districts) and California party politics, including the study of the California constitution, intergovernmental relations, regional governments, and urban politics and problems. This course is designed to make available to students, concepts, information, and skills which will enable them to better understand the political and governmental systems in which citizen's function.
Transfer Credit: CSU

POL 201
INTRODUCTION TO POLITICAL SCIENCE AND AMERICAN GOVERNMENT  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher. This course is an introductory survey of the field of political science focusing on the major concepts, theories, institutions, processes and policies of government in the United States at the national, state, and local levels. The class is intended for college transfer students, especially political science majors.
Transfer Credit: CSU; UC

POL 210
INTERNATIONAL RELATIONS  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or “C” or higher. This course is a study of basic concepts, theories, and principles of international politics. Emphasis shall be placed on an examination of contemporary world affairs including the importance of nationalism, imperialism, ideology, alliance systems, the rise of the developing nations and the nature of international organizations. Specific case studies shall be examined to illustrate the various principles of international relations.
Transfer Credit: CSU; UC

POL 220
COMPARATIVE GOVERNMENT  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory score on the English Placement Process or ENGL 52 with a grade of Pass or “C” or higher and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher. This course includes a study of comparative systems of government, differing ideologies, and current political problems. Analyses of revolutionary forces in the 20th century are conducted for political insight and understanding.
Transfer Credit: CSU; UC

POL 230
CONTEMPORARY POLITICAL ISSUES: MIDDLE EAST  3.0 UNITS
Class hours: 3.0 Lecture
A one-semester course emphasizing the basic issues in conflict between nations of the Middle East, this class will investigate, in addition to the political and economic conditions, the social and cultural contributions of the Middle Eastern nations.
Transfer Credit: CSU; UC

POL 240
INTRODUCTION TO POLITICAL THEORY  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Completion of the English Placement Process with a score eligible for ENGL 52 or ENGL 100 or equivalent with a grade of Pass or “C” or higher and completion of the Reading Placement Process with a score eligible for READ 100 or READ 54 or equivalent with a grade of Pass or “C” or higher. This course is an introduction to Western political thought. The course surveys major themes in the history of political theory, including works by Plato, Aristotle, Augustine, Machiavelli, Locke, Hobbes, Rousseau and Marx. Topics of discussion include how best to govern society, the quality and ethics of political leadership, the sources of law and governmental authority, the issue of liberty and justice, and the role of the state in economic relations.
Transfer Credit: CSU; UC

POL 260
PUBLIC POLICY AND THE SUPREME COURT  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 52 or equivalent with a grade of Pass or “C” or higher, and READ 54 or equivalent with a grade of Pass or “C” or higher. This course introduces students to the concept of how public policy is formed, how law reflects and affects societal norms, how legal mores change over time, and how law relates to its execution. Students study civil liberties, Supreme Court cases, and the tension between rights guaranteed by the Bill of Rights. Students learn how gender, race and sexuality have been defined over time by policymakers.
Transfer Credit: CSU

POL 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours).

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This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Pol 299
Directed Studies 2.0 Units
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

Psychology

(Humanities, Soc Science Division)

Psyc 101
General Introductory Psychology 3.0 Units
Class hours: 3.0 Lecture
Prerequisite: ENGL 52 or equivalent with a grade of Pass or "C" or higher.
This course presents a general survey of the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories and concepts, methods and research findings in psychology. Topics include the biological basis of behavior, perception, development, learning, memory, cognition and consciousness, motivation, emotion, personality, psychological disorders and therapeutic approaches and applied psychology.
Transfer Credit: CSU; UC

Psyc 103
Critical Thinking in Psychology 3.0 Units
Class hours: 3.0 Lecture
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.
This course covers the nature of critical thinking from a psychological perspective. Focusing on the nature of thinking, the course emphasizes the development of critical thinking applied to scientific inquiry. Through an interactive classroom environment that includes lecture/discussion, debates, and writing exercises, critical thinking skills such as problem solving, determining cause and effect relationships, analyzing arguments, fallacies in thinking, comparing facts with opinion, an understanding probabilities are developed. There will be an emphasis on the application of critical thinking skills to everyday issues.
Transfer Credit: CSU; UC

Psyc 150
Personal and Social Adjustment 3.0 Units
Class hours: 3.0 Lecture
Recommendation: PSYC 101 or equivalent with a grade of Pass or "C" or higher.
This course is a broad survey of the psychological theories of human personality, encompassing the behavioral, psychoanalytical and humanistic points of view. The focus is the way in which each of the three views may be utilized to explain normal personality adjustment. The class is intended for college transfer students, especially Social Science majors.
Transfer Credit: CSU

Psyc 210
Elementary Statistics 4.0 Units
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: MATH 80 or MATH 80B or equivalent with a grade of Pass or "C" or higher.
This course emphasizes the calculation and interpretation of the basic statistical measures, with major emphasis upon the meaning, limitations, and applicability of statistical procedures. It is intended for majors and minors in the behavioral sciences, especially in psychology and sociology. The course will include the theory of parametric and non-parametric statistical methods and its application to psychological data. Topics will include descriptive statistics, probability and sampling distributions, statistical inference and power, linear correlation and regression, chi-square, t-test, and one-way analysis of variance. Application of statistical software to psychological data is required.
Transfer Credit: CSU; UC

Psyc 220
Research Methods 4.0 Units
Class hours: 3.0 Lecture/3.0 Laboratory
Prerequisite: PSYC 101 or equivalent with a grade of Pass or "C" or higher.
Recommendation: Satisfactory score on English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.
An introduction to the scientific study of psychological principles, this course is intended primarily for prospective psychology majors and other students who plan further work in psychology. Independent projects are developed, performed and reported with emphasis on laboratory and naturalistic techniques of observation and investigation.
Transfer Credit: CSU

Psyc 241
Introduction to Psychobiology 3.0 Units
Class hours: 3.0 Lecture
Prerequisite: Completion of READ 54 or completion of the Reading Placement Process with a score eligible for READ 100, or equivalent with a grade of Pass or "C" or higher.
Recommendation: PSYC 101 or equivalent with a grade of Pass or "C" or higher.
This course is a study of the biology of behavior, covering cells and what they do; and the structure, function, and development of the nervous and hormone systems. It also covers sensory processes, the neurological basis of motivated and emotional behavior, along with a series of specific behavioral categories, such as pain, aggression, sleep, dreaming, sexual behavior and mental illness. In addition, it explores the biological basis of the higher cerebral functions crucial to human beings as Homo sapiens, learning, memory, intelligence, thought and language.
Transfer Credit: CSU; UC

Psyc 245
Drugs and Behavior 3.0 Units
Class hours: 3.0 Lecture
This course entails a detailed survey of the various types of psycho-active drugs that are used and abused in our culture, including legal drugs, such as those used to treat psychiatric 

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
disorders, and illegal drugs, including some stimulants, psychedelic, and opiates. The psycho-active properties and the behavioral consequences of drug use and misuse will be the focus. The societal and cultural influences on drug use/abuse, treatment, prevention, history, laws, and ethics will be covered in this course.

*UC credit limits may apply. PSYC 265, SOC 202, and WS 202 combined: maximum credit, one course.

**Course Descriptions**

**PSYC 251 DEVELOPMENTAL PSYCHOLOGY 3.0 UNITS**
Class hours: 3.0 Lecture
An integrated study of the social, emotional, cognitive, and biological foundations of the human life cycle from conception to death will be presented in this course. Attention will also be devoted to the study of research methods and the application of research findings to ongoing developmental problems. Implications for personal and professional use will be discussed.

Transfer Credit: CSU; UC

**PSYC 261 SOCIAL PSYCHOLOGY 3.0 UNITS**
Class hours: 3.0 Lecture
This course emphasizes an introduction to methods and content of social psychology; theories of social behavior; communication; social influence; conformity; aggression; leadership; and, prejudice. Since emphasis will be given to practical applications of research findings, this elective course is recommended for students majoring in the social and behavioral sciences.

Transfer Credit: CSU; UC

**PSYC 265 PSYCHOLOGY OF GENDER 3.0 UNITS**
Class hours: 3.0 Lecture
This course will examine the psychological issues that are a part of each gender's experiences. An exploration of gender and sex differences and issues specific to women will also be undertaken. Topics include the psychology of reproduction, ability, achievement, work, social interactions, sexuality, growing older, violence against women, and mental illness. An emphasis will be placed on differences that exist between women as they relate to race, ethnicity, culture, religion, and class. The evaluation of these topics is relevant for all genders.

Transfer Credit: CSU; UC

**PSYC 271 ABNORMAL PSYCHOLOGY 3.0 UNITS**
Class hours: 3.0 Lecture
Recommendation: ENGL 52 or equivalent with a grade of Pass or “C” or higher, and READ 54 or equivalent with a grade of Pass or “C” or higher.
This course entails a detailed survey of the various types of abnormal behavior, including behavior resulting from anxiety disorders, mood disorders, substance abuse, sexual disorders, personality disorders, childhood and aging disorders and schizophrenia. Investigation of different models of abnormal behavior, including biological, psychological and sociocultural approaches. Theory and research in abnormal behavior, the causes, treatment, and prevention of abnormal behavior, as well as ethical and the legal issues will also be discussed.

Transfer Credit: CSU; UC

**PSYC 273 MENTAL HEALTH WORKER FIELD EXPERIENCE 3.0 UNITS**
Class hours: 1.0 Lecture/6.0 Laboratory
Prerequisite: INST 151, INST 152, PSYC 101, PSYC 271, and PSYC 272 with grades of Pass or “C” or higher.
Corequisite: INST 272 with a grade of Pass or “C” or higher.
The field experience includes the practice of working with a Rehabilitation Team under the supervision of a professional Psychosocial Rehabilitation Specialist. Emphasis will be placed on helping relationships, including helping with personal/family issues, employment, living with mental illness, cultural/ethnic issues and any other special population issues. While interacting with clients, students will engage in the four component of rehabilitation: hope, empowerment, self-responsibility, and obtaining a meaningful role in life. The students will develop a professional attitude in all phases of psychosocial rehabilitation, including the legal and ethical aspects of rehabilitation. Weekly seminars are held to evaluate an review clinical applications.

Transfer Credit: CSU

**PSYC 279 DIRECTED STUDIES 1.0 UNIT**
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.

Transfer Credit: CSU

**RTV 119 LEGAL ASPECTS OF MASS COMMUNICATIONS 1.0 UNIT**
Class hours: 1.0 Lecture
This course provides a brief introduction to legal aspects faced by those involved in mass media and new media. Major topics include First Amendment rights and responsibilities, libel, privacy, copyright, freedom of information, open meetings, broadcast decency, and student media. This course is not open to students who are enrolled in or who have received credit in JOUR 119 or LAW 119.

Transfer Credit: CSU
RTV 151
MOTION PICTURES, RADIO, AND TELEVISION 3.0 UNITS
Class hours: 3.0 Lecture
This is a broad survey of the history, theory, and production techniques of motion pictures, radio, and television with emphasis on the form, content, and social impact of each. Students will participate in at least one field trip to a motion picture, radio, or television studio. (This course is not open to students currently enrolled in or who have completed TH 151.)
Transfer Credit: CSU

RTV 152
INTRODUCTION TO BROADCASTING 3.0 UNITS
Class hours: 3.0 Lecture
As an introduction to the basic phases of radio and television broadcasting, this course covers historical, legal, and practical aspects of broadcasting. Students will learn microphone and camera techniques, studio procedure, and station staffing as well. Field trips to radio and television stations may be included.
Transfer Credit: CSU

RTV 155
RADIO PRODUCTION 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course is a study and practice of production and departments involved in radio broadcasting. Students make actual broadcasts and recordings and are responsible for staffing and some programming of the campus radio station WPMD-956, 1700 AM, and WPMD on the internet.
Transfer Credit: CSU

RTV 170
BROADCAST NEWS/WBCASTING 1.0 UNIT
Class hours: 0.5 Lecture/2.0 Laboratory
Prerequisite: Concurrent enrollment or completion JOUR 101 with a grade of Pass or “C” or higher.
Recommendation: Concurrent enrollment or completion of JOUR 103 or RTV 152 with a grade of Credit or “C” or higher.
This course focuses on broadcast newswriting and production techniques using the college radio station, WPMD, as a practical laboratory. Students will develop and research story ideas for regular news broadcasts on WPMD. Newsgathering and reporting for broadcast will be emphasized, along with ethics and legal aspects of communication. This course is not open to students currently enrolled in or who have completed JOUR 170.
Transfer Credit: CSU

RTV 171
OCCUPATIONAL WORK EXPERIENCE IN BROADCASTING 1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Occupational Work Experience in Theatre required 60 non-paid hours or 75 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students will meet with the instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

RTV 175
SPORTSCASTING 1.0 UNIT
Class hours: 0.5 Lecture/2.0 Laboratory
Prerequisite: RTV 155 or equivalent with a grade of Pass or “C” or higher.
Recommendation: ENGL 52, JOUR 101, or JOUR 106.
This course focuses on color and play-by-play announcing of Cerritos College sporting events using the college radio station as a practical laboratory. Students research and announce a variety of sports as they practice the skills of gathering information from a variety of sources. Students synthesize and edit their comments in real time. Ethical and legal aspects of communication are also covered.
Transfer Credit: CSU

RTV 176
TALK RADIO BROADCASTING 1.0 UNIT
Class hours: 0.5 Lecture/2.0 Laboratory
Prerequisite: RTV 155 or equivalent with a grade of Pass or “C” or higher.
Recommendation: ENGL 52, JOUR 101, or JOUR 106.
This course focuses on various kinds of talk radio using the college radio station as a practical laboratory. Students research, host, and produce their own radio talk show. Students synthesize and edit their comments in real time. Ethical and legal aspects of communication are also covered.
Transfer Credit: CSU

RTV 255
EDITING AUDIO 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: Concurrent enrollment in or prior completion of RTV 155 or equivalent with a grade of Pass or “C” or higher.
This course is a study and practice of digital audio production in radio broadcasting centered around the computer. This focus is on digital manipulation of sounds using current professional grade software. Students will make actual broadcasts, podcasts, and .wav files on a digital medium that will result in an audio portfolio.
Transfer Credit: CSU

RTV 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

RTV 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should...
expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

READING

(LIBERAL ARTS DIVISION)

READ 6 (Not Degree Applicable)
TUTOR TRAINING 0.5 UNIT
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or “C” or higher.
This course is designed to acquaint the tutor with techniques in assisting students to gain better scholastic achievement. Those students who fail to complete nine hours of course work will not receive credit for this course. This course is offered on a credit/no credit basis only.

READ 41 (Not Degree Applicable)
INDIVIDUALIZED READING 0.5 UNIT
Class hours: 2.0 Laboratory
This course is for students who wish to improve their reading skills outside of a structured class. Students will be tested as they enter the class, or by the reading component of the Cerritos College assessment test. Based on the scores from the test, work in any of the following areas may be assigned: phonics, vocabulary study, vocabulary in context, literal comprehension, inferential comprehension, critical reading or study-related reading. (Formerly AED 90.41)

READ 42 (Not Degree Applicable)
READ ACCESS
COLLEGE SUCCESS 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Recommendation: Completion of the Reading Placement Process.
This course is designed to help culturally diverse students make the transition from non-credit courses into college-credit programs. It is open to non-readers and limited readers, both native and immigrants. Visual, auditory, tactile, and kinesthetic instructions are included. Phonics, vocabulary, reading, and writing skills are stressed.

READ 43 (Not Degree Applicable)
INTRODUCTION TO COLLEGE READING 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 42 or equivalent with a grade of Pass or “C” or higher.
This course is designed for students who wish to improve basic reading skills for success in college-level courses. Coursework includes work on fundamental word analysis skills and fundamental comprehension skills. Since this course is approved for distance education those students may complete their lab work online.

READ 44 (Not Degree Applicable)
EFFECTIVE STUDY
METHODS FOR COLLEGE 3.0 UNITS
Class hours: 3.0 Lecture
The student will become aware of and experience proven learning techniques ensuring improved comprehension and retention of information from college lectures and textbooks. Skills to be emphasized include: study time management, methods for reading textbooks efficiently, note-taking techniques, understanding textbook assignments, preparation for examinations, test-taking techniques, effective listening techniques, guidelines for vocabulary development, memory techniques, the preparation of research papers and library skills. Study skills surveys will be used to help students identify and improve upon their personal study skills habits and their individual mode of learning.

READ 46 (Not Degree Applicable)
VOCATIONAL/TECHNICAL READING 3.0 UNITS
Class hours: 3.0 Lecture
This course develops the ability to acquire and improve reading skills necessary for success in the students’ occupational lives. All of the instructional activities in this course will strengthen specific technology course curriculum: reading comprehension, vocabulary development, word attack, and study-reading strategies that will prepare students for reading in the workplace.

READ 54
ADVANCED COLLEGE READING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 43 or equivalent with a grade of Pass or “C” or higher.
This course is designed to improve literal, interpretive, critical comprehension, and vocabulary skills. Emphasis will be on structured vocabulary development and college-level reading skills.

READ 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

READ 100
SPEED READING METHODS AND APPLICATIONS 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to increase reading speed and comprehension in college-level material. Emphasis is placed on developing an improved reading method through learning rapid reading techniques, gaining flexibility in adjusting reading speed to suit purpose for reading and difficulty of the material, overcoming habits of regression and subvocalization, recognizing and using basic writing structures and literary elements as aids to comprehension in depth, and mastering speed study techniques and speed research techniques. All methods and techniques are applied to various types of college-level reading materials.
Transfer Credit: CSU

READ 100A
SPEED READING: METHODS 1.5 UNITS
Class hours: 1.5 Lecture
This course is identical to the first half of Reading 100. It is designed to increase reading speed by developing an improved reading method through learning rapid reading techniques, gaining flexibility in adjusting
reading speed to suit purpose for reading and difficulty of the material, overcoming habits of regression and subvocalization, recognizing basic writing structures and literary elements as aids to comprehension.

Transfer Credit: CSU

READ 100B
SPEED READING: APPLICATIONS 1.5 UNITS
Class hours: 1.5 Lecture
Prerequisite: READ 100A or equivalent with a grade of Pass or “C” or higher.
This course is identical to the second half of Reading 100. It is designed to improve comprehension while reading rapidly by utilizing knowledge of basic writing structures and literary elements as aids to comprehension, mastering speed study techniques, and speed research techniques, and applying all methods and techniques learned in Reading 100A to various types of college level reading materials.

Transfer Credit: CSU

READ 200
ANALYSIS AND CRITICAL READING 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or “C” or higher and ENGL 100 or equivalent with a grade of Pass or “C” or higher.
This course focuses on the development and application of reading skills in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic readings across the curriculum and Internet media sources.

Transfer Credit: CSU

REAL ESTATE
(BUSINESS DIVISION)

RE 50
INTRODUCTION TO REAL ESTATE SOFTWARE 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: RE 101 or equivalent with a grade of Pass or “C” or higher.
This course covers hands-on training using WinForms, creating a market analysis for sellers, searching the Multiple Listing Service for properties, and then downloading or e-mailing these offerings for presentation to buyers, renting versus buying analysis presentation to buyers, renting versus buying analysis, and using realist.com to locate owner of properties. In addition, students will learn how to calculate a seller’s net sheet when selling a home, as well as a buyer's net sheet when purchasing a home. (Formerly BUSR 50)

RE 51
REAL ESTATE PRE-LICENSE 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: RE 101 or equivalent with a grade of Pass or “C” or higher.
This course covers materials used by the State of California Department of Real Estate in preparing test questions for Real Estate License examinations. The major topics studied are real estate law, real estate practice, real estate principles, real estate finance, real estate appraisal, real estate taxation, and real estate economics. (Formerly BUSR 51)

RE 52
MORTGAGE LOAN BROKERING AND LENDING 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: RE 101 or equivalent with a grade of Pass or “C” or higher.
This course introduces the student to the principles and operations of the loan brokering field. The emphasis is on the lending rules for residential property, disclosures, maximum fees and charges, agency relationships, advertising laws, HUD/RESPA calculations and the loan process. This course partially satisfies the requirements of the Real Estate Salesperson and California Real Estate Broker's licenses. (Formerly BUSR 52)

RE 53
ADVANCED REAL ESTATE APPRAISAL 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: RE 131 or equivalent with a grade of Pass or “C” or higher.
This is an advanced course in real estate appraisal devoted to current techniques of estimating value. An income property will be chosen, analyzed, and appraised. The creative development of a Narrative Appraisal Report will be taught, and its completion will be the goal of each student. All examples are or have been real life situations. Great emphasis is placed on preparing the student to be able to walk into an appraisal office and begin appraising. Capitalization, reciprocals, and land and building residual techniques, are covered. (Formerly BUSR 53)

RE 55
REAL ESTATE OFFICE ADMINISTRATION 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: RE 101 or equivalent with a grade of Pass or “C” or higher.
This course is designed to acquaint the real estate licensee with skills necessary to manage a profitable and stable business. These skills include techniques in research; office organization; managerial decision making; establishing controls systems and policies; recruiting, selecting, and training of personnel; and product marketing and other skills related to financing, expansion, and growth. This course may be taken as a broker's license requirement. (Formerly BUSR 55)

RE 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
Prerequisite: A previous college course in the discipline.
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. (Formerly BUSR 98)

RE 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. (Formerly BUSR 99)
Course Descriptions

RE 101
REAL ESTATE PRINCIPLES 3.0 UNITS
Class hours: 3.0 Lecture
This is a beginning course in real estate, which introduces the student to real estate fundamentals and principles. Major topics covered are the following: history of real estate in California, contracts, agency, introduction to financing, deeds, liens and encumbrances, escrow and title insurance, land descriptions, and real estate math. This course can be taken in either a traditional or an online learning environment. (Formerly BUSR 101)
Transfer Credit: CSU

RE 120
REAL ESTATE FINANCE 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: RE 101 or equivalent with a grade of Pass or “C” or higher.
This course is designed to be of assistance to real estate brokers, salesmen, college students majoring in real estate, and others who may have a special interest in real estate financing. Actual case illustrations demonstrating lending policies, problems, and risks involved in financing transactions in residential apartment, commercial, and special purpose properties will be used. (Statutorily required by the Department of Real Estate for a Broker’s License.) (Formerly BUSR 120)
Transfer Credit: CSU

RE 130
REAL ESTATE PRACTICE 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to acquaint the students with everyday real estate practice and to familiarize them with forms used in the real estate industry, as will as keep them abreast of the changing conditions in the real estate market, notably in lending, land utilization, and zoning. This course will inform the students of current selling practices and techniques. (This course is statutorily required by the Department of Real Estate for a Salesperson’s license as well as required for a Broker’s License.) (Formerly BUSR 130)
Transfer Credit: CSU

RE 131
INTRODUCTION TO REAL ESTATE APPRAISAL 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: RE 101 or equivalent with a grade of Pass or “C” or higher.
This course is an introduction to the field of real property appraisal. It includes the hands-on evaluation of a single family residence and a multi-family income units. This course includes preparation of and finalization of the Uniform Residential Appraisal Report. Students will learn to use the Uniform Residential Appraisal Report (URAR) with addendums for the single family residence report and will use the Small Residential Income Report for multiple units. This course will qualify for 72 hours of basic Appraisal Education toward the 90 hours necessary for Trainee License, the 120 hours required for Licensed or Certified Residential classification, and the 180 hours required for the Certified General classification. (Formerly BUSR 131)
Transfer Credit: CSU

RE 151
FUNDAMENTALS OF ESCROW 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: RE 101 or equivalent with a grade of Pass or “C” or higher.
This is a basic course covering the principles and fundamentals of escrow procedure, with emphasis on the duties and responsibilities of escrow personnel. Students will understand why escrow is a means of facilitating the transfer of property and for protection of the interests of the principals. This is a background course for real estate students and a prerequisite for more advanced courses in escrow. This course may be taken as one of the three choices of college-level classes required for a Broker’s License. (Formerly BUSR 151)
Transfer Credit: CSU

RE 157
REAL ESTATE INVESTMENTS 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to acquaint the students with real estate investments. Content will include commonly used forms, solving on-the-job problems, cash flow analysis including calculation of cash-on-cash return, net present value and internal rate of return, analysis of the client’s needs, and modern practices and techniques used in industry today. (Formerly BUSR 157)
Transfer Credit: CSU

RE 160
REAL ESTATE ECONOMICS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: RE 101 or equivalent with a grade of Pass or “C” or higher.
This course covers principles and problems in urban development such as basic methods of statistical analysis and interpretation, controlling land use, patterns of land use for commercial and industrial facilities, economic aspects of real estate investment theory, economic utilization, land resources, public housing, urban renewal and rehabilitation, and impact of environmental controls. (This course is required for California Real Estate Broker’s License.) (Formerly BUSR 160)
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

363
that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BUSR 173) Transfer Credit: CSU

RE 174
REAL ESTATE OCCUPATIONAL WORK EXPERIENCE/CAREER INTERNSHIP 4.0 UNITS
Class hours: 1.0 Work Experience
Four units of Real Estate Occupational Work Experience require 240 non-paid hours of work or 300 paid hours of work per semester. Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to exacting experiences in the workplace. The aim of the course is to assist students in becoming more productive workers. In the process of doing so, it creates greater communication with increased understanding between the broker/sponsors, student/trainees and the college.
First semester students meet with their instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Second, third, and fourth semester students must meet weekly with the instructor until their participatory assignments and semester work projects have been approved. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units. (Formerly BUSR 173) Transfer Credit: CSU

RE 175
COMMON INTEREST DEVELOPMENTS 3.0 UNITS
Class hours: 3.0 Lecture
This course covers the basics of managing, purchasing, and selling of common interest developments (CIDs) that are governed by homeowner associations (HOA), including condominiums. All applicable laws will be included in the course. (Formerly BUSR 175) Transfer Credit: CSU

SIGN LANGUAGE (LIBERAL ARTS DIVISION)

SL 101
BEGINNING AMERICAN SIGN LANGUAGE 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This beginning course emphasizes expressive signs, receptive signs and finger spelling. An appreciation of cultural diversity is developed through the study of the differences and similarities between deaf and hearing cultures. Transfer Credit: CSU; UC

SL 102
INTERMEDIATE AMERICAN SIGN LANGUAGE 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: SL 101 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the study of the basic principles of American Sign Language with an emphasis on conceptual accuracy. A deeper appreciation of deaf culture is developed by studying the deaf community, encouraging participation in deaf community events, and understanding various communication technology used by deaf people. Transfer Credit: CSU; UC
SL 201
ADVANCED AMERICAN SIGN LANGUAGE 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: SL 102 or equivalent with grade of Pass or “C” or higher.
This course provides a review and in-depth study of the grammatical concepts of American Sign Language. It will further develop the appreciation of cultural diversity particularly in the deaf community. The class is conducted primarily in American Sign Language.
Transfer Credit: CSU; UC

SOCIOLOGY
(HUMANITIES, SOC SCIENCE DIVISION)

SOC 101
INTRODUCTORY SOCIOLOGY PRINCIPLES 3.0 UNITS
Class hours: 3.0 Lecture
Sociology 101 represents an introductory survey of the fundamental theories, philosophies and problems associated with the study of sociology in a pluralistic society. A multicultural approach is used throughout in the analysis of human relationships through a study of major concepts. Institutions and their functions, personality development, social interaction, social change, collective behavior, the environment, war and peace are major themes for this course.
Transfer Credit: CSU; UC

SOC 110
MARRIAGE AND THE FAMILY 3.0 UNITS
Class hours: 3.0 Lecture
Sociology 110 represents an introductory survey of the sociological, psychological and biological factors involved in love, marital and family relationships. Using a multicultural approach, consideration is given to the complex issues of dating, courting, mate selection, alternatives to marriage, conflict, communication, sex roles, child-bearing and child-rearing.
Transfer Credit: CSU; UC

SOC 120
INTRODUCTION TO HUMAN SEXUALITY 3.0 UNITS
Class hours: 3.0 Lecture
Sociology 120 represents an introductory survey of the behavioral, biological, historical, religious, and socio-cultural aspects of human sexuality in a pluralistic society. A multicultural approach is used throughout in the study of the anatomy and physiology of sexual function, treatment of dysfunction, psychosexual development and the relationship between sexuality, changing social/cultural standards and contemporary values. Sex across the life span, pregnancy, birth control, sexually transmitted diseases, the AIDS crisis, homosexuality, sexual assault, incest, and child molestation are among the topics covered.
Transfer Credit: CSU; UC

SOC 201
SOCIAL PROBLEMS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: SOC 101 or equivalent with a grade of Pass or “C” or higher.
Sociology 201 represents a study of undesirable socially constructed social problems. Special emphasis is on the range of phenomena considered social problems which may include: war, overpopulation, immigration, poverty, street crime, white-collar crime, racial/ethnic conflict, mental illness, the environment, health care, international terrorism, government regulation, drug abuse, ageism, unemployment, hopelessness, the decline of the family, child abuse, urban decay, pornography, overcrowded prisons, campus unrest, sex discrimination, abortion, alienated youth, and AIDS.
Transfer Credit: CSU; UC

SOC 202
GENDER AND SOCIETY 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: SOC 101 or WS 101 with a grade of Pass or “C” or higher.
This course addresses the concept of gender in our society as an organizing principle in men’s and women’s lives from a sociological perspective. The class will address the issue of the social construction of gender and how it relates to race, ethnicity, class, and sexuality and how social institutions are gendered. Topics to be covered will include cultural ideas of gender as well as gender and the economy, politics, the media, families, and education. It also addresses how gender impacts interactions between individuals and groups.
Transfer Credit: CSU; UC
*UC credit limits may apply. PSYC 265, SOC 202, and WS 202 combined: maximum credit, one course.

SOC 205
INTRODUCTION TO SOCIAL RESEARCH METHODS 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: SOC 101 or ANTH 100 or equivalent with a grade of Pass or “C” or higher.
Recommendation: ENGL 100 or equivalent and MATH 80 or equivalent with grades of Pass or “C” or higher.
Students will examine fundamental elements of empirical research and the ways social scientists think critically. This course includes attention to the nature of theory, hypotheses, variables, and ethics of research. Students will apply qualitative and quantitative analytical tools. Topics may include logic and research design, survey, observation, case study, focus groups, ethnographic methods, linguistic analysis, and historical/comparative research methods. This course is designed for students in the social sciences.
Transfer Credit: CSU; UC

SOC 210
AMERICAN MINORITY RELATIONS 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: SOC 101 or equivalent with a grade of Pass or “C” or higher.
This course is a survey of theories, problems, nature, and the dynamics of racism. Power and inequality, prejudice and discrimination and patterns of racial/ethnic relations are examined conceptually and historically, using data from scientific, philosophical, sociopolitical, legal and cultural sources. Models and concepts for positive change will be explored.
Transfer Credit: CSU; UC

SOC 215
SOCIOLOGY OF CULTURAL DIVERSITY: CHALLENGE AND CHANGE 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to create an awareness of, an appreciation of, and a tolerance of diverse cultures. Topics covered will include the nature of culture, world views, customs and mores, views on religion, marriage and the family, children and the elderly, ethnocentrism, stereotyping, the nature of prejudice and discrimination, and social change.
Transfer Credit: CSU; UC
SOC 220  INTRODUCTION TO HUMAN SERVICES  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: SOC 101 or PSYC 101 or equivalent with a grade of Pass or “C” or higher is strongly recommended.
Sociology 220 represents an introduction to the purposes, historical context and organizational structure of human services. Emphasis is threefold: the development of human services and related careers in response to situations of individuals or groups who need assistance to live better lives (purpose); the recent history of human services dating from the early 1960s, which is marked by an increased awareness that many people need different kinds of assistance; and the purposes of the organizations that deliver services to clients.
Transfer Credit: CSU

SOC 225  CONTEMPORARY SOCIAL ISSUES  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: SOC 101 or equivalent with a grade of Pass or “C” or higher is strongly recommended.
This is a specialized course designed to acquaint the student with major social issues facing the United States and to a limited extent, the world. This course focuses on origins, sustaining causes and possible solution to societal issues. The specific issue will be decided by the course instructor and announced in the Schedule of Classes. This course may be taken for a maximum of 4 times.
Transfer Credit: CSU; UC credit determined after admission.

SOC 230  JUVENILE DELINQUENCY  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: SOC 101 or equivalent with a grade of Pass or “C” or higher is strongly recommended.
This course is a study of adolescents and their lives within contemporary society with emphasis on what is defined and accepted as justice for adolescents in general and delinquents in particular.
Transfer Credit: CSU

SOC 250  SOCIOLOGY OF AGING  3.0 UNITS
Class hours: 3.0 Lecture
This course represents an introductory survey of the fundamental theories and problems of aging. Using a multicultural approach, the course investigates the sociological, psychological, and physical aspects of the human aging process from middle age to old age. Students are required to investigate why we study aging, to understand the demography of aging as well as the historical and cross-cultural aspects of the aging process in a society. A knowledge of current policies and their effects on the aged population is also desirable. Using and understanding various methodologies is also part of the course.
Transfer Credit: CSU

SOC 298  DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

SOC 299  DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

SPAN 101  ELEMENTARY SPANISH  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
This beginning Spanish course emphasizes listening, speaking, reading, and writing and helps to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU; UC

SPAN 102  ELEMENTARY SPANISH  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: SPAN 101 or SPAN 103B or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the study of the basic principles of Spanish with an emphasis on oral and written communication. It helps to continue to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU; UC

SPAN 103A  ELEMENTARY SPANISH FOR TEACHER PREPARATION I  3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This beginning course in Spanish language for teacher preparation emphasizes listening, speaking, reading, and writing, and helps to develop an appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU

SPAN 103B  ELEMENTARY SPANISH FOR TEACHER PREPARATION  3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: SPAN 103A or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the study of basic Spanish language principles for teacher preparation with an emphasis on oral and written communication. It further develops an appreciation of cultural diversity through the study of differences and similarities between cultures.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
SPAN 111
ELEMENTARY SPANISH FOR SPANISH SPEAKERS  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
This beginning course corresponding to SPAN 101 is designed for students already able to understand and speak the language as used in everyday situations. Emphasis is on listening, speaking, reading, writing and special problems with structures and vocabulary.
Transfer Credit: CSU; UC*
*UC credit limits may apply. SPAN 101 and SPAN 111 combined: maximum credit, one course.

SPAN 112
ELEMENTARY SPANISH FOR SPANISH SPEAKERS  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: SPAN 101 or SPAN 111 or SPAN 103B or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of SPAN 111 or SPAN 101 designed for the native speaker. It corresponds to SPAN 102 with an emphasis on oral and written communication. This course is designed for students that already speak, understand and have studied Spanish. It helps develop the appreciation of cultural diversity through the study of differences and similarities between the diverse Latin-American and Spanish cultures.
Transfer Credit: CSU; UC*
*UC credit limits may apply. SPAN 102 and SPAN 112 combined: maximum credit, one course.

SPAN 201
INTERMEDIATE SPANISH  5.0 UNITS
Class hours: 5.0 Lecture/1.0 Laboratory
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Pass or “C” or higher.
This course provides a review and in-depth study of grammatical concepts. Reading and interpretation of literary works by Latin American and Spanish writers, and guided and original compositions are included. This course provides further practice in the discussion and presentation of current cultural topics through literature. This class, conducted primarily in Spanish, will further develop the appreciation of cultural diversity and is recommended for all Spanish majors.
Transfer Credit: CSU; UC

SPAN 202
INTERMEDIATE SPANISH  4.0 UNITS
Class hours: 4.0 Lecture
Prerequisite: SPAN 201 or equivalent with a grade of Pass or “C” or higher.
This course provides a review and in-depth study of grammatical concepts. Reading and interpretation of literary works by Latin American and Spanish writers, and guided and original compositions are included. This course provides further practice in the discussion and presentation of current cultural topics through literature. This class, conducted primarily in Spanish, will further develop the appreciation of cultural diversity and is recommended for all Spanish majors.
Transfer Credit: CSU; UC

SPAN 205
ADVANCED SPANISH COMPOSITION  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: SPAN 201 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the development of Spanish composition skills and applied grammar. Compositions are assigned to develop specific writing skills and improve critical judgment. This course will further develop the appreciation of cultural diversity. The class is conducted primarily in Spanish.
Transfer Credit: CSU; UC

SPAN 206
HISPANIC LITERATURE IN THE MEDIA  3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: SPAN 201 or equivalent with a grade of Pass or “C” or higher.
This course will examine the translation of various literary genres from different periods of Hispanic literature, both Peninsular and Latin American, into various audio/visual media. An exploration of how literature and audio/visual media creates, shape, reinforce, and/or change culture and impact its images, stereotypes, and archetypes will be examined. Theoretical approaches to the adaptation of literature into other media will be studied.
Transfer Credit: CSU; UC

SPAN 210
HIGHLIGHTS OF HISPANIC CULTURE  3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Pass or “C” or higher.
This course traces the principal currents of Hispanic culture through Europe and the New World. Using a thematic approach, it traces the historic, political and economic development of the Spanish speaking people, and presents the highlights of Hispanic achievements from the standpoint of civilization and culture.

This course conducted primarily in Spanish, is recommended for Spanish majors.
Transfer Credit: CSU; UC

SPAN 213
LIVING SPANISH GRAMMAR AND WRITTEN COMMUNICATION  2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Pass or “C” or higher.
Study of fundamental grammatical principles and sentence structures with drills and translations. (Special emphasis on uses of the Imperfect and the Preterite and the phonetic rules of the accent.) Writing of short paragraphs blending creativity with grammatical correctness. An excellent review course for all students. Recommended for Spanish majors.
Transfer Credit: CSU; UC

SPAN 214
LIVING SPANISH GRAMMAR AND WRITTEN COMMUNICATION  2.0 UNITS
Class hours: 2.0 Lecture
Prerequisite: SPAN 102 or SPAN 112 or equivalent with a grade of Pass or “C” or higher.
Study of fundamental grammatical principles and sentence structures with drills and translations. (Special emphasis on uses of the Subjunctive and the phonetic rules of the accent.) Writing of short compositions blending creativity with grammatical correctness. An excellent review course for all students. Recommended for Spanish majors.
Transfer Credit: CSU; UC

SPAN 223
SPANISH FOR HEALTH AND MEDICAL CAREERS  3.0 UNITS
Class hours: 3.0 Lecture
This Spanish course for health and medical personnel is designed for students who plan to use Spanish as a communication tool in their field of specialization. A major emphasis is on vocabulary and situational dialogues closely related to health and medical careers.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
SPAN 245
INTRODUCTION TO
CHICANO/MEXICAN
AMERICAN CULTURE 3.0 UNITS
Class hours: 3.0 Lecture
This course is a study of the culture of the Chicano/Mexican American student. It analyzes the family, religious institutions, contributions, advancements, and problems of the Chicano/Chicana in the United States and aids students in achieving self-identification and understanding their relationship to their own community. This course, conducted in English, develops insight into the special nature of Chicano/Chicana culture for those outside that culture. It is open to all Spanish speaking and non-Spanish speaking students. Transfer Credit: CSU; UC

SPAN 281
BEGINNING
CONVERSATIONAL SPANISH 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: SPAN 102 or equivalent with a grade of Pass or “C” or higher.
This course gives the student practice in understanding and speaking Spanish as used in the home, school, business, travel and everyday life. Emphasis is placed on vocabulary, idioms, and language patterns fundamental to an active and practical use of Spanish. This course recommended for all Spanish majors, develops the appreciation of cultural diversity. Transfer Credit: CSU; UC

SPAN 282
INTERMEDIATE
CONVERSATIONAL SPANISH 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: SPAN 281 or equivalent with a grade of Pass or “C” or higher.
This course provides intensive practice in the discussion of current topics including multiculturalism. Emphasis is on the acquisition of special idioms and vocabulary suitable to conversation about the family, the world of work, business, sports and pastimes, popular culture, travel and ecology. This course conducted primarily in Spanish, is recommended for all Spanish majors. Transfer Credit: CSU; UC

SPAN 283
ADVANCED
CONVERSATIONAL SPANISH 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: SPAN 282 or equivalent with a grade of Pass or “C” or higher.
This course consists of in-depth oral discussion of cultural topics, including modern family life, the job market, advertising in the business world, pastimes and amusements, economy versus ecology, the world of travel and multiculturalism. Emphasis is on the acquisition of appropriate vocabulary and language patterns, and the creative development of arguments. This course conducted in Spanish, is recommended for all Spanish majors.
Transfer Credit: CSU; UC

SPAN 285
ROMANCE LINGUISTICS 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: SPAN 101 or SPAN 111 with a grade of Pass or “C” or higher.
This course will analyze the evolution of Romance languages from Latin. Spanish utterances will be structured through phonological, morphosyntactic, and lexical norms. This course is not open to students who are enrolled in or have received credit in FREN 285. This course will be taught in English.
Transfer Credit: CSU; UC

SPAN 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

SPAN 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

SPEECH
(LIBERAL ARTS DIVISION)

SPCH 60
INTRODUCTION TO
COMMUNICATION 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed for students who need an introductory course in oral communication. It will aid them in conversation, small group interaction, identification of speaking purposes, supporting ideas, and listening skills. Videotape is used as an evaluative tool.

SPCH 100
FUNDAMENTALS OF
ORAL COMMUNICATION 3.0 UNITS
Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent or SPCH 60 or equivalent with a grade of Pass or “C” or higher.
This survey course is an overview of the diversity of human communication. The student develops an understanding of the communication process, the basic elements of improving interpersonal communication, and how to reduce communication apprehension. Also included are leadership and participation in small groups, intercultural communication interviewing, and speech preparation. This course includes oral presentations, and videotaping is used as an evaluative tool.
Transfer Credit: CSU; UC*
**SPCH 110**

**INTERCULTURAL COMMUNICATION** 3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or "C" or higher.

This course presents theories and principles of communication with an emphasis on application of concepts relevant to intercultural communication. It has a cultural general approach focusing on variables which influence the communication process. Assignments and activities involve students in the analysis of different communication patterns across cultures and the exploration and practice of methods, skills and techniques for improving intercultural communication.

*Transfer Credit: CSU; UC*

**SPCH 120**

**FUNDAMENTALS OF INTERPERSONAL COMMUNICATION** 3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or "C" or higher.

The interpersonal communication course is an overview of theory and research on human communication. The course is designed with the opportunity to improve students communication skills in a variety of communication contexts. This course includes skill practices, oral presentations, and videotaping as instructional tools.

*Transfer Credit: CSU; UC*

**SPCH 130**

**FUNDAMENTALS OF SPEAKING** 3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent or SPCH 60 or equivalent with a grade of Pass or "C" or higher.

This course focuses on the student’s communication of ideas and concepts in various audience settings with emphasis on message organization, supporting amplifying materials, and analysis of audience diversity. Videotape is used as an evaluative tool.

*Transfer Credit: CSU; UC*

This course presents theories and principles of communication with an emphasis on application of concepts relevant to organizational communication. This course focuses on variables that influence the communication process within the context of business and organizations. The combined application of speaking, listening, writing, and reading skills in business and professional settings will be emphasized. Assignments and activities involve students in the analysis of different communication patterns within organizations and the exploration and practice of methods, skills and techniques for improving communication within the professional setting.

*Transfer Credit: CSU*

**SPCH 132**

**FUNDAMENTALS OF SMALL GROUP COMMUNICATION** 3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or "C" or higher.

As an introduction to the fundamentals of group discussion, this course focuses on the individual’s communication in a small group setting; leadership in groups; group communication norms and processes with emphasis on problem solving and conflict reduction techniques. Videotape is used as an evaluative tool.

*Transfer Credit: CSU; UC*

*UC credit limits may apply. SPCH 100 and SPCH 132 combined: maximum credit, one course.*

**SPCH 140**

**ORAL INTERPRETATION OF LITERATURE** 3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent or SPCH 60 or equivalent with a grade of Pass or "C" or higher.

This course focuses on the analysis and interpretation of both prose and verse literature, including study of voice production, structure and content of literature, and techniques of effective oral communication of meaning from the printed page.

*Transfer Credit: CSU; UC*

**SPCH 145**

**STORYTELLING** 3.0 UNITS

Class hours: 3.0 Lecture
This course is an introduction to the history of storytelling and the techniques of listening, preparation, and the presentation of stories to various age groups and in various settings. Students acquaint themselves with various literary genres—folk tales, sagas, epics, legends, myths, poetry, and drama. Videotape is used as an evaluative tool.

*Transfer Credit: CSU*

**SPCH 150**

**ORGANIZATIONAL COMMUNICATION** 3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: READ 54 or ENGL 52 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English Placement Process.

*Transfer Credit: CSU; UC TBD after admission.*

**SPCH 165**

**GROUP PROCEDURE** 1.0 UNIT

Class hours: 1.0 Lecture
Prerequisite: SPCH 160 or equivalent with a grade of Pass or "C" or higher.

This course addresses leadership functions, techniques of cooperative problem solving, types of organizations, creating new organizations, and informal deliberation.

*Transfer Credit: CSU*

**SPCH 200**

**CONTEMPORARY COMMUNICATION TOPICS** 3.0 UNITS

Class hours: 3.0 Lecture
Recommendation: ENGL 52 or READ 54 with a grade of Pass or "C" or higher or the equivalent.

This is a specialized course designed to present and acquaint students with communication theories and principles relevant to improving communication effectiveness. It focuses on those issues that reflect the evolutionary nature of communication in a variety of contemporary communication areas. The special topic will be decided by the course instructor and announced in the Schedule of Classes.

*Transfer Credit: CSU; UC*

**SPCH 235**

**FUNDAMENTALS OF ARGUMENTATION AND PERSUASION** 3.0 UNITS

Class hours: 3.0 Lecture
Prerequisite: ENGL 100 or equivalent with a grade of Pass or "C" or higher.

This course focuses on argument and persuasion in the context of speech communication. This course examines the
formation of arguments, the quality and types of evidence used to support claims, the use of language, and the analysis of fallacies. In addition, the course covers the role of the speaker/author, audience and message in argument. Emphasis is on the integration of critical thinking principles with techniques of effective argument, with focus on critiques, essays, debate, and speech writing and delivery. Transfer Credit: CSU; UC

SPCH 236A
FORENSICS ACTIVITY 1 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Provides training and supervised preparation for participating in collegiate competitive and non-competitive speech activities, such as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition as a competitor at one or more forensics tournaments (held on weekends).
Transfer Credit: CSU

SPCH 236B
FORENSICS ACTIVITY 2 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: SPCH 236A or equivalent with a grade of Pass or "C" or higher.
Provides intermediate training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at two or more forensics tournaments (held on weekends).
Transfer Credit: CSU

SPCH 236C
FORENSICS ACTIVITY 3 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: SPCH 236B or equivalent with a grade of Pass or "C" or higher.
Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at two or more forensics tournaments (held on weekends).
Transfer Credit: CSU

SPCH 236D
FORENSICS ACTIVITY 4 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: SPCH 236C or equivalent with a grade of Pass or "C" or higher.
Provides advanced training and supervised preparation for participating in collegiate competitive speech activities such as debate, public speaking and oral performance of literature. Requires coaching hours outside the classroom and participation in interscholastic competition as competitors and critics at three or more forensics tournaments (held on weekends).
Transfer Credit: CSU

SPCH 240
ORAL INTERPRETATION: READERS' THEATRE 3.0 UNITS
Class hours: 3.0 Lecture
This course offers further study of oral interpretation principles emphasizing dramatic literature through preparation and performance of a Readers' Theatre production. Videotape is used as an evaluative tool.
Transfer Credit: CSU; UC

SPCH 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

SPCH 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

SPEECH AND LANGUAGE PATHOLOGY
(HEALTH OCCUPATIONS DIVISION)

SLP 100
INTRODUCTION TO SPEECH AND LANGUAGE PATHOLOGY 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 52 or equivalent with a grade of Pass or "C" or higher.
This course introduces foundational skills and principal theories for clinical management of individuals with communicative disorders. Linguistic and cultural variations will be explored. Legal and ethical scope of practice pertinent to roles in the speech-language pathology fields will be delineated.
Transfer Credit: CSU

SLP 105
SPEECH AND LANGUAGE DEVELOPMENT IN CHILDREN 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to provide the student an understanding of how speech and language develop in normal monolingual and bilingual children and what factors characterize language disorders in children with special needs. The course will include exposure to standardized tests and measures of language development. Practice will be provided in eliciting and analyzing speech/language samples from children representing native and non-native speakers and demonstrating normal and delayed speech/language skills. This course is recommended for students majoring in speech-language pathology; the Speech-Language Pathology Assistant Program; or elementary, preschool, or special education. This course is not open to students who received credit in SPCH 229. (Formerly SPCH 229).
SLP 110  
NORMAL COMMUNICATION, DISORDERS, AND DIFFERENCES  4.0 UNITS
Class hours: 4.0 Lecture
Recommendation: A&P 120 or equivalent with a grade of Pass or “C” or higher.

This course focuses on normal verbal and non-verbal communication across the life span, including an understanding of how the different areas of language contribute to the total communication process. Students will learn what distinctive features constitute normal speech, language and hearing in a multicultural society. Observation techniques, assessment and intervention tools will be introduced.

Transfer Credit: CSU

SLP 120  
PHONETICS LAB  0.5 UNIT
Class hours: 0.5 Lecture/0.5 Laboratory
Prerequisite: SLP 100 or equivalent with a grade of Pass or “C” or higher
Corequisite: SLP 220

This is a lecture/lab course designed to provide the student with skills and practice in phonetic transcription. Students will learn to transcribe normal and disordered speech using the International Phonetic Alphabet (IPA) for broad transcription. Linguistic variations, regional dialects, and disordered speech production will be addressed. (Formerly SLP 120L)

Transfer Credit: CSU

SLP 125  
CHILDHOOD DISORDERS AND TREATMENT  5.0 UNITS
Class hours: 4.0 Lecture/3.0 Laboratory
Prerequisite: SLP 100 or equivalent with a grade of Pass or “C” or higher.
Recommendation: A & P 120 or equivalent with a grade of Pass or “C” or higher.

This course focuses on screening procedures and treatment interventions used for speech, language and hearing disorders in children in educational and healthcare settings. The student will learn to use observational checklists, administer screening assessment tests and complete related therapeutic protocol forms.

Transfer Credit: CSU

SLP 220  
VOICE AND ARTICULATION  3.0 UNITS
Class hours: 3.0 Lecture
Corequisite: SLP 120

This course is designed to help the student learn how voice and speech are produced by a study of anatomy and physiology of the speech and hearing mechanism and to learn how to use these mechanisms effectively and efficiently for oral communication. Students will learn phonetic transcription skills using the International Phonetic Alphabet (IPA) to assist their work on their own verbal skills emphasizing precise articulation. Distinctive features of loudness, rate, pitch variation, vocal variety, and controlled respiratory patterns will also be studied. This course is not open to students who received credit in SPCH 271. (Formerly SPCH 271).

Transfer Credit: CSU

SLP 230  
ADAPTIVE COMMUNICATION TECHNOLOGY  1.5 UNITS
Class hours: 1.5 Lecture/0.5 Laboratory
Prerequisite: Completion of SLP 100 or equivalent with a grade of Pass or “C” or higher.

This course introduces the student to the needs of non-oral children and adults, as well as the preparation, use and maintenance of selected adaptive communication equipment. Emphasis is placed on the collaborative use of assistive equipment for speech, language and hearing disorders.

Transfer Credit: CSU

SLP 235  
ADULT DISORDERS AND TREATMENT  5.0 UNITS
Class hours: 4.0 Lecture/3.0 Laboratory
Prerequisite: SLP 100 or equivalent with a grade of Pass or “C” or higher.

This course is an introduction to the different clinical settings in which the speech-language pathology assistant may work. The course focuses on screening procedures and treatment interventions used for speech, language, and hearing disorders in adults.

Transfer Credit: CSU

SLP 240  
FIELD EXPERIENCE I  2.0 UNITS
Class hours: 0.5 Lecture/4.5 Laboratory
Prerequisite: SLP 105, SLP 120 and SLP 125 or equivalent with grades of Pass or “C” or higher.

Students must have departmental approval to enroll in this course.

This introductory field experience course will provide the student with an orientation to clinical placement and provide the student with the opportunity to perform basic speech-language pathology assistant responsibilities under appropriate supervision.

Transfer Credit: CSU

SLP 245  
FIELD EXPERIENCE II  2.0 UNITS
Class hours: 0.5 Lecture/4.5 Laboratory
Prerequisite: SLP 235 and SLP 240 or equivalent with grades of Pass or “C” or higher.

Students must have departmental approval to enroll in this course.

This final field experience course provides the student with an opportunity to perform advanced speech-language pathology assistant responsibilities under appropriate supervision. Additional emphasis will be placed on report writing and independent execution of therapeutic skills.

Transfer Credit: CSU

THEATRE ARTS  
(FINE ARTS, COMMUNICATION DIVISION)

TH 101  
INTRODUCTION TO THE THEATRE  3.0 UNITS
Class hours: 3.0 Lecture

This broad survey of the entire theatre field focuses on modern theatre practice and theory. Some historical background is provided. Topics include stage lighting and design, acting and directing, properties and costume, theatre architecture, make-up, career opportunities, and playwriting.

Transfer Credit: CSU; UC

TH 102  
HISTORY OF THE CLASSICAL THEATRE  3.0 UNITS
Class hours: 3.0 Lecture

This course is designed to introduce the student to the history and literature of the theatre from ancient times to the Renaissance. The role of theatre in human affairs will be explored, and particular attention will be given to the way theatre shapes-and is shaped by-the cultural, intellectual, and political forces of its time.

Transfer Credit: CSU; UC
TH 103
HISTORY OF THE
MODERN THEATRE 3.0 UNITS
Class hours: 3.0 Lecture
This course is designed to introduce the student to the history and literature of the theatre from French Classicism to the 20th Century. The role of theatre in human affairs will be explored, and particular attention will be given to the way theatre shapes—and is shaped by—the cultural, intellectual, and political forces of its time.
Transfer Credit: CSU; UC

TH 104
HISTORY AND APPRECIATION
OF MUSICAL THEATRE 3.0 UNITS
Class hours: 3.0 Lecture
This course introduces the student to the history and literature of the musical theatre from mid-19th century to present day. The course will explore the stylistic distinctions found in the musical as well as its social and cultural significance. Emphasis is placed on the contributions and influence of the individual writer, composer, or lyricist.
Transfer Credit: CSU; UC

TH 105
INTRODUCTION TO MUSICAL
THEATRE TECHNIQUES 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course introduces the student to performance and audition techniques for musical theatre. Emphasis is placed on character development through scene study and song analysis, as well as vocal production and psychomotor awareness exercises.
Transfer Credit: CSU; UC

TH 107
ACTORS STUDIO 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course is a performance laboratory. Students will rehearse plays and/or projects, which they will perform for invited audiences. Emphasis will be upon developing acting skills, keeping production elements to a minimum.
Transfer Credit: CSU

TH 108
IMPROVISATION
FOR THE THEATRE 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
In this course, students will learn how to act without a script. The focus will be on improvisational performance, but students will also learn how improvisation is used in actor training and as a tool for rehearsing traditional plays. Class members will participate in exercises designed to free their natural ability in all acting situations.
Transfer Credit: CSU; UC

TH 109
REMOUNTING A PRODUCTION 2.0 UNITS
Class hours: 1.0 Lecture/4.0 Laboratory
Prerequisite: TH 130 or TH 131 or TH 132 or audition or equivalent with a grade or Pass or “C” or higher.
Students in this course will remount a major theatrical production. This particular course is for those cast in a show previously produced.
Transfer Credit CSU

TH 110
FUNDAMENTS OF ACTING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This course is an introduction to acting methods and exercises. It is appropriate for the beginner, but it also lays a strong foundation for students who would like to pursue a career in acting. Students will perform regularly on stage, and will learn to analyze scenes and monologues.
Transfer Credit: CSU; UC

TH 111
INTERMEDIATE ACTING
TO CHARACTERIZATION 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: TH 110 or equivalent with a grade of Pass or “C” or higher.
This is an advanced course in acting methods and practices, with particular focus upon creating exciting, believable characters. Students will learn to find elements from their own lives to use in characterization, and then to explore cultures and walks of life other than their own.
Transfer Credit: CSU; UC

TH 114
VOICE FOR ACTING 2.0 UNITS
Class hours: 2.0 Lecture/1.0 Laboratory
This course presents vocal techniques to free and develop the actor's voice. It includes exercises in relaxation, physical awareness, and proper breathing, as well as in the development of diction, range and projection as required for theatrical performance.
Transfer Credit: CSU; UC

TH 115
STAGE MOVEMENT
AND COMBAT 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This is an introduction to basic stage movement and combat for the actor. Emphasis will be placed on physical and spatial awareness, using movement creatively in characterization, and developing confidence in the physical self. Various stage combat techniques will be covered so that students can fully choreograph their own stage fights.
Transfer Credit: CSU; UC

TH 117
STAND-UP COMEDY 3.0 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
This is a complete course in stand-up comedy from material development to performance. The student will create a comic persona, write several routines, and performs these routines at venues both on-and off-campus. Field trips to local comedy clubs will be arranged.

TH 120
THEATRE STAGECRAFT 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course introduces the student to the principles and basic techniques of theatrical scenery construction. The class will be involved in scene shop procedures and practices, safe tool usage, materials selection, and fabrication methods.
Transfer Credit: CSU; UC

TH 123
STAGE MAKE-UP 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course provides instruction in techniques of theatrical make-up. Crew assignments in college productions are required.
Transfer Credit: CSU; UC

TH 123A
ADVANCED STAGE MAKE-UP 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: TH 123 or equivalent with a grade of Pass or “C” or higher.
Recommendation: ART 110 and ART 112 or equivalent with grades of Pass or “C” or higher.
This course provides instruction in techniques of theatrical makeup with an emphasis on three-dimensional special effects makeup. A crew assignment on a college production is required.
Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
Course Descriptions

TH 126
WIGS AND HAIR FOR THEATRE  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course provides instruction in basic hair and wig styling and basic wig-making techniques for the theatre. Crew assignment in college production are required.
Transfer Credit: CSU

TH 126A
WIGS AND HAIR
FOR THEATRE I  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course provides basic instruction for the styling, care, and maintenance of hard and soft front wigs. Instruction on preparing the actor's hair to wear wigs is included. Hairstyling emphasis is on Twentieth Century hairstyles. Hair ventilating techniques used in wig making is also covered.
Transfer Credit: CSU

TH 126B
WIGS AND HAIR
FOR THEATRE II  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: TH 126A or equivalent with a grade of Pass or “C” or higher.
This course provides instruction in advanced hair and wig styling, hair punching, and wig making for the theater. Hairstyling emphasis is on fantasy and large, historical, pre-Twentientury hairstyles that require cage and foam foundations. Instruction on ventilating wig fronts is included.
Transfer Credit: CSU

TH 130
REHEARSAL AND PERFORMANCE FOR THE MINOR ROLE  1.0 UNIT
Class hours: 0.5 Lecture/2.5 Laboratory
Prerequisite: By audition.
Students in this course will rehearse and perform a major theatrical production. Students should contact the Theatre Department for a schedule of audition dates. This particular course is for those cast in “minor” roles.
Transfer Credit: CSU; UC

TH 131
REHEARSAL AND PERFORMANCE FOR THE SUPPORTING ROLE  2.0 UNITS
Class hours: 1.0 Lecture/4.0 Laboratory
Prerequisite: By audition.
Students in this course will rehearse and perform a major theatrical production. Students should contact the Theatre Department for a schedule of audition dates. This particular course is for those cast in “supporting” roles. The course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

TH 132
REHEARSAL AND PERFORMANCE FOR THE LEADING ROLES  3.0 UNITS
Class hours: 1.0 Lecture/7.0 Laboratory
Prerequisite: By audition.
Students in this course will rehearse and perform a major theatrical production. Students should contact the Theatre Department for a schedule of audition dates. This particular course is for those cast in “major” roles. The course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

TH 133
STAGE CREW ACTIVITY  1.0 UNIT
Class hours: 0.5 Lecture/2.5 Laboratory
This course introduces the student to backstage crew skills and duties in connection with the mounting of college plays. The student will be assigned to running or preparation crews as scenery, lighting, costumes, sound, props, makeup, or house management. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC

TH 134
TECHNICAL PRODUCTION  2.0 UNITS
Class hours: 1.0 Lecture/5.0 Laboratory
This course introduces the student to technical theatre work in connection with the mounting of college plays. Emphasis is on the design and preparation of scenery, lighting, costume, sound, props, and makeup. Students may also be assigned to a running crew for some of their lab hours. This course may be taken for a maximum of 2 times.
Transfer Credit: CSU; UC

TH 136
TOURING THEATRE PRODUCTION FOR SUPPORTING ROLES  2.0 UNITS
Class hours: 1.5 Lecture/1.5 Laboratory
Prerequisite: By audition.
In this course students in supporting roles prepare one-acts plays, “story theatre” programs, or improvisational performances, which are taken on tour and performed for the community. This course may be taken a maximum of 2 times.
Transfer Credit: CSU

TH 137
TOURING THEATRE PRODUCTION FOR LEADING ROLES  2.0 UNITS
Class hours: 1.5 Lecture/2.5 Laboratory
Prerequisite: By audition.
In this course students in leading roles prepare one-acts plays, “story theatre” programs, or improvisational performances, which are taken on tour and performed for community organizations and schools. This course may be taken a maximum of 2 times.
Transfer Credit: CSU

TH 140
BEGINNING JAZZ DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is an introduction to jazz dance techniques and styles. Emphasis is on mastering the fundamental skills basic to jazz dance technique and artistic performance. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC

TH 141
INTERMEDIATE JAZZ DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: TH 140 or DANC 140 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the development of jazz dance techniques and style begun in TH 140 or DANC 140. Emphasis is on mastery of more complicated jazz dance combination patterns and their performance. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC

TH 142
BEGINNING TAP DANCE  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is an introduction to basic tap dance techniques and styles. Emphasis is on
Course Descriptions

TH 147 MUSICAL THEATRE PRODUCTION FOR LEADING ROLES 3.0 UNITS
Class hours: 1.0 Lecture/7.0 Laboratory
Prerequisite: By audition.
This course involves participation in a major Theatre Department musical production in a leading role. Activities will include singing, dancing, acting, and/or playing musical instrument. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC

TH 143 INTERMEDIATE TAP DANCE 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: TH 142 or DANC 142 or equivalent with a grade of Pass or “C” or higher.
This course is a continuation of the development of tap dance techniques and style begun in TH 142 or DANC 142. Emphasis is on mastery of more complicated tap dance steps, rhythms, combination patterns, and their performance. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC

TH 145 COSTUME PRODUCTION FOR DANCE 1.0 UNIT
Class hours: 1.0 Lecture/3.0 Laboratory
This course introduces the student to the fabrication of costume elements including patterning, machine sewing, hand sewing, dyeing, and decoration for dance. This course may be taken a maximum of 4 times.
Transfer Credit: CSU; UC

TH 144 DANCE FOR MUSICAL THEATRE 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course is an introduction to musical theatre dance styles, techniques, and repertory. Emphasis is on mastering the fundamental skills and styles basic to musical theatre dance techniques and performance.
Transfer Credit: CSU; UC

TH 146 MUSICAL THEATRE PRODUCTION FOR CHORUS 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: By audition.
This course involves participation in a major Theatre Department musical production as a member of the chorus. Activities may include singing, dancing, acting and/or playing a musical instrument. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC

TH 150 APPRECIATION AND HISTORY OF THE MOTION PICTURE 3.0 UNITS
Class hours: 3.0 Lecture
This course examines the art of motion pictures and their impact upon society. It includes the viewing and critical analysis of feature films in various thematic categories.
Transfer Credit: CSU; UC

TH 151 MOTION PICTURES, RADIO AND TELEVISION 3.0 UNITS
Class hours: 3.0 Lecture
This is a broad survey of the history, theory, and production techniques of motion pictures, radio, and television, with emphasis on the form, content, and social impact of each. Students will participate in at least one field trip to a motion picture, radio, or television studio. (This course is not open to students currently enrolled in or who have completed RTV 151.)
Transfer Credit: CSU

TH 171 OCCUPATIONAL WORK EXPERIENCE IN THEATRE 1.0 UNIT
Class hours: 1.0 Work Experience
One unit of Occupational Work Experience in Theatre requires 60 non-paid or 75 paid hours of work per semester.
Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the students/workers, the college, and the employers/trainers. First semester students will meet with the instructors for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.
Transfer Credit: CSU

TH 208 ADVANCED IMPROV 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: TH 108 or equivalent with a grade of Pass or “C” or higher.
This is an advanced course in the art and craft of acting without a script. Emphasis will be placed upon character, status, narrative, group transformation, and transactional analysis as they apply to scene work and to long-form improv.
Transfer Credit: CSU

TH 212 SCENE STUDY 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: TH 110 or equivalent with a grade of Pass or “C” or higher.
This is an intensive acting course focusing on the study and performance of challenging scenes from Chekhov, Ibsen, Strindberg, Shaw, and Feydeau, as well as from Beckett, Pinter, Ionesco, Albee, and Mamet. Students will explore multiple objectives, acting between the lines, and techniques for absurdist plays and farce.
Transfer Credit: CSU

TH 213 HISTORICAL STYLES OF ACTING 3.5 UNITS
Class hours: 3.0 Lecture/2.0 Laboratory
Prerequisite: TH 110 or equivalent with a grade of Pass or “C” or higher.
In this course students will learn acting methods and styles needed to perform in plays written before the 19th century. These may include plays from ancient Greece, Commedia dell’Arte, Shakespeare and his contemporaries, the Spanish Golden Age, English Restoration, French neoclassicism, Moliere, and 18th century authors of various nationalities. Students will also explore vocal production, movement patterns, costumes, and social modes and manners for each period study.
Transfer Credit: CSU; UC

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
TH 216
ACTING FOR THE CAMERA  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
Prerequisite: TH 110 or equivalent with a grade of Pass or “C” or higher.
This course is designed for the experienced acting student to adapt stage acting techniques for the motion picture and television camera. Emphasis will be placed on gaining an understanding of camera shots, angles, the shooting process, auditioning and actor behavior in front of the camera. This course may be taken a maximum of 2 times.
Transfer Credit: CSU; UC

TH 221
COSTUMING FOR THE STAGE  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course introduces the student to the principles and methods of costume crafts for stage purposes. Although design and construction are accentuated, the approach to costuming for the stage is underscored by a historical perspective.
Transfer Credit: CSU; UC

TH 221A
ADVANCED COSTUMING  FOR THE STAGE  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: TH 221 or equivalent with a grade of Pass or “C” or higher.
This course provides instruction to the student who has become proficient with basic costume construction practices and techniques. In this course, the focus is on pattern drafting, cutting, fitting, construction, and decoration of costumes. The design and construction of costumes is underscored by a historical perspective. Wardrobe crew chief or a design assignment on a college production is required.
Transfer Credit: CSU; UC

TH 222
STAGE LIGHTING  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
This course introduces the student to the theory and practice of modern stage lighting. Emphasis is placed on the design and function of lighting equipment and control systems, as well as color theory, the historical perspective, and hands-on experience.
Transfer Credit: CSU; UC

TH 223
PORTABLE ENTERTAINMENT TECHNOLOGY - LIGHTING  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: TH 120, TH 133, or TH 134 or equivalent with grades of Pass or “C” or higher.
This course introduces the principles and techniques of portable stage lighting. The course will cover the design and construction of lighting equipment and the practical applications involved in the stages of lighting. Students should expect to meet with the supervising faculty member one to two hours each week for conferences.
Transfer Credit: CSU

TH 224
PORTABLE ENTERTAINMENT TECHNOLOGY - AUDIO AND STAGING  3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Prerequisite: TH 120, TH 133, or TH 134 or equivalent with grades of Pass or “C” or higher.
This course introduces the principles and basic techniques of portable stage lighting. The class will cover procedures and practices involved in the stage and audio of entertainment events.
Transfer Credit: CSU

TH 225
PORTABLE EVENT PRODUCTION  2.0 UNITS
Class hours: 1.0 Lecture/5.0 Laboratory
Prerequisite: TH 223 or TH 224 or equivalent with grades of Pass or “C” or higher.
Recommendation: TH 120, TH 133, or TH 134 or equivalent with grades of Pass or “C” or higher.
This course requires the student to set up and run a live event using the skills acquired in the Portable Event Production classes. Students will work in the areas of staging, lighting, and audio on multiple live entertainment events that are open to the public.
Transfer Credit: CSU

TH 226
INTRODUCTION TO SCENIC DESIGN  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course introduces the student to the basic principles and techniques of scenic design for the theatre. The class will be involved in the conceptualization, analysis, and actual exploration of the design process. Emphasis will be placed on the development of the individual’s design capabilities and knowledge of contemporary design approaches.
Transfer Credit: CSU; UC

TH 298
DIRECTED STUDIES  1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects in the area of scenic design and the design and implementation of a faculty member in a given department. The class will be involved in the conceptualization, analysis, and actual exploration of the design process. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

TH 299
DIRECTED STUDIES  2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects in the area of scenic design and the design and implementation of a faculty member in a given department. The class will be involved in the conceptualization, analysis, and actual exploration of the design process. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

WELDING
(TECHNOLOGY DIVISION)

WELD 43 (Not Degree Applicable)
WELDING OCCUPATIONAL WORK EXPERIENCE  3.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week for Welding Work Experience 43. The employment must be in a job related to the student’s educational goal.
Work Experience/Career Internship provides the opportunity for welding students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

WELD 44 (Not Degree Applicable)
WELDING OCCUPATIONAL WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 20 hours of employment per week for Welding Work Experience 44. The employment must be in a job related to the student's educational goal.
Work Experience/Career Internship provides the opportunity for welding students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to the major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

WELD 49
WELDING SHOP MATH 4.0 UNITS
Class hours: 4.0 Lecture
Recommendation: WELD 100 or equivalent with a grade of Pass or "C" or higher or WELD 120 or equivalent with a grade of Pass or "C" or higher or WELD 130 or equivalent with a grade of Pass or "C" or higher.
This course is designed to familiarize the student with the shop math typical to the welding industry. Emphasis will be placed on the practical applications of measuring, measuring instruments, area, volume, fractions, decimals, and the metric system. (Not open to students with credit in WELD 39.) Formerly WELD 39

WELD 51L
ADVANCED ARC WELDING SPECIALTY LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: WELD 120 or equivalent with a grade of Pass or "C" or higher.
This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, piping, sheet metal, and construction industries.

WELD 52
PIPE WELDING FUNDAMENTALS 4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WELD 210L or equivalent with a grade of Pass or "C" or higher.
Recommendation: Current Los Angeles City or AWS certification for structural steel.
This advanced welding course is designed to utilize previously acquired welding skills and techniques on ferrous pipe in the rotated and fixed positions. Emphasis is placed on the welding of open groove pipe joints using the shielded metal arc welding (SMAW) process. Subjects covered will include joint preparation, alignment techniques, pre-heat and inter-pass temperatures, and post-heat requirements. Pipe flanges and fittings will be identified as to alloy content and applicable welding procedures.

WELD 53
PIPE LAYOUT 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: WELD 120 or equivalent with a grade of Pass or "C" or higher or appropriate work experience.
This advanced welding course emphasizes practical techniques of pipe layout, terminology, use of layout tools, fittings, offset tie-ins, and rolled offset tie-in of parallel pipelines. Instruction in more advanced layout techniques will cover layout of calculated fittings involving pipelines of unequal sizes and compound offset tie-in fittings.

WELD 54L
ADVANCED PIPE WELDING 2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WELD 52 or equivalent with a grade of Pass or "C" or higher.
This is a course designed to building and/or refine the student's previously acquired pipe welding skills and prepare the student to pass a certification test in pipe welding. Emphasis is placed on welding various diameters of ferrous pipe in the flat 1G, horizontal fixed 2G, vertical fixed 5G using shielded metal arc (SMAW) process.

WELD 56L
ARC WELDING 6" PIPE CERTIFICATION LABORATORY 2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WELD 54L or equivalent with a grade of Pass or "C" or higher.
This is a course designed to refine the student's previously acquired pipe welding skills and prepare the student to pass a certification test in pipe welding. Emphasis is placed on welding 6" ferrous pipe in the vertical fixed (5G) and 45 degree inclined (6G) positions using the Shielded Metal Arc Welding (SMAW) process.

WELD 58L
ARC WELDING 2" PIPE CERTIFICATION LABORATORY 2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WELD 56L or equivalent with a grade of Pass or "C" or higher.
This is a course to refine the student's previously acquired pipe welding skills and prepare the student to pass a certification test in pipe welding. Emphasis is placed on welding 2" ferrous pipe in the vertical fixed (5G) and 45 degree inclined (6G) positions using the Shielded Metal Arc Welding (SMAW) process.

WELD 59
BLUEPRINT READING FOR THE WELDING TRADES 4.0 UNITS
Class hours: 4.0 Lecture
Recommendation: WELD 100 or equivalent with a grade of Pass or "C" or higher or WELD 120 or equivalent with a grade of Pass or "C" or higher or WELD 130 or equivalent with a grade of Pass or "C" or higher.
This course is designed to enable the student to read and interpret shop structural drawings and blueprints. Emphasis is placed on structural shape identification, nomenclature, and welding symbols. (Not open to students with credit in WELD 50.) Formerly WELD 50.
WELD 60
Safety and the Welding Environment 1.0 UNIT
Class hours: 1.0 Lecture
This course is designed to familiarize the welding student with recognized safety practices of the industry. Emphasis will be placed on compliance with government safety codes and regulations. Students will be introduced to preventive health and safety techniques and practices. Safety concerns relating to welding and cutting will be covered for both shop and field work environments.

WELD 81L
Shielded Metal Arc Welding (SMAW) Specialty Laboratory 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: WELD 120 or equivalent with a grade of Pass or “C” or higher.
This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, piping, sheet metal, and construction industries.

WELD 82L
Semiautomatic Welding Process Specialty Laboratory 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: WELD 120 or equivalent with a grade of Pass or “C” or higher.
This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, piping, sheet metal, and construction industries.

WELD 83L
Gas Tungsten Arc Welding (GTAW) Specialty Laboratory 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: WELD 120 or equivalent with a grade of Pass or “C” or higher.
This advanced level welding course is designed to further develop advanced specialized gas tungsten arc welding skills in the structural steel, piping, sheet metal, and construction industries.

WELD 98
Directed Studies 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.

With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

WELD 99
Directed Studies 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department.

This course is designed to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

WELD 100
Welding Fundamentals 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This introductory course is designed to familiarize the student with the history, principles, and practices of the welding industry and their relationship to our economy and society. Emphasis is placed on technical and practical applications of metal cutting, brazing and soldering, shielded metal arc, gas metal arc, flux cored arc, and gas tungsten arc welding processes, shop and field safety practices, weld testing and welding metallurgy.
Transfer Credit: CSU

WELD 120
Beginning Arc Welding 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: WELD 100 with a grade of Pass or “C” or higher or concurrent enrollment or appropriate work experience.
This course is designed for the beginning student welder covering the technical and practical aspects of the shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux cored arc welding (FCAW) processes on ferrous and non-ferrous metals. Emphasis is placed on the safe operation of manual and semi-automatic welding and cutting tools and equipment.
Transfer Credit: CSU

WELD 130
Gas Tungsten Arc Welding Fundamentals 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Recommendation: WELD 100 or WELD 120 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment or appropriate work experience.
This course is designed to provide the student with technical and practical welding skills on ferrous and non-ferrous metals using the gas tungsten arc welding process (GTAW), commonly known as TIG. Related classroom instruction covers technical data pertaining to this welding process with special emphasis on operational parameters of inverter type machines.
Transfer Credit: CSU

WELD 170
Structural Fabrication 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: WELD 100 or WELD 120 or WELD 130 or equivalent with a grade of Pass or “C” or higher.
Recommendation: WELD 50 or equivalent with a grade of Pass or “C” or higher.
This is a course designed to develop welding skills and structural fabrication techniques on real or simulated metal construction projects. Emphasis will be on the safe operation of fabricating equipment as applied to structural steel components.
Transfer Credit: CSU

WELD 172L
Advanced Structural Fabrication Laboratory 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: WELD 170 or equivalent with a grade of Pass or “C” or higher.
This is a course designed to enhance the previously acquired welding and fabrication skills and techniques commonly used within industry. Emphasis is on safety in the shop environment and the use of typical fabrication shop and field equipment.
Transfer Credit: CSU

WELD 200
Intermediate Arc Welding 4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WELD 120 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This is a course designed to refine the student’s previously acquired welding skills and prepare the student to pass welding certification tests. Emphasis is placed on welding in the vertical environment and the use of typical fabrication shop and field equipment.
Transfer Credit: CSU
and overhead positions and the welding of alloy steels with compatible filler metals using the shielded metal arc (SMAW), gas metal arc (GMAW), and flux cored arc (FCAW) welding processes. Related classroom instruction is given in the technical data pertaining to these processes.

Transfer Credit: CSU

WELD 210L
ADVANCED ARC WELDING LABORATORY  2.0 UNITS
Class hours: 4.5 Laboratory
Prerequisite: WELD 200 or equivalent with a grade of Pass or “C” or higher.
This advanced welding course is designed to prepare the student welder for structural steel welding applications using Shielded Metal Arc Welding (SMAW) and Flux Cored Arc Welding (FCAW) processes.

Transfer Credit: CSU

WELD 212L
SHIELDED METAL ARC WELDING (SMAW) CERTIFICATION LABORATORY  2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WELD 210L or equivalent with a grade of Pass or “C” or higher.
This advanced certification laboratory is designed specifically to enhance and prepare the welding students for structural steel welding certifications using the shielded metal arc welding (SMAW) process.

Transfer Credit: CSU

WELD 214L
FLUX CORED ARC WELDING (FCAW) CERTIFICATION LABORATORY  2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WELD 210L or equivalent with a grade of Pass or “C” or higher.
This advanced certification laboratory is designed specifically to enhance and prepare the welding students for structural steel welding certifications using the Flux Cored Arc Welding (FCAW) process.

Transfer Credit: CSU

WELD 220
CERTIFICATION AND LICENSING FOR WELDERS  2.0 UNITS
Class hours: 2.0 Lecture
Recommendation: WELD 200 or equivalent with a grade of Pass or “C” or higher or concurrent enrollment or appropriate work experience.

This is a technical course for the advanced welding student. Material covered will include data on all approved modern welding processes, welding filler metals, approved welded joint design, and welding procedures. Special emphasis will be placed on welding symbols and American Welding Society (AWS) Structural Code specifications leading to Los Angeles City and AWS welding certifications.

Transfer Credit: CSU

WELD 240L
INTERMEDIATE GAS TUNGSTEN ARC WELDING LABORATORY  2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WELD 130 or equivalent with a grade of Pass or “C” or higher.
This is an intermediate welding course using the Gas Tungsten Arc Welding (GTAW) process. This course is designed to further develop the skills of the student in this process.

Transfer Credit: CSU

WELD 250L
ADVANCED GAS TUNGSTEN ARC WELDING LAB  2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WELD 240L or equivalent with a grade of Pass or “C” or higher.
This advanced course is designed to further increase the manipulative skills and technical knowledge of the student welder using the Gas Tungsten Arc Welding (GTAW) process. This course is designed to further develop layout skills on structural plate, beams, channel, and angle iron. The student will work from prints utilizing measuring tools and fabrication equipment to develop weldments typical in the industry.

Transfer Credit: CSU

WELD 270
STRUCTURAL LAYOUT  3.0 UNITS
Class hours: 2.0 Lecture/2.3 Laboratory
Prerequisite: WELD 53 or WELD 170 or equivalent with a grade of Pass or “C” or higher.
Recommendation: WELD 49 and WELD 59 or equivalent with grades of Pass or “C” or higher.
This advanced course is designed to further develop layout skills on structural plate, beams, channel, and angle iron. The student will work from prints utilizing measuring tools and fabrication equipment to develop weldments typical in the industry.

Transfer Credit: CSU

WOMEN’S STUDIES
(HUMANITIES, SOC SCIENCE DIVISION)

WS 101
ISSUES FOR WOMEN IN AMERICAN SOCIETY  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
Issues for Women in American Society is a multidisciplinary course that provides a foundation for interpreting gender issues in America. It examines the essential components of women’s studies as an academic discipline; delineates theories of feminism and history of women’s movements; evaluates the social construction and politics of gender; analyzes the intersection of gender with race, ethnicity, social class and sexual orientation; and identifies the issues of feminism in a global context.

Transfer Credit: CSU; UC

WS 102
WOMEN AND RELIGION  3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: Satisfactory completion of the Reading Placement Process or READ 54 or equivalent with a grade of Pass or “C” or higher and satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher.
This course is a multidisciplinary course that investigates women’s religious lives. It will center around the writing of women’s experiences within world religions. The course will include such issues as identity, women’s religious leadership, language and
liturgy, rituals performed by women and sacred texts. Students will learn about world religions generally, and women's lives in these religions specifically.

Transfer Credit: CSU; UC

WS 103
WOMEN, THEIR BODIES AND HEALTH 3.0 UNITS

Class hours: 3.0 Lecture

This course will examine contemporary women's health issues and body image concerns. General topics will include images of women, lifespan changes, mental health, eating disorders, prevention of abuse and self-harm, social roles, sexual identity and sexuality, relationships, birth control and pregnancy. Current research on cardiovascular disease, cancer and other chronic conditions will be discussed as they pertain to women's issues. Students will develop the skills necessary to become wiser consumers of health and beauty-enhancing products. (This course is not open to students currently enrolled or who have completed HED 103.)

Transfer Credit: CSU

WS 104
COMMUNITY ORGANIZING AND ACTIVISM 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: WS 101 with a grade of Pass or “C” or higher.

This course is designed to encourage the relationship between Cerritos College students who are interested in working with feminist-based organizations and the local organizations that need assistance. This class will expose students to potential volunteer, internship, and job opportunities while helping them build more impressive resumes and improve the lives of women.

Transfer Credit: CSU

WS 106
WOMEN IN SPORTS 3.0 UNITS

Class hours: 3.0 Lecture

This course provides students with a chronological history, analysis and interpretation of people, events, and issues that affect women in sports, in past and present society. Physiological, sociological, and psychological aspects of female athletes as related to sports, history, and education will be covered. Students will gain an understanding of the significant events of women in athletics from the past to the present and how their significance will determine the future of women in sports. This course is not open to students who are enrolled in or who have received credit for PE 106.

Transfer Credit: CSU; UC

WS 109
PHILOSOPHY OF THE BODY, FEMINISM, AND GENDER 3.0 UNITS

Class hours: 3.0 Lecture

Prequisite: Completion of the English placement process with eligibility for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.

This course will examine philosophical scholarship on feminism, gender, and theory of the body in the areas of metaphysics, epistemology, ethics, and aesthetics. Questions about gender identity, the nature of the self and personal identity, friendship, the feminist conception of knowledge, feminism and philosophy of language, philosophy of religion, philosophy of science; misogynist patterns in philosophical texts, male responses to feminism, moral theories, and feminist questions about beauty and art will be examined in the course, while students are also engaged in understanding the fundamentals of philosophy. This course is not open to students who are enrolled in PHIL 109 or have received credit in PHIL 109.

Transfer Credit: CSU; UC

WS 202
GENDER AND SOCIETY 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: SOC 101 or equivalent with a grade of Pass or “C” or higher or equivalent with a grade of Pass or “C” or higher.

This course addresses the concept of gender as an organizing principle in men’s and women's lives from a sociological perspective. The class will address the issue of the social construction of gender and how it relates to race, ethnicity, class, and sexuality, and how social institutions are gendered. Topics to be covered will include cultural ideas of gender, as well as gender and the economy, politics, the media, families, and education. It will also address how gender impacts interactions between individuals and groups. This course is not open to students who are enrolled in or who received credit in SOC 202.

Transfer Credit: CSU; UC* *UC credit units may apply. WS 202, PSYC 265, and SOC 202 combined: maximum credit, one course.

WS 204
WOMEN IN AMERICAN HISTORY 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: Completion of the English Placement process with a score eligible for ENGL 100 or completion of ENGL 52 or equivalent with a grade of Pass or “C” or higher.

This lecture/discussion course will survey women's history in the United States from colonial times to the present. It will focus on defining the similarities and differences in historical experiences of women based on their social class, race, and ethnicity. Topics of concentration include the changing roles of women in the private and public spheres; an analysis of the agendas, strategies, and consequences of the women's movements; and the historical evolution of the definitions of feminism and social construction of gender. This course is not open to students who are enrolled in or have received credit in HIST 204.

Transfer Credit: CSU; UC

WS 205
THE ANTHROPOLOGY OF SEXUALITY AND GENDER 3.0 UNITS

Class hours: 3.0 Lecture

Recommendation: Satisfactory completion of English Placement Process or ENGL 52 or equivalent with a grade of Pass or “C” or higher, and satisfactory completion of the Reading Placement Process or READ 54 with a grade of Pass or “C” or higher.

This course examines the cultural connection of human sexuality and gender in an anthropological framework. Biological and cultural bases for the multiple expressions of sexuality and gender found around the world are presented. Case studies include food foraging, horticultural, agricultural, industrial, and post-industrial societies. A central concern is the interaction between subsistence practices, cultural economics, and status in the construction of “normal” and “abnormal” sexualities and genders. Student must be at least 18 years of age or have parental consent in order to take this course. This course is not open to students who are enrolled in ANTH 205 or have received credit in ANTH 205.

Transfer Credit: CSU; UC
WS 206
WOMEN IN THE
GLOBAL ECONOMY 3.0 UNITS
Class hours: 3.0 Lecture
Recommendation: ENGL 100.
This course is an introduction to the global economy from the perspectives of women in the Third World. Drawing from various disciplinary fields such as economics, history, political science, anthropology and postcolonial studies, it examines critically the processes of globalization that impact the multiple identities and oppressions which shape women's lives with respect to race, gender, class, and culture. This course studies the consequences of strategies of modernization and neocolonialism employed by economic development such as the World Bank and International Monetary Fund (IMF) on the lives of women in the developing countries and the surrounding ecological environment. This course is not open to student who have received credit in ECON 102.
Transfer Credit: CSU; UC

WS 298
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

WS 299
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times. For selected disciplines, UC transfer credit may be possible after admission to a UC campus, pending review of appropriate course materials by UC staff. See a counselor for an explanation.
Transfer Credit: CSU

WS 208
LEADERSHIP FOR
WOMEN IN BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This course explores women's leadership, management, communication styles, and the vision and values women leaders bring to an effective environment in business. It is about balancing work/life and managing drive, ambition, adversity, commitment, networking, and achievement. It examines strategies for developing and encouraging skills that enable and allow women leaders and managers to succeed. This course is not open to students who are enrolled in BA 208 or have received credit in BA 208.
Transfer Credit: CSU

WOODWORKING MANUFACTURING
TECHNOLOGIES
(TECHNOLOGY DIVISION)

WMT 1
OPEN ENTRY/EXIT WOODWORKING 0.5 UNIT
Class hours: 3.0 Laboratory
This open entry/exit course is designed to provide between semester access to the woodworking program for students to develop, enhance, and refine their woodworking skills. Students are accepted into existing courses when their individual goals have been met. This course is intended to facilitate basic fundamental skills for entry level employment.

WMT 43 (Not Degree Applicable)
WOODWORKING MANUFACTURING
TECHNOLOGIES OCCUPATIONAL
WORK EXPERIENCE 3.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week for Woodworking Manufacturing Work Experience 43. The employment must be in a job related to the student's educational goal. Three units of Woodworking Manufacturing Occupational Work Experience requires 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for Woodworking Manufacturing Technology students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

WMT 44 (Not Degree Applicable)
WOODWORKING MANUFACTURING
TECHNOLOGIES OCCUPATIONAL
WORK EXPERIENCE 4.0 UNITS
Class hours: 1.0 Work Experience
One (1) hour control class each week plus 15 hours of employment per week for Woodworking Manufacturing Work Experience 44. The employment must be in a job related to the student's educational goal. Four units of Woodworking Manufacturing Occupational Work Experience requires 180 non-paid hours of work or 225 paid hours of work per semester.

Work Experience/Career Internship provides the opportunity for Woodworking Manufacturing Technology students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. In the process of doing so, it creates greater communication with increased understanding between the student/workers, the college and the employer/trainers. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Work experience courses may be taken for a maximum of 8 units per semester. The total work experience units taken by a student may not exceed 16 units.

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.
WMT 80
RUNNING A
WOODWORKING BUSINESS 3.0 UNITS
Class hours: 3.0 Lecture
This course provides an overview of business management considerations and practices for the establishment and operation of a successful woodworking business.

WMT 98
DIRECTED STUDIES 1.0 UNIT
Class hours: 3.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

WMT 99
DIRECTED STUDIES 2.0 UNITS
Class hours: 6.0 Independent Study
A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours, 2 units for 108 hours). This course may be taken a maximum of 2 times.

WMT 101
INTRODUCTION TO WOODWORKING 3.0 UNITS
Class hours: 2.5 Lecture/2.0 Laboratory
This introductory woodworking course acquaints the student with the essential principles of woodworking. Topics include wood technology, use of hand tools, portable power tools, and basic machinery. Emphasis is placed on proper technique, safety, and shop policies for the woodworking facility. Transfer Credit: CSU

WMT 102
INTRODUCTION TO SOLID WOOD CASEGOODS 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 101 or equivalent with a grade of Pass or “C” or higher.
This intermediate course increases the student’s skill in the use of hand tools, portable power tools, and machinery. Topics include project planning and implementation, wood technology, and hand and machine joinery as it pertains to solid wood construction in free-standing furniture casework. Emphasis is placed on proper technique, safety, and shop policies for the woodworking facility. Transfer Credit: CSU

WMT 103
INTRODUCTION TO TABLES 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 101 or equivalent with a grade of Pass or “C” or higher.
This intermediate course increases the student’s skill in the use of hand tools, portable power tools and machinery. Topics include project planning and implementation, wood technology, and hand and machine joinery as it pertains to table construction. Emphasis is placed on proper technique, safety, and shop policies for the woodworking facility. Transfer Credit: CSU

WMT 107
WOOD FINISHING 3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course is designed to enable the student to understand the functions of equipment used in industrial finishing operations. The basic chemistry of lacquers, enamels, stains and glazes will be covered. Instruction and practice will include the use of brushes and the spray gun in coating various materials with emphasis on wood. Transfer Credit: CSU

WMT 108
WOOD CARVING FOR FURNITURE 2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
This course introduces the student to the fundamentals of wood carving relative to wood furniture. Topics include chip carving, letter carving, shallow relief carving, and carving the Newport Shell. Emphasis is placed on the selection and safe use of tools, carving techniques, choice of wood, and wood finishes. Transfer Credit: CSU

WMT 111L
INTRODUCTION TO WOODWORKING LAB 1.0 UNIT
Class hours: 3.0 Laboratory
Prerequisite: WMT 101 or equivalent with a grade of Pass or “C” or higher.
This course provides the student who has completed WMT 101 the opportunity to hone and refine skills and complete projects required in the prerequisite course. Transfer Credit: CSU

WMT 115 SCROLLSAW FRETWORK AND INTARSIA 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
This course introduces students to the methods, tools, materials, and machinery used in scroll sawing. Students have the opportunity to create fretwork and intarsia projects using the scroll saw.

WMT 117 WOODWORKING APPRECIATION 1.0 UNIT
Class hours: 1.0 Lecture/1.3 Laboratory
This course analyzes and explores the culture and history of woodworking in the Los Angeles region. Critical analysis of architectural woodworking and furnishings will be studied. The course focus is on wood and wood products design, makers, historically significant buildings, and collections, both public and private. Transfer Credit: CSU

WMT 118 INTRODUCTION TO WOODTURNING 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Recommendation: WMT 101 and WMT 102 or WMT 103 or equivalent with grades of Pass or “C” or higher.
This course introduces students to the methods, tools, materials, and machinery used in woodturning. Students have the opportunity to create turned projects using the woodworking lathe. Transfer Credit: CSU

WMT 119 INTRODUCTION TO WOODTURNING LAB 1.0 UNIT
Class hours: 4.0 Laboratory
Prerequisite: WMT 118 or equivalent with a grade of Pass or “C” or higher.
This laboratory course provides students who have completed WMT 118 the opportunity...
to improve and refine their woodturning skills in order to prepare them for advanced woodturning courses.
Transfer Credit: CSU

WMT 120
ARTWORK FRAMING  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course introduces the student to the skills needed for framing artwork, photographs, archival media, and memorabilia. Topics include design principles, material selection, methods, and tools used for cutting and assembling frames, measuring and cutting mat materials, and hanging methods. Emphasis is placed on the selection and safe use of tools, choice of wood frame materials and finishes, and the proper selection of mats.
Transfer Credit: CSU

WMT 123
DECORATIVE BOXES  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 102 or WMT 103 or equivalent with a grade of Pass or “C” or higher.
This course introduces the student to the creation of heirloom quality decorative boxes. Advanced skills and techniques will be explored in the design and production of high-quality chests or boxes. Topics include historical styles, box types, materials, and design and construction processes. Emphasis is placed on quality and safety.
Transfer Credit: CSU

WMT 130
FURNITURE DESIGN  3.0 UNITS
Class hours: 2.0 Lecture/4.0 Laboratory
This course is designed to introduce the student to the process of furniture design. Topics include conceptualization, drawing, engineering, ergonomics, style and mock-ups.
Transfer Credit: CSU

WMT 132
CHAIR DESIGN AND CONSTRUCTION  4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or “C” or higher.
This course for the advanced student covers the history, design, construction and production of seating pieces. The student will design and build a solid wood or exposed frame chair or bench.
Transfer Credit: CSU

WMT 134
FRAME MAKING  4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WMT 103 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course introduces the fundamental principles and techniques of frame making for upholstered furniture. Topics include design, engineering, layout, machine woodworking and frame assembly.
Transfer Credit: CSU

WMT 137
OUTDOOR FURNITURE  2.5 UNITS
Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: WMT 102 or WMT 103 or equivalent with a grade of Pass or “C” or higher.
This course instructs students in the design and construction of outdoor furniture. Projects include tables, chairs, benches, lounges, stands and umbrellas.
Transfer Credit: CSU

WMT 144
JIGS AND FIXTURES  2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: WMT 102 or WMT 103 or WMT 155 or equivalent with a grade of Pass or “C” or higher.
This course introduces students to jigs and fixtures associated with various machinery and processes in the woodworking lab. Topics include machinery tune-up, jig and fixture design, measurement, materials, hardware, construction techniques, dust collection, and safety.
Transfer Credit: CSU

WMT 148
FURNITURE MAKING AND MANUFACTURING  4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WMT 103 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course teaches basic elements of production furniture design, prototype building, and product evaluation. The course acquaints the student with all phases of furniture production as a profession. Students design, build, and test market furniture samples from which items will be selected for manufacturing in the Production Furniture Making and Manufacturing course.
Transfer Credit: CSU

WMT 151
INTRODUCTION TO FACEFRAME CABINETMAKING  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
This course introduces the student to the methods, materials, tools, and machinery used in the construction of traditional faceframe cabinetry. Classroom topics will include the history, design, fabrication, and safe use of woodworking machinery and materials involved in cabinet construction.
Transfer Credit: CSU

WMT 153
32MM SYSTEM OF CABINETMAKING  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 151 or equivalent with a grade of Pass or “C” or higher.
Recommendation: WMT 181 or equivalent with a grade of Pass or “C” or higher.
In this course, students learn the foundational information and skills related to the 32mm system of cabinet manufacturing. It includes detailed coverage of the system, hands-on experience in product design, layout of boring patterns, and CNC machine operation.
Transfer Credit: CSU

WMT 155
ARCHITECTURAL MILLWORK  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 151 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
This course introduces the student to the methods, materials, tools, and machinery used in the manufacturing and installation of architectural millwork. Classroom topics include the history, design, fabrication, installation, and safe use of woodworking machinery and materials involved in architectural millwork and finished carpentry.
Transfer Credit: CSU

WMT 157
PASSAGE DOOR  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 151 or WMT 102 or WMT 103 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
Recommendation: WMT 155.
This course introduces the student to the methods, materials, tools, and machinery used in the design, manufacturing and installation of passage doors. Classroom topics include the history, design, milling, assembly and
installation of doors. A major emphasis will be on the safe use of woodworking machinery and materials involved in door millwork. 
Transfer Credit: CSU

WMT 159
SOLID SURFACE FABRICATION 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Recommendation: WMT 101 or WMT 151.
This course introduces the student to the methods, materials, tools, and machinery used in the design, manufacturing, and installation of solid surface countertops, as well as the safe use of specialized machinery and materials involved in solid surface fabrication.
This course will prepare students for solid surface fabrication industry certification/qualification.
Transfer Credit: CSU

WMT 181
INTRODUCTION TO COMPUTER OPERATIONS FOR CABINETMAKING AND DESIGN 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This course introduces students to computer-aided cabinet design and manufacturing. Topics include utilization of software to design and manufacture cabinets, details of design standards, variables and parameters as well as industry drawings, contracts, proposals, materials, and cut lists.
Transfer Credit: CSU

WMT 183
SKETCHUP FOR WOODWORKERS 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
Prerequisite: WMT 102 or WMT 103 or WMT 151 with a grade of Pass or “C” or higher.
Recommendation: WMT 130 with a grade of Pass or “C” or higher. Students should have basic knowledge of computer and file management.
This course introduces the student to Google SketchUp modeling software and its use in designing furniture and cabinet projects. Topics include software operations, modeling, model revision, presentation graphics, and drawing creation.
Transfer Credit: CSU

WMT 185
CNC WOODWORKING 3.0 UNITS
Class hours: 3.0 Lecture/1.0 Laboratory
This course introduces the student to AlphaCAM software and its use in woodworking operations on the computer numerical control (CNC) router. Topics include software operations, preparing G-Code instructions for the machine, and use of the CNC router. Emphasis is placed on design, planning, safety, and efficiency.
Transfer Credit: CSU

WMT 201
WOODWORKING WITH HAND TOOLS 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
This course introduces students to the hand tools used in woodworking. Topics include sharpening, tool identification, wood technology and hand plane adjustment for optimum performance.
Transfer Credit: CSU

WMT 202
ADVANCED FURNITURE CASEGOODS 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or “C” or higher.
Recommendation: WMT 201.
This advanced course covers the design and building of museum quality solid wood cabinets. Topics include the aesthetics of building of museum quality solid wood cabinets. The course includes design, manufacturing, and advanced joinery techniques. Coopering, grain and color to complement the design, and advanced joinery techniques. Coopering, basic veneering are also covered. The emphasis is placed on the highest degree of workmanship and design.
Transfer Credit: CSU

WMT 203
WOOD VENEERING 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 102 or WMT 103 or equivalent with a grade of Pass or “C” or higher.
This course introduces the student to the methods, materials, tools, and machinery used to process wood veneers. Topics include material identification, veneer selection, pattern layout, substrate selection, and clamping methods used to lay-up veneer on various types and shapes of substrates.
Transfer Credit: CSU

WMT 204
ADVANCED TABLES 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass “C” or higher.
This advanced course expands the student’s knowledge of tables design and construction to include large table such as dining and conference tables, expanding table, and torsion box table top construction. Topics include bent lamination, curved part joinery and angled joinery.
Transfer Credit: CSU

WMT 211
THE WORKBENCH CLASS 4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or “C” or higher.
Recommendation: WMT 201.
This course will prepare students for the safe use of specialized machinery and materials involved in solid surface fabrication. Topics include large table such as dining and conference tables, expanding table, and torsion box table top construction. Topics include bent lamination, curved part joinery and angled joinery.
Transfer Credit: CSU

WMT 212
ROUTERS AND ROUTER TABLES 4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WMT 102 or WMT 103 or WMT 151 or equivalent with a grade of Pass or “C” or higher.
This course will prepare students for the safe use of specialized machinery and materials involved in solid surface fabrication. Topics include large table such as dining and conference tables, expanding table, and torsion box table top construction. Topics include bent lamination, curved part joinery and angled joinery.
Transfer Credit: CSU

WMT 218
POLYCHROMATIC AND CLOSED FORM TURNING 3.0 UNITS
Class hours: 1.5 Lecture/4.5 Laboratory
Prerequisite: WMT 118 and WMT 101 or WMT 151 or equivalent with grades of Pass or “C” or higher.
Recommendation: WMT 102 or WMT 103.
This advanced woodturning course enhances the beginning woodturning student’s skill. Topics include polychromatic bowl construction, closed-form vessel turning, and other advanced skills.
Transfer Credit: CSU

WMT 219L
WOODTURNING LAB 1.0 UNIT
Class hours: 4.0 Laboratory
Prerequisite: WMT 218 or equivalent with a grade of Pass or “C” or higher.
This course will prepare students for the safe use of specialized machinery and materials involved in solid surface fabrication. Topics include large table such as dining and conference tables, expanding table, and torsion box table top construction. Topics include bent lamination, curved part joinery and angled joinery.
Transfer Credit: CSU

All courses on this page are Title V Associate Degree applicable/credit courses unless otherwise noted.

383
of their choice that are relevant to the subject matter being taught during the same time period.
Transfer Credit: CSU

WMT 222 ADVANCED HANDTOOLS-JOINERY 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: WMT 201 or equivalent with a grade of Pass or “C” or higher and WMT 101 or equivalent with a grade of Pass or “C” or higher or WMT 151 or equivalent with a grade of Pass or “C” or higher.

In this course, students will explore advanced topics in woodworking with handtools, specifically, handplanes. Topics will include the use of handplanes in creating furniture projects, making wooden handplanes, tuning and using metal and wood handplanes, and building and using tools and fixtures related to handplanes.
Transfer Credit: CSU

WMT 224 ADVANCED HANDTOOLS-DOVETAILS 2.0 UNITS
Class hours: 1.0 Lecture/3.0 Laboratory
Prerequisite: WMT 201 or equivalent with a grade of Pass or “C” or higher or WMT 151 or equivalent with a grade of Pass or “C” or higher.

In this course, students will explore advanced topics in woodworking with handtools, specifically, dovetails. Topic will include the laying out and creation of various types of dovetails, including through, half-blind, full-blind, houndstooth, mitered-edge, angled, and compound-angled. Tools used in creating dovetails, including saws and layout tools, will also be covered.
Transfer Credit: CSU

WMT 228L PROJECT COMPLETION LAB 1.0 UNIT
Class hours: 4.0 Laboratory
Prerequisite: WMT 151 or WMT 153 or WMT 102 or WMT 103 or equivalent with a grade of Pass or “C” or higher.

This course provides students with the necessary time and facility to continue working a project to completion. Instruction is project specific with emphasis on problem solving and detail.
Transfer Credit: CSU

WMT 229L COMPREHENSIVE WOODWORKING MANUFACTURING SPECIALTY 2.5 UNITS
Class hours: 8.0 Laboratory
Prerequisite: WMT 151 or WMT 153 or WMT 102 or WMT 103 or equivalent with a grade of Pass or “C” or higher.

This course allows students to perfect and hone skills acquired during previous comprehensive woodworking courses. In this lab, students will design and construct a project of their choice that is relevant to the subject matter being taught.
Transfer Credit: CSU

WMT 233 MORRIS CHAIR 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or “C” or higher.

This course in furniture making will challenge and improve the student's skills through the manufacturing of a historical chair, the Morris chair. Hand tools, machinery and hand power tools are used in an advanced setting. Topics include planning, manufacturing, utilizing solid wood joinery, complex laminations, subassembly and final assembly as well as finishing. The class focuses on the history and design of the Morris Chair, the first recliner.
Transfer Credit: CSU

WMT 235 WINDSOR CHAIR 3.0 UNITS
Class hours: 2.0 Lecture/3.0 Laboratory
Recommendation: WMT 118 with a grade of Pass or “C” or higher.

This course will introduce the student to the materials, methods, and tools used to make and manufacture a reproduction of an eighteenth century Windsor chair. Topics include layout, turning, bending, and shaping the various chair components, final assembly and finishing of the chair. Emphasis is placed on the safe use of tools and materials used in the chair construction.
Transfer Credit: CSU

WMT 237 TRADITIONAL AMERICAN FURNITURE 4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 103 or equivalent with a grade of Pass or “C” or higher.

This course is designed to increase the students' knowledge in the use of machine woodworking and woodworking hand tools and expand their understanding of wood technology. This advanced course will reinforce skills learned in previous courses and challenge the student to demonstrate the ability to plan, design, fabricate, reproduce, and finish a piece of traditional furniture. Students will construct woodworking projects that are relevant to the subject matter being taught during the same period of time. Topics include traditional American furniture (19th century and earlier) including: chairs, beds, and caseworks. Emphasis is placed on machine and hand tool skills and safety.

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WMT 239L
TRADITIONAL FURNITURE LAB  1.0 UNIT
Class hours: 3.5 Laboratory
Prerequisite: WMT 235 or equivalent with a grade of Pass or “C” or higher.
This course allows students to perfect and hone skills acquired during previous traditional furniture classes. In this class, students will design and construct traditional furniture pieces of their choice that are variations of pieces constructed in earlier classes. Emphasis is placed on safety, hand tool operations, and traditional construction and finishing techniques.
Transfer Credit: CSU

WMT 243
ADVANCED WOOD VENEERING  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 203 or equivalent with a grade of Pass or “C” or higher.
This course builds on the WMT 203 Wood Veneering course, introducing the student to more advanced veneering topics. Topics include parquetry, simple marquetry, inlay, sand shading, and curved panels for use in furniture and cabinet projects.
Transfer Credit: CSU

WMT 244
CHEST OF DRAWERS  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 203 or equivalent with a grade of Pass or “C” or higher.
This advanced furniture making course introduces the student to the methods, materials, tools and machinery used in the fabrication of a rocking chair.
Transfer Credit: CSU

WMT 248
PRODUCTION FURNITURE MAKING AND MANUFACTURING  4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: WMT 102 and WMT 103 or equivalent with grades of Pass or “C” or higher.
The course enables students to work as a team in the manufacturing of a limited edition of student-designed furniture items. The course includes all the steps from setting up a furniture plant to building a finished furniture product.
Transfer Credit: CSU

WMT 249L
FURNITURE MANUFACTURING SPECIALTY  2.5 UNITS
Class hours: 8.0 Laboratory
Prerequisite: WMT 102 or WMT 103 or equivalent with a grade of Pass or “C” or higher.
This course allows students to perform and hone skills acquired during previous furniture courses. In this lab, students will design and construct woodworking projects that are relevant to the subject matter being taught during the same time period.
Transfer Credit: CSU

WMT 250
INTERMEDIATE FACEFRAME CABINETMAKING  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 151 or equivalent with a grade of Pass or “C” or higher.
In this course, the student will review and learn additional methods, materials, tools, and machinery used in the design, manufacturing, and installation of European 32MM system cabinetry. Classroom topics include the history, design, milling, assembly, and installation of European 32MM system cabinetry. Students will work in teams to design, fabricate and install a complete set of European cabinets. A major emphasis will be focused on production techniques and the safe use of computerized numerical control panel processing machinery.
Transfer Credit: CSU

WMT 252
INTERMEDIATE 32 MM SYSTEM OF CABINETMAKING  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 153 and WMT 181 or equivalent with grades of Pass or “C” or higher.
This course introduces the student to the methods, materials, tools, and machinery used in the design and manufacturing and installation of mantels and wall systems. Topics will include the history, design, milling, assembly and installation of mantels and wall paneling. A major emphasis will be focused on the safe use of woodworking machinery and materials involved in architectural millwork.
Transfer Credit: CSU

WMT 258
MANTELS AND WALL SYSTEMS  4.0 UNITS
Class hours: 2.5 Lecture/5.5 Laboratory
Prerequisite: WMT 102, 103, or WMT 151 or equivalent with a grade of Pass or “C” or higher.
This course allows students to perfect and hone skills acquired during previous solid surface fabrication courses. In this lab, students will design and construct a project of their choice that is relevant to the subject matter being taught.
Transfer Credit: CSU

WMT 259L
SOLID SURFACE MANUFACTURING SPECIALTY LAB  2.0 UNITS
Class hours: 6.0 Laboratory
Prerequisite: WMT 159 or equivalent with a grade of Pass or “C” or higher.
This course allows students to perfect and hone skills acquired during previous solid surface fabrication courses. In this lab, students will design and construct a project of their choice that is relevant to the subject matter being taught.
Transfer Credit: CSU
WMT 268A
PRODUCTION CABINETMAKING
(COMMERCIAL/INSTITUTIONAL) 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Prerequisite: WMT 151 and one of the following: WMT 102, WMT 103, WMT 153, WMT 155, WMT 181, or WMT 250 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
Recommendation: WMT 154 or equivalent with a grade of Pass or “C” or higher.
This course enables the students to work as a team in the design, manufacturing, and installation of cabinets and fixtures for on-campus use. This course includes instruction in production techniques, materials science, cost estimating, time management, and scheduling. This course specializes in the fabrication and installation of cabinetry and fixtures in the category of institutional or commercial production.
Transfer Credit: CSU

WMT 268B
PRODUCTION CABINETMAKING AND MANUFACTURING
(RESIDENTIAL) 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Prerequisite: WMT 151 and one of the following: WMT 102, WMT 103, WMT 153, WMT 155, WMT 181, or WMT 250 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
Recommendation: WMT 154 or equivalent with a grade of Pass or “C” or higher.
This course specializes in the fabrication and installation of residential cabinetry and millwork. Topics include panel selection, wood choice, product adaptability and residential construction applications. Students will also receive instruction in production techniques, materials science, cost estimating, time management, and scheduling. This course enables students to work as a team in the design, manufacturing, and installation of cabinets and fixtures for on-campus use.
Transfer Credit: CSU

WMT 268C
PRODUCTION CABINETMAKING AND MANUFACTURING
(MASS PRODUCTION) 5.0 UNITS
Class hours: 4.0 Lecture/4.0 Laboratory
Prerequisite: WMT 151 and one of the following: WMT 102, WMT 103, WMT 153, WMT 155, WMT 181, or WMT 250 or equivalent with a grade of Pass or “C” or higher or appropriate work experience.
Recommendation: WMT 154 or equivalent with a grade of Pass or “C” or higher.
This course specializes in the fabrication and installation of mass production cabinetry, furniture products and millwork. Topics include material selection, product options, ergonomics, functionality and mass production construction applications. Students will also receive instruction in mass production systems, materials science, cost analysis, estimating, time management and building to industry standards. This course enables students to work as team in the design, manufacturing and installation of mass production cabinetry and fixtures for on-campus use.
Transfer Credit: CSU

WMT 269L
CABINETMAKING MANUFACTURING SPECIALTY 2.5 UNITS
Class hours: 8.0 Laboratory
Prerequisite: WMT 151 or WMT 153 or equivalent with a grade of Pass or “C” or higher.
This course allows students to perfect and hone skills acquired during previous cabinetmaking courses. In this lab, students design and construct a cabinet project(s) that is relevant to the subject matter being taught during the same time period.
Transfer Credit: CSU

ZOLOGY
(SCIENCE, ENGINEERING, MATH DIVISION)

ZOOLOGY
INTRODUCTION TO ANIMAL BIOLOGY 4.0 UNITS
Class hours: 2.0 Lecture/6.0 Laboratory
Prerequisite: Satisfactory completion of the English Placement Process with eligibility for English 100 or completion of ENGL 52 with a grade of Pass or “C” or higher.
This is a survey course in animal biology. Included are a taxonomic review of major invertebrate and vertebrate groups, animal adaptations and behavior, basic anatomy and physiology (with emphasis on vertebrates), cell biology, reproduction and development, genetics, ecology, and evolution. Laboratory dissection is used to illustrate these principles. This is designed as an entry level course for both majors and non-majors in biology.
Transfer Credit: CSU; UC

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AED 10.01
EXERCISE FOR SENIORS 0.0 UNIT
Class hours: 2.0 Lecture/4.0 Laboratory
This course enables students to increase and maintain flexibility and strength, develop and maintain good posture, cardiovascular awareness and fitness, and develop skills for stress management. This course may be repeated.

AED 10.03
WALK DON’T RUN 0.0 UNIT
Class hours: 0.8 Lecture/0.8 Laboratory
The student will learn to use walking as a viable form of exercise. He will learn to warm-up for his exercise program, recognize danger signals, increase his strength and endurance. Selecting proper footwear for exercise and daily use will be part of the lecture series.

AED 10.06
MUSIC EXPERIENCE FOR SENIORS 0.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course will focus on students learning about music, old and new, through listening, discussions, and activities. This course may be repeated.

AED 10.07
FITNESS FOR OLDER ADULTS 0.0 UNIT
Class hours: 0.5 Lecture/1.0 Laboratory
This course is designed for adults with or without physical limitations. Non-strenuous, rhythmic exercises, adapted to physical abilities of participants will be taught. Participants create and maintain a positive self-image toward health and life through a planned physical fitness program. This course may be repeated.

AED 10.08
EXERCISE FOR ADULTS 0.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This course is designed to enable students to increase and maintain muscular flexibility and strength, develop and maintain good posture, cardiovascular awareness and fitness, and develop skills for stress management.

AED 10.09
AEROBICS FOR SENIORS 0.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
A slow cardiovascular workout for seniors, combining low-impact aerobics, walking, stretching, and strengthening of major muscle groups.

AED 10.10
MOVEMENT INTO FITNESS 0.0 UNIT
Class hours: 0.5 Lecture/1.5 Laboratory
This fitness program is designed for older adults to increase flexibility and strengthen major muscle groups. This course may be repeated.

AED 10.11
LT WTS/SENIORS: CONDITION IN GYM 0.0 UNIT
Class hours: 3.0 Laboratory
An introduction to the use of light weights and weight machines in the gym to condition the various muscle groups of the body. The course is designed specifically for senior citizens.

AED 10.12
DEFENSE AWARENESS FOR SENIORS 0.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course is designed for adults interested in understanding general wellness and acquiring healthy living skills. The course will cover a broad range of issues and information relating to the various aspects of personal health, which include mental health and stress management, nutrition and challenges to diet, physical fitness and exercise, relationships, management of chronic diseases, managing personal health costs, and examination of issues related to death and dying and environmental aspects.

AED 11.05
REFLEXOLOGY—LOVE YOUR FEET 0.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course is designed for adults interested in understanding general wellness and acquiring healthy living skills. The course will cover a broad range of issues and information relating to the various aspects of personal health, which include mental health and stress management, nutrition and challenges to diet, physical fitness and exercise, relationships, management of chronic diseases, managing personal health costs, and examination of issues related to death and dying and environmental aspects.

AED 11.06
MASSAGE FOR OLDER ADULTS 0.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
Learn acupuncture, hand, foot and ear reflexology and basic Swedish massage strokes that can ease muscular tension, increase flexibility and joint mobility, as well as enhance cardiovascular and lymph circulation and relieve physical, emotional and mental stress. This course may be repeated.

AED 11.08
STRESS MANAGEMENT/OLDER ADULT 0.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course will take an experiential approach in exploring the causes, effects, and management techniques of age-related stress. A discussion will precede special group participatory exercises designed to excite the learning of personal themes of stress and coping, and also to acquaint members in the class with one another. Stress management’s techniques, such as biofeedback, meditation, visualization, and cognitive therapy will also be introduced in lecture, and then practiced in class. Further elaboration may be given through films, and guest lectures in the field.

AED 11.02
A HEALTHIER YOU 0.0 UNIT
Class hours: 0.4 Lecture
This course is designed for adults interested in understanding general wellness and acquiring healthy living skills. The course will cover a broad range of issues and information relating to the various aspects of personal health, which include mental health and stress management, nutrition and challenges to diet, physical fitness and exercise, relationships, management of chronic diseases, managing personal health costs, and examination of issues related to death and dying and environmental aspects.

AED 11.10
PERSONAL CARE/OLDER ADULT 0.0 UNIT
Class hours: 2.5 Lecture
This class is designed for the senior citizen to learn to cope with and overcome barriers, created by age and physical limitations, in caring for their personal needs.
AED 14.03
SENIOR CITIZENS MELODRAMA 0.0 UNIT
Class hours: 3.0 Lecture
This is a class for older adults who would like to give a little acting a try. Although no experience is necessary, an interest in a new experience is encouraged. The class will explore short theatre sketches for small groups, some old fashioned melodrama, and some original skits. Writers, readers, singers, non-signers are all welcome.

AED 14.04
THE ARTS COME ALIVE 0.0 UNIT
Class hours: 0.2 Lecture
A lecture-discussion course offering mature students an examination of how the Arts serve, influence, and stimulate their lives. Students will share what they consider as needs by which they may utilize and enjoy fine arts with a major purpose of shaping an ongoing course in the Arts to serve senior citizens. Lecture discussion will relate to philosophical and societal basic of arts with contemporary art movements explored, especially the performing arts.

AED 14.07
MUSIC APPRECIATION/SENIORS 0.0 UNIT
Class hours: 1.0 Lecture/0.5 Laboratory
Music program designed to encourage verbal expression, physical movement, and social interaction through song and music listening.

AED 14.08
CREATIVE ARTS/CRAFTS/ADULTS 0.0 UNIT
Class hours: 2.0 Laboratory
This course explores a variety of craft projects. Students will make decorative as well as functional items. Projects will depend on the skill level of the group and range from simple paste-up techniques to the creation of original art forms, such as sculpture, painted items or original designs.

AED 14.09
ARTS & CRAFTS FOR ADULTS 0.0 UNIT
Class hours: 2.0 Laboratory
Students will explore various painting and drawing media, such as watercolors, charcoal acrylics or combinations of media. (Media will depend upon student's skill level.) Expression will be emphasized as well as technique. This course may be repeated.

AED 14.10
CRAFTS FOR SENIORS 0.0 UNIT
Class hours: 1.0 Lecture/1.0 Laboratory
This course is designed to teach basic techniques and skills involved in creative crafts while at the same time enhancing the coordination of sensory, gross and fine motor skills.

AED 14.11
QUILTING FOR SENIORS 0.0 UNIT
Class hours: 2.0 Lecture/2.0 Laboratory
A quilting frame for the old time “quilting bee” atmosphere is center stage for class. Students can participate in hand quilting, quilt restoration, block/fabric exchanges and many other activities. This class will allow time for completion of projects. Sewing machine and all necessary items will be brought on an individual basis for those students wanting to sew during class time. This course may be repeated.

AED 16.10
SENIOR CHORUS 0.0 UNIT
Class hours: 1.0 Lecture/2.0 Laboratory
This course will examine the fundamentals of vocal techniques for larger groups including proper warm-up techniques, vocal pedagogy, physiology of singing, musicianship, performance techniques and instructor-guided practice. Emphasis will be placed upon correct singing, deportment, posture, breathing, musical interpretation, correct pitch, rhythmic accuracy, and correct musical style, and correct practices for singing in groups with piano accompaniment. This course may be repeated.

AED 16.11
COMMUNITY BAND/OLDER ADULT 0.0 UNIT
Class hours: 1.0 Lecture/2.0 Laboratory
Instruction in ensemble techniques that include rehearsal format, performance preparation, and performance execution. Emphasis is placed upon group participation, interdependence/reliability, social interaction, quality use of leisure time, and personal enrichment and growth through artistic performance in public.

AED 16.12
RADIO AS ART: HISTORY & APPRECIATION 0.0 UNIT
Class hours: 3.0 Lecture
Excerpts from early radio shows together with lectures and guest speakers help to relive radio’s beginnings as the golden age of radio is remembered. Radio has deeply affected American politics, business and entertainment. This course traces the historical development of the medium from its inception to the 1950’s.

AED 16.13
VOCAL ARTS WORKSHOP FOR SENIORS 0.0 UNIT
Class hours: 1.5 Lecture/1.5 Laboratory
This course will examine the fundamentals of vocal techniques for solo and small ensemble including proper warm-up techniques, vocal pedagogy, and physiology of singing, musicianship, performance techniques and instructor-guided practice. This course may be repeated.

AED 16.14
ADULT FOUR-PART CHORUS FOR SENIORS 0.0 UNIT
Class hours: 1.5 Lecture/1.5 Laboratory
This course will examine the fundamentals of vocal techniques for four-part groups including proper warm-up techniques, vocal pedagogy, physiology of singing, musicianship, performance techniques and instructor-guided practice, and learning and singing a four-part harmony.

AED 22.07
STRETCHING THE DOLLAR 0.0 UNIT
Class hours: 1.5 Lecture
This is a course designed for community persons desirous of basic ideas in personal, individual/family financial matters enabling them more purchasing power. Course presents methods to lower costs yet maintaining personal satisfaction.
AED 22.08  
**LIFE SKILLS** 0.0 UNIT  
Class hours: 3.3 Lecture  
The Life Skills course is designed for people who require a training program that is easily accessible and readily available. The course is tailored for those who desire greater self-confidence and wish to improve their interpersonal skills in the workplace. The course will allow students to build a broad range of knowledge in several areas. Building self-esteem, managing stress, setting goals, and learning how to communicate effectively are some of the skills students will learn and practice.

AED 22.09  
**TOPICS OF INTEREST SENIORS** 0.0 UNIT  
Class hours: 2.0 Lecture  
This course covers topics of interest to senior citizens and their special needs and concerns. The course is designed to assist older adults in developing physical emotional and mental skills needed to function better and enrich their quality of life. This course may be repeated.

AED 22.10  
**VOTER EDUCATION/SENIOR CITIZEN** 0.0 UNIT  
Class hours: 0.4 Lecture  
Effective voter education demonstrates to voters how political issues affect them and how their votes make a difference. This course is designed to prepare the older adult to execute his/her franchise to vote in an informed manner.

AED 22.11  
**CONTEMPORARY ISSUES/ADULTS** 0.0 UNIT  
Class hours: 0.7 Lecture  
Designed to provide older adults with avenues for communication with city/community officials.

AED 23.48  
**POSITIVE PARENTING** 0.0 UNIT  
Class hours: 3.3 Lecture  
This course is designed to help interested persons develop parenting skills. This course will examine the critical stages of child and adolescent development and offer positive suggestions to aid each parent in helping his child's growth. Also recognized will be diverse present-day family styles such as one-parent, step, blended, and two-parent families, as well as families with both parents working. The joy of parenting will be stressed as well as the individual parenting concerns of each person attending.

AED 24.03  
**ADULT NUTRITION** 0.0 UNIT  
Class hours: 0.7 Laboratory  
Discuss nutrition with an emphasis on the healthy body, the heart, cholesterol, and blood pressure. Learn to plan well-balanced meals and work toward maintaining good nutritional habits.

AED 24.04  
**COOKING FOR SENIORS** 0.0 UNIT  
Class hours: 0.5 Lecture/1.5 Laboratory  
This course enables senior citizen students to prepare basic meals and desserts through observation of the instructor's procedures. Each class will cover the importance of nutrition in meal preparation and how nutrition is important in maintaining healthy cholesterol levels, blood pressure and an overall healthy body. The student will learn to select well-balanced meals, whether the meals are purchased or prepared at home. This course may be repeated.

AED 24.01  
**OCCUPATIONAL ORIENTATION** 0.0 UNIT  
Class hours: 4.0 Lecture  
The Occupational Orientation/Preparation course is designed to prepare students to enter a new job position and/or advance in the workplace. The goal of the course is to build a broad range of knowledge in basic job competencies, evaluate personal abilities regarding vocational areas, and to provide job readiness skills to those seeking employment. The course will allow students to acquire skills that will allow them to be competitive in the job market.

AED 36.02  
**INTRODUCTION TO THE BUILDING TRADES AND CONSTRUCTION INDUSTRY** 0.0 UNIT  
Class hours: 2.0 Lecture  
This course is intended to introduce students to the wide spectrum of careers that are available in the Building Trades and Construction Industry. The students will receive the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. This course will integrate academic and technical preparation, with an emphasis on career awareness, career exploration and skill preparation.

AED 36.03  
**BASIC READING SKILLS FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY** 0.0 UNIT  
Class hours: 2.0 Lecture  
This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. The course is designed to develop reading skills that can be applied to the various building and construction trades.

AED 36.04  
**BASIC MATH SKILLS FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY** 0.0 UNIT  
Class hours: 2.0 Lecture  
This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. The course is designed to develop mathematical skills that can be applied to the building trades and construction industry through practice and application.

AED 36.05  
**INTRODUCTION TO BASIC WELDING FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY** 0.0 UNIT  
Class hours: 2.0 Lecture/3.0 Laboratory  
This course is intended to provide students with the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction industry. The course will
train students in gas welding, as well as any combination of arc welding processes, thus allowing them to be able to weld metal parts and layout materials, as specified by diagrams, blueprints, or written specifications. Students will also be trained on how to safely use different tools and equipment designed for metal fabrication.

**AED 39.01**
**INTRODUCTION TO PAINTING/COATING/DECORATING TRADES** 0.0 UNIT
Class hours: 2.2 Lecture
This course is an introductory course in a series of specialty courses for people involved in the painting/coating/decoring industry. Emphasis will be placed on safety and the overall aspects of this specialty industry. Demonstrations will cover basic surface preparation and application of materials.

**AED 39.02**
**PROFESSIONALISM IN PAINTING TRADES/JOB PLANNING AND SURFACES** 0.0 UNIT
Class hours: 2.2 Lecture
This course is the second in a series for apprentices involved in the painting/coating/decoring industry. Specialty topics like professionalism, job planning, ladders and scaffolds, surface identification and preparation, area protection, and interior and exterior painting methods will be included. Lecture and demonstrations will cover surface preparation and application of materials.

**AED 39.03**
**INTRODUCTION TO PAINTS, COATINGS, SEALANTS, REPAIRS AND FillERS, AND SURFACE CONDITIONS** 0.0 UNIT
Class hours: 2.2 Lecture
This course is the third in a series for apprentices involved in the painting/coating/decoring industry. The specialties of paints and coatings, brushing and rolling, paints and coatings, sealants and repair/fillers, and surface materials and conditions will be included.

**AED 39.04**
**INTERIOR AND EXTERIOR PROJECTS AND SAFETY** 0.0 UNIT
Class hours: 2.2 Lecture
This is the fourth course in a series of specialty courses developed for people in the painting and decorating industry. Emphasis will be placed on application techniques and potential problems in these painting processes. Demonstrations will include applications of flat and enamel coatings for interior and exterior surfaces. Jobsite cleanup will be addressed.

**AED 39.05**
**JOB PLAN FOR PAINT/COAT** 0.0 UNIT
Class hours: 1.8 Lecture/0.4 Laboratory
This is the fifth course in a series of specialty courses developed for apprentices in the painting and decorating industry. Emphasis will be placed on job planning for the painting and decorating industry, including lectures and demonstrations in the areas of job safety, materials planning, equipment planning, and important factors related to paint failures and remedies. Lectures and demonstrations will cover abrasive blasting, chemical cleaning and stripping, low pressure washing, paint failures, stains, clear finishes, and wood finishes.

**AED 39.06**
**CLEAR FINISHES, COATINGS, SPRAY PAINTING DRYWALL, AND SPECIALTY COATINGS** 0.0 UNIT
Class hours: 1.3 Lecture/0.9 Laboratory
This is the sixth course in a series of specialty courses for apprentices involved in the painting/coating/decoring industry. Emphasis will be placed on clear finishes application and types of coatings. Lectures and demonstrations will include topic areas of airless spray painting, drywall finishing and patching, and specialty coating applications.

**AED 39.07**
**WALLCOVERINGS, DECORATIVE FINISHES, HVLP, AND BRUSH & ROLL** 0.0 UNIT
Class hours: 0.9 Lecture/1.3 Laboratory
This is the seventh course in a series of specialty courses for apprentices involved in the painting/coating/decoring industry. Emphasis will be placed on general safety professionalism and HVLP spray systems. Lecture and demonstrations will include HVLP spray systems, equipment and application, wallcoverings, decorative finishes, and interior brush and roll.

**AED 39.08**
**APPLICATION & PREPARATION, FAILURES & REMEDIES, AND EXTERIOR BRUSH & ROLL** 0.0 UNIT
Class hours: 1.3 Lecture/1.9 Laboratory
This is the eighth course in a series of specialty courses for apprentices involved in the painting/coating/decoring industry. Emphasis will be placed on brush and roll painting of exterior surfaces and the application/preparation related to paint failures and remedies. This will include lectures and demonstrations in the areas of coatings, brush and roll techniques, and safety.

**AED 39.09**
**PROFESSIONALISM, JOB SUPERVISION, PLANNING & CONTROL, COLOR TINTING, AND WALLCOVERINGS** 0.0 UNIT
Class hours: 1.1 Lecture/1.1 Laboratory
This is the ninth course in a series of specialty courses for apprentices involved in the painting/coating/decoring industry. Emphasis will be placed on color matching, trade mathematics, and measurement. This will include lectures and demonstrations in the areas of trade history and achievements, special applications of mathematics, color matching, job supervision, planning and control, color tinting, and wall covering. Discussions will also cover the requirements for coating old work as compared to new work.

**AED 39.10**
**TEXTURING, WOOD FINISHING, AND SPRAYING WITH SPECIAL AND ELECTRONIC DEVICES** 0.0 UNIT
Class hours: 1.1 Lecture/1.1 Laboratory
This is the tenth course in a series of specialty courses for apprentices involved in the painting/coating/decoring industry. Emphasis will be placed on texturing and wood finishes and spraying with special devices. This will include lectures and demonstrations in the areas of texture material and application, applying finishes and stains to wood, and spraying with devices.
AED 39.11
HIGH PERFORMANCE COATINGS, PRIMERS, URETHANES & EPOXIES, ARCHITECTURAL DRAWINGS & GRAPHICS 0.0 UNIT
Class hours: 1.8 Lecture/0.4 Laboratory
This is the eleventh course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on high performance coatings, graphics, and graining applications. This will include lectures and demonstrations in the area of primers, urethanes, epoxies, blueprints, graphics, quality control, and graining.

AED 40.00
IW-MIXED BASE-STRUCTURAL 0.0 UNIT
Class hours: 2.2 Lecture/0.8 Laboratory
This course will acquaint the apprentice with specifications that constitute a safe and healthy working environment under OSHA. The apprentice will have an overview of construction blueprints commonly used with emphasis on function and interpretation. Students will be introduced to symbols, terms, and application of blueprints within the construction industry. This course offers a brief review of some math skills and the opportunity to apply these skills to solve typical problems that are apt to arise in the construction trades.

AED 40.01
IRONWORKERS - FIRST AID MULTI-MEDIA 0.0 UNIT
Class hours: 0.2 Lecture/0.2 Laboratory
A non-professional course of Standard First Aid designed to teach knowledge and skills that are needed for the emergency care of the injured and ill until medical care can be obtained, and to create an active interest in the prevention of accidents.

AED 40.05
IW-ADVANCED WELDING 0.0 UNIT
Class hours: 1.3 Lecture/1.3 Laboratory
The apprentice will be trained in metal-arc and gas metal-arc welding with emphasis on skill development in both processes of ferrous and nonferrous metals in the flat, vertical and overhead positions, and for all types of joints. This course may be repeated as necessary.

AED 40.07
FIW-ORIENTATION 0.0 UNIT
Class hours: 2.8 Lecture
This course provides an overview of the skill and knowledge needed to become a safe and productive working apprentice. It will provide a hands-on approach to general information, rigging, structural steel, welding and burning, and reinforcing iron.

AED 40.08
IW-EXTENSION AND REVIEW 0.0 UNIT
Class hours: 2.2 Lecture/0.5 Laboratory
This course will offer a study review of the practices and procedures used in the field of ironworking. The purpose is to strengthen the competencies and complete the training requirement of a journeyperson.

AED 40.09
IW-GEN RIGGING/REINFORCING 0.0 UNIT
Class hours: 1.8 Lecture/0.7 Laboratory
This course introduces the proper application of fiber line, steel cable, and chain in various tackle and lever combination used in raising, transporting, and storing heavy loads. It provides instruction and manipulative experience with the various types of rigging equipment and procedures used in the ironworkers’ trade.

AED 40.10
IW-WELDING I/REINFORCING 0.0 UNIT
Class hours: 1.3 Lecture/1.4 Laboratory
This course introduces basic understanding of the structure of ferrous metals and their reactions to heat. This course also provides knowledge of the equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.

AED 40.11
IW-WELDING II/REINFORCING 0.0 UNIT
Class hours: 1.6 Lecture/0.9 Laboratory
This course will introduce the apprentice to a basic understanding of the structure of ferrous metals and their reactions to heat. It provides knowledge and basic skills in the equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.

AED 40.12
IW-REINFORCING IRON I 0.0 UNIT
Class hours: 2.1 Lecture/0.7 Laboratory
This course will provide the ironworker with the ability to interpret the standard codes, code classifications, plans, schedules, charts and specifications in common use by the ironworker. The apprentice will become familiar with the construction techniques used in reinforcing concrete members with steel. They will become familiar with the use of bar supports, placement of reinforcing iron in the structural members of buildings and in structures other than buildings, general principles of bar splicing and welding, post tensioning and prestressing.

AED 40.15
IW-REINFORCING IRON II 0.0 UNIT
Class hours: 1.8 Lecture/0.7 Laboratory
This course will train students in the installation of multi-strand post-tension bar systems, including stressing, grouting, and inspection. Students will become familiar with related topics to post-tension bar systems, which share many of the same procedures and characteristics. This course will cover various types of structures, including bridges, buildings, and storage tanks.

AED 40.21
IW-STRUCTURAL STEEL I 0.0 UNIT
Class hours: 2.5 Lecture/0.8 Laboratory
This course promotes understanding of both theory and practice built around the study of blueprint reading, structural erection procedures, and proper construction of various steel structures.

AED 40.22
IW-STRUCTURAL STEEL II 0.0 UNIT
Class hours: 2.2 Lecture/1.1 Laboratory
This course continues to develop understanding of both theory and practice built around the study of blueprint reading and the structural erection procedures and proper construction of various steel structures.
AED 40.26  
IW-METAL BUILDING ERECT I  0.0 UNIT  
Class hours: 1.0 Lecture/0.5 Laboratory  
This course provides the apprentice with hands-on experience in erecting a pre-engineered metal building. The course will provide the apprentice with necessary time to perform the tests needed in interpreting charts and tables, blueprint, and assembly of prefab buildings.

AED 40.50  
IW-MIXED BASE-REINFORCING  0.0 UNIT  
Class hours: 1.8 Lecture/0.7 Laboratory  
This course will acquaint the apprentice with specifications that constitute a safe and healthy working environment under OSHA. It provides an introduction to the rights and obligations that this act imposes. The apprentice will have an overview of construction blueprints commonly used with emphasis on its function and interpretation. This course offers a brief review of the basic math skill and the opportunity to apply these skills in solving typical problems that are apt to arise in the construction trades.

AED 40.52  
IW-ORIENTATION II  0.0 UNIT  
Class hours: 0.9 Lecture/1.3 Laboratory  
This course provides an orientation to the reinforcing ironworker trade. Students will be able to explore careers for ironworkers and enhance their potential to succeed in a post secondary education program through the Ironworker Apprenticeship/Trade Programs. The course identifies the basic academic and physical skills needed to be a successful ironworker. Emphasis will be placed on trade specific techniques for the installation of rebar as well as construction safety. This class is intended to provide a hands-on approach to job-site conditions that will ease the transition from being a candidate to apprentice.  
Prerequisite: Current applicant with Field Ironworker Apprenticeship

AED 40.53  
DETAILING/REINFORCING IRON  0.0 UNIT  
Class hours: 2.5 Lecture/0.6 Laboratory  
This course will provide insight into the job performed by the detailer of reinforcing iron. Content includes reading and interpreting the communication instruments that are the products of the detailer's skills such as placing drawings, the bar lists, the bar schedules. These are the instruments that guide the fabrication of reinforcing bars in the shop and their proper placement in the field. This class shows how these documents are assembled and from what sources information is derived. Mechanical drawings, math computation skills, and blue prints are covered.

AED 40.54  
IW-REINFORCING DETAIL II  0.0 UNIT  
Class hours: 2.4 Lecture/0.6 Laboratory  
This course will provide knowledge, procedures and practices employed by the detailer of reinforcing iron in the preparation of placing drawings and bar lists. In addition, the class places particular emphasis on analysis and interpretation of placing patterns and practices in the erection of a wide variety of reinforced concrete structures.

AED 40.55  
IW-REINFORCING OSHA 500  0.0 UNIT  
Class hours: 2.2 Lecture/0.6 Laboratory  
This course is designed to heighten the construction worker's awareness regarding on-the-job hazards. The student will receive training in accordance with OSHA standards and the many aspects of safety, compliance, scheduling, jurisdiction, and labor law. The student will receive instruction regarding the duties of the ironworker foreman, general foreman, and superintendent's and forklift operation.

AED 40.56  
IW-REI/IRONWORKER HISTORY  0.0 UNIT  
Class hours: 2.2 Lecture/0.6 Laboratory  
This course instructs the apprenticeship student about the history of the Ironworker union from its birth in 1896 to the present.

AED 40.57  
IW-REINFORCING LEAD HAZARD  0.0 UNIT  
Class hours: 2.2 Lecture/0.6 Laboratory  
The purpose of this course is to train ironworkers who are exposed to lead in the repair and renovation of bridges or steel structures, or in the demolition of buildings and other structures. Construction work on bridges, steel structures, and demolition, where lead-containing materials are present, is particularly hazardous. Exposures to lead in this kind of construction work is quite hazardous, with exposures often exceeding the OSHA exposure limits by more than one hundred times that which is allowable. This course will stress the health effects caused by lead exposure, OSHA regulations in this regard, sampling methods, legal rights of workers and the use of proper protective equipment and work methods.

AED 40.60  
IW-ARCHITECTURAL AND ORNAMENTAL I  0.0 UNIT  
Class hours: 1.0 Lecture/2.0 Laboratory  
This course is designed primarily for ironworker apprentices and will provide a detailed understanding of procedures and practices employed by the ironworker in architectural and ornamental ironworking. Special emphasis is placed on the tools, anchors, and fasteners in constructing curtain walls and window walls.

AED 40.61  
IW-PRECAST CONCRETE-STRUCTURAL  0.0 UNIT  
Class hours: 1.7 Lecture/1.1 Laboratory  
The course provides knowledge, coordination task elements and skills needed in the staging and economical erection of a precast concrete building, placing particular emphasis on the rigging, handling and installing of the precast concrete members themselves.

AED 40.62  
IW-STL/IRONWORKER HISTORY  0.0 UNIT  
Class hours: 2.2 Lecture/0.6 Laboratory  
This course deals with the history of the Ironworkers Union from its birth in 1896 up to the present time.

AED 40.63  
IW-STRUCTURAL LEAD HAZARD  0.0 UNIT  
Class hours: 3.0 Lecture  
This course will teach ironworkers to recognize and reduce hazards related to lead when repairing and renovation of bridges or steel structures, or in the demolition of buildings and other structures. It will stress the health effects caused by lead exposure, OSHA regulations in this regard, sampling methods, legal rights of workers and the use of proper protective equipment and work methods.

AED 41.03  
IW-REINFORCING II  0.0 UNIT  
Class hours: 2.2 Lecture/0.6 Laboratory  
This course provides students with training in reinforcing concrete, including manufacturing, safety, reinforcing forms, bridge, and highway construction, bending, tagging, marking, and fabricating. This course delineates as precisely as possible the industry practices for reinforcing steel and provides a convenient reference source for the architect/engineer, the inspector, the detailer, fabricator, and ironworker.
AED 41.04
IW - ARCHITECTURAL III  0.0 UNIT
Class hours: 1.7 Lecture/1.1 Laboratory
This course teaches the ironworker how to erect storefronts and entrance ways and how to install the various types of doors commonly found in today's modern structures. The student will be introduced to the various types of materials used and the installation procedures recommended. This course will also cover installing revolving doors, swinging doors and closers, sliding fronts and doors, hollow metal doors, and balanced doors. The student will learn how to erect a wide variety of doors, stairs, handrails, ladders, toilet partitions, vanity supports, relief angles and flagpoles and how to install chain link fences.

AED 41.05
IW - ARCHITECTURAL II  0.0 UNIT
Class hours: 1.7 Lecture/1.1 Laboratory
This course will teach the ironworker the many tasks involved in the construction of window wall and curtain wall systems. The student will be introduced to the many techniques used to provide a functioning yet, aesthetically pleasing structure. The student will learn about new construction techniques regarding designs of exterior facing structure enclosure and protection. This class will provide information on building sealants and the effects of weathering.

AED 41.06
IW- STRUCTURAL II  0.0 UNIT
Class hours: 1.7 Lecture/1.1 Laboratory
This course provides the student with training in structural steel erection including history, safety, planning and scheduling, handling materials, and erecting structural steel members.

AED 41.07
POST-TENSION II  0.0 UNIT
Class hours: 2.2 Lecture/0.6 Laboratory
This course is designed to provide the ironworker student with training in post-tension reinforcing, including single-strand unbonded systems and bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbonded tendons on superstructures. Students will learn the proper procedures for detensioning and perform lift-offs on post-tensioning systems. Students will learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.

AED 41.08
POST-TENSION III  0.0 UNIT
Class hours: 2.2 Lecture/0.6 Laboratory
This course provides the ironworker student with training in post-tensioned reinforcing, including single-strand unbonded system bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbonded tendons on superstructures. Students will learn the proper procedures for detensioning and perform lift-offs on post-tensioning systems. Students will learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.

AED 41.09
IW - WELDING III - REINFORCING  0.0 UNIT
Class hours: 2.2 Lecture/0.6 Laboratory
This course will introduce the apprentice to shop safety in welding and burning. It provides knowledge of the equipment and materials employed in the use of oxy-acetylene burning and welding. Students will learn the symbols used in welding. This course will prepare the student for the Los Angeles City written welding exam.

AED 41.04
BASIC ADULT ENGLISH  0.0 UNIT
Class hours: 5.0 Lecture
This course is designed to prepare the adult student for college English. It is aimed at improving reading, writing, and grammar skills.

AED 42.05
SUPERVISED TUTORING  0.0 UNIT
Class hours: 3.0 Laboratory
This course is intended to give students in need of special supplemental instruction in a basic skills subject area an opportunity to develop and improve their skills and/or knowledge of the subject. It is an open entry/open exit course. Students enrolled in the course are limited to thirty (30) hours per semester.

AED 42.06
BASIC SKILLS  0.0 UNIT
Class hours: 1.0 Lecture/2.0 Laboratory
This course is designed for students who require mediation between disabilities and basic skill subjects including Reading, Mathematics, and English Composition. Specific assessment procedures will be utilized to isolate basic skill/learning process deficiencies which will then be addressed by individualized instruction.

AED 42.07
INDEPENDENT MEDIATION LAB  0.0 UNIT
Class hours: 8.0 Laboratory
This course is designed to be an adjunct to Mediation in Basic Skills (M.B.S.). Focus will be upon implementation of activities determined by the student's individual education plan developed for M.B.S. Initial emphasis may be placed on a variety of other activities designed to mediate between a student's disability and matriculation at Cerritos.

AED 42.08
BASIC SKILLS II  0.0 UNIT
Class hours: 3.0 Lecture
This course is designed for limited English Language Learners who require mediation in basic skill subjects including Reading, Mathematics, and English composition. Specific assessment procedures will be utilized to isolate basic skill/learning process deficiencies, which will then be addressed by individual instruction, utilizing an instructional aide.
AED 42.10
SPANISH GED TEST PREP-A  0.0 UNIT
Class hours: 6.0 Lecture
This course will prepare students for the writing and social studies components of the GED examination. This course is designed to assist students limited in English and provide instruction and materials in Spanish. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books, and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

AED 42.11
SPANISH GED TEST PREP-B  0.0 UNIT
Class hours: 6.0 Lecture
This course will prepare students for the writing and social studies components of the GED examination. This course is designed to assist students limited in English and provide instruction and materials in Spanish. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books, and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

AED 42.12
GED PREPARATION-A  0.0 UNIT
Class hours: 6.0 Lecture
This course will prepare students for the writing and social studies components of the GED examination. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books, and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

AED 42.13
GED PREPARATION-B  0.0 UNIT
Class hours: 6.0 Lecture
This course will prepare students for the science, literature, and mathematics components of the GED examination. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books, and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.

AED 42.14
LOW BEGINNING ENGLISH AS A SECOND LANGUAGE  0.0 UNIT
Class hours: 6.0 Lecture
This second course in a series is designed as a Low Beginning English as a Second Language course for those students transitioning from the Survival Level English as a Second Language course or those students with minimal English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking. With an increasing interest in vocabulary building to generate language production and conversation.

AED 42.15
HIGH BEGINNING ENGLISH AS A SECOND LANGUAGE  0.0 UNIT
Class hours: 6.0 Lecture
This third course in a series is designed for those students transitioning from the Low Beginning English as a Second Language course or for those students with some English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing emphasis on language production and conversation in preparation for future vocational and academic work.

AED 42.16
LOW INTERMEDIATE ENGLISH AS A SECOND LANGUAGE  0.0 UNIT
Class hours: 6.0 Lecture
This fourth course in a series is designed as a Low Intermediate English as a Second Language course for those students transitioning from the High Beginning English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing interest in language production and conversation.

AED 42.17
HIGH INTERMEDIATE ENGLISH AS A SECOND LANGUAGE  0.0 UNIT
Class hours: 6.0 Lecture
This fifth course in a series is designed as a High Intermediate English as a Second Language course for those students transitioning from the Low Intermediate English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking with an increasing interest in language production and conversation.

AED 42.18
COMMON ROOFING/WATERPROOF  0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
This course on cardiopulmonary resuscitation (CPR) and standard first aid is designed to teach the knowledge and skills that are needed for the emergency care of the injured and ill until medical care can be obtained and to create an active interest in the prevention of accidents.

AED 42.19
ROOFERS-CPR AND FIRST AID  0.0 UNIT
Class hours: 0.2 Lecture/0.2 Laboratory
This course covers the preparation and application of various roofing and waterproofing materials including asphalt products, elastomeric and plastic membrane, flashing materials, fasteners, and operating and maintenance of small engines.

AED 42.20
BUILT-UP ROOF ASSEMBLIES  0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
This course is designed to give students an introduction to the apprenticeship program for the roofing and waterproofing industry. Topics covered will include safety, use of tools and equipment, types of roofs, and structural design.

AED 42.21
COLD-APPLIED ROOFING SYSTEMS  0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
This course is designed to give students an introduction to the apprenticeship program for the roofing and waterproofing industry. Topics covered will include safety, use of tools and equipment, types of roofs, and structural design.
AED 43.05
ROOF SHINGLES/
TYPES/APPLICATION 0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
This course covers the application and maintenance of various roofing shingle systems.

AED 43.06
RIGID ROOFING 0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
The focus of this course is on the preparation and application of rigid roof materials, including mission tiles, roman tiles, concrete interlocking tile, slate and other rigid materials.

AED 43.07
MAINT, REPAIRS, REEROOFING 0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
This course covers the maintenance, repair and re-roofing of built-up, hot and cold applied, shingle and rigid roofs.

AED 43.08
PLANS AND SPECIFICATIONS 0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
This course is on the development and application of plans, specifications, regulations, and cost estimating for the roofing and waterproofing industry.

AED 43.09
SINGLE-PLY ROOF/
WATERPROOF 0.0 UNIT
Class hours: 1.3 Lecture/0.4 Laboratory
This course covers the application and maintenance of single-ply roofing and waterproofing systems.

AED 48.01
VOCATIONAL ENGLISH 0.0 UNIT
Class hours: 2.0 Lecture/2.0 Laboratory
Basic knowledge of fundamental grammar necessary for practical usage; spelling, punctuation, and minimum skill in writing and speaking necessary to communicate effectively and appropriately.

AED 48.02
SENIOR BOOKS COME ALIVE 0.0 UNIT
Class hours: 1.5 Lecture
This class will review and discuss the Great Modern classics, biographies of achievers, best sellers, and those never-to-be-forgotten books on the Westward Movement.

AED 48.03
CREATIVE WRITING
FOR SENIORS 0.0 UNIT
Class hours: 2.0 Lecture
This course is designed to introduce the older adult to techniques for creative writing in the areas of drama, poetry, fiction, and non-fiction. Techniques for a complete autobiography will be taught. This course may be repeated.

AED 48.04
COMMUNICATION SKILLS 0.0 UNIT
Class hours: 1.5 Laboratory
This course is designed to increase receptive and expressive language skills in the senior citizen, as well as improve non-verbal body language, and develop a higher self-confidence through positive interaction with others. This course may be repeated.

AED 48.05
COLLEGE ENGLISH SKILLS 0.0 UNIT
Class hours: 2.0 Lecture/2.0 Laboratory
Prerequisite: Completion of the English Placement process.
Recommendation: This course is not recommended for students working on secondary language skills who would be better served by an ESL course.
This beginning course is designed for students already able to understand and speak the English language. This course is not recommended for students working on secondary language skills who would be better served by an ESL course. It is intended to reduce beginning writing students’ fear and anxiety about writing. It develops writing fluency through written activities and assignments designed to teach and reinforce conventions of Standard English. This course focuses on sentence structure and development and sentence combining. Students will work toward developing short paragraphs.

AED 49.02
VOCATIONAL ENGLISH
AS A SECOND LANGUAGE 0.0 UNIT
Class hours: 4.5 Lecture
This course is designed as a survey of work-related communication including nomenclature for the student with limited English language skills. Students will learn to recognize, produce, and understand technical vocabulary utilizing language learning skills: speaking, listening, reading and writing. Students will learn about vocation and nomenclature, while increasing their English language acquisition by learning to ask and respond to questions related to the vocation and practice conversation on a variety of work-related subjects. Students will expand their vocational knowledge via class discussions, reading print material, attending field trips, and by sharing their vocational experiences with other students. This course is intended as preparation for future credit courses, vocational training, or increased vocational language acquisition for the work situation.

AED 49.03
VOCATIONAL ESL-B 0.0 UNIT
Class hours: 3.0 Lecture
This course is designed to provide English Learners with continued exposure to essential Vocational English Skills. Students will be able to understand, utilize, and produce vocabulary, phrases, and paragraphs in the vocational context. Emphasis will be placed on the steps of the California Writing Process. Technology will also be a key element of the curriculum. VESL-B students will be required to implement computers in their coursework. Safety issues will be addressed as they pertain to the workplace.

AED 49.04
CAHSEE MATH A PREPARATION 0.0 UNIT
Class hours: 4.0 Lecture
This course prepares students to review and pass the Math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on basic skills.

AED 49.05
CAHSEE MATH B PREPARATION 0.0 UNIT
Class hours: 4.0 Lecture
This course prepares students to review and pass the math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on Algebra skills.
Course Descriptions

AED 49.06
CAHSEE ENGLISH PREPARATION 0.0 UNIT
Class hours: 4.0 Lecture
This course prepares students to review and pass the English section of the California High School Exit Exam using a vocational context for learning activities.

AED 50.05
NTMA METALLURGY 0.0 UNIT
Class hours: 3.0 Lecture
A course designed to teach the properties of metals, selections, testing, physical metallurgy, pure metals, deformation, crystallization. Includes shaping, forming (including hot working, cold working, drawing, and welding), structure and properties of steel, carbon steel, tool steel, cast iron, copper alloys, special metals, heat treatment and power metallurgy.

AED 60.01
CITIZENSHIP I 0.0 UNIT
Class hours: 4.0 Lecture
This course prepares students to take the written exam for U.S. citizenship. In addition, it assists them with completing the application for U.S. citizenship and in preparing for the oral interviews with the INS.

AED 80.01
INTRO TO ELECTRICAL TRADES 0.0 UNIT
Class hours: 3.4 Lecture/1.0 Laboratory
This course is the introductory or beginning course for “first period” apprentices in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be placed on safety and the overall aspects of this specialty industry.

AED 80.02
BASIC ELECTRICAL THEORY 0.0 UNIT
Class hours: 3.4 Lecture/1.0 Laboratory
This is the second course in a series of specialty courses for electrical apprentices involved in the construction trades. Emphasis will be placed on electrical prints, drawings and symbols. Also types of information they can find on schematics, one-lines and wiring diagrams will be covered.

AED 80.03
ELEC THEORY & APPLICATION 0.0 UNIT
Class hours: 3.4 Lecture/1.0 Laboratory
This course is the third in a series of specialty courses for electrical apprentices involved in the construction industry concerning the electrical area. Emphasis will be placed on alternating current, motors, grounding, conduit bending, boxes and fittings, conductor installations, and cable tray.

AED 80.04
BASIC ELECTRICAL THEORY 0.0 UNIT
Class hours: 3.4 Lecture/1.0 Laboratory
This is the fourth course in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be placed on conductor termination’s and splices, installation of electric services, circuit breakers and fuses, contractors and relays, and electric lighting.

AED 80.05
ELECTRICAL CALCULATIONS AND INSTALLATION 0.0 UNIT
Class hours: 3.4 Lecture/1.0 Laboratory
This is the fifth course in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be on load calculations (branch circuits), conductor selection and calculations, overcurrent protection, raceways, box and fitting fill requirements, wiring devices, distribution equipment, and distribution system transformers.

AED 80.06
ECT LIGHT/MOTOR & HVAC SYSTEMS 0.0 UNIT
Class hours: 3.4 Lecture/1.0 Laboratory
This course is sixth in a series of specialty courses for apprentices involved in the construction industry. Emphasis will be on basic lighting, motor calculations, and motor maintenance, motor controls, electricity in HVAC system, and hazardous locations.

AED 80.07
ECT IND LIGHT LOAD & THEORY 0.0 UNIT
Class hours: 3.4 Lecture/1.0 Laboratory
Number seven in a series of specialty courses for electrical apprentices involved in the construction industry. The emphasis is placed on load calculation-feeder and services, commercial/industrial lighting, specialty lighting, stand-by and emergency systems, basic electronic theory, fire alarm system.

AED 80.08
ECT ADV THEORY & APPLICATIONS 0.0 UNIT
Class hours: 4.0 Lecture/1.0 Laboratory
This is course number eight, the last in a series of specialty courses for electrical apprentices involved in the construction industry. The emphasis is placed on specialty transformers, advanced controls, HVAC controls, welding machines, heat tracing and freeze protection, motor maintenance, part 2, and high voltage terminators/splices.

AED 80.09
CPR AND FIRST AID 0.0 UNIT
Class hours: 0.3 Lecture/0.3 Laboratory
This is a course of Cardiopulmonary Resuscitation (CPR) and Standard First Aid that is designed to teach the knowledge and skills that are needed for the emergency care of the injured and illness until medical care can be obtained and to create an active interest in the prevention of accidents.

AED 80.10
SHEET METAL I 0.0 UNIT
Class hours: 1.0 Lecture
This course covers problems involving the use of protractors, vernier calipers and micrometers. Introduces the various types of pipe and fittings and discusses and describes the principles, uses and type of fitting for radial line development. It covers factors, calculations and precision necessary for proper bend allowance in sheet metal and application of materials and tools for soldering sheet metal parts and sealing seams. This course introduces techniques for reading blueprint specifications, and shop drawings. Sheet Metal and contracting manuals are exposed. The steps required for sizing duct runs are identified. This course describes air distribution systems and their components, air flow measurement, duct-work installation principles and the use of psychrometric charts. Information and learning activities for calculating downspout and gutter size are presented. Outlines of the principles of weather sealing and procedures for the fabrication and installation of selected flashing components are discussed.
AED 80.12  SHEET METAL III  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course covers the principles of air flow and components as applied to Heating, Ventilation, and Air Conditioning (HVAC) air distribution systems. It covers basic refrigeration cycles and affiliated components and controls needed in various refrigeration components. Topics include, material characteristics, tools and procedures for laying out the fabricating fiberglass ductrun fittings and self-paced learning of layout and fabrication problems requiring the triangulation method are included. This course provides an overview of the basic welding processes and introduces the problems and techniques of field measuring for layout and installation of duct sections and offsets.

AED 80.13  SHEET METAL IV  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course covers recommended practices necessary to increase shop production and eliminate wasted time and materials. It provides installation methods for grilles, diffusers, and registers. Parallel and radial line development, and triangulation methods of fabrication are reviewed. The purpose of louvers, dampers, and access doors and their construction are explained. This course covers specifications and principles for the layout and fabrication of hood and ventilation fittings, and covers industrial ventilation and conveying of particulate.

AED 80.14  HVAC I  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course introduces the Heating, Ventilating, and Air Conditioning (HVAC) trainee to the basic concepts and environmental concerns related to heating, ventilating, and air conditioning. It also describes the apprenticeship program and the career opportunities available in the HVAC trade.

AED 80.15  HVAC II  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course instructs trainees in the properties of air distribution systems. Students will become familiar with the operation, layouts, types of equipment, and installation practices used for air distribution systems installed in the different regions of the country.

AED 80.16  HVAC III  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course instructs trainees in preventive maintenance of HVAC system. Students will become familiar with the different types of troubleshooting and serving of heating systems.

AED 80.17  HVAC IV  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course discusses techniques for reading and using blueprints, specification and shop drawings. It introduces indoor air quality and its effect on the health and comfort of building occupants. Identifies equipment and methods used. Students learn about various heat recovery and reclaim devices using their computers and microprocessor controls. Water problems encountered in heating and cooling systems are identified, and various water treatment methods and equipment is discussed. Factors that affect the heating and cooling loads of a building are included in this process. Types of duct systems as well as their selection, sizing and installation are discussed. Ice-making machines are also covered.

AED 80.18  ELECTRONIC SYSTEMS TECH I  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course introduces the Electronic Systems Technician trainee to construction materials and methods, pathways, spaces and electrical theory. It also covers hand bending of conduit, electrical safety and low-voltage cabling.

AED 80.19  ELECTRONIC SYSTEMS TECH II  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course provides the Electronic Systems Technician trainee with an overview of related mathematics, electrical theory, electrical testing equipment, power quality and grounding, electrical blueprints, voice and data systems, switching devices and timers, and terminating conductors. Introduction to codes and standards and computer applications will be covered.

AED 80.20  ELECTRONIC SYSTEM TECH III  0.0 UNIT
Class hours: 3.0 Lecture/1.0 Laboratory
This course provides the Electronic Systems Technician trainee with an overview of cable selection, busses and networking, fiber optics, video systems, wireless communication, site survey, job planning, low-voltage maintenance and repair, supervision, fire alarm and security systems.

AED 80.21  INTRODUCTION TO ELECTRICAL CRAFT TRAINING  0.0 UNIT
Class hours: 1.6 Laboratory
This course is the beginning course for the “first period” apprentices in a series of specialty courses for electrical craft training involved in the construction industry. Emphasis will be placed on safety and the overall aspects of this specialty industry. Students will have an orientation covering craft training and personal development.

AED 80.22  ELECTRICAL CRAFT TRAINING LEVEL I  0.0 UNIT
Class hours: 1.6 Laboratory
This course will introduce methods of hand bending conduit and various methods used to install conduit as well as how to cut, ream, and thread conduit. Students will learn to use correct applications of non-threaded, threaded fasteners and anchors. Electrical theory, including a navigational road map for using the National Electrical Code (NEC) will be stressed. This course will introduce the types and applications of raceways, wire ways, and use of ducts. Students will learn function, operation and characteristics of transducers, transistsors, amplifiers, integrated circuits and photo-operated devices, digital and logic circuits. Students will learn to read electrical blueprints, including layout, types of lines, symbols, drawings, architects and engineer’s scales and electrical specifications. Commercial, industrial, and residential wiring will be covered.
AED 80.23
ELECTRICAL CRAFT
TRAINING - LEVEL II 0.0 UNIT
Class hours: 3.2 Laboratory
Students will focus their studies in the methods, techniques, and characteristics related to electrical systems, their parts, circuits, and connections. They will learn the purpose of grounding and bonding electrical systems using National Electric Code (NEC) regulations. This course covers all types of benders in all sizes of conduit, focusing on mechanical, hydraulic, and electrical benders. It also covers the transportation, storage, and set up of cable reels, methods of rigging, and procedures for complete cable pulls in raceways and cable trays, focusing on National Electrical Manufacturers' Association (NEMA) and NEC installation requirements. Students will be taught about conductor termination's, splices, and the installation of electric services, circuit breakers and fuses, conductors and relays, and the basic principles of electrical lighting.

AED 80.24
ELECTRICAL CRAFT
TRAINING - LEVEL III 0.0 UNIT
Class hours: 3.2 Laboratory
Students will be introduced to industry standards for electrical work, including branch circuits, rating and de-rating, and various types of residential and commercial electrical loads. This course covers the types of conductors used in wiring systems, including insulation, current-carrying capacity temperature ratings, and the use of fuses for over-current protection in all types of electrical systems. Functions, operation, and characteristics of various types of motors will be taught to the electrical student. Students will learn about hazardous locations and how to correct them.

AED 80.25
ELECTRICAL CRAFT
TRAINING - LEVEL IV 0.0 UNIT
Class hours: 3.2 Laboratory
This course will cover basic calculation procedures and calculations for residential, commercial, and farming application. Students will be introduced to the practical applications of lighting, covering lighting installations, applications and wiring systems, and basic electronic theory. This course will also introduce the student to fire alarm systems, specialty transformers, principles and practical applications of solid state controls, Heating and Ventilating, and Air Conditioning (HVAC) controls. A brief introduction to welding machine types and how they operate will be covered. Students will continue their training in motor maintenance techniques. An overview of high voltage terminators and splices and National Electric Code (NEC) and cable manufacturers requirement will be covered.

AED 90.1
SUPERVISED SCIENCE TUTORIAL 0.0 UNIT
Class hours: 2.0 Laboratory
This course is designed to facilitate the learning of science principles and techniques through individualized and mediated instruction. It is open to any student enrolled in any science course. (Formerly BIOL 9T, CHEM 9T)

AED 90.36
SUPERVISED INDIVIDUAL ESL TUTORIAL 0.0 UNIT
Class hours: 3.0 Laboratory
This course assists students in reinforcing, expanding, and improving the skills related to their specific English as a Second Language concerns. The course is taught using diagnostic-prescriptive methods, technology-mediated instruction, and individual and small group instruction. (Formerly ESL 36T)

AED 90.91
MATHEMATICS - TUTORIAL 0.0 UNIT
Class hours: 2.0 Laboratory
Prerequisite: Enrollment in any Mathematics course.
This course is designed to facilitate the learning of mathematical knowledge, skills, and concepts through individualized and mediated instruction. It is open to any student enrolled in any mathematics course. (Formerly MATH 9T)
The excellence of a college program is closely related to the excellence of the college faculty. The Cerritos College faculty represents a rich cross-section of scholarship, experience, and above all dedication to teaching. The faculty has helped earn a reputation for Cerritos as one of the finest community colleges in California.

The Faculty Senate of Cerritos College studies and recommends to the administration and Governing Board matters related to academic and professional standards and affairs of the college. The Senate consists of three officers and elected representatives from each of the college’s instructional divisions.

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481
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Professor
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A.B., University of California, Berkeley
M.F.A., University of California, Irvine

SZABO, THAD (2009)
Instructor
Physics/Astronomy
B.A., University of Pennsylvania
M.A., Florida State University
Ph.D., University of Southern California

TAFOYA, YVETTE (2004)
EOPS Assistant Director
A.A., Cerritos College
B.A., California State University, Fullerton
M.S., California State University, Long Beach

TAYLOR, KEVIN (1992)
Professor
Automotive Technology
B.A., M.A., California State University, Long Beach

TORRES, MARIA DE LA LUZ (2009)
Assistant Professor
Mathematics
B.S., M.A., California State University, San Bernardino

TORRES-BOWER, ANA (1992)
Professor
Philosophy
B.A., University of Puerto Rico
M.A., California State University, Long Beach

TRAGER, JULIE (2001)
Associate Professor
Art History
B.F.A., Rhode Island School of Design
M.F.A., Bard College

TRUPE, JACQUELYN A. (1991)
Professor
Sociology
B.A., M.A., Pepperdine University
TYDELL, CAROL C. (2011)
Instructor
Anatomy & Physiology
B.S., D.V.M., University of California, Davis

UKITA, TRACI (2001)
Counselor/Assistant Professor
B.A., University of California, Los Angeles
M.S., California State University, Long Beach

VALCARCEL, ANNA (2012)
Instructor
Biology
M.S., California State University, Long Beach

VALENZUELA, RAUL (1990)
EOPS Counselor/Associate Professor
B.A., University of California, Irvine
M.S., California State University, Fullerton

VAN DE MORTEL, JOSEPH (1988)
Professor
Philosophy
B.A., California State University, Fullerton
M.A., University of San Francisco

VASQUEZ, GRACIELA (1994)
Director of Adult Education/ Diversity Programs
B.A., M.A., University of California, Los Angeles

VEGA, FRANK (2005)
Assistant Professor
Automotive Mechanical Repair
A.A., Cerritos College
B.A., University of La Verne

VELOZ-RENDON, LIZETTE (2011)
Instructor
Nursing
B.S., California State University, Fullerton
M.S., California State University, Dominguez Hills

VOORHIES, ANN (2002)
Professor
Nursing
A.S., Purdue University
B.S., California State University, Dominguez Hills
M.S., California State University, Long Beach

WALDMAN, LINDA S. (1997)
Assistant Professor
Chemistry
A.S., Cypress Community College
B.S., California State University, Long Beach
M.S., Ph.D., University of California, Irvine

WARD, DEBRA SUE (2007)
Director of Child Development Center
B.A., University of Redlands
M.S., University of La Verne

WATANABE-LONSBURY, SUSAN (1991)
Professor
Theatre Arts
B.A., California State University, Dominguez Hills
M.F.A., University of Southern California

WEDELL, DONNA (2004)
Professor
Dental Assisting
A.S., Rio Hondo College
B.V.E., California State University, Long Beach
M.A. California State University, San Bernardino

WELLIVER, KAREN M. (1988)
Professor/Coach
Health, Physical Education/Athletics
B.A., M.S., California State University, Long Beach

WESTBY, KIM (1985)
Dean of Student Support Services
A.A., Cerritos College
B.A., California State University, Dominguez Hills
M.S., University of La Verne

WHITSON, BEVERLY (1984)
Professor
English
A.A., Cerritos College
B.A., M.A., California State University, Fullerton

WILSON, CHRISTOPHER (2000)
Associate Professor
Art and Design
B.A., University of California, Irvine
M.F.A., Loyola Marymount University

WILSON, JACK (1999)
Professor
Computer and Information Sciences
B.A., M.S., California State University, Fullerton

WORREL, DARA (2004)
Associate Professor
Mathematics
B.S., M.S., California State University, Long Beach

ZEWAIL, MERVA (1984)
Professor
Chemistry
B.S., University of Alexandria, Egypt
Ph.D., University of Pennsylvania

ZHOU, YIRAN (2012)
Instructor
Chinese
M.A., Missouri State University
M.S., University of Kentucky
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<td>(1987-2010)</td>
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<td>(1970-1991)</td>
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<td>Instructional Dean of Technology</td>
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<td>Physical Education/Athletics</td>
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<td>(1960-1984)</td>
<td>English</td>
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<td>Counselor</td>
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Bos, Robert Kemp
(1958-1984)
Counselor

Boyle, John
(1974-2006)
Biology

Brady, Lawrence
(1970-1999)
Instructional Dean, Fine Arts and Communications

Brady, Melvin
(1963-1991)
Business

Braun, Sharon K.
(1997-2013)
Child Development

Broadbent, Lindsey
(1966-79)
Technical Mathematics

Broderick, William E.
Reading

Bufalini, Elvidio G.
(1967-1986)
Counselor

Burnight, Ralph F.
(1956-62)
President/Superintendent

Burns, Marla
(1990-2013)
English

Cabeen, Charles
(1958-1979)
Psychology

Cain, Gary L.
(1998-2011)
Coordinator of Student Activities

Caley, Donald
(1965-1987)
Marketing, Management, Business

Campbell, Clinton P.
(1965-1983)
Sociology

Cannon, John P.
(1958-1980)
Earth Science

Carlson, Barbara
(1972-1985)
Nursing

Carlson, Leland
(1965-1967)
Mathematics

Carlson, Norman
(1982-1991)
Drafting

Carlson, Charlotte
(1963-1985)
Nursing

Craschiolo, Edith E.
(1964-2000)
Psychology

Cran, Jules
(1962-1989)
Biology

Crawford, Suzanne
(2004-2011)
English

Cross, Kathleen
(1990-2008)
Counselor

Crouse, Lois
(1963-1980)
Nursing

Cummins, Selden
(1965-1993)
English

Darnall, Florence
(1959-1977)
Cosmetology

Davis, Richard H.
(1975-2003)
Computer and Information Sciences

Defrance, Francine
(1976-2009)
English

Instructional Dean, Humanities/Social Sciences

Deleon, Manuel
(1964-1991)
Art

Delyre, Wolf R.
(1966-1977)
Dental Assisting

Denny, Paul
(1962-1979)
Business Education

Deremo, George F., Jr.
(1971-1999)
Art

Dermody, Eugene
(1965-1997)
History

Desfor, Donald
(1957-1989)
Photography/Physical Education
DIAZ, BEDAL
(1963-1989)
Counselor

DI CORPO, NELLO
(1959-1992)
Dean of Community/Continuing Education

DIGHERA, JAMES A.
(1960-1986)
Speech Communication

DOWDEN, JOHN
(1961-1991)
English

DOZIER, AMY L.
(1958-1974)
Physical Education and Recreation

DOZIER, PATRICIA
(1989-2001)
English as a Second Language

DOZIER, ROSE MARIE
(1964-1989)
French

DRANT, SANDRA
Court Reporting

DUNKIN, V. EDWIN
(1970-1984)
Electronics

DUNROE, WILLIAM D.
(1979-2010)
Psychology

DURAN, AGNES H.
(1987-2004)
Reading

EDSON-PERONE, LORRAINE
(1984-2010)
Mathematics

EGAN, ISABELLE
(1989-2007)
Counselor

ELIAS, ABUNDIO
(1969-1992)
Spanish

ELIZONDO, SANDRA
(2000-2011)
Business Computerized Office Technologies

ENQUIST, MARVIN
(1990-2005)
Administration of Justice

ERJAVEC, DONALD
(1965-1998)
Music

ERNEST, ROGER
(2000-2013)
English

ESCOBAR DE PATRYLA, LILLIAN
(1974-1993)
Child Development

EVANS, WILLIAM
(1974-2002)
Accounting

FAILOR, JOLEEN
(1976-2008)
Dental Assisting

FALLAR, MARGARET
(1965-1979)
Nursing

FARMER JR, WILLIAM C.
(2005-2011)
Vice President of Academic Affairs/Assistant Superintendent

FEENEY, JOHN
(1958-1991)
Music

FELDSTEIN, THERESE
(1988-2011)
Mathematics

FENNER, WILBURT
(1972-1990)
Art

FINKELSTEIN, HY L.
(1975-2011)
Management

FINLEY, ROBIN
(1972-1994)
Biology

FISCHER, LAWRENCE
(1961-1992)
English

FLEMING, RONALD
(1963-1966)
Business

FOBI, CHARLENE
(1988-2011)
Nursing

FOERSTER, ROBERT
Physical Education

FOLLETT, KAY S.
(1981-2011)
Disabled Student Programs & Services

FRAME, JAMES
(1965-1991)
Business Mathematics

FRANK, REX C.
(1957-1977)
Business

FRANKLEY, ALLEN G.
Engineering Design Technology

FREIFIELD, MAX
Speech Communication

FROST, WALLACE E.
(1965-1989)
Counselor

FULTS, JON
(1968-1993)
Business Computer Info Systems

GAFFANEY, TODD W.
(1975-2012)
Psychology

GIANNONE, ANTHONY
(1971-1991)
Welding

GIRTNER, ROGER
(2000-2013)
English

ESCOBAR DE PATRYLA, LILLIAN
(1974-1993)
Child Development

EVANS, WILLIAM
(1974-2002)
Accounting

FAILOR, JOLEEN
(1976-2008)
Dental Assisting

FALLAR, MARGARET
(1965-1979)
Nursing

FARMER JR, WILLIAM C.
(2005-2011)
Vice President of Academic Affairs/Assistant Superintendent

FEENEY, JOHN
(1958-1991)
Music

FELDSTEIN, THERESE
(1988-2011)
Mathematics

FENNER, WILBURT
(1972-1990)
Art

FINKELSTEIN, HY L.
(1975-2011)
Management

FINLEY, ROBIN
(1972-1994)
Biology

FISCHER, LAWRENCE
(1961-1992)
English

FLEMING, RONALD
(1963-1966)
Business

FOBI, CHARLENE
(1988-2011)
Nursing

FOERSTER, ROBERT
Physical Education

FOLLETT, KAY S.
(1981-2011)
Disabled Student Programs & Services

FRAME, JAMES
(1965-1991)
Business Mathematics

FRANK, REX C.
(1957-1977)
Business

FRANKLEY, ALLEN G.
Engineering Design Technology

FREIFIELD, MAX
Speech Communication

FROST, WALLACE E.
(1965-1989)
Counselor

FULTS, JON
(1968-1993)
Business Computer Info Systems

GAFFANEY, TODD W.
(1975-2012)
Psychology

GIANNONE, ANTHONY
(1971-1991)
Welding

GIRTNER, ROGER
(2000-2013)
English

ESCOBAR DE PATRYLA, LILLIAN
(1974-1993)
Child Development

EVANS, WILLIAM
(1974-2002)
Accounting

FAILOR, JOLEEN
(1976-2008)
Dental Assisting

FALLAR, MARGARET
(1965-1979)
Nursing

FARMER JR, WILLIAM C.
(2005-2011)
Vice President of Academic Affairs/Assistant Superintendent

FEENEY, JOHN
(1958-1991)
Music

FELDSTEIN, THERESE
(1988-2011)
Mathematics

FENNER, WILBURT
(1972-1990)
Art

FINKELSTEIN, HY L.
(1975-2011)
Management

FINLEY, ROBIN
(1972-1994)
Biology

FISCHER, LAWRENCE
(1961-1992)
English

FLEMING, RONALD
(1963-1966)
Business
HALL, DONALD
(1959-1979)
Division Chairman, Health, P.E., and Recreation

HENRY, PAUL L.
(1957-1982)
Machine Tool

HOUSEMAN, PHIL
Dean of Student Activities

HALLINGER, DONALD
(2001-2011)
Earth Science

HENTELL, DUCIA
(1968-1982)
Nursing

HUBBELL, SILVIA R.
(1966-1999)
Spanish

HALLUM, ANDREW
(1973-1992)
Business/Disabled Student Programs

HENGSTEFEL, ELIZABETH
(1956-1977)
Philosophy

HUBER, ROBERT C.
(1988-2009)
Theatre Arts

HAMPTON, PRESTON
(1989-2008)
Counselor

HERR, FLORENCE S.
(1973-1986)
Business

HUBRECHT, GLENN
(1975-1991)
Electronics

HANKS, WENDELL G.
(1966-2011)
Speech Communication

HICKEY, X. RAYMOND
(1959-1979)
Electronics

HUFFMAN, JOAN
(1963-1991)
Biology

HANSON, KENNETH J.
(1985-2007)
Electronics

HINRICHSN, KEITH
(1965-2002)
History

HUGHLETT, ROBERT
(1973-2005)
Director, Disabled Student Programs & Services

HARBUT, CHESTER
(1989-2010)
Biology

HOAD, GRETCHEN A.
(1987-2002)
Business Paralegal

HUMISTON, GENEVIEVE
(1957-1960)
Dean of Admissions

HARRINGTON, ROBERT
(1966-1979)
Data Processing

HOFFFLUND, CLYDE
(1957-1982)
Drafting

HUNTER, FREDERICK
(1973-1988)
Business Education

HARRIS, WAYNE
(1965-1974)
Physical Education

HOGGARD, KEVIN
(1985-2013)
Theatre Arts

IDEAL, BONNIE
(1965 – 2002)
Office Occupations

HART, OSCAR W.
(1959-1977)
Welding

HOHLY, MARGARET
(1984-2011)
Computer and Information Sciences

IKEMOTO, MILDRED
(1967-1992)
Instructional Dean/Health Occupations

HARTMAN, CLAIDE
(1971-1992)
Physical Science

HOLLAND, ROGER
(1976-1992)
Business Administration

INCORVIAIA, JOSEPH
(1958-1978)
Business

HASSAN, GLORIA
(1982-1999)
Speech Communication

HOLMAN, JEAN LEE
(1962-1974)
Cosmetology

JACKSON, JOHN
(1957-1991)
Automotive Technology

HENDRICKSON, THOM
(1965-1989)
Political Science/History

HOLME, CAROLYN R.
(1996-2007)
Nursing

JACKSON, THOMAS
(1980-2002)
Accounting

HENRY, FRED
(1986-2009)
Welding

HORVATH, ELLEN
(1989-2009)
Speech Pathology

JAEGGER, GEORGE A.
(1965-2003)
English

HORVATH, ELLEN
(1989-2009)
Speech Pathology

JAEGGER, GEORGE A.
(1965-2003)
English

HUBBEL, SILVIA R.
(1966-1999)
Spanish
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<td><strong>JANKOWSKI, SHIRLEY</strong></td>
<td>(1975-1990)</td>
<td>College Nurse</td>
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<td><strong>JANOSOVA, ANITA M.</strong></td>
<td>(1992-2011)</td>
<td>Art and Design</td>
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<td><strong>JENKINS, SARAH</strong></td>
<td>(1959-1989)</td>
<td>Librarian</td>
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<td>(1957-1985)</td>
<td>History</td>
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<td><strong>KERR, JOSEPH P.</strong></td>
<td>(1963-1966)</td>
<td>Data Processing</td>
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<td>(1999-2010)</td>
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<td>(1975-1992)</td>
<td>Furniture Manufacturing Technology</td>
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<td>(1958-1982)</td>
<td>Theatre Arts</td>
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<td><strong>KORSMEIER, HENRY F.</strong></td>
<td>(1956-1969)</td>
<td>Assistant Superintendent, Business</td>
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<td>(1991-2011)</td>
<td>Earth Science</td>
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<td>(2000-2011)</td>
<td>Executive Dean of Community, Industry &amp; Technology Education</td>
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<td><strong>KROGUE, R. KENT</strong></td>
<td>(1972-2005)</td>
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<td><strong>LA GUARDIA, PATRICIA</strong></td>
<td>(1973-1998)</td>
<td>Director, Assessment Center</td>
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<td><strong>LAHRS, WILLIAM E.</strong></td>
<td>(1965-1983)</td>
<td>Office Occupations</td>
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<td><strong>LAIDLAW, RUTH F.</strong></td>
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LICARI, JOAN  
(1966-2001)
Geology

LITTLETON, OSCAR  
(1958-1979)
English

LOPEZ DEAGAINES, CHRISTINA  
(1976-2007)
Counselor

LUCAS, STANLEY  
(1976-1991)
Automotive Technology

LUNDGREN, AUSTIN  
(1965-1989)
Accounting

MACIAS, DORA  
(2001-2011)
International Student Program

MADDEN, JOHN  
(1998-2006)
Philosophy

MAGNUSON, WALTER C.  
(1973-1993)
Vice President of Business Services

MAKI, ROY E.  
(1963-1983)
Business

MALKIN, HAROLD  
(2003-2011)
Pharmacy Technology

MANIRE, MARGARET V.  
(1959-1975)
School Nurse

MANTZ, CONCETTA  
(1973-1993)
Sociology

MARINE, REBECCA A.  
(1994-2011)
Child Development

MARKHAM, WENDELL C.  
(1965-1980)
Chemistry

MARTIN, LUGENE  
(1957-1989)
Director of Counseling

MARTINEZ, ORLANDO  
(1991-1999)
Spanish

MARTINEZ, RUBEN  
(1966-1991)
Spanish

MASTALER, RUDY  
(1976-1987)
Technical Mathematics

MAYS, GLADYS  
(1964-1979)
Mathematics

MCANDYNE, KATHLEEN H.  
(1962-1982)
Business Education

MCFADDEN, WILLIAM  
(1982-2011)
Mathematics/Computer Science

MCGINNIS, JOHN  
(1988-2007)
Dean of the Library & Learning Resource Center

MCGRATH, RICHARD F.  
(1963-1999)
Administration of Justice

MCMALHON, GEORGE VINCENT  
(1961-1984)
Technical Mathematics

MEDINA, CECILIA  
(1976-2011)
Child Development

MEDINA-VALIN, NIURKA  
(1989-2013)
Spanish

MEDOFF, JACK I.  
(1966-1984)
Metallurgy

MERKLE, MICHAEL L.  
(1982-1995)
Physical Education

MERRILL, MARY ALICE  
(1962-1981)
Chemistry

MCMALHON, GEORGE VINCENT  
(1961-1984)
Technical Mathematics

MILLER, DONNA  
(1972-2010)
Speech Communications

MILLER, ROBERT  
(1976-1990)
Administration of Justice

MILLS, MELVIN  
(1965-1989)
Biology/Anatomy & Physiology

MITCHELL, VALENCIA  
(1989-2011)
Librarian

MONTERA, FRANK J.  
(1972-2003)
Physical Education/Athletics

MONTGOMERY, DONALD  
(1967-1989)
Counselor

MOSER, BERNICE  
Nursing

MOSES, SHERILL  
(1963-1988)
Philosophy/Political Science

MUELLER, BARBARA J.  
(1995-2011)
English

MYERS, ARLENE  
Business

NAKAMURA, DIANE  
(1986-2009)
English as a Second Language

NAKASONE, HARRIET H.  
(1973-2011)
Disabled Student Programs and Services

NANCE, WESLEY  
(1979-2011)
Computer and Information Sciences

NEFF, JOHN  
(1959-1982)
Anatomy and Physiology

MILES, LYMAN C.  
(1965-1983)
Administrative Assistant Learning Resources Center

MILLER, DONNA  
(1972-2010)
Speech Communications

MILLER, ROBERT  
(1976-1990)
Administration of Justice

MILLS, MELVIN  
(1965-1989)
Biology/Anatomy & Physiology

MITCHELL, VALENCIA  
(1989-2011)
Librarian

MONTERA, FRANK J.  
(1972-2003)
Physical Education/Athletics

MONTGOMERY, DONALD  
(1967-1989)
Counselor

MOSER, BERNICE  
Nursing

MOSES, SHERILL  
(1963-1988)
Philosophy/Political Science

MUELLER, BARBARA J.  
(1995-2011)
English

MYERS, ARLENE  
Business

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(1986-2009)
English as a Second Language
<table>
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<td>1977-2009</td>
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THOMPSON, SIDNEY L.  
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Librarian

WARDEN, WALTER C.  
(1957-1972)  
Mathematics

WHITE, BRENDA J.  
(1993-2011)  
Cosmetology

TILGHMAN, CHARLES  
(1965-1991)  
Instructional Dean, Fine Arts and Communications

WEAVER, EDGAR B.  
(1962-1987)  
Technology/Drafting

WHITE, LOUISE  
(1960-1980)  
Nursing

TOLLEFSON, GLENN  
(1965-1991)  
Numerical Control

WEBER, NOVA JEAN  
(1964-1992)  
English

WHITEMAN, RICHARD E.  
Dean of Business and Industry

TREAT, MARSHALL E.  
(1956-1977)  
Geology

WEGENER, HELEN  
(1959-1986)  
English

WHITLOCK, THOMAS  
(1964-1999)  
Accounting/Business Law

TUCKER, ROY  
(1961-1991)  
History/Political Science

WEIDMAN, MARY LOU  
(1964-1993)  
Office Occupations

WHITMAN, CORINE  
(1967-1981)  
Nursing

TURNBLOM, SELMA  
Office Technologies

WEIGEL, CAMELIA  
(1960-1999)  
English

WILLIAMS, GEORGE R.  
(1964-1988)  
Architecture

TYNE, JAMES PATRICK  
(1963-1997)  
Physical Education

WELCH, GLORYA  
(1965-1986)  
Chemistry and Mathematics

WILKOFF, HUGH  
(1962-2003)  
Business

VATCHER, OLGA SIEBERT  
(1957-1965)  
Business Education

WELL, GEORGIA  
(1983-2013)  
Theatre Arts

WILLETTE, CHARLES  
(1964-1985)  
Business Administration

VENITSKY, JULIETTE L.  
(1957-1984)  
Speech Communication

WELLS, DOUGLAS  
(1989-2011)  
Physical Education/Athletics

WILLIAMS, LEE H.  
(1964-1972)  
Director of Purchasing

VIGIL, MODESTO  
(1972-1993)  
Autobody

WENICK, LILLIAN  
Reading

WILSON, LOUIS  
(1963-1985)  
Mathematics

WAGNER, CHARLOTTE E.  
(1968-1978)  
Speech Communication

WENSMAN, MARTIN H.  
(1963-1983)  
Associate Dean, Business Division

WILLSON, ROY  
(1971-2000)  
Technical Math

WAGNER, M. EDWARD  
(1960-1975)  
Dean of Admissions and Records

WERNER, NEWTON  
(1964-2000)  
Chemistry

WILSON, RICHARD  
(1961-1983)  
Counselor

WALKER, JOAN  
(1969-1993)  
Cosmetology

WESSELL, DOUGLAS  
(1968-1991)  
Philosophy

WISSA, FARID F.  
(1988-2012)  
Engineering Design Technology

WALKER, ROBERT S.  
(1992-2011)  
Microbiology

WESTERLIN, LEE MOILE  
(1976-1991)  
Instructional Dean, Business

WOLFE, BETTY  
(1990-2000)  
Reading

WALLACE, MARK L.  
(2006-2013)  
Director of Public and Governmental Relations

WHELLEN, MARGARET  
(1964-1985)  
Nursing Education

WOLFE, FREDERICK C.  
(1961-1987)  
Counselor

WALLACE, MARK L.  
(2006-2013)  
Director of Public and Governmental Relations

WOOD, MELVIN  
(1961-1983)  
Art
WOODS, YVONNE  
Early Childhood Education

WOOLEVER, JAMES D.  
Computer and Information Sciences

WRIGHT, FRANK  
(1965-2005)  
Mathematics/Computer Sciences

YEAGER, MARTHA  
(1982-2011)  
English as a Second Language

YEE, FRANKLIN  
Ornamental Horticulture

YOUNG, DAVID A.  
(1987-2011)  
Counselor

YSAIS, REY  
(1965-2003)  
Mathematics

ZIVE, INA  
(1972-2002)  
Dental Hygiene
ACADEMIC AFFAIRS
CASTRO, MONICA
CHAMBERS, PAMELA
CHAVEZ, SAMUEL
EDWARDS, ANNABELLE
LAREDO, NORA
A.A., Cerritos College
B.A., California State University, Fullerton
MAUNATU, SALA
TOLSON, MIRIAM

ADMISSIONS, RECORDS AND SERVICES
AGUILAR, ISABEL
ALEGRE, ROSE
BADZEY, PAUL
A.A., Cerritos College
BERNADE, DELFINA
BOSS, DAVID
BOSS, SUE
A.A., Cerritos College
CAMPBELL, CHRISTINA
A.A., Cerritos College
COOPER, JOHNNY
A.A., Cerritos College
B.S., M.A., Azusa Pacific University
EAR, JOEY
A.A., Cerritos College
A.A., Long Beach City College
GARNER, JACQUELINE
MEJIA, NATASHA
MUNOZ, JESSICA
OTERO, KATHLEEN
PENDLETON, BENJAMIN
TORRES, THERESA

ADULT EDUCATION/DIVERSITY PROGRAMS
CURRY, VICKY
DOUGLAS, WILLIAM
B.S., University of Phoenix
MARTINEZ, DARYABUTH
PANG, REBECCA

BUSINESS, HUMANITIES & SOCIAL SCIENCES
GONZALEZ, DESIREE
MERAZ, ROSA
SENE, JOYLYNN

BUSINESS SERVICES
KAUFMAN, LINDA

CALWORKS SERVICES
RODRIGUEZ, MARINA

CAMPUSS POLICE
ALBANO, RANDY
BARRON, JAIRZINHO
BRUSH, TOM
BUSTAMENTE, RICARDO
CASTILLO, ANGEL
CHAVEZ, MARIO
CLEVELAND, CHARRON
ECHEVARRIA, JOHN
JAMISON, CARY
KOMADINA, DEBRA
MARQUEZ, ANA MARIA
RAMIREZ, TERRI
RIOS JR., SANTIAGO
TOLEN, JOSHUA
VELAZQUEZ, CARLO
WHEATLEY, MICHELLE

CAREER AND ASSESSMENT SERVICES
ESTRADA, SHANNON
MARTINEZ, ROSARIO
VASQUEZ, ROSARIO

CHILD DEVELOPMENT CENTER
BLANDFORD, AMY
B.A., Pacific Oaks College
CARDENAS, NATALIE
CORTES, VERONICA
ECHEVERRIA, DIANA
GONZALEZ, DEBRA
HERNANDEZ, BRISA
MURRAY, MARLEN
OCEAN, BRISA
POPIEL, DE CAZAUX, REENA
RESSEGUIE, FLORENCE
A.A., Fullerton College
ROBLES, DESIREE
B.A., California State University, Long Beach
THARR, CASEY

COMMUNITY EDUCATION
AREVALO, SYLVIA
DELLIMAGINE, TRUDY
PREECE, ROBIN

COUNSELING SERVICES
APPLEBURY, KIMBERLY

ECONOMIC DEVELOPMENT
LO, CINDY

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)
AGUAYO, ROBERTO
M.S., University of La Verne
CHANEN, MARCIA
M.S., University of La Verne

FACILITIES
AMADOR, HECTOR
BALCAZAR, MARIA
BELL, LESLIE
BORN, KENNETH
BRENA, MARCOS
BUTLER, KEVEN
CASILLAS, JAIME
CASTILLO, ESTELA
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GARCIA DIAZ, ARMANDO
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HOWARD JR., ELVIE
BUFFINGTON, DEBORAH  
CROther, RICHARD  
EDQUIST, ALICIA  
ENGLAND, MICKI  
WALTON, ETTA  
B.A., M.A., California State University, Long Beach  
WARD, DAVID  
B.A., California State University, Long Beach  
M.A., University of Michigan

FISCAL SERVICES  
DONnell, ARCelly  
GONZALEZ, ELIZABETH  
HUNTER, CONSTANCE  
A.A., Cerritos College  
MACIAS, ARACELI  
B.S., California State University, Long Beach  
NEGHABAT, FARHAD  
NGUYEN, HOAI PHONG  
THEIN, JOHN  
THOMAS, SCHELLARY  
YOUNG, BARBARA

FOUNDATION  
ACuna, MONICA  
COLE, JANICE  
A.A., Cerritos College  
EVANS, LEE  
KRISTINAT, LAURIE  
B.A., California State University, Long Beach  
SAMARIN, RACHEL

HEALTH OCCUPATIONS  
AITON, AMANDA  
B.A., California State University, Long Beach  
GONZALEZ, JR., SILVIANO  
HEDDON, STEPHANIE  
KUSUMoto, ALICE  
B.S., California State University, Dominguez Hills  
MAJOR, AMBER  
PEELE, TRAMAINe  
SEnE, JANELL  
A.A., Cerritos College

HUMAN RESOURCES  
FINNEY, EDITH  
LIANG, IVY  
SHEIBE, DONNA  
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INFORMATION TECHNOLOGY  
ADAMS, ROGER  
B.M., California State University, Long Beach  
ALGIER, RAY  
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BELKNAP, ARLENE  
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HENDRICKS, WOODROW  
KINGSTON, MICHELE  
KIM, STEVEN  
KYLINGSTAD, TIMOTHY  
B.S., M.S., University of Phoenix  
MEJIA, ALPHONSE  
MORALES, MARIO  
MUSSAW, DAVID  
PEDROZA, MAURICIO  
RODRIGUEZ, GILBERT  
SMITH, THOMAS  
STEVENS, VICTORIA  
TANNER, BRUCE  
M.S., California State University, Fullerton

INTERNATIONAL STUDENT SERVICES  
TilAHUN, DAVID  
YBANEZ, REGINA

LIBERAL ARTS  
HARMON, JEANNE  
LOPEZ, MEGALIS  
MAUNATU, EMILY

LIBRARY/LEARNING RESOURCE CENTER  
ALAVIAN, MASoud  
BRUGGER, ROBIN  
CARDENAS, ILDA  
FRASER, DEEANN  
GUILL, DAVID  
HOUE, KATHY  
METZ, RONALD  
RODRIGUEZ, VANESSA  
TAN, LINDA  
VALDIVIA, DAISY

FINANCIAL AID  
ALONZO-CAMPOS, KARINA  
BRADFORD, EUGENIA  
CASTRO, VERONICA  
CHAMBERS, JEAN  
A.A., Cerritos College  
B.A., California State University, Long Beach  
GONZALEZ, LIZETTE  
GONZALEZ, MICHAEL  
LEGUizAMON, ADRIANA  
MERCADO, JUAN  
PEDROZA, MARICELA  
QUIROZ, JAIME  
A.A., Cerritos College  
M.S., University of La Verne  
RAMIREZ, YESENIA  
RODRIGUEZ, ESTEER  
TOVAR, YAJayA  
B.A., M.A., California State University, Dominguez Hills  
VERA, SYLVIA

FINES ARTS/COMMUNICATIONS  
ACOSTA, ALVA  
BLOCH, RENEE
# Classified Employees by Area

## Pathway Programs/Project Hope
- Williams-Manser, Danylle
- Yorke, Carla

## Physical Education/Athletics
- Barrios, Felicitas
- Cable, Brian
  - M.S., California State University, Fullerton
- Estrada, Refugio
- Maldonado, Mayra
- Mclennan, Erica
- Ortega, Elisas
- Romero, Lucia
- Self, Lucy
- Tufnell, Daniel
- Van Gaston, John
- Velazquez-Ortega, Maria
  - M.A., Azusa Pacific University
  - M.S., California State University, Fullerton

## President’s Office
- Abelon, Ayako
- Grijalva, Toni
- Mun, Julie
  - B.A., University of California, Los Angeles
- Thury, Cheryl
- Wittig, Andrea

## Publications
- Laughon, Lynn
  - A.A., Cerritos College
  - B.A., California State University, Fullerton
- Vjar, Rosemarie

## Purchasing
- Arias, Miguel
- Barlow, Stephanie
- Blanchard, Ivette
- Mello-Goa, Ramona
- Pineda-Ruelas, Inez
- Radillo, Mayra
- Smith, Richard

## Science/Engineering/Math
- Collings, Leanna
- Dukhovny, Olga
- Harris, Linda
- Legaspi, Patrick
- MacLean, Amanda
- Mera, Carlos
- Reichwein, Evangelina

## Student Activities
- Chavez, Cynthia
- Jara, Amna
  - B.S., Devry University
- Mallard-Jones, Nkeetha
- Pagano, Doreen

## Student Health Services
- Amador, America
- Chora, Monica
- Rodriguez, Elizabeth

## Student Success
- Atherton, Amparo
  - B.A., California State University, Fullerton
- Fischer, Anna
  - M.A., California State University, Long Beach
- Gartrell, Ronda
- Heapy, Suzanne
- Ho, Robert
- Juarez, Yvette
- Kwan, Kelly
- Pimentel, Susana
- Ramirez, Sarah
- Rodriguez, Christina
- Rodriguez, Michelle
- Towhid, Kristen
- Watson, Bernice
- Wilmovsky, Albert
- Winners, Margo

## Technology
- Aros, Richard
- Casey, Linda
- Coronado, Jessica
- Dazo, Melissa
- Elias, Veronica
- Keck, Beverly
- Lizarraga, Raquel
- Lopez, Irlanda
- Mitchell, Roxanne
  - A.A., Cerritos College
  - Perea, Nina
- Reed, Carolyn
- Reich, Savannah
- Rodriguez, Luis
  - A.A., Cerritos College
  - A.S., Citrus College
- Roper, David
- Shelton, Kevin
- Sierra, Brenda
- Wilson, Esther

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421
# Index

| A | Absences .............................................. 22 |
| B | Bacteriology (See Microbiology) .................. 322 |
|    | Academic Calendar ..................................... 3 |
|    | Band (See Music) ...................................... 324 |
|    | Academic Honesty/Dishonesty Policy ............... 31 |
|    | Basic Skills Course Limitations ................. 23 |
|    | Academic Renewal ..................................... 23 |
|    | Biology Courses ....................................... 237 |
|    | Accounting Courses ................................... 210 |
|    | Biology Major ......................................... 143 |
|    | Accounting Major ..................................... 73 |
|    | Board of Trustees ..................................... 5 |
|    | Accounting Occupational Work Experience ......... 212 |
|    | Bookkeeping (See Accounting) ..................... 210 |
|    | Accreditation ......................................... 1 |
|    | Bookstore ............................................. 34 |
|    | Add/Drop Procedures ................................... 15 |
|    | Botany Courses ........................................ 238 |
|    | Administration, College ............................. 5 |
|    | Botany Major .......................................... 145 |
|    | Administration of Justice Courses ............... 214 |
|    | Business Communications Office .................. 78 |
|    | Administration of Justice Major ................. 74 |
|    | Business Communications Office ................. 243 |
|    | Administration of Justice AS-T .................. 75 |
|    | Business Communications Office ................. 81 |
|    | Admission to Class ................................... 14 |
|    | Business - Court Reporting ....................... 264 |
|    | Admission to the College ........................... 8 |
|    | Business Law Courses (See Law) ................. 310 |
|    | Adult Education/Diversity Programs .............. 56 |
|    | Business Management Courses .................... 238 |
|    | Adult Education Non-Credit Courses ............. 387 |
|    | Business Management Major ...................... 79 |
|    | Advertising ........................................... 244 |
|    | Business Marketing Major ....................... 79 |
|    | Agriculture Major .................................... 138 |
|    | Business Paralegal Courses (See Law) .......... 310 |
|    | Alcohol and Drug Policy ............................ 425 |
|    | C | Cafeteria (See Food Services) .................. 35 |
|    | Calendar (Academic) ................................ 3 |
|    | ChemCerts Program ................................... 35 |
|    | Career and Assessment Services Center ........ 35 |
|    | Ceramics Courses (See Art) ....................... 223 |
|    | Certificate of Achievement .......................... 67 |
|    | Chemistry Courses ................................... 246 |
|    | Chemistry Major ..................................... 147 |
|    | Chicano Studies Major ................................ 148 |
|    | Child Development Center ......................... 36 |
|    | Child Development Courses ....................... 247 |
|    | Child Development Major ......................... 82 |
|    | Chinese Courses ..................................... 250 |
|    | Classification of Students ........................ 18 |
|    | Classified Employees ................................ 419 |
|    | College Level Examination Program (CLEP) ..... 25 |
|    | College Units ......................................... 18 |
|    | Community Education ................................ 56 |
|    | Composites/Plastics Courses ..................... 354 |
|    | Composites/Plastics Major ....................... 129 |
|    | Computer and Information Sciences Courses .... 251 |
|    | Computer and Information Sciences Major ....... 84 |
|    | Continuous Attendance ................................ 42 |
|    | Cosmetology Courses ................................ 260 |
|    | Cosmetology Major ................................... 86 |
|    | Costs - Attending College ....................... 10 |
|    | Counseling (Guidance Services) .................. 14 |
|    | Counseling & Guidance Courses ................. 263 |
|    | Course Repeatability ................................ 16 |
|    | Dance Courses (See Physical Education & Theatre) 272, 371 |
|    | Dean's List ............................................ 38 |
|    | Dental Assisting Courses ......................... 275 |
|    | Dental Assisting Major ............................ 90 |
|    | Dental Hygiene Courses ......................... 276 |
|    | Dental Hygiene Major ................................ 92 |
|    | Disabled Student Programs & Services ........... 33 |
|    | Disabled Student Program Courses .............. 210 |
|    | Distance Education ................................... 21 |
|    | Drama (See Theatre) .................................. 371 |
|    | Dropping Classes ..................................... 15 |
|    | Drug and Alcohol Policy ............................ 425 |
|    | D | Early Childhood Major ......................... 82 |
|    | Earth Science Courses ............................. 279 |
|    | Economic Development Office .................... 56 |
|    | Economics Courses .................................. 279 |
|    | Economics Major .................................... 152 |
|    | Education/Elementary School ..................... 281 |
|    | Educational Technology Courses ............... 95 |
|    | Emergency Medical Technician Courses .......... 301 |
|    | Employment (See Job Placement) ................ 35 |
|    | English Courses ..................................... 286 |
|    | Engineering Technology Courses ............... 288 |
|    | Engineering Design Technology Courses ........ 286 |
|    | Engineering Major ................................... 96 |
|    | Engineering Design Tech Major ................ 96 |
|    | English As A Second Language Courses .......... 292 |
|    | English As A Second Language ................. 292 |
|    | Employment (See Job Placement) ................ 35 |
|    | Environmental Courses ............................ 294 |
|    | Equal Opportunity Policy .......................... 33 |
|    | Escheat Courses (See Real Estate) .............. 362 |
|    | Expensess ............................................ 10 |
|    | Extended Opportunities Program ................. 40 |
|    | E | EOC (E.O.P) Program ................................ 25 |
|    |  \- Employment Opportunity Program ............ 25 |
|    | \- Equal Opportunity Policy ...................... 33 |
|    | \- Employment Services ............................ 40 |
|    | \- Environmental Courses ......................... 294 |
|    | \- Equal Opportunity Policy ...................... 33 |
|    | \- Escheat Courses (See Real Estate) .......... 362 |
|    | \- Expensess ......................................... 10 |
|    | \- Extended Opportunities Program .............. 40 |
Index

Prerequisites, Corequisites and
Recommendations 13
Printmaking Courses (See Art) 222
Probation - Academic 22
Psychology Courses 358
Psychology Major 186

R
Radio/Television Courses 359
Radio/Television Major 202
Reading Courses 361
Real Estate Courses 362
Real Estate Major 130
Re-entry Resource Program 35
Refund Policies & Procedures 10
Reinstatement, After Dismissal 22
Removal from Class 22
Repetition of Courses 16
Requirements - Admissions 8
Requirements - Attendance 22
Requirements - Graduation 42
Requirements - Residence 8
Requirements - Scholarship (Financial Aid) 39
Requirements - Scholarship (Academic) 21
Residency 8

S
Scholars’ Honors Program 19
Scholarship - Regulations 21
Scholarship and Grants 40
Sculpture Courses (See Art) 224
Secretarial Major 82
Secretarial Science Courses
(See Business Communications
Office Technology) 243
Section 504/508, Americans with
 Disabilities Act 33
Section Changes 15
Security, Industrial
(See Administration of Justice) 214
Sexual and Other Assaults Policy 37
Sexual Harassment 37
Shorthand Courses
(See Court Reporting and
Captioning Careers) 264
Sign Language Courses 364
Social Welfare Major 187
Sociology Courses 365
Sociology Major 131
Spanish Courses 366
Spanish Major 188
Special Admit Minors 8
Speech Courses 368
Speech Major 189
Speech Language Pathology Courses 370
Speech Language Pathology Major 132
Speed Reading 361
Sports (See Athletics) 33
Standards of Conduct 29
State University & Colleges Transfer 48
Statistics Courses
(see MATH 112, PSYC 210)
Stenotype Courses
(See Court Reporting and
Captioning Careers) 264
Student Activity Sticker 34
Student Conduct Policy 29
Student Discipline Procedures 31
Student Grade Grievance Procedure 29
Student Grievance Procedures 27
Student Records (FERPA) 36
Student Rights & Responsibilities 26
Students - Associated 26
Students - Financial Aid 39
Students - Health Services 34
Students - Insurance 34
Students - Job Placement 35
Students - Organizations 33
Students - Services 26
Study Load 16
Success Center 36

T
Table of Contents 2
Teacher Credential Preparation 190
Teacher TRAC 20
Television & Radio Courses 359
Theatre Courses 371
Title IX Policy 33
Theatre Major 133
Transcripts - for Admission 8
Transcripts - of Record 22
Transfer Center 35
Transfer College Credit 24
Transfer Requirements 50
Tuition (Fees) 10

U
Unit Credit for Military Service 18
University Requirements 50

V
Verification of Student Status 22
Veterans Education Office 36
Veterans Resource Center 36
Vision Statement 6

W
Wait List 16
Welding Courses 375
Welding Major 134
Wildlife (Game) Management Major 194
Withdrawal 23
Women’s Studies Courses 378
Women’s Studies Major 134
Woodworking Courses 380
Woodworking Mfg. Technologies Major 135
Word Processing Courses
(See Business Computerized
Office Technologies) 243

Z
Zoology Courses 386
Zoology Major 194
CERRITOS COLLEGE ALCOHOL AND DRUG POLICY

BP 3550 – DRUG AND ALCOHOL FREE ENVIRONMENT AND DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The District shall maintain a drug and alcohol free campus/workplace environment for students and employees. The District prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student who violates this policy will be subject to disciplinary action, which may include, but is not limited to, referral to an appropriate rehabilitation program, suspension or expulsion. Any employee who violates this policy will be subject to disciplinary action up to and including termination. The District may refer students and employees who violate this policy to the Campus Police or other appropriate law enforcement agency for appropriate criminal action.

The President/Superintendent shall assure that the District annually distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees and that the District complies with other requirements of the Act.

The President/Superintendent shall ensure that a biennial report is prepared to review the effectiveness of the District’s policies and programs in maintaining a drug and alcohol free campus and workplace environment.

The District is committed to providing its employees and students with an alcohol and drug-free campus and workplace environment. It emphasizes prevention and intervention through education.

Health Risks That May Be Associated with the Use of Illicit Drugs and the Abuse of Alcohol

- Partner and/or child abuse.
- Unintended injuries or death, including motor vehicle crashes.
- Being hit, otherwise assaulted, violently attacked, and/or murdered by another under the influence.
- Sexual activity without protection against HIV, hepatitis (A, B, and C), and other STDs.
- Rape, including date rape; other sexual assault; and/or other sexual activity when under the influence and unable to consent.
- Unsafe interactions with medications, including more than 150 medications that should not be mixed with alcohol.
- Binge and other drinking behaviors leading to ingestion of toxic amounts of alcohol, which can lead to alcohol poisoning, with effects including mental confusion, stupor, coma, inability to be roused, vomiting, seizures, slow or irregular breathing, hypothermia, bluish skin color, and paleness, and, if left untreated, seizures, permanent brain damage, and/or death.
- Premature births and low birth weights; alcohol and illicit drug-related birth defects, including fetal alcohol syndrome (FAS) involving severe physical, mental, and behavioral problems; and in the case of prenatal cocaine exposure, a 1.5 times increased likelihood of needing special education services in school.
- Suicide.
- Long-term health problems including liver disease; heart disease; cancers including those of the mouth, throat, larynx (voice box), breast, rectum, and colon; and pancreatitis.
- Homelessness.

Prevention and Intervention Programs

The District provides education and maintains programs and services designed to aid students, employees and their families in receiving assistance for alcohol and/or drug abuse problems. Included in these educational and assistive programs and services are:

- Notification of the dangers of drug use and dependency in the class schedule;
- Mental health services provided to students through the Student Health Services; and
- An Employee Assistance Program (EAP) for employees and their families.

Alcohol and Drug Prohibitions

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited in District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of Board Policy 3550, Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, will be addressed by the District. The District will take appropriate action designed to address each specific violation, which may include, but is not limited to:

- Termination of employment,
- Expulsion,
- Referral to Campus Police or other law enforcement agency for prosecution as permitted by law, or
- Mandatory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees of the District will have their fingerprints recorded with the California State Department of Justice and any conviction or violations of the law involving drugs and/or alcohol will be reported to Campus Police and to the Human Resources Office pursuant to the requirements of law. In addition, employees must notify the District within five (5) calendar days of any conviction for violation of a criminal drug statute occurring in the workplace. The District is required to report any violations of criminal drug or alcohol statutes that occur in the workplace to the United States Department of Education on an annual basis.

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. 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