

# 2011-13 CATALOG ADDENDUM

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### ACADEMIC CALENDAR 2012-13

Nov. 16, 2012 is the last day to drop with a grade of "W".  
(Please disregard Nov. 9, 2012)

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### PHYSICAL EDUCATION REQUIREMENT

Either two units of Physical Education Activity or HE-001 Personal & Community Health (3 units) is required for graduation from Copper Mountain College.

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**ASC-097A-D** (correction - this course should have been included in the catalog)

### SUPPLEMENTAL LEARNING LAB

0.5 Unit

Laboratory 1.5 hours

This course provides computer assisted instruction and materials supplementary to the instructor's classroom and/or laboratory presentation to advance the student's knowledge and/or personal growth.

Corequisite: Enrollment in any academic course.

**ASC-098A-D** (correction - this course should have been included in the catalog)

### SUPPLEMENTAL LEARNING LAB

1 Unit

Laboratory: 3 hours

This course provides computer assisted instruction and materials supplementary to the instructor's classroom and/or laboratory presentation to advance the student's knowledge and/or personal growth.

Corequisite: Enrollment in any academic course.

**ASC-097A** (Effective Fall, 2012)

### LANGUAGE LAB I

0.5 Unit

Laboratory 1.5 hours

ASC-097A is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the level of RDG-055 and students working on /or writing at the beginning level of ENG-050. The course is open entry/open exit and requires 27 lab hours for credit. Students receive a Credit/No Credit grade mark.

Corequisite: Enrollment in any academic course with a reading or writing component.

**ASC-097B** (Effective Fall, 2012)

### LANGUAGE LAB I

0.5 Unit

Laboratory 1.5 hours

ASC-097B is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the level of RDG-050 and/or writing at the intermediate level of ENG-050. The course is open entry/open exit and requires 27 lab hours for credit. Students receive a Credit/No Credit grade mark.

Prerequisite: RDG-055 with a grade of "C" or better or equivalent placement score.

Corequisite: Enrollment in any academic course with a reading or writing component.

**ASC-097C** (Effective Fall, 2012)

### LANGUAGE LAB I

0.5 Unit

Laboratory 1.5 hours

ASC-097C is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the level of RDG-051 and/or writing at the intermediate level of ENG-051. The course is open entry/open exit and requires 27 lab hours for credit. Students receive a Credit/No Credit grade mark.

Prerequisite: RDG-050 and/or ENG-050 with a grade of "C" or better.

Corequisite: Enrollment in any academic course with a reading or writing component.

**ASC-097D** (Effective Fall, 2012)

### LANGUAGE LAB I

0.5 Unit

Laboratory 1.5 hours

ASC-097D is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the college level and/or writing at the level of ENG-003A. The course is open entry/open exit and requires 27 lab hours for credit. Students receive a Credit/No Credit grade mark.

Prerequisite: RDG-051 and/or ENG-051 with a grade of "C" or better.

Corequisite: Enrollment in any academic course with a reading or writing component.

**ASC-098A** (Effective Fall, 2012)

### LANGUAGE LAB II

1 Unit

Laboratory: 3 hours

ASC-098A is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the level of RDG-055 and/or writing at the beginning level of ENG-050. The course is open entry/open exit and requires 54 lab hours for credit. Students receive a Credit/No Credit grade mark.

Corequisite: Enrollment in any academic course with a reading or writing component.

**ASC-098B** (Effective Fall, 2012)

### LANGUAGE LAB II

1 Unit

Laboratory: 3 hours

ASC-098B is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the level of RDG-050 and/or writing at the intermediate level of ENG-050. The course is open entry/open exit and requires 54 lab hours for credit. Students receive a Credit/No Credit grade mark.

Prerequisite: RDG-055 and/or ENG-050 with a grade of "C" or better, or equivalent placement score.

Corequisite: Enrollment in any academic course with a reading or writing component.

**ASC-098C (Effective Fall, 2012)**  
**LANGUAGE LAB II**

1 Unit  
Laboratory: 3 hours

ASC-098C is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the level of RDG-051 and/or writing at the level of ENG-051. The course is open entry/open exit and requires 54 lab hours for credit. Students receive a Credit/No Credit grade mark.

*Prerequisite:* RDG-050 and/or ENG-050 with a grade of "C" or better, or equivalent placement score.

*Corequisite:* Enrollment in any academic course with a reading or writing component.

**ASC-098D (Effective Fall, 2012)**  
**LANGUAGE LAB II**

1 Unit  
Laboratory: 3 hours

ASC-098D is a self-paced, lab-based course that provides tutoring and computer assisted instruction for students in order to improve their ability to read academic texts and compose academic papers. Students take this course in support of other academic courses with a reading or writing component. This course is recommended for students reading at the college level and/or writing at the level of ENG-003A. The course is open entry/open exit and requires 54 lab hours for credit. Students receive a Credit/No Credit grade mark.

*Prerequisite:* RDG-051 and/or ENG-051 with a grade of "C" or better, or equivalent placement score.

*Corequisite:* Enrollment in any academic course with a reading or writing component.

**ASL-001 (correction - ENG-003A is an advisory for this course NOT a prerequisite)**

**ELEMENTARY AMERICAN SIGN LANGUAGE**

*Advisory:* ENG-003A

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**ANTH-002 (effective Fall 2012)**  
**CULTURAL ANTHROPOLOGY**

3 Units  
Lecture: 3 hours

In this course, students examine the dynamics of human experience in a topical introduction to the cross-cultural study of societies. Among the topics discussed are the comparative analysis of language, religion, economic patterns, social structures, and political organization. Students explore relevant theories of culture and the nature of cultural change.

*Advisory:* ENG-003A and RDG-051  
CSU, UC, Associate Degree Applicable

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**ART-009A (effective Fall 2012)**  
**PRINTMAKING**

3 Units  
Lecture: 2 hour  
Laboratory: 3 hours

This course introduces various basic methods of relief and intaglio printmaking. Monoprint, woodcut, and linocut processes are included, with a thorough exploration of multiple block printing and color reduction. Intaglio techniques include engraving, etching, and dry point. The use of non-toxic media is emphasized, when possible. Printmaking within the context of art history will be studied, along with contemporary and current aesthetic trends. Students will also develop an understanding of visual and verbal analysis pertaining to printmaking art.

CSU, UC, Associate Degree Applicable

**ART-009B (effective Fall 2012)**  
**PRINTMAKING**

3 Units  
Lecture: 2 hour  
Laboratory: 3 hours

This course is an intermediate exploration of relief and intaglio printmaking. Collagraph and planographic methods are explored, along with photo etching and digital based applications. The use of non-toxic media is emphasized, when possible. Printmaking within the context of art history will be studied, along with contemporary and current aesthetic trends. Students will also develop an understanding of visual and verbal analysis pertaining to printmaking art.

*Prerequisite:* ART-009A  
CSU, UC, Associate Degree Applicable

**ART-009C (deactivated effective Dec. 08, 2011)**  
**PRINTMAKING**

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**ART-009D (deactivated effective Dec. 08, 2011)**  
**PRINTMAKING**

**ART-011A (effective Fall 2012)**  
**BEGINNING SCULPTURE**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an introduction to the principles, theories, and techniques of sculptural objects, and the three-dimensional format. Students explore a variety of materials and processes, including additive and subtractive methods, assemblage and construction, and relief mold-making and casting. Concepts and trends in sculpture and three-dimensional art from pre-history to the contemporary will be studied. Students will develop an understanding of personal expression through sculptural form, and learn visual and verbal analysis pertaining to three-dimensional art.

*Prerequisite:* ART-004 with a grade of "C" or better  
*Advisory:* ART-001A  
CSU, UC, Associate Degree Applicable

**ART-011B (effective Fall 2012)**  
**INTERMEDIATE SCULPTURE**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an intermediate course in the principles, theories, and techniques of sculptural objects, and the three-dimensional format. Students explore a variety of materials and processes, including additive and subtractive methods, assemblage and construction, and mold making and casting. Students study the concepts and application of installation work, along with maquette making for public sculpture proposals. Students will further explore concepts and trends introduced in the beginning sculpture course including three-dimensional art from pre history to the contemporary period. Students will continue to develop an understanding of personal expression through sculptural form and will continue to practice visual and verbal analysis.

Prerequisite: ART-011A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

**ART-011C (deactivated effective Summer 2012)**  
**SCULPTURE**

**ART-011D (deactivated effective Summer 2012)**  
**SCULPTURE**

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**ART-023A (effective Fall 2012)**  
**BEGINNING OIL PAINTING**

3 Units  
Lecture: 2 hour  
Laboratory: 3 hours

This course is an introduction to the various techniques of oil painting. Color use, compositional elements and design principles are studied through themes of landscape, still life, portraiture, and the non-objective. Studies will include historical contexts and traditional methods along with contemporary approaches and concepts. Students will develop an understanding of personal expression through painting processes, and learn visual and verbal analysis pertaining to finished works of art.

Prerequisite: ART-003A with a grade of "C" or better  
Advisory: ART-001A  
CSU, UC, Associate Degree Applicable

**ART-023B (effective Fall 2012)**  
**INTERMEDIATE OIL PAINTING**

3 Units  
Lecture: 2 hour  
Laboratory: 3 hours

This is an intermediate course in the various techniques of oil painting. Students learn color use and compositional elements and principles utilizing themes such as landscape, still life, portraiture, and the non objective. Mixed media and collage techniques are introduced. Emphasis is on developing personal expression through a pictorial and thematic series. Studies include historical contexts and traditional methods along with contemporary approaches and concepts. Students develop and expand their understanding of visual and verbal analysis pertaining to finished works of art.

Prerequisite: ART-023A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

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**ART-031 (effective Summer, 2012)**  
**DIGITAL PHOTOGRAPHY**

CSU, Associate Degree Applicable

**ART-040 (effective Summer, 2012)**  
**GRAPHIC DESIGN I**

CSU, Associate Degree Applicable

**ART-041 (effective Summer, 2012)**  
**GRAPHIC DESIGN II**

CSU, Associate Degree Applicable

**ART-080A-D (deactivated effective Nov. 03, 2011)**  
**PAINTING WORKSHOP**

**ART-097 (deactivated effective 02/09/12)**  
**STUDIO LAB**

**ART-098 (deactivated effective 02/09/12)**  
**STUDIO LAB**

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**AUTO-029 (correction)**  
**ENGINE PERFORMANCE II**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This is an advanced engine computer and drivability course, which includes the theory, operation, testing, diagnosis, and repair of current automotive systems. It emphasizes diagnostic procedures and techniques using basic and sophisticated test equipment. This course helps prepare students for the smog and Automotive Service Excellence (ASE) Advanced Engine Performance Specialist Test L1.

Distance Modality: Hybrid  
Prerequisite: AUTO-018 or 2-years trade experience  
Associate Degree Applicable

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**AUTO-092 (deactivated effective Nov. 03, 2011)**  
**AUTOMOTIVE COLLISION REPAIR, BEGINNING AUTO BODY**

**AUTO-093 (deactivated effective Nov. 03, 2011)**  
**AUTOMOTIVE COLLISION REPAIR, INTERMEDIATE**

**AUTO-094 (deactivated effective Nov. 03, 2011)**  
**AUTOMOTIVE COLLISION REPAIR, ADVANCED**

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**BUAC-010 (effective Fall 2012)**  
**COMPUTER ACCOUNTING FOR SMALL BUSINESSES**

2 Units  
Lecture: 1.5 hour  
Laboratory: 1.5 hours

This course provides students the opportunity to apply foundational accounting knowledge to the use of real-world accounting software. Students learn to record, process, and report major bookkeeping and accounting transactions dealing with cash, banking, sales, receivables, purchases, payables, payroll, and inventory valuation for a small business. Successful students complete the course prepared for actual situations utilizing accounting software in small businesses.

Advisory: BUAC-066 and CIS-070B  
CSU, Associate Degree Applicable

**BUMA-010 (effective Fall 2012)**  
**INTRODUCTION TO BUSINESS**

3 Units  
Lecture: 3 hours

This survey course studies the form, structure, objectives, environment, and ethics of contemporary American business. Students learn about management, human resources, marketing, operational and the financial activities of business organizations. This course is recommended for students who wish to explore a career in business.

Distance Modality: Online, Hybrid  
Advisory: RDG-051 and ENG-051  
CSU, UC, Associate Degree Applicable

**BUMA-020A (effective Fall 2012)**  
**BUSINESS LAW**

3 Units  
Lecture: 3 hours

This course is a study of the fundamental legal principles pertaining to business transactions. Students are introduced to the legal process. Topics include sources of law and ethics, contract, torts, agency, criminal law, business organizations, and judicial and administrative processes.

Prerequisite: ENG-051 and RDG-051  
CSU, UC, Associate Degree Applicable

**BUMA-027 (effective Fall 2012)**  
**MARKETING**

3 Units  
Lecture: 3 hours

This course is an introduction to the field of marketing. The ideas and concepts presented will focus on increasing student understanding of marketing and the business activities required to serve a selected target market. Students study product planning, pricing, distribution, and promotion. Emphasis will be placed on the importance of market research and raising awareness and assimilating these ideas and concepts into serving present and potential customers within the current legal, ethical, competitive, and socioeconomic environment.

Advisory: ENG-050  
CSU, Associate Degree Applicable

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**CD-023 (prerequisite typo correction)**  
**THE MENTOR TEACHER/ADULT SUPERVISION**

Prerequisite: CD-010 with a grade of "C" or better

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**DE-308 (typo correction)**  
**ADVANCED ENGLISH AS A SECOND LANGUAGE I**

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**ACC-041 (effective Spring, 2012)**  
**STRATEGIES FOR COLLEGE SUCCESS**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

Students with disabilities will learn life skills that will assist them in becoming successful college students in the areas of personal responsibility, self-advocacy, and usage of ACCESS services. In addition, the course provides practical instruction and hands-on application of specific study skills strategies for students who have impairments in the areas of memory, organization, time-management, test-taking, reading, and writing. Students will become familiar with the use of adaptive software to assist in the completion of class assignments.

Advisory: Intended for students with disabilities

**ACC-044 (effective Spring, 2012)**  
**COMPUTER ACCESS KEYBOARDING**

0 Unit  
Laboratory: TBA

This course is a self paced computerized keyboarding class designed for students with verified disabilities. The students may need adaptive technology to access the keyboard, screen, or voice activated program. Students will learn the basics of keyboarding to ensure success in the completion of their assignments in their college classes. NOTE: This course is not equivalent to CIS-050, Computer Keyboarding

Prerequisite: Intended for students with disabilities.

**ACC-301 (effective Spring, 2012)**  
**INTRODUCTION TO LEARNING DISABILITIES**

0 Units

Students will be introduced to the definition, characteristics, and stigmas of learning disabilities. They will also receive practical instruction in learning strategies based on their strengths and weaknesses, determined through the learning disability assessment. Students receive a credit/no credit grade.

Prerequisite: Intended for students with disabilities.

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**ENG-001B (effective Fall, 2012)**  
**COMPOSITION AND LITERATURE**

3 Units  
Lecture: 3 hours

This course introduces students to the basic genres of literature – fiction, poetry, and drama, focusing on critical thinking, literary analysis, and the creative processes of works of literary merit. Students write substantive critical analyses incorporating the fundamentals of literary criticism and correct MLA or APA format and documentation.

Distance Modality: Online  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

**ENG-005A (effective Fall, 2012)**  
**CREATIVE WRITING**

3 Units  
Lecture: 3 hours

This introductory course encourages students to explore creative writing in at least one of four core genres: poetry, fiction, drama, and creative non-fiction. The course includes reading and analyzing works of literary merit; composing substantive creative material, totaling at least 4,000 words: journal writing and creative exercises; and actively participating in review and editing workshops. Students also submit a creative composition to the annually published Copper Mountain College literary magazine.

Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

**ENG-005B (effective Fall, 2012)**  
**ADVANCED CREATIVE WRITING**

3 Units  
Lecture: 3 hours

This course enables students to refine their creative writing skills in at least one of four chosen genres: poetry, fiction, drama, and creative non-fiction. The course includes reading and analyzing works of literary merit; composing substantive creative material, totaling at least 4,000 words; journal writing and creative exercises; and actively participating in review and editing workshops. Students also submit a creative composition to the annually published Copper Mountain College literary magazine.

Prerequisite: ENG-005A  
CSU, UC, Associate Degree Applicable

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**GEOG-002 (effective Fall, 2012)**  
**CULTURAL GEOGRAPHY**

3 Units  
Lecture: 3 hours

In this course, students examine the human interrelationships between features of the modern cultural landscape and the processes that produce regional and environmental differences. Students analyze the global patterns and dynamics of such human activities as population growth, migration, territoriality, politics, religion, language, agriculture, urbanization, industrialization, and economic development.

Advisory: ENG-051 and RDG-051  
CSU, UC, Associate Degree Applicable

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**G-005 (typo correction)**  
**ENVIRONMENTAL GEOLOGY**

Advisory: ENG-050 and MATH-057

**G-006 (deactivated effective Spring, 2012)**  
**GEOLOGY OF CALIFORNIA**

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**HS-064 (effective Fall, 2012)**  
**NURSE ASSISTANT**

6 Units  
Lecture: 4 hours  
Laboratory: 6 hours

This course includes basic nursing principles used in the care of clients in long-term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; and performance of special treatments, procedures, and skills required for client care. Successful completion of the course results in eligibility to take the state approved test that leads to certification as a nursing assistant. Fingerprinting is required as per California Department of Health regulations

Advisory: ENG-050 and RDG-050

**HS-065 (effective Fall, 2012)**  
**BASIC PHARMACOLOGY**

3 Units  
Lecture: 3 hours

This course provides an introduction to basic pharmacology. The content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. Students will learn about the positive and potentially negative effects of commonly used drugs.

Prerequisite: BI-022 and MATH-057  
Associate Degree Applicable

**HS-066 (effective Fall, 2012)**  
**HOME HEALTH AIDE**

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

This course expands the content taught in Nursing Assistant, HS-064, to provide preparation for care of residents in home-care settings. The content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

Prerequisite: Current California C.N.A. license or passage of California C.N.A. Licensing Exam, per California Department of Health mandates.

**HIST-003 (effective Fall, 2012)**  
**HISTORY OF WORLD CIVILIZATIONS I**

3 Units  
Lecture: 3 hours

In this course, students examine the origin of a variety of civilizations in Africa, Asia, Europe, and North and South America. The course investigates how people in the past developed environmental, technological, social, political, religious, economic, and cultural responses to the challenges they faced. The time period under consideration is broad, from the foundation of civilizations c.2500 B.C.E. through approximately 1500 C.E.

Advisory: ENG-051 and RDG-051  
CSU, UC, Associate Degree Applicable



**HIST-004 (effective Fall, 2012)**  
**HISTORY OF WORLD CIVILIZATIONS PART II**

3 Units  
Lecture: 3 hours

This course investigates how political, social, cultural, economic, and religious changes during the last five hundred years have affected developments in Africa, Asia, Europe, and North and South America. Students will consider the historical foundations of 21st-century societies, focusing on the impact of revolutionary movements, industrialization, nationalism, imperialism, technological innovations, and globalization.

Advisory: ENG-051 and RDG-051  
CSU, UC, Associate Degree Applicable

**HIST-017 (effective Fall, 2012)**  
**U.S. HISTORY THROUGH RECONSTRUCTION**

3 Units  
Lecture: 3 hours

In this course, students examine the political and cultural development of the United States from pre-Colombian America through Reconstruction. Students analyze the changes in technological, social, political, religious, and economic aspects of this American nation.

Advisory: ENG-051 and RDG-051  
Distance Modality: Hybrid  
CSU, UC, Associate Degree Applicable

**HIST-018 (effective Fall, 2012)**  
**U.S. HISTORY FROM RECONSTRUCTION TO PRESENT**

3 Units  
Lecture: 3 hours

In this course, students examine the political and cultural development of the United States from the Reconstruction Period to the present. Students analyze the changes in technological, social, political, religious, and economic aspects of this American nation.

Advisory: ENG-051 and RDG-051  
Distance Modality: Online, Hybrid  
CSU, UC, Associate Degree Applicable

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**HIST-019 (effective Fall, 2012)**  
**CALIFORNIA HISTORY**

3 Units  
Lecture: 3 hours

This course is a survey of California's heritage from its Native American origins through statehood to the present. Students examine the diverse populations and the political, economic, and social forces that shaped California's development.

Advisory: RDG-051 and ENG-051  
CSU, UC, Associate Degree Applicable

**MATH-001A (effective Spring, 2012)**  
**CALCULUS**

Prerequisite: Four years of high school mathematics, including trigonometry and geometry with a minimum grade of "B" in the fourth year, or MATH-012 with a grade of "C" or better or MATH-010 plus MATH-005.

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**N-003B (effective Spring, 2012)**  
**PSYCHIATRIC NURSING AND GERONTOLOGICAL NURSING III**

4.5 Units  
Lecture: 2.5 hours  
Laboratory: 6 hours

This course introduces concepts of nursing and health care of the psychiatric and elderly client. The content includes mental health/illness, continued study of theories of aging with common disorders and treatment, the influence of societal attitudes, developmental tasks, cultural, legal/ethical issues and advocacy.

Prerequisite: N-001B with a grade of "C" or better  
CSU, Associate Degree Applicable

**N-004A (typo correction)**  
**CONCEPTS OF NURSING PRACTICE IV**

Prerequisite: N-003B with a grade of "C" or better

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**PHIL-008 (effective Fall, 2012)**  
**PHILOSOPHY FROM ANCIENT TIMES TO RENAISSANCE**

3 Units  
Lecture: 3 hours

This course examines the roots of philosophical traditions from the ancient pre-Socratic thinkers through the late medieval/Renaissance period. Students will examine how various strands of philosophical inquiry developed and led to investigation into the nature of reality and the human position. Particular focus will be on the early cosmologist and atomist thinkers, Socrates, Plato, and Aristotle as well as on Epicurean, Stoic, early medieval, and Renaissance philosophers.

Advisory: ENG-003A and RDG-051  
CSU, UC, Associate Degree Applicable

**PHIL-009 (deactivated effective Nov. 3, 2011)**  
**PHILOSOPHY FROM RENAISSANCE TO PRESENT**

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**PHIL-012 (Effective Fall, 2012)**  
**RELIGIONS OF THE WORLD**

3 Units  
Lecture: 3 hours

This course provides a historical and thematic introduction to the world's major religious traditions, including Hinduism, Jainism, Buddhism, Taoism, Confucianism, Shinto, Judaism, Christianity, Islam, and Sikhism. Consideration is also given to ancient indigenous religions, as well as more recently developed religious traditions like Christian Science, Scientology, and Falun Gong, among others. Students will examine a selection of scriptures from these traditions, and will consider how common themes and values may exist in different cultural contexts.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

**PE-063 (deactivated effective Spring, 2012)**  
**GOLF: THE SHORT GAME**

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**PS-055 (deactivated effective Summer, 2012)**  
**PRINCIPLES OF STUDENT LEADERSHIP**

**PSY-010** (effective Spring, 2012)  
**INTRODUCTION TO MARRIAGE AND FAMILY**

3 Units  
Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing marriage and family life, including communication, decision-making, human sexuality, divorce, single-parenting, alternative family lifestyles, and coping with stress. Special attention is given to the history of the family and ways economic, cultural, legal, and political forces have affected the family in the past, and affect the family in the present and the future. (A student who receives credit for PSY-010 cannot receive credit for SOC-010).

Prerequisite: ENG-051 and RDG-051 with a grade of "C" or better  
Advisory: PSY-001, ENG-003A

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**RDG-050**  
**INTERMEDIATE READING** (effective Fall, 2012)

4 Units  
Lecture: 4 hours

This course is designed to provide extensive instruction and practice in intermediate reading and vocabulary skills, including dictionary use, vocabulary in context, main ideas, supporting details, and relationships. These concepts will then be applied to a variety of fiction and nonfiction works. Students may choose the credit/no credit or letter grade option.

Prerequisite: RDG-055 or appropriate test placement  
Advisory: CIS-070B

**RDG-051** (effective Fall, 2012)  
**COLLEGE PREPARATORY READING**

3 Units  
Lecture: 3 hours

This course develops reading skills necessary for success in a college program of studies. The following topics are addressed: vocabulary, main ideas, supporting details, implied main ideas, inferences, purpose and tone, argument, and critical thinking. These concepts will then be applied to a variety of fiction and nonfiction works.

Prerequisite: RDG-050 with a grade of "C" or better or appropriate test placement  
Advisory: CIS-070B

**RDG-055** (effective Fall, 2012)  
**FOUNDATIONS OF READING**

4 Units  
Lecture: 4 hours

This foundational course in vocabulary development and comprehension skills includes instruction on consonants, vowels, syllables, word parts, dictionary use, identifying vocabulary in context, explicit main ideas, supporting details, and transitions. These concepts will then be applied to a variety of fiction and nonfiction works. Students may choose the credit/no credit or letter grade option.

**RDG-100** (NEW COURSE effective Fall, 2012)  
**SUPPLEMENTAL READING**

0 Units  
Laboratory: 3 hours

This course is an open entry/open exit course in which students read fiction and non-fiction in order to improve comprehension, vocabulary, critical thinking, reflective writing, and general enjoyment of reading. Students borrow from a collection of books, read them, then compose written responses to the texts in an online course room. This course supports RDG-055, RDG-050, RDG-051, ENG-050, and ENG-051; students must be enrolled in one of these co-requisite courses.

Corequisite: Enrollment in one or more of the following: RDG-055, RDG-050, RDG-051, ENG-050, or ENG-051.

**SOC-001** (effective Spring, 2012)  
**INTRODUCTION TO SOCIOLOGY**

Prerequisite: ENG-003A, RDG-051

**SOC-002** (effective Spring, 2012)  
**SOCIAL PROBLEMS**

Prerequisite: ENG-051 and RDG-051  
Advisory: SOC-001, SOC-003 and ENG-003A

**SOC-003** (effective Spring, 2012)  
**FUNDAMENTALS OF STATISTICS**

Prerequisite: BUAC-001 or PSY-001 or SOC-001 and MATH-040 with a grade of "C" or better  
Advisory: ENG-003A

**SOC-004** (effective Spring, 2012)  
**SOCIOLOGICAL ANALYSIS AND CRITICAL THINKING**

Prerequisite: PSY-001 or SOC-001; and ENG-003A with a grade of "C" or better  
Advisory: SOC-003

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**SOC-010** (effective Spring, 2012)  
**INTRODUCTION TO MARRIAGE AND FAMILY**

Prerequisite: ENG-051 and RDG-051 with a grade of "C" or better

**SOC-014** (effective Spring, 2012)  
**INTRODUCTION TO RACE AND ETHNICITY**

Prerequisite: ENG-051 with a grade of "C" or better

**SP-001** (effective Spring, 2012)  
**INTERPERSONAL COMMUNICATION**

Prerequisite: ENG-051 with a grade of "C" or better  
Advisory: ENG-003A and RDG-051

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**SP-002** (effective Spring, 2012)  
**ORAL INTERPRETATION OF LITERATURE**

Prerequisite: ENG-051 with a grade of "C" or better  
Advisory: ENG-003A and RDG-051

**SP-004** (effective Spring, 2012)  
**PUBLIC SPEAKING**

Prerequisite: ENG-051 with a grade of "C" or better  
Advisory: ENG-003A and RDG-051

**SP-007** (effective Spring, 2012)  
**DECISION MAKING AND ADVOCACY**

Prerequisite: ENG-051 with a grade of "C" or better  
Advisory: ENG-003A and RDG-051

**SP-007 (effective Fall, 2012)**  
**DECISION-MAKING AND ADVOCACY**

3 Units  
Lecture: 3 hours

This course provides students with a greater understanding of argumentation skills, persuasion techniques, and the decision-making process. Additional content includes methods of critical inquiry and advocacy, the effective use of evidence, reasoning, and an introduction to the history of rhetoric. Students analyze media, films, and both contemporary and historical speeches. Additional focus is placed on identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Students incorporate critical thinking and research into the practice of oral and written communication skills.

Distance Modality: Hybrid  
Prerequisite: ENG-003A with a grade of "C" or better  
Advisory: RDG-051  
CSU, UC, Associate Degree Applicable

**SP-015 (effective Spring, 2012)**  
**INTERCULTURAL COMMUNICATION**

Prerequisite: ENG-051 with a grade of "C" or better  
Advisory: ENG-003A and RDG-051

**STDV-062 (effective Fall, 2012)**  
**INTRODUCTION TO SCHOLARSHIPS**

1.5 Unit  
Lecture: 1 hour  
Laboratory: 1.5 hours

This course introduces students to an organized process for the searching of scholarship awards. The course guides students through the utilization of books, software, and Internet sites that offer scholarships. Students learn to write personal statements, develop scholarship résumés, request application materials, enlist letters of recommendation, complete application forms, and create appropriate thank you letters. Utilizing a step-by-step approach, students create and maintain portfolios, track application progress, and gain successful scholarship awards suited to their own personal career goals. Students may choose the credit/no credit grading option.

Prerequisite: ENG-051 and RDG-050 with a grade of "C" or better  
Advisory: CIS-070A or proficiency in word processing

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**TA-003A (deactivated effective Spring, 2012)**  
**ACTING II**

**TA-003B (deactivated effective Spring, 2012)**  
**ACTING II**

**VN-001 (effective Fall, 2012)**  
**VOCATIONAL NURSING I**

5 Units  
Lecture: 5 hours

This course introduces concepts related to the role of the vocational nurse including basic legal/ethical considerations, communication, and confidentiality. Using a nursing process format, the basic skills that maintain optimum wellness are presented. The course provides a foundation in normal growth, development, and nutrition with an emphasis on the special needs and health care concerns of the geriatric client. Students are introduced to alterations in the integumentary system.

Prerequisite: ENG-051, BI-022, BI-023, HS-065 with a grade of "C" or better, and admission to the program  
Corequisite: VN-001L  
Associate Degree Applicable

**VN-001L (effective Fall, 2012)**  
**VOCATIONAL NURSING I LABORATORY**

4 Units  
Laboratory: 12 hours

This course provides an opportunity for the practice and application of skills needed to meet the geriatric client's basic needs and the maintenance of optimal wellness. Students care for clients with common alterations in the function of the integumentary system. Students gain experience in the Nursing Resource Lab (NRL) and in the skilled nursing facilities. The course introduces students to the nursing process and client assessment.

Prerequisite: ENG-051, BI-022, BI-023, HS-065 with a grade of "C" or better, and admission to the program.

Corequisite: VN-001  
Associate Degree Applicable

**VN-002 (effective Fall, 2012)**  
**VOCATIONAL NURSING II**

9 Units  
Lecture: 9 hours

Building on the concepts presented in VN-001, this course surveys content related to alteration in function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, hematologic, and the immune and sensory/neurological systems, including cerebral vascular alterations. The course also focuses on information related to the client with alterations in function related to surgery.

Prerequisite: VN-001 and VN-001L with a grade of "C" or better

Corequisite: VN-002L  
Associate Degree Applicable

**VN-002L (effective Fall, 2012)**  
**VOCATIONAL NURSING II LABORATORY**

7 Units  
Laboratory: 21 hours

This course provides opportunity to care for clients with alteration in function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, immune, hematologic, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students care for clients with alterations in function related to surgery as well as patients receiving palliative care. The course emphasizes the nursing process and client assessment.

Prerequisite: VN-001 and VN-001L with a grade of "C" or better, and admission to the program

Corequisite: VN-002  
Associate Degree Applicable



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**CAREY ALSTADT (2011)**

COUNSELOR  
B.A. TAYLOR UNIVERSITY, IN  
M.S. TRINITY INTERNATIONAL GRADUATE SCHOOL, IL

**ROBERT COMPTON (2009)**

INSTRUCTOR OF MATHEMATICS  
B.A. VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, VA  
M.A. UNIVERSITY OF CALIFORNIA, SAN DIEGO  
PH.D. UNIVERSITY OF CALIFORNIA, SAN DIEGO

**JEFFREY HAIG (2011)**

INSTRUCTOR OF ACCOUNTING  
B.A. UNIVERSITY OF CALIFORNIA, LOS ANGELES  
M.S. GOLDEN GATE UNIVERSITY, SAN FRANCISCO, CA

**LONNIE MILLS (2012)**

INSTRUCTOR OF NURSING  
A.D.N. COLLEGE OF THE DESERT, PALM DESERT, CA

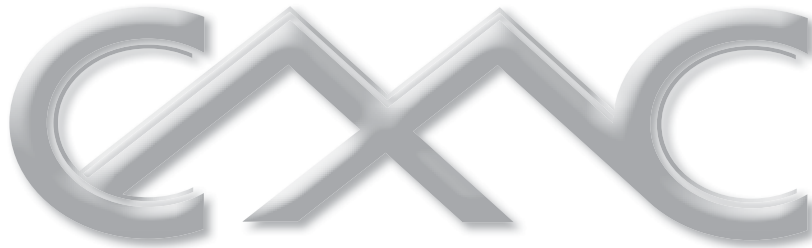
**DAWN PAGE (2012)**

INSTRUCTOR OF NURSING  
A.D.N. MILWAUKEE AREA TECHNICAL COLLEGE, WS  
B.S.N. UNIVERSITY OF PHOENIX, AZ  
M.S.N. UNIVERSITY OF PHOENIX, AZ

**CLAYTON STEENBERG (2010)**

INSTRUCTOR OF CRIMINAL JUSTICE  
A.A. SOUTHEASTERN COMMUNITY COLLEGE, KEOKUK, IA  
B.A. WESTERN ILLINOIS UNIVERSITY, MACOMB  
M.A. WESTERN ILLINOIS UNIVERSITY, MACOMB

# **COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT**



## **COPPER MOUNTAIN COLLEGE**

A California Public Community College

### **2011-2013 CATALOG**

## **COPPER MOUNTAIN COLLEGE**

6162 Rotary Way, P.O. Box 1398

Joshua Tree, CA 92252

(760) 366-3791

(866) 366-3791

(760) 366-5201 (direct to automated system)

TTY (760) 366-5262

Fax (760) 366-5255

Internet: <http://www.cmccd.edu>

## **BASE PROGRAMS**

Building 1526N Seventh Street

Marine Corps Air Ground Combat Center (MCAGCC)

Twentynine Palms, CA 92278

(760) 830-6133

(760) 830-6375

Fax (760) 830-4157

Internet: <http://www.cmccd.edu>

This catalog is valid July 1, 2011 through June 30, 2013.

## **ACCREDITATION**

Copper Mountain College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd. Ste. 204, Novato, California 94949, (415) 506-0238, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

# COPPER MOUNTAIN COLLEGE

## BOARD OF TRUSTEES

**OWEN GILLICK**  
**EVA KINSMAN**  
**LIZ MEYER**  
**DR. RITA RAMIREZ-DEAN**  
**DICK ROGERS**

## ADMINISTRATION

**DR. ROGER WAGNER**  
SUPERINTENDENT/PRESIDENT  
**GREGORY BROWN**  
VICE PRESIDENT FOR STUDENT SERVICES  
**DR. WEI ZHOU**  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
**SANDY SMITH**  
EXECUTIVE DIRECTOR OF THE FOUNDATION

## MANAGEMENT

**DAN CAIN**  
CHIEF OF CAMPUS FACILITIES  
**BRIAN HEINEMANN**  
DIRECTOR OF FINANCIAL AID  
**STEVE KEMP**  
DIRECTOR OF INFORMATION SERVICES  
**MEREDITH PLUMMER**  
CHIEF BUSINESS OFFICER  
**ANDREA RIESGO**  
HUMAN RESOURCES MANAGER

### THE BELL CENTER

*This \$16 million, 36,000 square foot facility was completed in May, 2010.*



## MISSION STATEMENT

Our mission is to provide access to educational opportunities for diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student.

## VISION STATEMENT

Copper Mountain College will be the educational and cultural center of the Morongo Basin. Through cooperative efforts with the community and within the college, we will develop innovative curricula matched to the needs of our students to prepare them to achieve their educational and life-long learning goals.

# A WORD FROM OUR PRESIDENT



**W**elcome to Copper Mountain College. Copper Mountain College (CMC) is a comprehensive community college located in the heart of the Joshua Tree Gateway Communities. Nestled near the base of Copper Mountain, the college is located between the unincorporated community of Joshua Tree, and the City of Twentynine Palms.

**W**e were founded as an independent college in 2000 with the mission of providing higher educational opportunities for the residents of the Morongo Basin. Transfer opportunities and career preparation are the core components of our comprehensive mission.

**M**ore than half of all students who enter higher education now do so through community colleges. As California continues to experience significant demographic and economic changes, the importance of CMC as the region's gateway to higher education will continue to increase. CMC's transfer, career, and student success programs are the primary means

for CMC to succeed in meeting the goals of the statewide "Vision 2020" initiative. This effort aims to retain and bring thousands more into California's higher education system in order to maintain the competitive workforce necessary to grow the economy.

I'm very proud of the students, faculty, and staff of the Copper Mountain Community College District and of the significant contributions the college makes to the quality of life in the Morongo Basin. Not only does CMC assist thousands of people in improving their lives, it is also a major contributor to economic development throughout the region.

**W**ith a renewed emphasis on student success, I encourage you to become engaged in your college by participating in your student government or one of the many student clubs that are active on campus. I also encourage you to become personally accountable for your success by accepting the challenges that come with being a college student. Be accountable for enrollment and registration timelines, your attendance, homework and classroom assignments, and for seeking help when needed. If you come to our classrooms prepared to learn, I assure you our dynamic faculty and staff will do their very best to make your time at CMC rewarding.

It is an honor to serve as the superintendent/president of the Copper Mountain Community College District, and I thank you for your interest and support of your community college.

*Roger Wagner, Ph.D.*  
Superintendent/President

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# ACADEMIC CALENDAR 2011-12

| FALL SESSION 2011     |    |    |    |    |    |    |
|-----------------------|----|----|----|----|----|----|
| <b>August 2011</b>    |    |    |    |    |    |    |
| N                     | M  | T  | W  | R  | F  | S  |
|                       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                    | 29 | 30 | 31 |    |    |    |
| <b>September 2011</b> |    |    |    |    |    |    |
|                       |    |    |    | 1  | 2  | 3  |
| 4                     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                    | 26 | 27 | 28 | 29 | 30 |    |
| <b>October 2011</b>   |    |    |    |    |    |    |
|                       |    |    |    |    |    | 1  |
| 2                     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9                     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23                    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30                    | 31 |    |    |    |    |    |
| <b>November 2011</b>  |    |    |    |    |    |    |
|                       |    | 1  | 2  | 3  | 4  | 5  |
| 6                     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                    | 28 | 29 | 30 |    |    |    |
| <b>December 2011</b>  |    |    |    |    |    |    |
|                       |    |    |    | 1  | 2  | 3  |
| 4                     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                    | 26 | 27 | 28 | 29 | 30 | 31 |

| SPRING SESSION 2012  |    |    |    |    |    |    |
|----------------------|----|----|----|----|----|----|
| <b>January 2012</b>  |    |    |    |    |    |    |
| N                    | M  | T  | W  | R  | F  | S  |
| 1                    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8                    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15                   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22                   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29                   | 30 | 31 |    |    |    |    |
| <b>February 2012</b> |    |    |    |    |    |    |
|                      |    |    | 1  | 2  | 3  | 4  |
| 5                    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                   | 27 | 28 | 29 |    |    |    |
| <b>March 2012</b>    |    |    |    |    |    |    |
|                      |    |    |    | 1  | 2  | 3  |
| 4                    | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                   | 26 | 27 | 28 | 29 | 30 | 31 |
| <b>April 2012</b>    |    |    |    |    |    |    |
| 1                    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8                    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15                   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22                   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29                   | 30 |    |    |    |    |    |
| <b>May 2012</b>      |    |    |    |    |    |    |
|                      |    | 1  | 2  | 3  | 4  | 5  |
| 6                    | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                   | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                   | 28 | 29 | 30 | 31 |    |    |

| SUMMER SESSION 2012 |    |    |    |    |    |    |
|---------------------|----|----|----|----|----|----|
| <b>June 2012</b>    |    |    |    |    |    |    |
| N                   | M  | T  | W  | R  | F  | S  |
|                     |    |    |    |    | 1  | 2  |
| 3                   | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                  | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                  | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                  | 25 | 26 | 27 | 28 | 29 | 30 |
| <b>July 2012</b>    |    |    |    |    |    |    |
| 1                   | 2  | 3  | 4  | 5  | 6  | 7  |
| 8                   | 9  | 10 | 11 | 12 | 13 | 14 |
| 15                  | 16 | 17 | 18 | 19 | 20 | 21 |
| 22                  | 23 | 24 | 25 | 26 | 27 | 28 |
| 29                  | 30 | 31 | 1  | 2  | 3  |    |

**Copper Mountain College**  
6162 Rotary Way  
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Joshua Tree, CA 92252  
(760) 366-3791  
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- All staff development day/college closed
- College closed
- First and last day of semester
- Class meeting day
- No classes/college open (Spring Break)
- Final exam day
- Flex Day, no classes/college open
- Extended term

## Fall Session 2011

Please be sure to check our website for important dates on all courses that do not follow the standard semester - irregular class meets or times, or short-term classes are examples.

| <b>AUGUST</b> |  |
|---------------|--|
| August        | 15 Fall session begins                   |
| August        | 19 Last day to add an online class       |
| August        | 26 Last day to add a full semester class |
| August        | 29 Last day to drop with refund          |
| August        | 30 Census Reporting DUE!                 |

| <b>SEPTEMBER</b> |  |
|------------------|--|
| September        | 5 Holiday, college closed                            |
| September        | 6 First census                                       |
| September        | 9 Last day to drop and avoid transcript grade record |

| <b>OCTOBER</b> |   |
|----------------|---|
| October        | 1 Last day to file "Intent to Graduate" for Fall 2011 |

| <b>NOVEMBER</b> |   |
|-----------------|---|
| November        | 11 Holiday, college closed                        |
| November        | 14 Last day to drop classes with a grade of a "W" |
| November        | 21 Staff development day college closed           |
| November        | 22-23 Flex Day (no classes) - college open        |
| November        | 24-26 Holiday, college closed                     |

| <b>DECEMBER</b>  |                                  |
|------------------|----------------------------------|
| December         | 14-20 Final exams                |
| December         | 20 Last day of Fall 2011 session |
| Dec. 23 - Jan. 2 | College closed                   |

## Spring Session 2012

Please be sure to check our website for important dates on all courses that do not follow the standard semester - irregular class meets or times, or short-term classes are examples.

| <b>JANUARY</b> |  |
|----------------|--|
| January        | 2 Holiday, college closed                |
| January        | 13 Spring session begins                 |
| January        | 16 Holiday, college closed               |
| January        | 20 Last day to add an online class       |
| January        | 26 Last day to add a full semester class |
| January        | 27 Last day to drop with a refund        |
| January        | 31 Census Reporting DUE!                 |

| <b>FEBRUARY</b> |  |
|-----------------|--|
| February        | 6 First census                                       |
| February        | 9 Last day to drop and avoid transcript grade record |
| February        | 17-20 Holiday, college closed                        |
| February        | 21 Staff development day college closed              |
| February        | 22-23 Flex Day (no classes) - college open           |

| <b>MARCH</b> |   |
|--------------|---|
| March        | 1 Last day to file "Intent to Graduate" for Spring or Summer 2012 |

| <b>APRIL</b> |   |
|--------------|---|
| April        | 2-7 Spring break, no classes                      |
| April        | 6 College closed                                  |
| April        | 27 Last day to drop classes with a grade of a "W" |

| <b>MAY</b> |                                    |
|------------|------------------------------------|
| May        | 18-24 Final exams                  |
| May        | 24 Last day of Spring 2012 session |
| May        | 25 Graduation ceremonies           |
| May        | 28 Holiday, college closed         |

## Summer Session 2012

Please be sure to check our website for important dates on all courses that do not follow the standard semester - irregular class meets or times, or short-term classes are examples.

During Summer Session we have classes that might also meet on Fridays and might run through August 3rd. Note the symbol on the calendar to the left.

| <b>JUNE</b> |   |
|-------------|---|
| June        | 11 Summer session begins                              |
| June        | 12 Last day to drop with refund                       |
| June        | 14 First census                                       |
| June        | 19 Last day to drop and avoid transcript grade record |
| June        | 27 Financial aid drop date                            |

| <b>JULY</b> |  |
|-------------|--|
| July        | 3 Last day to drop classes with a grade of a "W" |
| July        | 4 Holiday, college closed                        |
| July        | 11 Last day of Summer 2012 Session               |

# ACADEMIC CALENDAR 2012-13

| FALL SESSION 2012     |    |    |    |    |    |    |
|-----------------------|----|----|----|----|----|----|
| <b>August 2012</b>    |    |    |    |    |    |    |
| N                     | M  | T  | W  | R  | F  | S  |
|                       |    |    | 1  | 2  | 3  | 4  |
| 5                     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                    | 27 | 28 | 29 | 30 | 31 |    |
| <b>September 2012</b> |    |    |    |    |    |    |
|                       |    |    |    |    |    | 1  |
| 2                     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9                     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23                    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30                    |    |    |    |    |    |    |
| <b>October 2012</b>   |    |    |    |    |    |    |
|                       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                    | 29 | 30 | 31 |    |    |    |
| <b>November 2012</b>  |    |    |    |    |    |    |
|                       |    |    | 1  | 2  | 3  |    |
| 4                     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11                    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18                    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25                    | 26 | 27 | 28 | 29 | 30 |    |
| <b>December 2012</b>  |    |    |    |    |    |    |
|                       |    |    |    |    |    | 1  |
| 2                     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9                     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23                    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30                    | 31 |    |    |    |    |    |

| SPRING SESSION 2013  |    |    |    |    |    |    |
|----------------------|----|----|----|----|----|----|
| <b>January 2013</b>  |    |    |    |    |    |    |
| N                    | M  | T  | W  | R  | F  | S  |
|                      |    | 1  | 2  | 3  | 4  | 5  |
| 6                    | 7  | 8  | 9  | 10 | 11 | 12 |
| 13                   | 14 | 15 | 16 | 17 | 18 | 19 |
| 20                   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27                   | 28 | 29 | 30 | 31 |    |    |
| <b>February 2013</b> |    |    |    |    |    |    |
|                      |    |    |    |    | 1  | 2  |
| 3                    | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                   | 25 | 26 | 27 | 28 |    |    |
| <b>March 2013</b>    |    |    |    |    |    |    |
|                      |    |    |    |    | 1  | 2  |
| 3                    | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                   | 25 | 26 | 27 | 28 | 29 | 30 |
| 31                   |    |    |    |    |    |    |
| <b>April 2013</b>    |    |    |    |    |    |    |
|                      | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                    | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                   | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                   | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                   | 29 | 30 |    |    |    |    |
| <b>May 2013</b>      |    |    |    |    |    |    |
|                      |    |    | 1  | 2  | 3  | 4  |
| 5                    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                   | 27 | 28 | 29 | 30 | 31 |    |

| SUMMER SESSION 2013 |    |    |    |    |    |    |
|---------------------|----|----|----|----|----|----|
| <b>June 2013</b>    |    |    |    |    |    |    |
| N                   | M  | T  | W  | R  | F  | S  |
|                     |    |    |    |    |    | 1  |
| 2                   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9                   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16                  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23                  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30                  |    |    |    |    |    |    |
| <b>July 2013</b>    |    |    |    |    |    |    |
|                     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                  | 29 | 30 | 31 | 1  | 2  |    |

**Copper Mountain College**  
6162 Rotary Way  
P.O. Box 1398  
Joshua Tree, CA 92252  
(760) 366-3791  
www.cmccd.edu

- All staff development day/college closed
- College closed
- First and last day of semester
- Class meeting day
- No classes/college open (Spring Break)
- Final exam day
- Flex Day, no classes/college open

## ACADEMIC CALENDAR 2012-13

### Fall Session 2012

Please be sure to check our website for important dates on all courses that do not follow the standard semester - irregular class meets or times, or short-term classes are examples.

- AUGUST**  
August 13 Fall session begins  
August 17 Last day to add an online class  
August 24 Last day to add a full semester class  
August 27 Last day to drop with refund  
August 28 Census reporting DUE!

- SEPTEMBER**  
September 3 Holiday, college closed  
September 4 First census  
September 7 Last day to drop and avoid transcript grade record

- OCTOBER**  
October 1 Last day to file "Intent to Graduate" for Fall 2012

- NOVEMBER**  
November 9 Last day to drop classes with a grade of a "W"  
November 12 Holiday, college closed  
November 16 Last day to drop classes with a grade of a "W"  
November 19 Staff Development Day, college closed  
November 20-21 Flex Day (no classes) - college open  
November 22-24 Holiday, college closed

- DECEMBER**  
December 12-18 Final exams  
December 18 Last day of Fall 2012 session  
Dec. 22 - Jan. 1 College closed

### Spring Session 2013

Please be sure to check our website for important dates on all courses that do not follow the standard semester - irregular class meets or times, or short-term classes are examples.

- JANUARY**  
January 1 Holiday, college closed  
January 11 Spring session begins  
January 17 Last day to add an online class  
January 21 Holiday, college closed  
January 24 Last day to add a full semester class  
January 25 Last day to drop with refund  
January 29 Census reporting DUE!

- FEBRUARY**  
February 4 First census  
February 7 Last day to drop and avoid transcript grade record  
February 15-18 Holiday, college closed  
February 19 Staff Development Day, college closed  
February 20-21 Flex Day (no classes) - college open

- MARCH**  
March 1 Last day to file "Intent to Graduate" for Spring or Summer 2013  
March 25-30 Spring break, no classes  
March 29 College closed

- APRIL**  
April 24 Last day to drop classes with a grade of a "W"
- MAY**  
May 17-23 Final exams  
May 23 Last day of Spring 2013 session  
May 24 Graduation ceremonies  
May 27 Holiday, college closed

### Summer Session 2013

Please be sure to check our website for important dates on all courses that do not follow the standard semester - irregular class meets or times, or short-term classes are examples.

During Summer Session we have classes that might also meet on Fridays and might run through August 2nd. Note the symbol on the calendar to the left.

- JUNE**  
June 10 Summer session begins  
June 11 Last day to drop with refund  
June 13 First census  
June 18 Last day to drop and avoid transcript grade record
- JULY**  
July 2 Last day to drop classes with a grade of a "W"  
July 4 Holiday, college closed  
July 10 Last day of Summer 2013 Session

Board approved: 03/10/11

# GENERAL INFORMATION

## HISTORY

Copper Mountain College (CMC), located six miles east of Joshua Tree, is renowned as the college built by the people, its first phase having been paid for almost entirely with local private money and subsequent phases with substantial private help. Now governed by its own locally elected board of trustees, CMC's road to independence was accelerated by legislative action in recognition of the college's uniquely strong local support.

The college was initially founded in 1966 when the residents of the Morongo Unified School District, comprised of the communities of Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms, elected to join the then Coachella Valley Community College District, (currently known as the Desert Community College District.) Classes were first offered in the High Desert in the Fall of 1967 at the Twentynine Palms High School to approximately 60 students.

In 1981, a group of Morongo Basin residents decided to build a campus with funds raised by community volunteers. Upon completion of its first phase in 1984, the new campus quickly attracted a host of first-generation college students, including a large population of Marines and their dependents stationed at the Marine Corps Air Ground Combat Center in Twentynine Palms. Community leaders began to suggest pursuing separation from College of the Desert as a natural next step.

When State Senator James Brulte (R-Rancho Cucamonga) learned of Copper Mountain College's desire to achieve college status, he introduced legislation that created the Copper Mountain Community College District. By a 90 percent vote in November 1999, Morongo Basin residents endorsed their new college. As a final step, in June 2001, CMC was granted full accreditation status by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Traditionally, CMC has prepared area residents for transfer to private and state universities and colleges, and provides vocational training in accounting, administration of justice, automotive technology, fire science, nursing, early childhood education certification, and computer technology. Local pride in the "new" institution has forged closer bonds between the college and the business, education, and military sectors. Our students' academic calendar can now be set so that it reflects that of the local Morongo Unified School District.

In the spring of 2010, the 30,000 square foot Bell Center was opened. The Center is the largest indoor venue in the Morongo Basin with a current seating capacity of just over one thousand. The multiuse facility boasts a full gymnasium, community events center, academic facilities, and a fitness center. The Bell Center was the final facilities requirement for the District to be recognized as a "comprehensive" community college.

Copper Mountain College has created a variety of unique programs and services designed to provide specialized support to the growth and stability of the local region. This in turn, has fostered an environment of hope and enthusiasm for the future success of the college.

## LOCATION

The Copper Mountain Community College District (CMCCD) serves an area that includes the communities of Twentynine Palms, the Marine Corps Air Ground Combat Center (MCAGCC), Wonder Valley, Yucca Valley, Joshua Tree, Morongo Valley, Pioneertown, and Landers. The District's boundaries are identical to those of the Morongo Unified School District (MUSD). The vast majority of CMC's enrollments, approximately 98 percent, are derived from a twenty-mile radius with the college as the center point.

## BASE PROGRAMS OFFICE

The Copper Mountain College Base Programs Office is located on the Marine Base in Twentynine Palms. The Base Programs Office provides services to military students, military family members and civilians. Services include academic advising, application processing, assessment for placement, course registration, tutoring, counseling, textbook purchases, financial aid information, My CAA account information, Tuition Assistance Program processing for military students, and library book check outs from the CMC Greenleaf Library. Textbooks for courses being taught on the Base are on reserve in the Base Library, Building 1528. Servicemembers Opportunity Colleges (SOC) transfer agreements are provided for military and family member students. Copper Mountain College courses are held at various locations aboard the Combat Center. Civilian students may also attend CMC classes offered on the base.

A basic skills program in mathematics, reading and writing is taught on the Marine Base for military and civilian students. Military Academic Skills Program (M.A.S.P.) is a four (4) week, Monday through Friday class. The program is a non credit offering. Military students have specific requirements to enter M.A.S.P.

## GOALS

### ACADEMIC TRANSFER PROGRAMS

Copper Mountain Community College District believes that academic transfer programs are essential to the community and provide a general education and pre-major curriculum that meets or exceeds the lower division requirements articulated with four-year institutions.

CMCCD is committed to an overall effort to fulfill academic transfer requirements by concentrating on the development of a comprehensive instructional environment.

### OCCUPATIONAL AND VOCATIONAL EDUCATION

To meet the changing economic, technological, and environmental needs of the community, CMCCD will identify regional employment training needs and provide degree and certificate programs which prepare students for these career opportunities.

These programs will train, re-train, and upgrade student career skills through existing occupational/vocational and general education programs as well as partnerships and contractual education with the private sector and public agencies.

## BASIC SKILLS

CMCCD believes that basic skills education is critical to an individual's well-being in a demanding society. Therefore, the District will provide comprehensive basic skills programs to support academic and occupational/vocational education, and community services.

## COMMUNITY EDUCATION

CMCCD accepts the responsibility to provide a community education program offering lifelong learning opportunities which expand or complement the other educational programs of the district.

## MARKETING

CMCCD will aggressively and effectively promote all district programs and services to increase public awareness of educational opportunities, fulfill the mission of the district, and encourage measured growth.

## ORGANIZATION

CMCCD recognizes the need for a well-defined organizational system that supports the interrelationship and participation of all institutional elements, enhances opportunities for consideration of matters common to the district and the community it serves and provides methods for timely response to district-wide needs.

# COLLEGE CURRICULUM

## PREPARATION FOR TRANSFER

As an integral unit of the California tripartite system of public higher education, the college provides programs of study that give students the opportunity to prepare for transfer to four-year colleges and universities. The college aspires to do this in such a manner that students may transfer without loss of time or credit.

Students may complete courses required for freshman & sophomore years of most professions and careers at CMC before transferring to a four year college or university. To ensure the maximum benefit of attending Copper Mountain College, it is important to do long range planning. In general, students planning to transfer should follow the procedure outlined below:

**1. Tentative Choice:** Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer as early as practicable in your college career. Counselors are available to assist students in choosing a career and defining a major to fit the career. Catalogs from California public and private institutions as well as other colleges are available in the Transfer Center. Transfer admission information, applications and other reference materials are also available.

**2. Catalog:** Examine catalogs of prospective colleges and universities. Study carefully those sections that cover requirements for (a) transfer admission, (b) the major, and (c) graduation. Finding all requirements often warrants a review of the entire catalog, as requirements may be listed in different sections of the catalog. Assistance with Internet research about transfer institutions is also available. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for transfer admission and graduation.

**3. Financial Aid:** Apply for Financial Aid as directed in the current CMC class schedule. Application forms and other financial aid information are available in the Financial Aid Office, located in the Office of Student Services. Some assistance with on-line application is available.

**4. General Education Requirements & Certification:** Students may complete their lower division general education or

## PLANNING

CMCCD has established within its organizational structure a planned, systematic procedure designed to encourage and facilitate the creation of innovative programs, and the expansion of existing programs.

## RESOURCES

CMCCD believes that all resources aid in fulfilling the mission of providing comprehensive educational opportunities to the community and that all resource allocations must be tied to existing or newly developed programs compatible with the approved Mission Statement.

Further, CMCCD is dedicated to the principle that all resources are reciprocal and that we must be accountable to our constituents in demonstrating the results of acquired resources. Resource allocations must reflect our commitment to equal opportunity so that all citizens have access to the benefits.

breadth requirements while at Copper Mountain College. CMC has articulation agreements with the California State University (CSU) system campuses and the University of California (UC) system that allow students to be certified for these requirements. To select the pattern that is most appropriate for you, consult your counselor.

**5. Application Filing Period:** Check the dates of the application filing period carefully. This is the time between the first date applications will be received and the deadline. Many colleges have initial filing periods of only one month duration and ten months before enrollment. In all cases, preparation of applications early within the filing period is recommended.

**6. Letters of Recommendation and Rating Forms:** Some independent colleges require letters of recommendation or rating forms. Students should get to know their instructors well enough so that the instructors can comment accurately on the students' characteristics.

**7. Grade Point Requirements:** Many colleges require higher than a 2.0 (C) grade point average for admission. Search college catalogs or websites carefully for specific grade point requirements.

**8. Admission Requirements of the Public California Institutions:** Both the University of California (UC) and the California State University (CSU) have the same initial filing period for fall admission. The period for fall term entry is Oct. 1 - Nov. 30th for admission ten months later. Both UC and CSU require completion of 60 transferable units to enter as an upper division transfer student. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for California nonresidents). The California State Universities require a minimum of a 2.0 transfer grade point average (2.4 or higher for California nonresidents). Students eligible for UC or CSU entrance as freshmen may enter before their junior year if they have maintained a 2.0 or better grade point average in college work and if the university permits this option.



**NOTE:** Meeting minimum requirements is not enough to gain admission to some UC and CSU campuses and programs. For clarification of entry requirements, consult the transfer college catalog or, preferably, the Internet sites [www.CSUmentor.edu](http://www.CSUmentor.edu) or [www.ucop.edu/pathways](http://www.ucop.edu/pathways) which have up-to-date information.

**9. Admission to Independent California or Out-of-State Colleges:** Students planning to transfer to independent or out-of-state colleges are urged to meet with a counselor as early as possible to discuss their plans and admission requirements for individual colleges. Some colleges require a certain number of completed units or completion of an associate degree before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the Copper Mountain College Transfer Center. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on an individual basis.

**10. Transferable Courses:** Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University (CSU) and at the University of California (UC). This acceptance can change annually, and may be for equivalent course credit or only for elective credit. Check [www.assist.org](http://www.assist.org) for complete and up-to-date information regarding CSU/UC transferability & major preparation requirements..

## OCCUPATIONAL/VOCATIONAL EDUCATION

For students desiring to complete an occupational program, the college offers technical training and education in fields justified by student enrollment. Individual courses are offered in some areas where a full curriculum cannot be justified. In both instances the college's aim is vocational competence for students and an appreciation of citizenship responsibilities.

Students may work toward: (a) earning a certificate (the certificate program is approximately one year in length, with the prospective student specializing in a particular area of study); and/or (b) an associate degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

The college closely articulates with other colleges and industries. Some of the courses completed will transfer to four-year institutions. Occupational advisory committees assist the college in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

## ADULT EDUCATION

Education is a lifelong process. In today's society, it is becoming increasingly necessary for people to return to college to acquire new skills, upgrade old skills, acquire new knowledge and expand existing knowledge.

Recognizing the role of the community college in the area of adult basic education, CMC's Student Success Center makes available opportunities for development of necessary skills and knowledge in reading, writing, math, English as a Second Language, High School Completion, and preparation for the General Education Development (GED) Test.

Courses for these areas are offered on an open-entry, open-exit basis with no fee. Admission of students occurs on a daily basis and no prior educational background is required. In addition to regular class offerings, emphasis is placed on individualized student learning. Specifically, instruction is provided in the following areas:

## High School Completion

In 2010, Copper Mountain College received final approval through the Chancellor's Office of the California Community Colleges to offer a high school completion program leading to an adult high school diploma, and students who graduate from our program receive a Copper Mountain College Adult High School Diploma. To meet the 160-credit requirement for the diploma, students take classes in English, math and algebra, U.S. history, world history, American government, economics, physical or earth science, biology or life science, health, fine arts and elective subjects such as career planning, everyday life skills, computer keyboarding, world literature, American literature, reading development, and environmental science. The program is open-entry, so students can begin at any time in the semester, and they work at their own pace to complete their specific high school requirements. Previous work done in accredited high schools, except for physical education courses, can be transferred to this program. Another advantage is that students can even take college courses at Copper Mountain college to fulfill their high school credit requirements, thereby completing their high school coursework while simultaneously getting college credit. Student who choose to enroll in college courses may also be eligible for financial aid

## English as a Second Language (ESL)

This open-entry program allows students to register at any point in the semester, and there is no fee for any of our ESL courses. The program is designed to non-native speakers of English and those who speak English as their second language. Utilizing three levels of instruction in reading, writing, and speaking, CMC's ESL program focuses on the language skills necessary to function and communicate effectively in basic, vocational, academic, and professional aspects of life. Persons from the basic literacy level to the advanced level of proficiency acquire or improve the skills required for their daily lives and prepare them to enter the high school completion program or the college's vocational or transfer degree program.

## General Educational Development (GED) Test Preparation

Another function of the program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma. Refer to the Adult Basic Education/GED section of the current class schedule for information.

## Refresher

The Student Success Center offers self-paced courses to refresh skills in Math, English and Reading at no charge.

## COMMUNITY EDUCATION

Community Education has become an optional function of the Community Colleges of California. The California Community College Chancellor's Office states:

"Community service programs (often referred to as Community Education) offer a wide variety of affordable not-for-credit classes, workshops, seminars and excursions for personal and professional enrichment. Community service programs are self-supporting and are open to all members of the community willing to pay a minimal fee."

The primary objective of community education is to provide the opportunity for students to improve the quality of their lives. A limited array of self-supporting activities, particularly those related to the economic development needs of the Morongo Basin, is offered.

To further serve the community, CMC encourages community organizations that qualify under the Civic Center Act to utilize college facilities.



## ECONOMIC DEVELOPMENT

Copper Mountain College is committed to its role as a vital component of local and regional economic development initiatives. CMC continually assesses the educational needs of current and future workers to ensure that students have the skills needed to succeed in the workforce. Faculty experts and staff stand ready to provide customized training and consulting services to area businesses and industries that have specialized needs. In addition to customized training services, the College offers students programs in varying lengths that culminate in associate degrees, certificates, or certificates of completion for short-term training. The College partners with and works collaboratively with organizations that foster job creation by providing training, technical resources, and advisors to support business development.

## LEARNING RESOURCES

### GREENLEAF LIBRARY

The Greenleaf Library plays a prominent role in the instructional curriculum of the college. A professional staff is available to assist faculty and students in locating information on and completing research projects. The library offers a variety of resources to students, faculty, staff, and the community.

The collection holds over 29,000 books and access to over 2,000 academic journals. Online public access computers, in the library and at the CMC Base Office, provide holdings information of books and videos, access to periodicals through various databases, and Internet access for research purposes. In addition, library resources include several reference databases, various maps, newspapers and duplicating services. Online resources are available via the Internet at the library website <http://library.cmccd.cc.ca.us>, or the college website [www.cmccd.edu](http://www.cmccd.edu). For remote access to online databases, usernames and passwords can be obtained by calling the library at (760) 366-3791, ext. 4256. Students can also access Microsoft Office computer applications on workstations in the library or at the CMC Base Programs Office.

The library has group study rooms and a video viewing room for student use. In addition, the Bagley Room provides over 400 volumes of specialized resources in the area of desert studies. Current course textbooks and other class specific materials are located in the reserve section at the front desk and may be used within the library.

For library policies and hours of operation consult the library Internet site at <http://library.cmccd.cc.ca.us>, the College website at [www.cmccd.edu](http://www.cmccd.edu), the Greenleaf Library Handbook, or the current CMC class schedule.

Students can obtain a library card by presenting a photo I.D. at the library or the CMC Base Programs Office. Once a card is obtained, students can access the online library catalog to locate books or videos and then request the items by calling the library at (760) 366-3791 ext. 4256. Books and videos will be delivered to the CMC Base Office for pickup by military base students.

If library materials are overdue, student records will be placed on hold until overdue items are returned, or paid for. Overdue fines are 10¢ per day, or 10¢ an hour for reserves, up to a maximum of \$3 per item. If accumulated fines exceed \$6, borrowing privileges will be revoked. A \$25 fee will be charged for lost or damaged books and/or replacement costs for videos, DVDs, or periodicals. When borrowers prove consistently irresponsible, borrowing privileges may be limited or revoked.

### STUDENT SUCCESS CENTER

The Student Success Center (SSC) has a passion for the success of every individual student. Our friendly and helpful staff is here to help you achieve your educational goals. Some of the services we provide for you are...

#### English as a Second Language (ESL)

We offer 3 levels of classes designed for non native speakers of English and those who speak English as their second language.

#### High School Completion and GED Preparation

We provide residents of the Morongo Basin the opportunity to earn their high school diploma or prepare for the General Education Development (GED) test.

#### Refresher help

We offer non-credit refresher courses in subjects such as English and math.

**For more information, please call (760) 366-3791 ext. 4246 or email to [SSC@cmccd.edu](mailto:SSC@cmccd.edu).**

# AUXILIARY ORGANIZATIONS

## COPPER MOUNTAIN COLLEGE FOUNDATION

### Living the Promise

The Copper Mountain College Foundation is the fundraising arm of Copper Mountain College. Under its original name — Friends of Copper Mountain College — it existed when the College was but a dream. Formed in 1981 as part of the effort to establish a full service community college campus in the Morongo Basin, the “Friends” began the fundraising and public awareness campaign that led to the construction of the first phase of Copper Mountain College, dedicated in 1984. The campus-building effort was so impressive that President Ronald Reagan presented his national Volunteer Action Award to the group at a White House ceremony that year. Since then, the Foundation has raised nearly \$5 million for the college, and continues to be the major source of non-governmental funding for the growing College.

The Copper Mountain College Foundation changed its name in 2001 to better describe its heightened responsibilities to the newly accredited Copper Mountain College. Its activities are planned and guided by a 17-member board of volunteer directors, representing the various regions and constituencies of the Morongo Basin. The College district’s Board of Trustees provides oversight. The Foundation is recognized under federal law (IRS Code section 501c.3) as a public charitable organization and donations are tax deductible as allowed by law.

Visit us at: <http://www.thecmcf.org>

### Alumni Association

The Copper Mountain College Foundation oversees the college’s Alumni Association, composed of graduates, former and current students, faculty, and friends. The purpose of the organization is to enrich the college environment and the lives of its members. In addition to membership dues, its major fundraising event is the Annual Alumni Association Art Auction, held in the early spring.

## COLLEGE POLICIES

### NONDISCRIMINATION

Board Policy 3410

*Reference: Education Code Sections 66250, et seq.; 72010, et seq.; Title 5, Sections 53000, et seq. Government Code 12940, et seq.*

The District is committed to equal opportunity in educational programs, employment, and access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to ethnic group identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

The Superintendent/President shall establish administrative procedures to assure equal opportunity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disability

### ALCOHOL AND DRUG ABUSE POLICY

Board Policy 5500

It is the policy of the Copper Mountain Community College District to maintain a drug-free campus and to ensure that no student abuses alcohol. The manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use, or distribution of alcohol is prohibited in all buildings, property, facilities, service areas, off-campus sites of the district, or in any location where any district activity is occurring.

All students are required to comply with this policy as a condition of their continued studies. Any student violating this policy will be subject to appropriate action which may include expulsion.

Students who think they may have an alcohol or drug usage problem are advised to voluntarily seek confidential assistance from an academic counselor. While the district will be supportive of those who seek help voluntarily, the district will be equally firm in identifying and taking appropriate action with regard to those students who continue to be substance abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.

This policy is in accordance with the provisions of the Drug-Free Schools Communities Amendments of 1989.

## AMERICANS WITH DISABILITIES ACT

Board Policy 3000.3

Copper Mountain Community College District adheres to the laws, rules and regulations that govern the Americans with Disabilities Act. This act prohibits discrimination against qualified candidates or employees who are disabled. A qualified individual with a disability is a disabled person who meets the skill, experience, education, and other job related requirements of a position sought after or held, and who with or without reasonable accommodation can perform the essential functions of the position.

The designated coordinator at Copper Mountain College for compliance with Section 504 of the Rehabilitation Act of 1973 for students is the Human Resources Manager, who may be reached at (760) 366-5267 in the Human Resources Office.

## SEXUAL ASSAULT POLICY

### Philosophy

The district recognizes that one of the most important ways to assist students, faculty, and staff who are victims of sexual assault is to help them regain a sense of control over their lives. It is not the function of any district service provider to urge a particular course of action upon the victim of a sexual assault, nor to make any factual determinations as to the events which occurred. Instead, the duties of the service provider are to make the victim aware of the options and alternatives available, to aid the victim in making an informed decision as to a course of action, and to enable the victim to follow through in that decision. The provider will not take any action based upon a subjective evaluation as to the merit of any charges made, nor will the provider attempt to convince the victim that any course of action is preferable to another.

### Confidentiality

Applicable state and federal provisions will be followed in maintaining confidentiality in the handling of all sexual assault cases. Individual rights to privacy in these matters will dictate District policy, practice, and procedure.

### Training

Mandatory training on the topic of sexual assault and the provisions of the sexual assault procedures will be provided to employees of all departments providing services to or interacting with sexual assault victims to ensure timely, accurate and sensitive assistance to all concerned.

### Record Keeping and Data Collection

All departments receiving reports about alleged incidents of sexual assault shall complete and forward the Sexual Assault Report Form to the Sexual Assault Liaison who will be responsible for storing, retrieving, and preparing the required report. At the conclusion of each academic year this report will be forwarded to the Superintendent/President.

### The Role of the Sexual Assault Liaison

The District Sexual Assault Liaison (SAL) is designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. Specifically, the SAL will be knowledgeable about campus and community referral resources which can provide medical, legal, counseling, advocacy, and academic assistance.

The SAL will not be expected to provide specific or detailed legal, medical or counseling guidance to a victim and will refrain from doing so unless licensed in the respective field. The SAL will be expected to inform a victim both orally and in writing of the existence and location of services available to assist the victim of a sexual assault.

The designated SAL at Copper Mountain College is the Human Resources Manager, who may be reached at (760) 366-5267 in the Human Resources Office.

## Ongoing Evaluation of Response Services

A periodic review (no less than once per academic year) shall be conducted to determine:

- 1) the efficacy of campus response mechanisms in cases of sexual assault;
- 2) the college relationship with community assistance agencies;
- 3) the effectiveness of Copper Mountain Community College District procedures for responding to sexual assault cases involving students, faculty, and staff.

The Board of Trustees authorizes the Superintendent/President to develop specific procedures to implement the provisions of this policy. The responsible office is Human Resources.

## SEXUAL HARASSMENT

Board Policy 3000.4

It is the policy of the Copper Mountain Community College District to provide and maintain the district's facilities, programs and activities as a place of work, study and recreation for all students and employees, which is free of any form of sexual harassment, exploitation, intimidation or discrimination. Such actions perpetrated on the basis of sex are a violation of Title VII of the Civil Rights Act of 1964 and/or Title IX of the 1972 Education Amendments.

Employees and students of the district are prohibited from committing any act of sexual harassment against any employee, student or agent of the district. Disciplinary action will be initiated against any employee who, after appropriate investigation, is found to have violated this policy.

It is a violation of district policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Copper Mountain Community College District, to engage in sexual harassment.

Sexual harassment occurs when unwelcome sexual advances are made, sexual favors requested, or other visual, verbal or physical conduct of a sexual nature is made either explicitly or implicitly as a term or condition of an individual's educational or employment status and has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or work environment.

Any employee or student who alleges that he or she has personally suffered sexual harassment or one who has learned of such harassment in his or her official capacity should report the facts of the incident(s) within one year of the alleged harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of sexual harassment.

Specific rules and procedures for reporting sexual harassment and for pursuing available remedies are available in the Offices of Human Resources, and Academic Affairs. In addition, all complaints filed with the Superior Court, State of California Department of Fair Employment and Housing, and Equal Employment Opportunity Commission shall be investigated by the Human Resources office. All complaints filed within the District or with the California Community College Chancellor's Office shall be investigated by the Staff Diversity/Equal Employment Officer.

# ADMISSION ♦ REGISTRATION ♦ FEES

## ADMISSION

### Graduates of Accredited High Schools

Board Policy 5010

Persons with high school diplomas or the equivalent thereof shall be admitted to the college and enrollment in any course for which they are qualified. Certain two-year curricula have special admission requirements. Students who successfully complete the California High School Proficiency Examination or GED may attend Copper Mountain College. A copy of the Certificate of Proficiency may be required.

### Non-Graduates of High School

Board Policy 5010

Non-high school graduates over eighteen (18) years of age who are judged capable of profiting from instruction also may be admitted. Certain students who are enrolled in high school may be admitted as part-time students, upon the recommendation of the high school principal and with parental approval. For those who are interested, the Student Success Center provides an alternative way to complete high school graduation requirements. Contact should be made with the Student Success Center, located in the Bell Center or (760) 366-3791 ext. 4246.

### Disqualified Transfer Students

Board Policy 5010

Students who have attended another college prior to attending this college are subject to the District's policies for probation, dismissal, disqualification and readmission. Students who have been disqualified at other institutions of higher education are not eligible for admission to Copper Mountain College until at least one semester has elapsed following the semester in which disqualification took place.

### Probationary Transfer Students

Applicants whose scholastic achievement at another college represents less than a "C" average may be admitted for a restricted academic program. Satisfactory performance in this work may allow admission in subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant, and requires a probation contract signed by a counselor.

### Special Part-Time Students (K-12)

### Concurrent Enrollment Students

Board Policy 5010.1

Public school students (K-12) who would benefit from advanced scholastic or vocational study may be admitted to Copper Mountain College, regardless of age or grade-level. Special part-time students must fulfill admissions procedures as prescribed for matriculated students. Admission is based upon a student's readiness for advanced scholastic or vocational study. The college reserves the authority to validate student readiness for college level study through college matriculation guidelines.

Specific application procedures must be followed. Instructions and forms may be obtained from the CMC Office of Student Services or the high school office.

A student seeking special part-time student admission must have the approval of the principal of the school he or she attends and have the consent of his or her parent(s) or legal guardian.

Special part-time students are to receive credit for coursework completed in the same manner as a regularly enrolled student. For the purposes of this policy, a special part-time student may enroll in up to, and including, 11 units (per state policy) per semester. Admission is subject to seat availability.

Such students are subject to tuition and fees and are not eligible for financial aid, with the exception of the Board of Governors Waiver, forms A or B.

### Special Full-Time Students (K-12) Concurrent Enrollment Students

Board Policy 5010.2

Public school students who can benefit from advanced scholastic or vocational study may be admitted to Copper Mountain College. Special full-time students must fulfill admission procedures as prescribed for matriculated students. Admission is to be based upon the students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate students' readiness.

A student seeking special full-time student admission must have the approval of the governing board of the school district in which he or she is enrolled and the consent of his or her parent(s). Where a student is not enrolled in a public school, his or her parents or legal guardians are to petition directly to the college or campus for admission.

A special full-time student is to receive credit for coursework completed in the same manner as a regularly enrolled student. Such a student is subject to tuition and fees and is eligible for financial aid and scholarships, the same as other matriculated students. Admission is subject to seat availability.

### Transcripts

Transcripts will be considered official when either mailed directly from the institution or hand carried to Student Services in an unopened envelope from the institution.

Admission to designated instructional programs, as identified by the college, is conditional until complete official transcripts have been received from institution(s) previously attended.

All applicants may be required to demonstrate, by means of examinations, that they are qualified to undertake work at the college level.

### Assessment Testing

Board Policy 5050.4

Assessment is the process that combines the administration of assessment instruments to determine student competency in computational and language skills, assisting students in identifying their aptitudes, interests, and educational objectives, evaluating student's study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives. The purpose of assessment testing is to help students identify their readiness to perform college level academic study and to help them succeed in their programs of study. The college will provide a multi-measure assessment program to assure that appropriate educational services and opportunities are provided to the students. The assessment process shall not be used to exclude students from admission to the college. (Education Code Section 78213 (b)(c); Title 5, Section 55530.)



All new students entering Copper Mountain College will be required to participate in the assessment component of the matriculation program unless exempted from this requirement according to the criteria listed below:

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites, such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.
- D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)
- E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The assessment test consists of three (3) parts: reading, writing, and mathematics. Immediate results are provided to the student. Test results, combined with a student's educational record and educational goals, are used to place students in appropriate levels of reading, writing and mathematics classes.

Students found to have reading, writing and/or mathematics deficiencies are expected to begin taking courses to correct those deficiencies in their first semester of enrollment.

Copper Mountain College offers an assessment program administered on computers at the campus. Students may take the assessment test at various times each weekday. Assessment testing is located in the Office of Student Services, and at the Base Programs Office.

Non-CMC students taking the assessment test at CMC for another college, will be assessed a \$5.00 fee.

## REGISTRATION

Registration at CMC is completed at two locations: the Office of Student Services at the main campus or at the Base Programs Office, MCAGCC, Building 1526N Seventh Street, Twentynine Palms, California. Consult the current class schedule for dates and times.

### Schedule of Classes

The Schedule of Classes is the official list of courses offered each semester. The college reserves the right to make additions or deletions to the list of course offerings during the year or to cancel those classes in which enrollment is insufficient.

### Open Enrollment

Board Policy 6020.1

Every course offered, unless otherwise indicated in the catalog and schedule of classes, shall be fully open to enrollment and participation by any person who has been fully admitted to the college and meets the established course prerequisites.

### Registration Changes and Withdrawals

A change of program includes the following: dropping a class, adding a class, or changing sections of the same course.

Students are expected to plan their schedules carefully with the aid and approval of an advisor or counselor and to endeavor to maintain enrollment throughout the semester. Students are held accountable for every course for which they have registered and are responsible for filing all program changes and withdrawals according to the procedures in the class schedule. Failure to do so could result in a grade of "F."

## Last Day to Withdraw

Board Policy 6030.1

The District allows students to withdraw from classes without penalty until the last day of the fourteenth week or the seventy-fifth percent point of a semester or session, whichever is less.

- A. The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the seventy-fifth percent of a semester or session, whichever is less. The academic record transcript of a student who remains in a class beyond the fourteenth week of instruction or seventy-fifth percent point in a session must receive a grade of A, B, C, D, F, CR, I or NC.
- B. Where verified cases of extenuating circumstances exist, a student or his or her representative may petition to be allowed to withdraw from a class or classes after the grade responsibility date. The petitioning process is to commence with the Vice President for Student Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Vice President for Academic Affairs. Extenuating circumstances include verified cases of accidents, illnesses, or other circumstances beyond the control of the student which prevent him or her from completing the class or classes. Where such withdrawals are approved, the symbol "W" may be granted.
- C. Petitions to withdraw from a class after the grade responsibility date must be presented within two (2) years from the time the grade was assigned.

## Withholding of Student Records and Registration

Administrative Procedure 5035

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, enrollment verifications (other than for deferments), diplomas, and registration privileges withheld.

The District also places holds on students' records for the following reasons:

1. Academic and/or Progress Probation, until cleared for registration by a counselor.
2. Academic and/or Progress Disqualification, until the student has applied for and been approved for reinstatement by the Vice President for Student Services.
3. Conduct suspension and expulsion, until allowed to re-enroll by the Vice President for Student Services.
4. Monies owed to the College.
6. Books and/or equipment not returned to EOPS or ACCESS.
7. Books not returned and/or fees not paid to the Greenleaf Library.

## FEES: POLICIES & PROCEDURES

### Enrollment Fee for Resident Students

Each student shall be charged a fee for enrolling in credit courses as required by law. CMCCD is required to charge each student a per unit fee for enrollment in credit courses. This fee is known as the enrollment fee. The amount of the fee is designated in Education Code Section 58501. The enrollment fee is listed in the schedule of classes for each semester or intersession and must be paid at the time of registration. (Board Policy 5030.)



## Non-Residents Student Tuition

Non-resident students are required to pay a per unit tuition in addition to the enrollment fee. This per unit rate will be established each year by the Board of Trustees in accordance with Education Code Section 76141. See the schedule of classes for the current fee. This tuition fee is payable at the time of registration and is charged to all students who have not been legal residents of California for one full year. Active-duty military personnel and their family members, regardless of residence, are exempt from out-of-state fees. Questions relating to the establishment of California residency should be directed to Admissions and Records, Office of Student Services, or the Base Programs Office. For more information on determination of resident status, see Board Policy 5015 and 5020.

## Instructional Materials

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided such materials are not solely or exclusively available from the district. (Board Policy 5030.)

## Parking Fee

Students shall be required to pay a fee, in an amount not to exceed \$20.00 for automobiles and \$10.00 for motorcycles per semester and \$5.00 per intersession for parking services. Students taking only off-campus courses are exempt from buying a parking sticker, unless and until the course is transferred to Copper Mountain College. If off-campus students plan on using college facilities, they will need to pay a parking fee.

## Physical Education Facilities

Where the district incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district. (Board Policy 5030.)

## Student Representation Fee

Students will be charged a \$1.00 fee per semester to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. (Board Policy 5030.)

## Transcript Fees

The district shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish a fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two (2) lifetime transcripts of students' records, or for two (2) verifications of various records. There shall be no charge for searching for or retrieving any student record. Education Code Section 76223. (Board Policy 5030.)

## Refund Policy

Board Policy 5030

Requests for refunds are accepted at the Cashier's Office until the deadline indicated in the class schedule. Refunds can be authorized only after a refund application is submitted within the prescribed time limits. Refunds must be requested, they are not issued automatically.

If a student is receiving Title IV financial aid and withdraws from all classes, a return to Title IV (R2T4) calculation will be performed in keeping with federal regulation. If the student is entitled to receive additional funds, a letter will be sent to the student by the college to advise them of the amount of aid and to ask if he or she would like to receive it or decline it. Frequently the R2T4 calculation will require the student to

repay a portion of the federal grants he or she received. Federal work study earnings never need to be repaid.

When the college cancels a class, refunds will be issued upon request from the student. The request must be filed during the semester for which the class was cancelled. When the college makes a time change in a class which prevents the student from attending, the student must drop the course and apply for a refund. Deadline dates for dropping courses and submitting refund applications as stated in the schedule of classes must be met.

***Please read carefully, not all fees are refundable.***

Enrollment fees are refundable if a class is dropped on or before the "last day to drop and be eligible for a refund." This is at the end of the second week of class for full semester classes. Refund dates for classes less than a semester in length are provided in the class schedule and on the CMC website.

The parking fee is refundable if classes are dropped on or before "last day to drop and be eligible for a refund," if the student completely withdraws from school. It is not refundable for a reduction of program. The parking sticker must accompany the request for refund.

Non-resident fees are refundable for a reduction of program or for a complete withdrawal providing the student files for refund before the refund deadline.

See the current class schedule or the CMC website for the deadline to drop to be eligible for a refund, and deadline to request a refund.

## Returned Checks

A service charge of twenty dollars (\$20.00) will be assessed for any check returned to Copper Mountain College by a bank. Students who have a returned check will be notified by the Cashier's Office. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), issuing transcripts, verification of enrollment or other transactions. The hold will remain until the financial obligation is met. Students who have two (2) or more checks returned by their bank will be placed on "cash-only" status and will be required to make all future payments in cash.

## Residency Determination

Board Policy 5015

Students shall be classified at the time of each registration as a resident or non-resident student. A resident is any person who has been a bona fide resident of California for at least one year and a day on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend. A minor whose parent or guardian qualifies as a resident shall likewise be deemed a resident. (Education Code, Sections 68040; 76140; Title 5, Sections 54000, et seq.)

Applicants must have had continuous presence in the State of California and have manifested intent to make California their place of permanent residence a minimum of 12 months and a day before the start of the semester for which they are applying. Applicants may not have two (2) places of permanent residence. The residence can be changed only by the union of act and intent.

Actions which are consistent with the intent to make California the place of permanent residence include, but are not limited to, the following:

- Registering all vehicles owned in California
- Possessing a California driver's license
- Registering to vote in the state of California
- Assuming permanent employment
- Opening an account with a California bank
- Having children in a California public school
- Filing suit in a California court
- Petitioning for divorce in a California court
- Maintaining California as legal state on Leave & Earnings statement and W-2 form while in armed forces
- Filing taxes as a California resident

The actions listed in the preceding paragraph must have taken place at least one year and a day before the start of the semester for which the student is applying.

The initial residency classification will be made at the time the student applies for admission. Students may file a residency questionnaire form through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President for Student Services. Students may appeal the decision.

In the event that an applicant's residency is in question, it is the responsibility of the applicant to present clear proof of residency. The burden of proof is on the student.

The student whose official records show a domicile outside California is prima facie a non resident unless the student presents proof of legal California residence. Neither General Delivery nor a Post Office box number is acceptable as evidence of permanent address. The voting address of the parent or legal guardian shall be accepted as the permanent address.

These exceptions in determining resident status are in effect:

1. A minor shall be considered a resident student if immediately prior to first entering any public or private university, college, or community college in California he or she shall have been, for a period of at least two years, in the continuous care and control of a resident of California other than his or her parent.
2. A minor citizen, or a minor alien lawfully admitted to the United States for permanent residence, shall be considered a resident student provided that he or she has not, for a period of one year immediately preceding the opening day of the semester or session in which he or she proposed to attend, received directly or indirectly any support or financial assistance from his or her father, mother, or legal guardian. During this period he or she must have been in continuous residence in the State. He or she may not be shown as an income tax deduction by the parent or guardian during the period.
3. A resident student (other than as determined in 2 above) shall not lose his or her residence because of marriage to a nonresident who is living in California.
4. Active-duty military members are considered California residents for tuition purposes.
5. The dependent of an active-duty military person stationed in California is considered a resident for tuition purposes during his/her first year in California.

6. The son or daughter of an active-duty military member will be determined to be a resident of California for tuition purposes.
7. Other residency exceptions are listed in ECS 68070-68084.

Applicants who are classified as non-residents are welcome to enroll at Copper Mountain College; however, they will be subject to non-resident tuition fees in effect at the time of registration.

## Non-Citizens

The district will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally they will be classified as non-residents and charged non-resident tuition.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and he or she meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he or she meets the following requirements:

- High school attendance in California for three (3) or more years
- Graduation from a California high school or attainment of the equivalent thereof
- The filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file application as soon as he or she is eligible to do so.

## Error or Falsification in Classification

A non-resident student who has been admitted in error without payment of the fee, or because of falsification of information submitted by or for him/her, shall be excluded from classes. Such notification may be given at any time. A student excluded because of falsification shall not be readmitted during the semester or session from which he/she was excluded. He/she shall not be admitted to any following semester or session until all previously incurred tuition obligations are paid.

Questions regarding residency should be directed to Admissions & Records in the Office of Student Services.

# STUDENT SERVICES

## COMMITTED TO SERVICE

To satisfy the educational needs of all the people within the College District, Copper Mountain College provides an "open door" policy admitting anyone 18 years of age or older who can profit from instruction and is no longer enrolled in high school. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and racial and ethnic groups.

To serve the educational and personal needs of a diverse population there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, services, and facilities are directed toward the development of the student.

Student Services performs an essential and vital function of the educational program. The goal of the staff in Student Services is to respond to each student regarding individual needs and concerns.

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### OFFICE OF STUDENT SERVICES

The Office of Student Services at Copper Mountain College is located in 300 Quad, next to Bruce's Coyote Kitchen. It houses programs and services that support students from the point of application through graduation. Services include college records, registration for classes, adding or dropping of classes, forwarding transcripts, counseling services and withdrawal from college. Requests for high school completion transcripts, for students who completed their high school requirements at CMC, must be made through the Student Success Center, located in the Bell Center.

### COUNSELING

Students are encouraged to meet with a counselor each semester. Students come for assistance in making career choices, choosing majors, dealing with study problems, developing social and interpersonal skills, for self-understanding and solving personal problems that are affecting their educational progress. Emphasis is placed upon assisting students in their growth and accepting responsibility for their decisions and actions.

Counseling services are a fundamental and integral part of matriculation and the total educational process at the community college. Recognizing that each student is unique, counseling faculty believe their primary responsibility is to respect students' individuality, encourage personal development, and foster a climate in which each student attains academic success.

The following are areas of service provided by counselors, who are available in several different support programs:

1. New student orientation.
2. Academic advising to identify educational goals and complete them efficiently.
3. Guidance for students placed on academic or progress probation.
4. Personal counseling (limited).
5. Transfer information and support.
6. Career counseling.
7. Consultation and counseling for students with disabilities.
8. Referral to Veterans' services, special programs, and financial aid.
9. Crisis intervention.

### MATRICULATION PROGRAM

Board Policy 5050

The district shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the district into agreement regarding the student's educational goal through the district's established programs, policies and requirements.

Copper Mountain College will provide students, except as exempted pursuant to Title 5, Section 55532, with all of the following matriculation services:

- A. Admission applications for processing.
- B. Orientation services designed to provide nonexempt students and potential students, in a timely manner, information concerning college procedures and course scheduling, academic expectations, financial assistance and any other matters the college or district finds appropriate.
- C. Assessment for course placement for all nonexempt students pursuant to Title 5, Section 55524.
- D. Counseling or advisement for nonexempt students pursuant to Title 5, Section 55523.
- E. Assistance in developing a student educational plan pursuant to Title 5, Section 55525, which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them.
- F. Post enrollment evaluation, pursuant to Title 5, Section 55526, of each student's progress.
- G. Referral of students to the following:
  1. Support services that may be available, including, but not limited to, counseling, financial aid, campus employment placement services, Extended Opportunity Programs and Services (EOPS), child care services, tutorial services, ACCESS (formerly DSPS); and
  2. Specialized curriculum offerings, including, but not limited to, precollegiate basic skills courses and programs in English as a Second Language (ESL).

If you have a question regarding these services or your status, please contact a CMC counselor.

## Matriculation - Student Responsibilities

Board Policy 5050.1

Students enrolling for credit courses enter into an agreement with the Copper Mountain Community College District for the purpose of realizing the student's educational goal through the district's established programs, policies and requirements.

Student responsibilities include:

- A. Stating a broad educational intent upon enrollment.
- B. Declaring a specific educational goal after completion of 15 units of degree applicable credit coursework.
- C. Attending class regularly and completing assignments.
- D. Completing coursework each semester and maintaining progress toward an educational goal, according to standards established by the district and the state.
- E. Participating in counseling or advising.
- F. Participating in the development of a Student Educational Plan (SEP) within 90 days after stating an educational goal.

If a student fails to fulfill stated responsibilities or fails to cooperate with the district in the development of the SEP and terms of the plan, the district may suspend or terminate provisions of matriculation services.

## Matriculation - New Student Orientation

Board Policy 5050.3

Orientation is a process that acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional policies and procedures. All new students entering Copper Mountain College are required to participate in the orientation component of the Matriculation Program unless exempted according to the following criteria:

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The college will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the orientation.

## Matriculation - Advising Program

Board Policy 5110

Counseling services are an essential part of the educational mission of the district. Counseling/Advisement in this sense is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives and designing a plan.

Counseling/Advisement shall be available to all students including those students entering the college for the first time. Counseling/Advisement is required of all new students unless exempted according to the criteria listed below:

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The college will make reasonable efforts to ensure that all new and continuing exempt students are provided the opportunity to have counseling and/or advisement.

## Matriculation Record of Student Complaints

Board Policy 5050.6

Records of all student complaints regarding violations of matriculation regulatory provisions will be retained at least three years after the complaint is resolved.

## ACCESS (Formerly DSPS)

Students with disabilities at Copper Mountain College participate in the same activities and courses as any other college student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. To receive services and accommodations, a student must apply to ACCESS and provide documentation verifying his or her disability. Accommodations and services are based on the specific educational limitations indicated by the disability. Such services might include: priority registration and assistance, tutoring, interpreters, note-takers, specialized counseling, extended time on tests, mobility assistance, and adaptive equipment for those who qualify.

Special instructional support and training in adaptive software is available to ACCESS students through participation in the ACCESS classes. Students can register for the Instructional Support Lab for basic skills tutorials, Adaptive Keyboarding, and Adaptive Computer Applications.

All interested individuals are urged to contact ACCESS for further information: (760) 366-3791 ext: 5861; TDD (760) 366-3241.

## EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a state funded program that provides students who are educationally and economically disadvantaged with the opportunity to attend college.

1. An applicant must be a California resident, qualify for a BOG A or B Waiver, be a full-time student in good standing with the college, and have an educational disadvantage according to program guidelines.
2. Students receive book service for textbooks, participate in a book loan / exchange program, receive a parking permit and school supplies. Amounts vary according to state funding.
3. Students are required to complete an educational plan, and to participate in counseling and tutoring activities, depending on their academic needs. When students meet requirements, they receive priority registration, the services mentioned above, and waiver of an application fee required to transfer to any of the California State University or University of California campuses.
4. An integral component of the program is academic, career, transfer, and personal counseling to ensure the student's success in college.
5. A related program, Cooperative Agencies Resources for Education (CARE), encourages single, head of household, parents on public assistance (CalWORKs) to enroll in college by providing additional supportive services, including a CARE grant for educational expenses, parenting activities, and counseling. CARE participants must be an EOPS student in good standing. Contact (760) 366-3791 ext. 4247 for information.



## FINANCIAL AID

Board Policy 5130

Copper Mountain College processes federal, state, and institutional aid for students who meet the eligibility requirements for the specific programs. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) to apply for state and federal aid for which they may be eligible. Students are also encouraged to apply for any institutional and outside scholarships possible. Scholarship information is available from Financial Aid staff in Student Services. Various scholarship websites are available on the CMC's website at [www.cmccd.edu](http://www.cmccd.edu). A free scholarship search is available at [www.fastweb.org](http://www.fastweb.org).

### How to Apply

Most federal and state aid is based on need. The federal processor determines a student's need for Federal Student Aid using the FAFSA that the student files each year. Students are encouraged to file the FAFSA as soon after January 1<sup>st</sup> as possible. The FAFSA may be filed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by paper applications that are available from high school counselors. The state also uses the FAFSA to determine need for Cal Grant consideration. The primary Cal Grant deadline is March 2<sup>nd</sup>.

After analyzing the information on the FAFSA, the federal processor will send the applicant a Student Aid Report (SAR) and CMC an electronic record of your need analysis. The Financial Aid Office will advise the applicant of any further information he or she will need to provide. Once the file is complete, the applicant will receive an award letter indicating the financial aid he or she is eligible to receive.

### Withdrawal & Repayment of Funds

To continue to receive financial aid, students are required to meet Satisfactory Academic Progress (SAP) standards. The federal government is willing to provide assistance to students as they pursue an education. However, it will not provide aid to students who are not completing their coursework satisfactorily or are not completing their program in a timely manner. Therefore, students are in danger of losing their aid eligibility if they take more courses in a semester than they can reasonably complete or if they do not take the appropriate courses to complete their program's requirements.

Students are advised to meet with a counselor to develop an educational plan, to be realistic about the number of courses they can satisfactorily complete in a given semester, and then to be diligent in class attendance and completion of assignments. In the event something should occur to prevent the student from attending, it is the student's responsibility to drop the class in the Admissions Office of Student Services. Failure to officially withdraw may result in failures on transcripts and loss of financial aid in future semesters. Total withdrawal prior to the completion of 60% of the semester will result in a recalculation of the aid the student is entitled to receive. In keeping with federal regulations, the recalculation may require the student to repay some of the unearned aid they had received. Failure to return the funds would result in loss of eligibility for future aid until the funds are repaid.

Copper Mountain College participates in the following financial aid programs. Most of the aid is need-based, so students should file a Free Application for Federal Student Aid (FAFSA) each year to apply for federal and state aid. This may be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Award letters from CMC will advise students of the assistance they are eligible to receive.

## Federal

**Pell Grants:** These federal grants provide the foundation for the financial aid "package" to which other aid may be added based on the amount the student is eligible to receive and upon the availability of funds.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** These limited federal grants are awarded to eligible students whose FAFSA indicated an exceptional financial need. These are awarded while funds are available.

**Federal Work Study (FWS):** This federal program enables eligible students to help pay their school expenses through part-time employment on campus. Qualified students who have received tutor training may also work as tutors in elementary and middle schools in support of the national America Reads and America Counts programs.

**Direct/Stafford Loans:** Students should consider loans as the last resort and are encouraged to apply for scholarships, work study, or other sources that do not require repayment. Excessive borrowing can cause hardship for students and may prevent them from completing their educational program.

## State

**Cal Grants B & C:** These state-funded grants are awarded by the California Student Aid Commission to California residents who qualify on the basis of financial need and merit or vocational objective. Students should file their FAFSA early to make the March 2<sup>nd</sup> priority deadline. There is a second deadline of September 2<sup>nd</sup> for community college students only. It is to the student's benefit to make the March deadline. Enrollment and GPA verifications for the Cal Grant program are sent to the state by CMC. Students with fewer than 24 completed credits should have their high schools send their GPA verifications.

**Board of Governor's Waiver Program (BOGW):** This state program waives the payment of enrollment fees for California residents who qualify based on financial need, public assistance, or who meet specific income standards. The most effective way to apply for the waiver is to file the FAFSA early enough for the student to be assured of waiver eligibility prior to registration. An alternative application is available in the financial aid office, but it does not qualify the student for additional aid such as the Pell and FSEOG grants or for work-study.

**Scholarships – Institutional and Other Sources:** Scholarships are awarded by CMC and by other agencies on the basis of merit, academic promise, financial need, program of study, or other criteria as specified by the donors of the scholarships. The number and types of scholarship awards available, the amounts awarded, and the application procedures vary. Applications and additional information are available from Student Services each January, and other scholarship resources are available in Financial Aid as they become available. Students are encouraged to apply for all scholarships for which they qualify. Frequently scholarships are renewable. A free scholarship search is available at [www.fastweb.com](http://www.fastweb.com).

**Other Sources of Assistance:** Tutoring, books, and other types of support are available for students who meet the criteria for the program. Assistance from Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), and ACCESS (formerly known as DSPS) may also be available. Check their listings for further information.



## TRANSFER CENTER

Students should begin researching transfer options early in their academic career. The Transfer Center located in Student Services houses a college catalog collection, reference library, articulation agreements, and other resource materials to help students experience the smoothest possible transition to four-year colleges and universities. Annually, the center hosts visits by CSU and UC counselors to assist students on an individual basis with their transfer needs. Other private universities from the area are invited to campus as well. Students are encouraged to use the Transfer Center on a drop-in basis or by appointment.

## VETERANS SERVICES

The Veterans Services, located in the Office of Student Services on the main campus, is available to assist eligible veterans, dependents, and reservists in obtaining their GI Bill educational benefits and services. The office also assists applicants with completing applications and forms necessary for GI Bill benefits and helps veterans with referrals to other agencies and resources. Copper Mountain College is approved to train individuals under various GI Bill programs towards Certificates, Associate of Arts or Associate of Science Degrees, and transfers to four-year institutions. The college is also approved by the California Department of Veterans Affairs for the attendance of veteran's dependents (Cal-Vet Fee Waiver).

Student program requirements are diverse and must be met in order to receive GI Bill benefits. More information is available on our website, [www.cmccd.edu](http://www.cmccd.edu), or students may call 1-866-366-3791 x5803, or stop by the Veterans Services during business hours.

### Veterans Program Course Requirements

1. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory progress.
2. Some Independent Study and Internet courses are acceptable for veterans benefits.
3. Veterans, dependents, and reservists must declare a major and are responsible for enrolling only in classes required for their major. Failure to take properly approved classes can lead to reduction or termination of benefits.
4. Students receiving VA educational benefits are required to meet with a counselor to complete a Student Education Plan (SEP) by the end of their first semester at CMC. Transfer students are required to submit official transcripts and have coursework evaluated by the end of their first semester at CMC as well.

5. Students may receive benefits when repeating a course in which a grade of "F" or "NC" was received if the course is required or a prerequisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required. Notify Veterans Services of any course you are planning to repeat.
6. Less than semester length courses are certified by CMC's Veterans Services for the exact dates of the course only, and not for the entire semester. Check with Veterans Services before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.
7. Veterans services must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes and withdrawals immediately to the Admission's Office and Veterans Services.
8. BAH and stipend amounts vary by GI Bill chapter and rate of pursuit. Summer session and short-term semester classes are computed proportionately for payment purposes. Check with Veterans Services for unit load requirements.
9. GI Bill benefits are subject to change. Please visit [www.gibill.va.gov](http://www.gibill.va.gov) for the most recent information. Additional information about VA benefits and program requirements may be obtained from Veterans Services in the Office of Student Services.

## SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

Copper Mountain College, through its affiliation with the American Association of Community Colleges, and other community and junior colleges across the country, maintains membership in the Servicemembers Opportunity Colleges (SOC).

SOC agreements are issued to active duty military students and their family members. The agreements provide transfer of units guarantees for students transferring to other SOC Network colleges.

The SOC concept is based on the fact that military life is keyed to mobility. In light of difficulties faced by military personnel, SOC colleges make every effort to respond to their special needs by: (1) having admissions policies related to the life conditions of military personnel, (2) providing special services, and (3) giving special consideration to military personnel and veterans making application to Copper Mountain College.



*Newly remodeled  
Office of Student Services.  
Stop in soon and check it out!*

## STUDENT ORGANIZATIONS

### Associated Students of CMC (ASCMC)

Board Policy 5400

In keeping with the philosophy of Copper Mountain College and in the spirit of shared governance, both day and evening students are encouraged to be active participants in the Associated Student's organization.

Officers and Senators are elected annually to represent students. A student is also elected each year to serve as Student Trustee on the Board of Trustees. This position helps ensure an official student voice at the policy level of the college. The ASCMC has adopted Bylaws, incorporating rules and regulations that provide a structure for the operation of the Association and reflects the interests and concerns of students.

### Associated Students' Elections

Board & Administrative Policy 5410

The Associated Students shall conduct annual elections to elect officers. Any student elected as an officer in the Associated Students shall meet the following requirements:

1. The student shall be enrolled in the district at the time of election and throughout his or her term of office, with a minimum of five semester units or the equivalent.
2. The student shall meet and maintain the minimum standards of scholarship (See Board Policy 4220 and related administrative procedures).
3. Any student elected as an officer in the Associated Students shall meet the requirements in Board Policy 4220. (See Student Government Bylaws, Article II, Section 2).

### Honor Societies

- Beta Rho Pi Chapter of Phi Theta Kappa
- Alpha Sigma Chapter of Alpha Beta Gamma

## CAMPUS CLUBS

Copper Mountain College offers a variety of campus clubs and organizations. Clubs focus on service, academic enhancement, special interests, and social development. Students are encouraged to participate in campus organizations.

Each year new clubs are chartered as requested by students. Each club is allowed representation at the Associated Students meetings where activities, projects and concerns pertaining to club members are discussed.



# STUDENT RIGHTS AND RESPONSIBILITIES

Each student is responsible for meeting all college requirements and deadlines, as presented in this and any other announcements of the college or department in which he/she is enrolled. Class schedule information is considered as supplementary to the college catalog and is also an official statement of policy.

The college intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, marital status, pregnancy, age, disability, or veteran status. All persons are to be protected from abusive or harassing behavior.

All Copper Mountain College Policies & Administrative Procedures can be viewed, in their entirety, on our website at [www.cmccd.edu/Board\\_Policies](http://www.cmccd.edu/Board_Policies).

## STUDENT CONDUCT STANDARDS

### Academic Freedom and Responsibility

Board Policy 4030

The Copper Mountain Community College District supports the principle of academic freedom. College faculty and students must be free to cultivate a spirit of critical inquiry and scholarly pursuit within a collegial atmosphere that demonstrates respect for the opinions of others. The oral and written discussion of concepts and topics should involve a free and uncensored exchange of ideas. The college believes in the development of the whole person within an environment where respect for the ideas and traditions of others is upheld.

### Expressive Activities

Board Policy 5550

The Board of Trustees values the free exchange of ideas and expressive activity on campus, and seeks to foster and protect the rights of all persons to exercise the constitutional rights protected under the First Amendment of the United States Constitution and Article I, Section 2 of the California Constitution. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression at Copper Mountain College.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression within the bounds of protection of the First Amendment or California Constitution.

Speech shall be prohibited that is obscene, libelous, or slanderous according to the current legal standards, or which so incites others to create a clear and present danger of the commission of unlawful acts on district property or the violation of lawful community college or district regulations, policies, or procedures, or the substantial disruption of the orderly operation of the district.

This policy and all implementing regulations regarding speech or other expressive activity shall be applied equitably and fairly. Except for the limitations described above, the district shall place no restrictions on the basis of content on any person, organization or group.

### Expressive Activities

Administrative Procedure 5550

All persons wishing to use any of the District's facilities for speech or expressive activities are advised to identify themselves to the campus through the President's office. Notification prior to the day of the activity is preferable. The campus also requests a copy of materials to be distributed.

Persons distributing materials as part of expressive activities are responsible for retrieving and removing materials that are discarded in other than an appropriate receptacle. If the distributor of written materials fails to clean up litter resulting from such distribution the college may charge the distributor for the costs incurred in the cleanup.

Persons involved in expressive activities shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or any educational activities taking place at that time.

Persons engaged in expressive activity shall not impede the progress of passersby, nor shall they force passersby to take material.

No person involved in expressive activity shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting. Materials displayed shall be removed after the passage of thirty (30) days. The President's office or designee shall be responsible for removing dated material.

## STANDARDS OF CONDUCT

Board Policy 4220

### Student Code of Academic Integrity

Copper Mountain Community College District officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish.

Student academic dishonesty is a serious offense at Copper Mountain College because it undermines the bonds of trust and honesty between members of the college community and defrauds those students who eventually depend upon our knowledge and integrity. Student academic dishonesty consists of the following:

1. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.



4. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.

Plagiarism, from the Latin *plagiarius* (kidnapper), refers to the "unacknowledged" use of another person's words, ideas, or information. Rewriting, paraphrasing, summarizing, putting a passage into one's own words without recognizing the original source are still plagiarism: credit must be given to the author or creator. Plagiarism can carry serious consequences, resulting in course failure and/or expulsion. Please refer to the "Student Rights and Responsibilities" section of the Copper Mountain College Catalog. The following are examples of plagiarism:

- A. Copying and pasting text from CD ROMS.
- B. Copying and pasting text from web sites.
- C. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers.
- D. Modifying or scanning any text.
- E. Replacing words in the text using a thesaurus.
- F. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgment.
- G. Using photographs, images, video, or audio without permission or acknowledgment.
- H. Using another student's work and claiming it as your own (even with permission).
- I. Translating texts from a foreign language does not constitute original work and falls under the guidelines for quotations, summaries, and paraphrasing.

## Copyright Infringement for File Sharing

When you download music and movie files from the internet, unless you know for sure that the file isn't copyrighted, or receive permission from the copyright holder, you are taking a big chance, and can safely assume you are committing copyright infringement. Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement, and is against the law. Unless you receive actual express permission from the copyright owner, assume you do not have permission to download or share the file. If you illegally download or share copyrighted material such as music or movie files, you could face legal action from the owner of the copyright for the work, which could mean many thousands of dollars in fines, as well as college disciplinary action for stealing or attempting to steal private property.

## Cause for Discipline

When a student enters Copper Mountain College, it is taken for granted by the college authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Standards of Conduct policy, then appropriate disciplinary action will be taken as listed in the policy.

The purpose of this policy is to provide a prompt and equitable means to address violations of the Copper Mountain Community College District Standards of Student Conduct which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protection. This procedure will be used in a fair and equitable manner, and not for the purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This policy is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and it will not be used to punish expression that is protected.

The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred by the Superintendent/President.
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. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous; or which 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 college regulations, or the substantial disruption of the orderly operation of the college.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. 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 district policy or administrative procedure.

Students are guaranteed the rights of due process when charged with a violation of conduct standards. Copies of the Student Conduct Due Process Procedures are available in the Office of Student Services.

## Definitions of Types of Discipline

### 1. **Removal From Class**

Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Any instructor may order a student removed from his or her class for the day and the next class meeting. The instructor shall immediately report the removal to the Vice President for Student Services and the Superintendent/President. The Vice President for Student Services shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the VP or VP's designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the VP or the VP's designee from recommending further discipline in accordance with board policy and based on the facts that led to the removal. (ECS 76032)

### 2. **Immediate Interim Suspension**

Exclusion of the student by the Vice President for Student Services for good cause from one (1) or more classes for a period of up to ten (10) consecutive days of instruction.

The Vice President for Student Services may order immediate suspension of a student when it is concluded 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 listed in the board policy 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 (10) days. (ECS 66017)

### 3. **Long-term Suspension**

Exclusion of the student by the Vice President for Student Services for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

### 4. **Expulsion**

Exclusion of the student by the Board of Trustees from the college for one or more terms.

### 5. **Withdrawal of Consent to Remain on Campus**

Withdrawal of consent by the Vice President for Student Services for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Superintendent/President has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

### 6. **Written or Verbal Reprimand**

A written or verbal reprimand is an admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

## DUE PROCESS HEARING PROCEDURES

The college will develop procedures for fair due process hearings for students receiving long-term suspensions, short-term suspensions, expulsions, or withdrawal of consent to remain on campus.

## STUDENT GRIEVANCE PROCEDURE

If a student has a reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators .

### I. Cause:

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

### II. Procedures:

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then;

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the Vice President for Academic Affairs.

After discussing the matter with the Vice President for Academic Affairs or their designee, if the student wishes to make a formal complaint it must be in writing. The Vice President for Academic Affairs or their designee will notify the staff member and conduct an investigation. At this point the name of the student may be kept confidential. The Vice President for Academic Affairs may request a meeting with the student and the staff member if it is believed that the matter can be resolved. At this meeting the student and the staff member are entitled to representation. The Vice President for Academic Affairs or designee shall communicate a decision to the student and staff member within forty (40) school days of the written complaint. If, however, the student is not satisfied, he/she may then;

C. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Board of Trustees for review of the matter and, at the Board's discretion, a hearing on the matter.

## STUDENT PRIVACY RIGHTS AND ACCESS TO RECORDS

### Family Educational Rights and Privacy Act (FERPA)

#### RELEASE OF INFORMATION

The Copper Mountain Community College District (CMCCD) does not release student record information without the written consent of the student, except as outlined below under Disclosure of Education Records.



## STUDENT RECORDS AND DIRECTORY INFORMATION

Board Policy 5040

The district 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 class of parties to whom the records may be released.

The district may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. Officials and employees of the district who have a legitimate educational interest to inspect a record. A school official is defined as:
  - A person employed by the district in an administrative, supervisory, academic, research, support staff, or security position;
  - A person elected to the Board of Trustees;
  - A student government officer conducting student elections; and/or
  - A person employed by or under contract to the district to perform a special task, such as the attorney or auditor.

School officials have a legitimate educational interest if they are:

- Performing a task that is specified in their position description or by a contract agreement;
  - Performing a task related to a student's education;
  - Performing a task related to the discipline of a student; and/or
  - Providing a service or benefit relating to the student such as counseling, job placement or financial aid.
2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
  3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  6. To organizations conducting studies for, or on behalf, of the college.
  7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
  8. To accrediting organizations in order to carry out their accrediting functions.
  9. To comply with a judicial order or a lawfully issued subpoena.
  10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.

11. To an alleged victim of any crime of violence of the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

### Directory Information

The Copper Mountain Community College District (CMCCD) does not release student record information without the written consent of the student, except as outlined below under Disclosure of Education Records. The law allows the college to release student directory information, except when students have specifically requested that directory information be kept confidential. However, CMC Board Policy 5040 considers only the following items as "directory information", open to disclosure if requested:

1. Name
2. Electronic mail (E-mail) address
3. Major field of study
4. Awards and degrees received (including dean's list recognition)
5. Degree(s) received/conferred (including dates)
6. Participation in college activities

Only these items are "directory information" at CMC and OK to share, unless the student gives permission in writing. Should the student decide he/she does not want his/her "directory information" shared, then a Full Suppression form must be signed and provided to Admissions & Records. Please note: To protect your privacy Copper Mountain College's policy is "All or Nothing". When you ask for your records to be suppressed, all Directory Information will become unavailable for the public to see and we will be unable to acknowledge that you attend Copper Mountain College. The student must come in person to Admissions & Records to complete any college transactions, such as: registration, billing, transcripts, grades, etc. The suppression will stay in effect until this form is again completed to allow CMC to release your Directory Information. Even if this is signed and the Directory Information is suppressed, parents of dependent children (according to IRS rules) still have the right to view all of their student's records.

### Right to Inspect and Review Records

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). To access their transcripts, students must file a letter of request with the Office of Student Services. To obtain access to other documents, students must submit a letter of request to the Vice President for Student Services.

Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate.

## Right to Request Amendment of Student Records

Students may file a written request with the Superintendent/President to correct or remove information recorded in their student records which they allege to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within thirty (30) calendar days of receipt of such request, the Superintendent/President, or designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the district. The Superintendent/President, or designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within thirty (30) calendar days of denial.

Within thirty (30) days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the Board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to the students, or the student accepts an unfavorable decision by the Superintendent/President, he or she shall have the right to submit a written statement of his or her objections which shall become part of his or her student record until such time as the information to which the objection is made is corrected or removed.

## RIGHT TO FILE COMPLAINTS WITH THE DEPARTMENT OF EDUCATION

Copper Mountain College students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the Family Educational Rights and Privacy Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; (202) 260-3887; FAX (202) 260-9001.

# CAMPUS SERVICES AND POLICIES

## AUTOMATIC TELLER MACHINE

An automatic teller machine (ATM) is located inside Bruce's Coyote Kitchen.

## BOOKSTORE

The General Ernie Reid Bookstore, managed by Follett Higher Education Group, carries new and used course textbooks, a variety of essential classroom and student supplies, reference books, and other campus-oriented items. The Bookstore welcomes nonstudents. See the current schedule for hours of operation. Located in the 300 Quad, by Student Services.

## FOOD SERVICES

Bruce's Coyote Kitchen menu items include soup, hot entrees, grill service, desserts, and beverages. Hours of operation are published in the current class schedule each semester. Located in the 300 Quad, by Student Services.

## HOUSING

There are no facilities for on-campus housing at Copper Mountain College. Information regarding off-campus housing is available through local Realtors. The college does not inspect or approve facilities and assumes no responsibility for agreements between landlords and the students.

## PARKING

Administrative Regulations 7190

### Parking Permits

Vehicles parked in Copper Mountain College parking areas, shall display a valid CMCCD parking permit sticker either on the right side of the rear window, as viewed from the rear of the vehicle or on an authorized hanger. Hangers must hang from the rear view mirror so that the sticker is readable from the rear of the car. Open top or canvas top vehicles, or vehicles with tinted windows that prevent a clear view of the permit, may have the permit affixed on the front windshield, passenger side, lower right corner. Motorcycles, motor bikes, mopeds, and scooters shall display the permit on the front forks, fender or windshield. The owner assumes responsibility for any lost or stolen permit. A \$5.00 fee will be charged to replace a lost permit.

The Cashier's Office sells student-parking permits for \$20.00 each for autos and \$10.00 for motorcycles for the spring and fall semesters. The cost of a permit for the summer session will be \$5.00. Authorized plastic hangers for hanging on the rear view mirror are available at a cost of \$1.00.

If a vehicle is sold, a replacement permit will be issued for \$1.00 upon presentation of the original permit.

Permits for additional vehicles owned by the same student, holding a valid campus parking permit, may be purchased from the Cashier's Office for \$1.00. Proof of ownership of these vehicles must be shown at the time of purchase.

Students who voluntarily withdraw from CMCCD should consult the refund dates for their classes for refund of parking fees. They will be required to return their parking permit with the application requesting tuition refund.

Faculty/staff permits shall be issued annually prior to the beginning of the fall semester. Student workers will be issued one student parking permit for the semester in which they work.

## Temporary Parking Permits

A temporary permit is available free of charge to visitors from the Office of Student Services or Cashier's Office.

Students who have purchased a parking permit but who need a temporary parking permit because their vehicle is unavailable may obtain a temporary permit at no cost from the Office of Student Services or Cashier's Office.

## ADA Accessible Parking

Spaces for vehicles of persons with physical handicaps are reserved in the Visitor, Library, and Main parking lots, and are identified with the standard symbol.

ADA accessible parking requires a Disabled Person placard or plates from DMV, as well as a CMCCD temporary or permanent parking sticker. All disabled students, as verified by a valid State of California placard, will not be charged for parking permits.

## Placement of Permit

Properly displaying the parking permit is the responsibility of the individual, and failure to do so could result in a citation being issued. The parking permit should be displayed on the inside of the rear window or windshield in the lower right hand corner. If the window is tinted, the permit should be displayed on the inside of the windshield on the passenger side of the vehicle, or it should be affixed to the campus plastic hanger and hung visibly from the rear view mirror. Hangers must hang from the rear view mirror so that the sticker is visible. Motorcycles, mopeds and scooters should display the permit on either the fender or front forks.

## Enforcement

Campus Security personnel patrol the campus parking lots and issue citations to violators of parking and traffic regulations. The fine for a violation is \$20.00. The San Bernardino County Sheriff also has jurisdiction on campus and may issue citations for violations.

Fine payments or questions should be directed to the Cashier's Office, during regular working hours (8:00a.m. to 4:00p.m.) (760) 366-3791 ext. 5310, or ATTN: Parking, P. O. Box 1398, Joshua Tree, CA 92252.

Failure to respond to a citation within 30 days will result in the following actions:

- 1) The fine will be increased to \$40.
- 2) A "hold" will be placed upon the academic records of the violator and he or she may be prohibited from attending classes until the fine has been paid.

A parking violation notice appeal procedure may be initiated in writing through the Cashier's Office.

- 1) The appeal application must be completed and a typed or legibly written explanation of the reason(s) that an exception be made.
- 2) Supporting documentation may be submitted if applicable. (i.e. proof of purchase of parking permit.)
- 3) The completed appeal application and supporting documentation will be to: Business Services, Attn: Cashier's Office.
- 4) Notification of the appeal decision will be made in writing by mail. Additional information, if needed, may delay the decision.

## General Safety Regulations

No vehicle shall be driven in excess of 10 mph on any roadway or parking area within the campus. However, all vehicles must be driven at all times at a safe speed consistent with road conditions and pedestrian traffic.

All driving of motor vehicles on campus shall be conducted in a manner which insures the safety of drivers, passengers, pedestrians, and others, and which prevents damage to College property and the personal property of students, staff and guests.

Any vehicle leaving a designated parking lot shall stop as required and shall yield the right-of-way.

Campus traffic regulation signs are official and must be complied with as on any other public property.

Pedestrians have the right-of-way over vehicular traffic, but shall give consideration to traffic flow.

Any action of drivers that may be considered contributory to the cause of any injury or accident may be considered as reckless driving and driver(s) can be cited.

All vehicles, including two and three-wheeled vehicles are not to be driven on interior walks or roadways. Exception would be maintenance, security or emergency vehicles on official business. Skateboards and roller-skates are not allowed on the campus.

## Parking Areas

No vehicles shall be parked in any location other than a designated parking area. No vehicle shall be parked on any interior roadway, driveway, sidewalk, lawn or undeveloped area.

Vehicles not parked in designated areas may be towed away and impounded at owner's expense.

Parking will not be permitted within 15 feet of any fire hydrant or stop sign or in any red zone.

Two and three-wheel motor vehicles are not permitted to park in automobile spaces. Special motorcycle spaces are provided. Only motorcycles, motorbikes, mopeds, and scooters shall park in areas specifically designated for such.

## Parking Spaces

Parking will not be permitted in any manner that may obstruct the roadway, electrical panels, passageway, or doorway of a building or handicapped ramp, entrance or exit to any parking area.

A vehicle shall not park in such a manner as to occupy more than one space.

## Visitor Parking

Parking in the visitor spaces is for the designated time only. Vehicles using handicapped spaces must display their handicapped permit. After 6:00 p.m. Monday through Friday, the visitor parking spaces in 100 Quad are reserved for faculty only. Spaces for the handicapped are reserved for use by the handicapped at all times.

## Authority

Copper Mountain College Parking and Traffic Regulations are based on the authority contained in Section 2113, California State Vehicle Code. The Copper Mountain Community College District Board of Trustees in accordance with Board Policy 7190.

## TRANSPORTATION

The Morongo Basin Transit Authority (MBTA) has routes throughout the entire Morongo Basin during the day and evening that assist CMC students in their transportation needs. Registered students with a current CMC ID card can ride MBTA buses for 25¢. A sticker indicating current semester enrollment will be affixed to the ID card during the registration and fee payment process. Interested students may call 1(800) 794-6282 for more information about MBTA routes, timetables, and services. Visit their website at [www.mtbabus.com](http://www.mtbabus.com).

## CHILDREN ON CAMPUS

Children are not permitted to attend classes, remain outside a classroom, in the parking lot, in a car, or in the library while their parent/guardian is in class.

On college controlled property, children must be under the direct control of an adult for their safety and security and the safety of others. CPS may be called if children are perceived to be unsupervised or unsafe.

## PETS/ANIMALS ON CAMPUS

State and local laws prohibit animals on campus at any time except service animals (dogs) used to assist blind and disabled persons. The Humane Society removes animals at owners' expense. Students who violate this law are subject to disciplinary action.

### Service Animals

According to the Americans with Disabilities Act (ADA), a service animal is defined as "a dog or miniature horse individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items". Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Service animals may accompany a person with a disability on campus. If there are any questions as to whether an animal qualifies as a service animal, a determination will be made by ACCESS Services and the Vice President for Student Services.

Students who are disabled and desire to use a service animal on campus should contact ACCESS to register as a student with a disability, at which point staff will evaluate the disability and recommend any additional accommodations appropriate based on the functional limitations of the disability.

Requirements of service animals and their owners include:

Animals must be licensed in accordance with county regulations and wear a vaccination tag.

Animals must be in good health.

Animals must be on a leash at all times.

The owner must be in full control of the animal at all times - disruptive animals are not allowed on campus.

The owner is expected to provide maintenance and hygiene of the service animal as well as disposing of all animal waste.

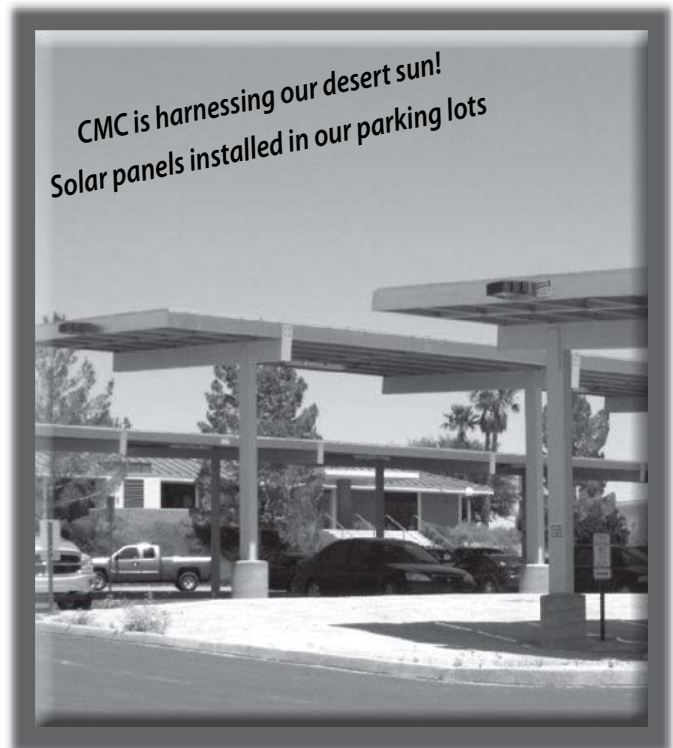
Miniature horses are not allowed in buildings due to hygiene issues.

Service animals are prohibited from kitchens and food-preparation areas as well as utility rooms or other hazardous service areas.

Consult with lab instructors concerning service animals in a lab area.

## SMOKING IN DISTRICT FACILITIES

In the interest of promoting the health and well-being of district students, staff and visitors and to maintain the safety of district facilities, it shall be the policy of the Copper Mountain Community College District to prohibit smoking in all indoor facilities and in district vehicles. Smoking is only permitted in designated smoking areas around campus.





# ACADEMIC REGULATIONS

## ATTENDANCE

### First Class Meeting

It is extremely important for students to attend the first class meeting. Instructors may drop students who do not appear in order to make room for others who may desire to take the class. If a student is dropped as a "no-show" for nonattendance, and if space is available, it is the student's responsibility to reregister into the class at the Office of Student Services.

### Class Attendance

A student is expected to attend all class sessions. It is the student's responsibility to contact instructor(s) regarding any absence. The acceptance of an excuse for absence or official leave of absence (see "Leaves of Absence" below) is at the discretion of the individual instructor. When absences are excused due to personal illness or the serious illness or death of a family member, a field trip, or an authorized absence on behalf of the college, all work assignments to be made up must be described by the instructor to the student in advance of the absence when possible. It is the student's responsibility to make up all class work missed to the standards of the course.

### Extenuating Circumstances

If a student encounters unusual circumstances that will cause excessive absences during a semester, but still wishes to remain enrolled and complete the semester, the student must contact each instructor for permission. Faculty may occasionally request that the Vice President for Student Services verify the extenuating circumstances before they make a decision. If the circumstances are so severe that the student is away from the area and unable to contact instructors, Academic Affairs may be able to assist.

### Leaves of Absence

Students who have a need to withdraw for a short time, but who wish to retain their status in class(es) and resume work before the end of the current semester, should consult with each of their instructors. If students must depart suddenly, as in a family emergency, they should write the Vice President for Student Services as soon as possible requesting a leave to be away from class(es).

## AUDITING CLASSES

Board Policy 6530.9

The Copper Mountain Community College District does not allow auditing of classes.

## ENROLLMENT CLASSIFICATION OF STUDENTS

**Freshman:** A community college student who has completed fewer than 30 units of college credit.

**Sophomore:** A community college student who has completed 30 or more units of college credit.

**Full-Time:** A student enrolled for 12 or more credit units.

**Part-Time:** A student enrolled for fewer than 12 credit units.

## CLASSIFICATION AND NUMBERING OF COURSES

There are three (3) types of courses/classes offered by Copper Mountain College:

1. **Credit Courses:** Courses numbered 001-099 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by Copper Mountain College for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to an Associate Degree or Baccalaureate Degree by the University of California, the California State University or an accredited independent college or university. A few foundational courses in basic skills are offered for credit but do not count toward completion of a program or major.
2. **Non-Credit Courses:** Courses numbered 100 are non-credit courses. These courses generally provide basic skills, tutoring or training and are not applicable toward graduation.
3. **Community Education Programs:** Classes are designed for students whose primary motive for activity and learning is personal enrichment. Community Education classes carry no units and generate no transcripts. For more information call Academic Affairs at (760) 366-3791 ext. 4244.

## TRANSFERABLE COURSES

Copper Mountain College courses that are transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description section of this catalog. The CSU or UC designates courses accepted for major preparation or elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. Students interested in transferring to the University of California should refer to the University of California Transfer Course Agreement, available in the Transfer Center and in the Office of Student Services, to make sure they have enough units, since CMC offers several UC transferable courses for which credit is decreased by one or more units by UC.

Detailed information about transferability by course and by institution is available at the Assist website [www.assist.org](http://www.assist.org).

## CHANGES IN TRANSFERABLE CREDIT

As new courses are added or changes are made to current courses, University of California (UC) transfer credit may not be applicable until UC has approved these changes.

Students are strongly advised to consult with an advisor or counselor early in their first semester at CMC and every semester thereafter. They will help to ensure that you remain on track for graduation and transfer. Transfer eligibility may vary between institutions, your counselor will advise you of important requirements and keep you apprised of any changes.



## COURSE PREREQUISITES, COREQUISITES, ADVISORIES AND OTHER ENROLLMENT LIMITATIONS

Board Policies 4260 and 6020

Complete course prerequisites, corequisites, and advisories are listed in this catalog after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Questions regarding course eligibility should be discussed with your faculty advisor or counselor.

A **Prerequisite** is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the Copper Mountain College course which must be taken prior to enrollment in a given course. (In A,B,C,D sequences, A is the prerequisite to B, etc.) Prerequisite requirements must be met before enrollment is permitted.

A **Corequisite** is a course or courses students may be required to take simultaneously in order to enroll in another course. Corequisite represents a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a "C" or better in the course requiring the corequisite.

An **Advisory** is listed in a course description to indicate that greater success in the course is likely if a student possesses certain skills, experiences, or a body of knowledge indicated in the advisory. Without the advisory knowledge, it is still expected that most students could receive a satisfactory grade in the course.

The district has a process for the establishment, review, and challenge of prerequisites, corequisites, and advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practices. The following regulations apply:

1. All computation and communication skill prerequisites will be established on a course by course basis.
2. The district will provide sufficient number of corequisite sections to accommodate students or the requirement will be waived for individual students for whom space is not available.
3. Students must satisfy prerequisite or corequisite requirements by successful completion of the appropriate course or multiple-measure assessment.
4. A student may challenge the requirement of prerequisites or corequisites. Check with Academic Affairs for details.

## LIMITATIONS OF ENROLLMENT

Board Policy 6020.2

Restrictions on enrollment may be imposed due to the nature of the course such as prerequisites, corequisites, honors, or public performance. Restrictions may also be imposed due to health and safety considerations, facilities limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, legal requirements imposed by statutes, regulations, or contracts, or other such limitations as designated by the district. These limitations will be published in the class schedule and catalog.

The district has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

Any prerequisite or corequisite may be challenged by a student on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites.
2. The prerequisite or corequisite violates Title 5, Article 2.5, Section 55201 (Policies for Prerequisites).
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Vice President for Academic Affairs prior to the student's enrollment in the challenged course.

Challenges shall be resolved by the appropriate faculty within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a challenge, the district shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed, and if the challenge is upheld, then the student shall be permitted to enroll for the subsequent term.

## REMEDIAL/FOUNDATIONAL COURSEWORK LIMITATION

Board Policy 6530.8

Foundational coursework refers to precollegiate basic skills courses defined as courses in reading, writing, computation, learning skills and English as a second language, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for foundational coursework at Copper Mountain College except as noted below:

1. Students currently enrolled in one (1) or more courses of English as a Second Language.
2. Students identified by ACCESS as having a learning disability.
3. A student who has had this restriction waived by the Superintendent/President or his/her designee because the student has shown significant, measurable progress toward the development of college-level skills. This waiver of limitation may be granted for a maximum of ten (10) semester units.

## PHYSICAL EDUCATION REQUIREMENT

Either two units of Physical Education or HE-001 Personal & Community Health (3 units) is required for graduation from Copper Mountain College.

Physical Education is not required for the AA/AS-T degree in compliance with the Student Transfer Achievement Reform Act that prohibits a community college district from imposing any additional local college or district requirements.

## COURSE UNITS AND STUDENT LOADS

### Unit of Credit

The term "unit of credit" is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture per week or three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

### Maximum Number of Units

A normal class load for fall and spring semesters is considered to be 12-17 units plus an activity class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better are permitted to enroll in 19 units plus physical education. (During the summer term, all students are limited to 7 units.)

Students wishing to obtain a variance from these limitations may petition the Vice President for Student Services.

### Minimum Number of Units

| Category                  | Minimum Units |
|---------------------------|---------------|
| ASCMC Officers            | 5             |
| CARE Students             | 12            |
| EOPS Students             | 12            |
| Financial Aid Recipients: |               |
| Full-time                 | 12            |
| 3/4-time                  | 9             |
| Half-time                 | 6             |

## GRADING SYSTEM

Board Policy 6510

In accordance with California Education Code 76224, when grades are given for any course of instruction taught in a community college, the grade given to each student shall be determined by the instructor of the course. The determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

| Symbol | Definition   | Grade Point |
|--------|--|-------------|
| A      | Excellent  | 4           |
| B      | Good   | 3           |
| C      | Satisfactory   | 2           |
| D      | Passing, less than satisfactory  | 1           |
| F      | Failure  | 0           |
| I      | Incomplete   | 0           |
| W      | Withdrawal   | 0           |
| CR:    | Credit (at least satisfactory; units awarded, but not counted in GPA)    |             |
| NC:    | No Credit (less than satisfactory, or failing; units not counted in GPA) |             |

Students may choose the credit/no credit grading option on designated courses. This choice can be made at the time of registration, or the student may file a Petition in the Office of Student Services prior to the first 30% of the class meetings.

Grades of "F" count as units attempted and completed with a failing grade. Such grades are computed in the grade point average (both semester and cumulative). Units for which grades of "F" are assigned are not earned units and do not fulfill course, certificate or degree requirements.

## GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing all units attempted into all grade points received. The following example illustrates the grade point average calculation.

| Course        | Units     | Grade | Grade Per Unit | Points For Class |
|---------------|-----------|-------|----------------|------------------|
| ENG-001B      | 3         | B     | 3              | 9                |
| ART -007A     | 2         | A     | 4              | 8                |
| HE-001        | 3         | C     | 2              | 6                |
| NR-001        | 3         | B     | 3              | 9                |
| NR-001L       | 1         | B     | 3              | 3                |
| HIST-017      | 3         | A     | 4              | 12               |
| <b>Totals</b> | <b>15</b> |       |                | <b>47</b>        |

Total Grade Points (47),  
divided by Total Units Attempted (15),  
equals Grade Point Average (3.13 GPA).

## NON-EVALUATION SYMBOLS

Title 5 (§55758)

The following non-evaluation symbols may appear on official college transcripts:

"I" (Incomplete) is a temporary mark assigned when the instructor determines that a student has been unable to complete course requirements by the designated ending date of the course according to the following definition.

Incomplete academic work for unforeseeable emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with Student Services 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 semester following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

An incomplete is issued only upon mutual agreement between the instructor and the student. The instructor and the student will agree upon coursework and/or other requirements necessary for the removal of the incomplete mark and the grade to be assigned, as well as the grade to which the incomplete will default if the requirements are not met. The student is expected to make up the incomplete by the end of the semester immediately following the receipt of this mark or the grade could default to an "F". In unusual circumstances the student may petition the instructor for a one-semester extension.

The Incomplete Grade Form is issued only to instructors. In addition to the terms of agreement as outlined in the previous paragraph, this form will contain the student's signature and the instructor's signature. The student and the instructor will each retain a copy of this agreement. A third copy will be kept on file with the permanent roster in Academic Affairs.

"CIP" (In Progress) is a mark used to indicate that work is in progress and that upon completion of this work an evaluative symbol (grade) will be assigned. The "CIP" shall not be used in calculating grade point average.

"RD" (Report Delayed) is a mark used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. This mark is a temporary notation and is to be replaced as soon as possible by a permanent symbol. Only Academic Affairs may assign the "RD" mark. The "RD" notation shall not be used in calculating grade point average.

"W" (Withdrawal) is a mark assigned to students who withdraw after 30 percent, or the fourth week of the term (whichever is less), and prior to 75 percent of the term. Withdrawal after the 75 percent point is not possible. If there are extenuating, documented circumstances such as an accident, hospitalization, or other conditions beyond the student's control, the student may petition for an administrative withdrawal in the Office of Student Services. Title 5, California Administrative Code, Section 55758, states that withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

## GRADE RESPONSIBILITY

The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the 75 percent point of a semester or session, whichever is less. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, CR or NC. All grades become a part of the student's permanent record.

Where verified cases of extenuating circumstances exist, students may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Vice President for Student Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Vice President for Academic Affairs. Extenuating circumstances include verified cases of accidents, illnesses or other circumstances beyond the students' control which would prevent them from completing the class(es). Where such withdrawals are approved, the symbol "W" may be granted.

## GRADE CHANGE POLICY

The college has a grading policy and procedures to be followed when issuing grades and when grades are to be changed.

1. The instructor of record for the class has the right to issue a letter grade to a student. Once a grade has been given, that grade is final.
2. A change of grade may be made in only one of two ways:
  - A. An **INCOMPLETE** (I) is changed to a final grade. See GRADING SYSTEM, Non-Evaluation Symbols for definition and limitations.
  - B. **GRADE CHANGE** (Section 55760) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55760 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The District Board shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with Section 55002, Sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such manner that all work remains legible, ensuring a true and complete academic history.

3. The Vice President for Academic Affairs shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
4. All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

## GRADE APPEALS PROCEDURE

The student shall first attempt to solve the problem with the instructor involved. If the problem is not solved, the student may follow the steps outlined in the Grade Grievance Procedure.

## GRADE GRIEVANCE PROCEDURE

By law, an instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76244(a), which reads as follows: "When grades are given for any courses of instruction taught in a community college, the grade given to each student shall be that determined by the instructor of the course and its determination, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the district grading policy has not been followed, and that the grade received in class was the result of "mistake, fraud, bad faith, or incompetency," the student MUST discuss this concern with the course instructor by the end of the fourth week of the following semester. Any student who is not satisfied after meeting with the instructor, may choose to pursue a grievance.

**FRAUD:** A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

**BAD FAITH:** Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

**INCOMPETENCY:** Incompetency may be found in a lack of ability, qualifications, fitness, or performance.

If a student files a grade grievance in accordance with the definitions and procedures described herein, and if, following the grievance procedures, it is found that the grade assigned has in fact been the result of "mistake, fraud, bad faith, or incompetency," then a new grade will be assigned, and that grade will become the final grade.

The student must observe the following procedures. The procedures must be completed by the end of the following semester (excluding Summer Session) during which the cause for grievance occurred.

**LEVEL 1:** Prior to filing a formal written grievance, the student must attempt to solve the problem. When grades are available, the student is expected to contact his or her instructor directly to discuss their differences not later than the fourth week of the following semester. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, the student may, after informing the instructor that he or she plans to file a written grievance, progress to Level 2.

**LEVEL 2:** The student submits a written request for a meeting with the instructor's supervisor to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the instructor. The supervisor shall meet with the instructor and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue can be resolved to the satisfaction of the instructor and student, and the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the supervisor will be communicated in writing with copies to the student involved, the faculty member involved, the Vice President for Academic Affairs or designee, and the Office of Student Services.

If the problem cannot be resolved at this level, the student may, after informing the instructor and supervisor that he or she plans to file a written grievance, progress to Level 3.

**LEVEL 3:** The student submits a written request for a meeting with the Vice President for Academic Affairs to resolve the grievance. The written request must include, in detail, the student's basis for initiating the grievance. The student shall initiate this request within five (5) school days after meeting with the supervisor and instructor. The Vice President shall meet with the instructor, supervisor, and student within five (5) school days of reception of the formal grievance accompanied by all supporting data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this level, if the issue cannot be resolved to the satisfaction of the supervisor, instructor and student, the Vice President for Academic Affairs assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. If the action to be taken is to change a grade due to a mistake, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the Vice President will be communicated in writing with copies to the student involved, the faculty member involved, the supervisor involved, and the Office of Student Services. The Vice President's decision completes and exhausts the Copper Mountain Community College District's Grade Grievance Procedure.

The Superintendent/President or designee may shorten or lengthen the times specified in these procedures. The intent, however, is to ensure that each and every step will take place as expeditiously as possible.

## ACADEMIC HONORS

### President's List

Students earning 12 or more units in a semester at CMC with a grade point average of 3.50 or better are cited on the "President's List" which is the highest academic honor in the college.

### Honor Roll

Students earning 12 or more units in a semester at CMC with a grade point average between 3.00 and 3.49 are listed on the "Honor Roll".

## GRADUATION HONORS

Board Policy 6540.2

The district recognizes academic accomplishment by awarding associate degrees with Highest Honors, High Honors, and Academic Distinction designations. All grades earned at all colleges attended will be included in the computation of the cumulative grade point average for graduation honors. To recognize academic accomplishment, students completing associate degree programs with prescribed cumulative grade point averages are to be recognized through the college commencement exercises and diplomas awarded as honor students.

Academic honors are awarded as follows:

| <u>Honor</u>         | <u>Cumulative GPA*</u> |
|----------------------|------------------------|
| Highest Honors       | 3.90 - 4.00            |
| High Honors          | 3.75 - 3.89            |
| Academic Distinction | 3.50 - 3.74            |

\* From ALL colleges attended.

## PROBATION, DISQUALIFICATION, AND REINSTATEMENT

Probation, disqualification, and reinstatement policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

## STANDARDS FOR PROBATION

Board Policy 6530.4

**Academic Probation:** A student who has attempted at least twelve (12) semester units, as shown by the official academic record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units graded according to the established College grading scale.

**Progress Probation:** Students who have attempted at least twelve (12) semester units will be placed on progress probation when the percentage of all units attempted for which symbols of "W," "I" and "NC" are earned reaches or exceeds 50 percent.

**Transfer Students:** Students transferring to Copper Mountain College from another college are subject to the same probation and dismissal policies as Copper Mountain College students.

## NOTIFICATION OF PROBATION

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on probation is to receive individual counseling, including the regulation of his or her academic program. Also each student shall be referred to other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program. Students who register before grades are known and are later found to be in a probation category, will be contacted for an appointment with a counselor before next-term enrollment can be permitted.



## PROBATIONARY STATUS ENROLLMENT LIMITATIONS

Board Policy 6530.10

Students who are on probation must have approval by a counselor of his or her educational program and intended course enrollment prior to registration.

Students who register before grades are known and are later found to be in a probation category, will be contacted for an appointment with a counselor before next-term enrollment can be permitted.

## REMOVAL FROM PROBATION

Board Policy 6530.5

**Academic Probation:** A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

**Progress Probation:** A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percent of units in this category drops below 50 percent.

## STANDARDS FOR DISQUALIFICATION

Board Policy 6530.6

A student on academic probation shall be subject to disqualification if in each of three (3) consecutive semesters/terms the student's grade point averages are below 1.75 in all units attempted which were graded according to the established district grading scale.

Students on progress probation shall be subject to disqualification if progress probation has been earned for three (3) consecutive semesters/terms of enrollment.

## NOTIFICATION OF DISQUALIFICATION

The college shall make a reasonable effort to notify a student subject to disqualification at or near the beginning of the semester in which the disqualification will take effect but no later than the start of the Fall semester. A student subject to disqualification has the right of appeal. An exception to disqualification may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Vice President for Student Services.

## REINSTATEMENT

Board Policy 6530.7

A student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since disqualification. A student applying for reinstatement must submit a written request to the Vice President for Student Services.

The request shall explain what circumstances or conditions would justify reinstatement. A student who is reinstated shall receive individual counseling to assess his or her academic and career goals. Prior to registration, a reinstated student must have signed a contract with the counselor relative to his or her educational program.

## REPETITION OF COURSES

Board Policy 6530.2

### Substandard Grades

The District permits a student who has earned grades of "D," "F," and/or "NC" to repeat these courses. A student may repeat the course one time and receive a new grade and credits. The previous grade and credits are disregarded in the computation of grade point average and credits and appropriate annotation is made on the student's permanent records in such a manner that both grades remain legible, insuring a true and complete academic history.

Students are allowed to repeat an occupational work experience course if the college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 section 55253(a).

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better, however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Where special circumstances exist, a student may be allowed to repeat a course a second time. Special circumstances include consideration of illness, accident, or other conditions which, being beyond the control of the student, resulted in his or her substandard work.

Under very unusual and documented circumstances, a student who has taken a class twice and received non-passing grades both times may petition for one last opportunity to pass the course. The student must appeal in writing and with appropriate documentation of the unusual circumstances well in advance of registration. The appeal should be directed to the Vice President for Student Services.

### Grades of "C" or Better

The District permits students to repeat a course or courses with grade(s) of "C," "B," "A," or "CR" when a significant lapse in time, change in course content, or need to upgrade skills justifies the repetition. A significant lapse in time is defined as three academic years or if an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

A student must demonstrate that special circumstances do exist to justify the repeating of courses for which grades of "C," "B," "A," or "CR" were awarded. These petitions are retained for audit purposes. The previous grade and credits are disregarded in the computation of grade point average and credits and appropriate annotation is made on the student's permanent record in such a manner that both grades remain legible, ensuring a true and complete academic history.

The student must appeal in writing and with appropriate documentation of the unusual circumstances well in advance of registration. The appeal should be directed to the Vice President for Student Services.



## ACADEMIC RENEWAL POLICY

A student may petition to have units and credits for all courses taken during one semester of college work eliminated from the computation of his/her cumulative grade point average. Under extenuating circumstances a second semester consecutive with the first semester may be considered under the same regulations. Extenuating circumstances are beyond the control of the student and may include but are not limited to situations such as illness or injury to the student, or death or illness in the family. The student must supply documented evidence of all extenuating circumstances to the Vice President for Student Services.

If the petition for academic renewal is granted, the permanent record of the student will be annotated so that it is evident to all users of the record that no units for work taken during the semester(s) covered by academic renewal, even if satisfactory, will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to ensure a true and complete academic record of the student's college courses.

A student may repeat work taken during academic renewal semester(s) only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

A student must include all work, excluding academic renewal semester(s), in the computation of the cumulative GPA toward any honors program.

No part of the regulation and procedures shall conflict with:

- A. Education Code, Section 76224, pertaining to the finality of grades assigned by instructors; and
- B. Chapter 2.5 of Division of Title 5 (commencing with Section 59020) pertaining to the retention and destruction of records, and particularly Section 59023 (d), relating to the permanency of certain student records.

The Vice President for Student Services shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

## REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:
  - a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability; and
  - b. that the student is enrolled in a defined educational program.Evidence of academic ability since the semester in question shall include one of the following:
  - 15 semester units with a minimum of a 3.00 GPA;
  - 30 semester units with a minimum of a 2.50 GPA; or
  - 45 semester units with a minimum of a 2.00 GPA.
2. At least 12 months must elapse between the date of the request and the end of the semester for which academic renewal is sought.
3. The student may request academic renewal only once.
4. The request for academic renewal shall be directed to the Vice President for Student Services.

## EXAMINATIONS

### Credit by Examination/Course Challenge Board Policy 6530.1

Credit is not allowed if coursework (or credit by exam given) in the subject area has been completed or Advanced Placement credit has previously been granted.

Credit by examination may be granted for a course based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college.

If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted.

A student seeking credit by examination will receive a letter grade (A, B, C, D, F, NC, CR) and grade points in the same way as if enrolled in a regular course. A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is possible in selected courses only. Contact the Vice President for Academic Affairs for additional information.

Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.

Credit by examination may be granted only to a student who (1) is currently enrolled in at least one course in the college, (2) has completed at least 12 units in residence, (3) is not on academic probation, (4) has submitted transcripts of all previous coursework, (5) has not earned college credit in more advanced subject matter, and (6) has not received a grade (A, B, C, D, F, CR, NC), or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institution.

Under the Credit by Examination policy, a student may challenge no more than 10 units towards an Associate Degree or a Certificate of Achievement. Unit credit granted by examination to a student shall not count towards the minimum of 12 units required for residency.

Students interested in Credit by Examination should select a specific course for which they believe they have sufficient knowledge, then contact the Vice President for Academic Affairs to determine the possibility of challenging the course and to obtain information regarding the requirements for successful challenge. The Credit by Examination form to initiate the formal approval process may then be obtained from the Office of Student Services. Payment of a nonrefundable fee of \$25.00 is required at that time. The request must be approved by the midpoint of the semester, and the examination must be given prior to the last day of the final examination period.

### College Level Examination Program (CLEP)

A maximum of 30 semester units of CLEP (College Level Examination Program) credit is given for scores at the 50th percentile or higher. Credit is not awarded for College Composition. An official transcript from the College Board must be submitted to the Office of Student Services for acceptance of CLEP credit. In addition, students must be currently enrolled at Copper Mountain College. CLEP credits do not count toward residency requirements. CLEP exams are not offered on campus; however, they are offered at the local military base.

CLEP credit will not be used to meet IGETC (Intersegmental General Education Transfer Curriculum). The University of California campuses do not accept CLEP credit. Students planning to transfer should check the CLEP policy in the catalog of the intended transfer. A CLEP chart is available on our website which displays the use of CLEP credit for CMC & CSU.

## Credit for CEEB Advanced Placement Examinations

Board Policy 6520.2

Copper Mountain College grants credit for scores of 3 or higher on the Advanced Placement AP Examinations of the College Entrance Examination Board (CEEB). Advanced Placement credit is granted for the fulfillment of Copper Mountain College programs only. Other colleges or universities may have different policies concerning AP. Therefore, the transfer institution will reevaluate the AP scores based on their own campus policies. AP credit may not be used to fulfill residency requirements.

High school students who intend to participate in this program should make the necessary arrangements with their high school. Students should request that their test scores be sent to Copper Mountain College at the time they take the Advanced Placement Examinations or upon enrollment. To apply for Advanced Placement credit, an official AP transcript must be sent to the Office of Student Services at Copper Mountain College. In addition, students must be currently enrolled at Copper Mountain College. Course credit and units granted at Copper Mountain College may differ from course credit and units granted by a transfer institution.

Copper Mountain College does not have comparable courses for all courses listed. Additional information about the Advanced Placement program may be found at [www.collegeboard.com](http://www.collegeboard.com). Also check with your CMC Counselor for the most up-to-date information.

| AP Examination               | # of Units | CMC      |
|------------------------------|------------|----------|
| Art: History of Art          | 3          | C3       |
| Art: Studio                  | 3          | TBD      |
| Biology                      | 4          | C1       |
| Calculus AB                  | 5          | C4 -B    |
| Calculus BC                  | 10         | C4 -B    |
| Chemistry                    | 4          | C1       |
| Chinese: Language & Culture  | 5          | C3 or C5 |
| Computer Science A           | 3          |          |
| Computer Science AB          | 6          |          |
| Economics: Macroeconomics    | 3          | C2       |
| Economics: Microeconomics    | 3          | C2       |
| English: Language & Comp     | 3          | C4       |
| English: Literature & Comp   | 6          | C4 & C3  |
| Environmental Science        | 4          | C1       |
| French: Language             | 5          | C3 or C5 |
| French: Literature           | 3          | C3 or C5 |
| German: Language             | 5          | C3 or C5 |
| Government & Politics: Comp  | 3          | C2       |
| Government & Politics: U.S.  | 3          | C2       |
| History: European            | 3          | C2 or C5 |
| History: United States       | 3          | C2       |
| History: World               | 3          | C2       |
| Human Geography              | 3          | C2       |
| Italian: Language & Culture  | 5          | C3 or C5 |
| Japanese: Language & Culture | 5          | C3 or C5 |
| Latin: Vergil                | 3          | C3 or C5 |
| Latin: Literature            | 3          | C3 or C5 |
| Music Theory                 | 3          | Elective |
| Physics B                    | 4          | C1       |

|                      |   |          |
|----------------------|---|----------|
| Physics C: Mechanics | 4 | C1       |
| Physics C: Magnetism | 4 | C1       |
| Psychology           | 3 | C2 or C5 |
| Spanish: Language    | 5 | C3 or C5 |
| Spanish: Literature  | 3 | C3 or C5 |
| Statistics           | 4 | C4 -B    |

## Use of AP and IB Exams for CSU & UC

CSU and IGETC course credit may be earned for scores of three (3) or better on Advanced Placement (AP) exams that the community college faculty recognizes as equivalent to approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/English Composition requirement.

CSU and IGETC course credit may also be earned for scores of five (5) or better on International Baccalaureate (IB) exams that the community college faculty recognizes as equivalent to its approved courses. An acceptable score on the IB English A1 exam may be used to meet the English Composition requirement but not the Critical Thinking/English Composition requirement.

## CREDIT BY ARTICULATION

The College maintains course articulation agreements in cooperation with high schools and Regional Occupational Programs (ROP) within the Morongo Unified School District (MUSD) and San Bernardino County Regional Occupational Program. College credit by examination or prerequisite course waiver may be earned by high school and ROP students, thereby allowing students with demonstrated competencies to avoid duplicating coursework in college and resulting in a smooth transition from course to course, from high school to college.

## ARTICULATED HIGH SCHOOL ROP CLASSES

Check with the Vice President for Student Services for courses eligible for articulated High School/ROP classes.

## SUPPLEMENTAL MODES OF STUDY

### Seminars

Seminars, designated as Course Number 048 A, B, C (1, 2, & 3 units respectively) may be conducted by any program. They are designed to provide an opportunity for students to work in small groups with one or more instructors. The course provides the students an opportunity to participate and interact with their instructors and colleagues to extend their knowledge and understanding of some particular problem or topic within the general scope of departmental offerings which are not contained in scheduled courses.

The exact nature of the individual assignments depends upon the nature of the study and topic involved, but all seminar students are expected to complete at least one of the following: a project, field study, survey, examination, written report, and/or term paper.

Seminars are an excellent means of recruiting the active and retired personnel resources in the community to work with faculty and students to extend depth, imagination, and applicability to the programs of instruction. A maximum of six (6) seminar units are accepted for the A.A. or A.S. Degree.

### Independent Study Projects (1-3 units)

Available to students enrolled in six or more units, Independent Study is designed to:

1. extend students' knowledge and understanding of subject matter beyond the stated objectives of the course in which they are registered; or
2. provide means to earn credit in an academic area where they have exhausted all reasonable course options. In this case, the Independent Study course should be degree or certificate applicable.

Independent Study credit is given on a "lab" value basis (1 unit = 54 hours, 2 units = 108 hours, 3 units = 162 hours) in which students work independently under the direction and guidance of the instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree.

The Independent Study Request Form is available in Academic Affairs. The student should complete the form and seek the instructor's approval. The instructor should be given the application for the project prior to the Vice President for Student Services, and the Vice President for Academic Affairs. It is recommended that Independent Study Projects for three (3) units begin prior to the fourth week of the semester; for two (2) units, prior to the seventh week; and for one (1) unit, prior to the tenth week.

# CERTIFICATE, DEGREE, GRADUATION AND TRANSFER REQUIREMENTS

## TRANSCRIPTS

An official transcript of a student's record may be obtained from the Office of Student Services, Admissions & Records by written request.

Transcripts sent directly from the college to the destination requested by the student are official. Transcripts given to the student are unofficial unless they are placed in sealed, unopened envelopes marked "unofficial if opened". A fee will be charged in excess of two (2) transcripts.

## GENERAL EDUCATION CERTIFICATION

Verification by the college of a student's completion of lower division General Education/Breadth requirements for the California State University or the Intersegmental General Education Transfer Curriculum (IGETC) pattern must be requested by the student at the time transcripts are requested to be sent to the university.

## TRANSFERRED COURSEWORK

All transcripts from other colleges must be on file in Admissions & Records prior to filing a "Request for Evaluation of Credit". An evaluation of credit is required when a student is at or near 30 units.

All lower division work (freshman & sophomore level courses) previously earned at other accredited institutions will be included when computing the cumulative GPA for a degree or certificate from CMC.

The district evaluates and accepts transfer courses, units and grades in an equitable manner in accordance with the standards of the Western Association of Schools and Colleges Accrediting Association (WASC).

## FOREIGN TRANSCRIPT EVALUATIONS

Students entering CMC who have earned university/college credits in foreign countries and believe the courses are comparable to those offered at Copper Mountain College, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the Vice President for Student Services.

## UNIT CREDIT FOR MILITARY SERVICE

Military Veterans or active duty personnel who have served on active duty for a period of one year or longer and who have received other than a dishonorable discharge may be granted college credit. The military units are designated as "Military Credit" on the transcript.

To have formal military education credit accepted, the student must complete 6 units in residence and present the Office of Student Services or Base Programs Office (MCGACC) his/her DD 214 or SMART transcript. The CMC counselor determines the units applied to the associate degree.

## STATE CERTIFICATE OF ACHIEVEMENT

A State Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation" in the Office of Student Services at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed.

Students must file an "Intent to Earn a Certificate of Achievement" in the Office of Student Services during the semester in which they are completing the requirements. The certificate requires fewer than 60 units of college work. At least six (6) units in the certificate field shall be completed in residence at Copper Mountain College. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor.

In the case of an additional certificate(s) in a related field, the student will be required to take a minimum of six (6) units of additional coursework determined by the department advisor. See Degree and Certificate Programs section in this catalog for specific certificate requirements.

State Certificate of Achievement is awarded at the State level and posted to the student's transcript.

## LOCAL CERTIFICATE OF PROFICIENCY

A Local Certificate of Proficiency may be awarded to a student who has completed a required sequence of courses in a vocational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a "Request for Evaluation of Credit" in the Office of Student Services at least one semester prior to completing certificate requirements. All transcripts from other colleges must be on file before an evaluation request can be filed.

Students must file an "Intent to Earn a Certificate of Proficiency" in the Office of Student Services during the semester in which they are completing the requirements. The local certificate of proficiency requires 18 or fewer units of college work. At least six (6) units in the certificate field shall be completed in residence at Copper Mountain College. A minimum of a "C" average shall be maintained in all courses required for the certificate. All courses shall be approved by the department advisor.

In the case of an additional certificate(s) in a related field, the student will be required to take minimum of six (6) units of additional coursework determined by the department advisor. See Degree and Certificate programs section in this catalog for specific certificate requirements.

The Local Certificate of Proficiency is awarded at the local level and therefore is not posted to the student's transcript.

## CATALOG REQUIREMENTS UNDER WHICH STUDENTS GRADUATE

Students are responsible for meeting in full the requirements for graduation as set forth in the college catalog. For the purpose of meeting graduation requirements, students may choose to meet the requirements for degrees or certificates in the catalog in effect at the time of entrance, during the span of attendance, or at the time of graduation, provided they do not interrupt their enrollment for two (2) or more consecutive semesters, not including summer.

Whenever enrollment is interrupted for two or more consecutive semesters, not including summer, students must choose the requirements in the catalog in effect at the time of re-enrollment, continued attendance following re-enrollment, or graduation.

College authorities may authorize or require substitutions for discontinued courses or for courses not offered. Copper Mountain College requires that students declaring or changing a major program of study must complete the major requirements in effect at the time of the declaration of change. For programs of study requiring special selection procedures, students are required to complete major requirements in effect at the time of entrance to the program.

Students maintain continuous enrollment, attend and successfully complete, at least two (2) semesters or summer sessions during each calendar year. Changing a major program of study does not change catalog rights for general education or other graduation requirements beyond the major. Absence due to an approved educational leave or for attendance at another accredited college is not considered an interruption in attendance if the absence does not exceed two (2) years.

## EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

Students seeking a degree are required to file a "Request for Evaluation of Credit" form after completing 30 units, both for CMC course evaluation and to determine the applicability of credits from other colleges or universities they may have attended. One semester before expected completion of degree requirements, an "Intent to Graduate" form must be filed with Admissions and Records in Student Services. All transcripts from other colleges must be on file before any evaluation can be initiated.

## GRADUATION REQUIREMENTS

Board Policy 6540.1

All Associate Degrees require a minimum of 60 units of college credit toward the major or area of emphasis and a cumulative grade point average (GPA) of 2.0 or better. At least 12 units must be earned at Copper Mountain College. Students need a "C" or better in all of the required courses for their major or area of emphasis. This includes "restricted" electives.

Other minimum requirements established by the Education Code and Title 5 Administrative Regulations will also be met. Specific requirements are listed with the degree, certificate and programs of study.

## EARNING AN ADDITIONAL ASSOCIATE DEGREE

Additional Associate Degrees may be earned if the student completes a minimum of 12 additional units at CMC in addition to the requirements for the first degree. All major and General Education requirements must be met. Completion of additional degree requirements may be concurrent with or after completing another degree.



## GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed and submitted to Admissions & Records in Student Services. The deadline to submit this form is found in the class schedule. This requirement applies to all Associate Degrees.

Formal graduation activities are held at the end of the Spring semester. Students who complete degree requirements during the Spring or preceding terms are invited to participate in the ceremonies. Students who plan on completing their final graduation requirements in the summer session may also participate in graduation ceremonies, as long as they are within seven (7) units of completing their degree requirements.

## OBJECTIVES FOR THE INSTRUCTION PROGRAM

Administrative Procedure 4100.1

A CMC graduate will exhibit competence in:

**Speaking** by organizing ideas and communicating them orally;

**Reading** by locating, understanding, and interpreting written information;

**Listening** by receiving, interpreting, and responding to verbal messages;

**Writing** by communicating thoughts, ideas, and information in a variety of formats;

**Mathematics** by choosing appropriate mathematical techniques and applying them to computation and problems;

**Thinking** by making good decisions, using reasoning to solve problems, and learning how to learn; and

**Leadership** by demonstrating responsibility, sociability, and integrity;

to the satisfaction of the Copper Mountain College faculty.

## CORE COMPETENCIES

**Communication Skills:** effective, persuasive, and appropriate means to express and respond to thoughts, information and ideas.

**Critical Thinking Skills:** examine issues and problems from a variety of perspectives on multiple cognitive levels to synthesize and make a reasoned and logical judgement as to the truth or merit of a viewpoint or opposing viewpoints.

**Ethics:** an attitude of respect and tolerance that includes the practice of fair treatment, civility, commitment to civic engagement, and the sense of responsibility for oneself, the community, and the environment.

**Personal Development:** a lifelong learning process that develops a recognition of personal strengths and develops a process to strengthen personal weakness; promotes self-esteem; increases empowerment and responsibility; develops cooperation, tolerance, flexibility and curiosity; develops awareness and appreciation for diversity; develops organizational skills and time management skills; and provides opportunity for leadership and engagement.

**Information Competency:** recognize the need for information and to find, evaluate, use, and communicate information in various forms. This combines aspects of technological literacy, research methodology, and library literacy.



*Marty Boehm  
Spring 2011 CMC Graduate and  
Commencement Honor Graduate Speaker*

# ACADEMIC AFFAIRS

Our goal is to ensure the best possible learning experience for our students at CMC with the highest standards in teaching, learning and service. Whether your goal is for college transfer, occupational preparation, or courses for lifelong learning – Academic Affairs is here to help make it happen for you. Our comprehensive curriculum and innovative curricula will help prepare you to achieve your educational, employment, and lifelong learning goals.

## DEGREE AND CERTIFICATE PROGRAMS

| MAJOR  | CERTIFICATE OF PROFICIENCY | CERTIFICATE OF ACHIEVEMENT | NON-TRANSFER DEGREE | TRANSFER DEGREE |
|--|----------------------------|----------------------------|---------------------|-----------------|
| <b>Adult High School Diploma</b>                     |                            |                            |                     |                 |
| <b>Art</b>   |                            |                            |                     |                 |
| · General Art  |                            |                            |                     | ✓               |
| · Art: Three-Dimensional Designs                     |                            |                            |                     | ✓               |
| · Art: Painting                                      |                            |                            |                     | ✓               |
| · Art: Drawing                                       |                            |                            |                     | ✓               |
| <b>Automotive Technology</b>                         |                            |                            | ✓                   |                 |
| <b>Business</b>                                      |                            |                            |                     |                 |
| · Accounting   |                            | ✓                          |                     |                 |
| · Business Administration                            |                            |                            |                     | ✓               |
| · General Business                                   |                            |                            | ✓                   |                 |
| · Economics  |                            |                            |                     | ✓               |
| <b>Child Development</b>                             |                            |                            |                     | ✓               |
| · Child Development: Associate Teacher               |                            | ✓                          |                     |                 |
| · Child Development: Teacher                         |                            | ✓                          |                     |                 |
| · Child Development: Master Teacher                  |                            | ✓                          |                     |                 |
| <b>Communication</b>                                 |                            |                            |                     |                 |
| · Communication                                      |                            |                            |                     | ✓               |
| · Communication Studies (AA-T)                       |                            |                            |                     | ✓               |
| · English  |                            |                            |                     | ✓               |
| <b>Computer Information Systems</b>                  |                            | ✓                          | ✓                   |                 |
| · Adobe Application Specialist Skills                | ✓                          |                            |                     |                 |
| · Adobe Certification Training in Illustrator Skills | ✓                          |                            |                     |                 |
| · Adobe Certification Training in InDesign Skills    | ✓                          |                            |                     |                 |
| · Adobe Certification Training in Photoshop Skills   | ✓                          |                            |                     |                 |
| · HTML Web Content Developer                         | ✓                          |                            |                     |                 |
| · Dreamweaver Web Content Developer                  | ✓                          |                            |                     |                 |
| <b>Computer Science</b>                              |                            |                            |                     | ✓               |
| · Computer Programming                               |                            | ✓                          | ✓                   |                 |

| MAJOR   | CERTIFICATE OF PROFICIENCY | CERTIFICATE OF ACHIEVEMENT | NON-TRANSFER DEGREE | TRANSFER DEGREE |
|---|----------------------------|----------------------------|---------------------|-----------------|
| <b>Criminal Justice</b>   |                            |                            |                     | ✓               |
| <b>Fire Technology</b>  |                            | ✓                          | ✓                   |                 |
| <b>General Education Diploma (GED)</b>                            |                            | ✓                          |                     |                 |
| <b>Health Sciences</b>  |                            |                            |                     |                 |
| · Emergency Medical Technician I                                  | ✓                          |                            |                     |                 |
| · Home Health Aide  | ✓                          |                            |                     |                 |
| · Nurse Assistant   | ✓                          |                            |                     |                 |
| · Registered Nursing  |                            |                            | ✓                   |                 |
| · Vocational Nursing  |                            | ✓                          | ✓                   |                 |
| <b>Liberal Arts</b>   |                            |                            |                     |                 |
| · Liberal Arts: Arts & Humanities                                 |                            |                            |                     | ✓               |
| · Liberal Arts: Social & Behavioral Sciences                      |                            |                            |                     | ✓               |
| · Liberal Arts: Mathematics & Science                             |                            |                            |                     | ✓               |
| · IGETC   |                            | ✓                          |                     |                 |
| · CSU General Education   |                            | ✓                          |                     |                 |
| <b>Liberal Studies for Elementary School Preparation at CSUSB</b> |                            |                            |                     | ✓               |
| <b>Mathematics</b>  |                            |                            |                     | ✓               |
| <b>Sciences</b>   |                            |                            |                     |                 |
| · Environmental Studies   |                            |                            |                     | ✓               |
| <b>Social Sciences</b>  |                            |                            |                     |                 |
| · Anthropology  |                            |                            |                     | ✓               |
| · History   |                            |                            |                     | ✓               |
| · Philosophy  |                            |                            |                     | ✓               |
| · Political Science   |                            |                            |                     | ✓               |
| · Psychology  |                            |                            |                     | ✓               |
| · Social Science  |                            |                            |                     | ✓               |
| · Sociology   |                            |                            |                     | ✓               |
| · Sociology (AA-T)  |                            |                            |                     | ✓               |
| <b>Spanish</b>  |                            |                            |                     | ✓               |

All Associate Degrees require a minimum of 60 units of college credit toward the major or area of emphasis and a cumulative grade point average (GPA) of 2.0 or better. At least 12 units must be earned at Copper Mountain College with a "C" or better in all of the required courses for their major or area of emphasis. This includes "restricted" electives.

# TWO TYPES OF ASSOCIATE DEGREES

## with emphasis on Preparation to Transfer

### to a four-year College or University

Students planning to earn an Associate Degree while preparing to transfer must complete the appropriate transfer general education pattern as well as the course requirements specified in the program of study for the declared major or area of emphasis.

The transfer preparation degree is identified in this catalog as "Associate Degree with Emphasis on Transfer Preparation."

**Option 1:** Students preparing to transfer to the CSU may follow the general education requirements outlined in the CSU Certification pattern (pages 45-46) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern on pages 47-48. See your faculty advisor or counselor for exceptions.

**Option 2:** Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T). The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Communication Studies and Sociology. Additional majors are being developed. Please see a counselor or [www.cmccd.edu](http://www.cmccd.edu) for more information.

**Option 3:** Students preparing to transfer to the UC system follow the IGETC on pages 47-48. See your faculty advisor or counselor for exceptions. IGETC is also accepted at CSU.

**Option 4:** (specified high-unit majors or areas of emphasis only): Students in these majors or areas of emphasis must see an advisor for general education requirements and recommended electives.



## with emphasis on Occupational/Vocational Preparation

Students planning to earn an Associate Degree with emphasis on occupational/vocational preparation, and who have no plans to pursue a bachelor's degree, must follow the requirements listed on pages 43-44.

Students must complete the course requirements as specified in the program of study for the declared major or area of emphasis, in addition to the general education courses.

The Occupational/Vocational Degree is not designed to prepare students for university transfer and is identified in this catalog as "Associate Degree with Emphasis on Occupational/Vocational Preparation."

### Gainful Employment Programs Disclosures

In order to be eligible for funding under the Title IV Programs, an educational program must lead to a degree or prepare students for "gainful employment in a recognized occupation."

The U.S. Department of Education requires that we disclose information about our occupational degrees and certificates that lead to Gainful Employment (GE) in a recognized occupation. They also require that we report certain information about our students who enroll in Title IV - eligible educational programs.

We have information about these programs available on our website at <http://www.cmccd.edu/Programs>. Here you will find some of the possible occupations this degree/certificate may lead to, how long it might take and how much it might cost to complete the program. We will continue to provide more information, such as job placements rates, as it becomes available.

The U.S. Department of Education suggests that you visit O\*NET Online at [www.onetonline.org](http://www.onetonline.org) for more information on occupations. O\*NET is provided by the U.S. Department of Labor.

*Students are strongly advised to consult with an advisor or counselor early in their first semester at CMC and every semester thereafter. They will help to ensure that you remain on track for graduation and transfer. Transfer eligibility may vary between institutions, your counselor will advise you of important requirements and keep you apprised of any changes.*

## COURSE ABBREVIATIONS (Catalog, Schedules & Transcripts)

|  |      |
|--|------|
| Academic Skills Center .....                 | ASC  |
| American Sign Language .....                 | ASL  |
| Anthropology .....                           | ANTH |
| Art .....                                    | ART  |
| Astronomy .....                              | A    |
| Automotive Technology .....                  | AUTO |
| Biology .....                                | BI   |
| Business/Accounting .....                    | BUAC |
| Business/Management.....                     | BUMA |
| Business/Real Estate.....                    | BURE |
| Child Development .....                      | CD   |
| Chemistry.....                               | CH   |
| Computer Information Systems.....            | CIS  |
| Computer Science.....                        | CS   |
| Criminal Justice.....                        | CJ   |
| Developmental Education .....                | DE   |
| Disabled Students Programs and Services..... | DSPS |
| Economics.....                               | ECON |
| Emergency Medical Technology.....            | EMT  |
| English/Composition .....                    | ENG  |
| Fire Technology.....                         | FIRE |
| Geography.....                               | GEOG |
| Geology.....                                 | G    |
| Health .....                                 | HE   |
| Health Sciences.....                         | HS   |
| History.....                                 | HIST |
| Home Economics – Nutrition.....              | HEC  |
| Journalism.....                              | J    |
| Mass Communication.....                      | MC   |
| Mathematics .....                            | MATH |
| Music.....                                   | MUS  |
| Natural Resources .....                      | NR   |
| Philosophy .....                             | PHIL |
| Physical Education.....                      | PE   |
| Physics.....                                 | PH   |
| Political Science .....                      | PS   |
| Psychology.....                              | PSY  |
| Reading.....                                 | RDG  |
| Registered Nursing .....                     | N    |
| Sociology.....                               | SOC  |
| Spanish.....                                 | SPAN |
| Speech.....                                  | SP   |
| Student Development.....                     | STDV |
| Theatre Arts.....                            | TA   |
| Vocational Nursing .....                     | VN   |
| Work Experience, Occupational.....           | WEV  |

## PROGRAM AND COURSE DESCRIPTIONS

### Organization of Programs

The degree and certificate programs on the following pages are arranged alphabetically by discipline. The programs are listed in summary on page 40.

### Alphabetical Organization of Courses

The complete listing of degree and certificate programs are followed by the descriptions of the courses offered by the college. Courses are listed alphabetically by course. For example, BUAC-001: Accounting I is listed with other course codes beginning with "B".

## PREREQUISITES, COREQUISITES, AND ADVISORIES

Complete course prerequisites, corequisites, advisories and recommended preparations are listed in this catalog below each course description.

Prerequisite requirements must be met before enrollment is permitted; corequisite courses must be enrolled in during the same semester; advisory courses are strongly recommended for success in a particular course but will not prevent a student from taking the course. These requirements are intended to offer students a reasonable chance of success.

Courses taken as prerequisites to other courses must be completed with a grade of "C" or better.

See page 30 for the definition of these terms and for additional information limitations of enrollment. Students should discuss questions regarding course eligibility with their advisors or counselors.

## TRANSFERABLE COURSES

Courses transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description. CSU and UC designate courses accepted for major preparation and elective credit. See pages 45-48 in this catalog for courses that apply to the general education patterns. Such courses count toward the 60 units required for upper division transfer to CSU or UC.

Transfer eligibility may vary between institutions, your counselor will advise you of important requirements and keep you apprised of any changes.

Note: As new courses are added or changes are made in current courses, transfer credit may not be applicable until CSU and UC have approved these changes.

See [www.assist.org](http://www.assist.org) for current information on course transferability.

CMC works with local institutions to guarantee admission such as UC Transfer Admission Guarantee (TAG) and CSU San Bernardino Dual Admissions program.

Additional transfer information is available on the following websites:

CSU — [www.csumentor.edu](http://www.csumentor.edu)

UC information — [www.ucop.edu/pathways](http://www.ucop.edu/pathways)  
[www.universityofcalifornia.edu/admissions/transfer/index.html](http://www.universityofcalifornia.edu/admissions/transfer/index.html)

Independent colleges — [www.aiccu.edu](http://www.aiccu.edu)

Transfer and University major preparation course information —  
[www.assist.org](http://www.assist.org)



# COPPER MOUNTAIN COLLEGE

## 2011-2013

### REQUIREMENTS FOR THE ASSOCIATE DEGREE

With emphasis on Occupational/Vocational Preparation

Students may graduate from Copper Mountain College (CMC) with an Occupational/Vocational Associate of Arts or Associate of Science degree upon meeting the following requirements:

1. Complete the required courses for one of the Occupational/Vocational programs (major) listed in the Degree Programs section of the CMC catalog.
2. Complete 18 units from the following General Education pattern plus 2 P.E. units or HE 1 Personal & Community Health course (3 units) including the selected major or area of emphasis for a total of 60 semester units.
3. A cumulative grade point average (GPA) of 2.0 or better (for all grades earned in lower division courses at all colleges and universities attended) is required to earn an Associate's Degree from CMC. Effective Fall 2009, all of the required courses for the major or area of emphasis must be completed with grades of "C" or better. This includes restricted electives.
4. At least 12 units must be earned at CMC.

A single course, even though listed in more than one area, can only be used to satisfy ONE general education requirement.

| <b>C1-Natural Sciences</b>   | <b>C2-Social &amp; Behavioral Sciences</b>   | <b>C3-Humanities</b>  |
|--|--|---|
| Three units minimum selected from the following courses:   | Three units minimum selected from the following courses:   | Three units minimum selected from the following courses:  |
| A 1 Descriptive Astronomy (3)<br>A 1L Descript Astronomy Lab (1)<br>ANTH 1 Intro to Physical Anthropology (3)<br>BI 1A Gen Biology - Principles (5)<br>BI 1B Gen Biology - Zoology (5)<br>BI 1C Gen Biology - Botany (5)<br>BI 4 Elements of Biology (3)<br>BI 4L Elements of Biology Lab (1)<br>BI 10 Women's Health (3)<br>BI 15 General Microbiology (5)<br>BI 22 Human Anatomy (4)<br>BI 23 Human Physiology (5)<br>CH 1A,B General Chemistry (5) (5)<br>CH 3 Intro General Chemistry (4)<br>CH 4 Fundamentals of Chemistry (4)<br>G 1 Physical Geology (4)<br>G 2 Historical Geology (4)<br>G 5 Environmental Geology (4)<br>G 6 Geology of California (3)<br>G10 The Earth Sciences (4)<br>GEOG 1 Physical Geography (3)<br>GEOG 1L Physical Geography Lab (1)<br>NR 1 Conservation of Natural Resources (3)<br>NR 1L Conservation of Natural Resources Lab (1)<br>PH 1 Introductory Physics (4)<br>PH 2A,B College Physics (4) (4)<br>PH 4A,B Engineering Physics (5) (5) | ANTH 2 Cultural Anthropology (3)<br>ANTH 3 Archeology, An Introduction to Prehistory (3)<br>CJ 1 Intro to Criminal Justice (3)<br>ECON 1 Princ. of Macroeconomics (3)<br>ECON 2 Princ. of Microeconomics (3)<br>GEOG 2 Cultural Geography (3)<br>HE 1 Personal & Comm. Health (3)<br>HEC 13 General Nutrition (3)<br>HIST 3,4 History of World Civilization I,II (3) (3)<br>HIST 17 U.S. History through Reconstruction (3)<br>HIST 18 U.S. History from Reconstruction to Present (3)<br>HIST 19 California History (3)<br>MC 1 Mass Media/Amer. Culture (3)<br>PHIL 13 Perspectives on Death & Dying (3)<br>PS 1 Intro to Government (3)<br>PS 2 Intro to Comparative Governments (3)<br>PS 4 Intro to International Relations (3)<br>PSY 1 General Psychology (3)<br>PSY 3 Developmental Psychology(3)<br>PSY 10 Marriage & Family: Psychological Aspects (3)<br>PSY 20 Adolescent Psychology (3)<br>PSY 23 Psychology of Women (3)<br>PSY 33 Personal & Social Adjstmt. (3)<br>SOC 1 Introduction to Sociology (3)<br>SOC 2 Social Problems (3)<br>SOC 10 Introduction to Marriage & Family (3)<br>SOC 14 Introduction to Race & Ethnicity (3) | ART 2A,B History of Art (3) (3)<br>ART 2C History of Modern Art (3)<br>ART 2D History Postmodern Art (3)<br>ART 3A Basic Design & Color (3)<br>ART 10 Introduction to Art (3)<br>ART 33 History of Photography (3)<br>ASL 1 Elementary American Sign Language (5)<br>ASL 2 Intermediate American Sign Language (5)<br>ENG 1B Comp & Literature (3)<br>ENG 10A American Literature I (3)<br>ENG 10B American Literature II (3)<br>ENG 11A,B Survey of English Literature (3) (3)<br>ENG 12A World Literature I: Beg-1650 (3)<br>ENG 12B World Literature II: The Modern World (1650-Present) (3)<br>ENG 14 Shakespeare (3)<br>ENG 35 Myth and Legend (3)<br>HIST 3,4 History of World Civilization I,II (3) (3)<br>HIST 17 U.S. History through Reconstruction (3)<br>HIST 18 U.S. History from Reconstruction to Present (3)<br>MUS 5 History of Rock 'n' Roll (3)<br>MUS 10 Intro to Music (3)<br>MUS 12 Fundamentals of Music (3)<br>PHIL 6 Intro to Philosophy (3)<br>PHIL 8 Philosophy Ancient-Renaissance (3)<br>PHIL 9 Philosophy Renaissance-Present (3)<br>PHIL 12 Religions of the World (3)<br>PHIL 13 Perspectives on Death and Dying (3)<br>PHIL 14 Intro to Ethics (3) |

**C3-Humanities, Cont.**

SPAN 1, 2 Elementary Spanish (5) (5)  
SPAN 3, 4 Intermediate Spanish (4) (4)  
TA 1 Introduction to Theatre (3)  
TA 2A,B Acting (3) (3)

**C4-Language and Rationality**

Six (6) units minimum selected from the following areas, A and B, with a grade of "C" or better:

- A.** English Composition (3 units minimum) selected from:  
ENG 3A College Composition (3)  
ENG 41 Technical and Professional Writing (3)
- B.** Communication, Mathematics, and Critical Thinking (3 units minimum) selected from:  
MATH 40 Intermediate Algebra (4) or higher

**C5-Traditions and Cultures**

Three (3 units minimum) selected from the following courses:

CJ 5A Community Relations in Law Enforcement (3)  
ANTH 1 Intro/Physical Anthropology (3)  
ANTH 2 Cultural Anthropology (3)  
ART 2A,B History of Art (3) (3)  
ART 10 Introduction to Art (3)  
ASL 1 Elementary American Sign Language (5)  
ASL 2 Intermediate American Sign Language (5)  
ENG 1B Composition & Literature (3)  
ENG 10A,B American Literature I & II (3)(3)  
ENG 11A,B Survey of English Literature (3) (3)  
ENG 12A,B World Literature I & II (3) (3)  
ENG 35 Myth & Legend (3)  
GEOG 2 Cultural Geography (3)  
HE 1 Personal & Comm. Health (3)  
HIST 3 History of World Civilization I (3)  
HIST 4 History of World Civilization II (3)  
HIST 19 California History (3)  
MC 1 Mass Media Amer. Culture (3)  
MUS 5 History of Rock 'n' Roll (3)  
PHIL 6 Intro to Philosophy (3)  
PHIL 12 Religions of the World (3)

**C5-Traditions & Cultures, Cont.**

PHIL 13 Perspectives on Death & Dying (3)  
PHIL 14 Intro to Ethics (3)  
PS 4 Intro to International Relations (3)  
PSY 1 General Psychology (3)  
PSY 10 Marriage and Family: Psychological Aspects (3)  
PSY 12 Human Sexuality (3)  
PSY 23 Psychology of Women (3)  
SOC 1 Introduction to Sociology (3)  
SOC 2 Social Problems (3)  
SOC 4 Sociological Analysis & Critical Thinking (3)  
SOC 10 Introduction to Marriage & Family (3)  
SOC 14 Introduction to Race & Ethnicity (3)  
SPAN 1, 2 Elementary Spanish (5) (5)  
SP 1 Interpersonal Communication (3)  
SP 2 Oral Interpretation of Literature (3)  
SP 15 Intercultural Communication (3)

*And all Foreign Language courses*

The Intent to Graduate form must be filed by October 1<sup>st</sup> for fall graduation and March 1<sup>st</sup> for spring and summer graduation.

**D. Physical Education Activity Requirement:** Two units are required from physical education (PE), or HE 1 Personal & Community Health (3). **Note: If HE 1 is used to fulfill section C2 or C5 above, it may not be used to fulfill this requirement.**

**E. Reading, Writing and Mathematics** competency requirements must be met, as follows:

**Reading Competency:** All students earning an Associate in Arts or Science Degree must demonstrate a reading proficiency at the collegiate level by obtaining a Reading Assessment score that falls in a range that meets the Reading Competency, completing RDG 51 College Preparatory Reading with a grade of "C" or better, or the equivalent. Students who have earned an Associate's degree or higher from a regionally accredited college have met this requirement when they provide official transcripts showing the Associate degree conferred.

**Writing Competency:** All students earning an Associate in Arts or Science Degree must demonstrate a writing proficiency at the collegiate level by passing with a grade of "C" or better one of the following courses: ENG 3A, ENG 41, or the equivalent.

**Mathematics Competency:** All students earning an Associate in Arts or Science Degree, with a non-transfer Occupational Emphasis, must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, Math 40 (Intermediate Algebra) or any college mathematics course determined by the Copper Mountain Community College District to be equivalent to or higher than MATH 40.

Note: Consult the CMC Catalog available on the college's website: [www.cmccd.edu](http://www.cmccd.edu) for specific requirements for all degree or certificate programs. Please check with your counselor or academic advisor for possible changes in AA/AS degree requirements.

Revised: July 2011

## COPPER MOUNTAIN COLLEGE 2011-2013 GENERAL EDUCATION COURSES

### For the ASSOCIATE DEGREE & GENERAL EDUCATION CERTIFICATION

With emphasis on Transfer Preparation to California State University (CSU)

Students must complete *either* the CSU General Education Certification Course Pattern or the Intersegmental General Education Transfer Curriculum (IGETC) *and* the major or area of emphasis requirements specified in the program of study for the declared major or area of emphasis. To obtain an associate's degree from CMC, at least 12 units must be earned at CMC with a GPA of 2.0 as well as in the selected major or area of emphasis. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, the student must earn a "C" grade or better in all classes used for the major or area of emphasis. This includes "restricted" electives. Request a degree evaluation after completing 30 units toward the degree. It is recommended that you file an "Intent to Graduate" form the semester prior to graduation, October 1<sup>st</sup> for fall and March 1<sup>st</sup> for spring and summer. A minimum of 60 transferable units is required to earn a CMC associate's degree that prepares for university transfer. Completing an associate's degree does not guarantee university acceptance. An application process is required for consideration at a university.

CSU GENERAL EDUCATION CERTIFICATION COURSE PATTERN The remaining coursework is upper division and must be completed at the campus granting the Bachelor's degree. General Education Certification is important because the student is not held to the native CSU General Education Plan (usually more courses). **General Education Certification is not automatic** and must be requested by the student when final official transcripts are to be sent to the transfer institution. During your last semester at CMC, see a counselor regarding CSU general education certification. Go to the ASSIST Website: [www.assist.org](http://www.assist.org) to view transfer agreements. The Golden 4 courses: Speech, English, Math, and Critical Thinking should be completed as soon as possible with grades of "C" or better. Please review the **Important CSU Information** at the bottom of page 2 (on the reverse).

**Note: A single course, even though listed in more than one area, can only be used to satisfy ONE general education requirement.**

#### A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Nine (9) semester units minimum; select 1 course each from A1, A2, and A3:

##### A1 – Oral Communication ("C" or better required)

SP 1 Interpersonal Communication (3)  
SP 4 Public Speaking (3)  
SP 15 Intercultural Communication (3)

##### A2 – Written Communication ("C" or better required)

ENG 3A College Composition (3)

##### A3 - Critical Thinking ("C" or better required)

PHIL 10 General Logic (3)  
SOC 4 Sociological Analysis & Critical Thinking (3)  
SP 7 Decision Making & Advocacy (3)

#### B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Nine (9) semester units minimum with at least one course from each of the following groups B1, B2, B3, and B4. One science course must include a corresponding laboratory. **Science courses with 4 or more semester units include a laboratory.**

#### SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING:

##### B1 - Physical Science

A 1 Descriptive Astronomy (3)  
A 1L Descriptive Astronomy Lab (1)  
CH 1A General Chemistry (5)  
CH 1B General Chemistry (5)  
CH 3 Introductory Gen. Chemistry (4)  
CH 4 Fundamentals of Chemistry (4)  
CH 5 Bio-Organic Chemistry (4)  
G 1 Physical Geology (4)  
G 2 Historical Geology (4)  
G 5 Environmental Geology (4)  
G 6 Geology of California (3)  
G 10 The Earth Sciences (4)  
GEOG 1 Physical Geography (3)  
GEOG 1L Physical Geography Lab (1)  
PH 1 Introductory Physics (4)  
PH 2A College Physics (4)  
PH 2B College Physics (4)  
PH 4A Engineering Physics (5)  
PH 4B Engineering Physics (5)

##### B2 - Life Science

ANTH 1 Intro to Phys. Anthropology (3)  
BI 1A General Biology - Principles (5)  
BI 1B General Biology - Zoology (5)  
BI 1C General Biology - Botany (5)  
BI 4 Elements of Biology (3)  
BI 4L Elements of Biology Lab (1)  
BI 15 General Microbiology (5)  
BI 22 Human Anatomy (4)  
BI 23 Human Physiology (5)  
NR 1 Conservation of Natural Resources (3)  
NR 1L Conservation of Natural Resources Lab (1)

##### B3 - Laboratory Activity

One course in Area B1 or B2 must include a laboratory. Courses with **4 or more units include a lab.**

##### B4 - Mathematics/Quantitative Reasoning ("C" or better required)

MATH 1A Calculus (5)  
MATH 1B Calculus (5)  
MATH 5 Trigonometry (3)  
MATH 10 College Algebra (4)  
MATH 12 Pre-Calculus (5)  
MATH 13 Liberal Arts Mathematics (4)  
MATH 14 Statistical Methods (4)  
SOC 3 Fundamentals of Statistics (4)

#### C - ARTS AND HUMANITIES

Nine (9) semester units minimum; one course must be in the ARTS and one in the HUMANITIES

##### C1 - ARTS (Art, Dance, Music, Theater)

ART 2A History of Art (3)  
ART 2B History of Art (3)  
ART 2C History of Modern Art (3)  
ART 2D History of Postmodern Art (3)

**C1 - ARTS (CONT.)**

- ART 3A Basic Design and Color (3)
- ART 10 Introduction to Art (3)
- ART 33 History of Photography (3)
- MUS 5 History of Rock 'N' Roll (3)
- MUS 10 Introduction to Music (3)
- MUS 12 Fundamentals of Music (3)
- TA 1 Introduction to Theatre (3)
- TA 2A Acting I (3)
- TA 2B Acting I (3)

**C2 - Humanities (Literature, Philosophy, Foreign Language)**

- ASL 1 Elem. American Sign Lang. (5)
- ASL 2 Inter. American Sign Lang. (5)
- ENG 1B Composition & Literature (3)
- ENG 10A American Literature I: Beginnings-1650 (3)
- ENG 10B American Literature II: The Modern World (1650-Present) (3)
- ENG 11A Survey of English Literature: Old English - 18<sup>th</sup> Century (3)
- ENG 11B Survey of English Literature: Romantic - Modern (3)
- ENG 12A World Literature I: Beg-1650 (3)
- ENG 12B World Literature II: The Modern World (1650-Present) (3)
- ENG 14 Shakespeare (3)
- ENG 35 Myth and Legend (3)
- HIST 3 History of World Civilization I (3)
- HIST 4 History of World Civilization II (3)
- HIST 17 U.S. History through Reconstruction (3)
- HIST 18 U.S. History from Reconstruction to Present (3)
- MUS 10 Introduction to Music (3)
- PHIL 6 Introduction to Philosophy (3)
- PHIL 8 Philosophy from Ancient Times to Renaissance (3)
- PHIL 9 Philosophy from Renaissance to Present (3)
- PHIL 12 Religions of the World (3)
- PHIL 13 Perspectives on Death & Dying (3)
- PHIL 14 Introduction to Ethics (3)
- SPAN 1 Elementary Spanish (5)
- SPAN 2 Elementary Spanish (5)
- SPAN 3 Intermediate Spanish (4)
- SPAN 4 Intermediate Spanish (4)

**D - SOCIAL SCIENCES**

Nine (9) semester units minimum, with courses completed in at least two disciplines. Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or HIST 18, AND PS 1 (Intro to Govt.)

**D0 - Sociology & Criminology**

- CJ 2 Criminal Law (3)  
(Effective: FA '10)
- CJ 10 Juvenile Delinquency (3)  
(Effective FA '10)
- CJ 32 Introduction to Criminology (3)  
(Effective SP '11)
- SOC 1 Introduction to Sociology (3)
- SOC 2 Social Problems (3)
- SOC 14 Introduction to Race & Ethnicity (3)

**D1 - Anthropology & Archeology**

- ANTH 2 Cultural Anthropology (3)
- ANTH 3 Archaeology, An Introduction to Prehistory (3)

**D2 - Economics**

- ECON 1 Principles of Macroeconomics (3)
- ECON 2 Principles of Microeconomics (3)

**D3 - Ethics**

- SOC 14 Introduction to Race & Ethnicity (3)

**D4 - Gender Studies**

- \*PSY 10 Marriage and Family: Psychological Aspects (3)
- PSY 23 Psychology of Women (3)
- \*SOC 10 Introduction to Marriage & Family (3)

**D5 - Geography**

- GEOG 2 Cultural Geography (3)

**D6 - History**

- HIST 3 Hist. of World Civilization I (3)
- HIST 4 Hist. of World Civilization II (3)
- HIST 17 U.S. History through Reconstruction (3)
- HIST 18 U.S. History from Reconstruction to Present (3)
- HIST 19 California History (3)

**D7 - Interdisciplinary Social or Behavioral Science**

- CD 10 Child Development (3)  
(Effective FA '10)
- MC 1 Mass Media in American Culture (3)
- SP 15 Intercultural Communication (3)

**D8 - Political Science, Government and Legal Institutions**

- CJ 1 Introduction to Criminal Justice (3)
- PS 1 Introduction to Government (3)
- PS 2 Intro. to Comparative Governments (3)
- PS 4 Intro. to International Relations (3)

**D9 - Psychology**

- PSY 1 General Psychology (3)
- PSY 3 Developmental Psychology (3)
- PSY 20 Adolescent Psychology (3)
- PSY 23 Psychology of Women (3)
- PSY 33 Personal and Social Adjustment (3)

**E - LIFELONG LEARNING AND SELF-DEVELOPMENT**

Three (3) semester units minimum

- BI 10 Women's Health (3)
- CD 10 Child Development (3) (eff FA 10)
- HE 1 Personal and Community Health (3)
- HEC 13 General Nutrition (3)
- PHIL13 Perspectives on Death & Dying (3)
- PSY 3 Developmental Psychology (3)
- \*PSY 10 Marriage & Family: Psychological Aspects (3)
- PSY 12 Human Sexuality (3)
- PSY 20 Adolescent Psychology (3)
- PSY 23 Psychology of Women (3)
- PSY 33 Personal/Social Adjustment (3)
- \*SOC 10 Introduction to Marriage & Family (3)

\*Students cannot receive credit for PSY 10 if they received credit for SOC 10.

**F - PHYSICAL EDUCATION REQUIREMENT**

Although not required for transfer to CSU, two units from Physical Education (PE) or Health Education (HE) are required to earn a degree from CMC.

**Note: If HE 1 is used to satisfy Area E, it cannot be used for this requirement.**

**G - COMPETENCIES IN READING, WRITING, AND MATH**

Reading Competency: RDG 51 College Preparatory All students earning an Associate in Arts or Science Degree must demonstrate a reading proficiency at the collegiate level by obtaining a Reading Assessment score that falls in a range that meets the Reading Competency, completing Reading with a grade of "C" or better, or the equivalent. Students who have earned an Associate's degree or higher from a regionally accredited college have met this requirement when they provide official transcripts showing the Associate degree conferred.

Writing and Mathematics Competencies are satisfied with the Math and English requirements for the degree.

**Important CSU Information-** The CSU campuses require 60 transferable units. It is imperative that students complete 60 transferable units for the following reasons: 1. You will have junior status; 2. You will have a better financial package as a junior; 3. You will have priority registration; 4. Sixty (60) transferable units are required to earn a degree from Copper Mountain College. **PLEASE NOTE:** Applicants with 60 or more transferable semester (90 quarter) units must have an overall grade point average of 2.0 (C) or better (2.4 for California non-residents) in all transferable units attempted and be in good standing at the last college or university attended. Check with the intended CSU campus representative, website, or a CMC counselor regarding acceptance of course work taken immediately before CSU admission.

Revised: July 2011



# COPPER MOUNTAIN COLLEGE

## 2011-2013 IGETC

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

Completion of all the requirements in the Inter-segmental General Education Transfer Curriculum (IGETC) will permit you to transfer from Copper Mountain College to a campus in either the California State University (CSU) or University of California (UC) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. Exceptions (generally high unit majors) are at the end of this document in the Supplementary Notes.

The course requirements for all areas must be completed before IGETC can be certified prior to transfer. After final grades are posted, you must request (it is not automatic) IGETC Certification at the time you request final official transcripts to be sent to your chosen transfer campuses. **\*\*All general education courses must be completed with grades of "C" or better.** For more information, see a counselor.

Completion of 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 complete the UC minimum eligibility requirements or the general education requirements of a specific campus. Review these other options on [www.assist.org](http://www.assist.org). **Completing an associate's degree does not guarantee university acceptance. An application process is required for consideration at a university.** If transferring to a UC, it is advisable to complete ENG 1B Composition & Literature as a Humanities course.

To obtain an Associate's Degree from CMC, at least 12 units (of the required 60 transferable units) must be earned at CMC with a cumulative GPA of at least 2.0 in the selected major or area of emphasis (for all grades earned in lower division courses at all colleges and universities attended). **Beginning Fall 2009, all of the required major or area of emphasis courses including restricted electives must be completed with grades of "C" or better.** Request an evaluation after completing 30 units toward the degree (all official transcripts must be on file in Student Services). **The Intent to Graduate form must be filed by October 1<sup>st</sup> for fall graduation and March 1<sup>st</sup> for spring and summer graduation.**

A single course, even though listed in more than one area, can only be used to satisfy ONE general education requirement. +Indicates that either the UC or CSU or both may limit transfer credit. Please consult with a counselor for additional information.

\*Courses listed in more than one area shall not be certified in more than one area.

**AREA 1**  
**ENGLISH COMMUNICATION**

CSU - 3 courses required, one each from Group A, B, and C  
UC - 2 courses required, one each from Group A and B

**1A-ENGLISH COMPOSITION**

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ENG 3A College Composition (3)

**1B-CRITICAL THINKING - ENGLISH COMPOSITION**

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SOC 4 Sociological Analysis and Critical Thinking (3)

**1C-ORAL COMMUNICATION**  
(Required by CSU only)

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SP 4 Public Speaking (3)  
SP 15 Intercultural Communication (3)

**AREA 2**  
**MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING**

One Course:

**2A-MATH**

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MATH 1A Calculus (5)  
MATH 1B Calculus (5)  
MATH 10+ College Algebra (4)  
MATH 12+ Pre-Calculus (5)  
MATH 13 Liberal Arts Mathematics (4)  
MATH 14+ Statistical Methods (4)  
SOC 3+ Fundamentals of Statistics (4)

**AREA 3**  
**ARTS and HUMANITIES**

At least 3 courses; minimum of one from the Arts and one from the Humanities.

**3A-ARTS**

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ART 2A History of Art (3)  
ART 2B History of Art (3)  
ART 2C History of Modern Art (3)  
ART 2D History of Postmodern Art (3)  
ART 10 Introduction to Art (3)  
ART 33 History of Photography (3)  
MUS 5 History of Rock 'N' Roll (3)  
MUS 10 Introduction to Music (3)  
MUS 12 Fundamentals of Music (3)

**3B-HUMANITIES**

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ASL 2\* Intermediate Sign Language (5)  
ENG 1B Composition & Literature (3)  
ENG 10A American Literature I (3)  
ENG 10B American Literature II (3)  
ENG 11A Survey of English Literature to 18<sup>th</sup> Century (3)  
ENG 11B Survey of English Literature (Romantic-Modern) (3)  
ENG 12A World Literature I: Beg-1650 (3)  
ENG 12B World Literature II: The Modern World (1650-Present) (3)  
ENG 14 Shakespeare (3)  
ENG 35 Myth & Legend (3)  
HIST 3\* History of World Civilization I (3)  
HIST 4\* History of World Civilization II (3)  
HIST 17\* U.S. History through Reconstruction (3)  
HIST 18\* U.S. History from Reconstruction to Present (3)  
PHIL 6 Introduction to Philosophy (3)  
PHIL 8 Philosophy Ancient-Renaissance (3)  
PHIL 9 Philosophy Renaissance to Present (3)  
PHIL 12\* Religions of the World (3)  
PHIL 13 Perspectives on Death & Dying (3)  
PHIL 14 Introduction to Ethics (3)

**3B-HUMANITIES (CONT.)**

- SPAN 2\* Elementary Spanish (5)
- SPAN 3\* Intermediate Spanish (4)
- SPAN 4\* Intermediate Spanish (4)
- TA 1 Introduction to Theater (3)

**AREA 4  
SOCIAL & BEHAVIORAL  
SCIENCES**

At least **3 courses** from at least **two disciplines (bolded)**.

**4A-ANTHROPOLOGY & ARCHEOLOGY**

- ANTH 2 Cultural Anthropology (3)
- ANTH 3 Archeology, Introduction to Prehistory (3)

**4B-ECONOMICS**

- ECON 1 Principles of Macroeconomics (3)
- ECON 2 Principles of Microeconomics (3)

**4E-GEOGRAPHY**

- GEOG 2 Cultural Geography (3)

**4F-HISTORY**

- HIST 3\* History of World Civilization I (3)
- HIST 4\* History of World Civilization II (3)
- HIST 17\* U.S. History through Reconstruction (3)
- HIST 18\* U.S. History from Reconstruction to Present (3)
- HIST 19 California History (3)

**4G-INTERDISCIPLINARY, SOCIAL &  
BEHAVIORAL SCIENCES**

- CD 10 Child Development (4)  
(Effective: FA 10)
- MC 1 Mass Media in American Culture (3)
- PHIL 12\* Religions of the World (3)

**4H-POLITICAL SCIENCE, GOVERNMENT  
& LEGAL INSTITUTIONS**

- PS 1 Introduction to Government (3)
- PS 2 Introduction to Comparative Governments (3)
- PS 4 Introduction to International Relations (3)

**4I-PSYCHOLOGY**

- PSY 1 General Psychology (3)
- PSY 3 Developmental Psychology (3)
- PSY 23 Psychology of Women (3)

**4J-SOCIOLOGY & CRIMINOLOGY**

- CJ 32 Introduction to Criminology (3)  
(Effective: SP11)
- SOC 1 Introduction to Sociology (3)
- SOC 2 Social Problems (3)
- SOC 14 Introduction to Race & Ethnicity (3)

**AREA 5  
PHYSICAL & BIOLOGICAL  
SCIENCES**

At least **2 courses**, **one Physical Science & one Biological Science course**; at least **one must include a corresponding laboratory**. Courses with **4 or more units include a lab**.

**5A-PHYSICAL SCIENCE**

- A 1 Descriptive Astronomy (3)
- A 1L Descriptive Astronomy Lab (1)
- CH 1A General Chemistry (5)
- CH 1B General Chemistry (5)
- CH 3+ Introductory General Chemistry (4)
- CH 4+ Fundamentals of Chemistry (4)
- G 1 Physical Geology (4)
- G 5 Environmental Geology (4)
- G 6 Geology of California (3)
- G 10 The Earth Sciences (4)
- GEOG 1 Physical Geography (3)
- GEOG 1L Physical Geography Lab (1)
- PH 1+ Introductory Physics (4)
- PH 2A+ College Physics (4)
- PH 2B+ College Physics (4)
- PH 4A+ Engineering Physics (5)
- PH 4B+ Engineering Physics (5)

**5B-BIOLOGICAL SCIENCE**

- ANTH 1 Introduction to Physical Anthropology (3)
- BI 1A General Biology – Principles (5)
- BI 1B General Biology – Zoology (5)
- BI 1C General Biology – Botany (5)
- BI 4+ Elements of Biology (3)
- BI 4L Elements of Biology Lab (1)
- BI 15 General Microbiology (5)
- BI 22+ Human Anatomy (4)
- NR 1 Conservation of Natural Resources (3)
- NR 1L Conservation of Natural Resources Lab (1)

**5C- LABORATORY**

**One of the science courses must include a corresponding laboratory**. Courses with **4 or more units include a lab**.

**AREA 6  
6A-LANGUAGES OTHER THAN  
ENGLISH**

**(UC REQUIREMENT ONLY)**

See more detailed information about this requirement in the Supplementary notes at the end of this document.

- ASL 1 Elementary American Sign Language (5)
- ASL 2\* Intermediate American Sign Language (5)
- SPAN 1 Elementary Spanish (5)
- SPAN 2\* Elementary Spanish (5)
- SPAN 3\* Intermediate Spanish (4)
- SPAN 4\* Intermediate Spanish (4)

Foreign Language 1 or 1A and 1B must be taken to receive IGETC Certification, **maximum credit 5 units**

**AREA 7**

**CSU GRADUATION REQUIREMENT  
IN U.S. HISTORY, CONSTITUTION  
AND AMERICAN IDEALS.**

(Not part of IGETC; may be completed prior to transfer.)

6 units, one course from Political Science and one course from History.

**7A-Political Science**

- PS 1\* Introduction to Government (3)

**7B-History**

**(select 1 course)**

- HIST 17\* U.S. History through Reconstruction (3)
- HIST 18\* U.S. History from Reconstruction to Present (3)

**AREA 8**

**PHYSICAL EDUCATION**

Although not required for the IGETC curriculum, 2 semester units from Physical Education (PE) or HE 1 Personal Community Health (3 units) are required to earn a degree from CMC.

**AREA 9**

**READING, WRITING &  
MATHEMATICS COMPETENCIES**

are also required for a degree from CMC:

**Reading Competency:** All students earning an Associate in Arts or Science Degree must demonstrate a reading proficiency at the collegiate level by obtaining a Reading Assessment score that falls in a range that meets the Reading Competency, completing RDG 51 College Preparatory Reading with a grade of "C" or better, or the equivalent. Students who have earned an Associate's degree or higher from a regionally accredited college have met this requirement when they provide official transcripts showing the Associate degree conferred.

**Writing and Mathematics Competencies** are satisfied with the math and English requirements for the degree.

# DEGREE, CERTIFICATE AND PROGRAMS OF STUDY

## ART

The Art program of Copper Mountain College offers a variety of courses to allow for individual interest. Students wishing to major in Art should first confer with an advisor to discuss career and possible transfer plans in order that specific requirements can be met. The course offerings at Copper Mountain College coincide with some lower division courses offered at four-year institutions. Students intending to transfer to a four-year college should consult that college for specific requirements, visit the Assist website at [www.assist.org](http://www.assist.org), and consult with a CMC counselor. Students planning to transfer to a four-year program are advised to include Three-Dimensional Design in their program of study.

Copper Mountain College offers an Associate of Arts Degree in Art not only for the art major who wishes to pursue a General Art study, but also for students who wish to pursue a specialized Art Program. The following is a list of Art curricula showing the many Art Major Programs offered by Copper Mountain College.

### GENERAL ART ASSOCIATE OF ARTS DEGREE

| Dept. /No.                               | Title                          | Units |
|--|--------------------------------|-------|
| Required Courses:                        |                                |       |
| ART-001A                                 | Drawing/Composition .....      | 3     |
| ART-003A                                 | Basic Design/Color .....       | 3     |
| ART-002A                                 | History of Art                 |       |
| ART-002B                                 | or<br>History of Art .....     | 3     |
| ART-002C                                 | History of Modern Art .....    | 3     |
| ART-004                                  | Three-Dimensional Design ..... | 3     |
| Restricted ART Electives .....           |                                | 6     |
| Required Courses .....                   |                                | 21    |
| CSU or IGETC General Education .....     |                                | 34-43 |
| Transferable Electives (as needed) ..... |                                | 3     |
| Physical Education Requirement .....     |                                | 2-3   |
| DEGREE TOTAL .....                       |                                | 60-67 |
| Advisor:                                 | Allen, Downer                  |       |

### ART: PAINTING ASSOCIATE OF ARTS DEGREE

| Dept. /No.                                 | Title                       | Units |
|--|-----------------------------|-------|
| Required Courses:                          |                             |       |
| ART-001A                                   | Drawing/Composition .....   | 3     |
| ART-003A                                   | Basic Design/Color .....    | 3     |
| ART-002A                                   | History of Art              |       |
| ART-002B                                   | or<br>History of Art .....  | 3     |
| ART-002C                                   | History of Modern Art ..... | 3     |
| ART-005A                                   | Life Drawing .....          | 3     |
| 6 units from the following:                |                             |       |
| ART-021A-D, ART-023A-D or ART-025A-D ..... |                             | 6     |
| Required Courses .....                     |                             | 21    |
| CSU or IGETC General Education .....       |                             | 34-43 |
| Transferable Electives (as needed) .....   |                             | 3     |
| Physical Education Requirement .....       |                             | 2-3   |
| DEGREE TOTAL .....                         |                             | 60-67 |
| Advisor:                                   | Allen, Downer               |       |

### ART: THREE-DIMENSIONAL DESIGNS ASSOCIATE OF ARTS DEGREE

| Dept. /No.                               | Title                          | Units |
|--|--------------------------------|-------|
| Required Courses:                        |                                |       |
| ART-001A                                 | Drawing/Composition .....      | 3     |
| ART-003A                                 | Basic Design/Color .....       | 3     |
| ART-002A                                 | History of Art                 |       |
| ART-002B                                 | or<br>History of Art .....     | 3     |
| ART-002C                                 | History of Modern Art .....    | 3     |
| ART-004                                  | Three-Dimensional Design ..... | 3     |
| 6 units from the following:              |                                |       |
| ART-007A-D and ART-011A-D .....          |                                | 6     |
| Required Courses .....                   |                                | 21    |
| CSU or IGETC General Education .....     |                                | 34-43 |
| Transferable Electives (as needed) ..... |                                | 3     |
| Physical Education Requirement .....     |                                | 2-3   |
| DEGREE TOTAL .....                       |                                | 60-67 |
| Advisor:                                 | Allen, Downer                  |       |

### ART: DRAWING ASSOCIATE OF ARTS DEGREE

| Dept. /No.                               | Title                       | Units |
|--|-----------------------------|-------|
| Required Courses:                        |                             |       |
| ART-001A                                 | Drawing/Composition .....   | 3     |
| ART-003A                                 | Basic Design/Color .....    | 3     |
| ART-002A                                 | History of Art              |       |
| ART-002B                                 | or<br>History of Art .....  | 3     |
| ART-002C                                 | History of Modern Art ..... | 3     |
| ART-005A                                 | Life Drawing .....          | 3     |
| ART-005B                                 | Advanced Life Drawing ..... | 3     |
| 2 units from the following:              |                             |       |
| ART-009A-D or ART-014A-D .....           |                             | 2     |
| Required Courses .....                   |                             | 20    |
| CSU or IGETC General Education .....     |                             | 34-43 |
| Transferable Electives (as needed) ..... |                             | 4     |
| Physical Education Requirement .....     |                             | 2-3   |
| DEGREE TOTAL .....                       |                             | 60-67 |
| Advisor:                                 | Allen, Downer               |       |

## AUTOMOTIVE TECHNOLOGY

The Automotive Technology Program curriculum is designed to meet the requirements and standards set forth by the National Technician Education Foundation (NATEF) and to provide the automotive student with a solid foundation in the fundamentals of state of the art automotive systems theory and repair practices. This approach is intended to provide the student with the minimum training necessary to gain an entry-level position within the automotive service and/or repair industry.

### AUTOMOTIVE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE and employment preparation

| Dept./No.                                    | Title  | Units |
|--|--|-------|
| Required Courses:                            |  |       |
| AUTO-004                                     | Principles of Automotive Technology .....          | 4     |
| AUTO-018                                     | Engine Performance I .....                         | 5     |
| AUTO-020                                     | Automotive Electrical Systems I .....              | 4     |
| AUTO-021                                     | Automotive Electrical Systems II .....             | 4     |
| AUTO-029                                     | Engine Performance II .....                        | 5     |
| AUTO-035                                     | Automotive Steering, Suspension and Alignment .... | 5     |
| AUTO-036                                     | Automotive Brake Systems .....                     | 5     |
| AUTO-044                                     | Automotive Engine Rebuild .....                    | 5     |
| AUTO-065                                     | Manual Transmissions and Transaxles .....          | 5     |
| BUMA-010                                     | Introduction to Business .....                     | 3     |
| Restricted Electives: Take at least 2 units. |  |       |
| AUTO-045                                     | Automatic Transmissions .....                      | 5     |
| AUTO-060                                     | Automotive Heating and Air Conditioning .....      | 5     |
| AUTO-078A                                    | Alternative Fuels .....                            | 2     |
| AUTO-078B                                    | Alternative Fuels .....                            | 2     |
| BUMA-001                                     | Principles of Management .....                     | 3     |
| BUMA-010                                     | Introduction to Business.....                      | 3     |
| CIS-070A                                     | Computer Business Applications .....               | 3     |
| Required Courses .....                       |  | 42    |
| Restricted Electives.....                    |  | 2     |
| CMC General Education Requirement .....      |  | 18    |
| Physical Education Requirement.....          |  | 2-3   |
| DEGREE TOTAL .....                           |  | 64-65 |
| Advisor:                                     | Friedt   |       |

## BUSINESS

Business courses have been developed for students who wish to: meet occupational qualifications of business and industry, meet lower division requirements for transfer to a four-year college or university to obtain a Bachelor and/or advanced degree in business, or survey the business field to determine personal aptitudes for, and interests in, a business career or as general preparation for dealing with the business community.

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed in this section. Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisors to determine which additional courses are most appropriate to further individual objectives.

### BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE

| Dept./No.                                       | Title                                    | Units |
|---|--|-------|
| Required Courses:                               |  |       |
| BUAC-001  | Accounting I .....                       | 3     |
| BUAC-002  | Accounting II .....                      | 3     |
| BUAC-006  | Principles of Managerial Accounting..... | 3     |
| BUMA-020A                                       | Business Law .....                       | 3     |
| CIS-070A  | Computer Applications for Windows.....   | 3     |
| ECON-001  | Principles of Macroeconomics.....        | 3     |
| ECON-002  | Principles of Microeconomics.....        | 3     |
| Required Courses .....                          |  | 21    |
| CSU or IGETC General Education Requirement..... |  | 34-43 |
| Transferable Electives (as needed).....         |  | 3     |
| Physical Education Requirement.....             |  | 2-3   |
| DEGREE TOTAL .....                              |  | 60-67 |
| Advisor:  | Powell, Schiel                           |       |

### GENERAL BUSINESS ASSOCIATE OF ARTS DEGREE and employment preparation.

| Dept./No.  | Title   | Units              |
|--|---|--------------------|
| Required Courses:  |   |                    |
| BUAC-001   | Accounting I.....                               | 3                  |
| BUAC-002   | Accounting II .....                             | 3                  |
| BUAC-010   | Computer Accounting .....                       | 3                  |
| BUMA-001   | Principles of Management .....                  | 3                  |
| BUMA-010   | Introduction to Business.....                   | 3                  |
| CIS-070A   | Computer Business Applications for Windows..... | 3                  |
| ECON-001   | Principles of Macroeconomics.....               | 3                  |
| ECON-002   | Principles of Microeconomics.....               | 3                  |
| Restricted Electives - choose eighteen (18) units from the following areas with consent of an advisor: |   |                    |
| • Accounting   |   | • Management       |
| • Business Law   |   | • Computer Science |
| • Computer Info. Sys.  |   | • Marketing        |
| • Economics  |   |                    |
| • Real Estate  |   |                    |
| Required Courses .....   |   | 24                 |
| Restricted Electives.....  |   | 18                 |
| CMC General Education Requirement .....  |   | 18                 |
| Physical Education Requirement.....  |   | 2-3                |
| DEGREE TOTAL .....   |   | 62-63              |
| Advisor:   | Powell, Schiel                                  |                    |



## BUSINESS (Continued)

### ECONOMICS ASSOCIATE OF ARTS DEGREE

| Dept. /No.                                      | Title  | Units |
|---|--|-------|
| Required Courses:                               |  |       |
| BUAC-001  | Accounting I .....                               | 3     |
| BUAC-002  | Accounting II .....                              | 3     |
| BUMA-020A                                       | Business Law .....                               | 3     |
| CIS-070A  | Computer Business Applications for Windows ..... | 3     |
| ECON-001  | Principles of Macroeconomics .....               | 3     |
| ECON-002  | Principles of Microeconomics .....               | 3     |
| SOC-003   | Fundamentals of Statistics<br>or                 |       |
| MATH-014  | Statistical Methods .....                        | 4     |
| Required Courses .....                          |  | 22    |
| CSU or IGETC General Education Requirement..... |  | 34-43 |
| Transferable Electives (as needed).....         |  | 2     |
| Physical Education Requirement.....             |  | 2-3   |
| DEGREE TOTAL .....                              |  | 60-68 |
| Advisor:  | Powell, Schiel                                   |       |

### ACCOUNTING CERTIFICATE OF ACHIEVEMENT and employment preparation.

| Dept. No.   | Title  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| BUAC-001  | Accounting I .....                               | 3     |
| BUAC-002  | Accounting II .....                              | 3     |
| BUAC-004  | Tax Accounting I-Individuals. ....               | 3     |
| BUAC-006  | Principles of Managerial Accounting .....        | 3     |
| BUAC-010  | Computer Accounting<br>or                        |       |
| CIS-010   | Computer Accounting .....                        | 3     |
| CIS-070A  | Computer Business Applications for Windows<br>or |       |
| CIS-072D  | Excel I.....                                     | 3     |
| Restricted Electives - choose four (4) courses from the following:<br>BUMA-001, BUMA-010 or BUMA-020A, ECON-001, MATH-014 or<br>SOC-003 |  |       |
| Required Courses .....  |  | 18    |
| Restricted Electives .....  |  | 12-13 |
| CERTIFICATE TOTAL .....   |  | 30-31 |
| Advisor:  | Powell, Schiel                                   |       |

## CHILD DEVELOPMENT

Copper Mountain College's Child Development program has both an academic and an employment orientation. Students prepare to work in a variety of childcare settings while completing degree-applicable coursework. Students acquire the fundamental knowledge and competencies needed to design and facilitate learning environments and experiences that optimally nurture young children's growth and development. The academic program leads towards an Associate of Arts degree that can transfer into continued study suitable for a baccalaureate degree in Child Development or a related field. As they progress through the degree program, students can earn certificates by meeting qualifications they need to obtain State Permits required to work in Title XXII and Title V state and federal childcare programs. A certificate leading towards a Child Development Associate (CDA) national permit is also available. Students planning to transfer to a four-year institution and major in child development or a related field should consult with a counselor regarding the transfer process and lower division requirements. Both Child Development and general education coursework leading to Certificates or the Associate of Arts degree must be completed with a grade of "C" or better. There is an additional experience requirement at some of the Permit levels.

### CHILD DEVELOPMENT ASSOCIATE OF ARTS DEGREE

| Dept. /No.  | Title  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| CD-010  | Child Development .....  | 4     |
| CD-012  | Child, Family, and Community .....                             | 3     |
| CD-014  | Principles and Practices in Early Childhood<br>Education ..... | 3     |
| CD-015  | Child Development Practicum.....                               | 3     |
| CD-030  | Early Childhood Curriculum Design<br>and Implementation .....  | 3     |
| CD-075  | Observation and Assessment .....                               | 3     |
| Restricted Electives:<br>Choose two (2) courses from the following list of specialization courses<br>for a total of six (6) units. Chose courses based on the transfer institu-<br>tion's major preparation requirements.<br>CD-020, CD-021, CD-074, CD-076.  |  |       |
| General Education:<br>Choose either the IGETC or CSU pattern. For the CSU(SB) Human<br>Development-Child Development track degree, it is highly recom-<br>mended that students take MATH-014 or SOC-003 which will fulfill the<br>general education Math requirement as well as the required psychology<br>statistics class. For the Life Science requirement, it is highly recommend-<br>ed to take BI-004 and BI-004L. For the Social Behavior requirement take<br>PSY-001. Consultation with Child Development Faculty in choosing<br>general education courses is highly recommended. |  |       |
| Required Courses .....  |  | 19    |
| Restricted Electives.....   |  | 6     |
| General Education .....   |  | 34-43 |
| Physical Education .....  |  | 2-3   |
| DEGREE TOTAL .....  |  | 61-71 |
| Advisor:  | Gallagher  |       |

## CHILD DEVELOPMENT (Continued)

### CHILD DEVELOPMENT: ASSOCIATE TEACHER

#### CERTIFICATE OF ACHIEVEMENT

with emphasis on employment preparation

| Dept. /No.             | Title  | Units |
|------------------------|--|-------|
| Required Courses:      |  |       |
| CD-010                 | Child Development .....  | 4     |
| CD-012                 | Child, Family, and Community .....                             | 3     |
| CD-014                 | Principles and Practices in Early Childhood<br>Education ..... | 3     |
| CD-030                 | Early Childhood Curriculum Design<br>and Implementation .....  | 3     |
| CD-075                 | Observation and Assessment.....                                | 3     |
| Required Courses ..... |  | 16    |
| CERTIFICATE TOTAL..... |  | 16    |
| Advisor:               | Gallagher  |       |

### CHILD DEVELOPMENT: TEACHER

#### CERTIFICATE OF ACHIEVEMENT

with emphasis on employment preparation

| Dept. /No.  | Title  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| CD-010  | Child Development .....  | 4     |
| CD-012  | Child, Family, and Community .....                             | 3     |
| CD-014  | Principles and Practices in Early Childhood<br>Education ..... | 3     |
| CD-015  | Child Development Practicum.....                               | 3     |
| CD-030  | Early Childhood Curriculum Design<br>and Implementation .....  | 3     |
| CD-075  | Observation and Assessment.....                                | 3     |
| Restricted Electives:   |  |       |
| Choose two (2) courses from the following for a total of six (6) units.<br>(Check <a href="http://www.assist.org">www.assist.org</a> for university requirements - this may determine<br>which 6 units you select or see an advisor):<br>CD-020, CD-021, CD-074, CD-076.  |  |       |
| General Electives:  |  |       |
| Take at least sixteen (16) units choosing at least one (1) course in each<br>of the following four categories: Math or Science; English or Language<br>Arts; Humanities or Fine Arts; and Social Sciences. Note: General Elec-<br>tive courses may also count toward General Education requirements for<br>the Associate's Degree. Consultation with Child Development Faculty in<br>choosing general elective courses is highly recommended. |  |       |
| Required Courses .....  |  | 19    |
| Restricted Electives.....   |  | 6     |
| General Education .....   |  | 16    |
| CERTIFICATE TOTAL.....  |  | 41    |
| Advisor:  | Gallagher  |       |

### CHILD DEVELOPMENT: MASTER TEACHER

#### CERTIFICATE OF ACHIEVEMENT

with emphasis on employment preparation

| Dept. /No.        | Title  | Units |
|-------------------|--|-------|
| Required Courses: |  |       |
| CD-010            | Child Development .....  | 4     |
| CD-012            | Child, Family, and Community .....                             | 3     |
| CD-014            | Principles and Practices in Early Childhood<br>Education ..... | 3     |
| CD-015            | Child Development Practicum.....                               | 3     |
| CD-023            | The Mentor Teacher/Adult Supervision.....                      | 3     |
| CD-030            | Early Childhood Curriculum Design<br>and Implementation .....  | 3     |
| CD-075            | Observation and Assessment.....                                | 3     |

Restricted Electives:

Choose four (4) of the listed specialization courses for a total of twelve (12) units. Only one (1) of these courses will be offered each Spring on a four-year rotation. These non-transfer courses fulfill the Master Teacher certificate/permit requirement for "Specialization Courses" that are in addition to coursework taken to fulfill Teacher certificate/permit and transfer degree requirements.

CD-019, CD-020, CD-021, CD-040A, CD-040D, CD-074, CD-076, CD-078.

General Electives:

Take at least sixteen (16) units choosing at least one (1) course in each of the following four (4) categories: Math or Science; English or Language Arts; Humanities or Fine Arts; and Social Sciences. Note: General Elective courses may also count toward General Education requirements for the Associate's Degree. Consultation with Child Development Faculty in choosing general elective courses is highly recommended.

|                           |    |
|---------------------------|----|
| Required Courses .....    | 22 |
| Restricted Electives..... | 12 |
| General Education .....   | 16 |
| CERTIFICATE TOTAL.....    | 50 |

Advisor: Gallagher

## COMMUNICATION

The Communication Department includes degree programs in Communication, English, and Communication Studies and offers enriching, empowering, and challenging educational opportunities for students in Transfer and Non-Transfer programs.

Language is vital. The written and spoken word is essential to achieve goals, master critical thinking skills, and appreciate a diversity of perspectives, cultures, and languages. A wide range of courses, including English, journalism, mass communication, reading, and speech is offered to help students succeed and reach their objectives.

NOTE: Students applying any of the Communication required courses to their general education package will make up an equivalent number of units by additional study in the major chosen in consultation with an advisor from the Communication Program.

## COMMUNICATION ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title                                | Units |
|--|--------------------------------------|-------|
| Required Courses:  |                                      |       |
| ENG-003A   | College Composition .....            | 3     |
| ENG-001B   | Composition and Literature .....     | 3     |
| MC-001   | Mass Media in American Culture ..... | 3     |
| SP-001   | Interpersonal Communication .....    | 3     |
| SP-007   | Decision Making and Advocacy .....   | 3     |
| SP-004   | Public Speaking .....                | 3     |
| Restricted Electives - choose one (1) course from the following: |                                      |       |
| ENG-005A, ENG-005B, ENG-0041, or J-003A .....                    |                                      | 3     |
| Required Courses .....   |                                      | 18    |
| Restricted Electives.....  |                                      | 3     |
| CSU or IGETC General Education Requirement.....                  |                                      | 34-43 |
| Transferable Electives (as needed) .....                         |                                      | 3     |
| Physical Education Requirement.....                              |                                      | 2-3   |
| DEGREE TOTAL .....   |                                      | 60-67 |
| Advisor:   | DeSantis                             |       |



## ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER

| Dept./No.   | Title                                  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| SP-001  | Interpersonal Communication .....      | 3     |
| SP-002  | Oral Interpretation of Literature..... | 3     |
| SP-004  | Public Speaking .....                  | 3     |
| SP-007  | Decision Making and Advocacy .....     | 3     |
| SP-015  | Intercultural Communication .....      | 3     |
| Transfer Model Curriculum (TMC) Restricted Electives - choose one (1) course from the following list - three (3) units: |  |       |
| ANTH-002, ENG-001B, J-003A, MC-001, PSY-001, SOC-001 .....  |  | 3     |
| Required Courses .....  |  | 15    |
| Restricted Electives.....   |  | 3     |
| CSU General Education Requirement.....  |  | 42    |
| DEGREE TOTAL .....  |  | 60    |
| Advisor:  | DeSantis                               |       |
| See page 41 for more information on the CSU Transfer Degrees.   |  |       |

## ENGLISH

### ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title  | Units |
|--|--|-------|
| Required Courses:  |  |       |
| Note: ENG-003A is a prerequisite for all writing and literature courses.                                     |  |       |
| ENG-001B   | Composition and Literature .....                                     | 3     |
| ENG-010A   | American Literature I.....   | 3     |
| ENG-011A   | Survey of English Literature: Old English to Eighteenth Century..... | 3     |
| ENG-011B   | Survey of English Literature: Romantic Through Modern.....           | 3     |
| Restricted Electives - choose two (2) courses from the following - one (1) course must be an English course: |  |       |
| ENG-005A, ENG-005B, ENG-010B, ENG-012A, ENG-012B, ENG-035, HIST-017, HIST-018.                               |  |       |
| *Check the CSU/US articulation website: www.assist.org for required university major preparation courses.    |  |       |
| Required Courses .....   |  | 12    |
| Restricted Electives.....  |  | 6     |
| CSU or IGETC Education Requirement.....  |  | 34-43 |
| Transferable Electives (as needed) .....   |  | 6     |
| Physical Education Requirement.....  |  | 2-3   |
| DEGREE TOTAL .....   |  | 60-64 |
| Advisor:   | Baird, DeSantis, Panto, Walker, Xanthos                              |       |

## COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program encompasses a broad area of study which includes basic computer concepts, microcomputer business applications and computer science concepts. This program prepares students for entry-level positions. Software studies include the latest versions of Windows, the Microsoft Office Suite, Internet applications, desktop and Web publishing. Courses are designed to develop basic and advanced computer skills and to develop problem-solving strategies.

## COMPUTER INFORMATION SYSTEMS

### ASSOCIATE OF ARTS DEGREE and employment preparation.

| Dept./No.   | Title  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| CIS-070A  | Computer Business Applications for Windows ..... | 3     |
| CIS-070B  | Windows and Internet .....                       | 3     |
| CIS-076B  | Word I .....                                     | 3     |
| CIS-072D  | Excel I .....                                    | 3     |
| Emphasis Area - Business Applications:  |  |       |
| CIS-050   | Computer Keyboarding I .....                     | 2     |
| CIS-073C  | Access I .....                                   | 3     |
| CIS-078B  | Word II .....                                    | 3     |
| CIS-082C  | Web Publishing I .....                           | 3     |
| CS-071D   | Excel II .....                                   | 3     |
| Restricted Electives - choose fifteen (15) units from the following:<br>BUMA-010, BUAC-010 or CIS-010, BUAC-066, CS-001, CS-073, CS-080, CS-086, CS-086A, CS-087, CS-088, CS-089, CS-089A, CIS-030, CIS-060, CIS-062, CIS-063, CIS-064, CIS-080 or CS-071E, CIS-082E, CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-083C, CIS-083E, CIS-083F, CIS-083G, CIS-083J, CIS-084A, CIS-084C, CIS-086, CIS-087. |  |       |
| Required Courses .....  |  | 12    |
| Emphasis Courses .....  |  | 14    |
| Restricted Electives .....  |  | 15    |
| CMC General Education Requirement .....   |  | 18    |
| Physical Education Requirement .....  |  | 2-3   |
| DEGREE TOTAL .....  |  | 61-62 |

Note: To ensure an individualized education plan, we strongly urge students to meet with an Academic Advisor before selecting courses from the subject areas listed above. Some course substitutions may be approved.

Advisor: Powell

## COMPUTER INFORMATION SYSTEMS

### CERTIFICATE OF ACHIEVEMENT and employment preparation.

| Dept./No.                              | Title  | Units |
|--|--|-------|
| Required Courses:                      |  |       |
| CIS-070A                               | Computer Business Applications for Windows ..... | 3     |
| CIS-070B                               | Windows and Internet .....                       | 3     |
| CIS-076B                               | Word I .....                                     | 3     |
| CIS-072D                               | Excel I .....                                    | 3     |
| Emphasis Area - Business Applications: |  |       |
| CIS-050                                | Computer Keyboarding I .....                     | 2     |
| CIS-073C                               | Access I .....                                   | 3     |
| CIS-078B                               | Word II .....                                    | 3     |
| CIS-082C                               | Web Publishing I .....                           | 3     |
| CIS-074                                | Excel II   |       |
|  | or   |       |
| CS-071D                                | Excel II .....                                   | 3     |

Restricted Electives - choose three (3) units from the following:

BUMA-010, BUAC-066, CS-001, CS-073, CS-086, CIS-030, CIS-060, CIS-062, CIS-063, CIS-080 or CS-071E, CIS-082E, CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-083C, CIS-087.

|                            |    |
|----------------------------|----|
| Required Courses .....     | 12 |
| Emphasis Courses .....     | 14 |
| Restricted Electives ..... | 3  |
| CERTIFICATE TOTAL .....    | 29 |

Note: To ensure an individualized educational plan, we strongly urge students to meet with an Academic Advisor before selecting courses from the subject areas listed above. Some course substitutions may be approved.

Advisor: Powell

## ADOBE CERTIFICATION TRAINING IN ILLUSTRATOR SKILLS

### CERTIFICATE OF PROFICIENCY

| Dept./No.               | Title   | Units |
|-------------------------|---|-------|
| Required Courses:       |   |       |
| CIS-082F                | Adobe Illustrator for Print and Web Design I .....  | 3     |
| CIS-083F                | Adobe Illustrator for Print and Web Design II ..... | 3     |
| CIS-082I                | Introduction to Adobe Acrobat .....                 | 1.5   |
| CIS-082H                | Web-Based Animation with Flash .....                | 3     |
| Required Courses .....  |   | 10.5  |
| CERTIFICATE TOTAL ..... |   | 10.5  |

Advisor: Powell

## ADOBE CERTIFICATION TRAINING IN INDESIGN SKILLS

### CERTIFICATE

| Dept./No.               | Title                               | Units |
|-------------------------|-------------------------------------|-------|
| Required Courses:       |                                     |       |
| CIS-082G                | Adobe InDesign I .....              | 3     |
| CIS-083G                | Adobe InDesign II .....             | 3     |
| CIS-082I                | Introduction to Adobe Acrobat ..... | 1.5   |
| Required Courses .....  |                                     | 7.5   |
| CERTIFICATE TOTAL ..... |                                     | 7.5   |

Advisor: Powell



## ADOBE CERTIFICATION TRAINING IN PHOTOSHOP SKILLS CERTIFICATE OF PROFICIENCY

| Dept./No.               | Title   | Units |
|-------------------------|---|-------|
| Required Courses:       |   |       |
| CIS-082E                | Adobe Photoshop for Print and Web Design.....                       | 3     |
| CIS-083E                | Adobe Photoshop Advanced Concepts<br>for Print and Web Design ..... | 3     |
| CIS-082H                | Web-Based Animation with Flash.....                                 | 3     |
| Required Courses .....  |   | 9     |
| CERTIFICATE TOTAL ..... |   | 9     |
| Advisor:                | Powell  |       |

## ADOBE APPLICATIONS SPECIALIST SKILLS CERTIFICATE OF PROFICIENCY

| Dept./No.               | Title   | Units |
|-------------------------|---|-------|
| Required Courses:       |   |       |
| CIS-082E                | Adobe Photoshop for Print and Web Design.....     | 3     |
| CIS-082F                | Adobe Illustrator for Print and Web Design I..... | 3     |
| CIS-082G                | Adobe InDesign I.....                             | 3     |
| CIS-082H                | Web-Based Animation with Flash.....               | 3     |
| CIS-082I                | Introduction to Adobe Acrobat .....               | 1.5   |
| CIS-083J                | Adobe Workflow Projects .....                     | 3     |
| Required Courses .....  |   | 16.5  |
| CERTIFICATE TOTAL ..... |   | 16.5  |
| Advisor:                | Powell  |       |

## DREAMWEAVER WEB CONTENT DEVELOPER CERTIFICATE OF PROFICIENCY and employment preparation.

| Dept./No.   | Title                                    | Units |
|---|--|-------|
| Required Courses:   |  |       |
| CIS-082C  | Web Publishing I .....                   | 3     |
| CIS-062   | Beginning Dreamweaver .....              | 1.5   |
| CIS-063   | Intermediate Dreamweaver .....           | 1.5   |
| CIS-064   | Web Database Design w/Dreamweaver 8..... | 3     |
| CIS-086   | Web Page Content Development.....        | 2     |
| Required Courses .....  |  | 11    |
| CERTIFICATE TOTAL .....   |  | 11    |
| Note: Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. (Example: CIS-083C must be taken before CIS-086) |  |       |
| Advisor:  | Powell                                   |       |

## HTML WEB CONTENT DEVELOPER CERTIFICATE OF PROFICIENCY and employment preparation.

| Dept./No.  | Title                             | Units |
|--|-----------------------------------|-------|
| Required Courses:  |                                   |       |
| CIS-070B   | Windows and Internet.....         | 3     |
| CIS-082C   | Web Publishing I .....            | 3     |
| CIS-083C   | Web Publishing II .....           | 3     |
| Plus three (3) units from the following:   |                                   |       |
| CIS-082D   | Graphics I                        |       |
| ART-003A   | Basic Design & Color              |       |
| ART-031  | Digital Photography .....         | 3     |
| CIS-086  | Web Page Content Development..... | 2     |
| CERTIFICATE TOTAL .....  |                                   | 14    |
| Note: Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. (Example: CIS-083C must be taken before CIS-086.) |                                   |       |
| Advisor:   | Powell                            |       |

## COMPUTER SCIENCE

### COMPUTER SCIENCE ASSOCIATE OF ARTS DEGREE

| Dept./No.                                       | Title                                  | Units |
|---|--|-------|
| Required Courses:                               |  |       |
| CS-073  | Introduction to Computer Science ..... | 3     |
| CS-086  | Visual Basic Programming I.....        | 3     |
| CS-087  | Assembler Language Programming.....    | 4     |
| CS-089  | C++ Programming I .....                | 3     |
| CS-089A   | C++ Programming II .....               | 3     |
| MATH-002A                                       | Multivariate Calculus .....            | 5     |
| PH-002A   | College Physics.....                   | 4     |
| PH-002B   | and<br>College Physics .....           | 4     |
| PH-004A   | or<br>Engineering Physics .....        | 5     |
| PH-004B   | and<br>Engineering Physics .....       | 5     |
| Required Courses .....                          |  | 29-31 |
| CSU or IGETC General Education Requirement..... |  | 34-43 |
| Physical Education Requirement.....             |  | 2-3   |
| DEGREE TOTAL .....                              |  | 65-77 |

Note: Physics requirements vary between institutions; consult with a faculty advisor before selecting Physics courses.  
Advisor: Powell

### COMPUTER PROGRAMMING ASSOCIATE OF ARTS DEGREE and employment preparation.

| Dept./No.   | Title  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| CIS-070A  | Computer Business Applications for Windows ..... | 3     |
| CIS-070B  | Windows and Internet.....                        | 3     |
| CS-073  | Introduction to Computer Science .....           | 3     |
| Emphasis Area - Programming:  |  |       |
| CS-086  | Visual Basic Programming I. ....                 | 3     |
| CS-086A   | Visual Basic Programming II.....                 | 3     |
| CS-087  | Assembler Language Programming.....              | 4     |
| CS-089  | C++ Programming I .....                          | 3     |
| CS-089A   | C++ Programming II .....                         | 3     |
| Restricted Electives - choose fifteen (15) units from the following:<br>BUAC-001, BUAC-002, BUAC-004, BUAC-006, BUAC-010, BUAC-066,<br>BUMA-001, BUMA-010, BUMA-020A, BUMA-027, BUMA-028, CIS-010,<br>CIS-030, CIS-050, CIS-060, CIS-062, CIS-063, CIS-064, CIS-070C, CIS-072D,<br>CIS-073C, CIS-074 or CS-071D, CIS-076B, CIS-078B, CIS-080 or CS-071E,<br>CIS-082B, CIS-082C, CIS-082D, CIS-082E, CIS-082F, CIS-082G, CIS-082H,<br>CIS-082I, CIS-083B, CIS-083C, CIS-083D, CIS-083E, CIS-083F, CIS-083G,<br>CIS-086, CIS-087, CS-001, CS-080, CS-088. |  |       |
| Required Courses .....  |  | 9     |
| Emphasis Area .....   |  | 16    |
| Restricted Electives.....   |  | 15    |
| CMC General Education Requirement .....   |  | 18    |
| Physical Education Requirement.....   |  | 2-3   |
| DEGREE TOTAL .....  |  | 60-61 |

Advisor: Powell

### COMPUTER PROGRAMMING CERTIFICATE OF ACHIEVEMENT and employment preparation.

| Dept./No.   | Title  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| CIS-070A  | Computer Business Applications for Windows ..... | 3     |
| CIS-070B  | Windows and Internet.....                        | 3     |
| CS-073  | Introduction to Computer Science .....           | 3     |
| Emphasis Area - Programming:  |  |       |
| CS-086  | Visual Basic Programming I. ....                 | 3     |
| CS-086A   | Visual Basic Programming II.....                 | 3     |
| CS-087  | Assembler Language Programming.....              | 4     |
| CS-089  | C++ Programming I .....                          | 3     |
| CS-089A   | C++ Programming II .....                         | 3     |
| Restricted Electives - choose six (6) units from the following:<br>BUAC-001, BUAC-004, BUAC-010, BUAC-066, BUMA-001, BUMA-010,<br>BUMA-020A, BUMA-027, CIS-010, CIS-030, CIS-050, CIS-060, CIS-062,<br>CIS-063, CIS-070C, CIS-072D, CIS-073C, CIS-074 or CS-071D, CIS-076B,<br>CIS-078B, CIS-080 or CS-071E, CIS-082B, CIS-082C, CIS-082D, CIS-082E,<br>CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-083B, CIS-083C, CIS-083D,<br>CIS-083E, CIS-083F, CIS-083G, CIS-087, CS-001, CS-080, CS-088. |  |       |
| Required Courses .....  |  | 9     |
| Emphasis Area .....   |  | 16    |
| Restricted Electives.....   |  | 6     |
| CERTIFICATE TOTAL .....   |  | 31    |

Advisor: Powell

## CRIMINAL JUSTICE

Students desiring careers in Criminal Justice may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, State, or Federal Law Enforcement Agency.

Students intending to transfer to a four-year college should consult that college for specific requirements, visit the Assist website at [www.assist.org](http://www.assist.org), and consult with a CMC counselor. Students planning to pursue a career in Criminal Justice after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to Copper Mountain College from another college must take at least six (6) units of Criminal Justice courses at Copper Mountain College, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Criminal Justice curriculum has been received from the California State Commission of Peace Officer Standards and Training.

### CRIMINAL JUSTICE

#### ASSOCIATE OF SCIENCE DEGREE

| Dept. /No.  | Title  | Units |
|---|--|-------|
| Required Courses:   |  |       |
| CJ-001  | Introduction to Criminal Justice .....       | 3     |
| CJ-002  | Criminal Law .....                           | 3     |
| CJ-003  | Criminal Evidence & Procedure .....          | 3     |
| CJ-005A   | Community Relations in Law Enforcement ..... | 3     |
| CJ-006  | Principles of Investigation.....             | 3     |
| CJ-032  | Introduction to Criminology .....            | 3     |
| Restricted Electives: Choose 6 units from the following:        |  |       |
| Criminal Justice (CJ) courses are the preferred electives.      |  |       |
| ANTH-002, ASL-001, BUMA-020A, CIS-070A, CJ-007, CJ-010, CJ-022, |  |       |
| CJ-030, HIST-018, PHIL-013, PHIL-014, PS-001, PSY-001, PSY-010, |  |       |
| PSY-020, PSY-033, SOC-001, SOC-002, SOC-010, SOC-014, SP-004,   |  |       |
| SP-007, SP-015.   |  |       |
| Required Courses .....  |  | 18    |
| Restricted Electives.....                                       |  | 6     |
| CSU or IGETC General Education .....                            |  | 34-43 |
| Physical Education Requirement.....                             |  | 2-3   |
| DEGREE TOTAL .....  |  | 60-70 |
| Advisor:  | Steenberg                                    |       |

## DEVELOPMENTAL EDUCATION

An integral part of the course offerings at Copper Mountain college available to the residents of the Morongo Basin are the basic and academic skills courses offered by Developmental Education. Developmental Education makes it possible for adult learners to complete courses in several fundamental skill areas.

The program is open-entry, thereby allowing students to register at any time during the school year, and all Developmental Education course offerings are available at no charge to the student. Classes are held during both days and evenings at both the Joshua Tree main campus and the Marine Corps Air Ground Combat Center campus in Twentynine Palms. Developmental Education at Copper Mountain college is composed of five programs that serve the needs of the community: (1) the high school completion program, culminating in a CMC Adult High School diploma; (2) the GED preparation program that instructs students on the five subject areas of the Official GED Test; (3) the English as a Second Language (ESL) program that through the use of three levels of instruction - from language literacy through advanced - provides them with the English language skills necessary for them to communicate effectively in their personal, vocational, and professional lives; (4) the refresher program that helps the adult learner improve English, reading, and math skills; and (5) the Military Academic Skills Program (MASP) that offers a daily 3½ hour intensive instruction in English and/or a daily 3 ½ hour intensive instruction in math over an approximately four-week term.

For adult learners entering the adult high school completion program, previous work done in accredited high schools, except for physical education courses, can be transferred to this program. Another advantage to the high school diploma program is that students can even take college courses at Copper Mountain College to fulfill their high school credit requirements, thereby completing their high school coursework while simultaneously getting college credit. Students who choose to enroll in college courses may also be eligible for financial aid. Students under eighteen years of age should first contact the Coordinator of Developmental Education prior to registration. For information on the High School Completion program please call the Student Success Center (SSC) at (760) 366-3791 ext. 4246 or email SSC@cmccd.edu.

CMC also offers a program to prepare students for the official GED Test. Most businesses and governmental agencies accept the GED Certificate in lieu of the high school diploma, and our courses help the adult learner gain the skills needed to succeed. For information on the GED Preparation program please call the Student Success Center (SSC) at (760) 366-3791 ext. 4246 or email SSC@cmccd.edu.

The Military Academic Skills Program (MASP) is offered approximately 10 times a year in four-week modules at the Marine Corps Air Ground Combat Center campus in Twentynine Palms. Offered at no charge, this refresher course in English and/or math skills is available to anyone. For information the MASP, please call Base Programs at (760) 830-6133 or (760) 830-6375.

### English as a Second Language (ESL)

The English as a Second Language (ESL) Program offers instruction at three levels of proficiency for persons who are learning English as a second language. Students may register at any time during the school year, and there is no cost to the ESL student.

- DE-302 Beginning English as a Second Language
- DE-305 Intermediate English as a Second Language
- DE-308 Advanced English as a Second Language

### El Inglés Como Segundo Idioma

Este programa "open-entry, open-exit" está diseñado para hispanohablantes, parlantes de otros idiomas o para los que hablan el inglés como segundo idioma. El programa de Inglés como Segundo Idioma (ESL) de Copper Mountain College se enfoca en las destrezas lingüísticas que son necesarias para funcionar y comunicarse efectivamente en los aspectos siguientes: básico, empleo, escolarístico y profesional. Desde el nivel básico hasta el avanzado de habilidad, todo alumno adquiere o mejora las destrezas lingüísticas necesarias para la vida cotidiana; o para prepararlos para el diploma de la preparatoria o el de la universidad. Copper Mountain College ofrece diplomas de programas profesionales o cursos de transferencia a otra universidad. Para más información, llame al (760) 366-3791, extensión 4246. OJO: El decir "open-entry, open-exit" indica que estos cursos no reciben notas; y uno puede comenzar a asistir o dejar de asistir a los cursos durante el semestre.



## GED CERTIFICATE OF COMPLETION

The General Education Development (GED) Program is an alternative to the adult high school diploma that is accepted by many employers, colleges, vocational training programs and governmental agencies. Students who wish to prepare for this high school equivalency exam prepare in five areas: science, social studies, language arts - reading, mathematics, and language arts-writing. Successful candidates receive their official GED Certificate from the State of California and a Certificate of Completion from Copper Mountain College.

### GED CERTIFICATE OF COMPLETION

| Dept./No.         | Title   | Units |
|-------------------|---|-------|
| Required Courses: |   |       |
| DE-390            | GED Preparation - Science.....                | 0     |
| DE-392            | GED Preparation - Social Studies.....         | 0     |
| DE-394            | GED Preparation - Language Arts, Reading..... | 0     |
| DE-396            | GED Preparation - Mathematics.....            | 0     |
| DE-398            | GED Preparation - Language Arts, Writing..... | 0     |

Students must score a minimum of 410 on each of the five area tests and an average score of 450 on a version of the official GED pre-test to earn the completion certificate. Official GED certificates are issued by the state upon successful completion of the actual GED test.

Advisor: Norton



## ADULT HIGH SCHOOL DIPLOMA

This program offers a variety of non-credit courses required to earn the adult high school diploma. Students must successfully complete the 160 required credits and demonstrate competence in reading, writing, and mathematics. Transfer credits from previous accredited institutions are accepted toward the 160 credit requirement. Students should note that there is a 20-credit residency requirement.

### ADULT HIGH SCHOOL DIPLOMA

| Dept./No.         | Title                          | High School Credits |
|-------------------|--------------------------------|---------------------|
| Required Courses: |                                |                     |
| DE-310            | Basic English Grammar.....     | 10                  |
| DE-312            | Basic English Composition..... | 10                  |
| DE-316            | Reading Development.....       | 5                   |
| DE-320            | American Literature.....       | 10                  |
| DE-321            | World Literature.....          | 10                  |
| DE-330            | Math Skills.....               | 10                  |
| DE-332            | Pre-Algebra.....               | 10                  |
| DE-334            | Algebra.....                   | 10                  |
| DE-340            | World Geography & Culture..... | 10                  |
| DE-342            | Art History.....               | 10                  |
| DE-350            | World History.....             | 10                  |
| DE-351            | United States History.....     | 10                  |
| DE-352            | American Government.....       | 5                   |
| DE-353            | Economics.....                 | 5                   |
| DE-360            | Biology.....                   | 10                  |
| DE-365            | Physical Science.....          | 10                  |
| DE-366            | Earth Science.....             | 10                  |
| DE-368            | Environmental science.....     | 10                  |
| DE-370            | Health Science.....            | 5                   |
| DE-380            | Everyday Life Skills.....      | 5                   |
| DE-382            | Career Planning.....           | 5                   |
| DE-386            | Computer Keyboarding.....      | 5                   |

Although all courses are non-credit, and thus have a unit rating of "0" in a collegiate curriculum, a total of 160 high school credits are required to earn an Adult High School Diploma. One hundred and fifteen (115) credits are discipline specific; the remaining forty (45) credits are electives. Transfer credits from previous accredited institutions are accepted toward the 160 credit requirement. Students are also eligible to enroll in appropriate college-level courses to meet requirements.

Advisor: Norton

## FIRE TECHNOLOGY

Copper Mountain College offers courses in the Fire Technology field that will count toward a certificate or Associate of Science Degree. These courses are designed for students who plan to transfer to a four-year institution, gain employment in the Fire Technology field, or as a refresher for those currently employed in some area of Fire Technology. The approved list of courses include those accredited by the California Fire Service Training and Educational System for State Board of Fire Technology certification.

### FIRE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE and employment preparation

| Dept./No.                                    | Title   | Units |
|--|---|-------|
| Required Courses:                            |   |       |
| FIRE-001                                     | Fire Protection Organizations .....             | 3     |
| FIRE-002                                     | Fire Prevention .....                           | 3     |
| FIRE-003                                     | Fire Protection Equipment and Systems .....     | 3     |
| FIRE-004                                     | Building Construction for Fire Protection ..... | 3     |
| FIRE-005                                     | Fire Behavior and Combustion .....              | 3     |
| FIRE-058                                     | Fire Protection Hydraulics & Water Supply ..... | 3     |
| EMT-084                                      | Emergency Medical Technician I .....            | 6     |
| Required Courses .....                       |   | 24    |
| Fire Electives (with advisor approval) ..... |   | 10    |
| Other Electives .....                        |   | 6     |
| CMC General Education Requirement .....      |   | 18    |
| Physical Education Requirement.....          |   | 2-3   |
| DEGREE TOTAL .....                           |   | 60-61 |
| Advisor:                                     | Schiel  |       |

### FIRE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT and employment preparation.

| Dept./No.                               | Title   | Units |
|---|---|-------|
| Required Courses:                       |   |       |
| FIRE-001                                | Fire Protection Organizations .....             | 3     |
| FIRE-002                                | Fire Prevention .....                           | 3     |
| FIRE-003                                | Fire Protection Equipment and Systems .....     | 3     |
| FIRE-004                                | Building Construction for Fire Protection ..... | 3     |
| FIRE-005                                | Fire Behavior and Combustion .....              | 3     |
| FIRE-058                                | Fire Protection Hydraulics & Water Supply ..... | 3     |
| EMT-084                                 | Emergency Medical Technician I .....            | 6     |
| Required Courses .....                  |   | 24    |
| Electives (with advisor approval) ..... |   | 4     |
| CERTIFICATE TOTAL .....                 |   | 28    |
| Advisor:                                | Schiel  |       |



## FOREIGN LANGUAGES

If a student enrolls in foreign language courses (such as 001, 002, or 003) that duplicate previously completed courses, he or she may be allowed unit credit in repeating the course, depending upon his or her previous level of proficiency. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course.

Any student who feels qualified to take a more advanced course than indicated in prior work is encouraged to consult with the instructor.

Many colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

### SPANISH ASSOCIATE OF ARTS DEGREE

| Dept./No.                                       | Title                     | Units |
|---|---------------------------|-------|
| Required Courses:                               |                           |       |
| SPAN-001  | Elementary Spanish.....   | 5     |
| SPAN-002  | Elementary Spanish.....   | 5     |
| SPAN-003  | Intermediate Spanish..... | 4     |
| SPAN-004  | Intermediate Spanish..... | 4     |
|   | Another language .....    | 3-5   |
| Required Courses .....                          |                           | 21-23 |
| CSU or IGETC General Education Requirement..... |                           | 34-43 |
| Transferable Electives (as needed).....         |                           | 3     |
| Physical Education Requirement.....             |                           | 2-3   |
| DEGREE TOTAL .....                              |                           | 60-72 |
| Advisor:  | Llort                     |       |

## HEALTH SCIENCES

Health Sciences includes two degree programs and four certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in regional healthcare facilities.

Students enrolled in healthcare programs are subject to special guidelines developed to protect patient safety. A student may be asked to withdraw from the Health Sciences program for academic reasons or for other reasons such as drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserve the right to remove from the clinical area any student who, in the faculty member's professional judgement, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the Program Director or the Vice President for Academic Affairs.

Information regarding Health Science Programs can be accessed online at <http://www.cmccd.edu/Health-Sciences-Nursing>. In compliance with the Americans with Disabilities Act, students, with reasonable accommodation, must be physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Health Sciences Division include the following.

### **Physical Demands — Must be able to:**

- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature.

### **Senses — Must be able to:**

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space;
- perform close and distinct visual activities involving persons and paperwork;
- visually discriminate depth and possess color perception;
- identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds (e.g. tones and pitches).

### **Knowledge — Must be able to:**

- learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- learn to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage as well as medical terminology;
- comprehend verbal and written directions, making correct notations and responding as directed;

- make proper and timely decisions under stressful and emergency situations.

All programs offered by the Health Sciences Department require a grade of "C" or better (2.0) in any course fulfilling program prerequisite requirements.

Students will have irregular schedules for clinical experiences that may include travel of 60 miles or more to clinical sites, and evening/night/weekend class hours. Additional Health Sciences Dept. Program requirements include criminal background check report (utilizing Health Sciences Dept. approved source), immunizations, physical & mental health fitness verification from a licensed physician or other approved licensed independent practitioner. Information regarding these and other Health Sciences programs requirements can be accessed on the website at: [www.cmccd.edu](http://www.cmccd.edu) and obtained by contacting the Health Sciences Department at (760) 366-3791 ext. 5801 or attending a scheduled information session (dates/times/locations published in each semester course schedule).

## Emergency Medical Technician

The Emergency Medical Technician I (EMT) Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of San Bernardino County and Inland Counties Emergency Medical Agency (ICEMA).

The curriculum consists of 72 hours of theory instruction (lecture), participation in 38 hours of skill demonstration (lab), and 70 hours of field and clinical experience in various high desert agencies.

On completion of this 6-unit course, the student is eligible to sit the NREMT-Basic exam and apply to the local EMS Authority for the county-issued State certification as an Emergency Medical Technician-I which is valid for 2 years. An EMT Refresher course is offered for certificate renewal. On completion of this 2-unit course, the student is eligible to apply to the local EMS Authority for the county-issued State certification renewal as an EMT-I.

This program meets all criteria of the State of California and SBCHD for the Emergency Medical Technician-I training.

This will serve to advise you that, pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the college in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

## Home Health Aide

The Home Health Aide program prepares men and women to assist with the routine care and treatments of clients in their homes. These services include personal health care as well as food purchasing, meal planning, laundry, and light housekeeping.

The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Students wishing to enter the program must be currently certified in California as a nursing assistant and have completed the College assessment tests demonstrating eligibility for ENG-051. Specific information regarding the program may be obtained by calling or writing to Health Sciences Department.

## Nurse Assistant

The Nurse Assistant (NA) program prepares men and women to assist with the routine care and treatment of patients in health care facilities. Working under the direction of the nursing and medical staff, activities of the certified nursing assistant include providing personal care, maintaining safety, and assisting with activities of daily living. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a nursing assistant.

The course of study includes 72 hours of classroom instruction and at least 108 hours of clinical practice in long-term care facilities. Students wishing to enter the program should have completed the college assessment tests demonstrating eligibility for ENG-051. Students seeking admission to the course will need to complete information disclosing any past criminal record. If a history exists the student may not be able to continue in the class. Information regarding the program may be obtained by calling or writing to Health Sciences.

## Registered Nursing Program

The Associate Degree Registered Nursing Program is approved by the California Board of Registered Nursing (BRN). The program is designed to prepare graduates to pass the NCLEX-RN exam and perform as an entry level Registered Nurse. The program is comprised of approximately 37 units of Nursing Theory and Clinical Experience plus approximately 36-40 units of science and general education courses. Students are taught using a combination of classroom theory sessions, hands-on simulation practice sessions in the Nursing Resource Lab (NRL) and live clinical experiences concurrently provided in regional healthcare facilities. Multi-media resources are used to deliver instruction in the classroom and the NRL utilizing technology that includes the most current computerized simulation equipment.

Pre-requisite coursework must be completed prior to admission, with an overall GPA of 2.0 and no grade less than a "C". Most students admitted to the program have completed all other coursework. Students who have not completed all General Education requirements prior to admission must have a plan established to complete those courses prior to completion of the nursing courses. Students cannot complete the nursing program unless they are eligible for graduation with an Associate Degree.

The most current information regarding program requirements and the application process can be found on the college website www.cmccd.edu, select Programs, select the Health Sciences/Nursing link and then use the RN Program tab. Admission selection decisions are made each February for the class to begin the following August (Fall Semester). Admitted students are required to attend a mandatory orientation session usually held in March of each year.

## LVN to RN Program

N-076A Nursing Transitions I and N-076B Nursing Transitions II courses are offered each Spring semester. Vocational Nurses who wish to apply for entry into the RN Program as a VN-RN student must successfully complete both N-076A and N-076B, and have met all other requirements for entry to the RN Program. Applicants must have completed all RN Program prerequisite courses, have completed or be able to complete by graduation all other coursework required for the Associate Degree-Registered Nursing, and hold an active California VN license. Selected VN-RN applicants enter the RN Program each Fall to complete the second year courses of the two-year RN Program. Applications are accepted at the end of N-076B each year from those students who successfully completed both N-076A and N-076B.

## Advanced Placement

Prospective RN Program students who have completed nursing or equivalent coursework at another school can apply for advanced placement in the RN Program. Admission decisions are made based on equivalency of coursework and availability of seats in the Program that occur due to attrition. Contact Health Sciences at (760) 366-3791 for additional information.

## REGISTERED NURSING ASSOCIATE OF SCIENCE DEGREE and employment preparation.

| Dept. /No.   | Title   | Units |
|--|---|-------|
| <b>RN Program electives to be completed PRIOR to applying to RN program:</b><br><i>It is not required but strongly recommended that students also take Medical Terminology and Basic Pharmacology.</i> |   |       |
| BI-015   | General Microbiology .....  | 5     |
| BI-022   | Human Anatomy.....  | 4     |
| BI-023   | Human Physiology.....   | 5     |
| ENG-003A   | College Composition .....   | 3     |
| MATH-040   | Intermediate Algebra .....  | 4     |
| PSY-003  | Developmental Psychology.....   | 3     |
| The following may be completed AFTER admission to RN program:  |   |       |
| PSY-001  | General Psychology .....  | 3     |
| SOC-001  | Introduction to Sociology<br>or                                       |       |
| ANTH-002   | Cultural Anthropology .....   | 3     |
| SP-001   | Interpersonal Communication<br>or                                     |       |
| SP-007   | Decision Making and Advocacy<br>or                                    |       |
| SP-004   | Public Speaking<br>or   |       |
| SP-015   | Intercultural Communication .....                                     | 3     |
| Choose three (3) units from the Humanities area to meet the CMC General Education Requirement. PHIL-013 Perspectives on Death and Dying is highly recommended.....                                     |   |       |
|  |   | 3     |
| <u>First Semester</u>  |   |       |
| N-001A   | Nursing Foundations.....  | 4.5   |
| N-001B   | Concepts of Nursing Practice I.....                                   | 4.5   |
| <u>Second Semester</u>   |   |       |
| N-002A   | Maternal-Child (Pediatrics) with<br>Family Health .....               | 4.5   |
| N-002B   | Concepts of Nursing Practice II and<br>Gerontological Nursing I ..... | 5     |
| <u>Third Semester</u>  |   |       |
| N-003A   | Concepts of Nursing Practice III with<br>Gerontological II .....      | 5     |
| N-003B   | Psychiatric Nursing and<br>Gerontological Nursing III .....           | 4.5   |
| <u>Fourth Semester</u>   |   |       |
| N-004A   | Concepts of Nursing Practice IV .....                                 | 5     |
| N-004B   | Nursing Management, Leadership<br>and Preceptorship .....             | 4     |
| Subtotal:  |   | 73    |
| CMC General Education Requirement.....   |   | 0*    |
| *Restricted electives and their prerequisites meet CMC General Ed. Requirements.   |   |       |
| Physical Education Requirement.....  |   | 2-3   |
| DEGREE TOTAL .....   |   | 75-76 |
| Advisor:   | Smith   |       |



## VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program prepares men and women for entry level vocational nursing positions as contributing members of the health care team working under the direction of a registered nurse or licensed physician. They may seek employment in acute or long-term care facilities, doctors' offices or clinics. Vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments with knowledge of therapeutic results, and maintain a safe environment for patients and their families. Upon successful completion of the program a certificate in vocational nursing is awarded and the graduate is eligible to write the National Council Licensure Examination (NCLEX-PN) for vocational nursing in the state of California. An Associate Degree in Vocational Nursing may be pursued if desired.

### Philosophy

The Vocational Nursing Program is an integral part of Copper Mountain College. The Vocational Nursing faculty endorse the institutional mission statement that supports comprehensive educational opportunities for vocational instruction and recognizes the challenges set forth by a diverse, growing and energetic community dedicated to lifelong learning. The program meets needs of the community by preparing students for career opportunities in Vocational Nursing. The purpose of the program is to produce an entry level practitioner of vocational nursing who is eligible to write the licensing examination for vocational nursing and who has the necessary knowledge, skills and attitudes to provide safe, competent nursing care.

Community college students bring a variety of ethnic and cultural backgrounds, life experiences, learning styles, and developmental levels to the learning environment. The college community provides the opportunity for students and faculty to participate in cultural exchange; it encourages the examination and development of ideas through a balanced social forum and provides an environment for growth. We support self-development, including ongoing self-assessment and evaluation.

### Philosophy of Humans and Society

We believe each person, regardless of race, creed, religion or culture, is a unique, complex, holistic being and deserving of respect. All persons share with others common human attributes and basic human needs, adapting to physical and psychosocial experiences and stresses. Individuals have an inherent right to strive to attain optimal health and to achieve their full potential in life. They possess dignity, self-worth and have the right to information that will assist them to make informed decisions regarding health care. We believe that access to health care is the right of each member of society.

### Health, Illness & Health Care Delivery

We believe health and illness are relative, ever-changing states of being. Individuals exist on a continuum ranging from a state of optimal functioning, to absence of discernible disease, to obvious disease that can result in death. Illness occurs when there is an alteration in the function of one or more body systems.

We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology and the increasing life-span. These changes have resulted in a collaborative level of interaction between health care workers and the consumer.

### Philosophy of Nursing

Nursing is a caring profession in which the nurse uses cognitive, psychomotor and affective skills to assist individuals to achieve their highest level of health. It is concerned with helping people cope with adverse physiologic, psychosocial, and spiritual responses to illness. Nurses assist individuals to use their available resources to adapt at an optimum level of functioning. The practice of nursing incorporates the use of the nursing process to assess an individual's current and potential health care needs, and to plan, implement and evaluate nursing care.

A variety of caregivers are educated at different levels to provide health care services to the public. The Vocational Nurse is educated to be a responsible member of a health care team, performing basic therapeutic, rehabilitative, and preventive care. The role of the vocational nurse is an evolving one and encompasses providing specific services to patients under the direction of a licensed physician or professional registered nurse.

### Philosophy of Nursing Education

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. Vocational nursing education involves teaching nursing theory, skills, and attitudes that assist the students to assume responsibility and accountability as vocational nurses. The nursing faculty use a systematic approach to instruction that builds on previously learned knowledge from related disciplines and life experience. Faculty select strategies, organize content, arrange experiences, and facilitate learning taking into consideration cultural factors, ethnic background and the individual learning styles of students.

### Philosophy of Teaching and Learning

We believe that learning results in a change in behavior that can be measured and which persists. Teaching and learning involve an interactive process between instructor and student. Optimum learning for a diverse student body occurs in a nonthreatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when the student feels a need to learn and accepts a share of the responsibility of planning and implementing the learning experience. Learning is facilitated when a variety of instructional modalities are coordinated with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex, and involves active participation of both the student and the instructor. Ideally, learning is a lifelong process.

## VOCATIONAL NURSING PROGRAM - Continued

### Outcome Behaviors

Using the nursing process, the graduate demonstrates the following competencies:

- Assesses basic physical, emotional, spiritual and sociocultural needs of clients using a variety of resources;
- Contributes to the development of nursing care plans, establishing priorities and revising as necessary;
- Provides safe, competent nursing care using accepted standard of practice and making appropriate referrals;
- Evaluates care to determine priorities, goals, and effectiveness of care;
- Uses effective communication skills in nursing role, in therapeutic relationships with clients and families and in collaboration with members of the health team;
- Assumes responsibility and accountability for managing own actions and care delegated to those with lesser preparation;
- Practices within the scope of practice of the licensed nurse;
- Adheres to nursing code of ethics;
- Seeks opportunity for continued professional growth and performance;
- Advocates for the health care consumers through political, economic and societal activities.

### VOCATIONAL NURSING CERTIFICATE OF ACHIEVEMENT and employment preparation.

*(Graduates eligible for Vocational Nurse Licensing Examination in California)  
See Brochure for Admission Requirements*

| Dept./No.              | Title                           | Units |
|------------------------|---------------------------------|-------|
| Required Courses:      |                                 |       |
| BI-022                 | Human Anatomy.....              | 4     |
| BI-023                 | Human Physiology.....           | 5     |
| HS-065                 | Basic Pharmacology.....         | 3     |
| PSY-003                | Developmental Psychology.....   | 3     |
| VN-001                 | Vocational Nursing I.....       | 5     |
| VN-001L                | Vocational Nursing I Lab.....   | 4     |
| VN-002                 | Vocational Nursing II.....      | 9     |
| VN-002L                | Vocational Nursing II Lab.....  | 7     |
| VN-003                 | Vocational Nursing III.....     | 9     |
| VN-003L                | Vocational Nursing III Lab..... | 7     |
| CERTIFICATE TOTAL..... |                                 | 56    |
| Advisor:               | Wahl                            |       |

### VOCATIONAL NURSING ASSOCIATE OF SCIENCE DEGREE and employment preparation.

| Dept./No.                              | Title                           | Units |
|--|---------------------------------|-------|
| Required Courses:                      |                                 |       |
| BI-022                                 | Human Anatomy.....              | 4     |
| BI-023                                 | Human Physiology.....           | 5     |
| HS-065                                 | Basic Pharmacology.....         | 3     |
| PSY-003                                | Developmental Psychology.....   | 3     |
| VN-001                                 | Vocational Nursing I.....       | 5     |
| VN-001L                                | Vocational Nursing I Lab.....   | 4     |
| VN-002                                 | Vocational Nursing II.....      | 9     |
| VN-002L                                | Vocational Nursing II Lab.....  | 7     |
| VN-003                                 | Vocational Nursing III.....     | 9     |
| VN-003L                                | Vocational Nursing III Lab..... | 7     |
| Required Courses.....                  |                                 | 56    |
| CMC General Education Requirement..... |                                 | 18    |
| Physical Education Requirement.....    |                                 | 2-3   |
| DEGREE TOTAL.....                      |                                 | 76-77 |
| Advisor:                               | Wahl                            |       |

### Course Sequence

Most students admitted to the Associate Degree Vocational Nursing program have completed all coursework except the nursing courses prior to admission. A few, however, may be taking courses concurrently. Listed below is a pattern of sequencing that should be followed. Although many non-nursing courses can be completed anytime prior to this schedule, when taken with nursing courses they must be completed no later than the semester indicated in this plan.

#### Prerequisites:

| Dept./No.                     | Title                           | Units |
|-------------------------------|---------------------------------|-------|
| BI-022                        | Human Anatomy.....              | 4     |
| BI-023                        | Physiology.....                 | 5     |
| <b><u>First Semester</u></b>  |                                 |       |
| HS-065                        | Basic Pharmacology.....         | 3     |
| VN-001                        | Vocational Nursing I.....       | 5     |
| VN-001L                       | Vocational Nursing I Lab.....   | 4     |
| <b><u>Second Semester</u></b> |                                 |       |
| VN-002                        | Vocational Nursing II.....      | 9     |
| VN-002L                       | Vocational Nursing Lab II.....  | 7     |
| PSY-003                       | Developmental Psychology.....   | 3     |
| <b><u>Third Semester</u></b>  |                                 |       |
| VN-003                        | Vocational Nursing III.....     | 9     |
| VN-003L                       | Vocational Nursing III Lab..... | 7     |

## LIBERAL ARTS

The Associate of Arts degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences. Such knowledge can assist a student in determining an "Area of Emphasis". This area of emphasis would be an ideal choice for students who plan on transferring to California State University (CSU) or University of California (UC). Students can satisfy general education requirements, and focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

A minimum of 18 units are required in ONE of the three Areas of Emphasis listed below. In addition, as part of the 18 units, two courses in one subject (e.g., ART-002A and ART-002B) must be completed for the depth of study requirement.

### Areas of Emphasis

**Arts & Humanities:** These courses emphasize the study of the cultural, literary, humanistic activities and artistic expression of human beings. Students evaluate and interpret the ways in which people, through the ages and in different cultures, have responded to themselves and the world around them through artistic and cultural creation. Students also learn to value aesthetic understanding and to incorporate these concepts when constructing value judgments. Examples of 4-year institution majors in this emphasis are: American Studies, English, History, Philosophy, and Spanish.

**Social & Behavioral Sciences:** These courses emphasize the perspective, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students study about themselves and others as members of a larger society. Students evaluate how societies and social subgroups operate through topics and discussion intended to stimulate critical thinking about ways people have acted in response to their societies. Examples of 4-year institution majors in this emphasis are: Anthropology, Human Development, Economics, Geography, History, Political Science, Psychology, and Sociology.

**Mathematics & Science:** These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students demonstrate an understanding of the methodologies of science as investigative tools. Students also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Students following the CSU GE or IGETC must complete two science courses with at least 1 lab AND at least 1 transferable math for certification. If a student is transferring with a science or math major, more math and science courses must be completed. Examples of 4-year institution majors in this emphasis are: Biology, Chemistry, Environmental Studies, Geology, and Physics.

## LIBERAL ARTS ASSOCIATE OF ARTS DEGREE

| Dept.   | No.  | Title | Units |
|---|------|-------|-------|
| Required Courses:   |      |       |       |
| General Education (GE) CSU-GE Breadth or IGETC Requirement .. |      |       | 34-43 |
| Area of Emphasis .....  |      |       | 18    |
| Electives (if necessary) .....                                |      |       | 6     |
| Physical Education Requirement .....                          |      |       | 2-3   |
| DEGREE TOTAL .....  |      |       | 60-70 |
| Advisor:  | Zhou |       |       |

## LIBERAL STUDIES for ELEMENTARY SCHOOL PREPARATION at CSU - SAN BERNARDINO

The Associate of Arts Degree in Liberal Studies for Elementary School Preparation is designed for students who want to become elementary school teachers (Multiple Subject Teaching Credential) in the state of California. The Liberal Studies degree is specifically designed for students who transfer to California State University San Bernardino (CSUSB) and pursue the Liberal Studies, General Track. Those students who plan to transfer to a university other than CSUSB and follow a Liberal Studies degree or program for elementary school teaching, please consult with a counselor or access ASSIST for more detailed requirements at [www.assist.org](http://www.assist.org), and consult the catalog of the transfer institution. The Liberal Studies requirements for this degree are specifically for CSUSB.

## LIBERAL STUDIES ASSOCIATE OF ARTS DEGREE

| Dept.  | No.  | Title  | Units |
|--|------|--|-------|
| Required Courses:  |      |  |       |
| BI-004   |      | Elements of Biology .....                        | 3     |
| BI-004L  |      | Elements of Biology Lab .....                    | 1     |
| CH-003   |      | Introductory General Chemistry .....             | 4     |
|  |      | (or CH-004)                                      |       |
| CIS-070A   |      | Computer Business Applications for Windows<br>or |       |
| CS-073   |      | Introduction to Computer Science .....           | 3     |
| CD-010   |      | Child Development .....                          | 4     |
| CD-075   |      | Observation and Assessment .....                 | 3     |
| ENG-003A   |      | College Composition .....                        | 3     |
| HE-001   |      | Personal and Community Health .....              | 3     |
| HIST-003   |      | History of World Civilization I .....            | 3     |
| HIST-017   |      | History through Reconstruction .....             | 3     |
| HIST-019   |      | California History .....                         | 3     |
| MATH-013   |      | Liberal Arts Mathematics .....                   | 4     |
| PH-001   |      | Introductory Physics .....                       | 4     |
| PS-001   |      | Introduction to Government .....                 | 3     |
| SP-004   |      | Public Speaking .....                            | 3     |
|  |      | (or SP-001, SP-015)                              |       |
| PS-001   |      | Introduction to Government .....                 | 3     |
| Select one (1) course from the following:  |      |  |       |
| PHIL-010, SOC-004, SP-007 .....  |      |  | 3     |
| Select one (1) course from the following:  |      |  |       |
| ART-002A, ART-002B, ART-002C, ART-010, MUS-010, TA-001 .....                                     |      |  | 3     |
| Select one (1) course from the following:  |      |  |       |
| ENG-001B, ENG-012A, ENG-012B, SP-002 .....   |      |  | 3     |
| Select one (1) course from the following:  |      |  |       |
| ASL-002 or SPAN-002 .....  |      |  | 5     |
| Select one (1) course from the following:  |      |  |       |
| PHIL-006, PHIL-008, PHIL-009, PHIL-013, PHIL-014 .....   |      |  | 3     |
| Select one (1) course from the following:  |      |  |       |
| PE-043 through PE-098 .....  |      |  | 1     |
| DEGREE TOTAL .....   |      |  | 68    |
| Advisor:   | Zhou |  |       |
| * Please see your CMC counselor. There are several required courses that are unavailable at CMC. |      |  |       |

## MATHEMATICS

The Mathematics Program offers a full range of mathematics courses. In addition to coursework leading to transfer with a major in mathematics and support of the sciences and engineering, the program offers preparatory courses to prepare the student to take mathematics at a college level.

### MATHEMATICS ASSOCIATE OF SCIENCE DEGREE

| Dept./No.  | Title  | Units |
|--|--|-------|
| Required Courses:                                |  |       |
| MATH-001A  | Calculus.....  | 5     |
| MATH-001B  | Calculus.....  | 5     |
| MATH-002A  | Multivariate Calculus.....                                     | 5     |
| MATH-200B  | Linear Algebra   |       |
| MATH-002C  | and/or<br>Ordinary Differential Equations.....                 | 4     |
| PH-004A  | Engineering Physics.....                                       | 5     |
| PH-004B  | Engineering Physics.....                                       | 5     |
| PH-005   | Computer Programming I: C++ for Sciences and Engineering<br>or |       |
| CS-089   | C++ Programming I.....   | 3     |
| Required Courses.....                            |  | 32    |
| CSU or IGETC General Education Requirements..... |  | 26-33 |
| Physical Education Requirement.....              |  | 2-3   |
| DEGREE TOTAL.....                                |  | 60-68 |
| Advisor:   | Berger, Thacker  |       |

## SCIENCES BIOLOGICAL AND PHYSICAL

The Environmental Studies Program is designed to prepare students for transfer into an environmental science/studies program at either a California State University or the University of California system. Students who complete the required courses will have the basic foundation necessary to be successful in established programs. The restricted electives should be carefully chosen with the advice of a counselor or academic advisor in order to ensure that you are adequately prepared for the transfer institution of choice.

### ENVIRONMENTAL STUDIES ASSOCIATE OF SCIENCE DEGREE

| Dept./No.   | Title                                     | Units |
|---|---|-------|
| Required Courses:   |   |       |
| BI-001A   | General Biology - Principles              |       |
| BI-004  | or<br>Elements of Biology with            |       |
| BI-004L   | Elements of Biology Lab.....              | 4-5   |
| CH-001A   | General Chemistry                         |       |
| CH-003  | or<br>Introductory General Chemistry..... | 4-5   |
| G-001   | Physical Geology                          |       |
| G-010   | or<br>The Earth Sciences                  |       |
| GEOG-001  | or<br>Physical Geography with             |       |
| GEOG-001L   | Physical Geography Lab.....               | 4     |
| MATH-001A   | Calculus.....                             | 5     |
| PH-001  | Introductory Physics                      |       |
| PH-002A   | or<br>College Physics                     |       |
| PH-004A   | or<br>Engineering Physics.....            | 4-5   |
| Restricted Electives - choose twenty-six to twenty-seven (26-27) units from the following:<br>(Select courses as required by the transfer university. Check with www.assit.org and your advisor for more details as you begin the program.) |   |       |
| ANTH-001, BI-001B, BI-001C, CH-001B, CH-005, CH-010A, CH-010B,<br>MATH-001B, NR-001, NR-001L, PH-002B or PH-004B.   |   |       |
| Required Courses.....   |   | 21-24 |
| Restricted Electives.....   |   | 26-27 |
| CSU or IGETC General Ed. Requirement (confer with advisor).....   |   | 12-18 |
| Physical Education Requirement.....   |   | 2-3   |
| DEGREE TOTAL.....   |   | 61-72 |
| Advisor:  | Bridenbecker                              |       |



## SOCIAL SCIENCES

Instruction in the Social Sciences at Copper Mountain College includes the following subject areas: Anthropology, Geography, History, Philosophy, Political Science, Psychology, Social Science (General), and Sociology. Students who choose one of these areas of emphases are usually preparing to transfer to a four-year college or university to complete their major.

Once a student has decided upon an area of emphasis, he or she should confer with the appropriate advisor in planning a course of study. Students seeking the Bachelor's Degree are encouraged to consider and select their transfer university as early as possible to facilitate coordination of graduation requirements for the A.A. and B.A. degrees.

### ANTHROPOLOGY ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title  | Units |
|--|--|-------|
| Required Courses:  |  |       |
| ANTH-001   | Introduction to Physical Anthropology .....      | 3     |
| ANTH-002   | Cultural Anthropology .....                      | 3     |
| ANTH-003   | Archaeology, An Introduction to Prehistory ..... | 3     |
| Restricted Electives - choose fifteen (15) units from the following:<br>ART-002A, BI-001B, BI-004, BI-004L, HIST-003, HIST-004, HIST-017,<br>HIST-019, PSY-012, SOC-014. |  |       |
| Required Courses .....   |  | 9     |
| Restricted Electives .....   |  | 15    |
| CSU or IGETC General Education Requirements.....   |  | 34-43 |
| Physical Education Requirement.....  |  | 2-3   |
| DEGREE TOTAL .....   |  | 60-70 |
| Advisor:   | Pieper   |       |

### PHILOSOPHY ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title                            | Units |
|--|----------------------------------|-------|
| Required Courses:  |                                  |       |
| PHIL-006   | Introduction to Philosophy ..... | 3     |
| PHIL-010   | General Logic .....              | 3     |
| PHIL-012   | Religions of the World.....      | 3     |
| PHIL-014   | Introduction to Ethics .....     | 3     |
| Restricted Electives - choose twelve (12) units from the following:<br>ANTH-002, HIST-003, HIST-004, PHIL-008, PHIL-009, PHIL-013, PSY-001 |                                  |       |
| Required Courses .....   |                                  | 12    |
| Restricted Electives.....  |                                  | 12    |
| CSU or IGETC General Education Requirements.....   |                                  | 34-43 |
| Physical Education Requirement.....  |                                  | 2-3   |
| DEGREE TOTAL .....   |                                  | 60-70 |
| Advisor:   | Itnyre                           |       |

### HISTORY ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title   | Units |
|--|---|-------|
| Required Courses:                                |   |       |
| ANTH-001   | Introduction to Physical Anthropology .....     | 3     |
| HIST-003   | History of World Civilization I .....           | 3     |
| HIST-004   | History of World Civilization II .....          | 3     |
| HIST-017   | US History through Reconstruction.....          | 3     |
| HIST-018   | US History from Reconstruction to Present ..... | 3     |
| PHIL-010   | General Logic .....                             | 3     |
| PS-001   | Introduction to Government .....                | 3     |
| Required Courses .....                           |   | 21    |
| CSU or IGETC General Education Requirements..... |   | 34-43 |
| Transferable Electives (as needed).....          |   | 3     |
| Physical Education Requirement.....              |   | 2-3   |
| DEGREE TOTAL .....                               |   | 60-70 |
| Advisor:   | Pieper  |       |

### POLITICAL SCIENCE ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title   | Units |
|--|---|-------|
| Required Courses:  |   |       |
| PS-001   | Introduction to Government .....              | 3     |
| PS-002   | Intro. to Comparative Governments             |       |
|  | or  |       |
| PS-004   | Introduction to International Relations ..... | 3     |
| Restricted Electives - choose eighteen (18) units from the following:<br>CJ-001, CJ-002, CJ-005A, ECON-001, ECON-002, ECON-011, HIST-017,<br>HIST-018, PHIL-006, SOC-001, SOC-002, SOC-004, SOC-014. |   |       |
| Required Courses .....   |   | 6     |
| Restricted Electives.....  |   | 18    |
| CSU or IGETC General Education Requirements.....   |   | 34-43 |
| Physical Education Requirement.....  |   | 2-3   |
| DEGREE TOTAL .....   |   | 60-70 |
| Advisor:   | Pieper  |       |

## SOCIAL SCIENCES - Continued

### PSYCHOLOGY ASSOCIATE OF ARTS DEGREE

| Dept./No.   | Title   | Units |
|---|---|-------|
| Required Courses:   |   |       |
| PSY-001   | General Psychology .....                                      | 3     |
| PSY-003   | Developmental Psychology .....                                | 3     |
| SOC-001   | Introduction to Sociology .....                               | 3     |
| SOC-003   | Fundamentals of Statistics<br>or<br>Statistical Methods ..... | 4     |
| MATH-014  | Statistical Methods .....                                     | 4     |
| Restricted Electives: Choose eleven (11) units from the following<br>(in consultation with a counselor):<br>BI-001A, CIS-070A, PSY-010, PSY-012, PSY-020, PSY-023, PSY-033. |   |       |
| Required Courses .....  |   | 13    |
| Restricted Electives.....   |   | 11    |
| CSU or IGETC General Education Requirements.....  |   | 34-42 |
| Physical Education Requirement.....   |   | 2-3   |
| DEGREE TOTAL .....  |   | 60-70 |
| Advisor:  | Case  |       |

### SOCIAL SCIENCE ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title   | Units |
|--|---|-------|
| Required Courses:                                |   |       |
| ECON-001   | Principles of Macroeconomics.....               | 3     |
| HIST-003   | History of World Civilization I .....           | 3     |
| HIST-018   | US History from Reconstruction to Present ..... | 3     |
| PHIL-006   | Introduction to Philosophy .....                | 3     |
| PS-001   | Introduction to Government .....                | 3     |
| PS-002   | Introduction to Comparative Government.....     | 3     |
| PSY-001  | General Psychology .....                        | 3     |
| Required Courses .....                           |   | 21    |
| CSU or IGETC General Education Requirements..... |   | 37-46 |
| Physical Education Requirement.....              |   | 2-3   |
| DEGREE TOTAL .....                               |   | 60-70 |
| Advisor:   | Case  |       |

### SOCIOLOGY ASSOCIATE OF ARTS DEGREE

| Dept./No.  | Title   | Units |
|--|---|-------|
| Required Courses:  |   |       |
| SOC-001  | Introduction to Sociology.....                                | 3     |
| SOC-002  | Social Problems.....  | 3     |
| SOC-003  | Fundamentals of Statistics<br>or<br>Statistical Methods ..... | 4     |
| MATH-014   | Statistical Methods .....                                     | 4     |
| SOC-004  | Sociological Analysis & Critical Thinking.....                | 3     |
| Restricted Electives: Choose twelve (12) units from the following:<br>ANTH-001, ANTH-002, ANTH-003, BUAC-001,<br>BUMA-001, BUMA-010, CIS-070A, CJ-001, CJ-010, CS-073, CS-088, CS-<br>089, CD-012, ECON-001, ECON-002, GEOG-001, GEOG-002, HIST-004,<br>HIST-017, HIST-018, MATH-001A, NR-001, PHIL-010, PHIL-014, PS-001,<br>PS-002, PS-004, PSY-001, PSY-003, PSY-023, SOC-010, SOC-014. |   |       |
| Required Courses .....   |   | 13    |
| Restricted Electives.....  |   | 12    |
| CSU or IGETC General Education Requirements.....   |   | 33-42 |
| Physical Education Requirement.....  |   | 2-3   |
| DEGREE TOTAL .....   |   | 60-70 |
| Advisor:   | Danza   |       |

AA-T  
CSU  
TRANSFER

### ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

| Dept./No.   | Title                                    | Units |
|---|--|-------|
| Required Courses:   |  |       |
| SOC-001   | Introduction to Sociology.....           | 3     |
| SOC-002   | Social Problems.....                     | 3     |
| SOC-003   | Fundamentals of Statistics .....         | 4     |
| SOC-010   | Introduction to Marriage & Family .....  | 3     |
| SOC-014   | Introduction to Race and Ethnicity ..... | 3     |
| Restricted Electives: Select one (1) course from the following:<br>ANTH-001, ANTH-002, CJ-001, ECON-001, ECON-002, GEOG-001,<br>GEOG-002, HIST-003, HIST-004, HIST-017, HIST-018, PS-001, PS-004,<br>PSY-001, PSY-003, SOC-004. |  |       |
| Required Courses .....  |  | 16    |
| Restricted Electives.....   |  | 3     |
| CSU General Education Requirements.....   |  | 41    |
| DEGREE TOTAL .....  |  | 60    |
| Advisor:  | Danza                                    |       |
| See page 41 for more information on the CSU Transfer Degrees.   |  |       |

# COURSE DESCRIPTIONS

## ACADEMIC SKILLS CENTER (ASC)

### ASC-005A TUTOR TRAINING

.5 Unit  
Lecture: .2 hour  
Laboratory: .9 hours

This course provides the student with general tutoring skills that can be utilized regardless of the subject matter. The tutoring skills covered are based on contemporary research in the psychology of learning, pedagogy, instruction, design, training, and communications.

*Prerequisites:* Current enrollment with a minimum of six (6) units; instructor recommendation; and a grade of "B" or better in the course to be tutored.

### ASC-005B TUTOR TRAINING

.5 Unit  
Lecture: .2 hour  
Laboratory: .9 hours

This course provides the student with advanced tutoring skills that can be utilized regardless of the subject matter. Students will continue to improve upon the basic tutor training provided in ASC-005A. The course also considers mentoring new tutors, facilitating group tutor activities, team building, assertiveness training, and matching tutor techniques to personality types.

*Prerequisites:* ASC-005A; current enrollment with a minimum of six (6) units; instructor recommendation; and a grade of "B" or better in the course to be tutored.

### ASC-100 SUPERVISED TUTORING

0.0 Unit

This course is an open-entry/open-exit environment where college students with learning needs in academic subjects receive tutoring through one-to-one contact and small group instructions. Students may register while a semester is in progress. A counselor or an instructor, on the basis of an identified learning need, must refer all students seeking tutoring. (Chancellor's Office Guidelines for Title 5, Section 58170). A referral card should be obtained from your instructor, Student Services, counselor, and/or the Student Success Center.

## ADMINISTRATION OF JUSTICE (AJ) IS NOW CRIMINAL JUSTICE (CJ)

## AMERICAN SIGN LANGUAGE (ASL)

*For IGETC purposes, two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at CMC.*

### ASL-001 ELEMENTARY AMERICAN SIGN LANGUAGE

5 Units  
Lecture: 5 hours

This course is an introduction to American Deaf culture through the language of American Sign Language (ASL) and includes sign vocabulary, grammar, the manual alphabet, receptive and expressive skills, finger spelling, non-verbal techniques, and language philosophies related to the Deaf culture. Students also explore the historical and cultural aspects of the Deaf community.

*Advisory:* ENG-003A  
*Distance Modality:* Online, Hybrid.  
*CSU, UC, Associate Degree Applicable*

### ASL-002 INTERMEDIATE AMERICAN SIGN LANGUAGE

5 Units  
Lecture: 5 hours

This course continues to build upon the topics, vocabulary, grammar, and conversational skills introduced in Elementary American Sign Language (ASL-001). Students further study specific language and cultural behaviors and learn how to control the pace of a conversation, and are encouraged to apply Deaf culture communication skills in a variety of classroom and realistic situations. Students continue to develop and extend their previously acquired knowledge and skills, as well as focus on developing awareness and cultural sensitivity to Deaf values and norms.

*Distance Modality:* Online, Hybrid  
*Prerequisite:* ASL-001 with a grade of "C" or better  
*CSU, UC, Associate Degree Applicable*

## ANTHROPOLOGY (ANTH)

### ANTH-001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 Units  
Lecture: 3 hours

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability.

*Advisory:* ENG-003A  
*CSU, UC, Associate Degree Applicable*

### ANTH-002 CULTURAL ANTHROPOLOGY

3 Units  
Lecture: 3 hours

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization, and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

*Advisory:* ENG-003A  
*CSU, UC, Associate Degree Applicable*

### ANTH-003 ARCHAEOLOGY, AN INTRODUCTION TO PREHISTORY

3 Units  
Lecture: 3 hours

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It describes and explains human cultural developments from data collected on all continents. The tools, techniques, and methodologies of archaeological investigations are examined and evaluated.

*Advisory:* ENG-003A  
*CSU, UC, Associate Degree Applicable*

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## ART (ART)

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### ART-001A DRAWING AND COMPOSITION

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces basic concepts and techniques in drawing and composition. Emphasis is on the development of observation, and the translation of 3-dimensional form and space into 2-dimensional drawings. Through the use of a variety of drawing media and subject matter, students will develop the ability to perceive, define, and organize shape, contour, volume, space, and light.

Advisory: RDG-051  
CSU, UC, Associate Degree Applicable

### ART-001B DRAWING AND COMPOSITION

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces intermediate concepts and techniques in drawing and composition. Students build on basic level skills, with emphasis placed on the development of images through the use of intermediate technical processes, theories and composition. Basic concepts of monochromatic color are introduced, such as warm, cool, and saturation. Historical applications of drawing and conceptual approaches to mark-making are studied.

Prerequisite: ART-001A  
CSU, UC, Associate Degree Applicable

### ART-001C DRAWING AND COMPOSITION

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course offers advanced study of drawing problems with an emphasis on color media. Students build on intermediate level skills through a continued study of traditional and nontraditional drawing approaches, and are introduced to advanced drawing problems. Color media is introduced, along with its technical, theoretical, and compositional applications. Students continue to study historical context of mark-making and drawing.

Prerequisite: ART-001B  
CSU, UC, Associate Degree Applicable

### ART-001D DRAWING AND COMPOSITION

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course offers special studies of advanced drawing problems. Student assignments encourage creativity through individual expression and portfolio development. Under faculty guidance, students develop a pictorial series resulting in an advanced personal portfolio.

Prerequisite: ART-001C  
CSU, UC, Associate Degree Applicable

### ART-002A HISTORY OF ART

3 Units  
Lecture: 3 hours

This survey course examines the art of the ancient world. Illustrated lectures and classroom activities provide an overview of the study of architecture, sculpture, painting, and other visual art forms from prehistoric cultures. Mesopotamian, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine artistic forms will also be presented.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### ART-002B HISTORY OF ART

3 Units  
Lecture: 3 hours

This survey course examines the history of art from the early Middle Ages through the Baroque era. Illustrated lectures are used in the study of the architecture, sculpture, painting and other visual art forms of non-western societies, including Islamic, Native American, African, Japanese, and Chinese. Western art studies include Early Medieval, Romanesque, Gothic, Renaissance, Northern Renaissance, Mannerist, and Baroque styles.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### ART-002C HISTORY OF MODERN ART

3 Units  
Lecture: 3 hours

The art of Europe, America, and other world cultures, from the nineteenth century to the present, is examined in this course. Students will participate in illustrated lectures on significant movements in painting, sculpture, and architecture of this period, including Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art and contemporary directions.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### ART-002D HISTORY OF POSTMODERN ART (ART SINCE 1950)

3 Units  
Lecture: 3 hours

This course examines the art of Europe, America, and other world cultures from 1950 to the present. Illustrated lectures and on-site viewing of art works focus on significant movements in paintings, sculpture, and architecture of this period which include: Neo-dada, Pop Art, Op Art, Earth Works, Performance Art, Graffiti Art, Installation Art, Conceptual Art, Environmental Art, and New Realism. Ethnicity and gender issues related to postmodernism will also be discussed, as well as global pluralism.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### ART-003A BASIC DESIGN AND COLOR

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is a beginning course introducing the concepts, applications, and historical references related to two-dimensional art and composition. Design principles such as unity, emphasis, contrast, balance, proportion, and directional forces are also studied. Students gain insight and experience in compositional problem solving.

CSU, UC, Associate Degree Applicable



### ART-004 THREE-DIMENSIONAL DESIGN

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course investigates the factors determining the designs of both utilitarian and non utilitarian objects. Through a study of shapes, form and space, students gain experience solving three-dimensional design problems. Techniques and materials are studied through construction/assembly, modeling, and relief casting processes.

CSU, UC, Associate Degree Applicable

### ART-005A LIFE DRAWING

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is a basic course in the study of the human figure through the use of a model. Traditional and contemporary drawing concepts and approaches are explored with reference to art history. Representational and expressive qualities are investigated through the elements and design principles of gesture and contour line, weight proportion, and foreshortening.

CSU, UC, Associate Degree Applicable

### ART-005B ADVANCED LIFE DRAWING

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an intermediate to advanced course in the study of the human figure through the use of a model. Traditional and Contemporary drawing concepts and approaches are explored with references to art history. Students explore a variety of drawing materials and techniques, with emphasis in developing an individual style of drawing the figure. The course may be taken for a total of three times.

Prerequisite: ART-005A  
CSU, UC, Associate Degree Applicable

### ART-007A CERAMICS

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is a basic course that introduces hand-building and wheel-throwing methods of ceramics, including decorating, glazing, and firing techniques. Utilitarian design elements and the production of basic pottery forms are emphasized. Students will gain an appreciation of the historical context of ceramics.

CSU, UC, Associate Degree Applicable

### ART-007B CERAMICS

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an intermediate course that includes pottery making methods, concepts, and applications of clay as a sculptural medium. The techniques of decorating, glazing, and firing are explored, along with the elements and principles of design. Students will deepen their knowledge of the historical context of ceramics.

Prerequisite: ART-007A  
CSU, UC, Associate Degree Applicable

### ART-007C CERAMICS

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an advanced course that includes pottery making methods, concepts, and applications of clay as a sculptural medium. The techniques of decorating, glazing, and firing are explored, along with the elements and principles of design. Students will further their knowledge of the historical context of ceramics.

Prerequisite: ART-007B  
CSU, UC, Associate Degree Applicable

### ART-007D CERAMICS

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course offers advanced students an opportunity to continue specialized studies. Emphasis is given to glaze formulation, kiln construction, and firing techniques, and includes the application of advanced concepts and theories of ceramics. Students will further their knowledge of the historical context of ceramics.

Prerequisite: ART-007C  
CSU, UC, Associate Degree Applicable

### ART-009A PRINTMAKING



2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course introduces basic hand processes in the making of prints by exploring different technical methods. These methods include relief, intaglio, stencil and monoprint. The class includes an exploration of photo printmaking and an introduction to computer applications for image development.

CSU, UC, Associate Degree Applicable

### ART-009B PRINTMAKING



2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is a further exploration of basic methods of producing prints and of developing further competence in plate development and printing. Class work focuses on attaining competence in the technique of aquatint as well as improving other basic etching and drypoint skills.

Prerequisite: ART-009A  
CSU, UC, Associate Degree Applicable

### ART-009C PRINTMAKING



~~2 Units~~  
~~Lecture: 1 hour~~  
~~Laboratory: 3 hours~~

~~This course continues intermediate level technical approaches and focuses on a specific technical area within the printmaking field. Students concentrate on developing their own personal style.~~

~~Prerequisite: ART-009B~~  
~~CSU, UC, Associate Degree Applicable~~

## ~~ART-009D~~ ~~PRINTMAKING~~

~~2 Units  
Lecture: 1 hour  
Laboratory: 3 hours~~

~~This course offers students an opportunity to work on special problems and projects in printmaking.~~

~~Prerequisite: ART-009C  
CSU, UC, Associate Degree Applicable~~

## **ART-010** **INTRODUCTION TO ART**

3 Units  
Lecture: 3 hours

This course is an introduction to the concepts, techniques, and social forces that shape and reflect our visual world. Emphasis is placed on gaining insights and developing an understanding of the variables inherent in planning, organizing, and making a work of art.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

## **ART-011A** **SCULPTURE**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is a basic course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and techniques. Additive, subtractive, assemblage, and relief casting processes are explored. Trends in sculpture and three-dimensional art from pre-history to contemporary periods will be studied.

Advisory: ART-001A and ART-004  
CSU, UC, Associate Degree Applicable

## **ART-011B** **SCULPTURE**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an intermediate course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and approaches. Additive, subtractive, assemblage, mold-making, casting processes are explored. Trends in sculpture and three-dimensional art from pre-history to contemporary periods will be studied further.

Prerequisite: ART-011A  
CSU, UC, Associate Degree Applicable

## ~~ART-011C~~ ~~SCULPTURE~~

~~3 Units  
Lecture: 2 hours  
Laboratory: 3 hours~~

~~This is an advanced course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with a variety of materials and approaches. Advanced methods of additive, subtractive, assemblage, mold-making, and casting are explored. Trends in sculpture and three-dimensional art from pre-history to contemporary periods will be studied at an advanced level.~~

~~Prerequisite: ART-011B  
CSU, UC, Associate Degree Applicable~~

## **ART-011D** **SCULPTURE**

~~3 Units  
Lecture: 2 hours  
Laboratory: 3 hours~~

~~This course offers special studies of advanced sculptural problems. Student assignments continue to encourage creativity through individual expression and thematic development. Emphasis is on developing a body of work and the presentation of a three-dimensional portfolio. Trends in sculpture and three-dimensional art from pre-history to contemporary periods will be studied in relation to individual advancement.~~

~~Prerequisite: ART-011C  
CSU, UC, Associate Degree Applicable~~

## **ART-014A** **SCREEN PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course offers the study of hand processes in the making of silkscreen prints. Class work focuses on attaining competence in the use of tools, compositional approaches, and direct processes of stencil making. Historical aspects of screenprinting will be explored.

Advisory: ART-003A  
CSU, UC, Associate Degree Applicable

## **ART-014B** **ADVANCED SCREEN PRINTING**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course introduces photostenciling methods, and furthers the study of intermediate to advanced hand processes in the making of silkscreen prints. Advanced students engage in selected methods and individual style development. Course may be taken for a total of three times.

Prerequisite: ART-014A  
CSU, UC, Associate Degree Applicable

## **ART-021A** **PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to the transparent techniques of watercolor painting. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Students will gain an appreciation of the historical context of watercolor.

Advisory: ART-001A, ART-003A  
CSU, UC, Associate Degree Applicable

## **ART-021B** **PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an intermediate course including transparent and opaque techniques of watercolor painting. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Students will further their appreciation of the historical context of watercolor.

Prerequisite: ART-021A  
CSU, UC, Associate Degree Applicable

### **ART-021C PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an advanced course in the concepts and techniques of watercolor painting, and introduces applications of mixed media. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Traditional methods, and contemporary approaches and concepts are studied. Students are encouraged to begin the development of a personal style.

Prerequisite: ART-021B  
CSU, UC, Associate Degree Applicable

### **ART-021D PAINTING/WATERCOLOR**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides the advanced student an opportunity to work in selected watercolor painting methods, and include mixed media and collage approaches. Students continue to explore personal themes and methods, with emphasis on portfolio development.

Prerequisite: ART-021C  
CSU, UC, Associate Degree Applicable

### **ART-023A PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to the techniques of oil painting. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Studies will include historical contexts, traditional methods, along with contemporary approaches and concepts.

Advisory: ART-001A, ART-003A  
CSU, UC, Associate Degree Applicable

### **ART-023B PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an intermediate course in the methods of oil painting. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Historical contexts, traditional methods, along with contemporary approaches and concepts will be further studied.

Prerequisite: ART-023A  
CSU, UC, Associate Degree Applicable

### **ART-023C PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an advanced course in the methods of oil painting, and introduces applications of mixed media and collage. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Historical contexts, along with traditional methods, contemporary approaches, and concepts are studied in depth. Students are encouraged to begin the development of a personal style.

Prerequisite: ART-023B  
CSU, UC, Associate Degree Applicable

### **ART-023D PAINTING/OIL**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides the advanced student an opportunity to work in selected oil painting methods. The course includes the historical, philosophical and aesthetic aspects of oil painting and mixed media exploration. Students continue to develop personal themes and methods, with emphasis on portfolio development.

Prerequisite: ART-023C  
CSU, UC, Associate Degree Applicable

### **ART-025A PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is an introduction to the techniques of acrylic painting. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Traditional methods, along with contemporary approaches and concepts, are studied.

Advisory: ART-001A, ART-003A  
CSU, UC, Associate Degree Applicable

### **ART-025B PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an intermediate course in the methods of acrylic painting. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Students gain a more extensive understanding of traditional methods and contemporary approaches and concepts in the acrylic medium.

Prerequisite: ART-025A  
CSU, UC, Associate Degree Applicable

### **ART-025C PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is an advanced course in the methods of acrylic painting, and introduces applications of mixed media and collage. Compositional elements and principles are studied through themes of landscape, still life, portraiture, and the non-objective. Students gain a deeper understanding of traditional methods along with contemporary approaches and concepts. Students are encouraged to begin the development of a personal style.

Prerequisite: ART-025B  
CSU, UC, Associate Degree Applicable

### **ART-025D PAINTING/ACRYLIC**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course provides the advanced student an opportunity to work in selected acrylic painting methods and includes mixed media exploration. Students continue to develop personal themes and methods with emphasis on portfolio development.

Prerequisite: ART-025C  
CSU, UC, Associate Degree Applicable

### ART-031 DIGITAL PHOTOGRAPHY

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours



This course provides an introduction to the tools, materials, and techniques of digital photography. Students learn to capture images using a digital camera. Topics include camera use, photo seeing, and an introduction to Photoshop. Also covered are multimedia editing and file formats, as well as the preparation of images for Web use. Students must have their own digital camera, preferably one with manual controls.

Advisory: CIS-070B  
CSU, UC Associate Degree Applicable

### ART-033 HISTORY OF PHOTOGRAPHY

3 Units  
Lecture: 3 hours

This course covers the history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application, and aesthetics of photography as a fine art form include the significant movements that contributed to the establishment of photography as one of the major forms of art and communication in the twentieth and twenty-first centuries.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### ART-035 (Experimental - effective Fall, 2011) MULTIMEDIA PHOTOGRAPHY

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an overview of best practices in integrating digital still and video projects through the use of pre-production, production, and post-production processes. Students create original photo content with their own and with school equipment. Students write, produce, and edit individual multimedia shows and collaborate on group projects. Finished shows are prepared for computer playback, DVD, and Web delivery. Students are required to have their own digital camera with manual controls and video capabilities and a home computer system capable of editing and outputting multimedia files. Students have access to school video and lighting equipment in organized class shooting sessions.

Prerequisite: ART-031

### ART-040 GRAPHIC DESIGN I

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours



Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and multimedia design and production. Adobe Photoshop and ProShow Producer are the primary applications used in this class. The course includes an introduction to raster and vector graphics using Adobe Photoshop. Students must have a digital camera, preferably with manual controls and video capabilities. Students are strongly advised to have access to a home computer and printer for successful completion of this course.

Prerequisite: ART-003A  
Advisory: ART-031  
CSU, UC, Associate Degree Applicable

### ART-041 GRAPHIC DESIGN II

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours



Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include digital typography, animation, motion graphics, sound, and new media. Adobe Photoshop/Illustrator, Adobe Encore, and ProShow Producer are the primary applications used in this class. Students must have a digital camera, preferably with manual controls and video capabilities. Students are strongly advised to have access to a home computer and printer for successful completion of this course.

Prerequisite: ART-040  
CSU, UC, Associate Degree Applicable

### ~~ART-080A-D PAINTING WORKSHOP~~

~~1 Unit  
Laboratory: 3 hours~~



~~This course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills through painting experience, library research, demonstration, and lecture.~~

~~Prerequisite: ART-080 A-D respectively  
Advisory: ART-001A, ART-003A  
CSU, UC, Associate Degree Applicable~~

### ~~ART-097 STUDIO LAB~~

~~.5 Unit  
Laboratory: 1.5 hours~~



~~Studio Lab is an open entry/open exit environment designed to develop studio application skills for students in all segments of the art area. Emphasis is on individual studio art applications with time devoted to completing art/lab projects assigned in specific studio art courses. Students receive a credit/no credit grade mark. May be taken for a total of four times.~~

~~Corequisite: Concurrent enrollment in any ART course.~~

### ~~ART-098 STUDIO LAB~~

~~1 Unit  
Laboratory: 3 hours~~



~~Studio Lab is an open entry/open exit environment designed to develop studio application skills for students in all segments of the art area. Emphasis is on individual studio art applications with time devoted to completing art/lab projects assigned in specific studio art courses. Students receive a credit/no credit grade mark. May be taken for a total of four times.~~

~~Corequisite: Concurrent enrollment in any ART course.~~

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## ASTRONOMY (A)

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### A-001 DESCRIPTIVE ASTRONOMY

3 Units  
Lecture: 3 hours

This course is an introductory survey of planetary, stellar, and galactic astronomy designed for students not majoring in science. This course reviews research techniques, current knowledge, and theory about the planets, stars, galaxies, and the age and origin of the universe.

Distance Modality: Online, Hybrid  
Advisory: ENG-050 and MATH-057  
CSU, UC, Associate Degree Applicable

### **A-001L DESCRIPTIVE ASTRONOMY LAB**

1 Unit

Laboratory: 3 hours

This is an introductory laboratory course featuring the practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

Corequisite: A-001 or prior completion

Advisory: ENG-050 and MATH-057

CSU, UC, Associate Degree Applicable

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## **AUTOMOTIVE TECHNOLOGY (AUTO)**

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A.S.E. — Automotive Service of Excellence

B.A.R. — Bureau of Automotive Repair

N.A.T.E.F. — National Automotive Technicians Education Foundation

### **AUTO-004 PRINCIPLES OF AUTOMOTIVE TECHNOLOGY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Principles of Automotive Technology provides a comprehensive overview of the major components and systems found on modern automobiles. The course includes information on the automotive repair industry, workplace safety, identification and proper use of hand tools, construction and operation of major automotive systems, and basic procedures for vehicle maintenance and service.

Distance Modality: Hybrid

Corequisite: RDG-050

Advisory: ENG-050 and MATH-057 or the equivalent

Associate Degree Applicable

### **AUTO-018 ENGINE PERFORMANCE I**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course provides operating theory and hands-on experience in the operation, diagnosis, and repair of automotive fuel systems with carburetors, basic throttle body, port fuel injection systems and Kettering, electronic, and distributorless ignition systems (DIS). Students learn to use the 4 gas and 5 gas exhaust analyzers, basic oscilloscope operation, and the basis for engine computer and control systems.

Distance Modality: Hybrid

Prerequisite: AUTO-004 or 2-years trade experience

Associate Degree Applicable

### **AUTO-020 AUTOMOTIVE ELECTRICAL SYSTEMS I**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

Automotive Electrical Systems I provides theory and hands-on experience in the fundamental principles of electricity and automotive electrical systems. This course covers basic theories and laws of electricity, types of circuits, automotive wiring and circuit diagrams, special tools and procedures, basic electrical component troubleshooting, service, and repair. Additionally, this course specifically addresses the construction, operation, diagnosis, service, repair, and replacement of the following electrical components and systems: automotive batteries, automotive starters and starting systems, automotive alternators and charging systems, and automotive lighting and lighting circuits.

Distance Modality: Hybrid

Corequisite: RDG-050

Advisory: ENG-050, MATH-057

Associate Degree Applicable

### **AUTO-021 AUTOMOTIVE ELECTRIC SYSTEMS II**

4 Units

Lecture: 2.5 hours

Laboratory: 4.5 hours

This course provides further study of the automotive electrical system. It covers basic ignition systems, lighting systems, gauges and warning devices, windshield wipers, and other body related electrical components. This course will also prepare for the State of California Bureau of Automotive Repair's Lamp Inspection License Class "A" test.

Distance Modality: Hybrid

Prerequisite: AUTO-020, or passing ASE Electrical System Test, or completion of 600 hours advanced Regional Occupation Programs (ROP) auto technology course, or 2-years verifiable trade experience

Associate Degree Applicable

### **AUTO-027A-D B.A.R. CLEAN AIR COURSE PART I**

2.5 Units

Lecture: 2 hours

Laboratory: 1.5 hours

This course covers SMOG inspection rules and regulations, a review of engine performance theory, and the inspection and testing of 1979 and older vehicles. AUTO-027 and AUTO-028 of the B.A.R. Clean Air Course must be taken and passed with a grade of "C" or better to be eligible for a Bureau of Automotive Repair Certificate of Completion. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: 180 hours of Engine Performance and Electrical courses, or passing ASE Engine Performance & Electrical Systems test, or 1-year trade experience in engine tune-up

### **AUTO-028A-D B.A.R. CLEAN AIR COURSE PART II**

2.5 Units

Lecture: 2 hours

Laboratory: 1.5 hours

Part II of the clean air course inspection procedures, diagnosis and repair of 1980 and newer vehicles along with a detailed review of system identification and computer system theory. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: AUTO-027; or 180 hours of Engine Performance and Electrical courses, or passing ASE Engine Performance and Electrical Systems, or 1-year trade experience in engine tune-up

### **AUTO-029 ENGINE PERFORMANCE II**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This is an advanced engine computer and drivability course, which includes the theory, operation, testing, diagnosis, and repair of current automotive systems. It emphasizes diagnostic procedures and techniques using basic and sophisticated test equipment. This course helps prepare students for the smog and Automotive Service of Excellence (ASE) Advanced Engine Performance Specialist Test L1.

Distance Modality: Hybrid

Prerequisite: AUTO-018 or 2-years trade experience

Associate Degree Applicable



## **AUTO-035 AUTOMOTIVE STEERING, SUSPENSION AND ALIGNMENT**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course provides basic theory and direct experience in the service and repair of automotive steering systems, suspension systems and wheel alignment. The course includes four-wheel steering; manual and electronic computer-controlled systems; variable assist steering systems; short and long arm-type suspension systems; and strut suspension systems.

Distance Modality: Hybrid  
Prerequisite: AUTO-004 or two (2) years trade experience  
Advisory: ENG-003A  
Associate Degree Applicable

## **AUTO-036 AUTOMOTIVE BRAKE SYSTEMS**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course provides basic theory and direct experience in automotive brake systems operation, troubleshooting, and repair as well as the theory, operations, testing, diagnosis, and repair of anti-lock brake systems used in today's vehicles. This course prepares students for the State of California Bureau of Automotive Repair's Brake Inspection Class "A" license test, California State Brake Inspector and Automotive Society of Excellence Brake System test.

Prerequisite: AUTO-004 or 2-years verifiable shop experience  
Associate Degree Applicable

## **AUTO-044 AUTOMOTIVE ENGINE REBUILD**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course provides basic theory and practical experience in the disassembly, inspection, reassembly, machine work, reassembly and adjustment of the valve heads, cylinder heads, cylinder block, and related components.

Distance Modality: Hybrid  
Prerequisite: AUTO-004 or two (2) years trade experience  
Associate Degree Applicable

## **AUTO-045 AUTOMATIC TRANSMISSIONS**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course provides basic theory, knowledge, and hands-on experience in the operation, diagnostics, servicing, and repair of automatic transmissions and transaxles. It covers the operation and diagnosis of computer controlled automatic transmissions and transaxles.

Distance Modality: Hybrid  
Advisory: ENG-003A  
Prerequisite: AUTO-004, or two (2) years trade experience  
Associate Degree Applicable

## **AUTO-060 AUTOMOTIVE HEATING AND AIR CONDITIONING**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course provides theory, training, and hands-on experience in automotive air conditioning, heating, and climate control systems operation, troubleshooting, and repair. The electronic aspects of the system will be employed. This course is based on National Automotive Technician Education Foundation (NATEF) guidelines.

Distance Modality: Hybrid  
Prerequisite: AUTO-004, or 1-year verifiable trade experience  
Advisory: ENG-003A  
Associate Degree Applicable

## **AUTO-065 MANUAL TRANSMISSIONS AND TRANSAXLES**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transmissions and transaxles, drive lines and rear axles for rear wheel drive vehicles, and drive trains for front wheel drive vehicles. This course is based on National Automotive Technicians Education Foundations (NATEF).

Prerequisite: AUTO-004 or 2 years verifiable trade experience  
Distance Modality: Hybrid  
Advisory: ENG-003A  
Associate Degree Applicable

## **AUTO-078A-B ALTERNATIVE FUELS**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course includes a study of alternative types of fuel that can be used in today's vehicles, such as: electric, solar, ethanol, fuel cells, etc. Students will be provided with some basic knowledge regarding service and maintenance of alternative fuel systems that will be on the market in the near future. The course investigates the process of converting vehicles for the use of alternative fuels and propulsion.

Prerequisite: AUTO-004 or equivalent  
Associate Degree Applicable

## **AUTO-087A-C B.A.R. CITATION 1**

.5 Unit  
Lecture: .5 hour

This course meets the requirements for a Bureau of Automotive Repair (BAR) licensed SMOG mechanic who has received a first citation for violation of California State Vehicle Emission Control System inspection and repair laws and regulations.

Prerequisite: AUTO-027-028 or trade experience; possess a SMOG check mechanic's license

## **AUTO-088A-C B.A.R. CITATION 2**

1 Unit  
Lecture: 1 hour

This course meets the requirements for a Bureau of Automotive Repair (BAR) licensed SMOG mechanic who has received a second citation for violations of California State Vehicle Emission Control System inspection and repair laws and regulations.

Prerequisite: AUTO-027-028 or trade experience; possess a SMOG check mechanic's license

**AUTO-092**  
**AUTOMOTIVE COLLISION REPAIR, BEGINNING AUTO BODY**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours



~~This course provides entry-level theory and practical experience in automotive collision repair and refinishing techniques. Students also learn to prepare accurate estimates of damage and repair for auto body work.~~

~~Prerequisite: AUTO-004 or one (1) year industry experience~~

**AUTO-093**  
**AUTOMOTIVE COLLISION REPAIR, INTERMEDIATE**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours



~~This course provides intermediate-level theory and practical experience in automotive collision repair and refinishing techniques. Students also learn to prepare accurate estimates of damage and repair for auto body work.~~

~~Prerequisite: AUTO-092  
Advisory: AUTO-004 or equivalent~~

**AUTO-094**  
**AUTOMOTIVE COLLISION REPAIR, ADVANCED**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours



~~This course provides advanced-level theory and practical experience in automotive collision repair and refinishing techniques. Students also learn to prepare accurate estimates of damage and repair for auto body work.~~

~~Prerequisite: AUTO-093~~

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## BIOLOGY (BI)

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**BI-001A**  
**GENERAL BIOLOGY — PRINCIPLES**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This course presents a survey of biological principles with a strong emphasis on biochemistry, cell biology, and genetics. Topics include chemistry and origin of life; cellular energy productions and exchanges; cell structures and functions; tools of biotechnology; plant and animal cell division, embryology, tissues, gametogenesis and genetics. This level of biology is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine and other allied health fields requiring a strong foundation in biology. BI-001A is typically followed by BI-001B and/or BI-001C.

Prerequisite: MATH-040  
Advisory: BI-004, CH-003 or CH-004, ENG-050  
CSU, UC, Associate Degree Applicable

**BI-001B**  
**GENERAL BIOLOGY — ZOOLOGY**

5 Units  
Lecture: 3 hours  
Laboratory: 6 hours

This course covers identification, classification, phylogeny, comparative embryology, morphology, physiology, ecology, behavior, etc., at the animal organismic level. Laboratory experiments, dissections, and identification give practical study.

**Note:** This course meets requirements of science, pre-professional, and all other majors requiring a strong biology foundation, and partially meets the requirement of students needing one year of biology. It also meets the biological sciences general education requirement.

Prerequisite: BI-001A  
Advisory: BI-004, CH-003 or CH-004, ENG-050 and MATH-040  
CSU, UC, Associate Degree Applicable

**BI-001C**  
**GENERAL BIOLOGY — BOTANY**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This course is a survey of biological functions, and includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants, and their ecological significance.

**Note:** The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in biology is required. Partially meets the requirements of students needing one year of biology.

Prerequisite: BI-001A  
Advisory: BI-004, CH-003 or CH-004, ENG-050 and MATH-040  
CSU, UC, Associate Degree Applicable

**BI-004**  
**ELEMENTS OF BIOLOGY**

3 Units  
Lecture: 3 hours

This course is designed to acquaint non-majors with fundamental concepts and principles of biology and background information in the physical sciences. Topics include: essential life processes such as metabolism, photosynthesis, ecology, evolution, behavior, and the history of biological thought. A coordinated laboratory course (BI 4L) gives practical study.

**Note:** BI-004 and BI-004L meet the Biological Sciences General Education Requirement, BI-004 and BI-004L do not meet requirements for biological science majors. BI-004 is offered for those individuals with little or no background in the biological sciences.

Distance Modality: Online, Hybrid  
Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

## BI-004L ELEMENTS OF BIOLOGY LABORATORY

1 Unit  
Laboratory: 3 hours

This course provides supplementary laboratory experience for students enrolled in BI 4. Critical practical studies in biological principles are emphasized such as microscopy, cell structure and function, diffusion and osmosis, photosynthesis and cellular respiration, survey of botany and zoology, heredity, molecular and chromosomal genetics, DNA fingerprinting, evolutionary mechanisms, ecological relationships, population growth, and animal behavior. Students are required to complete dissections, laboratory experiments, and problem-based learning assignments.

**Note:** BI-004 and BI-004L meet the Biological Sciences General Education requirements. BI-004 and BI-004L do not meet the requirements for biological science majors. BI-004L is offered for those individuals with little or no background in the biological sciences.

**Note:** If BI-004L is taken as a distance education course, an additional lab fee may be required.

Distance Modality: Online, Hybrid  
Corequisite: BI-004 or prior completion  
Advisory: ENG-003A and MATH-050  
CSU, UC, Associate Degree Applicable

## BI-010 WOMEN'S HEALTH

3 Units  
Lecture: 3 hours

A study of current issues and practices related to women's health. Emphasis is placed on female anatomy and physiology relative to changes which occur in a woman's body from youth to old age and the specific aspects of health and disease related to these changes. This course is designed to provide information to make the student medically and scientifically knowledgeable about women's health issues and to be an "informed consumer" of medical information and practices concerning today's female.

Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

## BI-015 GENERAL MICROBIOLOGY

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This course is a comprehensive study of the microbial world. It is designed to develop an understanding and appreciation of the microorganisms and their relationship to humans and their environment. Knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics and industrial microbiology. The laboratory experience explores the development of current methods, techniques and skills necessary to culture, propagate and identify microorganisms.

Prerequisite: BI-023  
CSU, UC, Associate Degree Applicable

## BI-022 HUMAN ANATOMY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course involves both the gross and microscopic anatomical study of tissues and organ systems of the human body. Laboratory study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections of laboratory specimens are required.

**Note:** This course is designed for Health Sciences students, and satisfies the Biological Science General Education requirements. It is not recommended for pre-medical or pre-dental students who must take BI-001A and BI-001B.

Prerequisite: ENG-051, RDG-051  
Advisory: BI-004  
CSU, UC, Associate Degree Applicable

## BI-023 HUMAN PHYSIOLOGY

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This course surveys normal and many abnormal human functions involving integumental, skeletal, muscular, cardiovascular, respiratory, digestive, urogenital, sensory, nervous, and endocrine systems.

**Note:** This course is a required prerequisite for many Health Sciences majors or it may be used to satisfy a General Education Life Science requirement. Pre-medical, pre-dentistry, and pre-veterinary students are advised to take the BI-001A, BI-001B, and BI-001C series rather than BI-022 and BI-023.

Prerequisite: CH-003 or CH-004, BI-022  
CSU, UC, Associate Degree Applicable

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## BUSINESS — ACCOUNTING (BUAC)

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### BUAC-001 ACCOUNTING I

3 Units  
Lecture: 3 hours

This course expands upon basic fundamentals of the double entry accrual accounting system. It includes accounting for service and merchandise enterprises with special emphasis on receivables, payables, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

Prerequisite: BUAC-066 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### BUAC-002 ACCOUNTING II

3 Units  
Lecture: 3 hours

This course focuses on accounting concepts and principles relating to partnerships, corporations, stock and bond transactions, cash flow, and financial statement analysis. Also emphasized are management uses of accounting data that include financial planning and evaluation, and an introduction to managerial accounting.

Prerequisite: BUAC-001 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### **BUAC-004 TAX ACCOUNTING I - INDIVIDUALS**

3 Units  
Lecture: 3 hours

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information with the current laws and regulations available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

Distance Modality: Hybrid, Online  
Prerequisite: BUAC-066  
CSU, Associate Degree Applicable

### **BUAC-006 PRINCIPLES OF MANAGERIAL ACCOUNTING**

3 Units  
Lecture: 3 hours

This course examines economic models used by managers to use accounting information to plan, control activities, assess outcomes, and make decisions that are data defensible. Topics include budgeting, relevant cost for decision-making and capital investing.

Prerequisite: BUAC-001 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### **BUAC-010 COMPUTER ACCOUNTING**

3 Units  
Lecture: 2.5 hour  
Laboratory: 1.5 hours

This course covers introductory material in the processing of accounting data on the computer. Students learn to record and process transactions in the major accounting systems such as; general ledger, accounts receivable, accounts payable, depreciation, and payroll. Course work prepares students for actual situations using automated accounting software. (Also listed as, and equivalent to CIS-010.)

Prerequisite: BUAC-066  
CSU, Associate Degree Applicable

### **BUAC-066 INTRODUCTION TO ACCOUNTING I**

3 Units  
Lecture: 3 hours

This non-transfer course covers the essential elements of double-entry bookkeeping practice upon which more advanced work in other accounting courses is based. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, and payroll.

Prerequisite: ENG-051 and MATH-057  
Associate Degree Applicable

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## **BUSINESS — MANAGEMENT (BUMA)**

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### **BUMA-001 PRINCIPLES OF MANAGEMENT**

3 Units  
Lecture: 3 hours

This course examines the history of organizational design, managerial processes, and motivational theories, in the context of current management problems. It includes a study of the role of managers in technologically and culturally diverse environments including the functions of planning, organizing, leading and controlling. The student is provided an opportunity to gain contemporary knowledge in management design and to improve managerial insights, skills and abilities.

Advisory: Eligibility for ENG-051  
CSU, Associate Degree Applicable

### **BUMA-010 INTRODUCTION TO BUSINESS**

3 Units  
Lecture: 3 hours

This survey course studies the form, structure, objectives, environment, and ethics of contemporary American business. The course emphasizes management, human resources, marketing, operational and financial activities of business organizations. This course is recommended for students who wish to explore a career in business.

Distance Modality: Online, Hybrid  
Prerequisite: RDG-051 and ENG-051  
CSU, UC, Associate Degree Applicable

### **BUMA-020A BUSINESS LAW**

3 Units  
Lecture: 3 hours

This course is a study of the social forces and the law, the law of contracts, agency and employment, personal property and bailments, business torts and crimes, sales law, labor law and government regulation of business.

Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

### **BUMA-027 MARKETING**

3 Units  
Lecture: 3 hours

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. The course emphasizes the relationship of human behavior and culture to marketing activities. The student participates in individual and class projects designed to reinforce of basic marketing theory and concepts.

Advisory: ENG-050  
CSU, Associate Degree Applicable

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## **BUSINESS — REAL ESTATE (BURE)**

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### **BURE-081 PRINCIPLES OF REAL ESTATE**

3 Units  
Lecture: 3 hours

This course is a study of principles of Real Estate as applied to the following areas: land economics; interests in the uses of land; land transfers; buying and selling of real estate; contracts, liens and encumbrances; real estate finance; and preparation of the student for the professional goal of salesperson.

CSU, Associate Degree Applicable

### **BURE-082 REAL ESTATE ECONOMICS**

3 Units  
Lecture: 3 hours

This course is a study of economic foundations of real estate with particular emphasis upon the patterns of land use, urban, and rural appreciation of values in the community and in the State of California. This is one of the required courses to take the California Real Estate Broker's exam.

Advisory: BURE-081  
Associate Degree Applicable

**BURE-083A  
REAL ESTATE PRACTICE**

3 Units

Lecture: 3 hours

This course is a study of real estate as a career, the practical application of the real estate cycle, and orientation into specialized selling. The course emphasizes the role and functions of the broker and salesperson in the real estate office; the application of advertising techniques, listings, and valuations; locating buyers; property management; and leasing. Students explore the importance of public relations, personnel policies, and professional ethics.

CSU, Associate Degree Applicable

**BURE-084  
LEGAL ASPECTS OF REAL ESTATE**

3 Units

Lecture: 3 hours

This course considers how California laws relate to real estate property acquisitions, transfer, and ownership interest in real property. It investigates types of tenancy, estate and federal courts, land contracts, liens, restrictions, landlords and tenants, agency, probate, and taxes. Students will learn licensing requirements of salespeople and brokers, and laws relating to the real estate profession. This is one of the required courses to take the California Real Estate Broker's exam.

Advisory: BURE-081

Associate Degree Applicable

**BURE-085  
REAL ESTATE FINANCE**

3 Units

Lecture: 3 hours

This course studies the sources and supply of mortgage funds, construction loans and permanent financing for residential and income properties. It emphasizes procedures for Federal Housing Administration (FHA), California Veterans (Cal-Vet) and Veterans' Administration (VA) loans, interest rates, terms, mortgages, and mechanic's liens. This is one of the required courses to take the California Real Estate Broker's exam.

Advisory: BURE-081

CSU, Associate Degree Applicable

**BURE-086  
PRINCIPLES OF APPRAISING**

3 Units

Lecture: 3 hours

This course studies of principles, methods and techniques for the appraisal for single and multiple dwellings, commercial-business properties, and farm properties. The course emphasizes the determination of real estate values for loan and insurance purposes and the implications for brokers and salespeople.

Associate Degree Applicable

**CHEMISTRY (CH)****CH-001A  
GENERAL CHEMISTRY**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This is the first course of a two-semester sequence covering the basic principles and concepts of chemistry, with emphasis on chemical calculations. Inorganic chemistry is stressed and the material includes a discussion of atomic structure, chemical bonding, molecules, reaction types, states of matter and the properties of solutions. The laboratory part of the course complements the lectures and includes qualitative analysis.

**Note:** This course is designed for pre-professional, science, and engineering major transfer students.

Prerequisite: CH-003 or CH-004 or one-year high school chemistry and MATH-010

CSU, UC, Associate Degree Applicable

**CH-001B  
GENERAL CHEMISTRY**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This is the second semester course of a two-semester sequence covering the basic principles and concepts of chemistry, with emphasis on chemical calculations. Inorganic chemistry is stressed, and the material includes a discussion of thermodynamics, reactive kinetics, equilibria, electro-chemistry, and a detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and nuclear chemistry. The laboratory part of the course complements the lectures, and includes half a semester of ion properties and qualitative analysis.

**Note:** This course is designed for pre-professional, science, and engineering major transfer students.

Prerequisite: CH-001A with a grade of "C" or better

CSU, UC, Associate Degree Applicable

**CH-003  
INTRODUCTORY GENERAL CHEMISTRY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course covers the fundamental principles of inorganic chemistry. Topics include measurements; unit conversions; chemical reaction classes; stoichiometric calculations; modern atomic theory; atomic structure; ionic, covalent, and polar bonding; the International Union of Pure and Applied Chemistry (IUPAC) nomenclature system; chemical thermodynamics and kinetics; chemical equilibrium, including weak acids, weak bases, and buffers; gases; liquids; solids; and solutions.

Prerequisite: ENG-051, MATH-040, and RDG-051

Advisory: MATH-010

CSU, UC, Associate Degree Applicable

**CH-004  
FUNDAMENTALS OF CHEMISTRY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a survey of basic principles of inorganic, organic, and bio-organic chemistry presented on a level for the general student.

**Note:** This course satisfies the chemistry requirement for RN students and is transferable as a physical science with laboratory.

Prerequisite: ENG-051 and MATH-050

CSU, UC, Associate Degree Applicable



## CH-005 BIO-ORGANIC CHEMISTRY

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a survey of organic chemistry and biochemistry with an emphasis on the connections between the two. Students examine the major functional groups of organic compounds, including alkanes, alkenes, alkynes, alcohols, aldehydes, carboxylic acids, amines, amides, and esters, their nomenclature, structure, and reactions. The biochemistry portion includes biologically active macromolecules such as proteins, starches, lipids, and nucleotides and their components, focusing on reactivity and structure. Metabolic pathways and energy conservation in biological processes are a substantial part of this course and connect CH-005 to the principles discussed in CH-003. The course is primarily intended for health sciences students, who are required to take one semester of organic chemistry/biochemistry.

Prerequisite: CH-003 or CH-004 and RDG-051, the equivalent or higher with a grade of "C" or better

Advisory: ENG-003A

CSU, UC, Associate Degree Applicable

## CH-010A ORGANIC CHEMISTRY

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course is the first of a two-semester sequence covering the basic principles and concepts of organic chemistry. An in-depth study is made of the bonding of carbon, stereochemistry, and the reactivity of alkanes, alkenes and alkynes. Addition, substitution and radical reactions are discussed. Alcohols, ethers, haloalkanes and conjugated unsaturated systems are analyzed. The course is designed for chemistry, biology and pre-professional majors.

Prerequisite: CH-001B with a grade of "C" or better

CSU, UC, Associate Degree Applicable

## CH-010B ORGANIC CHEMISTRY

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course is the second of a two-semester sequence covering the basic principles and concepts of organic chemistry. Spectrophotometry is covered. An introduction is made to biochemical compounds. The course is designed for chemistry, biology and pre-professional majors.

Prerequisite: CH-010A with a grade of "C" or better

Advisory: MATH-050

CSU, UC, Associate Degree Applicable

## CHILD DEVELOPMENT (CD)

### FORMERLY ECE - EARLY CHILDHOOD DEVELOPMENT

## CD-010 CHILD DEVELOPMENT

4 Units

Lecture: 4 hours

In this course students study the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from conception through adolescence, including the major theories of development. Observations provide opportunity for integration of theory and practice for typically developing children as well as those with disabilities. This course is required for all Child Development majors and for licensing in private and publicly funded childcare centers. This course combines the content from courses formerly known as ECE-010A and ECE-010B.

Distance Modality: Hybrid

Advisory: ENG-051 and RDG-051

CSU, Associate Degree Applicable

## CD-012 CHILD, FAMILY, AND COMMUNITY

3 Units

Lecture: 3 hours

Students study the influence of contemporary family and cultural patterns on young children and learn how to establish effective school-family relationships, regular informal and periodic formal conferences, and parent meetings. Students examine community resources and agencies that strengthen families. This course is required by the California State Department of Social Services for teachers and directors of preschool programs, for all Child Development majors, and for licensing in private and publicly funded centers. Formerly known as ECE-012.

Advisory: ENG-050 and RDG-051

CSU, Associate Degree Applicable

## CD-014 PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Students apply child development principles and developmentally appropriate teaching practices to children from infancy to age eight. In this course, students observe and interact with young children in the classroom, develop and implement lesson plans, and assess learning environments and curriculum content. Students also examine historical perspectives and trends, current practices and philosophies, staff roles and responsibilities, personal characteristics of early childhood educators, types of child care programs, and opportunities for careers in the field. Students complete 54 clock hours of supervised classroom experience. Formerly known as ECE-014.

Prerequisite: CD-010 and CD-030 or the equivalent with a grade of "C" or better

Advisory: ENG-050, RDG-051 and CD-012

CSU, Associate Degree Applicable

**CD-015  
CHILD DEVELOPMENT PRACTICUM**

3 Units  
Lecture: 1 hour  
Lab: 6 hours

Students advance their skills of applying child development principles and developmentally appropriate teaching practices in the early childhood classroom. Under the supervision of experienced classroom teachers, students assume all classroom responsibilities, including curriculum development, lesson presentation, learning assessment, and scheduling. Students focus on planning for individual children's needs and interests and present concepts within the cultural context of the children. Further, students explore professional development activities such as conferences, advocacy, interviewing, and resume-building. This course includes 96 clock hours of supervised classroom experience. Formerly known as ECE-015.

Prerequisite: CD-014 with a grade of "C" or better  
Advisory: ENG-050 and RDG-051  
CSU, Associate Degree Applicable

**CD-019  
LANGUAGE AND LITERATURE FOR YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

Students explore how to build language opportunities into all curricular areas, learn methods of fostering language skills, and introduce pre-reading experiences to the young child. Students study children's literature, standards for evaluating books and computer software, techniques of storytelling, and puppetry. Formerly known as ECE-019.

Advisory: ENG-050, RDG-051 and CD-010  
CSU, Associate Degree Applicable

**CD-020  
INFANT AND TODDLER GROWTH AND DEVELOPMENT**

3 Units  
Lecture: 3 hours

Students examine the process of human development from conception through 36 months of age including prenatal development and the birth process, and they study the role and implications of heredity, culture, and human interaction in effective guidance. Students learn to plan appropriate curricula that respect the individuality and developmental patterns of all children, including cultural, linguistic, and ability differences. Observations of a neonate, infant, and toddler are required. Formerly known as ECE-020.

Advisory: ENG-050, RDG-051 and CD-010  
CSU, Associate Degree Applicable

**CD-021  
INFANT AND TODDLER PRACTICUM AND CURRICULUM**

3 Units  
Lecture: 2 hours  
Lab: 3 hours

Students prepare to develop and implement an infant and/ or toddler curriculum including the design of a developmentally appropriate learning environment. Licensing requirements and teacher competencies necessary for working with infants and toddlers are explored. Students complete three hours per week of lab time in an infant/toddler setting in which they plan and implement developmentally appropriate curricula that are culturally and linguistically competent and inclusive. Formerly known as ECE-021.

Prerequisite: CD-010 or CD-020 with a grade of "C" or better  
Advisory: ENG-050 and RDG-051  
CSU, Associate Degree Applicable

**CD-023  
THE MENTOR TEACHER/ADULT SUPERVISION**

3 Units  
Lecture: 3 hours

Early childhood professionals study methods and principles of supervising adults who are student teachers, assistants, or volunteers in early childhood classroom and they learn to function in the role of mentor to new teachers while simultaneously addressing the needs of children, parents, and other staff. Formerly known as ECE-023.

Prerequisite: CD-010 with a grade of "C" or better  
Advisory: ENG-050 and RDG-051  
CSU, Associate Degree Applicable

**CD-024  
ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

This course examines the requirements for the administration of programs for young children, including private and publicly funded daycare centers and preschool programs, and emphasizes business procedures. Topics include planning and equipping various types of centers for young children, staffing requirements, administrative duties and supervisory responsibilities, professionalism, and implementing curricula according to state guidelines. This course is required by the State Department of Social Services for directors of private preschools and child care programs. Formerly known as ECE-024.

Advisory: ENG-050  
CSU, Associate Degree Applicable

**CD-025  
ADVANCED ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

This course addresses advanced administrative and managerial skills, knowledge, and techniques needed to organize and operate a child development facility that serves children from infancy through age eight. Topics include developing philosophy and goals, implementing policies and procedures, adopting appropriate curricula, arranging the facility, budgeting, and licensing/ accreditation. Emphasis is placed on personnel, management procedures, working collaboratively with parents, professional growth (personal and associates), and self-assessment. Formerly known as ECE-025.

Prerequisite: CD-024 with a grade of "C" or better and completion of 12 units in Child Development  
Advisory: ENG-051  
CSU, Associate Degree Applicable

**CD-030  
EARLY CHILDHOOD CURRICULUM DESIGN AND IMPLEMENTATION**

3 Units  
Lecture: 3 hours

Students develop skills in curriculum development for early childhood programs with emphasis on the relationship of child development principles to curriculum design and organization. Students apply their knowledge to the development of daily routines, room arrangements, and activities that promote social, emotional, physical, aesthetic, and cognitive skills while considering individual differences. This course is required for all Child Development majors and for licensing in private and publicly funded centers. Formerly known as ECE-030.

Advisory: ENG-050, RDG-051 and CD-010  
CSU, Associate Degree Applicable

**CD-035**  
**PRACTICES IN EARLY CHILDHOOD SPECIAL EDUCATION**

3 Units  
Lecture: 3 hours

This course prepares students to become teachers in inclusive programs. The focus of the course is on implementing inclusive early childhood programs for children with learning disabilities, developmental disabilities, physical challenges, and problem behaviors. Students learn how to facilitate curriculum, as well as how the learning environment dictates children's learning and behavior. Formerly known as ECE-035.

Advisory: ENG-050, RDG-051 and CD-010  
Associate Degree Applicable

**CD-040A**  
**FOSTERING CREATIVITY IN YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

Students learn the skills necessary to provide children with experiences that promote creative expression by encouraging the use of imagination and thinking skills. The course focuses on exploring materials and techniques that support creativity in young children. Further, students investigate various sensory and sensory-motor modalities. This course is also beneficial as professional development for child care providers. Formerly known as ECE-040A.

Advisory: ENG-050, RDG-051 and CD-010  
CSU, Associate Degree Applicable

**CD-040D**  
**SCIENCE AND NUMBER CONCEPTS FOR YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

Early childhood teachers investigate curriculum ideas for teaching basic science and number concepts to young children. Students practice planning, implementing, and evaluating developmentally appropriate activities and instructional materials while gaining skills in researching and developing appropriate individual and group scientific/number activities for young children. Formerly known as ECE-040D.

Advisory: ENG-050, RDG-051 and CD-010  
CSU, Associate Degree Applicable

**CD-044**  
**HEALTH, SAFETY, AND NUTRITION IN EARLY CHILDHOOD**

3 Units  
Lecture: 3 hours

In this course, students investigate best practices and issues in personal physical health, safety, and nutrition in early childhood with a focus on meeting needs of children in group settings. Topics addressed include the roles and responsibilities of adults in the management of children's health, the promotion of positive lifelong practices, the importance of a healthy lifestyle to the individual's development and learning, common childhood injuries and illnesses, the importance of planning healthy and safe environments for children, and the basic elements of planning nutritionally adequate and appropriate meals. Formerly known as ECE-044.

Advisory: ENG-050, RDG-050, CD-010  
CSU, Associate Degree Applicable

**CD-074**  
**LIVING AND TEACHING IN A DIVERSE SOCIETY**

3 Units  
Lecture 3 hours

Students study the major social, economic, and psychological processes that relate to differences in personal and group characteristics. They gain an appreciation of how these processes affect working with young children and their families in early educational settings. Students examine issues of oppression and privilege, biases, prejudice, and bilingual and multicultural education with reflections on integration of child care and parenting practices to promote equity and a deepening understanding of how to best support children and families as they gain a sense of identity and become confident members of our complex, diverse society.

Advisory: ENG-050 and RDG-051  
CSU, Associate Degree Applicable

**CD-075**  
**OBSERVATION AND ASSESSMENT**

3 Units  
Lecture 3 hours

Students acquire a theoretical and practical framework of the assessment of young children through observing children in play settings. Students gain skills in the appropriate use of assessment strategies such as anecdotal records, rating systems, and multiple assessment strategies to document development, play, and learning to join with families in promoting children's success. They examine the use of standard-based assessment to inform teaching practice and to ensure developmentally appropriate curriculum.

Prerequisite: CD-010  
Advisory: ENG-051 and RDG-051  
CSU, Associate Degree Applicable

**CD-076**  
**GUIDANCE AND DISCIPLINE FOR YOUNG CHILDREN**

3 Units  
Lecture 3 hours

Students explore guidance and discipline theories and strategies appropriate for young children and their impact on cognitive, social, emotional, and physical development. Students become familiar with practical principles and techniques for providing developmentally appropriate guidance for young children with and without disabilities, including those at risk. Students study methods that foster self-esteem, self confidence, impulse and emotional control, motivation, stress management, persistence, cultural awareness, effective communication, empathy, respect for others, and cooperation. Students gain observation skills that are designed to understand underlying causes of behavior and in using positive methods to guide young children's behavior. This course is appropriate for parents, teachers, and other adults who work with young children.

Advisory: ENG-050, RDG-051, and CD-010  
CSU, Associate Degree Applicable

**CD-078**  
**MUSIC AND MOVEMENT FOR YOUNG CHILDREN**

3 Units  
Lecture: 3 hours

Students become familiar with basic music and movement activities for the young child and practice the skills needed to plan and implement developmentally appropriate experiences with groups of young children. Students explore the place and function of music and movement in physical, social, emotional, and cognitive development and practice ways to integrate music and movement into the early childhood curriculum. This course integrates content from courses formerly known as ECE-040B and ECE-040C.

CSU, Associate Degree Applicable  
Advisory: ENG-050 and RDG-051

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**COMPUTER INFORMATION SYSTEMS (CIS)**

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**CIS-010**  
**COMPUTER ACCOUNTING**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course covers introductory material in the processing of accounting data on the computer. Students learn to record and process transactions in the major accounting systems such as; general ledger, accounts receivable, accounts payable, depreciation, and payroll. Course work prepares students for actual situations using automated accounting software. (Also listed as, and equivalent to BUAC-010.)

Prerequisite: BUAC-066  
CSU, Associate Degree Applicable

**CIS-030**  
**PLANNING AND CREATING AN E-BUSINESS**

3 Units  
Lecture: 3 hours

Provides students who have no previous E-business knowledge or experience with practical ideas on planning and creating an E-business. This course will place emphasis on the key business elements of planning and starting an E-business from the ground up. Numerous real-world E-business examples are discussed. This practical, entrepreneurial guide to getting an online business off the ground begins with idea generation and progresses through business plans to the nuts and bolts of creating and maintaining an E-business site.

Distance Modality: Hybrid, Online  
Prerequisite: CIS-070B  
Associate Degree Applicable

**CIS-050**  
**COMPUTER KEYBOARDING I**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This course is designed for students who need to master computer keyboarding skills. Students develop basic alpha/numeric keyboarding and touch typing skills, and increase their ability to communicate information. No previous electronic keyboard or computer experience is necessary.

Associate Degree Applicable

**CIS-060**  
**PRESENTATIONS WITH POWERPOINT**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hour

This course provides students with a business scenario approach to creating professional PowerPoint presentations. Emphasis is placed on planning, developing and delivering PowerPoint presentations. Students will learn to determine the purpose, outcome, audience needs, and selection of appropriate media for creating a business presentation. A major component of this course is to teach the basic through advanced features of PowerPoint required by employers. This course will prepare the student to take the Microsoft Office User Specialist (MOUS) Certification at the Expert level.

Distance Modality: Online, Hybrid  
Advisory: CIS-070A  
Associate Degree Applicable

**CIS-062**  
**BEGINNING DREAMWEAVER**

1.5 Units  
Lecture: 1.35 hour  
Laboratory: .45 hours

This is a hands-on course that focuses on learning Dreamweaver. Dreamweaver is a high-end web authoring tool used to create professional websites. Previous knowledge of HTML, site structure, and site uploading to an Internet Service Provider (ISP) is essential. The emphasis will be on learning the beginning skills such as tools, palettes, and commands. Topics include new site creation; editing and maintenance of an existing site; image, text and PDF insertion; and using tables and layers.

Distance Modality: Online, Hybrid  
Prerequisite: CIS-082C  
Advisory: ENG-003A  
Associate Degree Applicable

**CIS-063**  
**INTERMEDIATE DREAMWEAVER**

1.5 Units  
Lecture: 1.35 hour  
Laboratory: .45 hours

This is an intermediate hands-on course that focuses on using Macromedia Dreamweaver to create professional websites. The emphasis will be on learning the intermediate skills of the Dreamweaver program, such as tracing, cascading style sheets, templates, libraries, frames, forms, and behaviors.

Distance Modality: Online, Hybrid  
Prerequisite: CIS-062  
Associate Degree Applicable

**CIS-064**  
**WEB DATABASE DESIGN WITH DREAMWEAVER**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This is an introduction to creation and development of simple database-driven websites. Students will create dynamically driven web pages using databases created with Microsoft Access imported into Macromedia Dreamweaver. Students will examine various back-end programming models, use activities will culminate with the creation of e-commerce and e-learning websites.

Prerequisite: CIS-063  
Advisory: Eligibility for ENG-003A  
Associate Degree Applicable

**CIS-070A**  
**COMPUTER BUSINESS APPLICATIONS FOR WINDOWS**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course is designed for students with no previous computer experience who want to learn how to use an IBM-compatible personal computer with an emphasis on Windows techniques. Using the Windows/graphical user interface approach, students develop basic skills in four applications: word processing, spreadsheets, database management, and presentation software. Students are also introduced to the INTERNET and Geographic Information Systems (GIS) concepts.

CSU, UC, Associate Degree Applicable

**CIS-070B**  
**WINDOWS AND INTERNET**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course examines the fundamental concepts of the Windows operating system and the Internet. Students learn to install, configure, and use Windows and Internet ability hardware and software for maximum productivity and efficiency. Emphasis is placed on the ability to find, save, and retrieve information.

Advisory: CS-097A-D, CS-098A-D, or CS-099A-D  
Associate Degree Applicable

**CIS-072D**  
**EXCEL I**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hour

This course provides basic and practical applications using Excel. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.

Distance Modality: Online, Hybrid  
Prerequisite: CIS-070A  
Associate Degree Applicable

**CIS-073C**  
**ACCESS I**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hour

This course provides beginning and intermediate concepts and practical applications in database management using Windows. Students receive instruction and experience needed to design, create, customize, organize, extract, and store information using Access.

Distance Modality: Online, Hybrid  
Prerequisite: CIS-070A  
Associate Degree Applicable

**CIS-074**  
**EXCEL II**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hours

This is an advanced Excel for Windows course. Students create comprehensive business and technical spreadsheet systems using advanced Excel techniques. Topics covered include macros, sub-macros, auto-executable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; financial and statistical applications, and advanced data operation, including linear regression, randomization and simulation. (Also listed as, and equivalent to CS-071D.)

Distance Modality: Online, Hybrid  
Prerequisite: CIS-072D  
Associate Degree Applicable

**CIS-076B**  
**WORD I**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hour

This course introduces students to beginning and intermediate microcomputer skills through word processing concepts and procedures in the Word for Windows program. Applications include communicating with the mouse and the keyboard, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting, and other basic word processing features.

Distance Modality: Online, Hybrid  
Prerequisite: CIS-070A  
Associate Degree Applicable

**CIS-078B**  
**WORD II**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hour

This course provides advanced word processing applications using Word for Windows. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, file management, sort and select features, style sheets, and an introduction to desktop publishing techniques.

Distance Modality: Online, Hybrid  
Prerequisite: CIS-076B  
Associate Degree Applicable

**CIS-080**  
**ACCESS II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced Access for Windows programming course. Students design, write, debug fully integrated Database Management Systems using the Access programming language. Topics covered include: Access program structure, syntax, and command set; use of multiple, interrelated files; database file design; and advanced use of custom screen displays and formatted reports. Also listed as, and equivalent to CS-071E.

Prerequisite: CIS-073C



### **CIS-082C WEB PUBLISHING I**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hour

This course teaches students to format Web pages using Hypertext Markup Language (HTML) emphasizing the development of effective pages. Students learn to incorporate text, graphics, audio files, animation, and three-dimensional effects into their Web pages.

Distance Modality: Online, Hybrid  
Advisory: CIS-070B, ART-003A or ART-040  
CSU, Associate Degree Applicable

### **CIS-082E ADOBE PHOTOSHOP FOR PRINT AND WEB DESIGN**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course covers the beginning and intermediate skills of image production and manipulation in Adobe Photoshop for graphics users of all kinds. Topics include using the toolbox, painting and editing, selection fundamentals, working with type, working with scanned images, masks, filters, layers, channels, paths, and applying strokes and fills. This course also examines digital water marking, special effects with type, and plug-in filters. (NOTE: This course does not cover the principles of art, design, or professional graphics production work.)

Advisory: Completion of CIS-070B is strongly recommended. Eligible for ENG-003A  
Associate Degree Applicable

### **CIS-082F ADOBE ILLUSTRATOR FOR PRINT AND WEB DESIGN I**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course is designed for students with little or no knowledge of illustration programs. The course will cover the basics of computer illustration and its use in print and web-based media. Students will be introduced to the tools available in Adobe Illustrator, how to use them, how to work with objects, clip art and bitmaps (web-graphics), and text color. This course studies the creation, modification and simple formatting of vector objects and type. (NOTE: Successful completion of this course and CIS-083F prepares students for the Adobe Illustrator Certified Expert exam).

Advisory: Completion of CIS-070B and eligible for ENG-003A  
Associate Degree Applicable

### **CIS-082G ADOBE INDESIGN I**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course is an introduction to desktop publishing using Adobe InDesign. Students will create graphically rich layouts with formatted text to create camera-ready, near typeset quality reports, fliers, business forms, brochures, and newsletters for print and conversion to PDF (Portable Document Format).

Advisory: Completion of CIS-070B and eligible for ENG-003A  
Associate Degree Applicable

### **CIS-082H WEB-BASED ANIMATION WITH FLASH**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

An introduction to the use and implementation of Web-based animation tools. Students use Adobe Flash to create basic vector-based animations. Students examine the concepts that make a quality interactive animation, complete a thorough exploration of the tools, introduce and utilize basic ActionScripting, and produce animations.

Advisory: Completion of CIS-070B and eligible for ENG-003A  
Associate Degree Applicable

### **CIS-082I INTRODUCTION TO ADOBE ACROBAT**

1.5 Units  
Lecture: 1.5 hours

This course teaches students how to create, optimize, and use PDF (Portable Document Format) to publish, share and distribute electronic documents. Adobe Exchange, Reader, PDF Writer, Distiller, and Catalog will be introduced.

Advisory: Completion of CIS-070B or previous computer experience, and eligible for ENG-003A  
Associate Degree Applicable

### **CIS-083C WEB PUBLISHING II/JAVA SCRIPT**

3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hour

This course teaches students to incorporate interactive Java Script elements in Web pages. Students learn how to understand and use the Document Object Model; event handlers, variables and functions; browser detection; forms validation; text and image rollovers; and common programming elements, including arrays, loops, and logical operations.

Distance Modality: Online, Hybrid  
Prerequisite: CIS-082C  
CSU, Associate Degree Applicable

### **CIS-083E ADOBE PHOTOSHOP ADVANCED CONCEPTS FOR PRINT AND WEB DESIGN**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course will show students how to create web graphics so their work stands out from the crowd. Students' confidence will be boosted by enhancing their creativity and technical skills. This course includes in-depth coverage of must-have skills such as creating eye catching effects, using color creatively, working with masks, creating custom shapes for interfaces and navigational panels, working with transparency, working with ImageReady, and much more.

Successful completion of this course and CIS-082E prepares students for the Adobe Photoshop Certified Expert exam.

Prerequisite: CIS-082E  
Associate Degree Applicable

**CIS-083F**  
**ADOBE ILLUSTRATOR FOR PRINT AND WEB DESIGN II**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course provides further exploration of Adobe Illustrator graphics. Topics include: importing/exporting graphics; formatting text and objects; live shapes; and a complete study of Illustrator tools. (NOTE: Successful completion of this course and CIS-082F prepares students for the Adobe Illustrator Certified Expert exam).

Prerequisite: CIS-082F  
Associate Degree Applicable

**CIS-083G**  
**ADOBE INDESIGN II**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course is an advanced study of the principles and applications of desktop publishing using Adobe InDesign. Advanced techniques in layout, text formatting, and frames are applied to books, tables, booklets, and PDF (Portable Document Format) files.

Prerequisite: CIS-082G  
Associate Degree Applicable

**CIS-083J**  
**ADOBE WORKFLOW PROJECTS**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course is an advanced study of workflow techniques based on Adobe InDesign projects. Using all programs in the Adobe Creative Suite, the entire cycle of document production, management, and review will be explored.

Prerequisite: CIS-082E, CIS-082F, CIS-082G, CIS-082H, and CIS-082I  
Associate Degree Applicable

**CIS-086**  
**WEB PAGE CONTENT DEVELOPMENT**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is a practical hands-on course in which students learn how to create simple web pages for clients. Topics include: steps involved in planning and producing web pages, modifying web templates, storyboard and timeline creation, content development, communication strategies, client relations, production techniques, and web site maintenance. Web authoring and maintenance tools will be explored. Students will work in teams to develop or modify web sites for customers provided by their instructor.

Prerequisite: CIS-083C or CIS-064  
Advisory: Eligible for ENG-003A  
Associate Degree Applicable

**CS-071D**  
**EXCEL II**

3 Units  
Lecture: 2.7 hours  
Laboratory: .3 hours

This is an advanced Excel for Windows course. Students create comprehensive business and technical spreadsheet systems using advanced Excel techniques. Topics covered include macros, sub-macros, auto-executable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; financial and statistical applications; and advanced data operation, including linear regression, randomization, and simulation. (Also listed as, and equivalent to CIS-074.)

Distance Modality: Online, Hybrid  
Prerequisite: CIS-072D  
Associate Degree Applicable

**CS-071E**  
**ACCESS II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced Access for Windows programming course. Students design, write, and debug fully integrated data base management systems using the Access programming language. Topics covered include: Access program structure; syntax and command set; use of multiple, interrelated files; database file design; and advanced use of custom screen displays and formatted reports. (Also listed as, and equivalent to CIS-080.)

Prerequisite: CIS-073C  
Associate Degree Applicable

**CS-073**  
**INTRODUCTION TO COMPUTER SCIENCE**

3 Units  
Lecture: 3 hours

This is an introductory course in computer concepts and terminology. Topics covered include: historical development of computers; hardware and software definitions and terminology; categories of system software and application software including word processing, electronic spreadsheets, and database management; machine language, assembler language, and high-level programming languages; the systems development process; careers in data processing; and legal, moral, and ethical issues associated with computers.

Distance Modality: Online  
Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

**CS-080**  
**SYSTEMS ANALYSIS AND DESIGN**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an overview of the systems development process. Students participate in a semester-long project in which they take a systems design problem from formulation to implementation. Topics covered include: defining the problem; obtaining user requirements; hardware and software selection; system implementation and maintenance; training and development considerations; and formal documentation procedures.

Prerequisite: CS-073 and CS-086  
CSU, Associate Degree Applicable

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## COMPUTER SCIENCE (CS)

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**CS-001**  
**MICROCOMPUTER SUPPORT SPECIALIST - A+ TRAINING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course examines the fundamentals of how an IBM microcomputer clone is assembled, how software is installed, and how it operates, with emphasis on maintenance, repair, and basic theory. The level of study is designed to prepare the student with the knowledge necessary to pass the Computing Technology Industry Association (CompTIA) A+ Certification Test. Passing the CompTIA A+ test will earn the student an A+ certification identification card and a CompTIA A+ Certification Certificate.

Advisory: ENG-050, CS-073, and CIS-070A  
Associate Degree Applicable

**CS-086**  
**VISUAL BASIC PROGRAMMING I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course in computer programming concepts. Students design, write, and debug programs using the principles of structured programming. Topics covered include: programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators, selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

Prerequisite: CIS-070A  
CSU, UC, Associate Degree Applicable

**CS-086A**  
**VISUAL BASIC PROGRAMMING II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced course in Visual Basic programming. Students design, write, and debug Visual Basic programs using structured programming concepts. Topics covered include: graphics and animation; interfacing with windows; keyboard and screen control; recursion; object linking and embedding (OLE), dynamic data exchanges (DDE), and dynamic linked libraries (DLL); linking to C language programs; and incorporating sound and multimedia.

Distance Modality: Online  
Prerequisite: CIS-086  
CSU, UC, Associate Degree Applicable

**CS-087**  
**ASSEMBLER LANGUAGE PROGRAMMING**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups, and macros.

Prerequisite: CS-073 and CS-086  
CSU, UC, Associate Degree Applicable

**CS-088**  
**JAVA PROGRAMMING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course focuses on application development using Java. Proper syntax and operating procedures are covered, along with design and programming techniques for object-oriented programs in Java. Additional topics include Applet Programming in Java, exception handling, graphics, font, colors, multithreading, streams, and native methods and libraries.

Prerequisite: CS-086  
CSU, UC, Associate Degree Applicable

**CS-089**  
**C++ PROGRAMMING I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an introductory course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: C++ structure and syntax; algorithm development; fundamental data types; functions and parameter passing; arrays and addresses; conditional and relational operators; space and time scope of variables; sequential and random access file processing; command line arguments; string manipulation; objects, classes and data abstraction; inheritance, reusability, polymorphism, and overloading.

Prerequisite: CS-073 and CS-086  
CSU, UC, Associate Degree Applicable

**CS-089A**  
**C++ PROGRAMMING II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an advanced course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

Online Modality: Online  
Prerequisite: CS-089  
CSU, UC, Associate Degree Applicable

**CS-097A-D**  
**MICROCOMPUTER APPLICATIONS LAB**

.5 Unit  
Laboratory: 1.5 hours

Microcomputer Applications Lab is an open-entry/open-exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis will be on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

Corequisite: Concurrent enrollment in any CS or CIS course

**CS-098A-D**  
**MICROCOMPUTER APPLICATIONS LAB**

1 Unit  
Laboratory: 3 hours

Microcomputer Applications Lab is an open-entry/open-exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis is on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

Corequisite: Concurrent enrollment in any CS or CIS course, hybrid/online class.

**CS-099A-D**  
**MICROCOMPUTER APPLICATIONS LAB**

2 Units  
Laboratory: 6 hours

Microcomputer Applications Lab is an open-entry exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis is on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

Corequisite: Concurrent enrollment in any CS or CIS course

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## CRIMINAL JUSTICE

### FORMERLY AJ - ADMINISTRATION OF JUSTICE

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#### **CJ-001** **INTRODUCTION TO CRIMINAL JUSTICE**

3 units  
Lecture: 3 hours

This course introduces students to the history and philosophy of the Criminal Justice in America. It includes an examination of the various sub-systems, role expectations, and their interrelationships. Students are introduced to basic theories of crime, punishment, rehabilitation, ethics, education, and training for professionals in the system. Formerly known as AJ-001.

Prerequisite: ENG-051  
CSU, UC, Associate Degree Applicable

#### **CJ-002** **CRIMINAL LAW**

3 units  
Lecture: 3 hours

Students study the historical development and philosophy of criminal law. In addition, constitutional provisions, definitions, and classification of crimes, and their application to the system of criminal justice are explained. The course includes legal research, study of case law methodology, and concepts of law as a normative social force. Formerly known as AJ-002.

Prerequisite: ENG-051  
CSU, UC, Associate Degree Applicable

#### **CJ-003** **CRIMINAL EVIDENCE AND PROCEDURE**

3 units  
Lecture: 3 hours

This course includes a study of the origin, development, philosophy, and constitutional basis for the rules of evidence. Students learn about constitutional and procedural considerations affecting search and seizure, types and degrees of evidence, the rules governing admissibility at criminal trial, judicial decisions interpreting individual rights, and legal case studies. Formerly known as AJ-003.

Prerequisite: ENG-051  
CSU, Associate Degree Applicable

#### **CJ-005A** **COMMUNITY RELATIONS IN LAW ENFORCEMENT**

3 units  
Lecture: 3 hours

This course explores the nature of multiple major cultural groups and their interaction with the practitioners of the criminal justice system. Students learn to recognize differences in culture, ethnicity, race, and how prejudice and discrimination affect relationships between community and policing agents. Additional topics include ageism, sexism, sexual orientation, and physical and mental disabilities. Formerly known as AJ-005A.

Prerequisite: ENG-051  
UC, CSU, Associate Degree Applicable

#### **CJ-006** **PRINCIPLES OF INVESTIGATION**

3 units  
Lecture: 3 hours

This course incorporates the study of basic principles of all types of investigation utilized in the justice system. Students study the specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, public relations, and case preparation. Formerly known as AJ-006.

Prerequisite: ENG-051  
CSU, Associate Degree Applicable

#### **CJ-007** **CRIMINAL SUBSTANTIVE LAW**

3 units  
Lecture: 3 hours

This course offers an in-depth study of the substantive laws commonly utilized by the municipal, county, or state police officer, investigator, or other criminal justice employees. The scope of this course includes misdemeanor and felony violations of the criminal statutes, and provides an understanding of California Codified Law and an overview of legal case decisions. Formerly known as AJ-007.

Prerequisite: ENG-051  
CSU, Associate Degree Applicable

#### **CJ-010** **JUVENILE DELINQUENCY**

3 units  
Lecture: 3 hours

This course explores major types of juvenile criminal behavior. Particular emphasis is placed on factors that contribute to criminality or delinquency. Students examine methods used in dealing with offenders in the juvenile justice system and the changing role of law enforcement, the judiciary, probation, parole, and juvenile institutions. The course includes changes in juvenile law, crime control, and juvenile treatment processes. Formerly known as AJ-010.

Prerequisite: ENG-051  
CSU, Associate Degree Applicable

#### **CJ-022** **POLICE SUPERVISION**

3 units  
Lecture: 3 hours

This course investigates the duties and responsibilities of the police supervisor, including the supervisor's relationship to management, leadership, morale, discipline, communications principles, and performance evaluations. Students learn organizational management and the practical aspects of the supervisory police function. Formerly known as AJ-022.

Prerequisite: ENG-051  
CSU, Associate Degree Applicable

#### **CJ-030** **CORRECTIONAL SYSTEMS**

3 units  
Lecture: 3 hours

This course focuses on historical and contemporary correctional theories and issues such as punishment, sentencing alternatives, prison experiences, prisoner rights, female and juvenile incarceration, crowding, and future projections. This course includes an in-depth study of relationships between criminals and institutional personnel. Formerly known as AJ-030.

Prerequisite: ENG-051  
CSU, Associate Degree Applicable

#### **CJ-032** **INTRODUCTION TO CRIMINOLOGY**

3 units  
Lecture: 3 hours

This course examines the historical development of criminology and the application of contemporary thought to the problems of crime in the United States. Topics include theories of criminal behavior causes; the nature, extent, control, and prevention of crimes; individual and group criminal activity; criminal behavior systems; recidivism; crime categories; crime prevention theory; aspects of victimology; and police behavioral responses.

Prerequisite: ENG-051  
UC, CSU, Associate Degree Applicable



## DEVELOPMENTAL EDUCATION (DE)

### DE-300A BASIC COLLEGE MATHEMATICS

Units: 0

This noncredit course helps students acquire basic math skill competency and prepares them to succeed in college level courses. Topics include: operations with whole numbers; whole number exponents; decimals; fractions; and integers. Other topics are: ratios and proportions; percent; the order of operations; basic equation solving; the metric system including conversion of units; conversion of units; elementary geometry concepts such as perimeter, area, and volume; and basic algebraic problem solving, including square roots to solve simple right triangle problems using the Pythagorean Theorem.

### DE-300B LANGUAGE ARTS

Units: 0

This non-credit Language Arts course is designed to improve students' receptive and expressive skills (reading and writing) to prepare them to be successful in college-level courses. Writing instruction includes usage, sentence formation, paragraph development, capitalization, punctuation, spelling, and writing conventions. Reading instruction includes using context clues, recalling information, interpreting graphic information, comprehension, and analysis of reading passages.

### DE-302 BEGINNING ENGLISH AS A SECOND LANGUAGE I

Units: 0

This noncredit, beginning level, open-entry, open-exit course is designed for non-native speakers of English and those who speak English as their second language. Course content includes phonics, listening skills, vocabulary, grammar, reading, writing, oral communication, social studies, and American culture.

*Prerequisite: Proper placement based on ESL assessment instrument.*

### DE-305 INTERMEDIATE ENGLISH AS A SECOND LANGUAGE I

Units: 0

This noncredit, intermediate level, open-entry, open-exit course is designed for non-native speakers of English and those who speak English as their second language. It continues to build upon the four language competencies of reading, writing, listening and speaking English in an integrated skills format.

*Prerequisite: Proper placement based on ESL assessment instrument or successful completion of DE-302, or the equivalent.*

### DE-308 ADVANCED ENGLISH AS A SECOND LANGUAGE I

Units: 0

This noncredit, advanced level, open-entry, open-exit course is designed for non-native speakers of English and those who speak English as their second language. The course is designed to prepare students to transition to college-level study. The course content includes advanced grammar studies as well as written and oral communication and reading.

It continues to build upon the four language competencies of reading, writing, listening and speaking English in an integrated skills format.

*Prerequisite: Proper placement based on ESL assessment instrument or successful completion of DE-305, Intermediate English as a Second Language, or the equivalent.*

### DE-310 BASIC ENGLISH GRAMMAR

Units: 0

Basic English Grammar is geared toward secondary school students and adults in need of basic language skills. The course focuses on parts of speech and sentence structure and is designed to improve both written and spoken English. This is an ideal course for preparation for the California High School Exit Exam and will assist with the successful transition from high school to college or the workplace.

*Advisory: 8th grade reading level*

### DE-312 BASIC ENGLISH COMPOSITION

Units: 0

Basic English Composition is designed to help secondary school students and adults develop practical writing skills. Sentence construction, spelling, paragraph development, and how to use sentences and paragraphs in everyday writing are emphasized.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*

### DE-316 READING DEVELOPMENT

Units: 0

This course is designed to improve reading skills and foster reading enjoyment by building and reinforcing the skills needed to read in today's world. It covers decoding, comprehension, and critical thinking skills needed in academic and work situations.

### DE-320 AMERICAN LITERATURE

Units: 0

This introductory literature course guides a student through over 400 years of America's literary history. Students explore America's literary heritage from 1620 through the present. Selections are studied in chronological order with emphasis on how historical events shaped the literature of the time.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*

### DE-321 WORLD LITERATURE

Units: 0

World Literature is a culturally diverse collection of fiction, nonfiction, drama, poetry, comedy, and persuasive literature. Complete works and excerpts introduce the student to great works of literature from around the world and stimulate an interest and comprehension of different cultures.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*

### DE-330 MATH SKILLS

Units: 0

This basic arithmetic course is designed to develop the student's ability to perform operations with whole numbers, fractions, decimals, and percentages. Students who complete this course will be better prepared for the California High School Exit Exam and entry into a pre-algebra course.



**DE-332  
PRE-ALGEBRA**

Units: 0

This course is designed for the adult student who needs more instruction in mathematics before entering an algebra course. Basic concepts of mathematics are reviewed, such as decimals, scientific notation, and factoring while introducing algebraic concepts in a step-by-step approach.

*Advisory: Successful completion of a basic mathematics course or equivalent knowledge based on the program math diagnostic test.*

**DE-334  
ALGEBRA**

Units: 0

This course is designed for the adult student who needs step-by-step instruction to grasp algebraic concepts. This course builds on the knowledge gained in the Pre-Algebra course and introduces new algebraic concepts such as polynomials, irrational numbers, and quadratic equations. This course is ideal for those preparing for the state-wide California High School Exit Exam (CAHSEE).

*Advisory: Successful completion of a pre-algebra mathematics course or equivalent knowledge based on high school transcripts or the program math diagnostic test.*

**DE-340  
WORLD GEOGRAPHY AND CULTURES**

Units: 0

Because people of the world are linked more closely now than at any other time in history, this course blends the elements of both physical and human geography and provides students with an understanding of worldwide economic, political, and cultural interdependence.

**DE-342  
ART HISTORY**

Units: 0

This overview of world art helps students understand a broad spectrum of visual arts in the contexts of the history and cultures that influenced works of art. This course covers the basic concepts of understanding and evaluating art, as well as presenting the evolution of art from its earliest beginnings to the artistic expressions of today.

**DE-350  
WORLD HISTORY**

Units: 0

World History covers 8,000 years of significant events starting with the beginning of human society to contemporary times. This course has a multi-discipline approach; content from the arts, mathematics, and science as well as historical events are studied.

*Advisory: 8th grade reading level.*

**DE-351  
UNITED STATES HISTORY**

Units: 0

This high school level United States history course is a chronological examination of individuals, groups and events that shaped the country from the first Americans in 1400 through the turn of the 21<sup>st</sup> century.

*Advisory: 8th grade reading level, successful completion of high school level world history course.*

**DE-352  
AMERICAN GOVERNMENT**

Units: 0

American government is a practical study of the American political system. It is designed to inform students about their American system of government and make them aware of the responsibilities and power they have as a citizen in this democratic nation.

*Advisory: 8th grade reading level, high school level world history and U.S. history.*

**DE-353  
ECONOMICS**

Units: 0

This introductory course lays the foundation for economic thinking and the ability to make informed choices in the national and international marketplace. Special emphasis is placed on the basic principles of the American economic system.

*Advisory: 8th grade reading level.*

**DE-360  
BIOLOGY**

Units: 0

This introductory science course explores a full range of biological sciences. Students begin with study of the smallest unit of life, the cell, and progress to more complex biological systems. Topics such as cycles of life; basic chemistry; cell growth, development and reproduction; inheritance patterns, and ecosystems are among the areas covered.

*Advisory: 8th grade reading level.*

**DE-365  
PHYSICAL SCIENCE**

Units: 0

This introductory physical science course explores the properties of matter, elements, compounds, electricity, sound and light. Students gain practice in working with data and sharpen their abilities to infer, classify, and theorize with physical science topics such as motion, heat, matter changes, magnets, and electromagnetism.

*Advisory: 8th grade reading level, successful completion of Math Skills or equivalent as shown by high school transcript or department math diagnostic test.*

**DE-366  
EARTH SCIENCE**

Units: 0

This non-credit earth science course meets the physical science requirement for the adult high school diploma. The course provides instruction about the earth, planets, atoms, elements, oceans, climate, and space. Students also examine our solar system, types of erosion, stars, and various other earth-related topics.

*Advisory: 8th grade reading level.*

**DE-368  
ENVIRONMENTAL SCIENCE**

Units: 0

This comprehensive course introduces students to the study of the natural environment, with a focus on the connections between the environment and technological and consumer choices. Topics include biodiversity, ecosystems, interdependence of organisms, life cycles, environmental challenges and solutions, human populations, pollution, and sustainability.

**DE-370  
HEALTH SCIENCE I**

Units: 0

Health Science I is a required course that familiarizes students with basic knowledge about systems of the human body, growth and development, and health issues and choices that are faced by each individual. Health and fitness are stressed to assist students in making healthy life-style choices.

*Advisory: 8th grade reading level.*

**DE-371  
HEALTH SCIENCE II**

Units: 0

Health Science II is an elective health course taken in the high school completion program. The course covers topics such as general wellness as a matter of choice; physical fitness; and mental, emotional, family and social health concerns.

*Advisory: 8th grade reading level.*

**DE-380  
EVERYDAY LIFE SKILLS**

Units: 0

This comprehensive course will assist students making the transition to life after high school, whether the focus is on postsecondary education or employment. The content deals with such challenges as healthy lifestyles, household management, financial responsibility, employment, education, and computer technology.

**DE-382  
CAREER PLANNING**

Units: 0

This course is designed to develop career awareness and employment readiness. Students will learn self-assessment methods and job readiness skills, as well as occupational information that will help them choose a career and develop an action plan for the future.

**DE-386  
COMPUTER KEYBOARDING**

Units: 0

This course builds and reinforces touch-typing skills using a computer keyboard, helping students to develop proper keying techniques and to improve speed and accuracy. This non-credit course meets the elective requirement for the adult high school diploma.

**DE-390  
GED PREPARATION - SCIENCE**

Units: 0

This GED preparation course is an overview of life, earth and space, and physical science geared toward the student who wishes to improve his or her GED science score: General science curriculum is interspersed with test taking strategies and opportunities to test acquired knowledge. Students may choose to work from a text or opt for computerized instruction.

*Prerequisite: Earn less than a score of 450 on the GED Science Pre-test.*

**DE-392  
GED PREPARATION - SOCIAL STUDIES**

Units: 0

This GED preparation course covers a broad spectrum of social science curriculum: United States history, world history, civics and government, economics, and geography. It is designed for the student who wishes to improve his or her GED social studies score. This course covers social studies content as well as test-taking strategies and opportunities to test acquired knowledge. Students may choose to work from a text or opt for computerized instruction.

*Prerequisite: Earn less than a score of 450 on the GED Social Studies Pre-test.*

**DE-394  
GED PREPARATION - LANGUAGE ARTS, READING**

Units: 0

This GED preparation course covers four categories of literature: non-fiction, fiction, poetry, and drama. It is designed for the student who wishes to improve his or her GED score in Language Arts, Reading. Students will experience a varied selection of literary works and learn techniques to interpret and analyze literature. Students may choose to work from a text or opt for computerized instruction.

*Prerequisite: Earn less than a score of 450 on GED Language Arts, Reading Pre-test.*

**DE-396  
GED PREPARATION - MATHEMATICS**

Units: 0

This GED preparation course is designed to prepare the student to successfully pass the mathematics portion of the GED test. The curriculum presents a thorough review of simple mathematical operations and progresses on to cover measurement and data analysis, algebra and geometry. Students may choose to work from a text or opt for computerized instruction.

*Prerequisite: Earn less than a score of 450 on the GED Mathematics Pre-test.*

**DE-398  
GED PREPARATION - LANGUAGE ARTS, WRITING**

Units: 0

This GED preparation course is designed to prepare the student to successfully pass the language arts and writing portion of the GED test. The curriculum consists of two distinct areas of concentration: grammar and mechanics, and writing a clear, well-organized essay. Students may choose to work from a text or opt for computerized instruction.

*Prerequisite: Earn less than a score of 450 on the GED Language Arts, Writing Pre-test.*

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**DISABLED STUDENTS  
PROGRAMS AND SERVICES (DSPS)**

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**DSPS-041  
INFORMATION MANAGEMENT STRATEGIES**

2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours



Course emphasis is to develop or enhance the ability of students with disabilities to manage and organize information. Multimedia instruction is utilized. The lecture section includes specific software programs designed to assist students in the management of information in a technological society. The lab section provides repetition of the stimulus topic via software utilization, specialized hardware, plus individualized computer assisted instruction specific to word processing skill development.

*Advisory: Intended for students with disabilities*

**DSPS-044  
COMPUTER ACCESS KEYBOARDING**

1 Unit

Laboratory: 3 hours



This course is a self paced computerized keyboarding class designed for students with verified disabilities. The students may need adaptive technology to access the keyboard or screen or if they are unable to successfully complete the college keyboarding course. Students will learn the basics of keyboarding to ensure success in the completion of their assignments in their college classes.

*Prerequisite: Recommendation by an appropriate Disabled Students Programs and Services staff member.*

**DSPS-045A  
JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION**

1 Unit

Lecture: 1 hour

This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

*Advisory: Intended for students with disabilities*

## **DSPS-045B** **JOB SKILLS DEVELOPMENT - JOB APPLICATIONS AND RESUME WRITING**

.5 Unit  
Lecture: .5 hour

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume.

*Advisory: Intended for students with disabilities*

## **DSPS-045C** **JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS**

.5 Unit  
Lecture: .5 hour

This course is designed to assist students with disabilities to develop successful job interviewing skills.

*Advisory: Intended for students with disabilities*

## **DSPS-046** **ONLINE LEARNING STRATEGIES**

1 Unit  
Lecture: 1 hour

This course will develop the skills necessary for DSPS students to be successful in the online environment. Students will be guided through computer basics; become familiar with online components; practice skills for creating, saving, and submitting assignments; and communicate through discussion board posts and email.

*Distance Modality: Online, hybrid*

*Advisory: Intended for students with disabilities and CIS 050*

## **DSPS-048** **SPEECH TO TEXT TRAINING**

1 Unit  
Laboratory: 3 hours

This course is intended to prepare students to utilize current, appropriate speech-to-text software as an educational aid. Student will acquire increasing knowledge of the software capabilities by attending a weekly 1 hour mandatory lab session. During additional lab hours, students will demonstrate proficiency by independently using the software to successfully complete other college coursework.

*Advisory: Intended for students with disabilities.*

## **DSPS-049** **TEXT TO SPEECH TRAINING**

1 Unit  
Laboratory: 3 hours

This course is designed to prepare students to utilize current, appropriate text-to-speech software as an educational aid. Students will acquire increasing knowledge of the software capabilities by attending a weekly 1 hour mandatory lab session. During additional lab hours, students will demonstrate proficiency by independently using the software to successfully complete other college coursework.

*Advisory: Intended for students with disabilities.*

## **DSPS-301** **SPECIALIZED LEARNING SKILLS DEVELOPMENT**

0 Units

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations, emphasizing computer hardware and software. Students receive a credit/no credit grade mark.

*Prerequisite: Students must be referred by the Learning Disability Specialist*



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## **ECONOMICS (ECON)**

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### **ECON-001** **PRINCIPLES OF MACROECONOMICS**

3 Units  
Lecture: 3 hours

Principles of Macroeconomics introduces students to economic theory and analysis, with an emphasis on basic economic concepts; national income determination and fluctuations; unemployment; inflation; economic growth; the role of money and banking and monetary theory; and the economic role of government. Current economic issues are also discussed in the context of a global economy.

*Distance Modality: Online, hybrid*

*Prerequisite: ENG-051 and MATH-040*

*Advisory: RDG-051*

*CSU, UC, Associate Degree Applicable*

### **ECON-002** **PRINCIPLES OF MICROECONOMICS**

3 Units  
Lecture: 3 hours

Principles of Microeconomics introduces students to microeconomic theory and analysis. Students study choices of individual economic decision makers. Behavior of consumers, businesses, owners of resources, government and the international sector are addressed. Efficiency of multiple market structures and the role of government intervention is explored.

*Distance Modality: Online, hybrid*

*Prerequisite: ENG-051 and MATH-040*

*Advisory: RDG-051*

*CSU, UC, Associate Degree Applicable*

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## **EMERGENCY MEDICAL TECHNICIAN (EMT)**

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*See Page 61 for additional information.*

### **EMT-084** **EMERGENCY MEDICAL TECHNICIAN I**

6 Units  
Lecture: 4 hours  
Lab: 6 hours

This course prepares students to become an Emergency Medical Technician (EMT) I. Upon successful completion of the course, students will meet the required standards and be eligible to register for the National Registry Emergency Medical Technician (NREMT) – Basic Examination. Students study and practice the fundamental principles and skills required to provide care to patients experiencing trauma and emergency medical conditions. This course is approved by the San Bernardino County Emergency Medical Services (EMS) and meets or exceeds all requirements as specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. This course includes theory instruction, skills practice, and supervised field and clinical time in selected pre-hospital and emergency department sites. Students must be 18 years old to enroll in this course per the Inland Counties Emergency Medical Association (ICEMA).

*Prerequisite: ENG-050 with a grade of "C" or better*

*Advisory: BI-022 or HS-062; and HS-081; and HS-061; and CIS-070A*

## EMT-085 EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE

2 Units  
Lecture: 2 hours

The course contains information on current EMT techniques and procedures, and provides a review of cardiopulmonary resuscitation and local protocols. The course content for current Emergency Medical Technician (EMT) I personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9, and National Registry Standards for EMT-Basic. The recertification is available for those whose EMT cards have not expired for more than two (2) years. Skills verification and The course contains information on new EMT techniques and procedures, review of cardiopulmonary resuscitation, and a review of current local protocols. Passing performance on both written examinations and skills verification examinations are required for course completion.

Prerequisite: California EMT I certification (current or lapse of no more than 2 years)

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## ENGLISH (ENG)

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### ENG-001B COMPOSITION AND LITERATURE



3 Units  
Lecture: 3 hours

This course introduces students to the genres of imaginative literature—prose, fiction, poetry, and drama—with special emphasis on the interrelationships between form and theme. Students write critical essays about the literature.

Distance Modality: Online  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

### ENG-003A COLLEGE COMPOSITION

3 Units  
Lecture: 3 hours

This transferable course emphasizes the processes of writing and the critical examination of readings as a means of effective written and verbal communication. Students incorporate the requisites of critical thinking, logic, and research techniques, with primary emphasis on dialectical argumentation and critical analysis into various assigned writings. Students compose 8,000 to 10,000 words, including a documented researched paper. Upon successful completion of College Composition, students will be prepared to substantiate and document their opinions with reliable outside sources and write effectively in all settings, personal, academic, and professional. ENG-003A does not satisfy the reading competency requirements for graduation.

Advisory: RDG-051, CIS-050  
Prerequisite: ENG-051 or placement by examination  
CSU, UC, Associate Degree Applicable

### ENG-005A CREATIVE WRITING



3 Units  
Lecture: 3 hours

This course introduces students to the perceptions, skills, and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

### ENG-005B ADVANCED CREATIVE WRITING



3 Units  
Lecture: 3 hours

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

Prerequisite: ENG-005A  
CSU, UC, Associate Degree Applicable

### ENG-010A AMERICAN LITERATURE I

3 Units  
Lecture: 3 hours

This course presents a survey of American literature, both formal and informal, extending from the period preceding Columbus' voyages through the Civil War era. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Distance Modality: Online, hybrid, instructional TV  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

### ENG-010B AMERICAN LITERATURE II

3 Units  
Lecture: 3 hours

This course presents a survey of late nineteenth and twentieth Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Distance Modality: Online, hybrid, instructional TV  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

### ENG-011A SURVEY OF ENGLISH LITERATURE: OLD ENGLISH TO EIGHTEENTH CENTURY

3 Units  
Lecture: 3 hours

The course surveys the major writers and works of English literature of the Old English, Middle English, the Renaissance, the Seventeenth and Eighteenth centuries.

Distance Modality: Online, hybrid, instructional TV  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

### ENG-011B SURVEY OF ENGLISH LITERATURE: ROMANTIC THROUGH MODERN

3 Units  
Lecture: 3 hours

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

Distance Modality: Online, hybrid, instructional TV  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

**ENG-012A**  
**WORLD LITERATURE I: BEGINNINGS THROUGH 1650**

3 Units  
Lecture: 3 hours

This course presents a survey of the literary works that have influenced world thought, culture, and traditions from the ancient world up to modern beginnings (1650). Students study classic works of literary merit in poetry, fiction, drama, and non-fiction, from Gilgamesh to Shakespeare, and write substantive critical analyses incorporating correct MLA or APA format and documentation.

Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

**ENG-012B**  
**WORLD LITERATURE II**

3 Units  
Lecture: 3 hours

This course surveys works which have influenced world thought from 1660 to the present. Selections reflect the rich and diverse cultural backgrounds of world literature. This course may be taken independently from World Literature I, ENG-012A.

Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

**ENG-014**  
**SHAKESPEARE**

3 Units  
Lecture: 3 hours

This course helps students acquire an understanding of William Shakespeare by exploring his major themes and their relevance to modern life. Students study selected histories, comedies, and tragedies of Shakespeare, as well as an introduction to his sonnets, world, scholarly criticism, and life. The emphasis of the course will be on making Shakespeare and his works accessible through a variety of instructional methods.

Distance Modality: Hybrid  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

**ENG-035**  
**MYTH AND LEGEND**

3 Units  
Lecture: 3 hours

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

**ENG-041**  
**TECHNICAL AND PROFESSIONAL WRITING**

3 Units  
Lecture: 3 hours

This course teaches students to communicate effectively within the business environment. Specifically, students will understand and utilize various modes of business and professional written and oral communications. Students will learn to write and critique résumés, business correspondence, proposals, abstracts, researched formal reports, manuals, brochures, and to employ basic formatting, grammar, and rhetoric. This course will also familiarize students with business and professional applications of technology.

**NOTE:** For students seeking an occupation/vocational associate's degree, this course may be taken in lieu of ENG-003A.

Distance Modality: Hybrid  
Prerequisite: ENG-051  
Advisory: CIS-070A  
CSU, Associate Degree Applicable

**ENG-050**  
**BASIC WRITING SKILLS**

4 Units  
Lecture: 4 hours

This non-transferable course provides extensive study of basic language and composition skills in preparation for success in college-level courses. Students study correct grammar, usage, mechanics, and syntax and are introduced to the processes of writing, including generating ideas, drafting paragraphs and short essays in basic rhetorical forms of development, revising techniques, and improving reading comprehension. Students may choose credit/no credit or letter grade options.

Advisory: CIS-050

**ENG-051**  
**INTRODUCTION TO EXPOSITORY WRITING**

3 Units  
Lecture: 3 hours

This non-transferable course helps students improve their skills in expository composition and critical reading. Students review rules of grammar, punctuation, and standard syntax and compose paragraphs and short essays in the various rhetorical patterns of development. Students are also introduced to basic researched writing and documentation to prepare them for college-level courses.

Prerequisite: ENG-050 or placement by examination  
Advisory: RDG-050, CIS-050

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**FIRE TECHNOLOGY (FIRE)**

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**FIRE-001**  
**FIRE PROTECTION ORGANIZATIONS**

3 Units  
Lecture: 3 hours

This course surveys career opportunities in California Fire and Emergency Management Services and related fields; explores the history of fire protection; fire loss analysis, reviews public, quasi-public, and private fire protection services; reviews specific fire protection functions; introduces fire chemistry and physics. This course is designated as Fire 1 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG-050  
CSU, Associate Degree Applicable

**FIRE-002**  
**FIRE PREVENTION**

3 Units  
Lecture: 3 hours

This course provides the fundamental organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing solutions to a fire hazard; public relations as effected by fire prevention. This course is designated Fire 2 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG-050  
CSU, Associate Degree Applicable



**FIRE-003  
FIRE PROTECTION EQUIPMENT AND SYSTEMS**

3 Units  
Lecture: 3 hours

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection, and alarm systems. This course is designated Fire 3 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG-050  
CSU, Associate Degree Applicable

**FIRE-004  
BUILDING CONSTRUCTION FOR FIRE PROTECTION**

3 Units  
Lecture: 3 hours

This course provides the fundamentals of building design and construction with emphasis on fire protection features including: building equipment facilities, fire resistant materials, and high rise.

Advisory: ENG-050  
CSU, Associate Degree Applicable

**FIRE-005  
FIRE BEHAVIOR AND COMBUSTION**

3 Units  
Lecture: 3 hours

This course explores and analyzes the fundamentals and specific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, forms of energy and fire prevention/suppression techniques. This course is designated Fire 5 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG-050  
CSU, Associate Degree Applicable

**FIRE-006  
HAZARDOUS MATERIALS/ICS**

3 Units  
Lecture: 3 hours

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires, and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated FIRE 6 by the State Board of Fire Services and California State Fire Marshal.

Advisory: ENG-050  
CSU, Associate Degree Applicable

**FIRE-010  
PAID-CALL FIREFIGHTER ACADEMY**

7 Units  
Lecture: 5 hours  
Laboratory: 6 hours

This introductory course gives students the classroom theory and manipulative skills required in modern fire fighting. Students will learn entry-level skills, including structural and wildland fire fighting, hazardous material operations, auto extrication, and basic rescue skills. This course prepares students for entry into a paid-call firefighter position.

Prerequisite: Complete a physical exam and demonstrate the physical stamina and ability to safely operate and control fire service tools, equipment and apparatus. Students must attend a mandatory orientation.  
Associate Degree Applicable

**FIRE-058  
FIRE PROTECTION HYDRAULICS AND WATER SUPPLY**

3 Units  
Lecture: 3 hours

This course provides a foundation of theoretical knowledge needed to understand the basic use of water in fire protection, such as the principles of the hydraulic forces that affect water at rest and in motion. Students learn to apply the principles of hydraulics in the analysis of water supply problems such as calculating engine water supply pressure, and getting the most pressure out of the available water supply. The course covers the design principles of fire service pumping apparatus and community fire flow demand criteria. Also included are the causes of firefighter deaths related to structural and wildland firefighting based on a study of training regimens and available research on the reduction of emergency risks and accidents. The course also covers the testing and inspecting of water-based suppression systems.

Advisory: ENG-050 and MATH-050  
CSU, Associate Degree Applicable

**FIRE-061  
FIRE APPARATUS AND EQUIPMENT**

3 Units  
Lecture: 3 hours

This course provides the student with information on driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

Advisory: ENG-050  
CSU, Associate Degree Applicable

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## GEOGRAPHY (GEOG)

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**GEOG-001  
PHYSICAL GEOGRAPHY**

3 Units  
Lecture: 3 hours

This course examines the major features of the natural environment including land, water, air, and life forms. The relationship between humans and their natural environment is emphasized and map-reading skills are developed.

Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

**GEOG-001L  
PHYSICAL GEOGRAPHY LABORATORY**

1 Unit  
Laboratory: 3 hours

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans, and life forms. Students observe, record, and analyze this information both in class and on field trips in the local environment.

Corequisite: GEOG-001 or prior completion  
CSU, UC, Associate Degree Applicable

**GEOG-002  
CULTURAL GEOGRAPHY**

3 Units  
Lecture: 3 hours

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

Advisory: ENG-050  
CSU, UC, Associate Degree Applicable



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## GEOLOGY (G)

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### G-001 PHYSICAL GEOLOGY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the Earth's interior; the nature of mountains and their development; the movement of continental and oceanic plates, and environmental aspects of geology. The laboratory portion includes 16 hours of local field trips and constitutes a practical application of aspects of the above subject areas.

Advisory: ENG-050 and MATH-057  
CSU, UC, Associate Degree Applicable

### G-002 HISTORICAL GEOLOGY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course investigates the formation and evolution of the Earth, including its oceans, atmosphere, and life; as traced mainly through the rock and fossil records. Included is the history of the science of geology. Basic geologic principles will be briefly reviewed.

Advisory: ENG-050  
Prerequisite: G-001  
CSU, UC, Associate Degree Applicable

### G-005 ENVIRONMENTAL GEOLOGY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course surveys geologic hazards such as flooding, landslides, earthquakes, and volcanic eruptions that effect humanity and studies means by which they may be mitigated. Geologic resources such as groundwater, surface water, and soil are studied to assess supply, conservation practices, and contamination mitigation. Mineral, fossil fuel, and alternate energy resources are examined for potential and for environmental assessment of production and consumption. Land-use planning and environmental impact analysis integrate the foregoing. The laboratory portion applies, on a practical basis, aspects of the above in the classroom and in approximately 16 hours in the field.

**Note:** This course is suggested for students in any major which deals with human interactions with the physical environment, such as architecture, engineering, environmental studies city planning, natural resources, geology, and geography.

Advisory: ENG-050 and MATH-057  
CSU, UC, Associate Degree Applicable

### G-006 GEOLOGY OF CALIFORNIA

3 Units  
Lecture: 3 hours



This course presents the physical and historical geology of the natural provinces of California. ~~The mineral deposits, stratigraphic and rock units, tectonic structures, fossils, geomorphology, and environmental issues within each province are examined. One or more field trips are conducted.~~

Advisory: ENG-050 and MATH-057  
CSU, UC, Associate Degree Applicable

### G-010 THE EARTH SCIENCES

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is a general survey of the Earth Sciences of Geology, Oceanography, Meteorology, Climatology, and Astronomy. It is designed to provide a broad general understanding and appreciation of these sciences and to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the influences of humanity upon these systems. The laboratory portion studies aspects of each area on a practical, applied basis. Field trips emphasize study of local geology.

Advisory: ENG-050 and MATH-057  
CSU, UC, Associate Degree Applicable

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## HEALTH EDUCATION (HE)

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### HE-001 PERSONAL & COMMUNITY HEALTH

3 Units  
Lecture: 3 hours

This course considers facts and attitudes related to the maintenance of optimum health for the individual and society. Topics include the effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; and safety in the modern world.

Distance Modality: Online, Hybrid  
Advisory: ENG-003A and RDG-051  
CSU, UC, Associate Degree Applicable

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## HEALTH SCIENCES (HS)

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Registered Nursing: See page 105-106  
Vocational Nursing: See page 110-111

### HS-061 MEDICAL TERMINOLOGY

3 Units  
Lecture: 3 hours

Students are introduced to medical terminology origins, meanings, and applications. Medical terminology is used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical coders, and doctor's office assistants. This course would be valuable for any student considering future enrollment in health science courses and programs.

Prerequisite: ENG-050 with a grade of "C" or better  
Advisory: RDG-051  
Distance Modality: Online, Hybrid

### HS-063 INTRODUCTION TO MEDICAL ASSISTING

9 Units  
Lecture: 6 hours  
Laboratory: 9 hours

This course provides entry-level training for employment in medical offices or clinics. Instruction is provided in basic knowledge and skills needed for work in these areas, including an introduction to medication administration, preparation of patients for examination, and basic management skills.

Prerequisite: ENG-050 with a grade of "C" or better  
Advisory: HS-062, HS-061, HS-065, and CIS-050

### HS-064 NURSE ASSISTANT

6 Units  
Lecture: 4 hours  
Laboratory: 6 hours

This course includes basic nursing principles used in the care of clients in long term care facilities. The content addresses the basic needs of clients; concepts of ethics and confidentiality; techniques of communication; reporting and recording of observations and basic assessments; performance of special treatments, procedures, and skills required for client care. Successful completion of the course results in eligibility to take the state-approved test that leads to certification as a nursing assistant. Fingerprinting is required.

Advisory: ENG-050

### HS-065 BASIC PHARMACOLOGY

3 Units  
Lecture: 3 hours

This course provides an introduction to basic pharmacology. Content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. The actions, untoward actions, desired and undesired effects of commonly used drugs in the major classifications are presented.

Prerequisite: BI-022 and MATH-057  
Associate Degree Applicable

### HS-066 HOME HEALTH AIDE

2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

Prerequisite: Current California C.N.A. license or Pass California C.N.A. Licensing Exam

### HS-081 BASIC ARRHYTHMIAS

2 Units  
Lecture: 2 hours

This course is designed for persons working with patients who require cardiac monitoring. It provides a review of anatomy and physiology of the heart. The normal and abnormal rhythms of the heart are studied with an emphasis on treatment for abnormal arrhythmias. This course is available for Licensed Vocational Nurse (LVN), Registered Nurse (RN), and Certified Nursing Assistant (CNA) Continuing Education Units (CEUs).

Advisory: ENG-050 & RDG-050

### HS-098 NURSING SKILLS LAB

.5 Unit  
Laboratory: 1.5 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the required skills and is directed to students needing review of nursing procedures. A credit/no credit mark is awarded.

Corequisite: Enrollment in any health science/health education/health occupation course (except Registered Nursing - see N-098), hospital referred, or current occupational license in healthcare.

Advisory: ENG-050

### HS-099 NURSING SKILLS LAB

1 Unit  
Laboratory: 3 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the required skills and is directed to students needing review of nursing procedures. A credit/no credit mark is awarded.

Corequisite: Enrollment in any health science/health education/health occupation course (except Registered Nursing - see N-099), hospital referred, or current occupational license in healthcare.

Advisory: ENG-050

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## HISTORY (HIST)

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### HIST-003 HISTORY OF WORLD CIVILIZATION PART I

3 Units  
Lecture: 3 hours

This course is a broad study of the major elements of history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### HIST-004 HISTORY OF WORLD CIVILIZATION PART II

3 Units  
Lecture: 3 hours

This course is a broad study of the major elements of history from the 16th Century to the present. It is designed to develop understanding of institutions basic to world civilization.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### HIST-017 U.S. HISTORY THROUGH RECONSTRUCTION

3 Units  
Lecture: 3 hours

This course is a survey of the political and social development of the United States from the discovery of America through the Reconstruction period.

Distance Modality: Online, Hybrid  
CSU, UC, Associate Degree Applicable

### HIST-018 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT

3 Units  
Lecture: 3 hours

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

Distance Modality: Online  
CSU, UC, Associate Degree Applicable

## HIST-019 CALIFORNIA HISTORY

3 Units  
Lecture: 3 hours

This course is a survey of California's heritage from its Native American origins through statehood to the present, focusing on the diverse populations and the political, economic and social forces that shaped California's development.

Advisory: ENG-051  
CSU, UC, Associate Degree Applicable

## HOME ECONOMICS/NUTRITION (HEC)

### HEC-013 GENERAL NUTRITION

3 Units  
Lecture: 3 hours

This course is a study of the chemical composition of foods and their utilization by the body. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered.

Distance Modality: Online, Hybrid  
Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

## JOURNALISM (J)

### J- 003A NEWS REPORTING & WRITING

3 Units  
Lecture: 3 hours

This is a beginning course in news writing that provides instruction and practice in the fundamentals of news reporting. It concentrates on the writing of news with an introduction into feature writing. Included in the course are such topics as interviewing, story organization and structure, the style and language of journalism, and journalistic law and ethics.

Distance Modality: Online, Hybrid, Instructional TV  
Prerequisite: ENG-003A  
CSU, UC, Associate Degree Applicable

## MASS COMMUNICATION (MC)

### MC-001 MASS MEDIA IN AMERICAN CULTURE

3 Units  
Lecture: 3 hours

This course introduces students to the influences and contributions of the mass media in American popular culture. It traces the historical development of western culture and mass communication and focuses upon the interrelationship of the two. It is designed to enhance student awareness of the impact of the mass media in shaping mass culture.

Prerequisite: ENG-051  
CSU, UC, Associate Degree Applicable

## MATHEMATICS (MATH)

### MATH-001A CALCULUS

5 Units  
Lecture: 5 hours

This course studies the meaning, computation and application of the derivative with an introduction to the integral. Topics include the definition of the derivative; limits; rules for differentiating polynomial, rational, exponential, logarithmic, inverse trigonometric, and root functions; application of the derivative; and an introduction to the definite integral. The course includes calculator and/or computer usage.

Prerequisite: Four years of high school mathematics, including trigonometry and geometry with a minimum grade of "B" in the fourth year, or MATH-012 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### MATH-001B CALCULUS

5 Units  
Lecture: 5 hours

This course studies the meaning, computation, and application of integration and infinite series. Topics include the definition of the definite integral, techniques of integration, applications of integration, first order separable differential equations, modeling exponential growth and decay, infinite series and approximation of functions using Taylor series with remainder.

Prerequisite: MATH-001A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### MATH-002A MULTIVARIATE CALCULUS

5 Units  
Lecture: 5 hours

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of two or more variables. Topics include solid Euclidean geometry; vector algebra in 3 dimensions; line and surface integrals; multiple integration in rectangular, cylindrical and spherical coordinates, extreme values; parameterized space curves and surfaces; directional derivatives; gradients; Green's theorem; divergence theorem; and Stokes' theorems.

Prerequisite: MATH-001B with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### MATH-002B LINEAR ALGEBRA

4 Units  
Lecture: 4 hours

This course provides a careful development of the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Also covered is a thorough investigation of the properties of vectors in two, three, and  $\mathbb{R}^n$ , dimensions, leading to the generalized notion of an abstract vector space. A complete treatment of vector space theory is presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. The course includes calculator and/or computer usage.

Prerequisite: MATH-001B with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

## **MATH-002C ORDINARY DIFFERENTIAL EQUATIONS**

4 Units  
Lecture: 4 hours

This course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. It introduces the theoretical aspects of differential equations, including establishing when solutions exist and techniques for obtaining solutions, including series solutions, singular points, Laplace transforms, and linear systems. The course includes calculator and/or computer usage.

*Prerequisite: MATH-001B with a grade of "C" or better  
CSU, UC, Associate Degree Applicable*

## **MATH-005 TRIGONOMETRY**

3 Units  
Lecture: 3 hours

This is a course of study in the trigonometric functions with emphasis on periodic functions, trigonometric identities, solving trigonometric equations, graphical methods, inverse functions, solving triangles with applications including the law of sines and law of cosines. Students may also study vectors.

*Prerequisite: MATH-040 with a grade of "C" or better; or four years high school math including two years of Algebra and one year of Geometry with a grade of "B" or better, or the equivalent  
CSU, Associate Degree Applicable*

## **MATH-010 COLLEGE ALGEBRA**

4 Units  
Lecture: 4 hours

This is a function-oriented course which explores the concept of function and function notation. The course provides an in-depth investigation of polynomial, rational, exponential, and logarithmic functions, including their equations, graphs, and behavior. Other topics include the binomial theorem, conic sections, and matrices as they apply to systems of linear equations.

*Prerequisite: MATH-040 with a grade of "C" or better; or four years of high school math including two years of Algebra and one year of Geometry with a grade of "B" or better, or equivalent  
CSU, UC, Associate Degree Applicable*

## **MATH-012 PRE-CALCULUS**

5 Units  
Lecture: 5 hours

This course studies the basic functions used in Calculus: polynomial, rational, root, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Topics include recognizing, graphing and solving equations involving these functions, working with function notation, rates of change, transformations of functions and applications.

*Prerequisite: MATH-040 with a grade of "C" or better, or two years high school Algebra (Elementary and Intermediate Algebra) with a grade of "B" or better within the last 3 years, or math placement exam  
CSU, UC, Associate Degree Applicable*

## **MATH-013 LIBERAL ARTS MATHEMATICS**

4 Units  
Lecture: 4 hours

This course, designed for non-science liberal arts majors, uses the concepts learned in Intermediate Algebra. It is a survey course of college mathematics with emphasis on the nature of mathematics, problem-solving, and thinking patterns. Topics may include the concept of proof (deduction and induction), set theory, logic, numeration and mathematical systems, number theory, geometry, basic trigonometry, counting methods, probability, graph theory, and voting and apportionment.

*Prerequisite: MATH-040 with a grade of "C" or better; or four years of high school math including two years of Algebra and one year of Geometry with grades of "B" or better, or equivalent  
CSU, Associate Degree Applicable*

## **MATH-014 STATISTICAL METHODS**

4 Units  
Lecture: 4 hours

This course is an introduction to descriptive and inferential statistics. Students learn how to use measures of central tendency and dispersion among population samples to draw inferences about a population and to compare two or more populations. Discrete and continuous probability density distributions are analyzed including the binomial, normal, Student-t, chi-squared, and F-distributions. Confidence intervals for population means, proportions and variance are determined. Additional topics include regression and correlation analysis and techniques of hypotheses testing, including Analysis of Variance (ANOVA). The course includes calculator and/or computer usage.

*Prerequisite: MATH-040 with a grade of "C" or better, or two years high school Algebra (Elementary and Intermediate Algebra) with a grade of "B" or better within the last 3 years, or math placement exam  
CSU, UC, Associate Degree Applicable*

## **MATH-040 INTERMEDIATE ALGEBRA**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function. Topics include evaluating, solving and graphing linear, quadratic and exponential functions; solving systems of linear equations; simplifying rational exponents; solving radical equations and quadratic inequities; and applications of these concepts.

*Distance Modality: Online, Hybrid  
Prerequisite: MATH-050 with a grade of "C" or better, or one year high school Algebra with a grade of "B" or better within the last three years, or math placement exam  
Associate Degree Applicable*

## **MATH-050 ELEMENTARY ALGEBRA**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is an introduction to the real number system and to the use of variable expressions and equations in problem solving. Topics include properties of the real numbers, arithmetic of variable expressions including polynomials and algebraic fractions, solving linear equations and inequalities in one variable, factoring, and an introduction to the Cartesian coordinate system.

*Distance Modality: Online, Hybrid  
Prerequisite: MATH-057 with a grade of "C" or better, or math placement exam  
Associate Degree Applicable*



**MATH-057  
PRE-ALGEBRA**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course provides an understanding of, and competency in, the basic concepts of elementary arithmetic and basic algebra. Topics include adding, subtracting, multiplying and dividing whole numbers, integers, whole number exponents, decimals and fractions. Other topics include solving basic equations, an introduction to graphing and statistics, basic algebraic problem solving, solving simple right triangle problems using the Pythagorean Theorem, and properties of beginning algebra including the order of operations. Other topics are: ratios and proportions, percent, the metric system including conversion of units and elementary geometry concepts such as properties of geometric figures, perimeter, area and volume.

Advisory: RDG-050

**MATH-097  
MATHEMATICS SUPPLEMENTAL LAB**

.5 Unit  
Laboratory: 1.5 hours

Mathematics Supplemental Laboratory is an open-entry/open-exit environment that provides opportunities to develop mathematical skills, notation, and language for students enrolled in any mathematics or physics course. Emphasis is on one-on-one tutorial help for homework, audio visual aids, or computer assisted instruction. Students receive a credit/no credit grade.

Corequisite: Concurrent enrollment in any Math or Physics class

**MATH-098  
MATHEMATICS SUPPLEMENTAL LAB**

1 Unit  
Laboratory: 3 hours

Mathematics Supplemental Laboratory is an open-entry/open-exit environment that provides opportunities to develop mathematical skills, notation, and language for students enrolled in any mathematics or physics course. Emphasis is on one-on-one tutorial help for homework, audio visual aids, or computer assisted instruction. Students receive a credit/no credit grade.

Corequisite: Concurrent enrollment in any Math or Physics class

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## MUSIC (MUS)

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**MUS-005  
HISTORY OF ROCK 'N' ROLL**

3 Units  
Lecture: 3 hours

This course is a survey of rock music. The focus is on the rock music, the musician, and the manner in which sociological, political, and economic conditions merged in the evolution of this musical art form.

Distance Modality: Online, Hybrid  
Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

**MUS-010  
INTRODUCTION TO MUSIC**

3 Units  
Lecture: 3 hours

This course is designed for the general college student and non-music majors. This course is a general survey of the development of music with emphasis on the esthetic, formal, and historical factors, correlated with parallel movements in the other arts.

Distance Modality: Online, Hybrid  
Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

**MUS-012  
FUNDAMENTALS OF MUSIC**

3 Units  
Lecture: 3 hours

This course is designed for the general college student and prospective elementary teachers. This course covers the study of the basic fundamentals of music; lines and spaces, notes and note values, meter, time signatures, modes, major and minor scales, key signatures, intervals and chords.

CSU, UC, Associate Degree Applicable

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## NATURAL RESOURCES (NR)

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**NR-001  
CONSERVATION OF NATURAL RESOURCES**

3 Units  
Lecture: 3 hours

This environmental science course encompasses a study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, biotic communities, and natural resources measurements. Environmental issues are examined from an ecological perspective and include such topics as: water quality, air pollution, energy resources, toxic chemicals, and human population growth. Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet.

Distance Modality: Online  
Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

**NR-001L  
CONSERVATION OF NATURAL RESOURCES LABORATORY**

1 Unit  
Laboratory: 3 hours

A laboratory designed to supplement the Conservation of Natural Resources course by providing laboratory and field experiences in environmental subject areas.

Corequisite: NR-001 or prior completion  
CSU, UC, Associate Degree Applicable

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## NURSING (N)

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All Registered Nursing courses are taught on a nine-week schedule.  
See page 62 for additional information.

**N-001A  
NURSING FOUNDATIONS**

4.5 Units  
Lecture: 5 hours  
Laboratory: 12 hours

In this first nine-week course, students will learn about the nursing process, principles of communication, nursing philosophy, the Neuman Model, legal and ethical issues, and principles of safety. While learning the theory of nursing practice, students will gain clinical experience by managing the care of one client. Such areas as common responses to stressors, nursing interventions to prevent or alleviate skin, mobility, nutrition, elimination, oxygenation and fluid and electrolyte balance problems are taught.

Prerequisite: Admission to Associate Degree Nursing Program.  
CSU, Associate Degree Applicable

## **N-001B CONCEPTS OF NURSING PRACTICE I**

4.5 Units  
Lecture: 2 hours  
Lab: 7.5

This course introduces concepts of mental health, promotion of wellness, cultural influences, and nursing roles. Students will continue their study of responses to stressors, nursing interventions to prevent or alleviate problems of oxygenation, fluid electrolyte balance, and begin the study of wound healing and pain. Administration of medications and care of the perioperative client are introduced. Students will gain clinical experience in managing the care of one or two clients.

*Prerequisite: N-001A with a grade of "C" or better  
CSU, Associate Degree Applicable*

## **N-002A MATERNAL-CHILD (PEDIATRICS) NURSING WITH FAMILY HEALTH**

4.5 Units  
Lecture: 5 hours  
Laboratory: 12 hours

This course introduces students to nursing care related to the reproductive system and childbearing. Core concepts include health concerns related to the reproductive system across the life span for both men and women. This includes the physiological adaptations during antepartal, intrapartal, postpartal, neonatal periods, and pediatrics. Content includes health promotion, health screening with preventions/interventions for selected benign and malignant conditions, as well as family planning, domestic violence, various forms of abuse, and the nurse's responsibility. Nursing care theory for those receiving intravenous treatment is introduced and/or practiced.

*Prerequisite: N-001B with a grade of "C" or better  
CSU, Associate Degree Applicable*

## **N-002B CONCEPTS OF NURSING PRACTICE II AND GERONTOLOGICAL NURSING I**

5 Units  
Lecture: 2.5 hours  
Lab: 7.5

This course introduces students to primary, secondary and tertiary nursing care of acute and sub-acute hospitalized clients. The focus is on client responses to stressors affecting the cardiovascular, respiratory, gastrointestinal, and renal, endocrine (diabetes) systems, and problems associated with fluid and electrolyte balance. Also in this course, is the introduction to gerontological nursing. The needs of the aging client are identified, including identification of stressors that disrupt the physiological, psychological, socio-cultural, and developmental status. Students will learn about adult developmental life span tasks, as well as legal and ethical issues.

*Prerequisite: N-001B with a grade of "C" or better  
CSU, Associate Degree Applicable*

## **N-003A CONCEPTS OF NURSING PRACTICE III WITH GERONTOLOGICAL II**

5 Units  
Lecture: 5 hours  
Laboratory: 15 hours

This course covers nursing care related to actual or potential health problems that affect adult or gerontological patients' normal lines of defense. Students will learn about intermediate health stressors involved in various life stages, including neurological and musculoskeletal dysfunctions, compromised immune systems and cancer.

*Prerequisite: N-002A & N-002B with a grade of "C" or better, or admission to the Associate Degree Nursing Program via LVN to RN transition  
CSU, Associate Degree Applicable*

## **N-003B PSYCHIATRIC NURSING AND GERONTOLOGICAL NURSING III**



4.5 Units  
Lecture: 2.5 hours  
Laboratory: 6 hours

This course introduces concepts of nursing and health care of the psychiatric and elderly client. The content includes mental health/illness, continued study of theories of aging with common disorders and treatment, the influence of societal attitudes, developmental tasks, cultural, legal/ethical issues and advocacy.

*Prerequisite: N-002A & N-002B with a grade of "C" or better, or admission to the Associate Degree Nursing Program via LVN to RN transition  
CSU, Associate Degree Applicable*

## **N-004A CONCEPTS OF NURSING PRACTICE IV**

5 Units  
Lecture: 5 hours  
Laboratory: 15 hours

This course teaches students secondary and tertiary nursing care of acutely-ill hospitalized clients experiencing responses to stressors affecting the neurological, cardiovascular, respiratory, gastrointestinal, urinary/renal, immunological systems. Students will learn about problems with fluid and electrolyte balance. Finally, students will acquire clinical experience in managing 3-4 high acuity clients and 1 client in the home health setting.

*Prerequisite: N-003B with a grade of "C" or better  
CSU, Associate Degree Applicable*

## **N-004B NURSING 4B – NURSING MANAGEMENT, LEADERSHIP AND PRECEPTORSHIP**

4 Units  
Lecture: 3 hours  
Laboratory: 15 hours

This course culminates the discussion and implementation of theoretical concepts and principles, facilitating the transition from the student role to the role of professional nurse. The course emphasizes leadership, management, various modes of health care deliveries systems, communication, conflict management, and legal and ethical issues relating to health care delivery.

*Prerequisite: N-004A with a grade of "C" or better  
CSU, Associate Degree Applicable*

## N-076A NURSING TRANSITION I

1 Unit

Lecture: 1 hour

This is the first in a sequence of two courses that are designed to orient both the Licensed Vocational Nurse and generic Registered Nursing student attempting to transfer into the CMC Registered Nursing Program. It is designed for the generic nursing student who has successfully completed only the first semester of a generic Registered Nursing program at another college. This course is approved by the Board of Registered Nursing but falls outside the required Registered Nursing curriculum: **it is not required for the nursing degree**. Completion of this course is required for advanced placement in the Registered Nursing Program. Completion of this course determines the student's advanced placement in the Copper Mountain College Registered Nursing Program.

This course provides an introduction to the Registered Nursing scope of practice, Neuman Model, nursing process, principles of communication, functional health patterns, legal and ethical issues, fluid and electrolyte lab interpretations, and principles of safety. The course reviews nursing preventions and interventions to avert or alleviate problems with elimination, oxygenation, fluid and electrolyte balance, and other specific medical-surgical concerns. Common responses to stressors are illustrated.

*Prerequisite: Completion of all courses required for admission to the Registered Nursing program with a grade of "C" or better and acceptance by the Nursing Program Director*

## N-076B NURSING TRANSITION II

1 Unit

Lecture: 1 hour

This is the second in a series of two courses that are designed to orient both the Licensed Vocational Nurse and generic Registered Nursing student attempting to transfer into either the third or fourth semester of the CMC Registered Nursing program. It is designed for the generic nursing student who has successfully completed the first two semesters of a generic Registered Nursing program at another college. This course is approved by the Board of Registered Nursing but falls outside the required Registered Nursing curriculum: **it is not required for the nursing degree**. Completion of this course is required for advanced placement in the Registered Nursing program. Completion of this course determines the student's advanced placement in the Registered Nursing Program. Completion of this course determines the student's advanced placement in the Copper Mountain College Registered Nursing Program. The course focuses on pain concepts, shock, and various pathophysiologicals related to liver, genital, urinary, and kidney functions.

*Prerequisite: N-076A*

## N-098 REGISTERED NURSING SKILLS LAB

.5 Unit

Laboratory: 1.5 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the required skills and is directed to students needing review of nursing procedures. A credit/no credit mark is awarded.

*Corequisite: Enrollment in RN program, hospital referred, or current license in registered nursing.*

*Advisory: ENG-050*

## N-099 REGISTERED NURSING SKILLS LAB

1 Unit

Laboratory: 3 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the required skills and is directed to students needing review of nursing procedures. A credit/no credit mark is awarded.

*Corequisite: Enrollment in RN program, hospital referred, or current license in registered nursing.*

*Advisory: ENG-050*

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## PHILOSOPHY (PHIL)

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### PHIL-006 INTRODUCTION TO PHILOSOPHY

3 Units

Lecture: 3 hours

This course is a chronological and thematic survey of philosophy from the ancient Greek period to the contemporary era. The cultural environments and historical milieus of great thinkers are considered in order to enhance students' understanding and appreciation of traditional Western and non-Western philosophical concepts. By the application of major theories in the disciplines of ethics, metaphysics, epistemology, axiology, aesthetics, ontology, and social and political philosophy, students will confront problems in a way that will stimulate critical thinking and develop their analytical skills.

*Advisory: ENG-003A*

*CSU, UC, Associate Degree Applicable*

### PHIL-008 PHILOSOPHY FROM ANCIENT TIMES TO RENAISSANCE

3 Units

Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from ancient times to the Renaissance. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

*Advisory: ENG-003A*

*CSU, UC, Associate Degree Applicable*

### PHIL-009 PHILOSOPHY FROM RENAISSANCE TO PRESENT

3 Units

Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from the Renaissance to the present. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

*Advisory: ENG-003A*

*CSU, UC, Associate Degree Applicable*

## PHIL-010 GENERAL LOGIC

3 Units  
Lecture: 3 hours

This course introduces students to deductive and inductive reasoning; distinctions between arguments and explanations; considerations of truth, validity, and soundness as they pertain to argumentation; the syllogistic method; the structure and function of language; and Venn diagrams. Stress is placed upon the principles of sound argumentation and the identification of common formal and informal fallacies. Also emphasized are statistical reasoning and the scientific method.

Advisory: ENG-051 and RDG-051  
CSU, UC, Associate Degree Applicable

## PHIL-012 RELIGIONS OF THE WORLD

3 Units  
Lecture: 3 hours

This course is an historical introduction to the world's religious philosophies – Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam – with an examination of their original writings and subsequent commentaries.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

## PHIL-013 PERSPECTIVES ON DEATH AND DYING

3 Units  
Lecture: 3 hours

This course introduces students to a broad array of themes associated with the death system in modern America, with major emphasis placed upon exploring death practices and attitudes of other cultures. Students consider both practical and philosophical aspects of death, including a critical analysis of such topics as developmental awareness of death; changes over time in mortality statistics; patient options in dealing with serious illness; funerals and body disposition; moral issues stemming from modern medical technology; suicide prevention; and the beliefs of various cultures about the afterlife.

Advisory: ENG-051  
CSU, UC, Associate Degree Applicable

## PHIL-014 INTRODUCTION TO ETHICS

3 Units  
Lecture: 3 hours

This course provides students with an introduction to ethics, both as a philosophic discipline and as a practical foundation for making sound personal and professional decisions. Students will examine the concepts of right and wrong, and will apply moral values and moral reasoning to contemporary issues and the problems of daily life. A consideration of philosophers who have shaped the discipline will include a focus on such thinkers as Aristotle, Kant, and Mill.

Advisory: ENG-051  
CSU, UC, Associate Degree Applicable

## PHYSICAL EDUCATION (PE)

### PE-043 BADMINTON

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides beginning, intermediate, advanced, and advanced instruction and practice in the skills, strategies, and rules of single and doubles badminton. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

### PE-045 BASKETBALL

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

### PE-052 DANCE, AEROBIC (LOW IMPACT)

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on low impact aerobics. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

### PE-062 GOLF

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

These courses provide beginning, intermediate, and advanced instruction and practice in the skills and strategies of golf. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

### ~~PE-063 GOLF: THE SHORT GAME~~

~~1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours~~

~~This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of the short game of golf. The emphasis of this course is on golf shots up to 100 yards. May be taken for a total of four times.~~

~~Advisory: Some previous golf experience  
CSU, UC, Associate Degree Applicable~~

### PE-068 JOGGING, POWERWALKING, AND RUNNING

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in a progressive program of powerwalking and running as applied to health and fitness. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE-086  
TENNIS**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of tennis. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE-091  
VOLLEYBALL**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of volleyball. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE-096  
WEIGHT TRAINING**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced participant. Physical development and improvement are attained through the use of selected resistance machinery, free weight apparatus, and other selected physical conditioning methods. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE-098  
YOGA**

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides beginning, intermediate and advanced instruction for individuals of all fitness levels who would like to increase their body/mind connection during movement. Students are introduced to the basic alignment and strength concepts of the body via the techniques of yoga. Special focus is placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation. This course may be taken a total of four times. Student can choose the credit/no credit or letter grade option.

CSU, UC, Associate Degree Applicable

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## PHYSICS (PH)

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**PH-001  
INTRODUCTORY PHYSICS**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is an introduction to basic physical concepts, theories, and principles of physics. Topics include mechanics, properties of matter, heat, electricity and magnetism, waves, and modern physics.

Prerequisite: MATH-050 and ENG-051 with a grade "C" or better  
CSU, UC, Associate Degree Applicable

**PH-002A  
COLLEGE PHYSICS**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This is the first semester of the two-semester calculus-based physics sequence designed for any majors seeking a degree in biological sciences and some physical sciences (check with advisor for applicability). Topics include 1, 2, and 3-dimensional motion, rotating systems, energy, momentum, equilibrium, gravitation, and fluid mechanics.

Advisory: ENG-051  
Corequisite: MATH-001A  
CSU, UC, Associate Degree Applicable

**PH-002B  
COLLEGE PHYSICS**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This is the second semester of the two-semester calculus-based physics sequence designed for any majors seeking a degree in biological science and some physical sciences (check with advisor for applicability). Topics include simple harmonic motion, waves, thermodynamics, electricity, magnetism, and optics.

Prerequisite: PH-002A with a grade of "C" or better  
Corequisite: MATH-001B  
CSU, UC, Associate Degree Applicable

**PH-004A  
ENGINEERING PHYSICS**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This is the first semester of the two-semester calculus-based physics sequence designed for any majors seeking a degree in engineering (including the computer fields) and some physical sciences (check with advisor for applicability). Topics include 1, 2 and 3-dimensional motion, rotating systems, energy, momentum, equilibrium, gravitation, and fluid mechanics.

Corequisite: MATH-001A  
CSU, UC, Associate Degree Applicable

**PH-004B  
ENGINEERING PHYSICS**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This is the second semester of the two-semester calculus-based physics sequence designed for any majors seeking a degree in engineering (including computer fields) and some physical sciences (check with advisor for applicability). Topics include simple harmonic motion, waves, thermodynamics, electricity, magnetism, and optics.

Prerequisites: PH-004A  
Corequisite: MATH-001B  
CSU, UC, Associate Degree Applicable



**PH-005  
COMPUTER PROGRAMMING I:  
C++ FOR THE SCIENCES AND ENGINEERING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an introduction to the use of C++ for the solution of problems in the physical sciences and engineering through the structured implementation of algorithms on digital computers. The course emphasizes good programming principles and the development of substantial programs. It introduces the use of computer-based software development tools and systems. The course includes numerical methods such as histogramming, Monte-Carlo Methods for modeling experiments, statistical analysis, curve fitting, and numerical algorithms.

Prerequisite: MATH-001A, PH-002A or PH-004A  
CSU, UC, Associate Degree Applicable

**POLITICAL SCIENCE (PS)**

**PS-001  
INTRODUCTION TO GOVERNMENT**

3 Units  
Lecture: 3 hours

This course is an introduction to the principles, organization, and politics of the federal government of the United States, including the study of state and local government. In considering government at the state level, specific emphasis is given to the government of the State of California. Throughout the course, current issues in American and state politics are stressed.

Distance Modality: Online, Hybrid  
Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

**PS-002  
INTRODUCTION TO COMPARATIVE GOVERNMENTS**

3 Units  
Lecture: 3 hours

This course is a comparative study of constitutional principles, governmental institutions, and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

CSU, UC, Associate Degree Applicable

**PS-004  
INTRODUCTION TO INTERNATIONAL RELATIONS**

3 Units  
Lecture: 3 hours

This course is an introduction to the nature of political relations among nations, including the basic factors that influence international relations. Emphasis will be placed on an examination of contemporary world politics and the emergence of terrorism as a political reality.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

**PS-055  
PRINCIPLES OF STUDENT LEADERSHIP**

2 Units  
Lecture: 2 hours

~~Students will study parliamentary procedures, organizational structure, leadership styles, and theory. Those enrolled in the course will have opportunities to develop leadership skills, including communication, facilitation, problem solving, and conflict resolution through small group communication. A student who receives credit for this course cannot receive credit for STDV-055.~~

Advisory: RDG-050 and basic computer skills  
CSU, Associate Degree Applicable

**PSYCHOLOGY (PSY)**

**PSY-001  
GENERAL PSYCHOLOGY**

3 Units  
Lecture: 3 hours

This course is an introduction to principles and theories governing animal and human behavior. Topics include developmental psychology, consciousness, psychotropic drugs, learning, motivation, emotion, intelligence, personality, stress, social psychology, psychotherapy, and psychological disorders.

Distance Modality: Online, Hybrid  
Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

**PSY-003  
DEVELOPMENTAL PSYCHOLOGY**

3 Units  
Lecture: 3 hours

This is a life span course based on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence (old age). The implications for both personal development and professional practice are considered.

Advisory: ENG-003A and PSY-001  
CSU, UC, Associate Degree Applicable

**PSY-010  
MARRIAGE AND FAMILY: PSYCHOLOGICAL ASPECTS**

3 Units  
Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce, single parenting, alternative family lifestyles and coping with stress. (A student who receives credit for PSY-010 cannot receive credit for SOC-010).

Distance Modality: Online, Hybrid  
Advisory: PSY-001 and ENG-003A  
CSU, Associate Degree Applicable

**PSY-012  
HUMAN SEXUALITY**

3 Units  
Lecture: 3 hours

This course examines the development and practice of human sexuality through exploration of the psychological, social, cognitive, and physiological dimensions of human behavior. Included is a review of the current research and the issues that are related to human sexuality and world we live in.

Advisory: ENG-003A and PSY-001  
CSU, UC, Associate Degree Applicable

**PSY-020  
ADOLESCENT PSYCHOLOGY**

3 Units  
Lecture: 3 hours

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image, and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

Advisory: ENG-003A and PSY-001  
CSU, Associate Degree Applicable

## PSY-023 PSYCHOLOGY OF WOMEN

3 Units  
Lecture: 3 hours

This course presents an overview of the social and personality development of the female. More specifically, the course examines the physiological and psychological differences characteristic of women, as well as those resulting from gender-linked cultural values.

Advisory: ENG-003A, PSY-001  
CSU, UC, Associate Degree Applicable

## PSY-033 PERSONAL AND SOCIAL ADJUSTMENT

3 Units  
Lecture: 3 hours

This course examines the development of personality and places emphasis upon the problems of adjustment encountered in such areas as school, family, vocation, and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

Advisory: PSY-001  
CSU, Associate Degree Applicable

## READING (RDG)

### RDG-050 BASIC READING

4 Units  
Lecture: 4 hours

This course is designed to provide extensive instruction and practice in basic reading, including vocabulary development, comprehension skills, and flexible reading rate. Study management skills are also introduced. Students may choose the credit/no credit or letter grade option.

Prerequisite: RDG-055 or appropriate test placement

### RDG-051 COLLEGE PREPARATORY READING

3 Units  
Lecture: 3 hours

This course continues to develop basic reading skills necessary for success in a college program of studies: vocabulary development, comprehension improvement, and reading rate flexibility, with continued study-skill development. Topics include vocabulary building, main ideas, supporting details, patterns of organization, purpose and tone, and argument. Literal as well as inferential meanings are stressed in order to develop critical thinking skills.

Prerequisite: RDG-050 or appropriate test placement

### RDG-055 FOUNDATIONS OF READING

4 Units  
Lecture: 4 hour

This basic course in vocabulary development and comprehension skills includes instruction on dictionary use, direct study of word meanings, analysis of word parts, examination of vocabulary in context, categorization of main idea and supporting details, and classification of patterns and relationships between sentences in paragraphs. The course is intended to assist students with the pronunciation, meaning, and use of words, and reading comprehension. Students may choose the credit/no credit or letter grade option.

Advisory: Communicate orally in English and understand spoken English moderately well.

## SOCIOLOGY (SOC)

### SOC-001 INTRODUCTION TO SOCIOLOGY

3 Units  
Lecture: 3 hours

This introductory course examines the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis and explanation of social order and stratification through an understanding of institutions, social structure, culture, group dynamics, socialization and the self, global dynamics, and social change. Course objectives include the ability to apply sociological ideas to everyday life.

Distance Modality: Online, Hybrid  
Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### SOC-002 SOCIAL PROBLEMS

3 Units  
Lecture: 3 hours

This course identifies and analyzes contemporary social problems, including the role of power and ideology in the definition of social problems, their causes and consequences, evaluations of proposed solutions, and methods of intervention. Topics will vary. Special attention is given to the interpretation of relevant quantitative data.

Advisory: SOC-001 and ENG-003A  
CSU, UC, Associate Degree Applicable

### SOC-003 FUNDAMENTALS OF STATISTICS

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

Students apply statistical methods to sociological data. Topics include descriptive and inferential statistics; levels and types of measurement; measures of central tendency and dispersion; normal, t, and chi-square distributions; probability and hypothesis testing; correlation and regression. Applications of statistical software to sociology and/or other social science data are required. Published reports representative of many ways in which statistical methods/data are employed in support of specific conclusions are examined with respect to both the appropriateness of their use and interpretation.

Prerequisite: MATH-040 with a grade of "C" or better  
Advisory: PSY-001 or SOC-001, and ENG-003A  
CSU, UC, Associate Degree Applicable

### SOC-004 SOCIOLOGICAL ANALYSIS AND CRITICAL THINKING

3 Units  
Lecture: 3 hours

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues that fall within the scope of sociology, anthropology, economics, education, politics, criminology, biology, and the physical sciences. Both deductive and inductive forms of reasoning are studied, including common formal and informal fallacies. Note: The total writing in this course ranges somewhere between 8,000 and 10,000 words, including essay exams.

Distance Modality: Hybrid  
Prerequisite: ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

**NEW COURSE**  
**RDG-100 Supplemental Reading**  
**Effective Fall 2012 - see addendum for more info**

## **SOC-010** **INTRODUCTION TO MARRIAGE AND FAMILY**

3 Units  
Lecture: 3 hours

This course is designed to develop the student's repertoire of behavioral skills and an understanding of the principles governing marriage and family life, including communication, decision-making, human sexuality, divorce, single-parenting, alternative family lifestyles, and coping with stress. Special attention is given to the history of the family and the ways economic, cultural, legal, and political forces have affected the family in the past, and affect the family in the present and the future. (A student who receives credit for SOC-010 cannot receive credit for PSY-010).

Distance Modality: Online, Hybrid  
Advisory: SOC-001 and ENG-003A  
CSU, Associate Degree Applicable

## **SOC-014** **INTRODUCTION TO RACE AND ETHNICITY**

3 Units  
Lecture: 3 hours

This course is a comprehensive study of Arab, Asian, African, European, Latino, multi-racial, and native groups in America, focusing on sociological analyses of race, ethnicity, and racism. Students examine the cultural, political, and economic practices and institutions that support or challenge racism, racial, and ethnic inequalities, as well as patterns of interaction among various racial and ethnic groups.

Advisory: SOC-001 and ENG-003A  
CSU, UC, Associate Degree Applicable

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## **SPANISH (SPAN)**

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For IGETC purposes, two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at CMC.

### **SPAN-001** **ELEMENTARY SPANISH**

5 Units  
Lecture: 5 hours

This course introduces students to the fundamentals of the Spanish language and culture. Students develop their language abilities and knowledge in understanding, speaking, reading, and writing within the context of the various Spanish-speaking societies. An important focus of the course is the history and culture of the Spanish-speaking world. Students are required to use a computer to complete language lab assignments.

CSU, UC, Associate Degree Applicable

### **SPAN-002** **ELEMENTARY SPANISH**

5 Units  
Lecture: 5 hours

This course continues to develop the fundamentals of the Spanish language and culture. Students develop their Spanish language abilities and knowledge in comprehension, speaking, reading, and writing within the context of various Spanish-speaking societies. Historical and cultural components are featured. Students are required to use a computer to complete language lab assignments.

Prerequisite: SPAN-001 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### **SPAN-003** **INTERMEDIATE SPANISH**

4 Units  
Lecture: 4 hours

This course strengthens students' Spanish language skills in oral communication, grammatical construction, listening comprehension, reading comprehension, and written self-expression. Students focus on various Spanish-speaking cultures with particular attention paid to Hispanic literature. This course is part of a series based on the American Council on the Teaching of Foreign Languages Proficiency Guidelines. Students are required to use a computer to complete class and language lab assignments.

Distance Modality: Online, Hybrid  
Prerequisite: SPAN-002 or equivalent with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

### **SPAN-004** **INTERMEDIATE SPANISH**

4 Units  
Lecture: 4 hours

This class continues to strengthen students' Spanish language skills in oral communication, listening comprehension, grammatical information, reading comprehension, and written self expression. Cultural focus of the Spanish speaking world is emphasized. Students continue to develop their appreciation of Hispanic literature. Students express and defend ideas and opinions in the target language, using increasingly effective communication skills. Students are required to use a computer to complete class and language lab assignments. This course is part of a series based on the American Council on the Teaching of Foreign Languages proficiency guidelines.

Distance Modality: Hybrid, Online  
Prerequisite: SPAN-003  
CSU, UC, Associate Degree Applicable

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## **SPEECH (SP)**

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### **SP-001** **INTERPERSONAL COMMUNICATION**

3 Units  
Lecture: 3 hours

This course introduces students to the principles of verbal and nonverbal transactions that occur in relationships. Students study theory and research findings and their applications to communication in interpersonal relationships related to personal and professional contexts. Students acquire knowledge of communication theories, self-concept, methods of resolving conflict, and issues of human perception. Non-verbal communication and improvement of listening skills are also emphasized. This course involves practice in oral and written communication skills, incorporating research.

Distance Modality: Hybrid  
Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### SP-002 ORAL INTERPRETATION OF LITERATURE

3 Units  
Lecture: 3 hours

Oral Interpretation of Literature encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature, prose, poetry, and drama. Students will be introduced to performance studies: analysis, appreciation, and application of theories of interpretive performance of various forms of literature, including poetry, prose, and drama (plays, scripts, and screenplays). Emphasis will be placed on the study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques. The course provides students an opportunity to synthesize classroom material through performance and presentation. This course involves practice in oral and written communication skills, incorporating research.

Advisory: ENG-051  
CSU, UC, Associate Degree Applicable

### SP-004 PUBLIC SPEAKING

3 Units  
Lecture: 3 hours

This course introduces students to the fundamental principles and techniques of public address in a democratic society. Course content includes discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches, including informative and persuasive speeches. This course involves practice in oral and written communication skills, incorporating research.

Distance Modality: Hybrid  
Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### SP-007 DECISION MAKING AND ADVOCACY

3 Units  
Lecture: 3 hours

This course focuses on the process of argumentation and persuasion and provides students with a greater understanding of argumentation skills, persuasion techniques, and the decision-making process. Additional content includes methods of critical inquiry and advocacy, the effective use of evidence, reasoning, and an introduction to the history of rhetoric. This class uses lectures, activities, and discussions. Students will be required to analyze media, films, and both contemporary and historical speeches. Additional focus is placed on identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. This course involves practice in oral and written communication skills, incorporating research.

Distance Modality: Online, Hybrid  
Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable

### SP-015 INTERCULTURAL COMMUNICATION

3 Units  
Lecture: 3 hours

This course introduces students to intercultural communication in domestic and global contexts, including the influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Focus is on theory and knowledge of effective communication within and between cultures. Students gain an appreciation and ability to compare communication of diverse groups within the larger context of American culture. This course includes practice in both oral and written communication, including researched writing

Distance Modality: Hybrid  
Prerequisite: ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

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## STUDENT DEVELOPMENT (STDV)

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### STDV-055 PRINCIPLES OF STUDENT LEADERSHIP

2 Units  
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure, leadership styles, and theory. Those enrolled in the course will have opportunities to develop leadership skills, including communication, facilitation, problem solving, and conflict resolution through small group communication. A student who receives credit for this course cannot receive credit for PS-055.

Advisory: RDG-050 and basic computer skills  
CSU, Associate Degree Applicable

### STDV-060 COLLEGE SUCCESS SKILLS

1 Unit  
Lecture: 1 hour

This course helps college students learn information and develop skills necessary for success in college. Course topics include student support services (such as financial aid), study skills (such as time management, note-taking and test preparation), learning styles, personality assessment, and an introduction to transfer and career development. Students develop realistic educational plans consistent with their educational goals.

### STDV-062 INTRODUCTION TO SCHOLARSHIPS

1.5 Unit  
Lecture: 1 hours  
Laboratory: 1.5 hours

This course introduces students to books, software and Internet sites that offer scholarships. Instruction is given on writing a personal statement, developing a scholarship résumé, requesting materials and letters of recommendation, completing application forms and creating appropriate thank you letters. Students are guided on setting up a system of organization of materials. Students may choose the credit/no credit grading option.

Advisory: Basic knowledge of the Internet and basic word processing.

## STDV-065 FOUNDATIONS OF COLLEGE SUCCESS

3 Units  
Lecture: 3 hours

This course provides in-depth exploration of the information and skills necessary for success in college. Course topics include self assessment and goal setting, study skills for math, reading and writing, time management and financial planning. Students develop realistic educational plans consistent with their educational goals.

## THEATRE ARTS (TA)

### TA-001 INTRODUCTION TO THEATRE

3 Units  
Lecture: 3 hours

This course is designed as a general survey of the theory, history, and practice of theatre art from its origins to the present time. The study includes the elements of drama; historic structures of the theatre; characteristic types of plays; the contribution of the director, actors, designers, and contemporary production techniques.

Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

### TA-002A ACTING I

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides basic instruction in the skills by which actors develop awareness of their senses, relationship to the world around them, and responsibility to the art form. Exercises focus on developing awareness of one's values and feelings.

Advisory: ENG-050  
CSU, UC, Associate Degree Applicable

### TA-002B ACTING I

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course continues the progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibility to the art form. Exercises focus on translating these values into characterization.

Prerequisite: TA-002A  
CSU, UC, Associate Degree Applicable

### TA-003A ACTING II

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

~~This course is designed to develop actors' artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.~~

Prerequisite: TA-002B  
CSU, UC, Associate Degree Applicable

### TA-003B ACTING II

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

~~This course is designed to continue the development of actor's artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.~~

Prerequisite: TA-003A  
CSU, UC, Associate Degree Applicable

## VOCATIONAL NURSING (VN)

See page 63 for additional information.

### VN-001 VOCATIONAL NURSING I

5 Units  
Lecture: 5 hours

This course introduces concepts related to the role of the vocational nurse, basic legal and ethical considerations, and communication and confidentiality. Using a nursing process format, the basic skills that maintain optimum wellness are presented. A foundation in normal growth, development, and nutrition are included with an emphasis on the special needs and health care concerns of the geriatric client. Students are introduced to alterations in the integumentary system.

Prerequisite: Admission to the program; BI-022, BI-023, and ENG-051  
Corequisite: VN-001L, HS-065, if not previously completed  
Associate Degree Applicable

### VN-001L VOCATIONAL NURSING I LABORATORY

4 Units  
Laboratory: 12 hours

This course provides an opportunity for the practice and application of skills needed to meet the geriatric clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function of the integumentary system. Learning experiences are provided in the on-campus lab and in the skilled nursing facilities. Emphasis is placed on introduction to the nursing process and on client assessment.

Prerequisite: Admission to the program; ENG-051, BI-022, BI-023  
Corequisite: VN-001 and HS-065, if not previously completed  
Associate Degree Applicable

### VN-002 VOCATIONAL NURSING II

9 Units  
Lecture: 9 hours

Building on the concepts presented in VN 001, this course discusses content related to alteration in function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students are also presented information related to the client with alterations in function related to surgery.

Prerequisite: VN-001, VN-001L, HS-065  
Corequisite: VN-002L, PSY-003, if not previously completed  
Associate Degree Applicable



**VN-002L**  
**VOCATIONAL NURSING II LABORATORY**

7 Units

Laboratory: 21 hours



This course provides opportunity to care for clients with alteration in the function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students also care for clients with alterations in function related to surgery. Emphasis is placed on the nursing process and on client assessment.

Prerequisite: VN-001, VN-001L

Corequisite: VN-002, PSY-003, if not previously completed

Associate Degree Applicable

**VN-003**  
**VOCATIONAL NURSING III**

9 Units

Lecture: 9 hours

A continuation of VN-001 and VN-002, this course introduces concepts of leadership and management in vocational nursing. Students learn the care of clients, maintaining clients' health during child bearing, care of the hospitalized child, and care required by clients with alteration in the function of the immunological system and those experiencing abnormal cell growth. Acute alterations of all systems are reviewed with emphasis on the pediatric client.

Prerequisite: VN-002, VN-002L

Corequisite: VN-003L

Associate Degree Applicable

**VN-003L**  
**VOCATIONAL NURSING III LABORATORY**

7 Units

Laboratory: 21 hours

This course provides opportunity to practice basic skills in leadership and management, to care for clients and maintenance of health during child bearing. Students also care for the hospitalized child and clients with alteration of function of the immunological system, those experiencing abnormal cell growth, and clients of all ages with acute alterations of all systems.

Prerequisite: VN-002 and VN-002L

Corequisite: VN-003

Associate Degree Applicable

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**WORK EXPERIENCE/VOCATIONAL (WEV)**

**WEV-095A-D**  
**WORK EXPERIENCE, OCCUPATIONAL**

1-4 Units

Lecture: 1-4 hours

This vocational work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs and may be required as an internship in a vocational program of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units. This type of work experience is available to students who are either volunteers or employees in vocational fields related to their college major.

Corequisite: Must be enrolled in 7 or more units of credit including work experience

Associate Degree Applicable

# FACULTY CODE OF ETHICS

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at Copper Mountain College endeavor to:

- place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
- encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
- accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
- accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others, and;
- acknowledge the rights and obligations associated with the role of citizens within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.

## FACULTY

### CATHY ALLEN (2011)

INSTRUCTOR OF ART  
B.F.A. OTIS ART INSTITUTE OF PARSONS SCHOOL OF DESIGN, CA  
M.F.A. CLAREMONT GRADUATE UNIVERSITY, CA

### CAREY ALSTADT (2011)

COUNSELOR  
B.A. TAYLOR UNIVERSITY, IN  
M.S. TRINITY INTERNATIONAL GRADUATE SCHOOL, IL

### ANDREA ARMSTRONG (1993)

COUNSELOR  
B.S. CALIFORNIA STATE UNIVERSITY, FULLERTON  
M.S. CALIFORNIA STATE UNIVERSITY, FULLERTON

### ELLEN BAIRD (2007)

PROFESSOR OF ENGLISH  
A.A. CUESTA COLLEGE, CA  
B.A. CALIFORNIA POLYTECHNIC, SAN LUIS OBISPO  
M.A. CALIFORNIA POLYTECHNIC, SAN LUIS OBISPO

### BRADFORD BERGER (2007)

PROFESSOR OF MATHEMATICS  
B.S. NORTHWESTERN UNIVERSITY, IL  
M.S. NORTHWESTERN UNIVERSITY, IL  
M.S. UNIVERSITY OF EDINBURGH, SCOTLAND  
PH.D. UNIVERSITY OF CALIFORNIA, IRVINE

### CHRISTI BLAUWKAMP (2007)

PROFESSOR OF NURSING  
A.S.N. GATEWAY COMMUNITY COLLEGE, AZ  
B.S. GRAND VALLEY STATE UNIVERSITY, MI  
M.S.N. WALDEN UNIVERSITY, MN

### BRUCE BRIDENBECKER (2000)

PROFESSOR OF EARTH AND PHYSICAL SCIENCE  
A.A. COLLEGE OF THE DESERT  
B.S. NORTHERN ARIZONA UNIVERSITY  
M.A. CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
M.S. MISSISSIPPI STATE UNIVERSITY

### GLENDA CASE (2000)

PROFESSOR OF PSYCHOLOGY  
B.S. MONTANA STATE UNIVERSITY  
M.S. ILLINOIS STATE UNIVERSITY

### GREGG CHESTERMAN (2007)

COORDINATOR FOR BASE PROGRAMS  
B.A. BETHANY COLLEGE OF THE ASSEMBLIES OF GOD, CA  
M.S. CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

### ROBERT COMPTON (2009)

INSTRUCTOR OF MATHEMATICS  
B.A. VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, VA  
M.A. UNIVERSITY OF CALIFORNIA, SAN DIEGO  
PH.D. UNIVERSITY OF CALIFORNIA, SAN DIEGO

### PAUL COOK (1999)

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## Copper Mountain College New Student Checklist

Is this your first time in college? If you are a new student to Copper Mountain College, and you have never attended college, here is a checklist to assist you:

**Student Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

### **Step 1**

- Apply for Admissions Online at [cccapply.org](http://cccapply.org)**  
You may do this at home or in the Library. 24 Hrs after completion of the Application for Admissions call 760-366-3791 ext. 4232 to obtain your student ID # and to schedule an Assessment Test & New Student Orientation.

### **Step 2 - Highly Suggested, however not necessary!**

- File your FAFSA for Financial Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
You may do this at home or in the Library.

### **Step 3**

- Take the Assessment Test** My Assessment date & Time: \_\_\_\_\_  
Check with the Admissions & Records staff for appointments. \*CMC Testing Hours are: Mon-Thurs 9am, 11am, 1pm, & 3pm and Fri. 9am & 11am. You will need your Student ID Number and Photo Identification the day of your scheduled test. Review for the Accuplacer Test, check out: [www.testprepreview.com](http://www.testprepreview.com) and [www.collegeboard.com/students/testing/accuplacer](http://www.collegeboard.com/students/testing/accuplacer)

### **Step 4**

- Attend New Student Orientation** My Orientation date & time: \_\_\_\_\_  
Check with the Admissions & Records staff for appointments. You will need your Assessment Scores during New Student Orientation.

### **Step 5**

- Meet with a Counselor** My Counseling date & time: \_\_\_\_\_
- Check with the Admissions & Records staff for appointments. \*Counselors are usually available Mon-Fri between the hours of 8:30am-4:00pm

### **Steps 6 & 7**

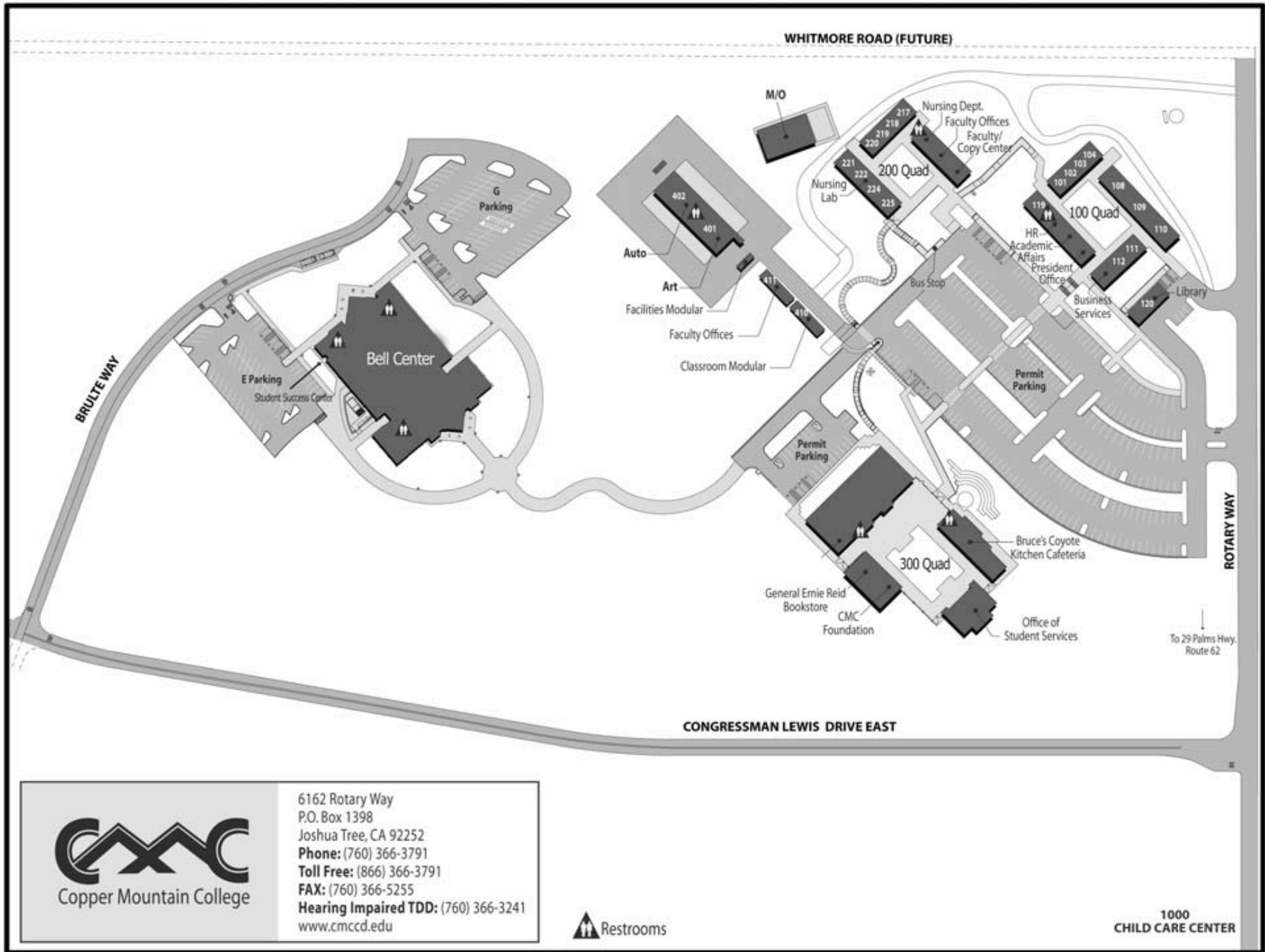
- Register for Classes
- Pay for Classes in Cashier's Office
- Buy a Parking Sticker in Cashier's Office

### **Step 8 (ID Hours vary by semester call A&R)**

- Get your Student ID card during the 2<sup>nd</sup> week of courses. Bring:
  - Schedule of Classes & Photo ID

### **Step 9**

- Attend Classes! *Good Luck!!*



  
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The following statement is required by the  
California State Department of Education  
in compliance with D.V.B. Circular 20-76-84.

Date: July, 2011

In accordance with requirements of D.V.B.  
Circular 20-76-84, Appendix P, this is to certify that  
this school catalog is true and correct in content and policy.

A handwritten signature in black ink, appearing to read 'Wei Zhou', is written over a horizontal line.

*Vice President for Academic Affairs  
Dr. Wei Zhou*

## NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 2011-2013 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Copper Mountain Community College District or Copper Mountain College, and in addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the Superintendent/President or designee. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies or procedures.