COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT



COPPER MOUNTAIN COLLEGE A California Public Community College

2012-2013 CATALOG

COPPER MOUNTAIN COLLEGE

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BASE PROGRAMS OFFICE

Building 1526N Seventh Street Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms, CA 92278 (760) 830-6133 (760) 366-3791 ext. 4368 Fax (760) 830-4157 Internet: http://www.cmccd.edu

This catalog is valid July 01, 2012 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.

TABLE OF CONTENTS

Table of Contents2
A Word from Our President3
Board of Trustees4
Administration4
Management4
Mission & Vision Statement5
Beliefs
Academic Transfer Programs5
Occupational and Vocational Education5
Basic Skills5
Community Education5
Marketing5
Organization5
Planning5
Resources5
General Education Philosophy6
Institutional Student Learning Outcomes
Academic Calendar
2012-137
2012-137
2012-137 About Us - General Information History
2012-13
2012-13
2012-13
2012-13
2012-13
2012-13 7 About Us - General Information 8 History 8 Location 8 Base Programs Office 8 College Curriculum 9 Preparation for Transfer 9 Occupational/Vocational Education 10 Adult Basic Education 10 English as a Second Language 10 General Educational Development 10 Community Education 10 Location 10 Locational Development 10 Economic Development 10 Location 10 Location 10 Location 10
2012-13 7 About Us - General Information 8 History 8 Location 8 Base Programs Office 8 College Curriculum 9 Preparation for Transfer 9 Occupational/Vocational Education 10 Adult Basic Education 10 High School Completion 10 English as a Second Language 10 Community Education 10 Economic Development 10

Auxiliary Organizations	
Copper Mountain College Foun	dation11
Alumni Association	11
College Policies	
Admission - Registration - Fees	
Admission	14
Registration	15
Fees: Policies & Procedures	
Student Services	
Office of Student Services	
Counseling	
Matriculation	
ACCESS	19
Extended Opportunity Programs	& Services19
Financial Aid	
Transfer Center	21
Veterans Services	21
Servicemembers Opportunity (College21
Student Organizations	
Campus Clubs	
Student Rights and Responsibilities	
Campus Services and Policies	
Academic Regulations	
Certificate, Degree, Graduation and	
Transfer Requirements	
Academic Affairs	
Degree and Certificate Program	ns40-77
Course Descriptions	78-118
Faculty Code of Ethics	
Announcement of Faculty	
Faculty Emeriti	
In Memoriam	
Index	
New Student Checklist	
Main Campus Map	

Strategic INITIATIVES

Improve Student Success

Ensure that students develop the skills necessary to do college level work and achieve their transfer or career goals. To work in a spirit of cooperation and collaboration.

Expand and Diversify our Financial Resources

Improve our ability to achieve institutional sustainability by developing alternative source of revenue to support college priorities.

Cultivate a Flexible and Responsive College Culture

Employ innovative ways to become more flexible and responsive to enhance programs and processes to meet increasing workload and student demands.



A WORD FROM OUR PRESIDENT

Welcome to Copper Mountain College, a caring and dynamic institution where students come first. Nestled in the heart of the Joshua Tree Gateway Communities adjacent to one of our Nation's premier National Parks and served by talented and dedicated faculty, staff, and administration. The college offers educational opportunities for those just beginning or continuing their journey into higher education.

Copper Mountain College takes great pride in its legacy of being the college that was

'built by the people". At Copper Mountain College students are challenged to explore, create, learn, and lead with the help of our faculty and staff who are dedicated to the success of every individual student.

We are extremely grateful for strong support from the community, including donors to the Copper Mountain College Foundation, which provides scholarships for students struggling to pay for school and financial support for college programs, services, and capital improvements.

t is my honor to serve as your Superintendent/President and I thank you for your interest in Copper Mountain College. You are invited to explore our website and our campus to learn more about the college.

> Roger Wagner, Ph.D. Superintendent/President

COPPER MOUNTAIN COLLEGE Management TEAM

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

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

Sandy Smith Executive Director of the Foundation





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.

BELIEFS

Academic Transfer Programs

Copper Mountain Community College District (CMCCD) the community and provide a general education and premajor 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 believes that academic transfer programs are essential to 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.

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.



GENERAL EDUCATION PHILOSOPHY

General education courses prepare students to understand and deal constructively with the diversity of the contemporary world. Students are exposed to ideas and knowledge leading to an expanded capacity for cultural and global awareness and sensitivity. General education should develop lifelong competencies in critical and creative thinking, written and oral communication, ethics, information competency, quantitative and scientific reasoning, personal development, and problem solving.

To reflect CMC's institutional student learning outcomes (SLOs), every General Education course:

- Stimulates students to think critically.
- Fosters the ability to think and to communicate clearly and effectively both orally and in writing.
- Teaches students how to assess information in the discipline.
- Helps students achieve insights into ethical problems and develop the capacity for responsible decisionmaking.
- Includes diverse perspectives and contributions in the disciplines.
- Includes the scope of the established body of knowledge within the discipline as well as knowledge shared between disciplines.
- Teaches skills and attitudes that will help students live healthier and more productive lives.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Communication Skills

- Express ideas and information effectively.
- Demonstrate effective listening skills.
- Utilize persuasive skills in both written and oral forms.

Critical Thinking Skills

- Analyze problems and conceptualize theses.
- Develop arguments, weigh evidence, and derive conclusions.
- Use inductive, deductive, and recursive reasoning and methodological processes.
- Differentiate facts from opinions.

Ethics

- Demonstrate respect, integrity, and tolerance.
- Practice fair treatment, civility, and commitment to civic engagement.
- Exhibit responsibility for oneself, the community, and the environment.

Personal Development

- Recognize personal strengths and weaknesses and embrace a lifelong learning process that perpetuates personal growth.
- Demonstrate cooperation, tolerance, flexibility, and curiosity.
- Cultivate an awareness and appreciation for diversity.
- Demonstrate leadership skills.

Information Competency

- Demonstrate proficiency in the use of technology.
- Utilize appropriate skills to locate and evaluate information.
- Apply research and writing methodologies to information.

ACADEMIC CALENDAR 2012-13

ACADEMIC CALENDAR 2012-13		Spring Semester 2013		ent Day, January 1	ou fannary	January er class January	21	January 25 Last ady to ada a tuli semester adas January 28 Last day to drop with refund	FEBRUARY	2p and avoid February 4 Census de record February 4 Last day to drop and avoid	February 15-18		ior rui zuz Flex / All Staff Development Day, March 1 Last day to file "Intent to Graduate" for Spring or Summer 2013	March 13	March 25-30	March 29	APRIL Anril 24		Final Exam Schedule May 17-23 Final Exam Schedule May 17-23 Final Exam Schedule	zuizsemester May 23	May 24 Graduation ceremonies May 27 Holiday, college closed		Summer Session 2013	June 10 Summer Session begins	11	June 13 Census June 13 Last day to dron and avoid		Jury 2 Last day to dron classes with	1 -	July 4 Holiday, college closed July 10 Last day of Summer 2013	regular oession
		¹ Eall Semecter 2012		15 August 9	22 August 10	29 August 13 August 24		ſ	13 September 3 Hollady, college closed September 4 Census	20	27 OCTOBER	1	October 10 Flex/All Staff L	no classes, college closed	2	November 12 November 13	November 22-24	DECEMBER	December 10-15	December 22-31 College closed		1/2 day)	veropment Day		of semester	y	classes	only, no classes		dule	Full-Time Faculty Day Assigned, no classes (College open)
SUMMER SESSION 2013	June 2013 N M T W R F		2 3 4 5 6 7	9 10 11 12 13 14	16 17 18 19 20 21	23 24 25 26 27 28	July 2013	1 2 3 4 5	7 8 9 10 11 12	14 15 16 17 18 19	21 22 23 24 25 26	28 29 30 31	-			Copper Mountain College	6162 Rotary Way P.O. Box 1398 Ioshua Tree C4 92252	(760) 366-3791 (760) 366-3791 www.cmccd.edu			Flex/ All Staff Development Dav	(College closed 1/2 day)	College closed)	College closed	First and last day of semester	Class meeting day	Spring Break, no classes	Flex Day, faculty only, no classes	(College open)	Final Exam Schedule	C Full-Time Faculty (College open)
SPRING SEMESTER 2013	January 2013 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	February 2013	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	March 2013	1 2	3 4 5 6 7 8 9	10 11 12 14 14 15 16	18 19 20 21 22	25 26 27 28 29))) []	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	May 2013	1 2 3 4	5 6 7 8 9 10 11	12 13 14 15 16 17 <u>18</u>	19 20 21 22 23 24 25	28 29 30	-
FALL SEMESTER 2012	August 2012 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	September 2012	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	October 2012	1 2 3 4 5 6	9 🔬 11 12	15 16 17 18 19 20	22 23 24 25 26 27	29 30 31	Vember 2012	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	December 2012	1	2 3 4 5 6 7 8	9 10 11 12 13 14 15		24 25 26 27 28 29	31

Board approved: Revision approved 04/12/12

ABOUT US

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 (CMC) Base Programs Office is located on the Marine Base in Twentynine Palms and provides services to military students, military family members and civilians. Services include academic advising, application processing, assessment for placement, course registration, tutoring, counseling, 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 1524. Servicemembers Opportunity Colleges (SOC) transfer agreements are provided for military and family member students. CMC 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 (MASP) is a four (4) week, Monday through Friday class. The program is a non credit offering. Military students have specific requirements to enter MASP.

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.

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.

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.

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.

General Education Requirements & Certification

Students may complete their lower division general education or 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.

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.

Letters of Recommendation and Rating

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.

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.

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 or www.ucop.edu/pathways which have up-to-date information.

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.

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 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 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.

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. 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 High School Completion and GED Preparation **GREENLEAF LIBRARY**

The primary mission of the Greenleaf Library is to support CMC's instructional programs by providing local and remote access to diverse resources. Library faculty and staff strive to provide high-quality support services and to advance CMC's mission and institutional outcomes by promoting and facilitating information competency, critical thinking, and life-long learning for both students and the college community.

The library provides access to print and online resources for students attending classes on campus, at remote locations, or online. The library collection holds over 57,000 print and electronic books, 700 audio-visual titles, access to over 11,000 periodicals, and additional subject specific online databases. Public access computers, available in the library and at the CMC Base Office, provide holdings information of books and audio-visual materials and Internet access for research purposes. Online resources are available via the Internet at the library website library.cmccd.cc.ca.us, or the college website at 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 provides instructional workshops for students to gain information competency skills. Workshops cover an orientation to the library, research skills, MLA and APA formats. Library workshop schedules are available on the library website each semester. 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 website at http://library.cmccd.cc.ca.us, the CMC website at www. cmccd.edu or the Greenleaf Library Handbook.

Students can obtain a library card by presenting a photo I.D. at the library or the CMC Base Programs Office. For Base students, once a card is obtained, students can access the online library catalog and then request items by calling the library at (760) 366-3791 ext. 4256. Library materials will be delivered to the CMC Base Office for pickup. For students taking online courses a library card can be obtained by contacting the library and presenting a student ID number. Once a card is obtained, students can access the online library catalog and then request items by contacting the library via phone or online chat from the library's website. Print library materials requested will be sent, and can be returned to the library, via mail.

Overdue fines are ten (10) cents per day, or ten (10) cents an hour for reserve materials, with a maximum of \$3.00 per item. If accumulated fines exceed \$6.00, borrowing privileges will be revoked until the items are paid for or returned. Charges for lost books are \$25 per item; lost videos are charged at the replacement cost. If library materials are not returned, future class registration or transcript requests will be denied until the materials are returned or paid for.

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.

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.

AUXILIARY ORGANIZATIONS **COPPER MOUNTAIN COLLEGE** FOUNDATION

Foundation Ensures Excellence in Education for All

Established in 2001, Copper Mountain College Foundation is designated to receive gifts for the college from individuals, corporations and foundations. Just as it is with other educational institutions, our college needs charitable gifts to endow scholarships and support educational programs and capital improvements that can mean the difference between ordinary and extraordinary programs and services for student success.

The Foundation's mission, to maximize educational opportunities in the Morongo Basin by supporting the programs, facilities and activities of the Copper Mountain Community College District includes administering the F. Roy Greenleaf Jr. Scholarship and the Alumni Association as well as fundraising for current students' programs.

The Copper Mountain College Foundation, formerly Friends of Copper Mountain College, is a 501c3 non-profit auxiliary organization, governed by a volunteer Board of Directors and overseen by the college's Board of Trustees. Donations are tax deductible as allowed by law. Annual Foundation events include the Golf Tournament, Alumni BBQ, Fall Gala and Holiday Wreath Auction.

It is vital that we maintain our high standard of excellence in education. California's community colleges educate 73 percent of the state's citizens, yet they receive only 11 percent of the perstudent state dollars for education. Clearly, your generosity has never been more important. With the help of our contributors and our continued success, Copper Mountain College will remain a pillar in the community, educating everyone interested in learning, and supporting programs that enhance the education process.

Learn more about the Foundation at www.cmccd.edu/Foundation

Alumni Association

The Copper Mountain College Foundation oversees the college's Alumni Association, composed of graduates, former and current students, faculty, family and friends. The purpose of the Alumni Association is to connect alumni, support students and strengthen Copper Mountain College. To achieve that goal, the Copper Mountain College Alumni Association is committed to provide information regarding Copper Mountain College to alumni and to the community, to provide activities wherein alumni, students, faculty, staff and members of the community can participate, to provide scholarships for current and future Copper Mountain College students and to provide recognition of former students, graduates, community leaders, faculty and staff. All are encouraged to join the Alumni Association at www.cmccd.edu/Alumni.

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

COLLEGE POLICIES

A complete listing of our college policies can be found on our website: http://www.cmccd.edu/Board-Policies

ALCOHOL AND DRUG ABUSE

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.

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

SEXUAL ASSAULT

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.

SEXUAL ASSAULT

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.

PROHIBITION OF 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.
 A. The designated student grade responsibility dates
- 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.

h the student is applying. A student who is without lawful immigration status may The initial residency classification will be made at the time be classified as a resident if he or she meets the following student applies for admission. Students may file a residency 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 Student Services staff is to respond to each student regarding individual needs and concerns.

OFFICE OF STUDENT SERVICES

The Office of Student Services at Copper Mountain College is located in the 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:
 - 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

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 pastacademic 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

For Students with Disabilities

ACCESS for Students with Disabilities is a comprehensive program that serves students with a documented disability in the areas of learning, hearing, vision, mobility, physical, psychological, acquired brain injury and developmental delay. Students who are eligible receive accommodations and services to support them in college coursework. ACCESS provides the following services: priority registration, disability counseling, advising, ergonomic furniture, specialized equipment and software, alternative formats for books, mobility assistance, ASL Interpreter, the High Tech Center for testing and academic support, along with special classes to develop college success and an understanding of learning disabilities. ACCESS served 330 students in 2011-12 and is funded by the state DSPS and college effort.

For further information, contact ACCESS at: (760) 366-3791 ext. 5861; TDD (760) 366-5262.

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. Based upon state funding students receive supportive services which may include some or all of the following:
 - Priority registration
 - Book service to assist in the purchasing of text books
 - Book loan/exchange programs
 - School supplies
 - Counseling (Academic, Career, Transfer and Personal)
 - Workshops
 - Academic Awards Banquet
 - Cap and gown purchase
 - UC/CSU application fee waivers
- 3. Students are required to complete a Student Education Plan, have on going contact with the EOPS counselor, and participate in workshops.
- 4. A sub-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. A free scholarship search is available at 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 1st as possible. The FAFSA may be filed on-line at 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 2nd.

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. 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 2nd priority deadline. There is a second deadline of September 2nd 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.

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 for Students with Disabilities 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

Veterans Services is located in the Office of Student Services on the main campus and is available to assist eligible veterans, dependents, and reservists in obtaining their GI Bill educational benefits and services. The department 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 in Arts or Associate in 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, or students may call 1-866-366-3791 x5813, or stop by Veterans Services during business hours.

VETERANS PROGRAM COURSE REQUIREMENTS

- 1. Students receiving GI Bill 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 GI Bill 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 schedule changes as well as withdrawals immediately to Veterans Services. 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 schedule changes and withdrawals immediately to 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 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.

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.

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 the progress of passersby, nor shall they force passersby to take 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 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 AND SCHOLARSHIP

Board Policy 4220 and 5500

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.
- Facilitating Academic Dishonesty. Intentionally or knowingly 3. 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 plagiarus (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 collegeowned 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 memberin 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 Superintendent/President for review of the matter and, at the Superintendant/President's discretion, hold a hearing on the matter.
- D. The Superintendant/President shall communicate a decision to the student and staff member within forty (40) school days of the hearing. If, however, the student is not satisfied, he/she may then;
- E. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Board of Trustees for a review of the matter and, at the Board's discretion, hold a hearing on the matter.
- F. Due to contractual or other personnel regulations, decisions regarding grievances may not be shared with the student.

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 ComptrollerGeneral, 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 available to interpret records where appropriate. 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 President'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

Accessible parking for an individual with a DMV placard or plate are available in the Main, Student Services, Library and Bell Center lots. These spaces are identified with the standard symbol.

All disabled students, 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:

- 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 be made.
- 2) Supporting documentation may be submitted if applicable. (i.e. proof of purchase of parking permit.)
- The completed appeal application and supporting 3) 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 legibly written explanation of the reason(s) that an exception 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.

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 foodpreparation 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.

ATTENDANCE

First Class Meeting

It is extremely important for students to attend the first class meeting. Instructors will drop students who do not attend the first class meeting. If a student is dropped for nonattendance it is the student's responsibility to re-reregister for 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.

ACADEMIC REGULATIONS CLASSIFICATION AND COURSE PRERE

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 and up 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.

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 are 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-measurers 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 a Physical Education activity 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

A "unit of credit" given to a course is based on the widely used and accepted Carnegie Unit. It is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture plus 2 hours of out-of-class work 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

<u>Category</u>	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
А	Excellent	4
В	Good	3
С	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

- P/CR: Pass/Credit (at least satisfactory; units awarded, but not counted in GPA)
- NP/NC: No Pass/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.

5	·	5	Grade Per	Points For	
Course	Units	Grade	Unit	Class	
ENG-001B	3	В	3	9	
ART-007A	2	Α	4	8	
HE-001	3	С	2	6	
NR-001	3	В	3	9	
NR-001L	1	В	3	3	
HIST-017	3	А	4	12	_
Totals	15			47	

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.

I* Incomplete where the "*" indicates the default grade to be received by the student if the incomplete is not completed within one year.

- "CIP" (Course 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."
- "MW" (MilitaryWithdrawal) occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from a term. Upon verification of such orders, a student can petition to withdraw from classes and when authorized, the student will be withdrawn with a "MW", military withdrawal, designation on transcript. A military withdrawal will not be used in calculating a grade-point average or for progress probation.
- # Not counted in Grade Point Average (GPA).
- * Repeat.

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:

Honor	Cumulative GPA*
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.

Studentsonprogressprobationshallbesubjecttodisqualification 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. Also check with your CMC Counselor for the most up-to-date information.

AP Examination	# of Units	СМС
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 & Cultu	re 5	C3 or C5
Computer Science A	3	
Computer Science AB	6	
Economics: Macroeconom	ics 3	C2
Economics: Microeconomic	cs 3	C2
English: Language & Comp	o 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: Con	np 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 & Cult	ure 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

Independent Study is the individualized delivery of a Copper Mountain College course. Independent Study is only available when a course is required for completion of a CMC degree or certificate program and the student is in the final stage of certificate completion or graduation. An educational plan must document progress toward certificate or degree completion. Not available for Independent Study are: Laboratory courses, highly-specialized courses (i.e., courses which do not have an approved course outline of record), and repeated course(s). Independent Study is for Fall and Spring semesters only.

The Independent Study assignment is initiated by a request from the student applicant to the primary (full-time) instructor of record. A student must present the Independent Study petition during the first three (3) class meetings of regularly scheduled classes during Fall or Spring semester. In the absence of a full-time department faculty member, the assignment of an instructor to an Independent Study course is the responsibility of the Vice President of Academic Affairs. The learning outcomes, related learning activities, contact hours, and course modality must meet the academic standards and requirements of the course outline of record and related course syllabus.

The student should be notified of the Independent Study petition outcome within one (1) work week after submitting the request.

Completed Independent Study courses must utilize the same grading options as the regular course counter-part. A student who has previously failed or otherwise unsuccessfully completed a course may not enroll in the course by means of Independent Study. A student may not repeat a course in the Independent Study format.

A petition requesting Independent Study must follow the procedures outlined on the petition and must be approved by the supervising administrators. All portions of the approval process must be completed prior to the student's registration in the course.

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 and "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.

ACADEMIC AFFAIRS

Committed to your Educational Goals

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
Adult High School Diploma				
Art				
· General Art				\checkmark
· Art: Three-Dimensional Designs				\checkmark
· Art: Painting				\checkmark
· Art: Drawing				\checkmark
Automotive Technology			\checkmark	
Business				
·Accounting		\checkmark		
· Business Administration				\checkmark
· General Business			\checkmark	
• Economics				\checkmark
Child Development				\checkmark
· Child Development: Associate Teacher		\checkmark		
· Child Development: Teacher		\checkmark		
· Child Development: Master Teacher		\checkmark		
Communication				
· Communication				\checkmark
Communication Studies Studies Studies State Degree				\checkmark
·English				\checkmark
Computer Information Systems		\checkmark	\checkmark	
· Graphic Design Technology	\checkmark			
Photshop with Animation	\checkmark			
· Web Design	\checkmark			
Computer Science				\checkmark
· Computer Programming		\checkmark	\checkmark	
Criminal Justice				\checkmark
Fire Technology		\checkmark	\checkmark	

MAJOR	Certificate of Proficiency	Certificate of Achievement	Non-Transfer Degree	Transfer Degree
Health Sciences				
· Emergency Medical Technician I	\checkmark			
· Home Health Aide	\checkmark			
Nurse Assistant	\checkmark			
· Registered Nursing			\checkmark	
Vocational Nursing		\checkmark	\checkmark	
Liberal Arts				
· Liberal Arts: Arts & Humanities				\checkmark
 Liberal Arts: Social & Behavioral Sciences 				\checkmark
· Liberal Arts: Mathematics & Science				\checkmark
·IGETC		\checkmark		
· CSU General Education		\checkmark		
Liberal Studies for Elementary School Preparation at CSUSB				V
Mathematics				\checkmark
Sciences				
· Environmental Studies				\checkmark
Social Sciences				
· Anthropology				\checkmark
• History				\checkmark
· Philosophy				\checkmark
· Political Science				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
· Psychology				\checkmark
· Social Science				\checkmark
· Sociology				\checkmark
Sociology Social Degree for Transfer				\checkmark
Spanish				\checkmark

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 46-47) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern on pages 48-49. See your faculty advisor or counselor for exceptions.



Associate Degree for Transfer A Degree with a Guarantee.sm

Option 2: California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

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

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

At the time of catalog publication, a student may earn an AA-Tin Communication Studies and Sociology. Additional majors are being developed. Please see a counselor or www.cmccd.edu for more information.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist. org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist. org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

At the time of catalog publication, CMC has 16 courses with approved C-ID numbers. Please see a counselor or 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.

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.

TWO TYPES OF ASSOCIATE DEGREES Continued

with emphasis on Occupational/Vocational <u>Preparation</u>

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 44-45.

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 for more information on occupations. O*NET is provided by the U.S. Department of Labor.

UNDERSTANDING THE PROGRAM AND COURSE LISTINGS

COURSE ABBREVIATIONS (Catalog, Schedules & Transcripts)

A da wai a Chille Cawtaw	100
Academic Skills Center	ASC
ACCESS	ACC
American Sign Language	ASL
Anthropology	ANTH
Art	ART
Astronomy	А
Automotive Technology	AUTO
Biology	BI
5,	
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
Culinary Arts	CULN
Developmental Education	DE
Disabled Students Programs and Services	DSPS
Economics	ECON
	EMT
Emergency Medical Technician	
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
	PHIL
Philosophy Dhusian Faluration	
Physical Education	PE
Physics	PH
Political Science	PS
Psychology	PSY
Reading	RDG
Registered Nursing	Ν
Sociology	SOC
Spanish	SPAN
Speech	SP
Student Development	STDV
Theatre Arts	TA
Vocational Nursing	VN
	WEV
Work Experience, Occupational	VVEV

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 46-49 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 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
- UC: www.ucop.edu/pathways
- www.universityofcalifornia.edu/admissions/transfer/index.html Independent colleges: www.aiccu.edu
- Transfer and University major preparation course information: www.assist.org

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number.

GENERAL EDUCATION PATTERNS

For all associate degrees, it is important to maintain the philosophy that the associate degree represents more than an accumulation of units. Instead, it embodies completion of a well-defined pattern of learning experiences that are designed to develop certain capabilities. Title 5 §55061 describes the completion of general education, as a learning experience that demonstrates:

"the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding."

The next few pages list the General Education Patterns for CMC, CSU and IGETC.

GENERAL EDUCATION PATTERNS COPPER MOUNTAIN COLLEGE 2012-2013 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.
- Complete 18 units from the following General Education pattern plus 2 P.E. activity units or HE 001 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 <u>all</u> colleges and universities attended) is required to earn an Associate's Degree from CMC. Effective Fall 2009, <u>all</u> 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.

C1- <u>Natural Sciences</u> Three units minimum selected from the	C2-Social & Behavioral Sciences Three units minimum selected from the		C3- <u>Humanities</u> Three units minimum selected from the	
following courses:	1	ollowing courses:	TC	ollowing courses:
			ART 002A,B	
	ANTH 003			
		, , ,		
BI 001A Gen Biology - Principles (5)				Basic Design & Color (3)
			ART 010	Introduction to Art (3)
BI 001C Gen Biology - Botany (5)			ART 033	History of Photography (3)
BI 004 Elements of Biology (3)		Cultural Geography (3)	ASL 001	Elementary American Sign
				Language (5)
BI 010 Women's Health (3)			ASL 002	Intermediate American Sign
BI 015 General Microbiology (5)	HIST 003,004			Language (5)
BI 022 Human Anatomy (4)		Civilization I,II (3) (3)	ENG 001B	Comp & Literature (3)
BI 023 Human Physiology (5)	HIST 017	U.S. History through	ENG 010A	American Literature I (3)
CH 001A,B General Chemistry (5) (5)		Reconstruction (3)	ENG 010B	American Literature II (3)
CH 003 Intro General Chemistry (4)	HIST 018	U.S. History from	ENG 011A,B	Survey of English
CH 00 4 Fundamentals of Chemistry (4)				Literature (3) (3)
G 001 Physical Geology (4)		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ENG 012A	World Literature I: Beg-1650 (3)
G 002 Historical Geology (4)	MC 001	Mass Media/Amer.Culture (3)	ENG 012B	World Literature II: The Modern
G 005 Environmental Geology (4)	PHIL 013			World (1650-Present) (3)
G 010 The Earth Sciences (4)		Dying (3)		Shakespeare (3)
GEOG 001Physical Geography (3)	PS 001	Intro to Government (3)		Myth and Legend (3)
GEOG 001LPhysical Geography Lab (1)	PS 002	Intro to Comparative	HIST 003,004	
NR 001 Conservation of Natural				
Resources (3)	PS 004		HIST 017	
NR 001L Conservation of Natural				
Resources Lab (1)			HIST 018	
PH 001 Introductory Physics (4)	PSY 003			
PH 002A,BCollege Physics (4) (4)		Psychology(3)		
PH 004A,BEngineering Physics (5) (5)	PSY 010	Introduction to Marriage &		
		Family (3)	MUS 012	Fundamentals of Music (3)
			PHIL 006	Intro to Philosophy (3)
	PSY 023	Psychology of Women (3)	PHIL 008	Philosophy Ancient-
		Personal & Social Adjstmt. (3)		()
	SOC 001	Introduction to Sociology (3)	PHIL 012	Religions of the World (3)
	SOC 002	Social Problems (3)	PHIL 013	Perspectives on Death and
	SOC 010	Introduction to Marriage &		Dying (3)
		Family (3)	PHIL 014	Intro to Ethics (3)
	SOC 014	Introduction to Race &		
BI 01B Gen Biology - Zoology (5) BI 001C Gen Biology - Botany (5) BI 004L Elements of Biology Lab (1) BI 010 Women's Health (3) BI 015 General Microbiology (5) BI 022 Human Anatomy (4) BI 023 Human Physiology (5) CH 001A,B General Chemistry (5) (5) CH 003 Intro General Chemistry (5) (5) CH 004 Fundamentals of Chemistry (4) G 001 Physical Geology (4) G 002 Historical Geology (4) G 005 Environmental Geology (4) G 006 Generat Chemistry (3) GEOG 001L Physical Geography (3) GEOG 001L Physical Geography Lab (1) NR 001 Conservation of Natural Resources (3) NR 001L Conservation of Natural Resources Lab (1) PH 001 Introductory Physics (4) PH 002A,BCollege Physics (4) (4) Head Action Physics (4)	HIST 017 HIST 018 HIST 019 MC 001 PHIL 013 PS 002 PS 004 PSY 001 PSY 003 PSY 010 PSY 020 PSY 020 PSY 023 PSY 033 SOC 001 SOC 001 SOC 002	Personal & Comm. Health (3) General Nutrition (3) 4 History of World Civilization I,II (3) (3) U.S. History through Reconstruction (3) U.S. History from Reconstruction to Present (3) California History (3) Mass Media/Amer.Culture (3) Perspectives on Death & Dying (3) Intro to Government (3) Intro to Government (3) Intro to Comparative Governments (3) Intro to International Relations (3) General Psychology (3) Developmental Psychology(3) Introduction to Marriage & Family (3) Adolescent Psychology (3) Personal & Social Adjstmt. (3) Introduction to Sociology (3) Social Problems (3) Introduction to Marriage & Family (3)	ART 002C ART 002D ART 003A ART 010 ART 033 ASL 001 ASL 002 ENG 011B ENG 010A ENG 010B ENG 010B ENG 011A,B ENG 012B ENG 012B ENG 014 ENG 035 HIST 003,004 HIST 017 HIST 017 HIST 017 HIST 018 MUS 005 MUS 010 MUS 012 PHIL 006 PHIL 008 PHIL 012 PHIL 013	Introduction to Art (3) History of Photography (3) Elementary American Sign Language (5) Intermediate American Sign Language (5) Comp & Literature (3) American Literature I (3) American Literature II (3) Survey of English Literature (3) (3) World Literature I: Beg-1650 (3) World Literature II: The Modern World (1650-Present) (3) Shakespeare (3) Myth and Legend (3) History of World Civilization I,II (3) (3) U.S. History through Reconstruction (3) U.S. History from Reconstruction to Present (3) History of Rock 'n' Roll (3) Intro to Music (3) Fundamentals of Music (3) Intro to Philosophy (3) Philosophy Ancient- Renaissance (3) Religions of the World (3) Perspectives on Death and Dying (3)

Ethnicity (3)

C2 Universities Cont	CE Traditions and Cultures	I	
C3- <u>Humanities, Cont.</u>	C5- <u>Traditions and Cultures</u>		
SPAN 001,002 Elementary Spanish (5) (5)	Three (3 units minimum) selected from the following courses:	C5-Traditions & Cultures, Cont.	
SPAN 003,004Intermediate Spanish (4) (4)TA 001Introduction to Theatre (3)TA 002A,BActing (3) (3)	ANTH 001 Intro/Physical Anthropology (3) ANTH 002 Cultural Anthropology (3) ART 002A,B History of Art (3) (3)	PHIL 013 Perspectives on Death & Dying (3) PHIL 014 Intro to Ethics (3)	
C4-Language and Rationality Six (6) units minimum selected from the following areas, A and B, with a grade of "C" or better:	ART 010 Introduction to Art (3) ASL 001 Elementary American Sign Language (5) ASL 002 Intermediate American Sign Language (5)	PS 004 Intro to International Relations (3) PSY 001 General Psychology (3) PSY 010 Introduction to Marriage and Family (3)	
A. English Composition (3 units minimum) selected from:	CJ 005A Community Relations in Law Enforcement (3) ENG 001B Composition & Literature (3) ENG 010A,B American Literature I & II (3)(3)	PSY 012Human Sexuality (3)PSY 023Psychology of Women (3)SOC 001Introduction to Sociology (3)SOC 002Social Problems (3)	
ENG 003ACollege Composition (3)ENG 041Technical and Professional Writing (3)	ENG 011A,B Survey of English Literature (3) (3) ENG 012A,B World Literature I & II (3) (3) ENG 035 Myth & Legend (3)	SOC 004 Sociological Analysis & Critical Thinking (3) SOC 010 Introduction to Marriage & Family (3)	
 B. Communication, Mathematics, and Critical Thinking (3 units minimum) selected from: MATH 040 Intermediate Algebra (4) or higher 	GEOG 002Cultural Geography (3)HE 001Personal & Comm. Health (3)HIST 003History of World Civilization I (3)HIST 004History of World Civilization II (3)HIST 019California History (3)MC 001Mass Media Amer. Culture (3)MUS 005History of Rock 'n' Roll (3)PHIL 006Intro to Philosophy (3)	SOC 014Introduction to Race & Ethnicity (3)SPAN 001, 002 Elementary Spanish (5) (5)SP 001Interpersonal Communication (3)SP 002Oral Interpretation of Literature (3)SP 015Intercultural Communication (3)	
	PHIL 006 Intro to Philosophy (3) PHIL 012 Religions of the World (3)		

And all Foreign Language courses

The Intent to Graduate form must be filed by October 1st for fall graduation and March 1st for spring and summer graduation.

- C. <u>Physical Education Activity Requirement</u>: Two units are required from physical education (PE activity), or HE 001 Personal & Community Health (3). Note: If HE 001 is used to fulfill section C2 or C5 above, it <u>may not</u> be used to fulfill this requirement.
- E. <u>Reading, Writing and Mathematics</u> 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 051 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 003A, ENG 041, 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 040 (Intermediate Algebra) or any college mathematics course determined by the Copper Mountain Community College District to be equivalent to or higher than MATH 040.

Note: Consult the CMC Catalog available on the college's website: **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.

COPPER MOUNTAIN COLLEGE 2012-2013 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. <u>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. <u>This includes "restricted" electives.</u> 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, <u>October 1st for fall and March 1st for spring and summer</u>. 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.</u>

<u>CSU GENERAL EDUCATION CERTIFICATION COURSE PATTERN</u> 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: <u>www.assist.org</u> 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	QUANTITA Nine (9) seme course from ea B3, and B4. O corresponding or more seme	TIFIC INQUIRY AND TIVE REASONING ster units minimum with at least one ach of the following groups B1, B2, ne science course must include a laboratory. Science courses with 4 aster units include a laboratory.	B3 - Laboratory Activity One course in Area B1 or B2 must include a corresponding laboratory course. Courses with 4 or more units include a lab. B4 - Mathematics/Quantitative Reasoning ("C" or better required)
("C" or better required) SP 001 Interpersonal Communication (3) SP 004 Public Speaking (3) SP 015 Intercultural Communication (3) A2 – Written Communication ("C" or better required) ENG 003A College Composition (3) A3 - Critical Thinking ("C" or better required)	B1 - Physic A 001 A 001L CH 001A CH 001B CH 003 CH 004 CH 005 G 001 G 002 G 005 G 010 GEOG 001	cal Science Descriptive Astronomy (3) Descriptive Astronomy Lab (1) General Chemistry (5) General Chemistry (5) Introductory Gen. Chemistry (4) Fundamentals of Chemistry (4) Bio-Organic Chemistry (4) Physical Geology (4) Historical Geology (4) Environmental Geology (4) The Earth Sciences (4) Physical Geography (3)	MATH 001A Calculus (5) MATH 001B Calculus (5) MATH 001B Calculus (5) MATH 010 College Algebra (4) MATH 010 College Algebra (4) MATH 012 Pre-Calculus (5) MATH 013 Liberal Arts Mathematics (4) MATH 014 Statistical Methods (4) SOC 003 Fundamentals of Statistics (4) C - ARTS AND HUMANITIES Nine (9) semester units minimum; one course
 PHIL 010 General Logic (3) SOC 004 Sociological Analysis & Critical Thinking (3) SP 007 Decision Making & Advocacy (3) 	GEOG 001L PH 001 PH 002A PH 002B PH 004A PH 004B B2 - Life S	Physical Geography Lab (1) Introductory Physics (4) College Physics (4) College Physics (4) Engineering Physics (5) Engineering Physics (5)	must be in the ARTS and one in the HUMANITIES C1 - ARTS (Art, Dance, Music, Theater) ART 002A History of Art (3) ART 002B History of Art (3) ART 02C History of Modern Art (3) ART 002D History of Postmodern Art (3)
	ANTH 001 BI 001A BI 001B BI 001C BI 004 BI 004L BI 015 BI 022 BI 023	Intro to Phys. Anthropology (3) General Biology - Principles (5) General Biology - Zoology (5) General Biology - Botany (5) Elements of Biology (3) Elements of Biology (3) General Microbiology (5) Human Anatomy (4) Human Physiology (5)	ART 003A Basic Design and Color (3)

Conservation of Natural

Conservation of Natural Resources Lab (1)

Resources (3)

NR 001

NR 0011

C1 - ARTS (CONT.)

ART 010 Introduction to Art (3) ART 033 History of Photography (3) MUS 005 History of Rock 'N' Roll (3) MUS 010 Introduction to Music (3) MUS 012 Fundamentals of Music (3) TA 001 Introduction to Theatre (3) TA 002A Acting I (3) TA 002B Acting I (3)

C2 - Humanities (Literature, Philosophy, Foreign Language)

ASL 002 ENG 001B	Elem. American Sign Lang. (5) Inter. American Sign Lang. (5) Composition & Literature (3) American Literature I:
ENG 010B	Beginnings-1650 (3) American Literature II: Modern World (1650-Present) (3)
ENG 011A	Survey of English Literature: Old English - 18 th Century (3)
ENG 011B	Survey of English Literature: Romantic - Modern (3)
ENG 012A	World Literature I: Beq-1650 (3)
ENG 012B	World Literature II: Modern World (1650-Present) (3)
ENG 014	Shakespeare (3)
ENG 035	Myth and Legend (3)
HIST 003	History of World Civilization I (3)
HIST 004	History of World Civilization II (3)
HIST 017	U.S. History through
	Reconstruction (3)
HIST 018	U.S. History from
	Reconstruction to Present (3)
MUS 010	Introduction to Music (3)
PHIL 006	Introduction to Philosophy (3)
PHIL 008	Philosophy from Ancient Times
	to Renaissance (3)
PHIL 012	Religions of the World (3)
PHIL 013	Perspectives on Death &
	Dying (3)
PHIL 014	Introduction to Ethics (3)
	Elementary Spanish (5)
	Elementary Spanish (5)
	Intermediate Spanish (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 017 or HIST 018, AND PS 001 (Intro to Govt.)

D0 - Sociology & Criminology

CJ 002	Criminal Law (3) (Effective Fall 2010)
CJ 010	Juvenile Delinquency (3) (Effective Fall 2010)
CJ 032	(Effective Fall 2010) (Effective Fall 2010)
SOC 001 SOC 002 SOC 014	Introduction to Sociology (3) Social Problems (3) Introduction to Race & Ethnicity (3)

D1 - Anthropology & Archeology

ANTH 002 Cultural Anthropology (3) ANTH 003 Archaeology: An Introduction to Prehistory (3)

D2 - Economics

ECON 001 Princ. of Macroeconomics (3) ECON 002 Princ. of Microeconomics (3)

D3 - Ethics

SOC 014 Introduction to Race & Ethnicity (3)

D4 - Gender Studies

*PSY 010 Intro. to Marriage & Family (3) PSY 023 Psychology of Women (3) *SOC 010 Intro. to Marriage & Family (3)

D5 - Geography

GEOG 002Cultural Geography (3)

D6 - History

HIST 004	Hist. of World Civilization I (3) Hist. of World Civilization II (3)
	U.S. History through Reconstruction (3)
	U.S. History from Reconstruction to Present (3)
HIST 019	California History (3)

D7 - Interdisciplinary Social or **Behavioral Science**

CD 010	Child Development (3)
	(Effective Fall 2010)
MC 001	Mass Media in American Culture (3)
SP 015	Intercultural Communication (3)

D8 - Political Science, Government
and Legal Institutions

D9 - Psychology		
PS 004	Intro. to International Relations (3)	
	Governments (3)	
PS 002	Intro. to Comparative	
PS 001	Introduction to Government (3)	
CJ 001	Introduction to Criminal Justice (3)	

E

PSY 003 PSY 020 PSY 023	General Psychology (3) Developmental Psychology (3) Adolescent Psychology (3) Psychology of Women (3) Personal and Social Adjustment (3)	
E - LIFELONG LEARNING AND SELF- DEVELOPMENT Three (3) semester units minimum		
	,	
BI 010	Women's Health (3)	
CD 010	Child Development (3)	
	(Effective Fall 2010)	
	Personal and Community Health (3)	
	General Nutrition (3)	
	Perspectives on Death & Dying (3)	
	Developmental Psychology (3)	
	Intro. to Marriage & Family (3)	
	Human Sexuality (3)	
	Adolescent Psychology (3)	
	Psychology of Women (3)	
	Personal/Social Adjustment (3)	
*SOC 010	D Intro. to Marriage & Family (3)	
*Students	cannot receive credit for PSY 10 if	

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 of Physical Education (PE - activity) or three units of Health Education (HE) are required to earn an associate degree from CMC

Note: If HE 001 is used to satisfy Area E, it cannot be used for this requirement.

G - COMPETENCIES IN READING, WRITING AND MATHEMATICS

Reading Competency: RDG 051 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 and competitive GPA for admission. Revised: May 2012

COPPER MOUNTAIN COLLEGE 2012-2013 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. 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 1st for fall graduation and March 1st 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	AREA 2	3B-HUMANITIES
ENGLISH COMMUNICATION CSU - 3 courses required, one each from Group A, B, and C	MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING One Course:	ASL 002* Intermediate Sign Language (5) ENG 001B Composition & Literature (3) ENG 010A American Literature I (3) ENG 010B American Literature II (3)
UC - 2 courses required, one each from Group A and B	2A-MATH	ENG 011A Survey of English Literature
1A-ENGLISH COMPOSITION ENG 003A College Composition (3) 1B-CRITICAL THINKING - ENGLISH COMPOSITION SOC 004 Sociological Analysis and	MATH 001ACalculus (5)MATH 001BCalculus (5)MATH 010+College Algebra (4)MATH 012+Pre-Calculus (5)MATH 013Liberal Arts Mathematics (4)MATH 014+Statistical Methods (4)SOC 003+Fundamentals of Statistics (4)	to 18 th Century (3) ENG 011B Survey of English Literature (Romantic-Modern) (3) ENG 012A World Literature I: Beg-1650 (3) ENG 012B World Literature II: The Modern World (1650-Present) (3) ENG 014 Shakespeare (3) ENG 035 Myth & Legend (3) HIST 003* History of World Civilization I (3)
Critical Thinking (3)	AREA 3	HIST 004* History of World
IC-ORAL COMMUNICATION (Required by CSU only) SP 004 Public Speaking (3) SP 015 Intercultural Communication (3)	ARTS and HUMANITIES At least 3 courses; minimum of one from the Arts and one from the Humanities.	Civilization II (3) HIST 017* U.S. History through Reconstruction (3) HIST 018* U.S. History from Reconstruction to Present (3)
	3A-ARTS	

3A-ARTS			
ART 002A	History of Art (3)		
ART 002B	History of Art (3)		
ART 002C	History of Modern Art (3)		
ART 002D	History of Postmodern Art (3)		
ART 010	Introduction to Art (3)		
ART 033	History of Photography (3)		
MUS 005	History of Rock 'N' Roll (3)		
MUS 010	Introduction to Music (3)		
MUS 012	Fundamentals of Music (3)		

ASL 002* In	termediate Sign Language (5)
ENG 001B C	Composition & Literature (3)
ENG 010A A	merican Literature I (3)
ENG 010B A	merican Literature II (3)
ENG 011A S	urvey of English Literature
to	o 18 th Century (3)
	urvey of English Literature
(F	Romantic-Modern) (3)
ENG 012A W	/orld Literature I: Beg-1650 (3)
ENG 012B W	/orld Literature II: The Modern
V	/orld (1650-Present) (3)
ENG 014 S	hakespeare (3)
ENG 035 M	lyth & Legend (3)
HIST 003* H	istory of World Civilization I (3)
HIST 004* H	istory of World
	ivilization II (3)
HIST 017* U	.S. History through
	econstruction (3)
	.S. History from
R	econstruction to Present (3)
PHIL 006 In	troduction to Philosophy (3)
PHIL 008 P	hilosophy Ancient-
R	enaissance (3)
PHIL 012* R	eligions of the World (3)
PHIL 013 P	erspectives on Death &
D	ying (3)
PHIL 014 In	troduction to Ethics (3)

3B-HUMANITIES (CONT.) SPAN 002* Elementary Spanish (5)SPAN 003* Intermediate Spanish (4)SPAN 004* Intermediate Spanish (4)TA 001Introduction to Theater (3)	PH At leas
AREA 4 SOCIAL & BEHAVIORAL SCIENCES	Scien cours corres with <u>4</u>
At least <u>3 courses</u> from at least <u>two</u> disciplines (bolded).	
4A-ANTHROPOLOGY & ARCHEOLOGY ANTH 002 Cultural Anthropology (3) ANTH 003 Archeology, Introduction to Prehistory (3)	A 001 A 001L CH 001A CH 001B CH 003+
4B-ECONOMICS ECON 001Principles of Macroeconomics (3) ECON 002 Principles of Microeconomics (3)	CH004+ G 001 G 005 G 010 GEOG 00 GEOG 00
4E-GEOGRAPHY GEOG 002Cultural Geography (3)	PH 001+ PH 002A PH 002B
4F-HISTORY HIST 003*History of World Civilization I (3)	PH 004A PH 004B
HIST 004*History of World Civilization II (3) HIST 017*U.S. History through	5 ANTH 00
Reconstruction (3) HIST 018*U.S .History from Reconstruction to Present (3) HIST 019 California History (3)	BI 001A BI 001B BI 001C BI 004+
4G-INTERDISCIPLINARY, SOCIAL & BEHAVIORAL SCIENCES	BI 004L BI 015 BI 022+
CD 010 Child Development (4) (Effective: FA 10) MC 001 Mass Media in American	NR 001 NR 001L
Culture (3) PHIL 012*Religions of the World (3)	
4H-POLITICAL SCIENCE, GOVERNMENT & LEGAL INSTITUTIONS PS 001 Introduction to Government (3) PS 002 Introduction to Comparative Governments (3) PS 004 Introduction to International	One of the a correct with
Relations (3)	
	6A-L
PSY 001 General Psychology (3) PSY 003 Developmental Psychology (3) PSY 023 Psychology of Women (3)	(I See mo requirem
4J-SOCIOLOGY & CRIMINOLOGY CJ 032 Introduction to Criminology (3)	ASL 001
(Effective: SP11) SOC 001 Introduction to Sociology (3)	ASL 002
SOC 002 Social Problems (3) SOC 014 Introduction to Race & Ethnicity (3)	SPAN 00 SPAN 00 SPAN 00

AREA 5 PHYSICAL & BIOLOGICAL SCIENCES least 2 courses, one Physical

At least <u>2 courses</u>, one Physical Science & one Biological Science course; at least one must include a corresponding laboratory. Courses with <u>4 or more units include a lab</u>.

5A-PHYSICAL SCIENCE

JA-PHI JICAL JUENCE		
A 001	Descriptive Astronomy (3)	
A 001L	Descriptive Astronomy Lab (1)	
CH 001A	General Chemistry (5)	
CH 001B	General Chemistry (5)	
CH 003+	Introductory General	
	Chemistry (4)	
CH004+	Fundamentals of Chemistry (4)	
G 001	Physical Geology (4)	
G 005	Environmental Geology (4)	
G 010	The Earth Sciences (4)	
GEOG 001	Physical Geography (3)	
	Physical Geography Lab (1)	
PH 001+	Introductory Physics (4)	
PH 002A+	College Physics (4)	
PH 002B+	College Physics (4)	
PH 004A+	Engineering Physics (5)	
PH 004B+	Engineering Physics (5)	
	Engineering Physics (5)	
5B-	Engineering Physics (5) BIOLOGICAL SCIENCE	
5B-	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5)	
5 B- ANTH 001	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3)	
5B- ANTH 001 BI 001A BI 001B BI 001C	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5)	
5B-1 ANTH 001 BI 001A BI 001B BI 001C BI 004+	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3)	
5B- ANTH 001 BI 001A BI 001B BI 001C	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3) Elements of Biology Lab (1)	
5B- ANTH 001 BI 001A BI 001B BI 001C BI 004+ BI 004L BI 015	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3) Elements of Biology Lab (1) General Microbiology (5)	
5B- ANTH 001 BI 001A BI 001B BI 001C BI 004+ BI 004L BI 004L BI 015 BI 022+	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3) Elements of Biology Lab (1) General Microbiology (5) Human Anatomy (4)	
5B- ANTH 001 BI 001A BI 001B BI 001C BI 004+ BI 004L BI 015	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3) Elements of Biology Lab (1) General Microbiology (5) Human Anatomy (4) Conservation of Natural	
5B- ANTH 001 BI 001A BI 001B BI 001C BI 004+ BI 004L BI 015 BI 022+ NR 001	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3) Elements of Biology (3) Elements of Biology Lab (1) General Microbiology (5) Human Anatomy (4) Conservation of Natural Resources (3)	
5B- ANTH 001 BI 001A BI 001B BI 001C BI 004+ BI 004L BI 004L BI 015 BI 022+	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3) Elements of Biology (3) Elements of Biology (2) Human Anatomy (4) Conservation of Natural Resources (3) Conservation of Natural	
5B- ANTH 001 BI 001A BI 001B BI 001C BI 004+ BI 004L BI 015 BI 022+ NR 001	Engineering Physics (5) BIOLOGICAL SCIENCE Introduction to Physical Anthropology (3) General Biology – Princ. (5) General Biology – Zoology (5) General Biology – Botany (5) Elements of Biology (3) Elements of Biology (3) Elements of Biology Lab (1) General Microbiology (5) Human Anatomy (4) Conservation of Natural Resources (3)	

5C-LABORATORY

One of the science courses must include a corresponding laboratory. Courses with <u>4 or more units include a lab</u>.

AREA 6			
6A-LANGUAGES OTHER THAN			
	ENGLISH		
(UC	REQUIREMENT ONLY)		
See more	detailed information about this		
	nt in the Supplementary notes at		
th	e end of this document.		
ASL 001	Elementary American Sign		
	Language (5)		
ASL 002*	Intermediate American Sign		
	Language (5)		
SPAN 001	Elementary Spanish (5)		
SPAN 002*	Elementary Spanish (5)		
SPAN 003*	Intermediate Spanish (4)		
SPAN 004*	Intermediate Spanish (4)		
Foreign Language 1 or 1A and 1B must be			
taken to receive IGETC Certification,			
maximum credit 5 units			
maximum of cutt 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 001* Introduction to Government (3)

7B-History

(select 1 course) HIST 017* U.S. History through Reconstruction (3) HIST 018* 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 001 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:

<u>Reading Competency</u>: 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 051 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 at 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, 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 in 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.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Understand and demonstrate knowledge of developments in world and American art history and be able to place their own work in that context. (Institutional SLOs: Critical Thinking, Information Competency and Personal Development)
- 2. Understand and demonstrate skills in the techniques of creating with their chosen mediums. This includes both the practical way things are constructed with craftsmanship and the theoretical and conceptual framework of how ideas are modeled into form. (Institutional SLOs: Critical Thinking, Information Competency and Personal Development)
- 3. Analyze and articulate critiques of their own work, the work of other students, and works from art history. This includes command and use of the specialized vocabulary in the visual art disciplines. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Information Competency)

GENERAL ART Associate in Arts Degree

Dept./No.	Title	Units
Required Cou	rses:	
ART-001A	Drawing and Composition	
ART-002A	History of Art	
ART-002B	or History of Art	3
ART-002C	History of Modern Art	
ART-003A	Basic Design and Color	
ART-004	Three-Dimensional Design	3

Restricted Electives - choose six (6) units from the following: ART-001B, ART-001C, ART-005A, ART-005B, ART-025A ART-025B.

Required Co	ourses	
Resticted Ele	ectives	6
CSU or IGET	C General Education	
Transferable Electives (as needed)		
Physical Edu	cation Requirement	2-3
DEGREE TOT	AL	
Advisor:	C. Allen, S. Downer	

ART: Drawing Associate in Arts Degree

Dept. /No.	Title	Units
Required Cou	rses:	
ART-001A	Drawing and Composition	3
ART-002A	History of Art	
ART-002B	or History of Art	
ART-002C	History of Modern Art	
ART-003A	Basic Design and Color	
ART-005A	Life Drawing	
ART-005B	Advanced Life Drawing	3
Restricted Electives - choose three (3) units from the following:		

Restricted Electives - choose three (3) units from the following: ART-001B, ART-009A.

Required Cou	irses	
	ctives	
CSU or IGETC	General Education	
Transferable Electives (as needed)		3
Physical Education Requirement		
DEGREE TOTA	L	60-70
Advisor:	C. Allen, S. Downer	

ART - Continued

ART: PAINTING Associate in Arts Degree

Dept./No.	Title	Units	
Required Cour	rses:		
ART-001A	Drawing and Composition	3	
ART-002A	History of Art		
ART-002B	or History of Art	3	
ART-002C	History of Modern Art		
ART-003A	Basic Design and Color		
ART-005A	Life Drawing	3	
Restricted Electives - choose six (6) units from the following:			

ART-021A, ART-021B, ART-021C, ART-023A, ART-023B, ART-025A, ART-025B.

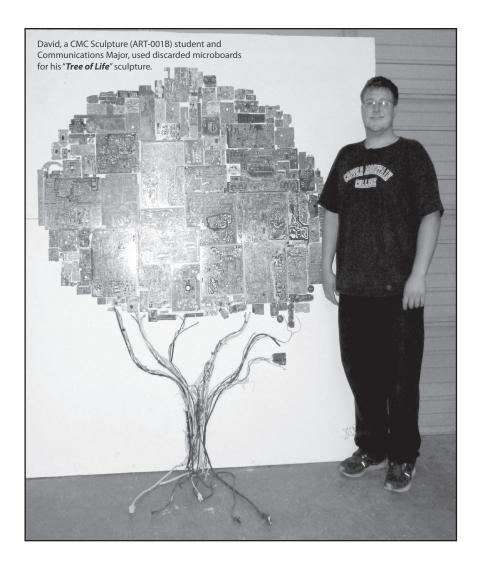
Required Courses	
Resticted Electives	6
CSU or IGETC General Education	
Transferable Electives (as needed)	3
Physical Education Requirement	2-3
DEGREE TOTAL	60-70

Advisor: C. Allen, S. Downer

ART: THREE-DIMENSIONAL DESIGNS ASSOCIATE IN ARTS DEGREE

Dept. /No.	Title	Units
Required Cour	rses:	
ART-001A	Drawing and Composition	
ART-002A	History of Art or	
ART-002B	History of Art	3
ART-002C	History of Modern Art	
ART-003A	Basic Design and Color	
ART-004	Three-Dimensional Design	3
Restricted Electives - choose six (6) units from the following: ART-007A, ART-007B, ART-011A, ART-011B.		

Required Cours		
Restricted Elect		
CSU or IGETC G		
Transferable Ele		
Physical Educat		
DEGREE TOTAL		
Advisor:	C. Allen, S. 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.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Identify the components, perform service on, and describe the construction features, theory and/or operating principles of all eight general automotive areas of ASE certification. (Institutional SLOs: Information Competency)
- 2. Use various automotive test equipment: to diagnose vehicle component failures, determine the logical cause of the failure through complete and accurate analysis (either mechanical or electrical), evaluate and discuss findings, prepare a written estimate of needed system repairs, estimate the related costs, and perform and verify correct repairs in all eight general automotive areas of ASE certification. (Institutional SLOs: Communication, Critical Thinking, and Information Competency)
- 3. Utilize applicable vehicle service information to locate pertinent procedures and specifications related to the inspection, service, diagnosis, repair, and adjustment of all automotive systems. (Institutional SLOs: Information Competency)
- 4. Demonstrate proper use and safety practices associated with common automotive technician hand tools, precision measuring tools, power equipment, standard automotive laboratory equipment, and repair and service associated with electrical, hydraulic and mechanical systems. (Institutional SLOs: Information Competency)
- 5. Work independently and in groups to diagnose, service, repair, and maintain vehicles. (Institutional SLOs: Personal Development)
- 6. Exhibit professionalism, sensitivity, tact, integrity, and appropriate communication skills when handling customer/ co-worker needs, complaints, questions, and special challenges. (Institutional SLOs: Personal Development, Ethics, Communication)
- 7. Demonstrate computer information literacy for accessing data and documenting service. (Institutional SLOs: Information Competency)

Units

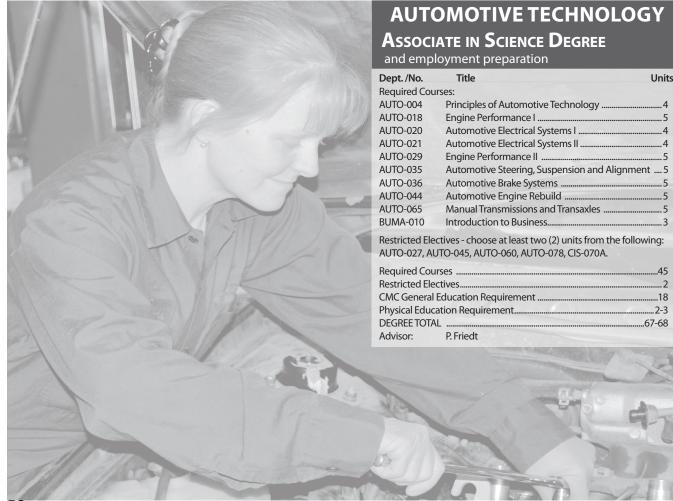
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BUSINESS

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 in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Understand, interpret, and use financial accounting information to make financial decisions. (Institutional SLOs: Communication, Critical Thinking, and Personal Development)
- 2. Complete bookkeeping functions for payroll, purchasing, accounts payable, asset acquisition and disposition, and bank reconciliation. (Institutional SLOs: Critical Thinking)
- 3. Apply economic models to plan, control, and assess managerial decisions. (Institutional SLOs: Critical Thinking)
- 4. Demonstrate a basic knowledge of the legal system and how business law impacts commerce; distinguish unethical from illegal behavior; and understand the importance of social responsibility for organizations. (Institutional SLOs: Ethics and Personal Development)
- Develop, use, and integrate computation skills at all levels and select the technological resources available for calculation, analysis, and interpretation of data. (Institutional SLOs: Critical Thinking and Information Competency)
- 6. Articulate how the economic system operates and the roles of institutions and individuals in the system. (Institutional SLOs: Communication)
- 7. Utilize information technology to solve business problems and articulate why information technology is an indispensable resource for organizational and personal productivity. (Institutional SLOs: Communication and Information Competency)
- 8. Analyze world economic trends and their impact on financial and business decisions. (Institutional SLOs: Critical Thinking)

Dept./No.	Title	Units
Required Cour	rses:	
BUAC-001	Accounting I	3
BUAC-002	Accounting II	3
BUAC-006	Principles of Managerial Accounting	3
BUMA-020A	Business Law	
CIS-070A	Computer Applications for Windows	
ECON-001	Principles of Macroeconomics	
ECON-002	Principles of Microeconomics	3
Required Cour	rses	
CSU or IGETC General Education Requirement		
Transferable Electives (as needed)		
Physical Educa	ation Requirement	2-3
DEGREE TOTAL	L	60-77
Advisor:	M. Schiel	

ACCOUNTING

CERTIFICATE OF ACHIEVEMENT

and employment preparation.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Understand, interpret, and use financial accounting information to make financial decisions. (Institutional SLOs: Communication, Critical Thinking, and Personal Development)
- 2. Complete bookkeeping functions for payroll, purchasing, accounts payable, asset acquisition and disposition, and bank reconciliation. (Institutional SLOs: Critical Thinking)
- 3. Apply economic models to plan, control, and assess managerial decisions. (Institutional SLOs: Critical Thinking)
- Develop, use, and integrate computation skills at all levels and select the technological resources available for calculation, analysis, and interpretation of data. (Institutional SLOs: Critical Thinking and Information Competency)
- 5. Utilize accounting software package to manage the finances of a business. (Institutional SLOs: Information Competency)
- 6. Apply tax accounting rules to complete an individual income tax filing with a schedule C. (Institutional SLOs: Communication and Critical Thinking)

Dept. No.	Title	Units
Required Cou	rses:	
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	3
CIS-070A	Computer Business Applications for Windows .	3

Restricted Electives - choose four (4) courses from the following: BUMA-001, BUMA-010 or BUMA-020A, CIS-072D, ECON-001, MATH-014 or SOC-003.

Required Co	urses	
Restricted Ele		
CERTIFICATE TOTAL		
Advisor:	M. Schiel	

BUSINESS - Continued

GENERAL BUSINESS

Associate in Arts Degree

and employment preparation.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Understand, interpret, and use financial accounting information to make financial decisions. (Institutional SLOs: Communication, Critical Thinking, and Personal Development)
- 2. Complete bookkeeping functions for payroll, purchasing, accounts payable, asset acquisition and disposition, and bank reconciliation. (Institutional SLOs: Critical Thinking)
- Demonstrate a basic knowledge of the legal system and how business law impacts commerce; distinguish unethical from illegal behavior; and understand the importance of social responsibility for organizations. (Institutional SLOs: Ethics and Personal Development)
- 4. Develop, use, and integrate computation skills at all levels and select the technological resources available for calculation, analysis, and interpretation of data. (Institutional SLOs: Critical Thinking and Information Competency)
- 5. Articulate how the economic system operates and the roles of institutions and individuals in the system. (Institutional SLOs: Communication)
- 6. Explain the value of entrepreneurship. (Institutional SLOs: Communication)
- 7. Utilize information technology to solve business problems and articulate why information technology is an indispensable resource for organizational and personal productivity. (Institutional SLOs: Communication and Information Competency)
- 8. Analyze world economic trends and their impact on financial and buisness decisions. (Institutional SLOs: Critical Thinking)
- 9. Describe basic management functions, their interrelationships, and the skills necessary to be an effective manager. (Institutional SLOs: Communication)
- 10. Articulate the value of marketing concepts on an individual and buisness level. (Institutional SLOs: Communication)
- 11. Explain the marketing conceptual framework and the tools and activities businesses use to carry out marketing plans. (Institutional SLOs: Communication)
- 12. Make informed decisions related to managing finances, budgeting, saving and investing, living independently, earning and reporting income, buying goods and services, using credit, banking, and protecting against risk. (Institutional SLOs: Critical Thinking and Personal Development)

Dept./No.	Title	Units
Required Cour	ses:	
BUAC-001	Accounting I	3
BUAC-002	Accounting II	3
BUAC-010	Computer Accounting	3
BUMA-001	Principles of Management	
BUMA-010	Introduction to Business	3
CIS-070A	Computer Business Applications for Windows	
ECON-001	Principles of Macroeconomics	
ECON-002	Principles of Microeconomics	
Restricted Electives - choose eighteen (18) units from the following areas with consent of an advisor:		
 Accounting 	Computer Science Marketing	

Business Law Computer Info. Sys.	Economics Management	Real Estate
Required Courses		
Restricted Electives		
CMC General Educatior	n Requirement	
Physical Education Req	uirement	2-3
DEGREE TOTAL		

M. Schiel

54

Advisor:

ECONOMICS Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Understand, interpret, and use financial accounting information to make financial decisions. (Institutional SLOs: Communication, Critical Thinking, and Personal Development)
- 2. Complete bookkeeping functions for payroll, purchasing, accounts payable, asset acquisition and disposition, and bank reconciliation. (Institutional SLOs: Critical Thinking)
- 3. Demonstrate a basic knowledge of the legal system and how business law impacts commerce; distinguish unethical from illegal behavior; and understand the importance of social responsibility for organizations. (Institutional SLOs: Ethics and Personal Development)
- 4. Develop, use, and integrate computation skills at all levels and select the technological resources available for calculation, analysis, and interpretation of data. (Institutional SLOs: Critical Thinking and Information Competency)
- 5. Articulate how the economic system operates and the roles of institutions and individuals in the system. (Institutional SLOs Communication)
- 6. Utilize information technology to solve business problems and articulate why information technology is an indispensable resource for organizational and personal productivity. (Institutional SLOs: Communication and Information Competency)
- 7. Analyze world economic trends and their impact on financial and business decisions. (Institutional SLOs: Critical Thinking)
- 8. Apply statistical methods to solve business problems. (Institutional SLOs: Critical Thinking)

Dept./No.	Title	Units
Required Cour	rses:	
BUAC-001	Accounting I	
BUAC-002	Accounting II	3
BUMA-020A	Business Law	3
CIS-070A	Computer Business Applications for Windows	
ECON-001	Principles of Macroeconomics	3
ECON-002	Principles of Microeconomics	3
SOC-003	Fundamentals of Statistics or	
MATH-014	Statistical Methods	4
Required Cour	'ses	22
CSU or IGETC General Education Requirement		
Transferable Electives (as needed)		
Physical Education Requirement		
DEGREE TOTAL	L	.61-71
Advisor:	M. 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 in 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 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 in Arts degree must be completed with a grade of "C" or better. There is an additional experience requirement at some of the Permit levels.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Demonstrate their ability and commitment to design, facilitate, and assess relationship-based learning environments and experiences that are based in theoretical principles that optimally nurture children's growth and development. (Institutional SLOs: Critical Thinking)
- 2. Demonstrate and apply professional and ethical standards of behavior in the workplace with children, families, and coworkers. (Institutional SLOs: Communication and Ethics)
- 3. Research, appraise, and discuss child advocacy issues and methods based on historical and current public policy and legislation. (Institutional SLOs: Critical Thinking and Information Competency)
- 4. Articulate a personal growth pathway that supports ongoing development of reflective practice. (Institutional SLOs: Personal Development)

CHILD DEVELOPMENT

Associate in Arts Degree

Dept. /No.	Title	Units
Required Cou	rses:	
CD-010	Child Development	4
CD-012	Child, Family, and Community	
CD-014	Principles and Practices in Early Childhood	
	Education	
CD-015	Child Development Practicum	
CD-030	Early Childhood Curriculum Design	
	and Implementation	
CD-075	Observation and Assessment	
Restricted Electives:		

Choose two (2) courses from the following list of specialization courses for a total of six (6) units. Choose courses based on the transfer institution's major preparation requirements.

CD-020, CD-074, CD-076.

General Education:

Choose either the IGETC or CSU pattern. For the CSU(SB) Human Development-Child Development track degree, it is highly recommended that students take MATH-014 or SOC-003 which will fulfill the general education Math requirement as well as the required psychology statistics class. For the Life Science requirement, it is highly recommended to take BI-004 and BI-004L. For the Social Behavior requirement take PSY-001. Consultation with Child Development Faculty in choosing general education courses is highly recommended.

Required Courses		
Restricted Ele	6	
General Education		
Physical Education		
DEGREE TOTAL		
Advisor:	M. Gallagher	

CHILD DEVELOPMENT: MASTER TEACHER

CERTIFICATE OF **A**CHIEVEMENT

with emphasis on employment preparation

Dept. /No.	Title	Units
Required Cour	ses:	
CD-010	Child Development	4
CD-012	Child, Family, and Community	3
CD-014	Principles and Practices in Early Childhood	
	Education	3
CD-015	Child Development Practicum	3
CD-023	The Mentor Teacher/Adult Supervision	3
CD-030	Early Childhood Curriculum Design	
	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-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 Co	ourses	
Restricted E	lectives	
General Edu	Ication	16
CERTIFICAT	E TOTAL	50
Advisor:	M. Gallagher	

CHILD DEVELOPMENT- Continued

CHILD DEVELOPMENT: TEACHER

CERTIFICATE OF **A**CHIEVEMENT

with emphasis on employment preparation

Dept. /No.	Title	Units
Required Cou	rses:	
CD-010	Child Development	4
CD-012	Child, Family, and Community	
CD-014	Principles and Practices in Early Childhood	
	Education	
CD-015	Child Development Practicum	
CD-030	Early Childhood Curriculum Design	
	and Implementation	
CD-075	Observation and Assessment	
Postricted Ele	ctivos:	

Restricted Electives:

Choose two (2) courses from the following for a total of six (6) units. (Check www.assist.org for university requirements - this may determine which 6 units you select or see an advisor):

CD-020, CD-074, CD-076.

General Electives:

Take at least sixteen (16) units choosing at least one (1) course in each of the following four 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	19
Restricted Electives	6
General Education	
CERTIFICATE TOTAL	41

Advisor: M. Gallagher

CHILD DEVELOPMENT: ASSOCIATE TEACHER

CERTIFICATE OF **A**CHIEVEMENT

with emphasis on employment preparation

Dept. /No.	Title	Units
Required Cour	rses:	
CD-010	Child Development	4
CD-012	Child, Family, and Community	
CD-014	Principles and Practices in Early Childhood	
	Education	
CD-030	Early Childhood Curriculum Design	
	and Implementation	
CD-075	Observation and Assessment	3
Required Cour	'ses	
CERTIFICATE TOTAL		
Advisor:	M. Gallagher	

COMMUNICATION

Communication includes degree programs in Communication, Communication Studies, and English. The Communication Program offers exciting, enriching, and challenging educational opportunities for students in Transfer and Occupational (Non-transfer) programs. Language is vital. The written and spoken word is essential to achieving goals and appreciating a diversity of perspectives, cultures, and languages.

A wide range of courses is offered to help students reach their objectives, including English, journalism, mass communication, reading, and speech.

Foreign language and Humanities are Programs listed separately from Communication.

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 Communications Program.

COMMUNICATION

Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Apply the vocabulary, key concepts, and foundational principles of Communication Studies. (Institutional SLOs: Communication, Critical Thinking, and Information Competency)
- 2. Demonstrate awareness of diverse communication climates and utilize effective rhetorical strategies and ethical considerations when researching, composing, and presenting materials of scholarly, social, and artistic value. (Institutional SLOs: Communication, CriticalThinking, Personal Development, Ethics, and Information Competency)
- 3. Utilize critical thinking as a consumer of communication and as a self-reflective communicator. (Institutional SLOs: Communication, Critical Thinking, Personal Development, Ethics, and Information Competency)

Dept./ No.	Title	Units	
Required Cour	rses:		
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	
Restricted Elec	Restricted Electives - choose three (3) courses from the following:		
ANTH-002, EC	ANTH-002, ECON-002, ENG-001B, J-003A, MATH-014 or SOC-003,		
MC-001, PS-00	1, PSY-001, SOC-001.		
Required Cour	ses	15	
Restricted Flee	tives	.9-10	

neganea coan		
Restricted Elec	tives	
CSU or IGETC G	General Education Requirement	
Physical Education Requirement2-3		
DEGREE TOTAL		60-71
Advisor:	J. DeSantis	

COMMUNICATION - Continued

Associate IN ARTS IN COMMUNICATION Associate Degree for Transfer FOR TRANSFER

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Apply the vocabulary, key concepts, and foundational principles of Communication Studies. (Institutional SLOs: Communication, Critical Thinking, and Information Competency)
- Demonstrate an awareness of diverse communication climates and utilize effective rhetorical strategies and ethical considerations when researching, composing, and presenting materials of scholarly, social, and artistic value. (Institutional SLOs: Communication, Critical Thinking, Personal Development, Ethics, and Information Competency)
- 3. Utilize critical thinking as a consumer of communication and as a self-reflective communicator. (Institutional SLOs: Communication, Critical Thinking, Personal Development, Ethics, and Information Competency)

Dept./ No.	Title	Units
Required Cou	urses:	
SP-001	Interpersonal Communication	
SP-002	Oral Interpretation of Literature	
SP-004	Public Speaking	
SP-007	Decision-Making and Advocacy	
SP-015	Intercultural Communication	
Transfer Mod	lel Curriculum (TMC) Restricted Electives - choose	e one (1)
course from t	the following list - three (3) units:	
ANTH-002, El	NG-001B, J-003A, MC-001, PSY-001, SOC-001.	
Doguirod Cou	Incor	15

Required Courses	15
Restricted Electives	3
CSU General Education Requirement	42
DEGREE TOTAL	60

Advisor: J. DeSantis

See page 41 for more information on the CSU Transfer Degrees.

ENGLISH Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Demonstrate advanced critical thinking and problem-solving skills by utilizing writing as a recursive process for discovering, organizing, and expressing complex ideas while incorporating characteristics of effective composition, such as the use of standard grammar, syntax, mechanics, a well-supported thesis with sufficient support, and clear organization and structure. (Institutional SLOs: Communication, Critical Thinking, and Personal Development)
- Compose formal, college-level compositions in a variety of rhetorical patterns, utilizing reliable and ethical research skills, appropriate primary and secondary print and electronic sources, and proficient MLA or APA format conventions. (Institutional SLOs: Communication, Critical Thinking, Personal Development, Ethics, and Information Competency)
- 3. Analyze and respond critically to substantive, multicultural essays and works of literature from various periods and genres to identify structural, logical, and thematic relationships in order to synthesize ideas and demonstrate an understanding of the inter-relationship among writer, audience, context, purpose, and genre. (Institutional SLOs: Communication, Critical Thinking, Personal Development, and Information Competency)
- Critique their own writing and the writing of others in all recursive stages of planning, development, revision, and editing. (Institutional SLOs: Communication, Critical Thinking, Personal Development, Ethics, and Information Competency)

Dept./No.	Title	Units		
Required Cours	ses:			
Note: ENG-003/	A is a prerequisite for all writing and literature course	s.		
ENG-001B	Composition and Literature			
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 Elect	tives - choose two (2) courses from the following -	one (1)		
course must be	e an English (ENG) course:			
ENG-005A, ENG	G-005B, ENG-010B, ENG-012A, ENG-012B, ENG-035	5,		
HIST-017, HIST-	018.			
*Check the CSU/US articulation website: www.assist.org for required				
university major preparation courses.				
Required Cours	ses	12		
Restricted Electives				
CSU or IGETC Education Requirement				
Transferable Electives (as needed)				
	Physical Education Requirement			
DEGREE TOTAL60-64				
Advisor:	E. Baird, D. Panto, M. Walker, G. 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.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Design and create solutions to a real world situation using the appropriate software. (Institutional SLOs: Information Competency)
- 2. Integrate text, graphics and color for designing, editing, and producing high-quality publications. (Institutional SLOs: Information Competency)
- 3. Analyze the goals, purpose, and mission of a website and develop design documents based on this analysis. (Institutional SLOs: Critical Thinking and Information Competency)
- 4. Design workflow process in the creation of real-world projects. (Institutional SLOs: Communication, Critical Thinking, and Information Competency)

COMPUTER INFORMATION SYSTEMS

Associate in Science Degree

and employment preparation.

Dept./No.	Title	Units
Required Cour	rses:	
CIS-050	Computer Keyboarding I	2
CIS-070A	Computer Business Applications for Windows	
CIS-070B	Windows and Internet	
CIS-076B	Word I	
CIS-072D	Excel I	
CIS-073C	Access I	
CIS-074	Excel II	
CC 071D	or Freedu	2
CS-071D	Excel II	3
CIS-078B	Word II	3
CS-073	Introduction to Computer Science	3

Restricted Electives - choose fifteen (15) units from the following: BUMA-010, BUAC-010, BUAC-066, CS-001, 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-083E, CIS-083F, CIS-083G, CIS-086.

Required Courses	
Restricted Electives	
CMC General Education Requirement	
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: J. Powell

COMPUTER INFORMATION SYSTEMS

CERTIFICATE OF **A**CHIEVEMENT

and employment preparation.

Dept./No.	Title	Units
Required Cour	rses:	
CIS-050	Computer Keyboarding I	2
CIS-070A	Computer Business Applications for Windows	3
CIS-070B	Windows and Internet	3
CIS-076B	Word I	3
CIS-072D	Excel I	3
CIS-073C	Access I	3
CIS-074	Excel II	
CS-071D	or Excel II	
CIS-078B	Word II	
CS-073	Introduction to Computer Science	
Restricted Electives - choose three (3) units from the following:		

BUMA-010, BUAC-066, CS-001, 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.

Required Courses
Restricted Electives
CERTIFICATE TOTAL

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: J. Powell

COMPUTER INFORMATION SYSTEMS - Continued

GRAPHIC DESIGN TECHNOLOGY

CERTIFICATE OF **P**ROFICIENCY

Dept./ No.	Title	Units	
Required Cou	rses:		
CIS-082F	Adobe Illustrator for Print and Web Design I	3	
CIS-082E	Adobe Photoshop for Print and Web Design	3	
CIS-082I	Introduction to Adobe Acrobat	1.5	
CIS-082G	Adobe InDesign I	3	
Restricted Electives: Choose 2 courses (6 units) from the following:			
CIS-082H, CIS-083G, CIS-083E.			
Required Courses			
Restricted Electives			

PHOTOSHOP WITH ANIMATION

CERTIFICATE OF **P**ROFICIENCY

J. Powell

Advisor:

Dept./No.	Title	Units
Required Cour	rses:	
CIS-082E	Adobe Photoshop for Print and Web Design	
CIS-083E	Adobe Photoshop Advanced Concepts	
	for Print and Web Design	
CIS-082H	Web-Based Animation with Flash	3
Required Cour	ses	9
CERTIFICATE T	OTAL	9
Advisor:	J. Powell	

WEB DESIGN Certificate of Proficiency

Dept./No.	Title	Units
Required Cou	rses:	
CIS-062	Beginning Dreamweaver	1.5
CIS-063	Intermediate Dreamweaver	1.5
CIS-064	Web Database Design with Dreamweaver	3
CIS-082H	Web-Based Animation with Flash	3
CIS-086	Web Page Content Development	2
Restricted Electives: Choose 1 course (3 units) from the following:		
ART-031, CIS-0	082E.	
Required Cou	rses	11
Restricted Electives		
CERTIFICATE TOTAL14		

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-064 must be taken before CIS-086) Advisor: J. Powell

COMPUTER SCIENCE

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Produce computer applications using structured programming techniques and object oriented design. (Institutional SLOs: Critical Thinking and Information Competency)
- 2. Critically apply, analyze, and evaluate fundamental concepts of software applications and hardware development. (Institutional SLOs: Critical Thinking and Information Competency)
- 3. Articulate the historical evolution of computer systems, including the legal, moral, and ethical issues associated with computers. (Institutional SLOs: Critical Thinking and Ethics)
- 4. Design and create solutions to a real world situation using the appropriate software. (Institutional SLOs: Information Competency)

COMPUTER PROGRAMMING

Associate in Science Degree

and employment preparation.

Dept./No.	Title	Units
Required Cou	rses:	
CIS-070A	Computer Business Applications for Windows	3
CIS-070B	Windows and Internet	3
CS -073	Introduction to Computer Science	3
Emphasis Area	a - Programming:	
CS-086	Visual Basic Programming I.	
CS-086A	Visual Basic Programming II	3
CS-087	Assembler Language Programming	
CS-089	C++ Programming I	3
CS-089A	C++ Programming II	3
Restricted Electives - choose fifteen (15) units from the following:		
BUAC-001, BUAC-002, BUAC-004, BUAC-006, BUAC-010, BUAC-066,		
BUMA-001, BUMA-010, BUMA-020A, BUMA-027, BUMA-028,		
CIS-030, CIS-050, CIS-060, CIS-062, CIS-063, CIS-064, CIS-070C, CIS-072D,		
CIS-073C, CIS-074 or CS-071D, CIS-076B, CIS-078B, CIS-080 or CS-071E,		
CIS-082C, CIS-082E, CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-083C,		
CIS-083D, CIS-	-083E, CIS-083F, CIS-083G, CIS-086, CS-001, CS-080), CS-088.

Required Courses	
Emphasis Area	
Restricted Electives	
CMC General Education Require	ment18
Physical Education Requirement	
DEGREE TOTAL	
Advisor: J. Powell	

COMPUTER SCIENCE Associate in Science Degree

Dept./No.	Title Unit:	s	
Required Cour	rses:		
CS-073	Introduction to Computer Science		
CS-086	Visual Basic Programming I3		
CS-087	Assembler Language Programming4		
CS-089	C++ Programming I		
CS-089A	C++ Programming II3		
MATH-002A	Multivariate Calculus5		
PH-002A	College Physics4 and		
PH-002B	College Physics4		
PH-004A	or Engineering Physics5 and		
PH-004B	Engineering Physics5		
Required Cour	Required Courses		
	General Education Requirement		
Physical Education Requirement2-3			
DEGREE TOTAL			
Note: Physics requirements vary between institutions; consult with a			
faculty advisor	r before selecting Physics courses.		

Advisor: J. Powell

CERTIFICATE TOTAL ..

J. Powell

Advisor:

COMPUTER PROGRAMMING

CERTIFICATE OF **A**CHIEVEMENT

and employment preparation.

Dept./No.	Title Unit	ts
Required Cou	rses:	
CIS-070A	Computer Business Applications for Windows	3
CIS-070B	Windows and Internet	3
CS-073	Introduction to Computer Science	3
Emphasis Area	a - Programming:	
CS-086	Visual Basic Programming I	3
CS-086A	Visual Basic Programming II	3
CS-087	Assembler Language Programming4	ł
CS-089	C++ Programming I	3
CS-089A	C++ Programming II	3
Restricted Elec	ctives - choose six (6) units from the following:	
BUAC-001, BU	AC-004, BUAC-010, BUAC-066, BUMA-001, BUMA-010,	
BUMA-020A, E	3UMA-027, CIS-030, CIS-050, CIS-060, CIS-062, CIS-063,	
CIS-070C, CIS-	072D, CIS-073C, CIS-074 or CS-071D, CIS-076B, CIS-078E	3,
CIS-080 or CS-	071E, CIS-082C, CIS-082E, CIS-082F, CIS-082G, CIS-082H,	,
CIS-082I, CIS-0	83C, CIS-083E, CIS-083F, CIS-083G, CS-001, CS-080,	
CS-088.		
Required Cou	rses9)
Emphasis Area	a16	j
Restricted Elec	ctives	j

..31

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, 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 in Science Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Demonstrate a global awareness of criminal justice systems and related legal procedures. (Institutional SLOs: Personal Development)
- 2. Identify concepts and trends associated with criminal justice research. (Institutional SLOs: Communication)
- 3. Apply critical thinking to the use of various terminologies and theoretical constructs associated with criminal justice. (Institutional SLOs: Information Competency and Critical Thinking)
- 4. Demonstrate competency in criminal justice methods, diversity, and various core principals associated with criminal justice in America. (Institutional SLOs: Ethics)

Dept. /No.	Title	Units
Required Cou	irses:	
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 at <u>least</u> six (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 Co	ourses	
Restricted E	lectives	
CSU or IGET	C General Educatior	1
Physical Edu	acation Requirement	t2-3
DEGREE TO	ГАL	
Advisor:	C. 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 31/2 hour intensive instruction in English and/or a daily 3 1/2 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.

DEVELOPMENTAL EDUCATION - Continued

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 LanguageDE-305 Intermediate English as a Second LanguageDE-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 linguísticas que son necesarias para funcionar y comunicarse efectivamente en los aspectos siguientes: básico, empleo, escolástico y profesional. Desde el nivel básico hasta el avanzado de habilidad, todo alumno adquiere o mejora las destrezas linguísticas necesarias para la vida cotidiana; o para prepararalos 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 Preparation

The General Education Development (GED) Preparation 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.

- DE-390 GED Preparation Science
- DE-392 GED Preparation Social Studies
- DE-394 GED Preparation Language Arts, Reading
- DE-396 GED Preparation Mathematics
- DE-398 GED Preparation Language Arts, Writing

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.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- Demonstrate proficiency in reading, writing, and math, leading to an earned high school diploma. (Institutional SLOs: Communication, Critical Thinking, Ethics, Personal Development and Information Competency)
- 2. Enroll in, and complete, college-level course work and/or successfully enter the workforce. (Institutional SLOs: Personal Development)

ADULT HIGH SCHOOL

Diploma

Dept./No.	Title	High School Credits
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: D. Norton

FIRE TECHNOLOGY



Copper Mountain College offers courses in the Fire Technology field that will count toward a certificate or Associate in 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.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Identify minimum qualifications and entry-level skills for fire fighter hiring and describe the following elements: application process; written exam process; physical agility exam; oral interview; chief's interview; background investigation; firefighter probationary process; fire service history; fire culture and diversity. (Institutional SLOs: Personal Development)
- 2. Analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: size-up and report on conditions; Incident Command System; RECEO; 10 standard firefighting orders; 18 situations that shout "watch out"; and common factors associated with injuries and line of duty deaths. (Institutional SLOs: Communication, Critical Thinking, and Personal Development)
- 3. Identify laws, regulations, codes, and standards that influence fire department operations, regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety. (Institutional SLOs: Information Competency)
- 4. Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of fire and fire development, and compare methods of heat transfer. (Institutional SLOs: Critical Thinking)
- 5. Calculate flow requirements for fire apparatus, diagram a pump and plumbing schematic for fire apparatus, and apply mathematic formulae to hydraulics problems. (Institutional SLOs: Critical Thinking)
- 6. Identify and describe apparatus used in the fire service and the equipment and maintenance of fire apparatus and equipment. (Institutional SLOs: Personal Development).
- 7. Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety. (Institutional SLOs: Critical Thinking)
- 8. Differentiate between fire detection and fire suppression systems, design and diagram a wet and dry fire protection system, and identify alarm system components and their operations. (Institutional SLOs: Critical Thinking).

FIRE TECHNOLOGY

Associate in Science Degree

and employment preparation

Dept. /No.	Title	Units	s
Required Cou	Irses:		
FIRE-001	Fire Protection Organizations		
FIRE-002	Fire Prevention	3	
FIRE-003	Fire Protection Equipment and Systems		
FIRE-004	Building Construction for Fire Protection	3	
FIRE-005	Fire Behavior and Combustion		
FIRE-058	Fire Protection Hydraulics & Water Supply	3	
EMT-084	Emergency Medical Technician I	6	
Required Cou	Irses	24	
•	h advisor approval)		
	es		
CMC General	Education Requirement		
	ation Requirement		
DEGREE TOTA	AL	60-61	
Advisor:	M. Schiel		2

FIRE TECHNOLOGY

CERTIFICATE OF **A**CHIEVEMENT

and employment preparation.

Dept./ No.	Title	Units
Required Cou	irses:	
FIRE-001	Fire Protection Organizations	
FIRE-002	Fire Prevention	
FIRE-003	Fire Protection Equipment and Systems	
FIRE-004	Building Construction for Fire Protection	3
FIRE-005	Fire Behavior and Combustion	
FIRE-058	Fire Protection Hydraulics & Water Supply	
EMT-084	Emergency Medical Technician I	6
Required Cou	rses	24
Electives (with advisor approval)		
CERTIFICATE TOTAL		
Advisor:	M. 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 in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Comprehend and communicate effectively in the target language using socially acceptable forms of the Spanish language. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Personal Development)
- 2. Utilize global accuracy in the originating and receptive Spanish language skills. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Personal Development)
- 3. Demonstrate and implement an awareness and understanding of the diversity of the Spanish-speaking world. (Institutional SLOs: Communication, Critical Thinking, Ethics, Personal Development, and Information Competency)

Dept./ No.	Title	Units
Required Cou	rses:	
SPAN-001	Elementary Spanish	5
SPAN-002	Elementary Spanish	5
SPAN-003	Intermediate Spanish	4
SPAN-004	Intermediate Spanish	4

Restricted Electives - choose three (3) to five (5) units in another language.

Required Courses	
Restricted Electives	3-5
CSU or IGETC General Education Requirement	
Transferable Electives (as needed)	
Physical Education Requirement	2-3
DEGREE TOTAL	60-72
Advisor: Y. 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 <u>http://www.cmccd.edu/Health-Sciences-Nursing</u>. 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;
- Registered Nursing, Vocational Nursing, Nurse Assistant and Home Health Aide students must be able to lift up to 50 pounds; EMT students must be able to lift up to 100 pounds;
- 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 75 miles or more to clinical sites, and evening/night/weekend class hours. Additional Health Sciences Department Program requirements include criminal background check, drug screen titers, mental and physical evaluation, and CPR certification. Information regarding these and other Health Sciences programs requirements may be accessed at: <u>http://www.cmccd.edu/Health-Science-Nursing</u>, attending an Information Session (schedule available at <u>http://cmccd.edu/General-Info---Info-Sessions-Schedule</u>) or contacting the Health Sciences Office at (760) 366-3791 x5801.

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 skills 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 6-unit course (the student must maintain an 80% average throughout the Program), is eligible to sit the NREMT exam and apply to the local EMS Authority for the County issued certification as an Emergency Medical Technician-Basic which is valid for 2 years.

An EMT Refresher course is offered for certificate renewal. Upon completion of this 2-unit course, the student is eligible to apply to the local EMS Authority for the County issued certification renewal as an EMT-Basic. This program meets all criteria of San Bernardino County and ICEMA for Emergency Medical Technician-Basic training.

This will serve to advise 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."

NOTE: The EMT Program requires a criminal background check. Students should be aware that the results of the background check may have an impact on academic program eligibility or clinical/ community site placement. Students may be denied access to the program on the basis of the results of the background check. The College is required to comply with licensing requirements and with policies or our partner agencies. If you have a felony or a misdemeanor in your background, please see your program chair to discuss the impact on your academic and professional career.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Communicate with clients and members of the health care team in regard to assessment, observation, and written documentation. (Institutional SLOs: Communication)
- 2. Analyze, appraise, and evaluate a scene of accident or injury. (Institutional SLOs: Critical Thinking)
- 3. Practice within the regulatory boundries of an EMT as prescribed by statue, standard, and recognized eithical and compassionate best practices. (Institutional SLOs: Ethics)
- 4. Synthesize a comprhensive portfolio of job skills and documented supervised field experience. (Institutional SLOs: Personal Development)
- 5. Utilize technology to obtain and transmit patient data. (Institutional SLOs: Information Competency)

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. The course of study includes 72 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. Successful completion of the Program results in eligibility to take the State approved tests that lead to certification as a Nursing Assistant.

NOTE: The NA Program requires a criminal background check. Students should be aware that the results of the background check may have an impact on academic program eligibility or clinical/ community site placement. Students may be denied access to the program on the basis of the results of the background check. The College is required to comply with licensing requirements and with policies or our partner agencies. If you have a felony or a misdemeanor in your background, please see your program chair to discuss the impact on your academic and professional career.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Communicate and collaborate effectively with clients and members of the health care team. (Institutional SLOs: Communication)
- 2. Identify and collect relevant information in the health care settings. (Institutional SLOs: Critical Thinking)
- 3. Demonstrate honesty, confidentiality, integrity, and professionalism in the health care setting. (Institutional SLOS: Ethics)
- 4. Perform entry level care within the scope and regulatory requirements of the Certified Nursing Assistant per California Dept. of Health regulations. (Institutional SLOs: Personal Development)
- 5. Utilize technology to obtain and document patient data. (Institutional SLOs: Information Competency)

Home Health Aide

The Home Health Aide (HHA) Program expands on the content taught in the Nurse Assistant Program to provide preparation for care of residents in home care settings and 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. Content emphasizes personal care, basic communication, safety, meal planning, and maintaining a leathful environment. Students wishing to participate in this Program must have a current California Certified Nurse Assistant Certificate. The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Successful completion of the program results in eligibility to take the State approved tests that lead to certification as a Home Health Aide.

NOTE: The HHA Program requires a criminal background check. Students should be aware that the results of the background check may have an impact on academic program eligibility or clinical/ community site placement. Students may be denied access to the program on the basis of the results of the background check. The College is required to comply with licensing requirements and with policies or our partner agencies. If you have a felony or a misdemeanor in your background, please see your program chair to discuss the impact on your academic and professional career.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Collaborate and interact effectively with members of the health care team, family, or others involved in the care of the client. (Institutional SLOs: Communication)
- 2. Identify and collect relevant information in the health care setting. (Institutional SLOs: Critical Thinking)
- 3. Demonstrate honesty, confidentiality, integrity and respect for the client's lifestyle, personal beliefs, and personal property while recognizing the need for separation of the Home Health Aide role from one's personal life. (Institutional SLOs: Communication)
- 4. Perform care duties within the scope of practice as defined by the Department of Health Services of California. (Institutional SLOs Personal Development)
- 5. Utilize technology to obtain and document patient data. (Institutional SLOs: Information Competency)

Registered Nursing Program

The Associate Degree Nursing - 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. Upon successful completion of the Program an Associate Degree in Registered Nursing is awarded.

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. Copper Mountain College (CMC) has aligned its Registered Nursing (RN) Program curriculum for a seamless transition to California State University, San Bernardino's RN to BSN Program. Students are taught using a combination of classroom theory sessions, hands-on simulation practice and live clinical experiences concurrently provided in regional healthcare facilities.

The most current information regarding program requirements and the admission process may be found on the RN page of the College website, <u>http://www.cmccd.edu/Register-Nursing-Program</u>.

Philosophy

The RN Program is an integral part of CMC. The philosophy of the RN Program is based on the premise that students bring a uniqueness of learning abilities, goals, and support systems, and recognizes the variations in their cultural, ethnic, and religious backgrounds. The Registered Nursing Program 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 Registered Nursing. The purpose of the Program is to produce an entry level practitioner of Registered Nursing who is eligible to take the NCLEX-RN and who has the necessary knowledge, skills and attitudes to provide safe, competent nursing care and serve as a vital component in meeting the healthcare needs of the community.

Philosophy of Humans and Health

The faculty believes in the interrelatedness of person, environment, and health in the delivery of nursing care. The Betty Neuman Health Care Systems Model is utilized to explain this relationship. Person is seen as a biopsychosocial being, with a spiritual component, in constant interaction with the environment. Environment is seen as the sum total of factors, internal and external, in interaction with the person. Health/Illness is seen as a continuum with the highest state of health occurring when the total system (person) is in balance with the environment and illness occurring when multi-factorial stressors threaten the stability of the system. Nursing is seen as those actions (interventions) with preventive interventions that seek to restore balance. The RN provides these preventions (interventions) through the roles of provider of care, manager of care, and as a member of a discipline.

Health, Illness & Healthcare 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 healthcare delivery system is changing rapidly in response to societal demands, rapidly changing technology and the increasing lifespan. These changes have resulted in collaborative interaction and learning between our clinical partners and CMC faculty in preparing the Program graduate for novice entry level practice.

Conceptual Framework and Unifying Theme

The CMC Associate Degree Nursing Program has integrated three major concepts into its theoretical framework: The Neuman Systems Model, the Nursing Process, and Roles of Practice. The first and prime concept is Neuman Systems Model (NSM) which describes and gives defining characteristics to the person (client), environment, nursing and health. Although the program's courses are generally organized into the traditional areas of Fundamentals (basicskills), medical-Surgical maternity & Child/Pediatrics and Family Health, Psychiatric and Mental Health, Gerontology, Client Care Management and Leadership Nursing, the NSM is used to organize the course content.

The second concept, the Nursing Process, which consists of assessment, analysis (including nursing diagnosis), goals, preventions/interventions and evaluation, is also integrated into each nursing course. The Nursing Process focusses on client behaviors, responses and nursing interventions, not on medical diagnoses and treatment.

The third concept, National League for Nursing's (NLN) Roses of Practice, is used to define the competencies for graduates of Associate Nursing Degree Programs. These concepts are consistent with CMC RN Program's philosophy, program outcomes, beliefs of learning, and guides the process of selection, the planning implementation of content, organization of learning experiences and the evaluation process.

Philosophy of Nursing Education

The faculty believes that learning/scholarship is a continuous life-long process that influences and promotes change in behavior. Scholarship is facilitated by professional role modeling, and by an environment conducive to the exchange of ideas, critical thinking, creativity, and innovation. Inherent in the teaching-learning process is the reciprocal responsibility of faculty and students in influencing the process of learning outcomes. In recognition of the varied learning styles of individuals, the faculty provides a program of learning based upon movement from the known to the unknown, overt to covert, and simple to complex. The faculty agrees that competency based learning is applicable to generic and career mobility nursing students, and accept that nursing students build upon previous or concurrent learning from other academic disciplines.

Nursing Education is a systematized process which assists the learner to acquire an essential body of knowledge which includes interpersonal, intellectual, and psychomotor skills. Associate in Science Degree Nursing Education contains a common core of nursing knowledge and competencies which prepare the RN graduate for novice entry level practice for clients who are experiencing common, well-defined health problems.

Program Student Learning Outcomes

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Establish and maintain effective communication with clients, family, significant others and members of the multi-disciplinary team in the plan care. (Institutional SLOs: Communication)
- 2. Utilizeappropriate channels of communication within the organizational structure. (Institutional SLOs: Communication)
- 3. Promote effective multi-disciplinary relationships. (Institutional SLOs: Communication)
- 4. Utilize concepts of the Neuman Health Care Systems Model to plan nursing care. (Institutional SLOs: Critical Thinking)
- 5. Utilize the nursing process in providing nursing care. (Institutional SLOs: Critical Thinking)
- 6. Provide nursing care for a client or group of clients with common welldefined health problems. (Institutional SLOs: Critical Thinking)
- Use critical thinking to make decisions and take critical actions that are consistent with standards for nursing practice, licensing laws and following the policies and procedures of the institution. (Institutional SLOs: Critical Thinking)
- Obtain consultation when the situation encountered is beyond the graduate's knowledge and experience. (Institutional SLOs: Critical Thinking)
- Manage an environment that promotes clients' self-esteem, dignity, safety and comfort. (Institutional SLOs: Ethics)
- 10. Demonstrate beginning leadership/management skills. (Institutional SLOs: Ethics)
- 11. Practice within the ethical and legal framework using the Nurse Practice Act. (Institutional SLOs: Ethics)
- 12. Maintain client's Bill of Rights and Dignity. (Institutional SLOs: Ethics)
- 13. Pass the NCLEX examination. (Institutional SLOs: Personal Development)
- 14. Participate in on-going learning activities to maintain safe practice. (Institutional SLOs: Personal Development)
- 15. Identify, locate and apply professional best practice information. (Institutional SLOs: Information Competency)
- Manage information in compliance with all regulatory and ethical standards and requirements. (Institutional SLOs: Information Competency)

Advanced Placement

Prospective RN Program students who are a California Licensed Vocational Nurse (LVN) or who have completed RN program coursework at another institution may apply for advanced placement in the RN Program. The most current information regarding program requirements and the admission process may befound on the RN page of the College website, <u>http://www.cmccd.edu/Registered-Nursing-Program</u>. All students wishing to be considered for advanced placement must have completed all the RN Program prerequisite coursework prior to application. Admission decisions are made based upon equivalence of coursework and availability of seats in the Program.

LVN to RN Program

Nursing Transitions I & II (N-076A and N-076B) are periodically offered for LVNs seeking advanced placement to the RN Program. The most current information regarding program requirements and the admission process may be found on the RN page of the College website, <u>http://www.cmccd.edu/Registered-Nursing-Program</u>. Admission decisions are made based upon equivalence of coursework and availability of seats in the Program.

REGISTERED NURSING Associate in Science Degree

and employment preparation.

Dept. /No.	Title Units
RN Program e	lectives to be completed PRIOR to applying to RN program:
	required but strongly recommended that students also take
	Medical Terminology and Basic Pharmacology.
BI-015	General Microbiology5
BI-022	Human Anatomy4
BI-023	Human Physiology5
ENG-003A	College Composition3
MATH-040	Intermediate Algebra4
PSY-003	Developmental Psychology3
	may be completed AFTER admission to RN program:
PSY-001	General Psychology3
SOC-001	Introduction to Sociology or
ANTH-002	Cultural Anthropology
SP-001	Interpersonal Communication
SP-004	or Public Speaking
SP-007	Decision-Making and Advocacy or
SP-015	Intercultural Communication
Choose three	(3) units from the Humanities area to meet the CMC
	tion Requirement. PHIL-013 Perspectives on Death and
Dying is highly	recommended3
First Semester	
N-001A	Nursing Foundations4.5
N-001B	Concepts of Nursing Practice I4.5
Second Semester	
N-003B	Psychiatric Nursing and
	Gerontological Nursing III4.5
N-002B	Concepts of Nursing Practice II and
	Gerontological Nursing I5
Third Semester	
N-003A	Concepts of Nursing Practice III with
	Gerontological II
N-002A	Maternal-Child (Pediatrics) with
	Family Health4.5
Fourth Semester	
N-004A	Concepts of Nursing Practice IV5
N-004B	Nursing Management, Leadership
	and Preceptorship
Subtotal:	
CMC General E	ducation Requirement:0*
*Restricted electiv	res and their prerequistes meet CMC General Ed. Requirements.
	tion Requirement2-3
DEGREE TOTAL	

Advisor: C. Blauwkamp

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 theirfamilies. 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 challenge 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 selfassessment 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.

Program Student Learning Outcomes

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Use effective communication skills in the nursing role, in therapeutic relationships with clients and families, and in collaboration with the health care team. (Institutional SLOS: Communication)
- 2. Display competency in documentation of patient care issue. (Institutional SLOs: Communication)
- 3. Assess basic physical, emotional, spiritual and socio-cultural needs of a client. (Institutional SLOs: Critical Thinking)
- Formulate interventions based on assessments and provide safe competent nursing care using accepted standards of practice. (Institutional SLOs: Critical Thinking)
- 5. Evaluate care to determine priorities, goals, effectiveness of care, and the need for appropriate referrals. (Institutional SLOs: Critical Thinking)
- 6. Adhere to the nursing code of ethics. (Institutional SLOs: Ethics)
- 7. Practice within the scope of practice of a vocational nurse. (Institutional SLOs: Ethics)
- 8. Assume responsibility and accountability for managing own actions. (Institutional SLOs: Ethics)
- 9. Advocate for health care consumers through political, economic, and societal activities. (Institutional SLOs: Personal Development)
- 10. Utilize technology to obtain and document patient data. (Institutional SLOs: Information Competency)

VOCATIONAL NURSING Associate in Science Degree

and employment preparation.

Dept./No.	Title	Units
Required Cour	rses:	
BI-022	Human Anatomy	
BI-023	Human Physiology	5
HS-065	Basic Pharmacology	3
PSY-003	Developmental Psychology	
VN-001	Vocational Nursing I	5
VN-001L	Vocational Nursing I Lab	4
VN-002	Vocational Nursing II	
VN-002L	Vocational Nursing II Lab	7
VN-003	Vocational Nursing III	9
VN-003L	Vocational Nursing III Lab	7
Required Cour	rses	
CMC General E	Education Requirement	
Physical Educa	ation Requirement	2-3
DEGREE TOTAL	L	76-77
Advisor:	K. Wahl	

Course Sequence

Students admitted to the Vocational Nursing Program are expected to have completed all pre-requisite course work prior to admission. Listed below is a pattern of sequencing for the Program:

Dept./No.	Title	Units
Prerequisites:		
BI-022	Human Anatomy	4
BI-023	Physiology	5
HS-065	Basic Pharmacology	3
PSY-003	Developmental Psychology	
<u>Summer</u>		
VN-001	Vocational Nursing I	
VN-001L	Vocational Nursing I Lab	4
Fall		
VN-002	Vocational Nursing II	
VN-002L	Vocational Nursing Lab II	7
HS-098	Nursing Skills Lab	0.5
<u>Spring</u>		
VN-003	Vocational Nursing III	9
VN-003L	Vocational Nursing III Lab	7

VOCATIONAL NURSING

and employment preparation.

(Graduates eligible for Vocational Nurse Licensing Examination in California) See Brochure for Admission Requirements

Dept./No.	Title	Units
Required Cou	rses:	
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
CERTIFICATET	rotal	56
Advisor:	K. Wahl	

LIBERAL ARTS with emphasis area

The Associate in 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.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- Demonstrate a familiarity with and an understanding of the principles, theories, and paradigms of thought related to multiple areas of studey including Math, Sciences, Arts, Humanities, Social and Behavioral Sciences through appropriate competency with vocabulary, methods of investigation, critical analysis, and decision making. (Institutional SLOs: Communication, Critical Thinking, Ethics and Personal Development)
- 2. Utilize effective skills and techniques to gather, process, and express diverse types of content and meaning for varied purposes to diverse audiences. IInstitutional SLOs: Communication and Information Competency)

.60-70

LIBERAL ARTS

ASSOCIATE IN 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

J. Holley, J. DeSantis, D. Pieper

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.

DEGREE TOTAL

Advisor:

LIBERAL ARTS General Education for Transfer

General Education Requirements & Certification

Students may complete their lower division general education or 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.

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.

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 for complete and up-to-date information regarding CSU/UC transferability & major preparation requirements.

CSU General Education Certificate of Achievement

The CSU campuses require 60 transferable units. The remaining coursework is upper division and must be completed at the campus granting the Bachelor's degree. Once you have earned the CSU General Education Certificate of Achievement at CMC you may transfer into the CSU system with junior status and be eligible for priority registration. Check with the intended CSU campus representative, website, or a CMC counselor regarding acceptance of course work taken immediately before CSU admission. General Education Certification is not automatic and must be requested by the student when final 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: <u>www.assist.org</u> 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.

See page 46-47 for the CSU General Education pattern.

CSU GENERAL EDUCATION

CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title	Units
Require	ed Course	S:	
General Education (GE) CSU-GE Breadth			
CERTIFICATE TOTAL			
Adviso	r: \	N. Zhou	

Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement

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.

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 transcripts to be sent to your chosen transfer campuses. All courses must be completed with grades of "C" or better. For more information, see a counselor.

See page 48-49 for the IGETC General Education pattern.

Program Student Learning Outcomes

Program - Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Organize thoughts and ideas effectively and express them clearly and correctly in criting or speaking. (Institutional SLOs: Communication)
- 2. Read, analyze, discuss, and evaluate written work and sources. (Institutional SLOs: Communication, Critical Thinking and Information Competency)
- 3. Express and manipulate quantitative information in verbal, numeric, graphic, and symbolic form. (Institutional SLOs: Critical Thinking and Information Competency)
- Interpret natural phenomena through the application of acientific principles. (Institutional SLOs: Critical Thinking)
- Evaluate the ways people act and acted in response to their societies and social subgroups. (Institutional SLOs: Critical Thinking, Ethics, and Personal Development)
- 6. Cultivate an appreciation of cultural differences and artistic expressions. (Institutional SLOs: Personal Develoment)

IGETC GENERAL EDUCATION CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title	Units	
Required	Course	S:		
General Education (GE) IGETC Breadth4				
CERTIFICATE TOTAL			43	
Advisor:	V	V. Zhou		

LIBERAL STUDIES For Elementary School Preparation at CSU - San Bernardino

The Associate in 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, and consult the catalog of the transfer institution. The Liberal Studies requirements for this degree are specifically for CSUSB.

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Locate and use information to make informed and responsible personal and professional decision. (Institutional SLOs: Personal Development and Information Competency)
- 2. Communicate effectively in a variety of contexts and formats. (Institutional SLOs: Communication)
- Apply essential mathematical and symbolic reasoning skills to quantitatively solve problems, evaluate arguments and chains of reasoning, and interpret information in a variety of discipline areas. (Institutional SLOs: Critical Thinking)
- 4. Explore, question, compare, and analyze moral, aesthetic, scientific, and cultural ideas and works. (Institutional SLOs: Critical Thinking)
- 5. Integrate knowledge and ideas in a coherent and meaningful manner. (Institutional SLOs: Critical thinking)
- 6. Practice independent thinking tempered by respect for others and the environment. (Institutional SLOs: Critical Thinking and Ethics)
- 7. Value and pursue lifelong learning. (Institutional SLOs: Personal Development)

LIBERAL STUDIES Associate in Arts Degree

1133000		
Dept. No.	Title	Units
Required Cours	ses:	
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 or	
CS-073	Introduction to Computer Science	3
CD-010	Child Development	4
CD-075	Observation and Assessment	
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	
MATH-013	Liberal Arts Mathematics	4
PH-001	Introductory Physics	
PS-001	Introduction to Government	
SP-004	Public Speaking	3
	(or SP-001, SP-015)	
PS-001	Introduction to Government	3
	course from the following:	
,	-004, SP-007	3
• • •	course from the following:	
	-002B, ART-002C, ART-010, MUS-010, TA-001	3
	course from the following:	
	G-012A, ENG-012B, SP-002	3
• • •	course from the following:	_
	N-002	5
	course from the following:	_
	-008, PHIL-009, PHIL-013, PHIL-014	3
	course from the following:	
PE-043 throug	h PE-098	1
DEGREE TOTAL		68
Advisor:	R. Compton, M. Gallagher	

* 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 in Science Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Apply mathematical concepts to model and solve real-life situations. (Institutional SLOs: Critical Thinking)
- 2. Demonstrate an ability to correctly apply mathematical principles using appropriate notation and terminology. (Institutional SLOs: Communication and Critical Thinking)
- 3. Create, interpret, and analyze visual representations of mathematical expressions. (Institutional SLOs: Communication and Critical Thinking)

Dept./No.	Title	Units	
Required Cour			
MATH-001A	Calculus		
MATH-001B	Calculus	5	
MATH-002A	Multivariate Calculus	5	
MATH-002B	Linear Algebra and/or		
MATH-002C	Ordinary Differential Equations	4	
PH-004A	Engineering Physics	5	
PH-004B	Engineering Physics	5	
PH-005	Computer Programming I: C++ for Sciences and Er	ngineering	
CS-089	C++ Programming I	3	
Required Cour	rses		
CSU or IGETC General Education Requirements			
Physical Educa	ation Requirement	2-3	
DEGREE TOTAL			
Advisor:	B. Berger, R. Compton, C. Maclaughlin, T. Thack	ær	

SCIENCE 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 in Science Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Compare and contrast best practices in environmental studies including ethical behavior and peer-reviewed research. (Institutional SLOs: Ethics, Personal Development, and Information Competency)
- 2. Utilize scientific methods to empirically test hypotheses and apply findings within the context of the sciences. (Institutional SLOs: Communication, Critical Thinking, Personal Development, and Information Competency)
- Collaboratively analyze collected data using problem-based learning and communicate findings in written and oral forms. (Institutional SLOs: Communication, Critical Thinking, Personal Development, and Information Competency)

Dept./No.	Title	Units
Required Cours	ses:	
BI-001A	General Biology - Principles	
BI-004 BI-004L	or Elements of Biology with Elements of Biology Lab	4-5
CH-001A	General Chemistry	
CH-003	or Introductory General Chemistry	4-5
G-001	Physical Geology or	
G-010	The Earth Sciences	
GEOG-001 GEOG-001L	or Physical Geography with Physical Geography Lab	4
MATH-001A	Calculus	5
PH-001	Introductory Physics	
PH-002A	or College Physics	
PH-004A	or Engineering Physics	4-5
Postricted Electives - choose twenty-six to twenty-seven (26-27) units		

Restricted Electives - choose twenty-six to twenty-seven (26-27) units from the following:

(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, MATH-001B, NR-001, NR-001L, PH-002B or PH-004B.

Required Cours	ses	21-24
Restricted Elect	tives	26-27
CSU or IGETC G	eneral Ed. Requirement (confer with advisor)	12-18
Physical Educat	tion Requirement	2-3
DEGREE TOTAL		61-72
Advisor:	B. 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 in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Collect, analyze, and interpret data using scientific methods and relevant theories as applied to the biological and cultural evolution of humans. (Institutional SLOs: Critical Thinking and Information Competency)
- Utilize the precise and objective analysis of relevant data in formulating scientific generalizations to resolve problems associated with culture. (Institutional SLOs: Critical Thinking)
- Communicate a respect for diversity in the evaluation of the nature and origins of culture as formed in various geographic environments. (Institutional SLOs: Communication, Ethics, and Personal Development)

Dept./No.	Title	Units
Required Cour	rses:	
ANTH-001	Introduction to Physical Anthropology	3
ANTH-002	Cultural Anthropology	
ANTH-003	Archaeology, An Introduction to Prehistory	3

Restricted Electives - choose fifteen (15) units from the following: ART-002A, BI-001B, BI-004, BI-004L, HIST-003, HIST-004, HIST-017, HIST-019, PSY-012, SOC-014.

Required Co	urses	
•	ectives	
CSU or IGET	General Education Requirements	
Physical Education Requirement		2-3
DEGREE TOT	AL	60-70
Advisor:	D. Pieper	

HISTORY Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Demonstrate a knowledge of key historical events and identify recurring patterns in the context of United States and world history. (Institutional SLOs: Critical Thinking and Personal Development)
- Communicate a well-reasoned response to humanities/social science inquiries using appropriate citations derived from various sources. (Institutional SLOs: Communication and Information Competency)
- 3. Analyze and evaluate primary and secondary historical sources. (Institutional SLOs: Communication and Critical Thinking)
- Articulate respect for cultural diversity within the context of the complexities of the modern world. (Institutional SLOs: Critical Thinking, Personal Development, and Ethics)

Dept. /No.	Title	Units
Required Court	ses:	
ANTH-001	Introduction to Physical Anthropology	3
HIST-003	History of World Civilizations I	3
HIST-004	History of World Civilizations 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 Cour	ses	21
CSU or IGETC C	General Education Requirements	.34-43
	ectives (as needed)	
Physical Educa	tion Requirement	2-3
DEGREE TOTAL		.60-70
Advisor:	D. Pieper	

SOCIAL SCIENCES - Continued

PHILOSOPHY

ASSOCIATE IN **A**RTS **D**EGREE

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Articulate the historical origins and contemporary implications of philosophical thought. (Institutional SLOs: Communication and Critical Thinking)
- 2. Distinguish between logically valid and invalid arguments on political, social, and ethical issues in written and oral form. (Institutional SLOs: Communication and Critical Thinking)
- Apply moral reasoning to contemporary ethical issues. 3. (Institutional SLOs: Critical Thinking and Ethics)

Dept. /No.	Title	Units
Required Cour	rses:	
PHIL-006	Introduction to Philosophy	
PHIL-010	General Logic	
PHIL-012	Religions of the World	
PHIL-014	Introduction to Ethics	3

Restricted Electives - choose twelve (12) units from the following: ANTH-002, HIST-003, HIST-004, PHIL-008, PHIL-009, PHIL-013, PSY-001.

Required Cou	rses	
Restricted Electives		
CSU or IGETC General Education Requirements		
Physical Education Requirement		
DEGREE TOTAL		60-70
Advisor:	C. Itnyre	

POLITICAL SCIENCE Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Communicate and demonstrate an understanding of the development of the American political culture. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Information Competency)
- $2. \quad Analyze the different branches of government, their function, and$ responsibilities. (Institutional SLOs: Critical Thinking, Information Competency and Personal Development)
- 3. Articulate the interplay of political parties, public policy, and the media. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Information Competency)

Dept. /No.	Title	Units	
Required Cours			
PS-001	Introduction to Government	3	
PS-002	Introduction to Comparative Governments or		
PS-004	Introduction to International Relations	3	
Restricted Electives - choose eighteen (18) units from the following: CJ-001, CJ-002, CJ-005A, ECON-001, ECON-002, HIST-017, HIST-018, PHIL-006, SOC-001, SOC-002, SOC-004, SOC-014.			
Required Cours	ses	6	

	nequileu cours	C3	
	Restricted Elect	ives	
	CSU or IGETC G	eneral Education Requirements	
Physical Education Requirement		2-3	
	DEGREE TOTAL		60-70
	Advisor:	D. Pieper	

PSYCHOLOGY

Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Demonstrate an ability to analyze and communicate psychological concepts using current research. (Instutional SLOs: Communication, Critical Thinking, Ethics, and Information Competency)
- 2. Articulate awareness of how the diverse world impacts the psychological development of people. (Institutional SLOs: Critical Thinking, Information Competency, and Personal Devleopment)
- Utilize psychological terminology to analyze and evaluate 3. issues regarding psychological concepts. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Information Competency)

Dept./No.	Title	Units	
Required Cour	rses:		
PSY-001	General Psychology	3	
PSY-003	Developmental Psychology		
SOC-001	Introduction to Sociology	3	
SOC-003	Fundamentals of Statistics		
MATH-014	Statistical Methods	4	
Restricted Electives - choose eleven (11) units from the following (in consultation with a counselor):			
BI-001A, CIS-070A, PSY-010, PSY-012, PSY-020, PSY-023, PSY-033.			
	rses		
Restricted Electives11			
CSU or IGETC General Education Requirements			

Restricted E	lectives	
CSU or IGET	C General Education Requirements	
Physical Edu	cation Requirement	2-3
DEGREE TO	ΓΑL	60-70
Advisor:	G. Case	

SOCIAL SCIENCES - Continued

SOCIOLOGY

Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Evaluate the key theoretical, methodological, and public-policy debates within sociology and American politics. (Institutional SLOs: Critical Thinking and Personal Development)
- 2. Applysociological theory to explain social outcomes. (Institutional SLOs: Communication and Critical Thinking)
- 3. Articulate how social forces shaped their own lives and the lives of their family and friends. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Personal Development)
- Locate, critique, and marshal evidence to compose written and oral scholarly material. (Institutional SLOs: Critical thinking, Communication, and Information Competency)
- 5. Utilize critical thinking to synthesize and evaluate sociological concepts. (Institutional SLOs: Critical Thinking)

Dept./No.	Title	Units		
Required Courses:				
SOC-001	Introduction to Sociology	3		
SOC-002	Social Problems	3		
SOC-003	Fundamentals of Statistics or			
MATH-014	Statistical Methods	4		
Check the university requirements on ASSIST to determine which statistics course to complete.				
SOC-004	Sociological Analysis & Critical Thinking	3		

Restricted Electives - choose twelve (12) units from the following: (Check <u>www.assist.org</u> for university requirements - this may determine which 12 units you select or see a counselor)

ANTH-001, ANTH-002, ANTH-003, BUAC-001, BUMA-001, BUMA-010, CIS-070A, CJ-001, CJ-010, CS-073, CS-088, CS-089, CD-012, ECON-001, ECON-002, GEOG-001, GEOG-002, HIST-004, HIST-017, HIST-018, MATH-001A, NR-001, PHIL-010, PHIL-014, PS-001, PS-002, PS-004, PSY-001, PSY-003, PSY-023, SOC-010, SOC-014.

Required Courses		
Restricted Ele	12	
CSU or IGETC General Education Requirements		
Physical Education Requirement		2-3
DEGREE TOTAL		60-70
Advisor:	M. Danza	



Associate in Arts in SOCIOLOGY FOR TRANSFER

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- 1. Evaluate the key theoretical, methodological, and public-policy debates within sociology and American politics. (Institutional SLOs: Critical Thinking and Personal Development)
- 2. Apply sociological theory to explain social outcomes. (Institutional SLOs: Communication and Critical Thinking)
- 3. Articulate how social forces shaped their own lives and the lives of their family and friends. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Personal Development)
- Locate, critique, and marshal evidence to compose written and oral scholarly material. (Institutional SLOs: Critical thinking, Communication, and Information Competency)
- 5. Utilize critical thinking to synthesize and evaluate sociological concepts. (Institutional SLOs: Critical Thinking)

Dept./No.	Title	Units	
Required Courses:			
SOC-001	Introduction to Sociology	3	
SOC-002	Social Problems		
SOC-003	Fundamentals of Statistics	4	
SOC-010	Introduction to Marriage & Family		
SOC-014	Introduction to Race and Ethnicity	3	

Restricted Electives - choose one (1) course from the following: ANTH-001, ANTH-002, CJ-001, ECON-001, ECON-002, GEOG-001, GEOG-002, HIST-003, HIST-004, HIST-017, HIST-018, PS-001, PS-004, PSY-001, PSY-003, SOC-004.

Required Courses 1		
Restricted Elect	tives	
CSU General Education Requirements		41
DEGREE TOTAL		60
Advisor:	M. Danza	

See page 41 for more information on the CSU Transfer Degrees.

SOCIAL SCIENCES - Continued

SOCIAL SCIENCE

Associate in Arts Degree

Program Student Learning Outcomes

Upon successful completion of this program students will be able to:

- Analyze and communicate psychological, political, and economic concepts using current research. (Institutional SLOs: Communication and Critical Thinking)
- 2. Demonstrate knowledge of key historical events, and identify recurring patterns in the context of United States and world history. (Institutional SLOs: Personal Development and Critical Thinking)
- 3. Articulate respect for cultural diversity within the context of the complexities of the modern world. (Institutional SLOs: Personal Development, Critical Thinking and Ethics)
- 4. Distinguish between logically valid and invalid arguments on political, social, and ethical issues in written and oral form. (Institutional SLOs: Communication and Critical Thinking)

Dept. /No.	Title	Units		
Required Courses:				
ECON-001	Principles of Macroeconomics			
HIST-003	History of World Civilizations I			
HIST-018	US History from Reconstruction to Present			
PHIL-006	Introduction to Philosophy			
PS-001	Introduction to Government			
PS-002	Introduction to Comparative Government			
PSY-001	General Psychology	3		
Required Courses				
General Education (Option 1* or 2)				
CSU or IGETC General Education Requirements				
Physical Education Requirement2				
DEGREE TOTA	L	60-70		
Advisor:	M. Danza			

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.

Prerequisite: 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.

Prerequisite: 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-097A 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 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 LANGUAGE LAB I

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 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 or ENG-050 with a grade of "C" or better.*

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

ASC-097D 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 or ENG-051 with a grade of "C" or better.*

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

ASC-098A LANGUAGE LAB II

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 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 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 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-051 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 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 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.

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 semester is in progress.

Prerequisites: 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)

ACCESS (ACC)

ACC-041 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, timemanagement, 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 COMPUTER ACCESS KEYBOARDING

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

INTRODUCTION TO LEARNING DISABILITES

0 Units

Students will be introduced to the definition, characteristics, and stigmata 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.



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 FI FMENTARY A

ELEMENTARY AMERICAN SIGN LANGUAGE

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

CSU, UC, Associate Degree Applicable

ASL-002

INTERMEDIATE AMERICAN SIGN LANGUAGE

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.

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

ANTHROPOLOGY (ANTH)

ANTH-001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY

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

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, RDG-051 CSU, UC, Associate Degree Applicable

ANTH-003 ARCHAEOLOGY

ARCHAEOLOGY, AN INTRODUCTION TO PREHISTORY

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

ART (ART)

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 C-ID ARTS 110

ART-001B DRAWING AND COMPOSITION

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 with a grade of "C" or better

CSU, UC, Associate Degree Applicable

ART-001C DRAWING AND COMPOSITION

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 with a grade of "C" or better 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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

ART-002A HISTORY OF ART

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 C-ID ARTH 110

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 C-ID ARTH 12 = ART-002B + ART-002B + ART-002D

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 C-ID ARTH 12 = ART-002B + ART-002B + ART-002D

80

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 C-ID ARTH 12 = ART-002B + ART-002B + ART-002D

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 C-ID ARTS 100*

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/assemblage, 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 and individual style of drawing the figure. The course may be taken for a total of three times.

Prerequisite: ART-005A with a grade of "C" or better CSU, UC, Associate Degree Applicable

ART-007A BEGINNING CERAMICS

Lecture: 2 hour Laboratory: 3 hours

This course is an introduction to the materials, methods, and concepts of ceramics. Hand-building, throwing, glazing, and kiln firing techniques will be applied to the making of utilitarian and sculptural ceramic objects. Concepts and trends in ceramic art from pre-history to the contemporary era will be studied. Students will develop an understanding of personal expression through three-dimensional clay forms and learn visual and verbal analysis pertaining to ceramics.

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

ART-007B INTERMEDIATE CERAMICS

Lecture: 2 hour Laboratory: 3 hours

This is an intermediate course that includes pottery-making methods and the concepts and applications of clay as a sculptural medium. Students expand their knowledge and expertise of handbuilding, throwing, glazing, and kiln firing techniques. Theories and trends in ceramic art from pre-history to the contemporary era will be studied in relationship to the students own work. Emphasis is placed on the development of personal expression through a related series of three-dimensional clay forms, along with an understanding of visual and verbal analysis pertaining to ceramics.

Prerequisite: ART-007A with a grade of "C" or better CSU, UC, Associate Degree Applicable

ART-009A 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.

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

ART-009B 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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

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 BEGINNING SCULPTURE

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 INTERMEDIATE SCULPTURE

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-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

iboratory: 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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

ART-021C PAINTING/WATERCOLOR

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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

ART-021D PAINTING/WATERCOLOR 2 Units

Lecture: 1 hour

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 with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

ART-023A 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

C30, 0C, Associate Degree Applica

ART-023B

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

ART-025A BEGINNING ACRYLIC PAINTING 3 Units

Lecture: 2 hour Laboratory: 3 hours

This course is an introduction to the various techniques of acrylic 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-025B INTERMEDIATE ACRYLIC PAINTING

Lecture: 2 hour Laboratory: 3 hours

This is an intermediate course in the various techniques of acrylic 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-025A with a grade of "C" or better 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, including the use of related computer software programs. Multimedia editing techniques, file formats, composition, and the preparation of images for Web use are included. Theoretical and conceptual trends of digital photography within the scope of contemporary art will be emphasized, as well as personal applications. Students will develop an understanding of visual and verbal analysis pertaining to the aesthetics of digital photographs. Each student must have a digital camera, preferably one with manual controls.

Advisory: ART-003A, CIS-070B CSU, 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-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 with a grade of "C" or better Advisory: ART-031 CSU, 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 with a grade of "C" or better

CSU, Associate Degree Applicable

ASTRONOMY (A)

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.

Advisory: ENG-050, MATH-057 CSU, UC, Associate Degree Applicable

A-001L DESCRIPTIVE ASTRONOMY LAB

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, MATH-057 CSU, UC, Associate Degree Applicable

AUTOMOTIVE TECHNOLOGY (AUTO)

A.S.E. — Automotive Service Excellence B.A.R. — Bureau of Automotive Repair N.A.T.E.F. — Nation<u>al Auto</u>motive Technicians Education Foundation

AUTO-004

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.

Corequisite: RDG-050 Advisory: ENG-050, 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.

Prerequisite: AUTO-004 with a grade of "C" or better, 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 handson 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.

Corequisite: RDG-050 Advisory: ENG-050, MATH-057 Associate Degree Applicable

AUTO-021 AUTOMOTIVE ELECTRIC SYSTEMS II

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.

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-027 BASIC AND ADVANCED CLEAN AIR CAR COURSE ENGINE AND EMISSION CONTROL TRAINING (LEVEL 1) AND SMOG CHECK TRAINING (LEVEL 2)

5 Units Lecture: 4.5 hours

Laboratory: 1.5 hours

This course provides the student with the knowledge and skills necessary to meet the coursework requirements of the Bureau of Automotive Repair (BAR) and SMOG technician licensing statewide. The course includes coverage of the Basic Clean Air Car course material – Engine and Emission Control Training (Level 1), and Advanced Emissions Diagnostics-Smog Check Training (Level 2), as well as SMOG test equipment operation and safety, BAR '97 dynamometer loaded mode test procedures, lab scope familiarity, and applicable testing, and other updated course materials as required. (Formerly known as AUTO-027A-D and AUTO-028A-D).

Prerequisite: (Advisory: AUTO-018, AUTO-029 with a grade of "C" or better Associate Degree Applicable

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 Excellence (ASE) Advanced Engine Performance Specialist Test L1. *Prerequisite: AUTO-018 with a grade of "C" or better, or 2-years trade experience*

Associate Degree Applicable

AUTO-035 AUTOMOTIVE STEERING, SUSPENSION AND ALIGNMENT

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.

Prerequisite: AUTO-004 with a grade of "C" or better, 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.

 $\label{eq:prerequisite: AUTO-004 with a grade of "C" or better, or 2-years verifiable shop experience Associate Degree Applicable$

AUTO-044

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.

Prerequisite: AUTO-004 with a gradeo f "C" or better, or 2-years trade experience

Associate Degree Applicable

AUTO-045

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.

Prerequisite: AUTO-004 with a grade of "C" or better, or two 2-years trade experience Advisory: ENG-003A Associate Degree Applicable

AUTO-060

AUTOMOTIVE HEATING AND AIR CONDITIONING 4 Units

Lecture: 3 hours Laboratory: 3 hours

This course introduces students to the basic theory, construction, and operating principles related to automotive air conditioning, heating, and advanced climate control systems. Students gain practical hands-on experience in the proper service, diagnosis, and repair of automotive heating, ventilation, and cooling (HVAC) systems used on current production vehicles. The currently accepted industry practices to retrofit early AC systems to new refrigerants are also covered. In addition, AUTO-060 includes information on U.S. Environmental Protection Agency (EPA) rules governing the handling and disposal of automotive air conditioning (AC) refrigerants. New automotive HVAC technology will be introduced as it becomes available.

Prerequisite: AUTO-004 with a grade of "C" or better, or 1-year verifiable trade experience Advisory: ENG-050, MATH-057 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 with a grade of "C" or better, or 2-years verifiable trade experience 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 with a grade of "C" or bertter, 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 houi

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

BIOLOGY (BI)

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, preprofessional, 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 with a grade of "C" or better Advisory: BI-004, CH-003 or CH-004, ENG-050, 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 with a grade of "C" or better Advisory: BI-004, CH-003 or CH-004, ENG-050, MATH-040 CSU, UC, Associate Degree Applicable

BI-004

ELEMENTS OF BIOLOGY

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.

Advisory: ENG-050 CSU, UC, Associate Degree Applicable

BI-004L ELEMENTS OF BIOLOGY LABORATORY

Laboratory: 3 hours

This course provides supplementary laboratory experience for students enrolled in Bl 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.

Corequisite: BI-004 or prior completion Advisory: ENG-003A, MATH-050 CSU, UC, Associate Degree Applicable

Courses added 反

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

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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

BI-022 HUMAN ANATOMY

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 with a grade of "C" or better 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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

BUSINESS — ACCOUNTING (BUAC)

BUAC-001 ACCOUNTING I

2 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. *Prerequisite: BUAC-066 with a grade of "C" or better*

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 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, CIS-070B 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, MATH-057 with a grade of "C" or better Associate Degree Applicable

BUSINESS — MANAGEMENT (BUMA)

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. 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.

Advisory: RDG-051, 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 emplyment, personal property and bailments, business torts and crimes, sales law, labot law and governement regulation of business.

Advisory: ENG-050 CSU, UC, Associate Degree Applicable

BUMA-027

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.

Advisorv: ENG-050 CSU, Associate Degree Applicable

BUSINESS — REAL ESTATE (BURE)

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.

Advisorv: 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, commercialbusiness 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 with a grade of "C" or better - 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, RDG-051 with a grade of "C" or better 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, MATH-050 with a grade of "C" or better CSU, UC, Associate Degree Applicable*

CH-005 BIO-ORGANIC CHEMISTRY 4 Units

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, 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)

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.

Advisory: ENG-051, RDG-051 CSU, Associate Degree Applicable C-ID CDEV 100

CD-012



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, RDG-051 CSU, Associate Degree Applicable

CD-014 PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION 3 Units

Lecture: 2 hours Laboratory: 3 hours

Studentsapplychilddevelopmentprinciplesanddevelopmentally 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, CD-030 or the equivalent with a grade of "C" or better Advisory: ENG-050, RDG-051, CD-012 CSU, Associate Degree Applicable

CD-015

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, 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, 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, CD-010 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, 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 <u>Degr</u>ee Applicable

CD-030 CD-030 CD-030 CURRICULUM DESIGN EARLY CHILDHOOD CURRICULUM DESIGN AND IMPLEMENTATION

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, CD-010 CSU, Associate Degree Applicable C-ID ECE 130

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, CD-010 Associate Degree Applicable

CD-040A FOSTERING CREATIVITY IN YOUNG CHILDREN

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, 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, CD-010 CSU, Associate Degree Applicable



HEALTH, SAFETY, AND NUTRITION IN EARLY CHILDHOOD

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, RDG-051 CSU, Associate Degree Applicable

91

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CD-075 CD-075 CD-08SERVATION AND ASSESSMENT

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 with a grade of "C" or better Advisory: ENG-051, RDG-051 CSU, Associate Degree Applicable C-ID ECE 200

CD-076

GUIDANCE AND DISCIPLINE FOR YOUNG CHILDREN

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 selfesteem, 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, CD-010

CSU, Associate Degree Applicable

CD-078

MUSIC AND MOVEMENT FOR YOUNG CHILDREN

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.

Advisory: ENG-050, RDG-051 CSU, Associate Degree Applicable

COMPUTER INFORMATION SYSTEMS (CIS)

CIS-030

PLANNING AND CREATING AN E-BUSINESS

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.

Prerequisite: CIS-070B with a grade of "C" or better 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

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.

Advisory: CIS-070A Associate Degree Applicable

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.

Advisory: ENG-003A Associate Degree Applicable

CIS-063 INTERMEDIATE DREAMWEAVER

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.

Prerequisite: CIS-062 with a grade of "C" or better Associate Degree Applicable

CIS-064 WEB DATABASE DESIGN WITH DREAMWEAVER

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 with a grade of "C" or better 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

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 accountingbased problems.

Prerequisite: CIS-070A with a grade of "C" or better Associate Degree Applicable

CIS-073C ACCESS I

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. *Prerequisite: CIS-070A with a grade of "C" or better 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, submacros, 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.)

Prerequisite: CIS-072D with a grade of "C" or better 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.

Prerequisite: CIS-070A with a grade of "C" or better 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.

Prerequisite: CIS-076B with a grade of "C" or better 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 with a grade of "C" or better

CIS-082E ADOBE PHOTOSHOP FOR PRINT AND WEB DESIGN

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 vectorbased 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-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 with a grade of "C" or better Associate Degree Applicable

CIS-083F

ADOBE ILLUSTRATOR FOR PRINT AND WEB DESIGN II

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 with a grade of "C" or better*

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 with a grade of "C" or better*

Prerequisite: CIS-082G with a grade of "C" or Associate Degree Applicable

CIS-086

WEB PAGE CONTENT DEVELOPMENT

Lecture: 1 hours

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 with a grade of "C" or better Advisory: Eligible for ENG-003A Associate Degree Applicable

COMPUTER SCIENCE (CS)

CS-001 MICROCOM

MICROCOMPUTER SUPPORT SPECIALIST - A+ TRAINING

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, CIS-070A 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, submacros, 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.)

Prerequisite: CIS-072D with a grade of "C" or better 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 with a grade of "C" or better Associate Degree Applicable

CS-073 INTRODUCTION TO COMPUTER SCIENCE 3 Units

Lecture: 3 hours

Thisisan 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.

Advisory: ENG-050 CSU, UC, Associate Degree Applicable

CS-080 SYSTEMS ANALYSIS AND DESIGN

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; systemimplementation and maintenance; training and development considerations; and formal documentation procedures.

Prerequisite: CS-073, CS-086 with a grade of "C" or better CSU, 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: programminglanguagestructureand 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 with a grade of "C" or better 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. *Prerequisite: CIS-086 with a grade of "C" or better*

CSU, UC, Associate Degree Applicable

CS-087 ASSEMBLER LANGUAGE PROGRAMMING

Lecture: 3 hours Laboratory: 3 hours

This is an introductory course in assembler language programming. Students design, write, and debugassembler 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, CS-086 with a grade of "C" or better 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 with a grade of "C" or better 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, CS-086 with a grade of "C" or better 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.

Prerequisite: CS-089 with a grade of "C" or better 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 oneto-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 oneto-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

CRIMINAL JUSTICE

CJ-001

INTRODUCTION TO CRIMINAL JUSTICE

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.

Prerequisite: ENG-051 with a grade of "C" or better CSU, UC, Associate Degree Applicable C-ID AJ 110

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.

Prerequisite: ENG-051 with a grade of "C" or better CSU, UC, Associate Degree Applicable C-ID AJ 120

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.

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

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

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

Prerequisite: ENG-051 with a grade of "C" or better CSU, Associate Degree Applicable

CJ-010 JUVENILE DELINQUENCY

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.

Prerequisite: ENG-051 with a grade of "C" or better CSU, Associate Degree Applicable

CJ-022 POLICE SUPERVISION

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.

Prerequisite: ENG-051 with a grade of "C" or better 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 indepth study of relationships between criminals and institutional personnel.

Prerequisite: ENG-051 with a grade of "C" or better 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 with a grade of "C" or better UC, CSU, Associate Degree Applicable

CULINARY ARTS (CULN)

CULN-001A CULINARY ESSENTIALS

Lecture: 2 hours Lab: 3 hours

This is the first of four courses based on the National Restaurant Association's ProStart Restaurant and Foodservice Curriculum. In the first level course, emphasis is placed upon general exposure to the food service industry, food safety, workplace safety, cooking methods, and nutrition. This course requires at least 108 hours of supervised work experience (WEV-081) in addition to weekly lecture and lab sessions with the instructor. After successful completion of this course, students are eligible to take CULN-001B.

Prerequisite: ENG-050, MATH-057, RDG-050 with a grade of "C" or better Corequisite: WEV-081

Associate Degree Applicable

CULN-001B BASIC CULINARY SKILLS

Units: 3 Lecture: 2 hours Lab: 3 hours

This is the second offour courses based on the National Restaurant Association's ProStart Restaurant and Foodservice Curriculum. This course emphasizes communication and management skills; principles of service; and preparation of fruits, vegetables, potatoes, and grains. This course requires at least 108 hours of supervised work experience (WEV-081) in addition to weekly lecture and lab sessions with the instructor. After successful completion of this course, students will be eligible to take CULN-002A.

Prerequisite: CULN-001A with a grade of "C" or better Corequisite: WEV-081 Associate Degree Applicable

CULN-002A RECIPES, MEALS, AND MENUS Units: 3

Lecture: 2 hours Lab: 3 hours

This is the third of four courses based on the National Restaurant Association's ProStart Restaurant and Foodservice Curriculum. Students in this course will concentrate on nutrition, food purchasing and inventory, budgeting, and the preparation and preservation of breakfast and salad foods. This course requires at least 108 hours of supervised work experience (WEV-081) in addition to weekly lecture and lab sessions with the instructor. After successful completion of this course students will be able to enroll in CULN-002B.

Prerequisite: CULN-001B with a grade of "C" or better Corequisite: WEV-081 Associate Degree Applicable

CULN-002B CULINARY MANAGEMENT AND HOSPITALITY

Units: 3 Lecture: 2 hours Lab: 3 hours

This is the fourth of four courses based on the National Restaurant Association's ProStart Restaurant and Foodservice Curriculum. In addition to examining a wide variety of global menus, students learn about marketing and menus, sustainability of food service, and dessert and baked goods preparation. This course requires at least 108 hours of supervised work experience (WEV-081) in addition to weekly lecture and lab sessions with the instructor.

Prerequisite: CULN-002A with a grade of "C" or better Corequisite: WEV-081 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

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

an 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

1 Inits 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 stepby-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-alaebra 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 21st century.

Advisory: 8th grade reading level, successful completion of high school level world history course.

DE-352 AMERICAN GOVERNMENT

I Inits 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.

DF-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

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.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

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

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

Lecture: .5 hour

This course is designed to assist students with disabilities to develop successful job interviewing skills. Advisory: Intended for students with disabilities

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DSPS-046 ONLINE LEARNING STRATEGIES 1 | Init

Lecture: 1 hour

This course will develop the skills necessary for DSPS students to be successful in the online environment. Students will be auided through computer basics; become familiar with online components; practice skills for creating, saving, and submitting assignments; and communicate through discussion board posts and email. Advisory: Intended for students with disabilities and CIS 050

DSPS-048 SPEECH TO TEXT TRAINING 1 Unit

Laboratory: 3 hours

This course in 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.

ECONOMICS (ECON)

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; ENG-001B national income determination and fluctuations; unemployment; COMPOSITION AND LITERATURE 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.

Prerequisite: ENG-051, MATH-040 with a grade of "C" or better Advisory: RDG-051 CSU, UC, Associate Degree Applicable

FCON-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.

Prerequisite: ENG-051, MATH-040 with a grade of "C" or better Advisory: RDG-051 CSU, UC, Associate Degree Applicable

EMERGENCY MEDICAL TECHNICIAN (EMT)

See Page 65 for additional Information.

EMT-084

EMERGENCY MEDICAL TECHNICIAN I

6 Units Lecture: 4 hours I ab: 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 passing performance on written examinations are required for course completion. Prerequisite: California EMT I certification (current or lapse of no more than 2 years)

ENGLISH (ENG)

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.

Prerequisite: ENG-003A with a grade of "C" or better 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.

Prerequisite: ENG-051 or placement by examination Advisory: RDG-051, CIS-050 CSU, UC, Associate Degree Applicable

ENG-005A 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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

ENG-005B 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 with a grade of "C" or better 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. Prerequisite: ENG-003A with a grade of "C" or better CSU, UC, Associate Degree Applicable

ENG-010B AMERICAN LITERATURE II

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.

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

ENG-011A SURVEY OF ENGLISH LITERATURE: OLD ENGLISH TO EIGHTEENTH CENTURY

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.

Prerequisite: ENG-003A with a grade of "C" or better 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.

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

ENG-012A WORLD LITERATURE I: BEGINNINGS THROUGH 1650

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 with a grade of "C" or better CSU, UC, Associate Degree Applicable



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 with a grade of "C" or better 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.

Prerequisite: ENG-003A with a grade of "C" or better 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 with a grade of "C" or better 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 an utilize various modes of business and professional written and oral communications. Students will earn 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.

Prerequisite: ENG-051 with a grade of "C" or better Advisorv: 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 collegelevel 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 with a grade of "C" or better, or placement by examination Advisory: RDG-050, CIS-050

FIRE TECHNOLOGY (FIRE)

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, guasipublic, 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

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, MATH-050 CSU, Associate Degree Applicable

FIRE-061 FIRE APPARATUS AND EQUIPMENT

3 UNILS

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

GEOGRAPHY (GEOG)

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

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, RDG-051 CSU, UC, Associate Degree Applicable



G-001 PHYSICAL GEOLOGY

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, 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.

Prerequisite: G-001 with a grade of "C" or better Advisory: ENG-050 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, 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, MATH-057 CSU, UC, Associate Degree Applicable

HEALTH EDUCATION (HE)

HE-001 **PERSONAL & COMMUNITY HEALTH**

3 Units Lecture: 3 hours

This course considers facts and attitudes related to the HS-066 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. Advisory: ENG-003A, RDG-051 CSU, UC, Associate Degree Applicable

HEALTH SCIENCES (HS)

Registered Nursing: See page 113-114 Vocational Nursing: See page 117

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-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; 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, RDG-050

HS-065

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.

Prereauisite: BI-022, MATH-057 with a grade of "C" or better Associate Degree Applicable

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.

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



.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

HISTORY (HIST)

HIST-003 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, RDG-051 CSU, UC, Associate Degree Applicable

HIST-004 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, RDG-051

CSU, UC, Associate Degree Applicable

HIST-017

U.S. HISTORY THROUGH RECONSTRUCTION

Lecture: 3 hours

This course is a survey of the political and social development of the United States from the discover yf America through the Reconstruction period.

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 Untied States from the Reconstruction Period to the present. *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. Students examine the diverse populations and the political, economic, and social forces that shaped California's development.

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

HOME ECONOMICS/NUTRITION (HEC)

HEC-013 GENERAL NUTRITION

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.

Advisory: ENG-050

CSU, UC, Associate Degree Applicable



J-003A

NEWS REPORTING & WRITING

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.

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

106

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 or MATH-010 plus MATH-005.

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 C-ID MATH 230

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 Rⁿ, 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 and included. The course includes calculator and/or computer usage.

Prerequisite: MATH-001B with a grade of "C" or better CSU, UC, Associate Degree Applicable C-ID MATH 250

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 grades 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

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.

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.

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.

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

MUSIC (MUS)

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.

Advisory: ENG-050 CSU, UC, Associate Degree Applicable

MUS-010

INTRODUCTION TO MUSIC

Lecture: 3 hours

This course is designed for the general college student and nonmusic 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.

Advisory: ENG-050 CSU, UC, Associate Degree Applicable

MUS-012 FUNDAMENTALS OF MUSIC

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

NATURAL RESOURCES (NR)

NR-001 CONSERVATION OF NATURAL RESOURCES

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.

Advisory: ENG-050 CSU, UC, Associate Degree Applicable

NR-001L

CONSERVATION OF NATURAL RESOURCES LABORATORY

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

PHILOSOPHY (PHIL)

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

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, RDG-051 CSU, UC, Associate Degree Applicable

PHIL-010 GENERAL LOGIC

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, RDG-051 CSU, UC, Associate Degree Applicable

PHIL-012

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

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-068 JOGGING, POWERWALKING, AND RUNNING

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

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

PHYSICS (PH)

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, 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 calculusbased 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 with a grade of "C" or better Corequisite: MATH-001B CSU, UC, Associate Degree Applicable

PH-005 **COMPUTER PROGRAMMING I:** C++ FOR THE SCIENCES AND ENGINEERING

3 | Inits 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, with a grade of "C" or better 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.

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

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.

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

PSY-003

DEVELOPMENTAL PSYCHOLOGY

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, PSY-001 CSU, UC, Associate Degree Applicable

PSY-010 INTRODUCTION TO MARRIAGE AND FAMILY

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, RDG-051 with a grade of "C" or better Advisory: PSY-001, 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, PSY-001 CSU, UC, Associate Degree Applicable

PSY-020 ADOLESCENT PSYCHOLOGY

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, PSY-001 CSU, Associate Degree Applicable

PSY-023 PSYCHOLOGY OF WOMEN

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

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

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 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 SUPPLEMENTAL READING

0 Units

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.

REGISTERED NURSING (N)

All Reaistered Nursina courses are tauaht on a nine-week schedule. See page 62 for additional information.

N-001A NURSING FOUNDATIONS 451 Inits

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. 4.5 Units 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: 2.5 hours

Laboratory: 6 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-002B, N-003B 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: 2.5 hours

Laboratory: 7.5 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, hematological, endocrine, and cancer.

Prerequisite: N-002B, N-003B with a grade of "C" or better CSU, Associate Degree Applicable

N-003B **PSYCHIATRIC NURSING AND GERONTOLOGICAL NURSING III**

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 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 advance placement in the Copper Mountain College Registered Nursing Program. The course focuses on pain concepts, shock, and various pathophysiologies related to liver, genital, urinary, and kidney functions.

Prerequisite: N-076A with a grade of "C" or better

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 nursina.

Advisory: ENG-050



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 nursina.

Advisory: ENG-050

SOCIOLOGY (SOC)

SOC-001 INTRODUCTION TO SOCIOLOGY

3 | Inits

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.

Prerequisite: ENG-003A, RDG-051 with a grade of "C" or better CSU, UC, Associate Degree Applicable C-ID SOCI 110

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.

Prerequisite: ENG-051, RDG-051 with a grade of "C" or better Advisory: SOC-001, SOC-003, ENG-003A CSU, UC, Associate Degree Applicable C-ID SOCI 115

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

CSU, UC, Associate Degree Applicable

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).

Prerequisite: ENG-051, RDG-051 with a grade of "C" or better. Advisory: SOC-001, 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.

Prerequisite: ENG-051 with a grade of "C" or better Advisory: SOC-001 and ENG-003A CSU, UC, Associate Degree Applicable

SPANISH (SPAN)

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 | Inits

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.

Prerequisite: SPAN-002 or equivalent with a grade of "C" or better CSU, UC, Associate Degree Applicable

SPAN-004 INTERMEDIATE SPANISH

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.

Prerequisite: SPAN-003 with a grade of "C" or better CSU, UC, Associate Degree Applicable

SPEECH (SP)

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.

Prerequisite: ENG-051 with a grade of "C" or better Advisory: ENG-003A, RDG-051 CSU, UC, Associate Degree Applicable C-ID COMM 130

SP-002 ORAL INTERPRETATION OF LITERATURE

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.

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

SP-004 PUBLIC SPEAKING

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.

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

SP-007 DECISION-MAKING AND ADVOCACY

Lecture: 3 hours

This course provides students with a greater understanding of argumentation skills, persuasion techniques, and the decisionmaking 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.

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

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

STUDENT DEVELOPMENT (STDV)

STDV-060 COLLEGE SUCCESS SKILLS

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

STDV-065 COLLEGE SUCCESS

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

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 with a grade of "C" or better CSU, UC, Associate Degree Applicable

VOCATIONAL NURSING (VN)

See page 68 for additional information.

VN-001

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

Associate Degree Applicable

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

Associate Degree Applicable

VN-002 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, VN-001L with a grade of "C" or better Corequisite: VN-002L

Associate Degree Applicable

VN-002L VOCATIONAL NURSING II LAB

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

Corequisite: VN-002 Associate Degree Applicable Joshua Tree, CA www.cmccd.edu

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 with a grade of "C" or better Corequisite: VN-003L Associate Degree Applicable

VN-003L VOCATIONAL NURSING III LAB

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 with a grade of "C" or better Corequisite: VN-003 Associate Degree Applicable

WORK EXPERIENCE/VOCATIONAL (WEV)

WEV-080 WORK EXPERIENCE (54 HOURS TOTAL)

1 Units Laboratory: 3 hours

This 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 provides students with career awareness for jobs and is required as an internship for some vocational programs of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units.

Advisory: ENG-051

Corequisite: Enrollment in a course where a work experience component is mandatory.

WEV-081 WORK EXPERIENCE (108 HOURS TOTAL)

Laboratory: 6 hours

This 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 provides students with career awareness for jobs and is required as an internship for some vocational programs of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units.

Advisory: ENG-051

Corequisite: Enrollment in a course where a work experience component is mandatory.

WEV-082 WORK EXPERIENCE (162 HOURS TOTAL)

3 Units Laboratory: 9 hours

This occupational 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 provides students with career awareness for jobs and is required as an internship for some vocational programs of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units.

Advisorv: ENG-051

Corequisite: Enrollment in a course where a work experience component is mandatory.

WEV-083

WORK EXPERIENCE (216 HOURS TOTAL)

Laboratory: 12 hours

This occupational 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 provides students with career awareness for jobs and is required as an internship for some vocational programs of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units.

Advisory: ENG-051

Corequisite: Enrollment in a course where a work experience component is mandatory.

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.

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Joshua Tree, CA www.cmccd.edu

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INDEX

Δ
Absence, Student Leave of29
Academic Calendar7
Academic Distinction
Academic Freedom and Responsibility23
Academic Honors
Academic Integrity23-24
Academic Preparation for Transfer
Academic Probation14, 34
Academic Regulations 30-37
Academic Renewal Policy 35
Academic Skills Course Descriptions (ASC) 78
Academic Transfer Programs
ACCESS for Students with Disabilites 19, 79, 100-101
Accounting Course Descriptions (BUAC) 87
Accounting Certificate Program 53
Accreditation 1
Acting Course Descriptions (TA)117
ADA Accessible Parking28
Additional Associate Degrees 39
Administration, CMC 4
Admission Information14-17
Admission Requirements of
Public California Institutions 9
Adult Education/Developmental
Education 10, 61-62, 98-100
Education 10, 61-62, 98-100 Advanced Placement Examinations
Education 10, 61-62, 98-100 Advanced Placement Examinations
Education
Education
Education
Education
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language
Education
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Animals on Campus29
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120Anthropology Course Descriptions (ANTH)80
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9Archaeology Course Descriptions (ANTH)80
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9Archaeology Course Descriptions (ART)80Art Course Descriptions (ART)80-83
Education
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9Archaeology Course Descriptions (ANTH)80Art History80Ceramics81
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9Archaeology Course Descriptions (ANTH)80Art History80Ceramics81Drawing81
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9Art Course Descriptions (ART)80Art History80Ceramics81Drawing81Design81
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Announcement of Faculty119-120Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9Archaeology Course Descriptions (ANTH)80Art History80Ceramics81Drawing81Design81Graphic Arts83
Education10, 61-62, 98-100Advanced Placement Examinations36Advising Program9Advisory Course30-31, 43Alcohol & Drug Abuse Policy12Algebra Course Descriptions (MATH)108Alpha Beta Gamma, Honor Society22Alumni Association11American Sign Language79Course Descriptions (ASL)79Animals on Campus29Anthropology Course Descriptions (ANTH)80Anthropology Degree Program Requirements74Application Filing Period9Art Course Descriptions (ART)80Art History80Ceramics81Drawing81Design81

Photography	83
Printmaking	81
Sculpture	82
Art Degree Program Requirements	50-51
Articulation, Credit by	
ASCMC	
Assessment Testing	
Associate Degree, Graduation Requirements for	
Associate Degree for Transfer	
Associated Students of CMC (ASCMC)	
Astronomy Course Descriptions (A)	83
Attendance	
Auditing Classes	
Automatic Teller Machine (ATM)	27
Automotive Technology	
Course Descriptions (AUTO)	84-85
Automotive Technology Certificate & Degree	
Program Requirements	
Auxiliary Organizations	
_	
Bank, Automatic Teller Machine (ATM)	
Base Programs Office	
Basic Skills	
Beliefs, College	
Beta Rho Pi Chapter of Phi Theta Kappa,	
Honor Society	22
Biological, Chemical & Physical Science	
Course Descriptions:	
Astronomy (A)	83
Biology (BI)	
Chemistry (CH)	
Geography (GEOG)	
Geology (G)	
Natural Resource (NR)	
Physics (PH)	
Biology Course Descriptions (BI)	
Board of Trustees	
Board of Governor's Waiver Program (BOGW)	
Bookstore	
Bruce's Coyote Kitchen	
Bus Service	
Business Certificate and Degree	
Program Requirements	52.54
Business Course Descriptions:	07
Accounting (BUAC)	
Computer Information Systems (CIS)	
Computer Science (CS)	
Economics (ECON)	101

Copper Mountain College Joshua Tree, CA www.cmccd.edu
Management (BUMA)87-88
Real Estate (BURE)88
Cafeteria, Bruce's Coyote Kitchen27
Cal Grants B & C20
Calculus Course Descriptions (MATH)107
Calendar, Academic7
CalWORKS19
Catalog Requirements under which Students Graduate39
CEEB
Certificate & Degree Program List40
Certificates of Achievement38
Certificates of Proficiency38
Certified Nursing Assistant65, 105
Change of Program15
Checks, Returned Policy16
Chemistry Course Descriptions (CH)
Child Development Course Descriptions (CD) 90-92
Child Development Degree
Program Requirements 55-56
Children on Campus29
Class Attendance29
Classification and Numbering of Courses/Classes30
Classification of Students29
CLEP Testing
Clubs on Campus22
College Foundation11
College Beliefs 5
College Level Examination Program
College Policies 12-13
Communication Degree Program Requirements56
Communication Studies for Transfer Degree
Program Requirements57
Communication Course Descriptions:
English (ENG) 101-103
Journalism (J) 106
Mass Communication (MC) 106
Reading (RDG) 112-113
Speech (SP)116
Community Education5, 10
Composition Course Descriptions (ENG) 101-103
Computer Information System
Course Descriptions (CIS)
Computer Information System
Certificate & Degree Requirements 58-59

Computer Science Course Descriptions (CS)	95-96
Computer Science	
Certificate & Degree Requirements	60
Concurrent Enrollment, K-12	14
Conduct, Student	23-25
Copper Mountain College Foundation	11
Corequisite	30, 43

Counseling 18
Course Abbreviations
Course Challenge
Course Descriptions
Course Identification Numbering System (C-ID)
Courses, Repetitions of
Credit by Articulation
Credit by CEEB Advanced Placement
Credit by Examination
Credit, Military
Credit, Transferable
Credit, Unit of
Criminal Justice Course Descriptions (CJ)
Criminal Justice Degree Requirements
Culinary Arts Course Descriptions (CULN)
Curriculum of College
-
Degree and Certificate Programs of Study List
Degree and Certificate Program Requirements 44-77
Degree Requirements
Non-Transfer
Transfer to UC and CSU (IGETC) 48-49
Transfer to CSU 41
Department of Education, of the United States
Departmental Seminar
Developmental Course Descriptions (DE)
Developmental Education Program
Directory Information
Disabilities, Americans with12
DSPS-now ACCESS 19, 79, 100-101
Disabled Students Course Descriptions (DSPS)79, 100-101
Discipline, Types of25
Discipline, Cause of
Disgualification
Disqualified Transfer Student14
Drama Course Descriptions (TA)117
Drawing Courses
Drop Policy15
Drop Dates
Due Process Hearing Procedures25
-
Earth Science Course Description (G) 104-105
Economic Development10
Economics Course Descriptions (ECON)101
Economics Degree Requirements54
E CARLES AND

5 1	
Emergency Medical Technician I	
Certificate Requirements	65
Emergency Medical Technician	
Course Descriptions (EMT)	
English as a Second Language	
Non-Credit (ESL)	10, 11, 62, 98
English Course Descriptions (ENG).	101-103

Copper Mountain College Joshua Tree, CA www.cmccd.edu

English Degree Requirements	57
Enrollment Fees	15-17
Enrollment Information	14-17
Enrollment Limitations	30, 35
Enrollment Requirements	14-17
Environmental Science Degree	
Program Requirements	73
Evaluation Requirement	39
Examination, Credit by	36

Expressive Activities	23
Extended Opportunity Programs & Services (EOPS)	20

E
• aculty 119-120
Faculty Code of Ethics 119
Family Education Rights to Privacy Act (FERPA) 26
FAFSA
Federal, Grants and Loans 20
Federal Work Study 20
Fees 15-16
Financial Aid 20
Fire Technology Certificate & Degree
Program Requirements63
Fire Technology Course Descriptions (FIRE) 103-104
Food Services
Foreign Language Course Descriptions:
American Sign Language (ASL)
Spanish (SPAN) 115-116
Foreign Transcript Evaluation
Foundation, Copper Mountain College 11
Freedom of Speech
Freshman (defined) 29
Full-Time Student (defined)

C
Gainful Employment Programs Disclosures
General Business Degree Program Requirements54
General Education Development Test (GED) 10, 62, 100
General Education Certification71, 44-49
General Education Philosophy6
General Ed Requirements - CSU46-47
General Ed Requirements - UC
General Information about CMC8
Geography Course Descriptions (GEOG)104
Geology Course Descriptions (G)104-105
Grade Appeals
Grade Change Policy
Grade Grievance Procedure33
Grade Point Average32
Grade Point Requirements9
Grade Points
Grade Responsibility32
Grades, Non Evaluating Symbols
Grades of "C" or Better35

Grades, Substandard	35
Grading System	31
Graduation	39
Graduation Honors	
Graduation Requirements	31, 39
Grants	20
Greenleaf Library	
Grievance Policy	33
Handicapped (ADA) Parking	28
Health Education Course Description (HE)	
Health Sciences Certificate and	
Degree Requirements	64-69
Health Sciences Course Descriptions:	
Emergency Medical Technician (EMT)	
Health Sciences (HS)	
Nursing (N)	
Vocational Nursing (VN)	
High School Completion	
High School Diploma	
History Course Descriptions (HIST)	
History Degree Program Requirements	
History of the College	
Hold on Student Registration	15
Home Health Aide (HS)	66, 105
Home Health Aide Certificate Program Requirem	nents66
Home Economics/Nutrition (HEC)	
Honors, Academic	34
Honor Roll	34
Honor Societies	22
Housing	27
Human Anatomy Course Descriptions (BI)	87
	22
ncomplete Grade	
Independent Study Projects	
International Baccalaureate (IB) Exams Intersegmental General Education	
Transfer Curriculum (IGETC)	10 10
In Progress, Course - CIP (definition)	
Institutional Student Learning Outcomes (ISLOs)	
institutional student Learning Outcomes (ISLOS)	0
Journalism Course Descriptions (J)	106
Law, Business Course Descriptions (BUMA)	
Learning Resources	
Leaves of Absence	
Liberal Arts Degree Program Requirements	
Liberal Studies for Elementary School Prep at CS	
Program Requirements	
Library Local Certificate of Proficiency	
Location of CMC	
	0

Majors40
Management, CMC4
Management Course Descriptions (BUMA)
Marriage & Family Course Descriptions (PSY, SOC)112, 115
Mass Communication Course Descriptions (MC)
Mathematics Competency43, 45, 47, 49
Mathematics Course Descriptions (MATH)
Mathematics Degree Program Requirements73
Maximum Number of Units31
Matriculation Program18-19
Medical Technician Course Descriptions (EMT)
Medical Terminology Course Descriptions (HS)
Microbiology Course Descriptions (BI)86
Military Credit
Mission Statement5
Music Course Descriptions (MUS)108-109

NI	
Natural Resources Course Descriptions (NR)	109
New Student Orientation	
News Reporting Course Descriptions (J)	
Non-Evaluation Symbols	32
Non-Resident Tuition Fees	16
Notice of Disclaimer	
Nursing and Health Sciences Degree & Certificate	2
Program Information/Requirements	64-69
Nursing Assistant Program Information	65
Nursing Course Descriptions:	
Emergency Medical Technician (EMT)	101
Nursing Assistant (HS)	
Registered Nursing (N)	113-114
Vocational Nursing (VN)	
Nutrition Course Description (HEC)	

Occupational Associate Degree	42
Occupational Education	
Office of Student Services	18
Official Withdrawal	15
Open Enrollment	15
Organizations, Student	22
Orientation, New Student	18

D
Parking
Parking Fee16, 27
Part-Time Student (defined)29
Pell Grants20
Pets on Campus29
Pharmacology Course Descriptions (HS)
Philosophy Course Descriptions (PHIL)
Philosophy Degree Program Requirements75
Physical Education and Health Course Descriptions:
Health Education (HE)105
124 Physical Education (PE)110

Physical Education Course Descriptions (PE)110
Physical Education Fees16
Physical Education Requirement31, 45, 47, 49
Physics Course Descriptions (PH) 110-111
Physiology Course Descriptions (BI)87
Poetry Course Descriptions (ENG)102
Policies of the College12-39
Political Science Course Descriptions (PS)111
Political Science Degree Program Requirements75
Preparation for Transfer
Prerequisites & Corequisites 30-31, 43
Preschool Education Course Descriptions (CD)90-92
President's List, Honors34
President's Message3
Privacy Rights and Access to Records 26-27
Probation, Academic or Probation14, 34, 35
Probationary Status Enrollment Limitation34
Probationary Transfer Students14, 34
Program Change15
Programs Information - MAJORS40
Psychology Course Descriptions (PSY)112
Psychology Degree Program Requirements75
Public Speaking Course Descriptions (SP)116

D
R eading Competency45, 47, 49
Reading Course Descriptions (RDG) 112-113
Real Estate Course Descriptions (BURE)
Records, General Information
Refunds16
Registration15
Registered Nursing Course Descriptions (N) 113-114
Registered Nursing Degree Program Requirements67-68
Reinstatement
Remedial Coursework Limitation
Repetition of Courses
Report Delayed32
Residency, Error or Falsification in Classification17
Residency Requirements & Determination
Returned Checks16
ROP Classes
c
${f S}$ afety Regulations, General28
Schedule of Classes15
Scholarships20
Science Course Descriptions:
Astronomy (A)83
Biology (BI)
Chemistry (CH)89
Geography (GEOG)104
Geology (G)
Natural Resources (NR)109
Physics (PH) 110-111
, . ,

Science Degree Program Requirements70, 73
Sculpture Course Descriptions (ART)82
Semester Unit (defined)31
Seminar, Departmental
Servicemember's Opportunity College (SOC)21
Services, Veterans Affairs21
Sexual Assault Policy12-13
Sexual Harassment
Smoking on Campus29
Social Science Course Descriptions:
Anthropology (ANTH)
Geography (GEOG)
History (HIST)
Philosophy (PHIL)
Political Science (PS)111
Psychology (PSY)112
Sociology (SOC)
Social Science Degree Program Requirements
Sociology Course Descriptions (SOC)
Sociology Degree Program Requirements
Sociology for Transfer Degree
Program Requirements
Sophomore (defined)
Spanish Course Descriptions (SPAN)
Spanish Degree Requirements
Special Part-time and Full-time Students
Special Part-time and Full-time students
Sports Activity Courses Descriptions (PE)110 State Certificates of Achievement
State, Grants and Scholarships
Strategic Initiatives
Student Classification
Student Complaints
Student Conduct Standards
Student Development
Course Descriptions (STDV)
Student Government (ASCMC)
Student Grievance Policy25
Student Learning Outcomes (SLOs)
Institutional6
Program
Student Organizations22
Student Parking16, 27-28
Student Records 15, 26-27
Student Representation Fee16
Student Rights & Responsibilities
Student Services
Student Success Center11, 61-62
Students with Disabilities 12, 18, 79, 101-102
Study Skills Course Descriptions116-117
Substandard Grades

Supplemental Modes of Study	37
Success Center	11, 61-62
The	
able of Contents	
Testing	14-15
Theatre Arts Course Descriptions (TA)	117
Transcripts	14, 38
Transcript Fees	16
Transfer, Preparation for	9, 30, 41
Transfer Center	
Transfer Curriculum	
Transferable Course Lists	
Transferable Courses	
Transferable Credit	
Transferred Coursework	
Transportation & Parking	
Trigonometry Course Descriptions (MATH)	
Tuition	15-17
Tutorial Services	11, 61-62

US Department of Education27
University of California Transfer Curriculum (IGETC) 48-49
Unit Load Maximum / Minimum31
Unit Credit for Military Service
Unit of Credit (defined)31

Veteran Program Course Requirements	21
Veterans Services	
Vision Statement	5
Vocational Associate Degree5, 10,	42, 44-45
Vocational Certification of Achievement	38
Vocational Education	5, 10
Vocational Nursing Course Descriptions (VN)	117-118
Vocational Nursing Program Requirements	68-69

Withdrawal Policy: Dates & Penalties	15, 32-33
Withdrawl, Symbol	32
Withholding of Student Records & Registration	า15
Word from the President	3
Work Experience Course Descriptions (WEV)	118
Work Study, Federal (FWS)	20
Writing Competency6	, 45, 47, 49
Writing Course Descriptions (ENG)	101-103



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: _

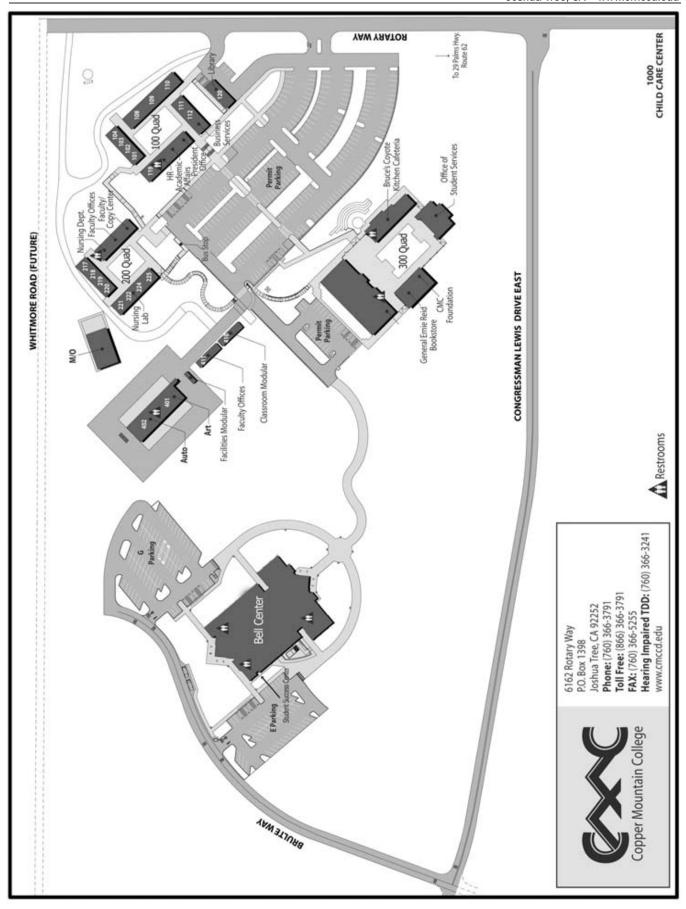
- Step 1 <u>Apply for Admissions Online at www.cmccd.edu</u> (at home or in the Library) 24 hrs after receiving and printing your confirmation page, contact Admissions & Records at **760-366-3791 ext. 4232** or the Base Office of Student Services **760-830-6133** to obtain your Student ID #, schedule an Assessment Test and New Student Orientation. **Student ID #:**
- Step 2 Schedule Assessment Test, New Student Orientation, Counseling Appointment: There are several options for attending New Student Orientation and receiving Counseling. Please call Admissions & Records to ask which option is best for you and to schedule a convenient day and time. Main Campus 760-366-3791 ext. 4232 or Base Office 760-830-6133.

My Assessment Test:DateMy New Student Orientation:DateMy Counseling Appointment:Date

DateTimeDateTimeDateTime

- Step 3Review for the Accuplacer Assessment Test
www.testprepreview.com
or www.testpreppractice.net/ACCUPLACER/
Additional review in English, reading, or math skills, is also available at no charge
in CMC's Student Success Center at 760-366-3791 ext. 4246 or ext 5982.
- Step 4 <u>Apply for Federal Student Aid (FAFSA) at home or in the Library</u>. Highly suggested, however not required! Complete the Free Application for Federal Student Aid (FAFSA) online at <u>www.fafsa.ed.gov</u> CMC's Federal School Code is 035424.
- **Step 5** <u>**Register for Classes**</u> with Admissions & Records at the Main Campus or at the Base Office of Student Services.
- **Step 6 Pay for classes and obtain your parking permit** in the Cashier's Office, located in 100 Quad, Main Campus. 760-366-3791, ext. 5312.
- Step 7 Attend Classes! Good Luck!!
- Step 8Get your Student ID Card the second week of the semester.Bring: Photo ID, Student ID # and class schedule. ID hours vary by semester.Call A&R 760-366-3791, ext. 4232.

Copper Mountain College Joshua Tree, CA www.cmccd.edu



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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, 2012

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.

Vice President for Academic Affairs Dr. Wei Zhou

NOTICE OF DISCLAIMER

Every reasonable effort has been made to determine that everything stated in this 2012-2013 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.

ISSUE DATE: 04/04/13

CMC issues addendums to the catalog when there are corrections or changes. It is an **accumulation** of all changes effecting this catalog and listed by Page Number.

2012-13 Catalog ADDENDUM

PAGE 63

FIRE TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

and employment preparation

Dept. /No.	Title	Units
Required Cou	urses:	
FIRE-001	Fire Protection Organizations	3
FIRE-002	Fire Prevention	
FIRE-003	Fire Protection Equipment and Systems	
FIRE-004	Building Construction for Fire Protection	
FIRE-005	Fire Behavior and Combustion	
FIRE-058	Fire Protection Hydraulics & Water Supply	
EMT-084	Emergency Medical Technician I	6
Required Cou	Irses	24
Electives (wit	h advisor approval)	
	es	
CMC General	Education Requirement	
	cation Requirement	
DEGREE TOTA	AL	60-61
Advisor:	M. Schiel	

PAGE 79

ACCT-001 (EFFECTIVE SPRING, 2013) FINANCIAL ACCOUNTING

4.5 Units Lecture: 4.5 hours

This course is the study of accounting as an information system, examining why it is important and how it is used by investors and creditors to make decisions. The course coverage includes the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. It also includes issues relating to asset, liability, and equity valuation; revenue and expense recognition; cash flow; internal controls; and ethics. This course replaces BUAC 001 and BUAC 002.

Prerequisite: MATH 057 or the equivalent, RDG 051 or the equivalent Advisory: BUAC 066, ENG-051 CSU, Associate Degree Applicable

ACCT-002 (EFFECTIVE SPRING, 2013) MANAGERIAL ACCOUNTING

3.5 Units

Lecture: 3.5 hours

This course is the study of the use and reporting of accounting data for managerial planning, cost control, and decision making purposes. The course includes broad coverage of concepts, classifications, and behaviors of costs. Topics include cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, and capital budgeting. This course replaces BUAC-006.

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

PAGE 80

ANTH-003 (EFFECTIVE FALL, 2013) ARCHAEOLOGY, AN INTRODUCTION TO PREHISTORY 3 Units

Lecture: 3 hours

This course investigates human prehistory, spanning the period from the earliest toolmakers to the recent past. Students learn about human cultural developments from data collected on all continents. Students explore and evaluate the tools, techniques, and methodologies of archaeological investigations. *Advisory:* ENG-003A, RDG-051

CSU, UC, Associate Degree Applicable

ART-001C (DEACTIVATED 09/28/12) DRAWING AND COMPOSITION

ART-001D (DEACTIVATED 09/28/12) DRAWING AND COMPOSITION PAGE 84

AUTO-004 (EFFECTIVE FALL, 2013) PRINCIPLES OF AUTOMOTIVE TECHNOLOGY

Lecture: 3 hours

Laboratory: 3 hours

Principles of Automotive Technology is the prerequisite course for the entry level student in the Automotive Program. It 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.

Corequisite: RDG-050 Advisory: ENG-050, MATH-057 or the equivalent Associate Degree Applicable

AUTO-021 (EFFECTIVE FALL, 2013) AUTOMOTIVE ELECTRICAL SYSTEMS II

4 Units

Lecture: 4 hours Laboratory: 3 hours

Automotive Electrical Systems II (AUTO-021) provides further study of the automotive electrical systems and introduces students to more advanced electronic components and digital communication networks used on current production vehicles. Students obtain practical hands-on experience in the proper diagnosis, service and repair of electronically-controlled components and systems. This course also includes information on the operation, diagnosis and repair of electronically-controlled lighting systems, instrumentation and warning lamps, accessories, and passive restraint systems. Alternatively powered vehicles are also introduced in this course. New automotive electrical/electronic technology will be introduced as it becomes available. This course is aligned with the National Automotive Technicians Education Foundation (NATEF) 2012 accreditation standards.

Prerequisite: AUTO-020 or current ASE Electrical Certification. Advisory: ENG-050, MATH-057 or the equivalent Associate Degree Applicable

AUTO-027 (CORRECTION - NO PREREQUISITE) BASIC AND ADVANCED CLEAN AIR CAR COURSE ENGINE AND EMISSION CONTROL TRAINING (LEVEL 1) AND SMOG CHECK TRAINING (LEVEL 2) Advisory: AUTO-018, AUTO-029

AUTO-035 (EFFECTIVE SPRING, 2013) AUTOMOTIVE STEERING, SUSPENSION, AND ALIGNMENT

4 Units Lecture: 3 hours Laboratory: 3 hours

Automotive Steering, Suspension, and Alignment (Auto- 035) provides the automotive student with the basic knowledge and practical hands-on experience in the service, inspection, diagnosis and repair of modern automotive steering and suspension systems. This course includes information on the construction features, operating principles, service, repair, and adjustment of wheel bearings, tires and wheels, standard and electronic suspensions, steering columns, power steering pumps, steering gears, tire pressure monitoring, and four-wheel steering systems. The theory and procedures related to four-wheel alignment are also covered. This course is aligned with the National Automotive Technicians Education Foundation (NATEF) 2012 accreditation standards.

Prerequisite: AUTO-004 with a grade of "C" or better, or two (2) years verifiable trade experience.

Associate Degree Applicable

PAGE 85

AUTO-044 (EFFECTIVE FALL, 2013) AUTOMOTIVE ENGINE REPAIR

4 Units

Lecture: 3 hours Laboratory: 3 hours

This course provides the automotive student with basic theory and practical hands-on experience in the testing, diagnosis, disassembly, inspection, adjustment, service and/or repair, and reassembly of the automobile engine. Cylinder heads, valve trains, and other engine related components will also be covered. This course is aligned with the National Automotive Technicians Education Foundation (NATEF) 2012 accreditation standards.

Prerequisite: AUTO-004 or two (2) years verifiable trade experience Advisory: ENG-050, MATH-057 or the equivalent Associate Degree Applicable

AUTO-045 (EFFECTIVE FALL, 2013) AUTOMOTIVE ENGINE REPAIR

4 Units

Lecture: 3 hours Laboratory: 3 hours

This course provides the automotive student with basic theory and practical hands-on experience in the testing, diagnosis, disassembly, inspection, adjustment, service and/or repair, and reassembly of the automobile engine. Cylinder heads, valve trains, and other engine related components will also be covered. This course is aligned with the National Automotive Technicians Education Foundation (NATEF) 2012 accreditation standards.

Prerequisite: AUTO-004 or two (2) years verifiable trade experience Advisory: ENG-050, MATH-057 or the equivalent Associate Degree Applicable

AUTO-078 (EFFECTIVE FALL, 2013) HYBRID AND ALTERNATIVE FUEL VEHICLES

4 Units Lecture: 3 hours

Laboratory: 3 hours

This course introduces the automotive student to the role of hybrid and alternative fuel vehicles in today's society. It covers the design, theory of operation and service of several current hybrid and alternative fuel vehicles. Additional topics include hybrid battery design and service; control and operation of electric motors and generators; hybrid vehicle transmissions; regenerative braking; hybrid vehicle heating and air conditioning; and fuel cells and other advanced technologies. (Formerly AUTO-078A-B).

Prerequisite: AUTO-004 with a grade of "C" or better, or 2-years verifiable trade experience Advisory: ENG-050, MATH-057

Associate Degree Applicable

AUTO-078A-B (DEACTIVATED EFFECTIVE 12/14/12) ALTERNATIVE FUELS

PAGE 86

BI-005 (EFFECTIVE FALL, 2013) MOLECULAR AND CELLULAR BIOLOGY

Lecture: 4 hours Laboratory: 3 hours

This course surveys biological principles with a strong emphasis on biochemistry, cell biology, and genetics. Topics include biomolecular structure, cell structure and function, cellular respiration, photosynthesis, DNA replication, protein synthesis, Mendelian genetics, mitosis, meiosis, embryology, histology, organismal diversity, and phylogenetic classification. This course is designed for students pursuing careers in science, medicine, dentistry, veterinary medicine, and other health fields requiring a strong foundation in biology. This course, in conjunction with BI-006, Biology of Organisms, provides students with the general biology core curriculum for transfer.

Prerequisite: MATH-040 with a grade of "C" or better Advisory: BI-004 or high school biology, CH-003 or CH-004, ENG-051, and RDG-051 CSU, UC, Associate Degree Applicable

BI-006 (EFFECTIVE FALL, 2013) BIOLOGY OF ORGANISMS

5 Units

Lecture: 4 hours Laboratory: 3 hours

This course covers classification, development, physiology, and regulation at the organismal level. Additional topics include population dynamics, community ecology, evolution, and population genetics. This course is primarily designed for students pursuing careers in science, medicine, dentistry, veterinary medicine, and other health fields requiring a strong foundation in biology. This course, in conjunction with BI-005, Molecular and Cell Biology, provides students with the general biology core curriculum for transfer.

Prerequisite: MATH-040 with a grade of "C" or better

Advisory: BI-004 or high school biology, CH-003 or CH-004, ENG-051, and RDG-051 CSU, UC, Associate Degree Applicable

PAGE 88

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, RDG-051

CSU, UC, Associate Degree Applicable

PAGE 90 CD-010 (EFFECTIVE SPRING, 2013) CHILD DEVELOPMENT

4 Units

Lecture: 4 hours

In this course students study the developing child with emphasis on the physical, cognitive, linguistic, and psychosocial growth, both typical and atypical, 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. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages. This course is required for all Child Development majors and for licensing in private and publicly funded childcare centers. This course combines content from courses formerly known as ECE-010A and ECE-010B.

Advisory: ENG-051 RDG-051 CSU, Associate Degree Applicable C-ID CDEV 100

CD-012 (EFFECTIVE SPRING, 2013) CHILD, FAMILY, AND COMMUNITY

3 Units Lecture: 3 hours

Students study the developing child in a societal context that focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. An emphasis is placed on the influence of contemporary family and cultural patterns on children from birth through adolescence and how to establish effective school-family relationships. 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.

CD-014 (EFFECTIVE SPRING, 2013) PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION

3 Units Lecture: 2 hours Laboratory: 3 hours

adoratory: 3 nou

Students examine the underlying theoretical principles of developmentally appropriate practices applied to programs and environments. The key role of relationships, constructive adult-child interactions, and teaching strategies will be emphasized as they support physical, social, creative, and intellectual development for all young children. Students will examine historical perspectives and trends related to young children, contemporary practices and philosophies, professional roles and responsibilities including advocacy, ethics, and professional identity. Students complete 54 clock hours of supervised classroom experience as they observe and interact with young children in the classroom under the supervision of a mentor teacher. Formerly known as ECE-014.

Prerequisite: CD-010 or the equivalent with a grade of "C" or better Advisory: CD-012, ENG-051, RDG-051 CSU, Associate Degree Applicable

CD-015 (EFFECTIVE SPRING, 2013) CHILD DEVELOPMENT PRACTICUM

3 Units Lecture: 1 hours Laboratory: 6 hours

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of Child Development faculty. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play oriented approaches to teaching, learning/assessment, and knowledge of curriculum content areas are emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. This course includes 108 clock hours of supervised classroom experience. Formerly known as ECE 015.

Prerequisite: CD-014, CD-030 with a grade of "C" or better CSU, Associate Degree Applicable

PAGE 91

CD-030 (EFFECTIVE SPRING, 2013) INTRODUCTION TO CURRICULUM

Lecture: 3 hours

Students will gain an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine the teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally appropriate practice based on observation and assessments across the curriculum, including academic content areas, play, art, and creativity, and development of social-emotional, communication, and cognitive skills. This course is required for all Child Development majors and for licensing in private and publicly funded centers. Formerly known as ECE 030.

Prerequisite: CD-010, ENG-051, RDG-051 with a grade of "C" or better CSU, Associate Degree Applicable C-ID ECE 130

CD-044 (EFFECTIVE SPRING, 2013) CHILD HEALTH, SAFETY, AND NUTRITION

3 Units

Lecture: 3 hours Students investigate personal health, safety, and nutrition issues with emphasis on meeting the needs of children in group settings. Students are introduced to the key components, laws, regulations, standards, policies, procedures, and early childhood curriculum related to child health, safety, and nutrition. Students examine the roles and responsibilities of adults to promote children's physical, mental, and emotional health and safety. In addition, the course emphasizes the promotion of positive lifelong practices, stressing the importance of a healthy lifestyle to the individual's development and learning. The course also addresses common childhood injuries and illnesses, the vital importance of planning healthy and safe environments for children, and the basic elements of nutritionally adequate and appropriate meals. Students will identify the importance of collaboration with families and health professionals and focus on integrating the concepts into everyday planning and program development. Formerly known as ECE-044.

Advisory: CD-010, ENG-051, RDG-051 CSU, Associate Degree Applicable

CD-074 (EFFECTIVE SPRING, 2013) LIVING AND TEACHING IN A DIVERSE SOCIETY 3 Units

Lecture: 3 hours

Students study the major social, economic, and psychological theories and processes that relate to differences in personal and group characteristics. Students gain an appreciation of the implication of these processes on 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. The course presents material on the integration of anti bias practices in parenting and teaching to promote equity and a deepening understanding of how to best support children and families as they gain a sense of identity and become competent members of our complex, diverse society. Students will reflect on their own personal and educational experiences and philosophies to better inform their life choices, teaching practices, and program development.

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

<u>PAGE 92</u>

CD-075 (EFFECTIVE SPRING, 2013) OBSERVATION AND ASSESSMENT

3 Units Lecture: 3 hours

Students acquire a theoretical framework and skills in the appropriate use of a variety of observation and assessment of young children's development and behavior. They examine the use of standard based assessment to inform teaching practice and to ensure developmentally appropriate curriculum. Child observations in the pre-school classroom will be conducted and analyzed.

Prerequisite: CD-010 with a grade of "C" or better Advisory: ENG-051, RDG-051 CSU, Associate Degree Applicable C-ID ECE 200

<u>PAGE 93</u>

CIS-070A (EFFECTIVE FALL, 2013) COMPUTER BUSINESS APPLICATIONS FOR WINDOWS

Lecture: 2.5 hours

Laboratory: 1.5 hours

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office, and Internet Explorer. Students develop basic skills in four applications; Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. Includes discussions on the ethical use of software and research techniques. *Advisory: ENG-051, RDG-051*

CSU, UC, Associate Degree Applicable

CIS-076B (EFFECTIVE FALL, 2013) WORD I

3 Units

Lecture: 2.5 hours Laboratory: 1.5 hours

This course briefly reviews basic skills and progresses to intermediate word processing concepts and procedures in Word for Windows. Acquired knowledge and skills include creating an appropriate academic level research paper with citations and references as well as creating a professional-level finished document. Students further their skills in integrating graphics and templates in addition to creating a Web page from a Word document.

Prerequisite: CIS-070A with a grade of "C" or better Associate Degree Applicable

CIS-078B (EFFECTIVE FALL, 2013) WORD II

Lecture: 2.5 hours

Laboratory: 1.5 hours

This course provides advanced word processing skills using Word for Windows. Knowledge and skills to be acquired include: generating form letters, mailing labels, and a directory for a cover letter; creating a newsletter with a pull-quote and graphics; and using document collaboration and integration tools. Students will create a master document with a table of contents, an index, and a template for an online form. This includes working with macros, document security, and XML.

Prerequisite: CIS-076B with a grade of "C" or better Associate Degree Applicable

<u> PAGE 95</u>

CS-073 (EFFECTIVE FALL, 2013) INTRODUCTION TO COMPUTER SCIENCE

Lecture: 3 hours

This is an introductory course in computer concepts and terminology. Topics covered include basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and systems of tware, the Internet and WorldWideWeb, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, ethics, protection of intellectual property rights, and computer trends.

Advisory: ENG-050, RDG-051 CSU, UC, Associate Degree Applicable

PAGE 96

CS-089 (EFFECTIVE FALL, 2013) 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; The parts of a C++ program; expressions and interactivity; making decisions; relational operators; loops and files; functions; arrays; searching and sorting arrays; pointers; characters, C-strings, and more about the string class.

Prerequisite: CS-073, CS-086 with a grade of "C" or better CSU, UC, Associate Degree Applicable

CS-089A (EFFECTIVE FALL, 2013) C++ PROGRAMMING II

3 Units

Lecture: 2 hours Laboratory: 3 hours

This is an intermediate course in C++ programming. At the intermediate level, students design, write and debug C++ programs using structured programming concepts. Building upon skills learned in CS-089, students will develop more complex C++ structure and syntax as well as algorithm, development. Other topics will include structured data; advanced file operations; introduction to classes; inheritance, polymorphism, and virtual functions; exceptions, templates, and the standard template library; linked lists; stacks and queues; recursion and binary trees.

Prerequisite: CS-089 with a grade of "C" or better CSU, UC, Associate Degree Applicable

PAGE 100

DSPS-045A (DEACTIVATED 09/28/12) JOB SKILLS DEVELOPMENT - VOCATIONAL EXPLORATION EMT-085 (EFFECTIVE SPRING 2013)

DSPS-045B (DEACTIVATED 09/28/12) JOB SKILLS DEVELOPMENT - JOB APPLICATIONS AND RESUME WRITING

DSPS-045C (DEACTIVATED 09/28/12) JOB SKILLS DEVELOPMENT - JOB INTERVIEW SKILLS

DSPS-046 (DEACTIVATED 09/28/12) ONLINE LEARNING STRATEGIES

DSPS-048 (DEACTIVATED 09/28/12) SPEECH TO TEXT TRAINING

DSPS-049 (DEACTIVATED 09/28/12) TEXT TO SPEECH TRAINING

<u>PAGE 101</u>

ECON-001 (EFFECTIVE SPRING, 2013) PRINCIPLES OF MACROECONOMICS

3 Units Lecture: 3 hours

Principles of Macroeconomics introduces students to aggregate economic theory and analysis. The course will emphasize market systems, aggregate measures of economic activity, macroeconomic equilibrium, money, financial institutions, monetary and fiscal policy, international economics, and economic growth.

Prerequisite: MATH-050 with a grade of "C" or better CSU, UC, Associate Degree Applicable

EMT-084 (EFFECTIVE SPRING, 2013) EMERGENCY MEDICAL TECHNICIAN

6 Units Lecture: 4 hours

Laboratory: 6 hours

This course prepares students to become an Emergency Medical Technician (EMT). 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) – Certifying 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, skills practice, and supervised field and clinical time in selected pre-hospital and emergency department sites. Students must be eighteen-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, BI-023, HS-081, HS-061, CIS-050 Associate Degree Applicable

EMT-085 (EFFECTIVE SPRING 2013) EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE

2 Units Lecture: 2 hours

This refresher course for current Emergency Medical Technician (EMT) personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, section 9. This course is for those who have completed a recognized EMT training course and are in the process of obtaining certification or renewing their current certification. 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 and skills competency examinations is required for course completion.

Prerequisite: Completion of recognized NREMT Basic EMT course.

PAGE 103

FIRE-001 (EFFECTIVE FALL, 2013) FIRE PROTECTION ORGANIZATIONS

Lecture: 3 hours

This course provides an overview of fire protection, including career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; the organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; fire protection systems; and fire strategy and tactics.

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

CSU, Associate Degree Applicable

FIRE-002 (EFFECTIVE FALL, 2013) FIRE PREVENTION

3 Units

Lecture: 3 hours

This course provides fundamental knowledge relating to the field of fire prevention. Students obtain basic information on the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, the use of fire codes, and the identification and correction of fire hazards. Additional topics include fire investigation, and fire and life-safety education. Field trips may be offered throughout the course.

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

FIRE-003 (EFFECTIVE FALL, 2013) FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units

Lecture: 3 hours

This course provides the student with information pertaining to the 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 extinguishers. *Prerequisite: FIRE-001 with a grade of "C" or better CSU, Associate Degree Applicable*

FIRE-004 (EFFECTIVE FALL, 2013) BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 Units

Lecture: 3 hours

This course provides the Fire Technology or other interested students with an understanding of the essential components used in building construction that directly relates to fire safety. The elements of construction and design of structures, factors when inspecting buildings, preplanning fire operations, and operating at fires are discussed. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial, and industrial occupancies. Field trips may be required.

Prerequisite: FIRE-001 CSU, Associate Degree Applicable

PAGE 104

FIRE-061 (EFFECTIVE FALL, 2013) FIRE APPARATUS AND EQUIPMENT

Lecture: 3 hours

This course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. This course provides the student with information on pump construction, and theory of operations. Topics include methods of performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps.

Advisory: ENG-051 CSU, Associate Degree Applicable

<u>PAGE 105 (106)</u>

HS-013 (EFFECTIVE SPRING, 2013) GENERAL NUTRITION

3 Units Lecture: 3 hours

This course is a study of the chemical compositions of foods and their utilization by the body. Students study the roles, functions, and interactions of proteins, fats, carbohydrates, vitamins, minerals, and water. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered. Formerly known as HEC-013.

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

PAGE 106

HS-098 (DEACTIVATED EFFECTIVE SPRING, 2013) NURSING SKILLS LAB

HIST-017 (EFFECTIVE FALL, 2012) U.S. HISTORY THROUGH RECONSTRUCTION

Lecture: 3 hours

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

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

HIST-018 (EFFECTIVE FALL, 2012)

U.S. HISTORY FROM RECONSTRUCTION TO PRESENT

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, RDG-051 CSU, UC, Associate Degree Applicable

PAGE 108

MATH-097 (DEACTIVATED EFFECTIVE 05/14/13) MATHEMATICS SUPPLEMENTAL LAB

MATH-098 (DEACTIVATED EFFECTIVE 05/14/13) MATHEMATICS SUPPLEMENTAL LAB

PAGE 112

RDG-050 (EFFECTIVE FALL, 2012) INTERMEDIATE READING

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 place Advisory: CIS-070B

PAGE 113

N-001A (EFFECTIVE FALL, 2013) NURSING FOUNDATIONS

4.5 Units

Lecture: 2.5 hours Laboratory: 6 hours

In the 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 (EFFECTIVE FALL, 2013) CONCEPTS OF NURSING PRACTICE I

4.5 Units Lecture: 2 hours Laboratory: 7.5

This nine-week 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-002B (EFFECTIVE FALL, 2013 CONCEPTS OF NURSING PRACTICE II AND GERONTOLOGICAL NURSING I

5 Units Lecture: 2.5 hours Laboratory: 7.5

This course introduces students to primary, secondary and tertiary nursing care of acute and sub-acute hospitalized client. 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.

Prereauisite: N-001B with a arade of "C" or better

CSU, Associate Degree Applicable

<u>PAGE 114</u>

N-004A (EFFECTIVE SPRING, 2013) CONCEPTS OF NURSING PRACTICE IV

5 Units Lecture: 2.5 hours

Laboratory: 7.5 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, and immunological systems. Students will learn about problems with fluid and electrolyte balance. Finally, students will acquire clinical experience in managing three to four high acuity clients and one client in the home setting. This course is offered in a nine-week format.

Prerequisite: N-003A and N-002A with a grade of "C" or better CSU, Associate Degree Applicable

N-004B (EFFECTIVE SPRING, 2013) NURSING MANAGEMENT, LEADERSHIP AND PRECEPTORSHIP

4 Units Lecture: 1.5 hours Laboratory: 7.5 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, and immunological systems. Students will learn about problems with fluid and electrolyte balance. Finally, students will acquire clinical experience in managing three to four high acuity clients and one client in the home setting. This course is offered in a nine-week format.

Prerequisite: N-004A with a grade of "C" or better CSU, Associate Degree Applicable

N-098 (DEACTIVATED EFFECTIVE SUMMER, 2013) REGISTERED NURSING SKILLS LAB

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PAGE 117

STDV-065 (EFFECTIVE FALL, 2013) FOUNDATIONS OF COLLEGE SUCCESS

Lecture: 3 hours

This course provides an exploration of the intellectual, psychological, emotional, social and physical factors that impact lifelong learning, well-being, and success in college and in life. Students explore effective personal and academic pathways by considering decision-making processes, critical thinking, metacognitive awareness, personality and learning styles, personal responsibility, self-motivation, self-management, interdependence, self-awareness, emotional intelligence, and self-confidence. Other topics include career exploration, money management, personal health, time management, study strategies, effective technology usage, and campus and community resources.

Advisory: ENG-050, RDG-050, or placement by exam CSU, Associate Degree Applicable

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 and 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 LAB

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 and HS-065 with a grade of "C" or better and admission to the program Corequisite: VN-001

Associate Degree Applicable

<u>PAGE 118</u>

VN-003 (EFFECTIVE SPRING, 2013) VOCATIONAL NURSING III

9 Units Lecture: 9 hours

A continuation of VN-001 and VN-002, this course introduces concepts of care for clients during the antepartal, intrapartal and postpartal periods. Acute alterations of all systems are reviewed with emphasis on the pediatric client. Content also includes health promotion and health screening. Mental health and substance abuse are discussed. Principles of leadership and supervision specific to the role of vocational nurse are also introduced.

Prerequisite: VN-002, VN-002L with a grade of "C" or better Corequisite: VN-003L

Associate Degree Applicable